Mesa Union School District

Agenda for the Regular Board Meeting of the Board of Trustees to be held on Tuesday, May 21, 2019, at 6:00 p.m. in the School Multi-Purpose Room located at 3901 North Mesa School Road, Somis, California 93066

The Regular Board Meeting of the Board of Trustees will begin at 6:00 p.m. with closed session and approximately 6:30 p.m. for open session. A complete agenda packet is available at the District Office, 3901 North Mesa School Road, Somis, 72 hours prior to a regularly scheduled meeting and online at www.mesaschooldistrict.org.

1. CALL TO ORDER AND RECOGNITION OF A QUORUM

Time_____	Present	Absent
Mrs. Mary Crull, President	_____	_____
Dr. Neil Canby, Vice President	_____	_____
Mrs. Krista Nowak, Clerk	_____	_____
Mr. Steven Sullivan, Trustee	_____	_____
Mrs. Roddie Villa, Trustee	_____	_____
Mr. Jeff Turner, Superintendent	_____	_____
Mrs. Tami Peterson, Chief Business Official	_____	_____
Mrs. Erica Magdaleno, Executive Assistant	_____	_____

2. ADOPTION OF AGENDA

Usually an agenda covers an entire session, in which case it is the order of business for that session and is adopted by majority vote of the assembly. Thereafter, no change can be made in the agenda except by a two-thirds vote or by unanimous consent. At the point of adoption of the agenda, any Board member or the Superintendent can request that the agenda be reordered.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

At this time, any member of the public may address the Board concerning the closed session items. A person addressing the Board is urged to use not more than three (3) minutes of time. If you wish to address the Board, please plan to complete a Speaker Form prior to the start of the meeting. Forms are available in the District Office, at the Board meeting and online at www.mesaschooldistrict.org

4. CLOSED SESSION

During this time, the Board may adjourn to closed session to discuss confidential material relating to:

A. Personnel as authorized by Government Code §54957 as it relates to personnel needs for the 2019-2020 school year

B. Negotiations as it relates to MUTA and MUST - Consult with District Negotiator Jeff Turner, authorized by Government Code §3549.1

C. Public Employee: Superintendent's Evaluation authorized by Government Code §54957

ADJOURN FROM CLOSED SESSION

Time: _____

RECONVENE IN PUBLIC

(Approximate time 6:30 p.m.) Time: _____

Report of actions taken during closed session: The president of the Board will report on actions taken during closed session.

5. OFFICIAL OPENING - PLEDGE OF ALLEGIANCE

6. MINUTES

It is the recommendation of the District Administration that the Board of Trustees approve the minutes of the Regular Board Meeting of April 11, 2019.

Mesa Union School District

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7. AUDIENCE TO ADDRESS BOARD OF TRUSTEES - COMMENTS BY THE PUBLIC

All individuals are invited to speak to the Board during public comment on matters related to the District. If you wish to address the Board, please plan to complete a Speaker Form prior to the start of the meeting. Forms are available in the District Office, at the Board meeting and online at www.mesaschooldistrict.org.

8. RECOGNITIONS

- **A.** Mesa Moments Recipients - Marybel Gonzalez, Caryn Papa, Elizabeth Garcia, Carolyn DeBoni
- **B.** Retirement Recognitions - Robin Webster, Karen Kerper, Janice Lindsay, and Jose Balam
- **C.** Employee Years of Service Awards

9. DISCUSSION ITEMS/PUBLIC HEARING:

A. Local Control Accountability Plan (LCAP): Mr. Turner will provide a first draft of the 2019-2020 Local Control Accountability Plan (LCAP) - ***Information/Discussion***

In accordance with Education Code 52062, a public hearing to solicit the recommendations and comments of the public regarding the proposed MUSD LCAP is being held. Effective 2013-14, the K-12 finance system was replaced with a new Local
Control Funding Formula (LCFF), which includes base, supplemental, and concentration grants as the funding streams. As part of the LCFF, school districts are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), beginning on July 1, 2014, using a template adopted by the California State Board of Education (SBE). The LCAP is required to identify goals and measure progress for student subgroups across multiple performance indicators. The MUSD LCAP has been developed with the input from diverse groups of stakeholders. Adoption of the MUSD LCAP is scheduled for June 13, 2019.

PLEASE SEE AGENDA ITEM 9A IN THE PACKET

B. Public Hearing: Mesa Union School District Local Control Accountability Plan (LCAP)

The Mesa Union School District Local Control Accountability Plan (LCAP) has been developed with the input from diverse groups of stakeholders. Adoption of the Mesa Union School District Local Control Accountability Plan (LCAP) is scheduled for June 13, 2019.

C. 2019-2020 Financial Budget: Tami Peterson will provide a presentation on the 2019-2020 Proposed Budget- ***Information/Discussion***

PLEASE SEE AGENDA ITEM 9C IN THE PACKET

D. Public Hearing: 2019-2020 Financial Budget

This item is presented for information and discussion only. Adoption of the 2019-2020 Mesa Union School District Budget is scheduled for June 13, 2019.

E. Public Hearing: Presentation of Initial Proposal of the Mesa Union Teachers' Association (MUTA) to the Mesa Union School District for the 2019-2020 school year negotiations; and Public Comment

Mesa Union School District

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In accordance with Government Code section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of the public school employer. The initial bargaining proposal of the Mesa Union Teachers' Association (MUTA) was first made public at the April 11, 2019 Board meeting of the Board of Trustees and is hereby returned to this agenda for public discussion.

PLEASE SEE AGENDA ITEM 9E IN THE PACKET

F. School Uniforms - The Board of Trustees will have a preliminary discussion on the topic of school uniforms.

10. SUPERINTENDENT'S REPORT

A. School Climate Update
B. Social Studies Textbook Adoption Update
C. Monthly Attendance/Discipline Reports

11. BOARD MEMBERS' REPORTS AND COMMUNICATIONS

A. Correspondence
1. Ventura County Office of Education correspondence with regards to second interim report
B. Board members' reports and communications
C. Board members' interests and concerns

12. CONSENT AGENDA

Approval of the Consent Agenda – All items on the Consent Agenda are to be approved as one motion unless a Board member requests separate action on a specific item. Each item approved shall be deemed to have been read in full and adopted as recommended.

A. Purchase Orders –Mesa (April 1, 2019-April 30, 2019)

It is the recommendation of the District Administration that the Purchase Orders be approved as presented.

PLEASE SEE AGENDA ITEM 12A IN THE PACKET

B. Check Register – Mesa (April 1, 2019-April 30, 2019)

It is the recommendation of the District Administration that the Check Register be approved as presented.

PLEASE SEE AGENDA ITEM 12B IN THE PACKET

C. Statement of Revenues and Expenditures (April 1, 2019-April 30, 2019)

It is the recommendation of the District Administration that the Statement of Revenues and Expenditures be approved as presented.

PLEASE SEE AGENDA ITEM 12C IN THE PACKET

D. Current Enrollment Report

It is the recommendation of the District Administration that the Enrollment Report be approved as presented.

PLEASE SEE AGENDA ITEM 12D IN THE PACKET

E. Student of the Month, Junior High Student of the Quarter and Honor/Merit Roll Listing

It is the recommendation of the District Administration that the Student of the Month, Junior High Student of the Quarter and Honor/Merit Roll listing be accepted as presented.

PLEASE SEE AGENDA ITEM 12E IN THE PACKET

F. Document Tracking Services Renewal Agreement

It is the recommendation of the District Administration that the Board of Trustees approve the renewal agreement with Document Tracking Services.

PLEASE SEE AGENDA ITEM 12F IN THE PACKET

13. ACTION/DISCUSSION ITEMS

A. Discuss and Acknowledge Receipt of the Initial Proposal of the Mesa Union Teachers' Association (MUTA) to the Mesa Union School District for the 2019-2020 school negotiations

In accordance with Government Code section 3547, discuss and acknowledge receipt by the Board of the initial proposal of the Mesa Union Teachers' Association (MUTA) to the Mesa Union School District for the 2019-2020 school year negotiations.

PLEASE SEE AGENDA ITEM 13A IN THE PACKET

B. Consideration of adoption of the following End of Year Resolutions:

Resolution #18-19-15 Temporary Loans Between District Funds Fiscal Year 2019-2020
Resolution #18-19-16 Appropriation Transfers Fiscal Year 2019-2020
Resolution #18-19-17 Authority for Mesa Union School District to Improve Compensation and Benefits for Certain Categories of Employees After July 1, 2019

It is the recommendation of the District Administration that the Board of Trustees adopt Resolution #18-19-15 Temporary Loans Between District Funds Fiscal Year 2019-2020, Resolution #18-19-16 Appropriation Transfers Fiscal Year 2019-2020 and Resolution #18-19-17 Authority for Mesa Union School District to Improve Compensation and Benefits for Certain Categories of Employees After July 1, 2019.

PLEASE SEE AGENDA ITEM 13B IN THE PACKET

C. Consideration of appointment of the Bond Oversight Committee members: Alex Mathis, Dr. Kameron Poole, Jamie Niswander, Dr. Micah Dickey, Barbara Wagner, Jayme Dryden, and Rocio Bucio

It is the recommendation of the District Administration that the Board of Trustees approve the appointment of the Bond Oversight Committee members Alex Mathis, Dr. Kameron Poole, Jamie Niswander, Dr. Micah Dickey, Barbara Wagner,

Jayme Dryden and Rocio Bucio.

D. Consideration of approval of the request for Allowance of Attendance Due to Emergency Conditions Form J-13A

It is the recommendation of the District Administration that the Board of Trustees approve the Allowance of Attendance Due to Emergency Conditions Form J-13A.

PLEASE SEE AGENDA ITEM 13D IN THE PACKET

E. Consideration of approval of the 2019-2020 Bell Schedule

It is the recommendation of the District Administration that the Board of Trustees approve the 2019-2020 Bell Schedule.

PLEASE SEE AGENDA ITEM 13E IN THE PACKET

F. Consideration of approval of the student teacher agreement with Cal State Channel Islands (CSUCI) effective July 1, 2019 through June 30, 2022

It is the recommendation of the District Administration that the Board of Trustees approve the student teacher agreement with Cal State Channel Islands (CSUCI) effective July 1, 2019-June 30, 2022.

PLEASE SEE AGENDA ITEM 13F IN THE PACKET

G. Consideration of approval of the Certification of Signatures for the period of July 1, 2019-December 15, 2019

It is the recommendation of the District Administration that the Board of Trustees approve the Certification of Signatures for the period of July 1, 2019-December 15, 2019.

PLEASE SEE AGENDA ITEM 13G IN THE PACKET

H. Consideration of approval of the 8th grade field trip request to Saticoy Country Club on June 13, 2019 for the 8th grade End of the Year Barbeque

It is the recommendation of the District Administration that the Board of Trustees approve the 8th grade field trip request to Saticoy Country Club on June 13, 2019 for the 8th grade End of Year Barbeque.

PLEASE SEE AGENDA ITEM 13H IN THE PACKET

I. Consideration of approval of the Mesa Union Middle School Introduction to Spanish Course Description

It is the recommendation of the District Administration that the Board of Trustees approve the Mesa Union Middle School Introduction to Spanish course description.

PLEASE SEE AGENDA ITEM 13I IN THE PACKET

J. Consideration of approval to transfer funds from the school General Fund to offset outstanding cafeteria balances of

student debt

It is the recommendation of the District Administration that the Board of Trustees approve the transfer of funds from the school General Fund to offset outstanding cafeteria balances of student debt.

PLEASE SEE AGENDA ITEM 13J PACKET

K. Consideration of adoption of the March 2019 Board Policy Revisions for sections:

BP 0420.41-*Charter School Oversight*
E 0420.41-*Charter School Oversight*
BP 1312.3-*Uniform Complaint Procedures*
AR 1312.3-*Uniform Complaint Procedures*
AR 1312.4-*Williams Uniform Complaint Procedures*
E 1312.4-*Williams Uniform Complaint Procedures*
AR 1340-*Access to District Records*
BP 3100-*Budget*
AR 3100-*Budget*
BP 3260-*Fees and Charges*
AR 3260-*Fees and Charges*
BP 3515.4-*Recovery for Property Loss or Damage*
AR 3515.4-*Recovery for Property Loss or Damage*
BP 4030-*Nondiscrimination in Employment*
AR 4030-*Nondiscrimination in Employment*
AR 4161.1/4361.1-*Personal Illness/Injury Leave*
AR 4261.1-*Personal Illness/Injury Leave*
BP 5117-*Interdistrict Attendance*
AR 5117-*Interdistrict Attendance*
AR 5125.2-*Withholding Grades, Diploma and Transcripts*
E 5145.6-*Parental Notifications*
BB 9323.2-*Actions by the Board*
E 9323.2-*Actions by the Board*

It is the recommendation of the District Administration that the Board of Trustees adopt the policies in sections 0000-9000 of the March 2019 CSBA board policy updates.

PLEASE SEE AGENDA ITEM 13K IN THE PACKET

14. PERSONNEL

A. Consideration of approval of hiring Amabel Puga as Lead Summer School Teacher for the 2018-2019 summer school year (Employment will be based on student enrollment)

It is the recommendation of the District Administration that the Board of Trustees approve the hiring of Amabel Puga as Lead Summer School Teacher for the 2018-2019 summer school year.

B. Consideration of approval of hiring Marissa Chavez as Resource Specialist for the 2019-2020 school year

It is the recommendation of the District Administration that the Board of Trustees approve the hiring of Marissa Chavez as Resource Specialist for the 2019-2020 school year.

C. Consideration of acceptance of the resignation due to retirement of Janice Lindsey, music specialist, effective May 31, 2019

It is the recommendation of the District Administration that the Board of Trustees accept the resignation due to retirement of Janice Lindsay, music specialist, effective May 31, 2019.

D. Consideration of approval to authorize Matthew Demaria to teach 7th grade Social Science and English Language Arts in

accordance with Ed Code 44256(b) for the 2019-2020 school year

E.C.44256(b) – authorizes the holder of a multiple subject credential or a standard elementary credential to teach any subject in departmentalized classes, below grades 9 (grades 8 and below). REQUIRES: 12 semester units, or six upper division units; teacher's consent; and board authorization.

It is the recommendation of the District Administration that the Board of Trustees authorize Matthew Demaria to teach 7th grade Social Science and English Language Arts for the 2019-2020 school year.

E. Consideration of approval of the CAASPP Assessment Coordinator job description

It is the recommendation of the District Administration that the Board of Trustees approve the CAASPP Assessment Coordinator job description.

PLEASE SEE AGENDA ITEM 14E PACKET

15. ITEMS FOR FUTURE CONSIDERATION

- **A.** 2019-2020 Local Control Accountability Plan Adoption
- **B.** 2019-2020 Financial Budget Adoption
- **C.** Textbook and Instructional Materials Adoption-Social Studies

16. FUTURE MEETINGS

- **A.** Tuesday, May 28, 2019 at 6:00 p.m., Special Board Meeting-Governance Training
- **A.** Thursday, June 13, 2019 at 6:00 p.m., Regular Board Meeting

17. ADJOURNMENT

Time: _____

In accordance with requirement of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's office at least two days before the meeting.

Official Minutes of the April 11, 2019 Board Meeting of the Board of Trustees of the Mesa Union School District

Call to Order

The April 11, 2019 Regular Meeting of the Board of Trustees of the Mesa Union School District came to order at 6:00 p.m. in the multi-purpose room.

Agenda

The Board agenda was approved by common consent.

Roll Call

Board members present were Dr. Neil Canby, Mary Crull, and Krista Nowak. Roddie Villa and Steven Sullivan were absent.

District administrators present were Mr. Turner, superintendent, Erica Magdaleno, executive assistant, and Tami Peterson, chief business official.

Public Comment

There were no public comments on closed session items.

Closed Session

At 6:01p.m., Trustee Crull asked for public comment on closed session items. Hearing none, she announced that the Board would go into closed session to discuss Personnel as authorized by Government Code §54957 as it relates to personnel needs for the 2019-2020 school year, Negotiations as it relates to MUTA and MUST-Consult with District Negotiator Jeff Turner, authorized by Government Code §3549.1, and Public Employee: Superintendent's Evaluation authorized by Government Code §54957.

Reconvene to Open Session

At 6:39 p.m., the Board of Trustees returned to open session. Trustee Crull reported that the Board of Trustees had just returned from closed session where they discussed Personnel as authorized by Government Code §54957 as it relates to personnel needs for the 2019-2020 school year, Negotiations as it relates to MUTA and MUST-Consult with District Negotiator Jeff Turner, authorized by Government Code §3549.1, and Public Employee: Superintendent's Evaluation authorized by Government Code §54957. No action was taken.

Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Crull.

Minutes

The minutes of the Regular Board Meeting of March 19, 2019 were approved by common consent.

Comment by the Public

Trustee Crull asked for public comments by the public. There were no public comments.

Superintendent's Report

School Bond Update: Mr. Turner provided an update on the school bond. He conveyed that voters approved a $9.75 million bond. Mr. Turner also communicated that the bond would be sold in three different series. The first $4 million bond series was successfully sold with the assistance and guidance of Jon Isom with Isom Advisors, the underwriters at Raymond James & Associates, and Tami Peterson. Mr. Turner advised that the bond funds have been deposited and are available. The approval of Resolution #18-19-14 to Establish Bond Fund 21 will allow the District to begin using the funds and working on projects.

Mr. Turner reported that the District has filed for the Federal Emergency Management Agency Grant, potentially generating $461,250. If the grant is approved, it will be used to purchase a backup generator and replace doors and windows. Mr. Turner also reported that a State Fund Application has been filed, potentially generating $1,307,191. Resolution #18-19-13 has also been placed on the agenda for Board approval.

Mr. Turner also stated that the Director of Maintenance, Operations and Transportation position has been posted and will close on April 19th, followed by paper screening, interviews and hiring of the candidate.

Mr. Turner provided an overview and cost projection of the Priority One projects. Mr. Turner shared a list of the current Priority One projects and estimated costs. The current projects being worked on are:
Completion of the ongoing fencing project ($75,000), Ongoing roofing repairs ($310,477), Repair playground turf ($67,007), Replace failing exterior and interior doors and hardware ($325,261), Replace/upgrade failing windows ($136,758), Repair/upgrade electric systems ($221,769), and Replace heat only systems and replace with heat/AC systems ($1,497,605). The total project cost is an estimated $2,633,847. Mr. Turner would like to have some of these projects completed during summer, although some may require DSA approval and the formal bidding process.

Trustee Crull and Trustee Nowak inquired on the bidding process and thresholds. Tami Peterson provided an overview of the informal and formal bidding process.

Mesa Challenge: Mr. Turner communicated that the Mesa Challenge was a success. The goal was to raise $30,000 and the event raised $33,341.27. Those funds will be used to contribute to student field trips and programs in the upcoming school year.

Monthly Attendance/Discipline Report: Mr. Turner provided an attendance update. In the month of March, there was an attendance rate increase at multiple grade levels. Mr. Turner anticipates that the rate will only increase as the school year comes to an end. Mr. Turner also communicated that there were two in-school suspensions reported in the month March. Mr. Turner hopes the suspension rate will continue to decrease. The monthly suspension rate seems to be within a normal pattern in comparison to the previous school year, although the overall suspension rate in comparison to the 2017-2018 school year increased by 60%. Last year there were 13 overall suspensions reported. This year there have been 30 suspensions reported.

Board Reports and Communications

Board members' correspondence: None

Board members' reports and communication: Trustee Nowak would like to discuss school uniforms at the next Board meeting. Mr. Turner reported that the LCAP survey indicated divided interest on the implementation of school uniforms with only 20% of stakeholders participating in the survey. With the Board's direction, Mr. Turner suggestion one option would be to send a secondary survey, specifically for uniforms, additional information from a larger group of stakeholders. As a District, it is imperative that we use due diligence in creating opportunities for all stakeholders to voice their opinion with regards to uniforms. It was also recommended that parameters be set and defined so that parents understand the concept to provide feedback. Mr. Turner suggested establishing and outlining the parameters at the next Board meeting. Trustee Nowak suggested that if the community does not agree with uniforms, she would like Board to revisit the dress code policy.

Board members' interests and concerns: None

Official Minutes of the April 11, 2019 Board Meeting of the Board of Trustees of the Mesa Union School District

Consent Agenda

Consent Agenda:
Purchase Orders $28,002.72
Checks Totaling $314,280.79
Fund Balances
Enrollment 614
Student of the Month and Honor/Merit Roll Listing
Student Body Fund and Revolving Fund Accounting for the 2018-2019 year

The consent agenda was adopted by common consent.

Information

Trustee Crull acknowledged receipt of the Initial proposal of the Mesa Union Teachers' Association (MUTA) to the Mesa Union School District for the 2019-2020 school year

Trustee Crull acknowledged receipt of the Golden Valley Charter School Second Interim Report

Resolution #18-19-13

On motion of Trustee Nowak, seconded by Trustee Canby, and carried with a 3-0-2 vote, Resolution #18-19-13 State Building Funds Application was adopted.
Vote:
Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**
Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

Resolution #18-19-14 Establish Bond Building Fund 21

On motion of Trustee Canby, seconded by Trustee Nowak, and carried with a 3-0-2 vote, Resolution #18-19-14 Establish Bond Building Fund 21 was adopted.
Vote:
Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**
Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

Single Plan for Student Achievement

On motion of Trustee Canby, seconded by Trustee Nowak, and carried with a 3-0-2 vote, the 2018-2019 Single Plan for Student Achievement was approved.
Vote:
Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**
Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

Declaration of Need for Fully Qualified Educators for the 2019-2020 School Year

On motion of Trustee Nowak, seconded by Trustee Canby, and carried with a 3-0-2 vote, the Declaration of Need for Fully Qualified Educators for the 2019-2020 school year was approved.
Vote:
Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**
Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

Annual Statement of Need for 30-Day Substitute Teaching Permits for 2019-2020

On motion of Trustee Canby, seconded by Trustee Nowak, and carried with a 3-0-2 vote, the Annual Statement of Need for 30-Day Substitute Teaching Permits for 2019-2020 was approved.
Vote:
Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**
Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

Quarterly Report on Williams Uniform Complaints

On motion of Trustee Canby, seconded by Trustee Nowak, and carried with a 3-0-2 vote, the Quarterly Report on Williams Uniform Complaints was accepted.

Vote:

Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**

Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

Discarding of Obsolete Equipment

On motion of Trustee Nowak, seconded by Trustee Canby, and carried with a 3-0-2 vote, the Discarding of the Obsolete Equipment list was approved.

Vote:

Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**

Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

Unpaid School Psychology Practicum and Field Experience with National University

On motion of Trustee Canby, seconded by Trustee Nowak, and carried with a 3-0-2 vote, the ratification of the Unpaid School Psychology Practicum and Field Experience Agreement with National University, effective February 12, 2019, was approved.

Vote:

Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**

Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

CSBA March 2019 Board Policies First Read

The Board of Trustees was provided with the March 2019 CSBA Board policy updates for first review. Policies will be brought back in May for Board adoption.

Personnel

On motion of Trustee Nowak, seconded by Trustee Canby, and carried with a 3-0-2 vote, the resignation due to retirement of Robin Webster, elementary teacher, effective June 14, 2019, was approved.

Vote:

Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**

Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

On motion of Trustee Canby, seconded by Trustee Nowak, and carried with a 3-0-2 vote, the resignation due to retirement of Jose Balam, facilities worker, effective May 31, 2019, was approved.

Vote:

Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**

Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

On motion of Trustee Nowak, seconded by Trustee Canby, and carried with a 3-0-2 vote, the Educator Development Support Program Consulting Teacher of a First Year Teacher in Induction job description was approved.

Vote:

Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**

Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

On motion of Trustee Canby, seconded by Trustee Nowak, and carried with a 3-0-2 vote, the Educator Development Support Program Consulting Teacher of a Second Year Teacher in Induction job description was approved.

Vote:

Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**
Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

On motion of Trustee Canby, seconded by Trustee Nowak, and carried with a 3-0-2 vote, the Consulting Teacher of a New and/or Volunteer Teacher job description was approved.
Vote:
Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**
Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

On motion of Trustee Canby, seconded by Trustee Nowak, and carried with a 3-0-2 vote, the Consulting Teacher of a Referred Teacher job description was approved.
Vote:
Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**
Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

On motion of Trustee Canby, seconded by Trustee Nowak, and carried with a 3-0-2 vote, the Lead Teacher job description was approved.
Vote:
Canby: **Aye** Crull: **Aye** Nowak: **Aye** Sullivan: **Absent** Villa: **Absent**
Ayes: **3** Noes: **0** Abstentions: **0** Absent: **2**

Future Items

Local Control Accountability Plan

Future Meetings

May 21, 2019, at 6:00 p.m., Regular Board Meeting

Adjournment

There being no further items of business, the Board adjourned at 7:29 p.m.

Local Control Accountability Plan

Board Update
May 21, 2019

Plan de Responsabilidad del Control Local

Actualización de la Junta Directiva
21 de mayo del 2019

Local Control Action Plan User Guide

The LCAP is an Evergreen Plan, which requires districts to develop and maintain a three-year plan and evaluate and adjust the plan each year.

Plan Overview- Provides a snapshot of the District's desired outcomes over the next three years.

Year 1

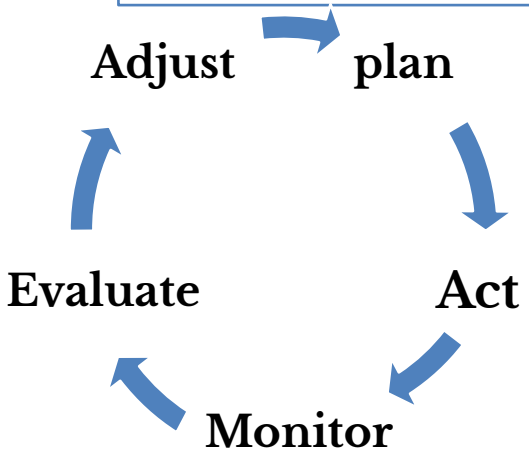
Actions to be taken in 2017-2018

Year-2

Proposed actions to be taken in 2018-2019

Year-3

Proposed actions to be taken in 2019-2020



Annual Update- Review of Actions and Services:

1) What actions and services were provided?
2) Were they successful?
3) What adjustments need to be made?

Guía del Usuario del Plan de Acción del Control Local

El Plan de LCAP siempre está Verde, cual requiere que los distritos desarrollen y mantengan un plan de tres años y evaluar y ajustar el plan cada año.

Resumen del Plan - Proporciona en general los resultados del Distrito deseados durante los próximos tres años.

1er Año

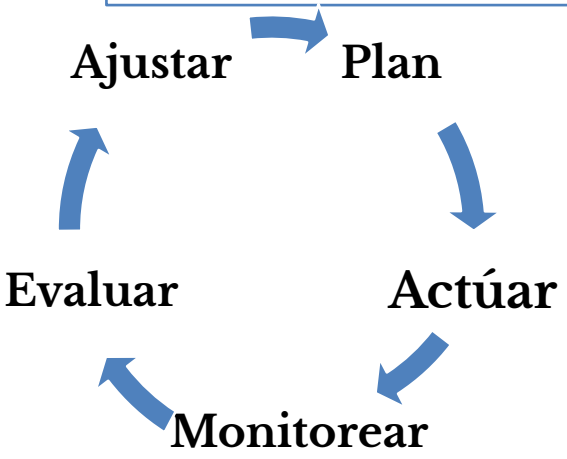
Acciones que se tomarán en 2017-2018

2do Año

Acciones propuestas que se tomarán en 2018-2019

3er Año

Acciones propuestas que se tomarán en 2019-2020



Actualización Anual - Revisión de Acciones y Servicios:

1) ¿Qué acciones y servicios se proporcionaron?
2) ¿Tuvieron éxito?
3) ¿Qué ajustes se tienen que hacer?

Stakeholder Engagement Activities

Stakeholder Initial Engagement

- Participants provided input
- Ideas collected
- Different venues allowed for stakeholder engagement

Stakeholder Feedback

- Presented to District Parent and English Learner Advisory Committees
- Surveyed Parents
- Public Hearing

Developing an Accountability Plan

- Priorities and Goals
- Actions and Services
- Budget
- Progress Monitoring

Actividades de Participación de los Interesados

Participación Inicial de los Interesados

- Los Participantes Aportaron Contribución
- Ideas coleccionadas
- Diferentes lugares permitidos para la participación de los interesados

Comentarios de los Interesados

- Presentado al Comité Consultivo de Padres y Comité de Estudiantes Aprendices de Inglés
- Se les Hizo una Encuesta a los Padres
- Audiencia Pública

Desarrollo de un Plan de Rendición de Cuentas

- Prioridades y Objetivos
- Acciones y Servicios
- Presupuesto
- Supervisión del Progreso

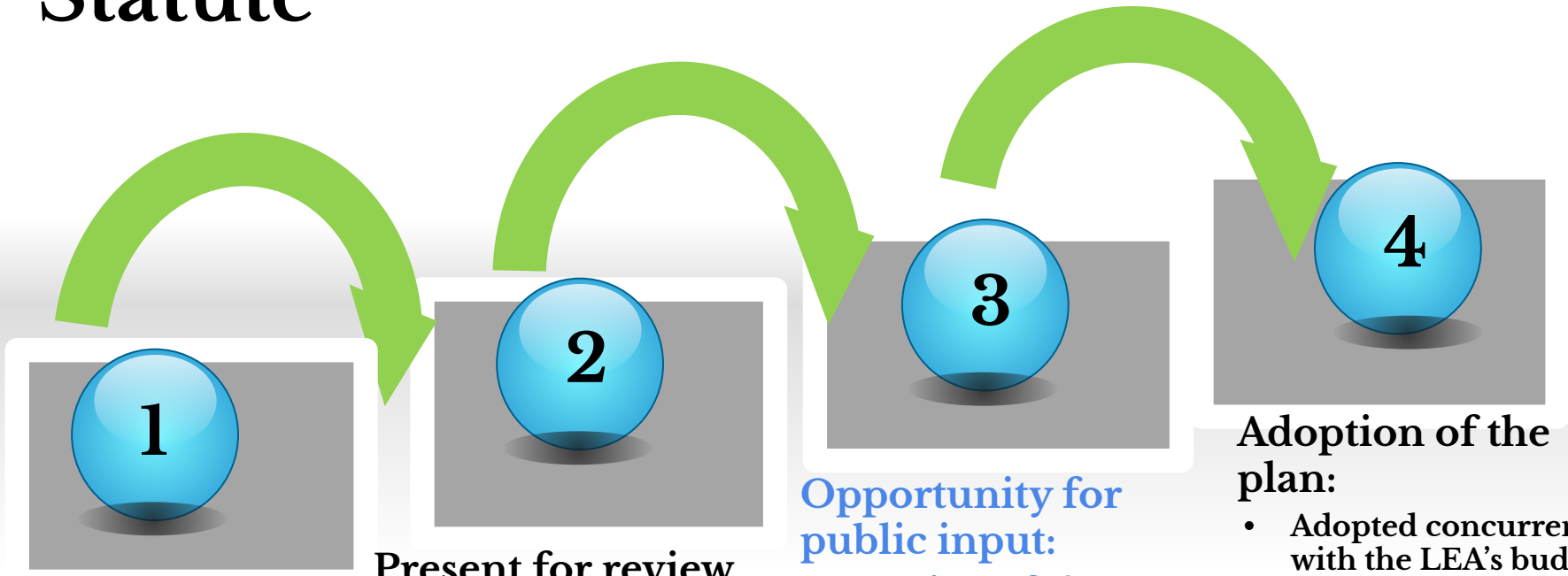
LCAP Goals Correlation to State and Local Priorities

Goals	State and Local Priorities	Areas of Focus Based on Stakeholder Feedback
Goal 1: Improve student learning outcomes for all students, in all grades, and in all content areas	1,2,3,4,5,6,7.8	Increase access to rigorous curriculum Implement UDL as part of a system of tiered academic, social emotional and behavior supports
Goal 2: Engage parents and other District stakeholders in the development of meaningful partnerships to support student learning	1,3,4,5,6,8	Increase stakeholder participation in leadership councils/committees Build partnerships with businesses in the area
Goal 3: Create welcoming and safe environments that increase students' sense of safety and school connectedness	3,4,5,6,8	Execute Bond facility improvements Implemented School Climate Task Force Recommendations (e.g., CHAMPS, PBIS) Increased noon supervisor, nursing and counseling services
Goal 4: Recruit, hire, train, and retain exemplary employees	1,2,3,4,5,6	Facilitate effective professional development and Professional Learning Communities Induction/Teacher Support Programs

Correlación de Metas de LCAP de Prioridades Estatales y Locales

Metas	Prioridades Estatales y Locales	Áreas de Enfoque Basadas en los Comentarios de las Partes Interesadas
1er Meta: Mejorar los resultados de aprendizaje de todos los estudiantes en todos los grados, y en todas las áreas de contenido	1,2,3,4,5,6,7.8	Aumentar acceso a un plan de estudios riguroso Implementar UDL como parte de un sistema de apoyos en niveles académicos, social emocional y de comportamiento
2da Meta: Involucrar a padres y otras partes interesadas del Distrito en el desarrollo de asociaciones significativas para el apoyo de aprendizaje de los estudiantes	1,3,4,5,6,8	Aumentar la participación de liderazgo de las partes interesadas en los comités/concilios Construir asociaciones con negocios en el área
3er Meta: Crear ambientes acogedores y seguros que aumenten el sentido de seguridad y la conexión escolar de los estudiantes	3,4,5,6,8	Ejecutar mejoramientos de las instalaciones con el Bono Implementar las Recomendaciones del Grupo de Trabajo del Clima Escolar (p.ej., CHAMPS, PBIS) Aumentar la supervisión del mediodía, servicios de enfermería y consejería
4ta Meta: Reclutar, contratar, entrenar y retener empleados ejemplares	1,2,3,4,5,6	Facilitar desarrollo eficaz profesional y Comunidades de Aprendizaje Profesional Programas de Inducción/Apoyos Profesionales para Maestros

Levels of Engagement as Required by Statute



Consultation with:

- Teachers
- Principals
- School personnel
- Pupils
- Local bargaining units

Present for review and comment to:

- Parent Advisory Committee
- Parent English Learner Advisory Committee
- The superintendent must respond in writing to comments received.

Opportunity for public input:

- Notice of the opportunity to submit written comment
- Public hearing
- The superintendent must respond in writing to comments received.

Adoption of the plan:

- Adopted concurrent with the LEA's budget
- Submitted to COE for approval
- Posted on district website
- COE posts LCAP for each district/school or a link to the LCAP

Niveles de las Normas Requeridos por Estatuto

Consulta con:

- Maestros
- Directores
- Personal de la Escuela
- Alumnos
- Unidades de negociación locales

Presente para revisión y comentario a:

- Comité Consultivo de Padres
- Comité Consultivo para Padres de Aprendices de Inglés
- El superintendente debe responder por escrito a comentarios recibidos

Oportunidad de contribución pública:

- Aviso de oportunidad de presentar un comentario por escrito
- Audiencia Pública
- El superintendente debe responder por escrito a los comentarios recibidos

Adopción del plan:

- Adoptado con el presupuesto de LEA
- Submitido al COE para su aprobación
- Publicado en el sitio web del distrito
- COE pública LCAP para cada distrito/escuela o un vínculo para acceder el LCAP

Questions

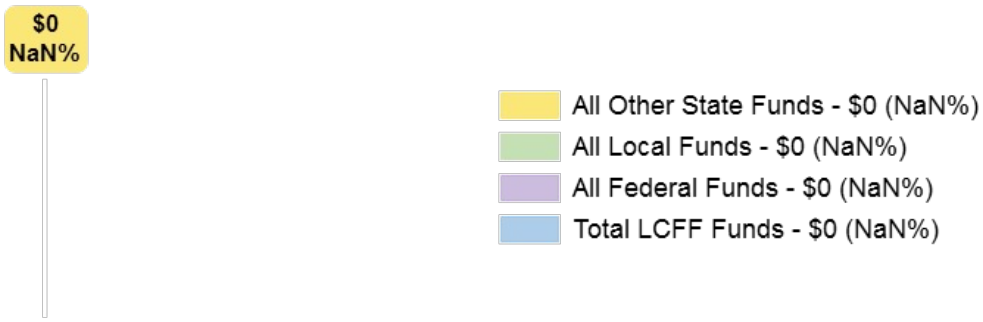
Preguntas

LCFF Budget Overview for Parents

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

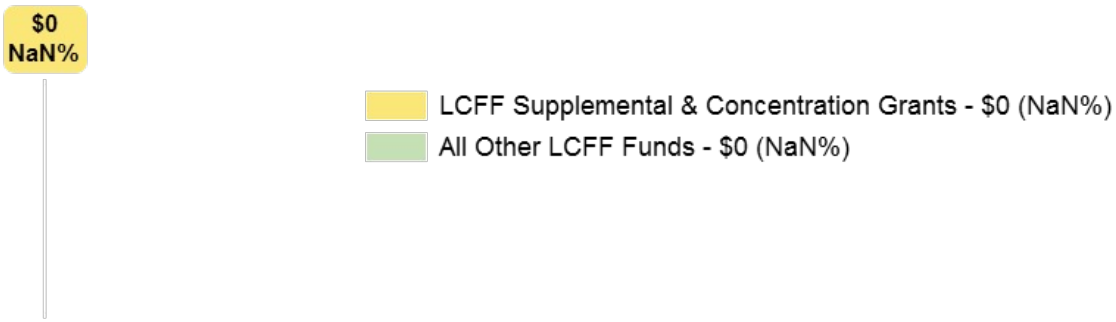
Budget Overview for the 2019-20 LCAP Year

Projected Revenue by Fund Source



Source	Funds	Percentage
All Other State Funds	$0	NaN%
All Local Funds	$0	NaN%
All Federal Funds	$0	NaN%
Total LCFF Funds	$0	NaN%

Breakdown of Total LCFF Funds



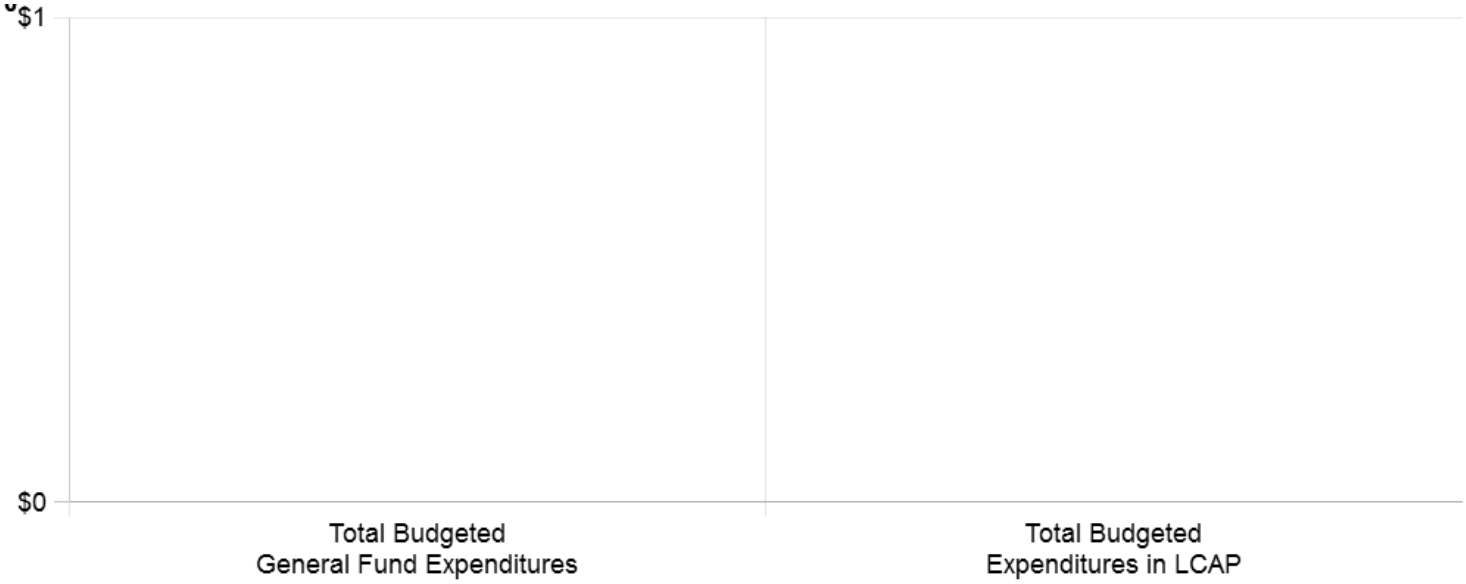
Source	Funds	Percentage
LCFF Supplemental & Concentration Grants	$0	NaN%
All Other LCFF Funds	$0	NaN%

These charts show the total general purpose revenue Mesa Union Elementary expects to receive in the coming year from all sources.

The total revenue projected for Mesa Union Elementary is $0, of which $0 is Local Control Funding Formula (LCFF), $0 is other state funds, $0 is local funds, and $0 is federal funds. Of the $0 in LCFF Funds, $0 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

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

Budgeted Expenditures



Source	Funds
Total Budgeted General Fund Expenditures	$0
Total Budgeted Expenditures in LCAP	$0

This chart provides a quick summary of how much Mesa Union Elementary plans to spend for 2019-20. It shows how much of the total is tied to planned actions and services in the LCAP.

Mesa Union Elementary plans to spend $0 for the 2019-20 school year. Of that amount, $0 is tied to actions/services in the LCAP and $0 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

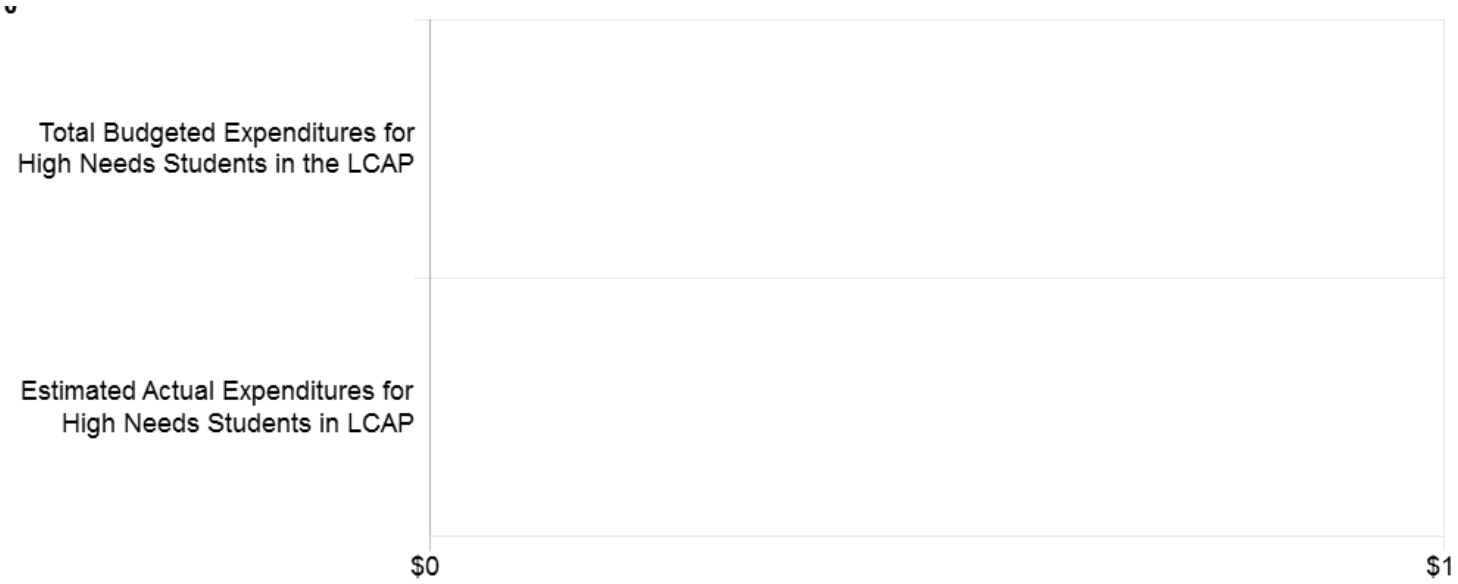
Administrative support staff, utilities, special education costs and classroom certificated staff.

Increase or Improved Services for High Needs Students in 2019-20

In 2019-20, Mesa Union Elementary is projecting it will receive $0 based on the enrollment of foster youth, English learner, and low-income students. Mesa Union Elementary must demonstrate the planned actions and services will increase or improve services for high needs students compared to the services all students receive in proportion to the increased funding it receives for high needs students. In the LCAP Mesa Union Elementary plans to spend $0 on actions to meet this requirement.

Update on Increased or Improved Services for High Needs Students in 2018-19

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



Source	Funds
Total Budgeted Expenditures for High Needs Students in the LCAP	$0
Estimated Actual Expenditures for High Needs Students in LCAP	$0

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

In 2018-19, Mesa Union Elementary's LCAP budgeted $0 for planned actions to increase or improve services for high needs students. Mesa Union Elementary estimates that it will actually spend $0 for actions to increase or improve services for high needs students in 2018-19.

Local Control Accountability Plan and Annual Update (LCAP) Template

LCAP Year: 2019-20

Addendum: General Instructions & regulatory requirements.

Appendix A: Priorities 5 and 6 Rate Calculations

Appendix B: Guiding Questions: Use as prompts (not limits)

LCFF Evaluation Rubrics: Essential data to support completion of this LCAP. Please analyze the LEA's full data set; specific links to the rubrics are also provided within the template.

LEA Name	Contact Name and Title	Email and Phone
Mesa Union Elementary	Jeffery D. Turner	jturner@mesaschool.org
	Superintendent	805-485-1411

2017-20 Plan Summary

The Story

Describe the students and community and how the LEA serves them.

Mesa Union School District, comprised of a single school, Mesa Union School, has enjoyed a long tradition of excellence where children thrive in a community-focused, small school environment. Approximately 620 students attend Mesa Union School in grades Transitional Kindergarten through eighth grade and actively participate in a rigorous and rewarding academic environment enriched with visual and performing arts, technology, robotics, athletics, and other extracurricular activities. Mesa, being a “District of Choice”, is avidly sought after by parents seeking a challenging and enriching education.

Mesa Union’s diversity is its strength. Mesa students come from a variety of backgrounds. In 2019, 17% of students were English learners. Forty-percent of students who attend Mesa Union are socioeconomically disadvantaged. The District enjoys a low transiency rate, less than 1%. Overall attendance has averaged 96% over the past five years. The District's demographics provide an opportunity to deliver a broad educational experience built upon diverse cultural experiences. Class sizes average 26:1 in Kindergarten-3rd grade, and 32:1 in grades 4-8.

One hundred percent of Mesa Union School District teachers meet the highly qualified criteria. Of the District's teachers, 52% hold Master Degrees and another 39% have attained a baccalaureate degree plus 30 units of higher education credit. The average years of teaching service in the District is ten years, and the average years of teaching experience is 13 years.

District parent involvement is strong, with 24% of our parents contributing to the school by volunteering in classrooms, supporting fundraising or serving on the Mesa Foundation, Parent Faculty Organization, Parent Advisory and Parent English Learner Advisory Councils.

LCAP Highlights

Identify and briefly summarize the key features of this year’s LCAP.

Mesa Union recognizes that the District needs to continue to focus on increasing the overall percentage of all students who meet or exceed the California State Standards in all core content areas as well as close the achievement gap among the District's lowest performing subgroups: English Learners, Socio-Economically Disadvantaged and Students with Learning Disabilities in the 2019-2020 school year,

which reflects state priorities 1 through 8 and encapsulated in Goal 1: Improving student achievement for all students in all grades and content areas of its LCAP.

Areas of continuous focus include: 1) Increasing access to rigorous curriculum through the continual adoption of state standards aligned materials to include Mathematics, English Language Arts, English Language Development and in the fall of 2019 Social Studies. 2) Supporting ongoing research based professional development and the implementation of Universal Design Lesson, Depth and Complexity Icons, English Language Development and a system of tiered academic, social emotional and behavior supports to not only meet the needs of struggling students but also to promote critical thinking, collaboration, creativity, and communication in a twenty-first century classroom that integrates technology and project/inquiry-based focused student learning. 3) Facilitating effective professional learning communities centered around student learning, implementation of best instructional practices, and regular analysis of student results utilizing the Plan Do Study Act model.

Mesa Union School District has also placed great importance in providing a welcoming and safe learning environment with an emphasis of increasing school safety and connectedness among its students, parents, and certificated and classified staff. The District's actions outlined in Goal 2, "provide a welcoming and safe learning environment", addresses state priorities 1,3,4,5, and 8, have significantly reshaped the culture of the school as indicated on the California School Dashboard Local Indicators in the areas of providing the basics, parent engagement, and climate survey. In November of 2019, Mesa Union stakeholders affirmed the work of the District with the passage of a $9.75 million school bond measure that will provide the District with the opportunity to make facility improvements, update security and safety systems, and prepare for anticipated growth in the District's middle school. Furthermore, the District has made significant strides in implementing the recommendations of the District' School Climate Task Force formed in 2018. The District has implement the CHAMPS school-wide positive behavioral support program, reduced the supervision student ration during lunch and recess times by restructuring schedules and adding personal, and increased nursing and counseling services to support the health and social emotional needs of the District's students. The District continues to address its chronic absenteeism rate (1% decrease from the previous year) through parent education, increased School Attendance Review Team activities, and attendance incentive programs. In closing, the District has implemented a number of school-wide strategies (i.e.,Tiger Tags, Positive Behavioral Referrals, etc.) and activities (i.e. Kindness Week, Kindness Club, etc.) that have increased awareness of the effects of bullying and continue to have a positive impact on student interactions resulting in a suspension/expulsion rate below 2% and an attendance rate above 96%. Both of these indicators demonstrate that Mesa Union School provides a safe learning environment focused on school safety and connectedness.

Mesa Union School District students, families, school community and staff continue to benefit from strong partnerships with families, community business, county offices of education and local colleges and universities. Yet the District recognizes that the potential for increased partnerships, embodied in Goal 3: Engaging parents, community organizations, business, and higher learning institutions in the development of meaningful partnerships to support student learning, is essential in the 2019-2020 school year. This continual focus on partnership development will enable the District to continue expanding learning opportunities, such as the development of new middle school electives (i.e., foreign language, AVID, etc.), after-school programming, the visual and performing arts, extra curricular activities, and learning experiences through academic field trips. Current partnerships have enabled the District to strengthen its ties to the local farming community through the development of a working school farm that

supports not only an Introduction to Agriculture elective, but also fosters a newly developed School to Market and Harvest of the Month programs. Other advances provided through growing partnerships include the study of livestock (i.e., chickens, horses, cattle, etc.) through the addition of guest pens, and meteorology with the addition of a weather station. In addition, financial support of community partners have enabled the District to provide comprehensive TK-8 art, music, and drama programs for all students that have resulted in improvements in performing facilities, access to instruments, and opportunities for students to showcase developing talents through band, choral, and dramatic performances and an art show.

Mesa Union School District's emphasis on the actions and services as described in LCAP Goal 4: Recruiting, hiring, training and retaining exemplary employees, which align to state priorities 1-6, have allowed Mesa Union to recruit and and hire highly qualified and exemplary employees to fill its rare vacancies, while also meeting the needs of growing programs with the addition of the District's first Special Day Class serving pupils in grades K-3 and the TK-8 music program. The District’s successful efforts in providing strategic and comprehensive professional development to its certificated and classified employees have not only improved their level of expertise and performance, but also provided a working environment that encourages continuous learning and kinship resulting in its employees dedicating their career to the service of Mesa Union students and their families.

Review of Performance

Based on a review of performance on the state indicators and local performance indicators included in the LCFF Evaluation Rubrics, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

Greatest Progress

Mesa Union School District, per the California Dashboard, has met the standards in providing the Basics: Fully Credentialed teachers, instructional materials and facilities. In addition, it has met the standards in academic standards implementation, parent participation, climate survey and providing access to a broad course of study to its students.

The greatest progress has been accomplished in the area of English Language Arts as highlighted on the California School Dashboard Academic Performance. Mesa Union School District experienced a 4% increase in the number of all students who met or exceed the standards on the English Language Arts portion of the CAASPP (i.e., 54% to 60%) and gains in each of the school district's significant subgroups (i.e., English learners 13%, Hispanic 6%, and SED 1%). Furthermore, all grade levels demonstrated an increase in the percentage of students who met or exceeded the standards in English Language Arts. Fifth and sixth grades showed the most growth with a 5% and 6% increase, respectively. When comparing “Change Over Time”, all grade levels demonstrated an increase in the percentage of students who met or exceeded the standards in English Language Arts with grades 4, 5, and 8 improving by 5% or more. One final note, when comparing the number of students who have met or exceeded the standards in English Language arts in Ventura County and state wide, Mesa Union students outperform their

counterparts in English Language Arts in the county by 13% and at the state by 10%.

With 50% of Mesa Union students meeting or exceeding the standards in the area of mathematics, they have continually outperformed their counterparts in Ventura County by 13% and statewide level by 16%. More specifically, students in grades 3, 4, and 6 demonstrated significant growth, 11%, 3% and 8%, respectively, in the percentage of students who met or exceeded the standards in mathematics in 2017-2018. In closing, the number of English language learners who met or exceeded the standards increased by 2% from 22% in 2016-2017 to 24% in 2017-2018.

Referring to the LCFF Evaluation Rubrics, identify any state indicator or local performance indicator for which overall performance was in the “Red” or “Orange” performance category or where the LEA received a “Not Met” or “Not Met for Two or More Years” rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

Greatest Needs

One area of need was identified by the Fall 2018 California School Dashboard for Mesa Union School District as it pertains English language arts and the number of Hispanic students who met or exceeded the standards. Despite the identification of only one area of need, the District will continue to focus on improving overall student achievement in English language arts encompassing all student subgroups to include the District's English language learners (ELL), economically disadvantaged student group (SED), Students with Disabilities (SWD), and Hispanic students.

Even though Mesa Union students continue to outperform their peers in mathematics at state and county levels, Mesa experienced a 1.6% decrease in the number of students who met or exceeded standards from the previous year. Two areas of improvement have been identified by the California School Dashboard. Those areas include increasing the number of Hispanic and students with disabilities that have met or exceeded the state standards in mathematics. As stated above, Mesa Union will not only address these two areas, but also will focus on improving overall student achievement in English language arts encompassing all student subgroups to include the District's English language learners (ELL), economically disadvantaged student group (SED), Students with Disabilities (SWD), and Hispanic students.

Mesa Union School District, as outlined in LCAP Goal 1.1, continues to evaluate and make improvements to its Response to Intervention model with the support of the Ventura County Office of Education. With the support of District MTSS, Low-Performing, and REAP grants, the District continues to expand its Multi-tiered System of Supports to increase academic, social emotional, and behavior interventions for students and their families through regular analysis of student achievement using the PDSA model, the implementation of new curriculum and supplemental instructional resources, and the addition of certificated and classified staff. The District's LCAP, SPSA and MTSS plans will guide the work of the District's expansion of tiered interventions in support of not only addressing the identified needs above, but improving overall achievement for all students and its significant subgroups.

Referring to the LCFF Evaluation Rubrics, identify any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the

LEA planning to take to address these performance gaps?

Performance Gaps

Mesa Union School District has one identified area where any student group was two or more performance levels below as compared to its all student performance. That area pertains to the number of students with a learning disability meeting or exceeding the standards in the area of mathematics. In response to this need, the District is in the process of increasing special education services by adding a grade 3-5 Special Day Class to serve students formerly served by the county office of education or other local school districts. In addition, the District has purchased, implemented, and trained staff in the use of supplemental technology intervention instructional materials to include "Math Facts in a Flash" and Accelerated Math. In closing, the District will expanded its Tier II math supports by adding a math intervention teacher to support the delivery of math intervention in grades TK-8 as part of the District's Response to Intervention Model.

Comprehensive Support and Improvement

An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts.

Schools Identified

Identify the schools within the LEA that have been identified for CSI.

The District does not have any schools within the Local Education Agency identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act.

Support for Identified Schools

Describe how the LEA supported the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.

N/A

Monitoring and Evaluating Effectiveness

Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

N/A

Annual Update

LCAP Year Reviewed:

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Goal 1

Goal 1: Improve student learning outcomes for all students, in all grades, and in all content areas

State and/or Local Priorities addressed by this goal:

State Priorities: 1, 2, 4, 5, 7, 8

Local Priorities: 1,2,3,and 4

Annual Measurable Outcomes

Expected	Actual
Sixty-one percent of all students will meet or exceed standards in English Language Arts as measured by the CAASPP. Sixty-five percent of students will meet or exceed standards in the area of English Language Arts on local assessments.	Sixty percent of Mesa Union School District students met or exceeded the standards in English Language Arts as measured by the CAASPP in the 2017-2018 school year. This was a 4% increase as compared to the previous year (i.e., 2016-2017). Twenty-eight percent of students met or exceeded standards in the area of English Language Arts on local assessments, a decrease of 31% from 2016-2017.

Expected	Actual
Fifty-eight percent of all students will meet or exceed standards in mathematics as measured by the CAASPP in the 2017-2018 school year. Fifty-three percent of students will meet or exceed standards in the area of mathematics on local assessments.	Fifty percent of Mesa Union School District students met or exceeded standards in mathematics as measured by the CAASPP in the 2017-2018 school year. This was a 3% decrease as compared to the previous year (i.e., 2016-2017). Forty-two percent of students met or exceeded standards in the area of mathematics on local assessments, a decrease of 6% from 2016-2017.
ELPAC; increase student performance by 5% annually	The District established a new student performance baseline as a result of the California Department of Education transitioning from the administration of the CELDT to the ELPAC. In the 2017-2018 school year 42% of students scored at the proficient level on the ELPAC. 2018-2019 ELPAC scores are pending.
Graduation Rate: N/A	Graduation Rate: NA

Expected	Actual
Eighteen percent of English learners will meet the District's reclassification requirements below: CAASPP test results (upper range of level 2 or higher) Listening, Speaking, Reading, Writing domain scores (level 3 or higher) STAR reading (no GE score 2 grade levels below) Scores on report card (Overall GPA of 2.0 or higher, with no grade below a C- in core classes) Teacher evaluation/ recommendation Parent Consent	Forty-three percent of English learners met the District's reclassification requirements.

Actions/Services

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action 1

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.1a Maintain consistent districtwide procedures through training and collaboration among staff focused on Response to Intervention (RTI) that support tiered interventions in both academic and social emotional supports 1.1b Continue to evaluate efficacy of site-based interventions to determine which practices should be continued/discontinued, modified and/or replicated	Mesa Union maintained consistent districtwide procedures by providing training and collaboration focused on Multi-Tiered System of Supports, which embedded Response to Intervention, to staff in the areas of academic, social emotional, and behavioral supports. In addition, the District evaluated the efficacy of site-based interventions resulting in an increase in counseling services from one day to two days a week and an increase in nursing services from a half-day per week to a one day a week model. In the fall of 2019, the District will increase nursing services to a day and a half per week and add a TK-8 math intervention specialist to support the lowest performing students.	$90,287	$84 Unrestricted Supplemental Concentration, Certificated Salaries and Benefits $630 Unrestricted Supplemental Concentration, Classified Salaries and Benefits $53,704 REAP, Classified Salaries and Benefits $4840 Low Performing Student Block Grant, Travel and Conferences $1327 MTSS Grant, Books and Other Reference Materials $650 MTSS Grant. Professional Consulting $14,638 MTSS Grant, Travel and Conferences

Action 2

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.2a Maintain a systemic approach to tiered intervention to ensure that all students have access to academic and social emotional supports to achieve academic proficiency 1.2b Continue to participate in visitations of model districts/schools to observe intervention procedures, programs, and practices. 1.2c. Monitor the effectiveness of district and site intervention systems. Continue software licenses and instructional supplies 1.2d Continue to monitor the effectiveness of District intervention systems. Expand software licenses, instructional supplies and community based tutoring.	The District maintained a systematic approach to tiered interventions to ensure that all students had access to academic and social emotional supports to achieve academic proficiency and monitored the effectiveness of district and site intervention systems. In addition, the District participated in visitations of model districts/schools to observe intervention procedures, programs, and practices and expanded its software licenses, instructional supplies and community based tutoring.	$27,789	$1,469 Unrestricted Supplemental Concentration, Certificated Salaries and Benefits $1,160 Unrestricted Supplemental Concentration, Materials and Supplies $12,839 Unrestricted Supplemental Concentration, Professional Consulting $21,092 Low Performing Student Block Grant, Professional Consulting $222 Unrestricted Supplemental Concentration, Books and Other Reference Materials

Action 3

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.3 Continue to contract with Ventura County Office of Education and/or hire staff to provide intervention teacher support, school counselor, and other certificated and classified support staff	The District employs certificated staff to provide reading intervention to struggling students in grades TK-8. In addition, the District engaged in a contract with Empire Counseling Services that provides weekly counseling support. In closing, the District employs classified staff that provide academic supports in TK-1 grade classrooms in the areas of English language arts and mathematics.	$45,796	$20,340 Unrestricted Supplemental Concentration, Classified Salaries and Benefits $1,139 Unrestricted Supplemental Concentration, Materials and Supplies $48,000 Unrestricted Supplemental Concentration, Professional Consulting Services

Action 4

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.4a Year 2 of a 3 year sequence of professional development and activities supporting the new state standards 1.4b Continue to secure consultant contracts with English Language Arts, English Language Development, Mathematics Science, Social Science and technology integration content area experts to provide training to site administration and teachers 1.4c Continue to provide teacher release time/compensation for professional development activities 1.4d Continue to implement early release Wednesday schedule to support ongoing professional development and collaboration	The District provided the final year of three years of professional development and activities to site administration and teachers that support the new state standards, which included consultant contracts in English Language Arts, English Language Development, Mathematics, Science, Social Science and technology integration. Teachers were given release time/compensation for professional development activities. The early release Wednesday schedule supported ongoing professional development and collaboration.	$42,066	$15,986 Unrestricted Supplemental Concentration, Certificated Salaries and Benefits $15,652 Title II, Travel and Conferences $150 Title III, Certificated Salaries and Benefits $9,725 Title III Professional Consulting Services $824 Low Performing Student Block Grant, Travel and Conferences $342 Unrestricted, Travel and Conferences

Action 5

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.5a Provide California State Standards-aligned instructional materials for all students 1.5b For the 2019-2020 school year provide teacher release time to explore newly released Next Generation Science materials aligned to new California State Standards	All students received California State Standards-aligned instructional materials. As of 2018-2019, the District has evaluated and adopted new English language arts, English language Development, and Mathematics textbooks. In the 2018-2019 school year, teachers evaluated and piloted Social Science materials for adoption in the fall of 2019 in grades TK-8. Also in 2019-2020, the District will explore newly released Next Generation Science materials.	$8,078	$15,165 Unrestricted, Certificated Salaries and Benefits $4,036 Restricted Lottery, Textbooks

Action 6

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.6a Improve and standardize equitable environments for online state testing 1.6b Implement effective, equitable online testing environments. Build long-term funding options to support emerging technology. 1.6c Maintain technology devices to support a grades 2-8 one to one computing environment.	The District improved and standardized equitable environments for online state testing. This included maintaining technology devices to support a grades 2-8 one to one computing environment. In 2018-2019, as part of the District technology sustainability plan, students in grades 2 and 6 grade received new devices. The District continues to explore and build long-term funding options to support emerging technology.	$75,000	$65,000 Unrestricted, Materials and Supplies $5,994 Unrestricted, Non-Capitalized Equipment $31,500 Unrestricted, Professional Consulting Services $1,500 Unrestricted, Rentals, Leases, and Repairs

Action 7

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.7 Maintain access to electives such as introduction to agriculture, music, coding, etc.)	The District continues to offer electives at grades 6, 7, and 8, such as Introduction to Agriculture, Music, and Coding. In 2018-2019 the District added a new creative writing elective and is preparing to offer its first foreign language elective in the fall of 2019.	$84,704	$78,402 Unrestricted Supplemental Concentration, Certificated Salaries and Benefits $7,750 Unrestricted Supplemental Concentration, Materials and Supplies $5,711 Unrestricted Supplemental Concentration, Non-Capitalized Equipment $1,407 Unrestricted Supplemental Concentration, Rentals, Leases, and Repairs

Action 8

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.8a Increase access to extra support, on-grade level, and enrichment activities before, during, and after-school. 1.8b Purchase of instructional materials and supplies to support and/or enrich programming.	The DIstrict maintained programs and provided instructional materials and supplies creating access for students to extra support, on-grade level, and enrichment activities before, during, and after school.	$133,862	$119,899 Unrestricted Supplemental Concentration, Certificated Salary and Benefits $1,800 Unrestricted Supplemental Concentration. Books and Other Reference Materials $9,000 Unrestricted Supplemental Concentration, Instructional Materials and Supplies $800 Unrestricted Supplemental Concentration, Consulting Services

Action 9

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.9a Expand Districtwide after-school programming based on identified need in grades 2-8.	The District worked with the Ventura County Office of Education to transition its contracted after-school program to an internal District program, enabling the District to maintain programing serving identified students in grades 2-8.	$105,645	$78,370 Unrestricted Supplemental Concentration, Classified Salaries and Benefits $5,295 Unrestricted Supplemental Concentration, Certificated Salaries and Benefits $3,000 Unrestricted Supplemental Concentration, Materials and Supplies $676 Unrestricted Supplemental Concentration, Communications $7,000 Unrestricted Supplemental Concentration, Professional Consulting Services $2,000 Unrestricted Supplemental Concentration, Transfer of Direct Costs

Action 10

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.10a Technology Plan Committee to roll out comprehensive plan developed during the course of the 2017-2018 school year to integrate 21st Century Learning Framework into existing District initiatives. 1.10b Continue to provide release time and professional development to develop a comprehensive technology plan by 2017-2018. 1.10c Continue to provide human resources to support technology integration, including computer resource technician and contracted services.	The Technology Plan Committee executed the technology plan during the 2018-2019 school year that integrated the 21st Century Learning Framework into existing District initiatives. The District provides human resources to support technology integration, such as the computer resource technician and contracted services.	$58,681	$56,897 Unrestricted, Classified Salaries and Benefits

Action 11

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.11a Provide ongoing District/site technical support, professional development, and coaching that supports the integration of 21st Century Skills, 5C's (i.e., Creativity, Collaboration, Critical Thinking, Communication, and Collaboration), Common Core State Standard materials, tools and teaching strategies	The District continues to provide ongoing District/site technical support, professional development, and coaching that supports integration of 21st Century Skills, 5C's (i.e., Creativity, Collaboration, Critical Thinking, Communication, and Collaboration), and Common Core State Standards materials, tools and teaching strategies.	$0	$0

Action 12

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
1.12a Expand STEAM opportunities, including access to Next Generation Science Standards, Visual and Performing Arts, and computer literacy skills.	STEAM opportunities, including access to Next Generation Science Standards, Visual and Performing Arts, and computer literacy skills, were expanded in the 2018-2019 school year.	$22,017	$1,500 Unrestricted, Materials and supplies $3,963 Unrestricted Supplemental Concentration, Professional Consulting Services $15,182 Locally Restricted. Professional Consulting Services

Action 13

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.13a Maintain a one to one student computing program in grades 2-8 coupled with a robust wireless internet access. Costs for one to one computing are captured in Goal 1, Action 6	The District maintained a one to one student computing program in grades 2-8 coupled with robust wireless internet access. Costs for one to one computing are captured in Goal 1, Action 6.	$0	$0

Action 14

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
1.14a Develop community-based partnerships to support 21st Century Skills development for all stakeholders. 1.14b Provide a career fair at Mesa Union School for students in grades K-8; provide two student, employee, and parent workshops/ training sessions based on stakeholder interest; and one collaborative project with Mesa Union K-8 School.	The District continues to develop community-based partnerships to support 21st Century Skill development for all students. K-8 students participated in a career fair at Mesa Union School, select students collaborated on a project, and workshops for students, employees and parents were offered.	$250	$0

Action 15

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.15a Establish a District GATE Advisory Committee. 1.15b Implement GATE Task Force recommendation to transition from a pull-out program to an integrated instructional model that increases access to appropriately differentiated rigorous academic instruction throughout the regular school day. 1.15c Provide ongoing GATE certification professional development opportunities to staff. 1.15 d Provide a three- part series of parent workshops targeting the needs of GATE students.	The District established a GATE Advisory Committee to support implementation of the GATE Task Force recommendation to transition from a pull-out program to an integrated instructional model that increases access to appropriately differentiated rigorous academic instruction throughout the regular school day. GATE certification professional development opportunities were provided to staff, in addition to a three-part series of parent workshops targeting the needs of GATE students.	$3,669	$2044 Unrestricted Supplemental Concentration, Certificated Salary and Benefits $1,000 Unrestricted Supplemental Concentration, Professional Services

Action 16

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.16a Provide tiered interventions, on-level and enrichment activities outside the school day and/or non-school days. 1.16b Identify a District menu of academic and social emotional interventions vetted as high-leverage options 1.16c Maintain three weeks of summer programming for migrant, low-income and EL students. 1.16d Create a two-week kindergarten summer institute for incoming kindergarteners who have not participated in pre-school	The District provided tiered interventions, on-level and enrichment activities through the Multi-Tiered System of Supports model. A District menu of academic and social emotional interventions vetted as high-leverage options were identified and the District maintained the three weeks of summer programming for migrant, low income and EL students.	$28,417	$3,824 Unrestricted Supplemental Concentration, Transfer of Direct Costs $16,030 Title I, Certificated Salaries and Benefits $3,611 Title I, Classified Salaries and Benefits $1,942 Child Nutrition, Classified Salaries and Benefits $2,654 Special Education, Certificated Salaries and Benefits $3553 Special Education, Classified Salaries and Benefits

Action 17

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.17a Increase the percentage of English learners making progress in attaining one level of English language level growth. 1.17b Increase the number of English learners being reclassified by the end of 8th grade.	The District experienced an increase in the percentage of English learners making progress in attaining one level of English language level growth and there was an increase in the number of English learners who were reclassified by the end of 8th grade.	N/A	$0

Action 18

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.18a Analyze Districtwide Integrated and Designated English Language Development instructional model. 1.18b Implement recommendations; continue analysis and adjustments 1.18c Provide ELD training to new employees and follow-up coaching opportunities for trained staff. 1.18d Provide professional development to include coaching on the new English Language Development Standards to all teachers.	The District analyzed the Integrated and Designated English Language Development instructional models, implemented recommendations, and continues to monitor implementation and make adjustments. ELD training and follow-up coaching were provided to new employees. All teachers received professional development and coaching on the new English Language Development Standards.	$0	$0

Action 19

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

1.19a Monitor the progress of Re-designated Fluent English Proficient students (RFEP). 1.19b Fund the English Language Development Coordinator stipend to monitor progress of Mesa Union School RFEP students. 1.19c Fund the English Language Development Coordinator stipend to support the transition of RFEP middle school students to high school.	The District created an English Language Development Coordinator position. A major responsibility of the person in this position is to monitor the progress of the Re-designated Fluent English Proficient (RFEP) students and to support the transition of RFEP middle school students to high school.	$1,495	$1439 Unrestricted Supplemental and Concentration, Certificated Salaries and Benefits

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

Analysis

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed. Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

Goal 1's 19 actions and services demonstrate the District's continual commitment to improved student learning. Overall, the District has effectively executed its plan resulting in the District's increased student success. In the upcoming 2019-2020 school year, the District will emphasize its efforts in the following areas:

1) Increasing access to rigorous curriculum through the continual adoption of state standards aligned materials to include Mathematics, English Language Arts, English Language Development and in the fall of 2019 Social Studies.

2) Supporting ongoing research based professional development and the implementation of Universal Design Lesson, Depth and Complexity Icons, English Language Development and a system of tiered academic, social emotional and behavior supports to not only meet the needs of struggling students, but also to promote critical thinking, collaboration, creativity, and communication in a twenty-first century classroom that integrates technology and project/inquiry based focused student learning.

3) Facilitating effective professional learning communities centered around student learning, implementation of best instructional practices, and regular analysis of student results utilizing the Plan Do Study Act model.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

Mesa Union effectively implemented the actions and services outlined in Goal 1 of its Local Control Accountability Plan as demonstrated on state and local assessments and as measured by the LEA. The District's students demonstrated an overall increase in the percentage of students who met or exceeded the standards in the area of English Language Arts (ELA) by 4%, an increase from 56% to 60%. All grade levels participating in state assessments demonstrated an increase in the percentage of students who met or exceeded the standards in English Language Arts. More

specifically, fifth and sixth grade students showed the most growth with a 5% and 6% increase, respectively. When comparing “Change Over Time” all grade levels demonstrated an increase in the percentage of students who met or exceeded the standards in English Language Arts with grades 4, 5, and 8 improving by 5% or more. Mesa Union students continue to outperform their counterparts in English Language Arts in the county by 13% and at the state by 10%.

Mesa Union's significant subgroups, which include English Language Learners (ELL), Socio Economically Disadvantaged (SED), and Hispanic students, experienced significant improvement in the percentage of students who met or exceeded standards in English Language Arts. Mesa Union experienced a 13% increase in the percentage of ELLs who met or exceeded the standards in ELA. Furthermore, 42% of Mesa Union's English learners scored at the proficient level on the ELPAC and the District's reclassification rate increased from 7.3% to 13%. Mesa Union’s Hispanic students demonstrated a 6% increase in the percentage of students that have met or exceeded standards in ELA. Mesa Union's SED students experienced a slight increase (1%) in the percentage of students who met or exceeded ELA standards.

Mesa Union experienced a minimal decrease in the overall percentage of students (i.e., 1.6%) who met or exceeded the standards in mathematics and decreases in two of its three subgroups (i.e., Hispanic -2%, SED -5%). Currently, 48.4% of all students have met or exceeded the standards on the CAASPP. Students in grades 3, 4, and 6 demonstrated significant growth, 11%, 3% and 8% respectively, in the percentage of students who met or exceeded the standards in mathematics. In addition, English language learner proficiency levels increased by 2%. Despite the slight overall decrease in mathematics, Mesa Union students continue to outperform their counterparts in mathematics in the county by 13% and at the state level by 16%.

CAASPP results show that Mesa Union students made significant progress in the new English Language Arts/Literacy standards; however, there is still work to be done in the area of mathematics. Even though Mesa Union students continue to outperform their peers in mathematics at state and county levels, Mesa experienced a 1.6% decrease in the number of students who met or exceeded standards from the previous year. Mesa Union will focus on reducing the number of students who did not achieve Standards Met on the mathematics assessments through the implementation of a multi-tiered system of supports, which encompasses Response to Intervention, applying Universal Design for Learning, and analyzing academic student performance.

With respect to local assessments in the areas of English language arts and mathematics, after review and evaluation, the District determined that interim assessment tools in grades 3-5 needed to be changed in order to more closely align to the CAASPP, thereby accounting for the significant decrease in the number of students who met or exceeded the standards (i.e., 59% to 28% decrease in English language arts). In addition, as the District continued its work to create a systematic interim assessment model, in 2018-2019 middle school interim assessments were added and administered.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Below you will find the District's explanation of the material differences between budgeted expenditures and actual expenditures for Goal 1:

Action 1.1 Cost savings were a result of certificated/classified salaries that were significantly less than projected.

Action 1.2 Increased cost resulted from the District's purchase of supplemental math programs to support low performing students.

Action 1.3 Increased cost resulted due to additional nursing and counseling services.

Action 1.5 Increased cost due to evaluating TK-8 piloting of Social Studies materials for adoption in 2019-2020.

Action 1.6 Increase due to purchase of student devices for grades 2 and 6. Increased cost due to consulting services (i.e., fire wall, malware, printer maintenance, and various devices, fees).

Action 1.7 Increased cost was attributed to classified salaries and benefits, instructional materials, and supplies.

Action 1.9 Decreased cost as a result of the District sponsoring the program in place of contracting for services.

Action 1.16 Increased cost due to the addition of services to students with disabilities.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

The District's most significant work will continue to be encompassed in Goal 1 (i.e., Improving student achievement for all students in all grades and all content areas) of its LCAP. During the 2019-2020 school year, the District will focus on the following: 1) Increasing access to rigorous curriculum through the continual adoption of state standards aligned materials to include Mathematics, English Language Arts, English Language Development and in the fall of 2019 Social Studies 2) Supporting ongoing research based professional development and the implementation of Universal Design Lesson, Depth and Complexity Icons, English Language Development and a system of tiered academic, social emotional and behavior supports to not

only meet the needs of struggling students, but also to promote critical thinking, collaboration, creativity, and communication in a twenty-first century classroom that integrates technology and project/inquiry based focused student learning 3) Facilitating effective professional learning communities centered around student learning, implementation of best instructional practices, and regular analysis of student results utilizing the Plan Do Study Act model.

Goal 2

Goal 2: Engage parents, community organizations, business, and higher learning institutions in the development of meaningful partnerships to support student learning

State and/or Local Priorities addressed by this goal:

State Priorities: 1, 3, 4, 5, 6, 8

Local Priorities: 1,2,3,and 4

Annual Measurable Outcomes

Expected

5% increase in the number of parents participating, to include UPP/SWD, in District and site advisory councils/committees and sponsored parent events from 30% in 2017-2018 to 35% in 2018-2019

Actual

The District maintained the number of parents participating in District and site advisory councils/committees. The District experienced a 4.3% increase in the number of parents participating in the Parent Faculty Organization and an 18% increased in the number of parents participating in the Mesa Union Education Foundation. The District experienced a 2% increase in the number of parents that participated in at least one sponsored parent event.

Expected	Actual
5% increase in the number of business/community partners that support Mesa Union students	The District increased the number of business/community partners that support Mesa Union students by 6% in 2018-2019 with the addition of partnerships with Oxnard Community College and University of La Verne, as well as local business and community members.

Actions/Services

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action 1

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

2.1a Expand District stakeholder participation on the Parent and English Learner Advisory Councils. 2.1b. Increase communication with all stakeholders to create a culture of inclusion, respect and integrity. 2.1c Provide training to District stakeholders on the scope and purpose of the Parent and English Learner Advisory Councils.	The District maintained District stakeholder participation on its Parent and English Learner Advisory Councils. The District continues to take measures to increase communication with stakeholders through meetings, events, surveys, District and site web pages, and social media. The District partners with the Ventura County Office of Education to provide annual training to District stakeholders on the scope and purpose of both the Parent and English Learner Advisory Councils.	$1,468	$3,600 Unrestricted, Supplemental Concentration, Professional Services $400 Unrestricted, Supplemental Concentration, Materials and Supplies

Action 2

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
2.2a Provide training to the site administrator and the advisory councils (e.g., SSC/ELAC) on alignment of SPSA with LCAP and LEA Plans.	The Ventura County Office of Education provided site administrators, SSC and ELAC members training regarding the development and alignment of the SPSA with the LCAP and other LEA plans.	$0	$0

Action 3

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
2.3a Identify opportunities for parents and other community-based organizations to support student learning. 2.3b Increase partnerships by 5% annually with parents and other community-based organizations to support student learning through participation in the Mesa Education Foundation and Parent Faculty Organization, as well as donating fiscal resources, expertise or volunteering. 2.3c Provide parent/community-based workshops that promote the use of technology, parenting, personal growth, etc., as determined by parent survey data.	The District identified and increased opportunities for parents and other parent-based organizations to support student learning. The District successfully increased its annual partnerships by 5% and its Parent Faculty Organization and Mesa Education Foundation generated $150,000 of revenue to support student programming and academic field trips.	$581	$441 Unrestricted, Supplemental Concentration Certificated Salaries and Benefits.

Action 4

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

2.4a Maintain and increase partnerships with education organizations, the County Office of Education, institutions of higher learning and local businesses. 2.4b Publicly recognize educational organizations, the County Office of Education, institutions of higher learning and local businesses through various media and events.	The District increased partnerships with education organizations, the County of Education, institutions of higher learning and local business by 6% in the 2018-2019 school year. The District publicly recognizes partners through the creation of a Mesa Moments Award, and other various media and local school events.	$125	$0

Action 5

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

2.5a Employ and support a part-time bilingual family liaison. 2.5b Establish a volunteer program that partners with the Parent Faculty Organization and the Mesa Union Education Foundation to identify volunteering opportunities, provide training, and solicit volunteers in advance of school activities, afterschool programming, and/or athletics. 2.5c.Establish a volunteer resource room.	The District continues to employ and support a part-time bilingual family liaison. The District benefits from a robust volunteer program that partners with the Parent Faculty Organization and Mesa Union Education Foundation. The District provides annual volunteerism training and requires volunteers to complete fingerprinting and TB testing.	$15,670	$17,164 Unrestricted Supplemental Concentration, Classified Salaries and Benefits.

Action 6

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

2.6a Outreach to preschool and recreational organizations 2.6b Develop partnerships with youth service providers such as First Five, Boys and Girls Club, Lego Robotics League, and youth sports leagues. 2.6c Provide recreational and facility access to community programs.	District students benefit from the development of youth service partners that support after-school academic, athletic, and recreational activities. The District continues to focus on strengthening relationships with area preschools, Oxnard Union High School District, and local law enforcement agencies. In closing, the District provided recreational and facility access to community organizations.	$0	$0

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

Analysis

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed. Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

Mesa Union School District students, families, school community and staff continue to benefit from strong partnerships with families, community businesses, county offices of education and local colleges and universities. Yet the District recognizes that the potential for increased partnerships, embodied in Goal 2: Engaging parents, community organizations, business, and higher learning institutions in the development of meaningful partnerships to support student learning, in the 2019-2020 school year. This continual focus on partnership development will enable the District to continue expanding learning opportunities, such as the development of new middle school electives (i.e., foreign language, AVID, etc.), after-school programming, the visual and performing arts, extracurricular activities, and learning experiences through academic field trips. Current partnerships have enabled the District to strengthen its ties to the local farming community through the development of a working school farm that supports not only an Introduction to Agriculture elective, but also fosters a newly developed School to Market and Harvest of the Month programs. Other advances provided through growing partnerships include the study of livestock (i.e., chickens, horses, cattle, etc.) through the addition of guest pens, and meteorology with the addition of a weather station. In addition, financial support of community partners has enabled the District to provide comprehensive TK-8 art, music, and drama programs for all students that have resulted in improvements in performing facilities, access to instruments, and opportunities for students to showcase developing talents through band, choral, and dramatic performances and an art show.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

The District maintained the number of parents participating in District and site advisory councils/committees. The District experienced a 4.3% increase in the number of parents participating in the Parent Faculty Organization and an 18% increased in the number of parents participating in the Mesa Union Education Foundation. The District experienced a 2% increase in the number of parents that participated in at least one sponsored parent event. In closing, the District increased the number of business/community partners that support Mesa Union students by 6% in 2018-2019 with the addition of partnerships with Oxnard Community College and University of La Verne, as well as local business and community members.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Below you will find the District's explanation of the material differences between budgeted expenditures and actual expenditures for Goal 2:

Action 2.1 Increased costs were incurred as a result of adding a communication app enabling the District to more effectively communicate to parents regarding school and emergency activities.

Action 2.5 Additional costs due to salary step and column increases

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

There are no significant changes to the goal, expected outcomes, metrics and/or actions for the 2019-2020 school year. However, based on the District Parent Advisory Committees' input, the District will explore how technology can increase access to stakeholders on the District's Parent and Parent English Learner Advisory Committees who wish to participate in scheduled meetings remotely.

Goal 3

Goal 3: Create welcoming and safe learning environments that increase safety and school connectedness among students

State and/or Local Priorities addressed by this goal:

State Priorities: 1, 3, 4, 5, 6

Local Priorities: 1,2,3,and 4

Annual Measurable Outcomes

Expected	Actual
Increase the District's average attendance rate from 96% to 96.5%. Reduce the chronic absenteeism rate by 1%, from 8% to 7%. Maintain the percentage of students that are suspended or expelled from school below 1%.	Mesa Union maintained an average attendance rate of 96%, failing to reach the 0.5% increase embedded within Goal 3 of its LCAP. The District successfully reduced its chronic absenteeism rate by 1%, from 8% to 7%. The District's suspension and/or expulsion rate slightly increased from 1% to 2%.
Maintain a customer service satisfaction level of 90% or higher.	The District customer service satisfaction level decreased from 89% in 2017-2018 to 81% in 2018-2019.

Expected	Actual
Maintain District facilities in good repair through evaluation of the Williams Report	Facilities remain in good repair as determined by the Fit Report, which is part of the District's Williams Report.
Maintain drop-out rate below the state average.	The District has maintained a drop-out rate below the state average.

Actions/Services

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action 1

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
3.1a Continue to monitor facilities and perform maintenance as needed. 3.1b Transfer 1% of all LCFF revenue to the Deferred Maintenance Fund.	The District performed required facility maintenance as needed and was able to transfer $100,000 to the Deferred Maintenance Fund in 2018-2019.	$160,000	$45,000 Unrestricted, Materials and Supplies $970 Unrestricted, Non Capitalized Equipment $12,500 Unrestricted, Professional Consulting Services $85,000 Unrestricted, Rentals, Leases and Repairs

Action 2

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

3.2a Develop a Master Plan that includes facility improvements, which support 21st Century Skills, in addition to supplemental and specialist services. 3.2b Continue to explore the remodeling of learning spaces to accommodate programming changes on the Mesa Union campus as prioritized.	The District developed a master plan that included facility improvements and the exploration of remodeling learning spaces to accommodate programing changes resulting in the District successfully passing a $9.75 million school bond in 2018.	$0	$0

Action 3

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
3.3a Implement energy, water savings and recycling programs. 3.3b Complete energy savings projects identified in project plan through Prop 39 funding, if available.	The District maintained its energy, water savings and recycling programs in 2018-2019. In addition, all Prop 39 funded energy savings projects have been completed.	$0	$0

Action 4

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

3.4a Implement Districtwide plans to support knowledge and training of stakeholders to ensure safe work/school conditions and disaster preparedness (e.g., fire, earthquake, and intruder). 3.4b Bring in outside consultants/agencies to provide disaster preparedness training to stakeholders. 3.4c Inventory and establish a baseline for rotation of first aid supplies.	The District worked with local fire and law enforcement agencies to provide stakeholder training to ensure safe work/school conditions and disaster preparedness (e.g., fire, earthquake, and intruder protocols). The District continues to annually inventory, rotate, and replace first aid supplies as needed.	$100,000	$0

Action 5

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

3.5a Ensure employees provide outstanding customer service that maintains a culture of respect, integrity, and inclusion. 3.5b Conduct and analyze surveys to improve customer satisfaction.	The District conducted and analyzed survey results regarding improved customer satisfaction and provided ongoing professional development to ensure employees offer outstanding customer service that maintains a culture of respect, integrity and inclusion.	$200	$0

Action 6

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

3.6a Establish a Middle School Task Force to evaluate and make recommendations to the Superintendent regarding academic and social emotional programming. 3.6b Evaluate the Districtwide Olweus Bullying Program to determine its level of effectiveness in both the K-5 and 6- 8 programs. 3.6c The District will promote and support Mesa Union School’s development of school pride and spirit activities (i.e., Associated Student Body, clubs, extracurricular activities, etc.).	The District's School Climate Task Force evaluated and made recommendations to the Superintendent regarding academic and social emotional programming. The District evaluated the Olweus Bullying Program to determine its level of effectiveness in both the K-5 and 6-8 programs. The District also promoted and supported Mesa Union School's development of school pride and spirit activities (i.e., Associated Student Body, clubs, extracurricular activities, etc.).	$2,800	$2,100 Unrestricted, Professional Consulting Services

Action 7

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

3.7a Establish and maintain the District website and electronic media communications.	The District continues to maintain District and school websites and electronic communications (i.e., twitter, facebook, and instagram).	$10,000	$15,000 Unrestricted, Professional Consulting Services

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

Analysis

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed. Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

Mesa Union School District has also placed great importance in providing a welcoming and safe learning environment with an emphasis on increasing school safety and connectedness among its students, parents, and certificated and classified staff. The District's actions outlined in Goal 3, "Provide a welcoming and safe learning environment", addresses state priorities 1, 3, 4, 5, and 8 and has significantly reshaped the culture of the school as indicated on the California School Dashboard Local Indicators in the areas of providing the basics, parent engagement, and climate survey. In November of 2018, Mesa Union stakeholders affirmed the work of the District with the passage of a $9.75 million school bond measure that will provide the District with the opportunity to make facility improvements, update security and safety systems, and prepare for anticipated growth in the District's middle school. Furthermore, the District has made significant strides in implementing the recommendations of the District's School Climate Task Force formed in 2018. The District has implemented the CHAMPS school-wide positive behavioral support program, reduced the supervision student ratio during lunch and recess times by restructuring schedules and adding personnel, and increased nursing and counseling services to support the health and social emotional needs of the District's students. The District continues to address its chronic absenteeism rate (1% decrease from the previous year) through parent education, increased School Attendance Review Team activities, and attendance incentive programs. In closing, the District has implemented a number of school-wide strategies (i.e., Tiger Tags, Positive Behavioral Referrals, etc.) and activities (i.e., Kindness Week, Kindness Club, etc.) that have increased awareness of the effects of bullying and continue to have a positive impact on student interactions resulting in a suspension/expulsion rate below 2% and an attendance rate above 96%. Both of these indicators demonstrate that Mesa Union School provides a safe learning environment focused on school safety and connectedness.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

The effective implementation of the actions and services outlined in Goal 3, have enabled the District to provide a welcoming and safe learning environment for all students. As stated above, Mesa Union stakeholders affirmed the work of the District with the passage of a $9.75 million school bond measure that will provide the District with the opportunity to make facility improvements, update security and safety systems, and prepare for

anticipated growth in the District's middle school. As illustrated by state and local indicators, the District has maintained an overall attendance rate of 96% while reducing its chronic absenteeism rate by 1%, from 8% to 7%. In addition, increased playground supervision, nursing, and counseling services, coupled with the implementation of a school-wide positive behavior support program, have enabled the District to maintain a suspension/expulsion rate below 2%.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Below you will find the District's explanation of the material differences between budgeted expenditures and actual expenditures for Goal 3:

Action 3.1 The District experienced a $20,000 savings in materials and supplies as a result of efficiencies created through ongoing monitoring.

Action 3.4 The District budgeted $100,000 for facility improvements to increase campus safety. However, the project was deferred and will be funded through the District's newly passed school bond measure.

Action 3.7 Increased costs of $5,000 was a result of the District developing video segments highlighting District programs and activities on its webpage.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

Changes made to this goal includes the phasing out of the Olewus Bullying Program and implementation of the District's School Climate Task Force recommendations to include the implementation of the positive behavioral support program, CHAMPS, restorative, practices, and other school-wide activities. Additional changes include the transition from completion of Proposition 39 funded facility projects to school bond and E-rate Category II supported facility improvement projects.

Goal 4

Goal 4: Recruit, hire, train, and retain exemplary employees

State and/or Local Priorities addressed by this goal:

State Priorities: 1, 2, 3, 4, 5, 6

Local Priorities: 1,2,3,and 4

Annual Measurable Outcomes

Expected	Actual
Maintain 100% of classified and certificated personnel who meet qualifications outlined in corresponding job descriptions.	The District maintained 100% of classified and certificated personnel who meet qualifications outlined in corresponding job descriptions.
Maintain a customer service satisfaction level of 90% or higher.	The District customer service satisfaction level for the 2018-2019 school year fell slightly to 89%.
Maintain or increase District average attendance rate from 96% to 96.5%.	The District's average attendance rate of 96% was maintained during the 2018-2019 school campaign.

Expected	Actual
Maintain the District’s retention rate for certificated staff to 90%. Maintain the classified staff retention rate at 94%.	In 2018-2019, the District maintained its 90% retention rate for certificated staff reporting a retention rate of 92% as a result of one certificated resignation and one certificated retirement. The District's classified retention rate fell to 80% as the District had three classified staff members retire and one employee accept a promotion outside the District in 2018-2019.

Actions/Services

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action 1

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

4.1a. Provide a comprehensive certificated professional development plan that includes Districtwide, on-site and virtual learning opportunities accompanied by ongoing coaching. 4.1b. Provide ongoing new teacher support through BTSA. 4.1c Provide ongoing teacher support through PAR. 4.1d Provide a one-day training program for District substitutes and administer a satisfaction survey.	The District provided ongoing new teacher support through BTSA and/or PAR. In addition, the District provided professional training to substitutes and regularly administers a substitute satisfaction survey. As a result of certificated retirements, the District's actual expenditures exceeded budgeted expenditures due to an uxexpected increase of hiring new teachers who required induction support through BTSA. The District expects expenditures in 2019-2020 to be comparable due to anticipated certificated staff retirements and the addition of a special day class.	$20,268	$23,377 Title II, Certificated Salaries and Benefits $15,000 Title II, Professional Consultant Services

Action 2

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

4.2a Provide comprehensive classified professional development that includes District- wide, and on-site demonstrations.	The District provided comprehensive classified professional development that included District-wide and on-site demonstrations. Other classified staff development opportunities to include AVID, First Aid/CPR, CHAMPS, De-escalation and CPI Crisis are captured in other actions and services within the LCAP.	$2,000	$36 Unrestricted Professional Consulting Services $440 Travel Conferences

Action 3

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
4.3a Provide comprehensive management professional development that includes learning, networking and coaching opportunities.	The District provided professional development opportunities for management to include the Administrator Induction Credential Program, CHAMPS, Universal Lesson Design, English Language Development, and other county workshops. Many of these expenditures were captured in other actions and services within Goal 1 of the District's LCAP.	$2,000	$150 Unrestricted, Travel and Conferences $240 MTSS, Travel and Conferences

Action 4

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
4.4a Administer satisfaction and exit interviews to improve District employee retention rates.	The District administered satisfaction and exit interviews to each of the three retiring certificated and classified staff.	$0	$0

Action 5

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
4.5a Attract exemplary employees through the promotion of the District to prospective candidates. 4.5b Develop relationships with universities, career-fair providers, and professional organizations. 4.5c Provide relocation materials to potential candidates. 4.5d Evaluate and adjust hiring practices as needed.	The District has developed relationships with professional organizations and universities, provided relocation materials as needed, and evaluated and adjusted hiring practices resulting in over 90 applications for its two certificated vacancies in 2018-2019.	$0	$0

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures

Analysis

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed. Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

Mesa Union School District's emphasis on the actions and services as described in LCAP Goal 4: Recruiting, hiring, training and retaining exemplary employees, which align to state priorities 1-6, has allowed Mesa Union to recruit and and hire highly qualified and exemplary employees to fill its rare vacancies, while also meeting the needs of growing programs with the addition of the District's first Special Day Class serving pupils in grades K-3 and the TK-8 music program. The District's successful efforts in providing strategic and comprehensive professional development to its certificated and classified employees have not only improved their level of expertise and performance, but also provided a working environment that encourages continuous learning and kinship resulting in its employees dedicating their career to the service of Mesa Union students and their families.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

The District effectively implemented the actions and services within Goal 4, which allowed the District to experience success through the recruitment, hiring and retaining of classified and certificated personnel who are highly qualified, meet all qualifications as outlined in corresponding job descriptions, and hold appropriate credentials. Other indicators that support the conclusion that the District's actions and services enabled the District to achieve its articulated goal include high employee retention rates (i.e., 90% and 80% of certificated and classified employees, respectively), a District average attendance rate of 96%, and a customer satisfaction survey of nearly 90%.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

The material differences between budgeted expenditures and actual expenditures are listed below:

Action 4.1 There was an increase in costs to the District due to a larger number of new teachers hired in 2018-2019 than expected who required induction support through BTSA.

Action 4.2 Professional development expenditures were captured in other portions of the LCAP resulting in less costs in this section.

Action 4.3 Professional development expenditures were captured in other portions of the LCAP resulting in less costs in this section.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

There are no significant changes to the goal, expected outcomes, metrics and/or actions for the 2019-2020 school year.

Stakeholder Engagement

LCAP Year: 2019-20

Involvement Process for LCAP and Annual Update

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

The District's annual stakeholder engagement process began in October when the Mesa Union School District superintendent elicited input from the Board of Trustees, District administrator, bargaining units, parents, students, community members and other District partners in the annual review and analysis of the District three-year Local Control Accountability Plan. As part of this process, stakeholders reviewed state and local assessment results, identified organizational strengths and weaknesses, and developed District goals and priorities.

The District's Parent Advisory and Parent English Learner Councils and the Board of Trustees reviewed the District's strategic, Title III and the Local Education Accountability Plans (LCAP) as part of the evaluation and planning process. District staff reengaged stakeholders throughout the course of the 2018-2019 school year as Mesa Union evaluated progress towards attaining LCAP goals, alignment of the District and Local Education Agency goals to the state's eight priority areas, effectiveness of planned actions and services, and collecting input regarding needed changes to the 2017-2020 LCAP. Below is a summary of District LCAP Engagement Activities:

Board of Trustees' meetings during which there was public discussion on strategic planning, shared values, priorities and goals:
* Tuesday, August 21, 2018
* Tuesday, October 18, 2018
* Thursday, November 15, 2018
* Tuesday, January 15, 2019
* Tuesday, March 5, 2019
* Tuesday, May 21, 2019
* Tuesday, June 13, 2019

Parent Advisory Committee meetings where a review of the District's state assessment data results was conducted:

Thursday, October 18, 2018
* Review of CAASPP Results
* Review Progress Toward Reaching LCAP Goals
* Review of Strategic Plan
* Discussion of District LCAP Goals

Thursday, November 29, 2018
* LCAP Goal 1 Improved Student Achievement Evaluation and Input Activity
* LCAP Survey Development

Thursday, January 17, 2019
* California School Dashboard
* LCAP Goal 2 Parent Engagement/Developing Partnerships Evaluation and Input Activity

Thursday, February 21, 2019
* LCAP Goal 3 Creating Welcoming and Safe Learning Environment Evaluation and Input Activity

Thursday, March 14, 2019
* LCAP 4 Attracting and Retaining Exemplary Employees

Thursday, May 16, 2019
* Review and provide input on LCAP Final Draft

Parent English Learner Advisory Committee Meetings:

Thursday, October 18, 2018
* Review of CAASPP Results
* Review Progress Toward Reaching LCAP Goals

* Review of Strategic Plan
* Discussion of District LCAP Goals

Thursday, November 15, 2018
* LCAP Goal 1 Improved Student Achievement Evaluation and Input Activity
* LCAP Survey Development

Thursday, January 17, 2019
* California School Dashboard
* LCAP Goal 2 Parent Engagement/Developing Partnerships Evaluation and Input Activity

Thursday, February 21, 2019
* LCAP Goal 3 Creating Welcoming and Safe Learning Environment Evaluation and Input Activity

Thursday, March 14, 2019
* LCAP 4 Attracting and Retaining Exemplary Employees

Thursday, May 16, 2019
* Review and provide input on LCAP Final Draft

LCAP Survey and Questionnaire Administration

January 7- May 29, 2019

Public Hearing:

Tuesday, May 29, 2019
• There were no written comments that required superintendent responses

LCAP Adopted:

Tuesday, June 13, 2019
* Board Approval

Impact on LCAP and Annual Update

How did these consultations impact the LCAP for the upcoming year?

The Superintendent's analysis and stakeholder outreach provided the community with a framework regarding all areas of District operation and was foundational to all preceding engagement activities.

Activities provided the District with not only aligned District's strategic, Title III and the Local Education Accountability Plans (LCAP) tied to its core values, but they also created a solid foundation on engagement activities with which to develop a pathway to improved services for all students, including proportional improvement of services for unduplicated students and other defined subgroups.

LCAP activities directly impacted the selection of goals, actions and services for all students and District subgroups. Activities included presentations on the importance of strategic planning, vision and goal setting. These presentations were tied to progression of student achievement and the patterns of growth for all students, as well as the District's efforts in closing the achievement gap for English learners, students from low income families, students with special needs, and other significant subgroups.

District state and local indicators demonstrate a pattern of overall success at Mesa Union TK-8 School. However, the data also reinforces the need for the District to maintain a focused strategic plan and vision for continuous improvement.

LCAP activities support the District's transition to California Common State Standards and 21st Century Learning. These activities also benefited the District by expanding outreach activities.

LCAP Statutory Requirements:

The District Parent and English Learner Advisory Councils have assisted in the shaping of District goals, metrics to measure growth, action steps, services, and expenditures. The Mesa Union School District has engaged community members, pupils, local bargaining units, and other stakeholders

through a variety of venues during this process.

As part of the development process, the District engaged other Districtwide councils and leadership committees through meetings, surveys, superintendent/Principal Breakfasts, Public Hearing and other community outreach activities. Stakeholders were strongly encouraged to participate in the development of the District's LCAP by providing feedback pertaining to the goals, actions, and services, proposed expenditures in the plan.

To assure that all stakeholders had an opportunity to provide input and/or make comments related to the LCAP, the District hosted a variety of community meetings to include a public hearing and administered both an LCAP survey and questionnaire to identify stakeholder preferences and needs in relation to the LCAP.

The contribution from stakeholders was invaluable to the development of the District's Local Control Accountability Plan. Stakeholders assisted the District in identifying needs and priorities of the community and its families as they relate to the state's eight priorities, goals, and services offered in the plan. The process also allowed the District to learn, first-hand, effective strategies that would increase parent and community engagement outlined in Goal 3. The greatest benefit to the students of the District is the stakeholder-developed plan, incorporating ideas representative of all stakeholders and thus assuring buy-in and a commitment to improve the District.

Goals, Actions, & Services

Strategic Planning Details and Accountability
Complete a copy of the following table for each of the LEA’s goals. Duplicate the table as needed.

(Select from New Goal, Modified Goal, or Unchanged Goal)

Unchanged

Goal 1

Goal 1: Improve student learning outcomes for all students, in all grades, and in all content areas

State and/or Local Priorities addressed by this goal:

State Priorities: 1, 2, 4, 5, 7, 8

Local Priorities: 1,2,3,and 4

Identified Need:

Mesa Union School District has identified the following needs to foster continual student growth as indicated on the California Dashboard in the areas of Academic Performance, Academic Engagement, Conditions and Climate.

Mesa Union recognizes that the District continues to need to focus on increasing the overall percentage of all students who meet or exceed the California State Standards in all core content areas as well as close the achievement gap among the District's lowest performing subgroups: English Learners, Socio-Economically Disadvantaged and Students with Learning Disabilities.

Areas of focus include: 1) Increasing access to rigorous curriculum through the continual adoption of state standards aligned materials to include Mathematics, English Language Arts, English Language Development and in the fall of 2019 Social Studies. 2) Supporting ongoing research based professional development and the implementation of Universal Design Lesson, Depth and Complexity Icons, English Language Development and a system of tiered academic, social emotional, and behavior supports to not only meet the needs of struggling students but also to promote critical thinking, collaboration, creativity, and communication in a twenty-first century classroom that integrates technology and project/inquiry-based focused student learning. 3) Facilitating effective professional learning communities centered around student learning, implementation of best instructional practices, and regular analysis of student results utilizing the Plan Do Study Act model.

Expected Annual Measureable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
CAASPP	Fifty-four percent of all students met or exceeded standards in ELA.	59% of all students met or exceeded standards in English Language Arts as measured by the CAASPP	64% of all students met or exceeded standards in English Language Arts as measured by the CAASPP	Sixty-five percent of all students met or exceeded standards in English Language Arts as measured by the CAASPP.
California Assessment of Student Performance and Progress (CAASPP)	Fifty percent of all students met or exceeded standards in Mathematics as measured by the CAASPP	55% of all students met or exceeded standards in Mathematics as measured by the CAASPP	60% of all students met or exceeded standards in Mathematics Local Assessments; increase student performance by 5% annually.	Fifty-five percent of all students met or exceeded standards in Mathematics Local Assessments; increase student performance by 5% annually.
English Language Proficiency Assessments for California (ELPAC)	N/A	ELPAC- establish a baseline	ELPAC; increase student performance by 5% annually	ELPAC; increase student performance by 5% annually
High School Dropout, graduation rate, A-G, AP, EAP, and API	N/A	N/A	N/A	N/A

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Reclassification Rate	7.3%	13.1%	Maintain	Maintain

Planned Actions/Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action #1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20

Modified	Modified	Modified
2017-18 Actions/Services	**2018-19 Actions/Services**	**2019-20 Actions/Services**
1.1a Build capacity and consistent district-wide procedures through training and collaboration among staff focused on developing a multi-tiered system of academic, social emotional, and behavior supports (MTSS). 1.1b Evaluate efficacy of site-based interventions to determine which practices should be continued/discontinued, modified and/or added.	1.1a Maintain consistent districtwide procedures through training and collaboration among staff focused on Response to Intervention (RTI) that support tiered interventions in both academic and social emotional supports 1.1b Continue to evaluate efficacy of site-based interventions to determine which practices should be continued/discontinued, modified and/or replicated	1.1a Maintain consistent district-wide procedures through training and collaboration among staff focused on providing a system of academic, social emotional, and behavior tiered supports. 1.1b Continue to evaluate efficacy of site-based interventions to determine which practices should be continued/discontinued, modified and/or replicated.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$55,000	$90,287	$69,070

Year	2017-18	2018-19	2019-20
Source	Unrestricted	Unrestricted, Supplemental/Concentratoin Restricted, REAP	Unrestricted Supplemental/Concentration Restricted REAP Title I Low Performing Student Block Grant
Budget Reference	Classified Salaries and Benefits, Materials and Supplies	Classified Salaries and Benefits Materials and Supplies	Classified Salaries and Benefits Materials and Supplies Travel and Conferences

Action #2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Modified	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.2a Create a systemic approach to tiered intervention to ensure that all students have access to academic and social emotional supports to achieve academic proficiency 1.2b Conduct visitations in model Districts/schools to observe intervention procedures, programs, and practices. 1.2c. Monitor the effectiveness of district and site intervention systems. Continue software licenses and instructional supplies 1.2d Continue to monitor the effectiveness of District intervention systems. Expand software licenses, instructional supplies and community based tutoring.	1.2a Maintain a systemic approach to tiered intervention to ensure that all students have access to academic and social emotional supports to achieve academic proficiency 1.2b Continue to participate in visitations of model districts/schools to observe intervention procedures, programs, and practices. 1.2c. Monitor the effectiveness of district and site intervention systems. Continue software licenses and instructional supplies 1.2d Continue to monitor the effectiveness of District intervention systems. Expand software licenses, instructional supplies and community based tutoring.	1.2a Maintain a systemic approach to tiered interventions to ensure that all students have access to academic, social emotional, and behavior supports to achieve academic proficiency. 1.2b Continue to monitor and evaluate the effectiveness of district and site intervention systems to include visitations of model districts/schools in order to observe intervention procedures, programs, and practices. 1.2c. Provide certificated and classified staff, professional services, instructional materials and supplies, software licenses, and other technology resources.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$20,000	$27,789	$25,558
Source	Unrestricted-Supplemental/Contracentration Restricted-Title I	Unrestricted-Supplemental/Contracentration Restricted-Title I	Unrestricted Supplemental.Concentration
Budget Reference	Certificated Salaries and Benefits, Materials and Supplies, Professional Services	Certificated Salaries and Benefits, Materials and Supplies, Professional Services	Certificated Salaries and Benefits Materials and Supplies Professional Services

Action #3

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Modified
2017-18 Actions/Services	**2018-19 Actions/Services**	**2019-20 Actions/Services**
1.3 Contract with Ventura County Office of Education and/or hire staff to provide intervention teacher support, school counselor, and other certificated and classified support staff	1.3 Continue to contract with Ventura County Office of Education and/or hire staff to provide intervention teacher support, school counselor, and other certificated and classified support staff	1.3 Contract with Ventura County Office of Education and/or hire staff to provide intervention teacher support, school counselor, school nurse, psychologist, speech therapist, and other certificated and classified support staff.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$52,500	$45,796	$95,119
Source	Unrestricted	Unrestricted Supplemental Concentration	Unrestricted Supplemental Concentration

Year	2017-18	2018-19	2019-20
Budget Reference	Classified Salaries and Benefits, Professional Services	Classified Salaries and Benefits Professional Services, Materials and Supplies, Professional Services	Classified Salaries and Benefits Professional Services Materials and Supplies

Action #4

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Modified	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.4a Provide a 3-year sequence of professional development and activities supporting new California State Standards in English Language Arts, English Language Development, Mathematics and Social Science, including teacher training on classroom implementation of instruction aligned to the new standards to support broad course access 1.4b Consultant contracts with English Language Arts, English Language Development, Mathematics, Social Science and technology integration content area experts to provide training to site administration and teachers 1.4c Provide teacher release time/compensation for professional development activities 1.4d Implement early release Wednesday schedule to support ongoing professional development and collaboration	1.4a Year 2 of a 3 year sequence of professional development and activities supporting the new state standards 1.4b Continue to secure consultant contracts with English Language Arts, English Language Development, Mathematics Science, Social Science and technology integration content area experts to provide training to site administration and teachers 1.4c Continue to provide teacher release time/compensation for professional development activities 1.4d Continue to implement early release Wednesday schedule to support ongoing professional development and collaboration	1.4a Year 3 of a 3 year sequence of professional development and activities supporting the new state standards 1.4b Continue to secure consultant contracts with English Language Arts, English Language Development, Mathematics Science, Social Science and technology integration content area experts to provide training to site administration and teachers 1.4c Continue to provide teacher release time/compensation for professional development activities 1.4d Continue to implement early release Wednesday schedule to support ongoing professional development and collaboration

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$26,000	$42,066	$24,435
Source	Unrestricted, Restricted State and Federal	Restricted Title I Restricted Title II Unrestricted Supplemental Concentration	Unrestricted Supplemental Concentration Restricted Title I Restricted Title III
Budget Reference	Certificated Salaries and Benefits, Professional Services, Travel and Conferences	Certificated Salaries and Benefits, Professional Services, Travel and Conferences	Certificated Salaries and Benefits Professional Services Travel and Conferences

Action #5

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Modified	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.5a Provide California State Standards-aligned instructional materials for all students	1.5a Provide California State Standards-aligned instructional materials for all students	1.5a Provide California State Standards aligned instructional materials for all students
1.5b For the 2017-2018 school year establish an Adoption Committee and consider adoption of Social Studies textbooks and materials for the 2018-2019 school year, contingent upon selection of appropriate, modified, (not) re-aligned materials.	1.5b For the 2019-2020 school year provide teacher release time to explore newly released Next Generation Science materials aligned to new California State Standards	1.5b Support teachers in the implementation of newly adopted Social Studies textbook and instructional materials.
1.5c Provide teacher release time for continued review of newly adopted Next Generation Standards textbooks and materials.		1.5c Provide teacher release time for exploration of Next Generation Science Standards textbooks and instructional materials.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$114,500	$8,078	$108.518
Source	Unrestricted	Unrestricted Restricted Lottery	Unrestricted Lottery Restricted Lottery
Budget Reference	Approved Textbooks, Certificated Salaries and Benefits, Professional Services	Approved Textbooks, Certificated Salaries and Benefits	Approved Textbooks Certificated Salaries and Benefits

Action #6

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Modified	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.6a Improve and standardize equitable environments for online state testing 1.6b Implement effective, equitable online testing environments. Build long-term funding options to support emerging technology. 1.6c Maintain technology devices to support a grades 2-8 one to one computing environment.	1.6a Improve and standardize equitable environments for online state testing 1.6b Implement effective, equitable online testing environments. Build long-term funding options to support emerging technology. 1.6c Maintain technology devices to support a grades 2-8 one to one computing environment.	1.6a Implement effective, equitable online testing environments. 1.6b Maintain technology devices to support a grades 2-8 one to one computing environment and continue to explore long-term funding for emerging technology.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$30,000	$75,000	$125,000

Source	Unrestricted	Unrestricted Supplemental Concentration Unrestricted	Unrestricted
Budget Reference	Materials and Supplies, Professional Services	Materials and Supplies, Non-Capitalized Equipment, Rents and Repairs	Materials and Supplies Non-Capitalized Equipment Professional Consulting Rentals, Leases, and Repairs

Action #7

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Modified	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.7 Increase access to electives such as computer programming, foreign language and music.	1.7 Maintain access to electives such as introduction to agriculture, music, coding, etc.)	1.7a Maintain a comprehensive TK-8 grade music program.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$5,000	$84,704	$97,556
Source	Unrestricted	Unrestricted Supplemental Concentration Unrestricted	Unrestricted Supplemental Concentration
Budget Reference	Materials and supplies	Certificated Salaries and Benefits, Materials and Supplies, Non-Capitalized Equipment, Rents and Repairs	Certificated Salaries and Benefits Materials and Supplies Non-Capitalized Equipment Rentals, leases, and Repairs

Action #8

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.8a Increase access to extra support, on-grade level, and enrichment activities before, during, and after-school. 1.8b Purchase of instructional materials and	1.8a Increase access to extra support, on-grade level, and enrichment activities before, during, and after-school. 1.8b Purchase of instructional materials and	1.8a Increase access to extra support, on-grade level, and enrichment activities before, during, and after school. 1.8b Maintain access to elective course

supplies to support and/or enrich programming.	supplies to support and/or enrich programming.	offerings in grades 6-8 (i.e., Agriculture, Coding, Robotics, etc.). 1.8c Develop an Introduction to Spanish elective course for eighth graders. 1.8d Provide certificated and classified staff, professional services, instructional materials and supplies to support struggling, on-grade level, and accelerated student activities before, during, and after school.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$123,800	$133,862	172498
Source	Unrestricted	Unrestricted Supplemental Concentration	Unrestricted Supplemental Concentration Low Performing Student Block Grant
Budget Reference	Certificated Salaries and Benefits, Materials and Supplies	Certificated Salaries and Benefits, Reference Materials, Materials and Supplies, Professional Services	Certificated Salaries and Benefits Reference Materials Materials and Supplies Professional Services

Action #9

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Modified	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.9a Expand Districtwide after-school programming based on identified need in grades 2-8.	1.9a Expand Districtwide after-school programming based on identified need in grades 2-8.	1.9a Maintain Districtwide after school programming based on identified need in grades 2-8. 1.9b Explore the feasibility of providing after

school programming for students in grades K and 1.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$105,000	$105,645	106305
Source	Unrestricted	Unrestricted Supplemental Concentration	Unrestricted Supplemental Concentration
Budget Reference	Professional Services	Professional Services, Communications	Certificated (Teacher) Salaries and Benefits Classified (Other) Salaries and Benefits Materials and Supplies Professional Services Transfer of Direct Costs Communications

Action #10

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
10a Technology Plan Committee to develop a comprehensive plan to integrate 21st Century Learning Framework into existing District initiatives. 1.10b Provide release time and professional development to develop a comprehensive technology plan by 2017-2018. 1.10c Continue to provide human resources to support technology integration, including computer resource technician and contracted services	1.10a Technology Plan Committee to roll out comprehensive plan developed during the course of the 2017-2018 school year to integrate 21st Century Learning Framework into existing District initiatives. 1.10b Continue to provide release time and professional development to develop a comprehensive technology plan by 2017-2018. 1.10c Continue to provide human resources to support technology integration, including	10a Maintain District Technology Plan that integrates 21st Century Learning Framework into existing District initiatives. 1.10b Continue to provide human resources to support technology integration to include a computer resource technician and/or contracted services.

	computer resource technician and contracted services.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$47,250	$58,681	$55,660
Source	Unrestricted	Unrestricted	Unrestricted
Budget Reference	Classified Salaries and Benefits	Classified Salaries and Benefits	Classified Support Salaries and Benefits

Action #11

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Unchanged

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.11a Provide ongoing District/site technical support, professional development, and coaching that supports the integration of 21st Century Skills, 5C's (i.e., Creativity, Collaboration, Critical Thinking, Communication, and Collaboration) , Common Core State Standard materials, tools and teaching strategies	1.11a Provide ongoing District/site technical support, professional development, and coaching that supports the integration of 21st Century Skills, 5C's (i.e., Creativity, Collaboration, Critical Thinking, Communication, and Collaboration), Common Core State Standard materials, tools and teaching strategies	1.11a Provide ongoing District/site technical support, professional development, and coaching that supports the integration of 21st Century Skills, 5C's (i.e., Creativity, Collaboration, Critical Thinking, Communication, and Collaboration), Common Core State Standard materials, tools and teaching strategies

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$3,500	$0	$0
Source	Unrestricted	N/A	N/A

Budget Reference	Materials and Supplies	N/A	N/A

Action #12

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services

1.12a Expand STEAM opportunities, including access to Next Generation Science Standards, Visual and Performing Arts, and computer literacy skills.	1.12a Expand STEAM opportunities, including access to Next Generation Science Standards, Visual and Performing Arts, and computer literacy skills.	1.12a Expand STEAM opportunities, including access to Next Generation Science Standards, Visual and Performing Arts, and computer literacy skills.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$5,000.00	$22,017	$21,682
Source	Unrestricted	Unrestricted Unrestricted Supplemental Concentration Restricted Donations	Unrestricted Unrestricted Supplemental Concentration Restricted Donations
Budget Reference	Materials and Supplies	Materials and Supplies, Professional Services	Materials and Supplies Professional Services

Action #13

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Unchanged	Unchanged

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.13a Maintain a one to one student computing program in grades 2-8 coupled with a robust wireless internet access. Costs for one to one computing are captured in Goal 1, Action 6	1.13a Maintain a one to one student computing program in grades 2-8 coupled with a robust wireless internet access. Costs for one to one computing are captured in Goal 1, Action 6	1.13a Maintain a one to one student computing program in grades 2-8 coupled with a robust wireless internet access. Costs for one to one computing are captured in Goal 1, Action 6

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	N/A	N/A	N/A

Source	N/A	N/A	N/A
Budget Reference	N/A	N/A	N/A

Action #14

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	**Location(s)**
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	**Scope of Services:**	**Location(s)**
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	**Select from New, Modified, or Unchanged for 2018-19**	**Select from New, Modified, or Unchanged for 2019-20**
Modified	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.14a Develop community-based partnerships to support 21st Century Skills development for all stakeholders. 1.14b Provide a career fair at Mesa Union School for students in grades K-8; provide two student, employee, and parent workshops/ training sessions based on stakeholder interest; and one collaborative project with Mesa Union K-8 School.	1.14a Develop community-based partnerships to support 21st Century Skills development for all stakeholders. 1.14b Provide a career fair at Mesa Union School for students in grades K-8; provide two student, employee, and parent workshops/ training sessions based on stakeholder interest; and one collaborative project with Mesa Union K-8 School.	1.14a Develop community-based partnerships to support 21st Century Skills development for all stakeholders. 1.14b Provide a career fair at Mesa Union School for students in grades 6-8.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$500	$250	$0
Source	Unrestricted	Unrestricted	N/A
Budget Reference	Materials and Supplies	Materials and Supplies	N/A

Action #15

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
New	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.15a Establish a District GATE Advisory Committee. 1.15b Implement GATE Task Force recommendation to transition from a pull-out program to an integrated instructional model that increases access to appropriately differentiated rigorous academic instruction throughout the regular school day.	1.15a Establish a District GATE Advisory Committee. 1.15b Implement GATE Task Force recommendation to transition from a pull-out program to an integrated instructional model that increases access to appropriately differentiated rigorous academic instruction throughout the regular school day.	1.15a The District will continue to allocate fiscal resources to support the function of a GATE coordinator. 1.15b Maintain a District GATE Advisory Committee. 1.15c Annually assess and identify students to participate in the District's integrated

1.15c Provide ongoing GATE certification professional development opportunities to staff. 1.15 d Provide a three- part series of parent workshops targeting the needs of GATE students.	1.15c Provide ongoing GATE certification professional development opportunities to staff. 1.15 d Provide a three- part series of parent workshops targeting the needs of GATE students.	GATE model. 1.15d Provide ongoing GATE certification professional development opportunities to staff. 1.15e Provide parent workshops targeting the needs of GATE students.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$3,000	$3,669	$3,644
Source	Unrestricted	Unrestricted Supplemental Concentration	Unrestricted Supplemental Concentration
Budget Reference	Professional Services	Certificated Salaries and Benefits, Materials and Supplies, Professional Services	Certificated (Teacher) Salaries and Benefits Materials and Supplies Professional Services

Action #16

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Modified	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.16a Provide tiered interventions, on-level and enrichment activities outside the school day and/or non-school days. 1.16b Identify a District menu of academic and social emotional interventions vetted as high-leverage options 1.16c Maintain three weeks of summer	1.16a Provide tiered interventions, on-level and enrichment activities outside the school day and/or non-school days. 1.16b Identify a District menu of academic and social emotional interventions vetted as high-leverage options 1.16c Maintain three weeks of summer	1.16a Provide tiered interventions, on-level and enrichment activities outside the school day and/or non-school days. 1.16b Maintain a three week summer school program for migrant, low-income, English language learners and students with disabilities.

programming for migrant, low-income and EL students. 1.16d Create a two-week kindergarten summer institute for incoming kindergarteners who have not participated in pre-school	programming for migrant, low-income and EL students. 1.16d Create a two-week kindergarten summer institute for incoming kindergarteners who have not participated in pre-school

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$26,050	$28,417	$34,937
Source	Unrestricted	Unrestricted Supplemental Concetration Restricted Title I Restricted Cafeteria	Restricted Title I Restricted AB602 Restricted Cafeteria
Budget Reference	Certificated and Classified Salaries and Benefits, Instructional Materials, Transportation	Classified Salaries and Benefits, Transfers of Direct Costs, Certificated Salaries and Benefits, Materials and Supplies	Certificated (Teacher) Salaries and Benefits Classified (Instruction and Support) Salaries and Benefits Transfer of Direct Costs

Action #17

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Unchanged	Unchanged

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.17a Increase the percentage of English learners making progress in attaining one level of English language level growth. 1.17b Increase the number of English learners being reclassified by the end of 8th grade.	1.17a Increase the percentage of English learners making progress in attaining one level of English language level growth. 1.17b Increase the number of English learners being reclassified by the end of 8th grade.	1.17a Increase the percentage of English learners making progress in attaining one level of English language level growth. 1.17b Increase the number of English learners being reclassified by the end of 8th grade.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	N/A	N/A	N/A
Source	N/A	N/A	N/A
Budget Reference	N/A	N/A	N/A

Action #18

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Unchanged

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.18a Analyze Districtwide Integrated and Designated English Language Development instructional model. 1.18b Implement recommendations; continue analysis and adjustments 1.18c Provide ELD training to new employees and follow-up coaching opportunities for trained staff. 1.18d Provide professional development to include coaching on the new English Language Development Standards to all teachers.	1.18a Analyze Districtwide Integrated and Designated English Language Development instructional model. 1.18b Implement recommendations; continue analysis and adjustments 1.18c Provide ELD training to new employees and follow-up coaching opportunities for trained staff. 1.18d Provide professional development to include coaching on the new English Language Development Standards to all teachers.	1.18a Analyze Districtwide Integrated and Designated English Language Development instructional model. 1.18b Implement recommendations; continue analysis and adjustments 1.18c Provide ELD training to new employees and follow-up coaching opportunities for trained staff. 1.18d Provide professional development to include coaching on the new English Language Development Standards to all teachers.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$5,677	$0	$0

Source	Federal Restricted	N/A	N/A
Budget Reference	Professional Services	N/A	N/A

Action #19

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Unchanged

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
1.19a Monitor the progress of Re-designated Fluent English Proficient students (RFEP). 1.19b Fund the English Language Development Coordinator stipend to monitor progress of Mesa Union School RFEP students. 1.19c Fund the English Language Development Coordinator stipend to support the transition of RFEP middle school students to high school.	1.19a Monitor the progress of Re-designated Fluent English Proficient students (RFEP). 1.19b Fund the English Language Development Coordinator stipend to monitor progress of Mesa Union School RFEP students. 1.19c Fund the English Language Development Coordinator stipend to support the transition of RFEP middle school students to high school.	1.19a Monitor the progress of Re-designated Fluent English Proficient students (RFEP). 1.19b Fund the English Language Development Coordinator stipend to monitor progress of Mesa Union School RFEP students. 1.19c Fund the English Language Development Coordinator stipend to support the transition of RFEP middle school students to high school.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$1,400	$1,495	$1,495
Source	Unrestricted	Unrestricted Supplemental Concentration	Unrestricted Supplemental Concentration
Budget Reference	Certificated Salaries and Benefits	Certificated Salaries and Benefits	Certificated Salaries and Benefits

(Select from New Goal, Modified Goal, or Unchanged Goal)

Unchanged

Goal 2

Goal 2: Engage parents, community organizations, business, and higher learning institutions in the development of meaningful partnerships to support student learning

State and/or Local Priorities addressed by this goal:

State Priorities: 1, 3, 4, 5, 6, 8

Local Priorities: 1, 2, 3,and 4

Identified Need:

Build stakeholder knowledge of goals, actions and services outlined in the LCAP. Increase parent participation in student learning and organizational development. Increase business and community partnerships that support school programs.

Expected Annual Measureable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20

Sign-In Sheets and Survey Results	5% increase in the number of parents participating in District and site advisory councils/committees and sponsored parent events from 20% in 2015-2016 to 25% in 2016-2017	5% increase in the number of parents participating in District and site advisory councils/committees and sponsored parent events from 25% in 2016-2017 to 30% in 2017-2018	5% increase in the number of parents participating, to include UPP/SWD, in District and site advisory councils/committees and sponsored parent events from 30% in 2017-2018 to 35% in 2018-2019	5% increase in the number of parents participating, to include UPP/SWD in District and site advisory councils/committees and sponsored parent events from 35% in 2018-2019 to 40% in 2019-2020
Sign-In Sheets and Survey Results	5% increase the number of parents who volunteer at Mesa Union K-8 School and/or District level functions from 10% in 2015-2016 to 15% in 2016-2017	5% increase in the number of parents participating in District and site advisory councils/committees and sponsored parent events from 15% in 2016-2017 to 20% in 2017-2018	5% increase in the number of parents participating in District and site advisory councils/committees and sponsored parent events from 20% in 2017-2018 to 25% in 2018-2019	5% increase in the number of parents participating in District and site advisory councils/committees and sponsored parent events from 25% in 2018-2019 to 30% in 2019-2020
Memoranda of Understanding and Donations	The District has identified 17 as the number of businesses and/or community partnerships that support Mesa Union students.	5% increase in the number of business/community partners that support Mesa Union students	5% increase in the number of business/community partners that support Mesa Union students	5% increase in the number of business/community partners that support Mesa Union students

Planned Actions/Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action #1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services

2.1a Expand District stakeholder participation on the Parent and English Learner Advisory Councils. 2.1b. Increase communication with all stakeholders to create a culture of inclusion, respect and integrity. 2.1c Provide training to District stakeholders on the scope and purpose of the Parent and English Learner Advisory Councils.	2.1a Expand District stakeholder participation on the Parent and English Learner Advisory Councils. 2.1b. Increase communication with all stakeholders to create a culture of inclusion, respect and integrity. 2.1c Provide training to District stakeholders on the scope and purpose of the Parent and English Learner Advisory Councils.	2.1a Expand District stakeholder participation on the Parent and English Learner Advisory Councils. 2.1b Increase communication with all stakeholders to create a culture of inclusion, respect and integrity. 2.1c Provide training to District stake holders on the scope and purpose of the Parent and English Learner Advisory Councils

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$1,450	$1,468	$3,400
Source	Unrestricted	Unrestricted Supplemental Concentration	Unrestricted Supplemental Concentration
Budget Reference	Professional Services, Classified Salaries and Benefits	Classified Salaries and Benefits, Professional Services	Materials and Supplies Professional Services

Action #2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Unchanged	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
2.2a Provide training to the site administrator and the advisory councils (e.g., SSC/ELAC) on alignment of SPSA with LCAP and LEA Plans.	2.2a Provide training to the site administrator and the advisory councils (e.g., SSC/ELAC) on alignment of SPSA with LCAP and LEA Plans.	2.2 Provide training to the site administrator and the advisory councils (e.g., SSC/ELAC) on alignment of SPSA with the LCAP and other local education agency plans.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20

Amount	$0	$0	$0
Source	N/A	N/A	NA
Budget Reference	N/A	N/A	NA

Action #3

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20

Unchanged	Modified	Modified
2017-18 Actions/Services	**2018-19 Actions/Services**	**2019-20 Actions/Services**
2.3a Identify opportunities for parents and other community-based organizations to support student learning. 2.3b Increase partnerships by 5% annually with parents and other community-based organizations to support student learning through participation in the Mesa Education Foundation and Parent Faculty Organization, as well as donating fiscal resources, expertise or volunteering. 2.3c Provide parent/community-based workshops that promote the use of technology, parenting, personal growth, etc., as determined by parent survey data.	2.3a Identify opportunities for parents and other community-based organizations to support student learning. 2.3b Increase partnerships by 5% annually with parents and other community-based organizations to support student learning through participation in the Mesa Education Foundation and Parent Faculty Organization, as well as donating fiscal resources, expertise or volunteering. 2.3c Provide parent/community-based workshops that promote the use of technology, parenting, personal growth, etc., as determined by parent survey data.	2.3a Identify opportunities for parents and other community-based organizations to support student learning. 2.3b Increase partnerships by 5% annually with parents and other community-based organizations to support student learning through participation in the Mesa Education Foundation and Parent Faculty Organization, as well as donating fiscal resources, expertise or volunteering. 2.3c Provide funding for volunteers to adhere to District requirements for fingerprinting and TB compliance. 2.3d Provide parent/community-based workshops that promote the use of technology, parenting, personal growth, etc., as determined by parent survey data.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20

Amount	$575	$581	$447
Source	Unrestricted	Unrestricted Supplemental Concentration	Unrestricted Supplemental Concentration
Budget Reference	Professional Services, Certificated Salaries and Benefits	Certificated Salaries and Benefits, Professional Services	Certificated (Other) Salaries and Benefits

Action #4

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
2.4a Maintain and increase partnerships with education organizations, the County Office of Education, institutions of higher learning and local businesses. 2.4b Publicly recognize educational organizations, the County Office of Education, institutions of higher learning and local businesses through various media and events.	2.4a Maintain and increase partnerships with education organizations, the County Office of Education, institutions of higher learning and local businesses. 2.4b Publicly recognize educational organizations, the County Office of Education, institutions of higher learning and local businesses through various media and events.	2.4a Maintain and increase partnerships with education organizations, the County Office of Education, institutions of higher learning and local businesses. 2.4b Publicly recognize educational organizations, the County Office of Education, institutions of higher learning and local businesses through various media and events.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$0	$125	$0
Source	N/A	Unrestricted	N/A

Budget Reference	N/A	Materials and Supplies	N/A

Action #5

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners, Foster Youth, Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services

2.5a Employ and support a part-time bilingual family liaison. 2.5b Establish a volunteer program that partners with the Parent Faculty Organization and the Mesa Union Education Foundation to identify volunteering opportunities, provide training, and solicit volunteers in advance of school activities, afterschool programming, and/or athletics. 2.5c.Establish a volunteer resource room.	2.5a Employ and support a part-time bilingual family liaison. 2.5b Establish a volunteer program that partners with the Parent Faculty Organization and the Mesa Union Education Foundation to identify volunteering opportunities, provide training, and solicit volunteers in advance of school activities, afterschool programming, and/or athletics. 2.5c.Establish a volunteer resource room.	2.5a Employ and support a part-time bilingual family liaison. 2.5b Maintain a volunteer program through partnering with the Parent Faculty Organization and the Mesa Union Education Foundation to identify volunteering opportunities, provide training, and solicit volunteers in advance of school activities, after school programming, and/or athletics. 2.5c Maintain a family/volunteer resource room.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$15,000	$15,670	$18,295
Source	Unrestricted	Unrestricted Supplemental Concentration	Unrestricted Supplemental Concentration
Budget Reference	Classified Salaries and Benefits	Classified Salaries and Benefits	Classified (Support) Salaries and Benefits

Action #6

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Unchanged	Unchanged

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
2.6a Outreach to preschool and recreational organizations 2.6b Develop partnerships with youth service providers such as First Five, Boys and Girls	2.6a Outreach to preschool and recreational organizations 2.6b Develop partnerships with youth service providers such as First Five, Boys and Girls	2.6a Outreach to preschool and recreational organizations 2.6b Develop partnerships with youth service providers such as First Five, Boys and Girls

Club, Lego Robotics League, and youth sports leagues. 2.6c Provide recreational and facility access to community programs.	Club, Lego Robotics League, and youth sports leagues. 2.6c Provide recreational and facility access to community programs.	Club, Lego Robotics League, and youth sports leagues. 2.6c Provide recreational and facility access to community programs.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$0	$0	$0
Source	N/A	N/A	N/A
Budget Reference	N/A	N/A	N/A

(Select from New Goal, Modified Goal, or Unchanged Goal)

Unchanged

Goal 3

Goal 3: Create welcoming and safe learning environments that increase safety and school connectedness among students

State and/or Local Priorities addressed by this goal:

State Priorities: 1, 3, 4, 5, 6

Local Priorities: 1, 2, 3,and 4

Identified Need:

Improve customer service district-wide
Improve organizational communication process and quality
Improve connectedness of students and families at school.
Provide a safe, healthy, and productive school environment.

Expected Annual Measureable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20

Attendance and Suspension/Explusion Rates	District average attendance rate increased by 0.5% from 96% in 2015-2016 to 96.5% in 2016-2017. The District Chronic Absenteeism rate is 4.7% The percentage of students that are suspended or expelled from school is below 1%.	Increase in the District average attendance rate by 0.5% from 96.5% in 2016- 2017 to 97.0% in 2017-2018. Reduce the chronic absenteeism rate 0.5%, from 4.7% to 4.2%. Maintain the percentage of students that are suspended or expelled from school below 1%.	Maintain District average attendance rate of 97.0%. Reduce the chronic absenteeism rate 0.5%, from 4.2% to 3.7%%. Maintain the percentage of students that are suspended or expelled from school below 1%.	Maintain the District average attendance rate of 97.0%. Reduce the chronic absenteeism rate 0.5%, from 3.7% to 3.2%. Maintain the percentage of students that are suspended or expelled from school below 1%.
Olewus Bullying	Pending	Pending	No longer a metric. The District implemented a Youth Survey in place of Olewus Survey	Developing a baseline.
Customer Service Survey	Survey results indicate a 61% customer service satisfaction level in 2015-2016 and a 90% satisfaction level in 2016-2017.	Maintain a customer service satisfaction level of 90% or higher.	Maintain a customer service satisfaction level of 90% or higher.	Maintain a customer service satisfaction level of 90% or higher.

Williams Act – sufficient access to instructional materials	100%	Maintain	Maintain	Maintain
Facilities in Good Repair	Good	Maintain	Maintain	Maintain

Planned Actions/Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action #1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Modified	Modified	Unchanged

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
3.1a Continue to monitor facilities and perform maintenance as needed. 3.1b Transfer 1% of all LCFF revenue to the Deferred Maintenance Fund.	3.1a Continue to monitor facilities and perform maintenance as needed. 3.1b Transfer 1% of all LCFF revenue to the Deferred Maintenance Fund.	3.1a Continue to monitor facilities and perform maintenance as needed. 3.1b Transfer 1% of all LCFF revenue to the Deferred Maintenance Fund.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$160,000	$160,000	$160,000
Source	Unrestricted	Unrestricted	Unrestricted
Budget Reference	Professional Services, Materials and Supplies, Maintenance and Repairs	Materials and Supplies, Rents and Repairs, Professional Services	Materials and Supplies, Rents and Repairs, Professional Services

Action #2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
3.2a Develop a Master Plan that includes facility improvements, which support 21st Century Skills, in addition to supplemental and specialist services.	3.2a Develop a Master Plan that includes facility improvements, which support 21st Century Skills, in addition to supplemental and specialist services.	3.2 Annually review and evaluate the District Master Plan that includes facility improvements, which support 21st Century Skills, in addition to supplemental and specialist services.

3.2b Explore the remodeling of learning spaces to accommodate programming changes on the Mesa Union campus as prioritized.	3.2b Continue to explore the remodeling of learning spaces to accommodate programming changes on the Mesa Union campus as prioritized.	

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$15,000	$0	
Source	Unrestricted	N/A	
Budget Reference	Materials and Supplies	N/A	

Action #3

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)

N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Modified	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
3.3a Develop and implement energy, water savings and recycling programs. 3.3b Develop an energy savings projects plan through Prop 39 funding, if available.	3.3a Implement energy, water savings and recycling programs. 3.3b Complete energy savings projects identified in project plan through Prop 39 funding, if available.	3.3a Maintain the Districtwide energy, water savings and recycling programs. 3.3b Complete identified facility improvement projects through the 2018 voter-approved school bond measure. 3.3c Allocate resources to fund a Director of Facilities, Maintenance and Transportation to facilitate completion of the school bond measure facility improvement projects. 3.3d Complete approved E-rate Category II technology infrastructure projects.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$270,000	$0	
Source	State Restricted	N/A	
Budget Reference	Professional Services	N/A	

Action #4

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20

Unchanged	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
3.4a Implement Districtwide plans to support knowledge and training of stakeholders to ensure safe work/school conditions and disaster preparedness (e.g., fire, earthquake, and intruder). 3.4b Bring in outside consultants/agencies to provide disaster preparedness training to stakeholders. 3.4c Inventory and establish a baseline for rotation of first aid supplies.	3.4a Implement Districtwide plans to support knowledge and training of stakeholders to ensure safe work/school conditions and disaster preparedness (e.g., fire, earthquake, and intruder). 3.4b Bring in outside consultants/agencies to provide disaster preparedness training to stakeholders. 3.4c Inventory and establish a baseline for rotation of first aid supplies.	3.4a Provide training to stakeholders to ensure safe work/school conditions and disaster preparedness (e.g., fire, earthquake, and intruder procedures). 3.4b Access outside consultants/agencies to provide disaster preparedness training to stakeholders. 3.4c Annually inventory and provide first aid supplies.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$1,000	$100,000	
Source	Unrestricted	Unrestricted	

Budget Reference	Materials and Supplies	Land Improvements	

Action #5

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Unchanged

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services

3.5a Ensure employees provide outstanding customer service that maintains a culture of respect, integrity, and inclusion. 3.5b Conduct and analyze surveys to improve customer satisfaction.	3.5a Ensure employees provide outstanding customer service that maintains a culture of respect, integrity, and inclusion. 3.5b Conduct and analyze surveys to improve customer satisfaction.	3.5a Ensure employees provide outstanding customer service that maintains a culture of respect, integrity, and inclusion. 3.5b Conduct and analyze surveys to improve customer satisfaction.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$200	$200	$200
Source	Unrestricted	Unrestricted	Unrestricted
Budget Reference	Materials and Supplies	Materials and Supplies	Materials and Supplies

Action #6

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
3.6a Implement and continually evaluate the District-wide Olweus Bullying Program. 3.6b The District will promote and support Mesa Union School’s development of school pride and spirit activities (i.e., Associated Student Body, clubs, extracurricular activities, etc.).	3.6a Establish a Middle School Task Force to evaluate and make recommendations to the Superintendent regarding academic and social emotional programming. 3.6b Evaluate the Districtwide Olweus Bullying Program to determine its level of effectiveness in both the K-5 and 6- 8 programs. 3.6c The District will promote and support Mesa Union School’s development of school pride and spirit activities (i.e., Associated Student Body, clubs, extracurricular activities, etc.).	3.6a Continue to implement and evaluate the effectiveness of the District's School Climate Task Force recommendations in regards to academic, social emotional, and behavior supports. 3.6b Continue to support districtwide implementation of the CHAMPS Behavior Management Model and restorative practices. 3.6c The District will promote and support Mesa Union School’s development of school pride and spirit activities (i.e., Associated Student Body, clubs, extracurricular

		activities, etc.).

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$2,800	$2,800	
Source	Unrestricted	Unrestricted	
Budget Reference	Professional Services, Certificated Salaries	Professional Services,	

Action #7

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
3.7a Establish and maintain the District website and electronic media communications.	3.7a Establish and maintain the District website and electronic media communications.	3.7 Maintain the District/school website and electronic media communications.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$5,000	$10,000	
Source	Unrestricted	Unrestricted	
Budget Reference	Professional Services	Professional Services	

(Select from New Goal, Modified Goal, or Unchanged Goal)

Unchanged

Goal 4

Goal 4: Recruit, hire, train, and retain exemplary employees

State and/or Local Priorities addressed by this goal:

State Priorities: 1, 2, 3, 4, 5, 6

Local Priorities: 1, 2, 3,and 4

Identified Need:

Fill all positions with highly qualified classified and certificated personnel.
Provide well-maintained and clean school learning environments.
Improve customer service district-wide.
Improve organizational communication process and quality.

Expected Annual Measureable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20

Qualifications outlined in corresponding job descriptions.	In the 2016-2017 school year 100% of classified and certificated personnel will meet qualifications outlined in corresponding job descriptions.	Maintain 100% of classified and certificated personnel will meet qualifications outlined in corresponding job descriptions.	Maintain 100% of classified and certificated personnel will meet qualifications outlined in corresponding job descriptions.	Maintain 100% of classified and certificated personnel will meet qualifications outlined in corresponding job descriptions.
Customer Service Survey	Survey results indicate a 61% customer service satisfaction level in 2015-2016 and a 90% satisfaction level in 2016-2017.	Maintain a customer service satisfaction level of 90% or higher.	Maintain a customer service satisfaction level of 90% or higher.	Maintain a customer service satisfaction level of 90% or higher.
Attendance Rate	0.5% increase in the District average attendance rate from 96% in 2015-2016 to 96.5% in 2016-2017	0.5% increase in the District average attendance rate from 96.5% in 2016-2017 to 97.0% in 2017-2018	Maintain or increase District average attendance rate of 97.0%.	Maintain or increase District average attendance rate of 97.0%.

District Employee Retention Rate for Certificated and Classified Staff	The District's retention rate for certificated staff for 2016-2017 was 88%. The District experienced three retirements, which impacted the overall retention rate significantly. The classified staff retention rate for 2016-2017 was 94%.	Increase the District's retention rate for certificated staff to 90%. Maintain the classified staff retention rate at 94%.	Maintain the District's retention rate for certificated staff to 90%. Maintain the classified staff retention rate at 94%.	Maintain the District's retention rate for certificated staff at 90%. Maintain the classified staff retention rate at 94%.

Planned Actions/Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action #1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
4.1a. Provide a comprehensive certificated professional development plan that includes Districtwide, on-site and virtual learning opportunities accompanied by ongoing coaching. 4.1b. Provide ongoing new teacher support through BTSA. 4.1c Provide ongoing teacher support through PAR. 4.1d Provide a one-day training program for District substitutes and administer a satisfaction survey.	4.1a. Provide a comprehensive certificated professional development plan that includes Districtwide, on-site and virtual learning opportunities accompanied by ongoing coaching. 4.1b. Provide ongoing new teacher support through BTSA. 4.1c Provide ongoing teacher support through PAR. 4.1d Provide a one-day training program for District substitutes and administer a satisfaction survey.	4.1a Provide a comprehensive certificated professional development plan that includes Districtwide on-site and virtual learning opportunities accompanied by ongoing coaching. 4.1b Provide ongoing new teacher support through Teacher Induction. 4.1c Provide ongoing teacher support through PAR. 4.1d Provide District substitute training program and administer a satisfaction survey.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$31,500	$20,268	
Source	Unrestricted	Restricted Title II	
Budget Reference	Professional Services, Certificated Salaries	Certificated Salaries and Benefits, Professional Services	

Action #2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Unchanged	Unchanged

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
4.2a Provide comprehensive classified professional development that includes district-wide, and on-site demonstrations.	4.2a Provide comprehensive classified professional development that includes district-wide, and on-site demonstrations.	4.2a Provide comprehensive classified professional development that includes district-wide, and on-site demonstrations.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$2,000	$2,000	$2,000
Source	Unrestricted	Unrestricted	Unrestricted
Budget Reference	Travel and Conferences, Classified Salaries and Benefits	Travel and Conferences, Classified Salaries and Benefits	Travel and Conferences, Classified Salaries and Benefits

Action #3

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served **Location(s)**

All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Unchanged

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
4.3a Provide comprehensive management professional development that includes learning, networking and coaching opportunities.	4.3a Provide comprehensive management professional development that includes learning, networking and coaching opportunities.	4.3a Provide comprehensive management professional development that includes learning, networking and coaching opportunities.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20

Amount	$2,000	$2,000	$2,000
Source	Unrestricted	Unrestricted	Unrestricted
Budget Reference	Travel and Conferences	Travel and Conferences	Travel and Conferences

Action #4

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20

Unchanged	Modified	Modified

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
4.4a Administer satisfaction and exit interviews to improve District employee retention rates.	4.4a Administer satisfaction and exit interviews to improve District employee retention rates.	4.4 Conduct exit interviews to improve District employee retention rates.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$0	$0	
Source	N/A	N/A	
Budget Reference	N/A	N/A	

Action #5

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Modified	Unchanged

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
4.5a Attract exemplary employees through the promotion of the District to prospective candidates. 4.5b Develop relationships with universities, career-fair providers, and professional organizations. 4.5c Provide relocation materials to potential candidates. 4.5d Evaluate and adjust hiring practices as needed.	4.5a Attract exemplary employees through the promotion of the District to prospective candidates. 4.5b Develop relationships with universities, career-fair providers, and professional organizations. 4.5c Provide relocation materials to potential candidates. 4.5d Evaluate and adjust hiring practices as needed.	4.5a Attract exemplary employees through the promotion of the District to prospective candidates. 4.5b Develop relationships with universities, career-fair providers, and professional organizations. 4.5c Provide relocation materials to potential candidates. 4.5d Evaluate and adjust hiring practices as needed.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	$500	$0	$0
Source	Unrestricted	N/A	N/A
Budget Reference	Materials and Supplies	N/A	N/A

Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year: 2017-18

Estimated Supplemental and Concentration Grant Funds	Percentage to Increase or Improve Services
$350,047	7.87 %

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds.

Mesa Union School District’s Local Control Funding Formula subgroup unduplicated pupil count is 40.17%. In 2017 and 2018 the District will receive 350,047 dollars of supplemental grant funding. The funds expended from the supplemental grant funding sources align with all goals of the Local Control Accountability Plan and are principally directed to the needs of Mesa Union target subgroups: low-income pupils, English Learners, and students with disabilities. Mesa Union invests in single grade classrooms to ensure targeted support and therefore increased achievement for targeted subgroups. The difficulties teachers face in multi-grade classes are centered around problem areas: (a) the efficient use of instructional time. (b) the design of effective instruction, (c) classroom management, and (d) the organization of independent practice or learning (Veenman, 1996). In addition, Mesa Union invests in professional learning. Professional learning consistently focuses a lens on strategies to support English Learners and low-income students. Professional learning opportunities include support of credentialed teachers, classified aids, and informal educators working after school. This aligned effort ensures continuity across programmatic efforts and our expanded learning programs. The school community believes effective professional development is intentional, ongoing, and connected to practice; focuses on teaching and learning specific academic content; is

connected to other school initiatives; builds strong working relationships among teachers (The School Redesign Network, 2009). In closing, Mesa Union invests in engaging families. Fifty years of research link the various roles families play in a child's education; supporters of learning, encouragers of grit and determination, models of lifelong learning and advocates of proper programming and placement (SEL, 2009) Mesa Union intentionally supports students targeted by the Local Control Funding Formula. The services identified in the LCAP for low income pupils, foster youth, and English Learners provide for increased or improved services for these pupils in proportion to the increase in funding provided for such pupils In that year as calculated pursuant to 5CCR 15496(a)(7). As reflected in goal 1 actions and services 1.16 through 1.19 and goal 2 actions and services 2.1 through 2.3 for unduplicated pupils must be increased or improved as compared to the services provided to all pupils In the LCAP year by 7.87% as calculated pursuant to 5 CCR 15496(a). We do this by investing in professional learning for certificated and support personnel to provide intervention or acceleration of targeted subgroups and by improving access to technology and digital resources. Mesa Union targets support by increasing after school experiences, counseling services as needed, after school interventions, enrichment opportunities, extracurricular activities and events, translating and childcare for meetings, and parent workshops. Students in those subgroups will increase their academic achievement. By focusing expenditures on improving school connectedness for parents and students, students and parents will improve their understanding of what proficient achievement looks like and realize that proficiency is within their reach. The expenditures specified for the subgroups meet or exceed the 7.87% threshold.

LCAP Year: 2018-19

Estimated Supplemental and Concentration Grant Funds	Percentage to Increase or Improve Services
$405,189	8.65%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds.

Mesa Union School District's Local Control Funding Formula subgroup unduplicated pupil count is 40.17%. In 2017 and 2018 the District will receive 350,047 dollars of supplemental grant funding. The funds expended from the supplemental grant funding sources align with all goals of the Local

Control Accountability Plan and are principally directed to the needs of Mesa Union target subgroups: low-income pupils, English Learners, and students with disabilities. Mesa Union invests in single grade classrooms to ensure targeted support and therefore increased achievement for targeted subgroups. The difficulties teachers face in multi-grade classes are centered around problem areas: (a) the efficient use of instructional time. (b) the design of effective instruction, (c) classroom management, and (d) the organization of independent practice or learning (Veenman, 1996). In addition, Mesa Union invests in professional learning. Professional learning consistently focuses a lens on strategies to support English Learners and low-income students. Professional learning opportunities include support of credentialed teachers, classified aids, and informal educators working after school. This aligned effort ensures continuity across programmatic efforts and our expanded learning programs. The school community believes effective professional development is intentional, ongoing, and connected to practice; focuses on teaching and learning specific academic content; is connected to other school initiatives; builds strong working relationships among teachers (The School Redesign Network, 2009). In closing, Mesa Union invests in engaging families. Fifty years of research link the various roles families play in a child's education; supporters of learning, encouragers of grit and determination, models of lifelong learning and advocates of proper programming and placement (SEL, 2009) Mesa Union intentionally supports students targeted by the Local Control Funding Formula. The services identified in the LCAP for low income pupils, foster youth, and English Learners provide for increased or improved services for these pupils in proportion to the increase in funding provided for such pupils In that year as calculated pursuant to 5CCR 15496(a)(7). As reflected in goal 1 actions and services 1.16 through 1.19 and goal 2 actions and services 2.1 through 2.3 for unduplicated pupils must be increased or improved as compared to the services provided to all pupils In the LCAP year by 7.87% as calculated pursuant to 5 CCR 15496(a). We do this by investing in professional learning for certificated and support personnel to provide intervention or acceleration of targeted subgroups and by improving access to technology and digital resources. Mesa Union targets support by increasing after school experiences, counseling services as needed, after school interventions, enrichment opportunities, extracurricular activities and events, translating and childcare for meetings, and parent workshops. Students in those subgroups will increase their academic achievement. By focusing expenditures on improving school connectedness for parents and students, students and parents will improve their understanding of what proficient achievement looks like and realize that proficiency is within their reach. The expenditures specified for the subgroups meet or exceed the 7.87% threshold.

LCAP Year: 2019-20

Estimated Supplemental and Concentration Grant Funds	Percentage to Increase or Improve Services

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or

quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds.

Mesa Union School District’s Local Control Funding Formula subgroup unduplicated pupil count is xxxx. In 2018 and 2019 the District will receive xxxxx dollars of supplemental grant funding. The funds expended from the supplemental grant funding sources align with all goals of the Local Control Accountability Plan and are principally directed to the needs of Mesa Union's target subgroups: low-income pupils, English Learners, and students with disabilities. Mesa Union invests in single grade classrooms to ensure targeted support and therefore increased achievement for targeted subgroups. The difficulties teachers face in multi-grade classes are centered around problem areas: (a) the efficient use of instructional time. (b) the design of effective instruction, (c) classroom management, and (d) the organization of independent practice or learning (Veenman, 1996). In addition, Mesa Union invests in professional learning. Professional learning consistently focuses on strategies to support English Learners, low-income and students with disabilities. Professional learning opportunities include support of credentialed teachers, classified instructional aides, and informal educators working after school. This aligned effort ensures continuity across programmatic efforts and our expanded learning programs. The school community believes effective professional development is intentional, ongoing, and connected to practice; focuses on teaching and learning specific academic content; is connected to other school initiatives; builds strong working relationships among teachers (The School Redesign Network, 2009). In closing, Mesa Union invests in engaging families. Fifty years of research link the various roles families play in a child’s education; supporters of learning, encouragers of grit and determination, models of lifelong learning and advocates of proper programming and placement (SEL, 2009).

Mesa Union intentionally supports students targeted by the Local Control Funding Formula. The services identified in the LCAP for low income pupils, foster youth, and English Learners provide for increased or improved services for these pupils in proportion to the increase in funding provided for such pupils in that year as calculated pursuant to 5CCR 15496(a)(7). As reflected in Goal 1 actions and services 1.16 through 1.19 and Goal 2 actions and services 2.1 through 2.3 for unduplicated pupils must be increased or improved as compared to the services provided to all pupils in the LCAP year by xxxx as calculated pursuant to 5 CCR 15496(a). We do this by investing in professional learning for certificated and support personnel to provide intervention or acceleration of targeted subgroups and by improving access to technology and digital resources. Mesa Union targets support by increasing after school experiences, counseling services as needed, after school interventions, enrichment opportunities, extracurricular activities and events, translating and childcare for meetings, and parent workshops. Students in those subgroups will increase their academic achievement. By focusing expenditures on improving school connectedness for parents and students, students and parents will improve their understanding of what proficient achievement looks like and realize that proficiency is within their reach. The expenditures specified for the subgroups meet or exceed the xxx threshold.

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
A. REVENUES									
1) LCFF Sources		8010-8099	5,172,301.00	0.00	5,172,301.00	5,355,647.00	0.00	5,355,647.00	3.5%
2) Federal Revenue		8100-8299	0.00	342,999.00	342,999.00	0.00	361,879.00	361,879.00	5.5%
3) Other State Revenue		8300-8599	224,205.00	91,954.00	316,159.00	114,205.00	32,826.00	147,031.00	-53.5%
4) Other Local Revenue		8600-8799	151,888.00	715,967.00	867,855.00	134,877.00	670,282.00	805,159.00	-7.2%
5) TOTAL, REVENUES			5,548,394.00	1,150,920.00	6,699,314.00	5,604,729.00	1,064,987.00	6,669,716.00	-0.4%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	2,335,942.00	248,522.00	2,584,464.00	2,327,011.00	344,674.00	2,671,685.00	3.4%
2) Classified Salaries		2000-2999	740,186.00	213,837.00	954,023.00	731,211.00	195,416.00	926,627.00	-2.9%
3) Employee Benefits		3000-3999	1,076,276.00	142,173.00	1,218,449.00	1,151,282.00	189,329.00	1,340,611.00	10.0%
4) Books and Supplies		4000-4999	240,186.00	53,976.00	294,162.00	247,550.00	155,927.00	403,477.00	37.2%
5) Services and Other Operating Expenditures		5000-5999	755,181.00	270,575.00	1,025,756.00	772,727.00	226,932.00	999,659.00	-2.5%
6) Capital Outlay		6000-6999	17,028.00	12,037.00	29,065.00	0.00	0.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	9,095.00	459,794.00	468,889.00	9,556.00	443,241.00	452,797.00	-3.4%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(5,698.00)	1,311.00	(4,387.00)	(5,691.00)	1,255.00	(4,436.00)	1.1%
9) TOTAL, EXPENDITURES			5,168,196.00	1,402,225.00	6,570,421.00	5,233,646.00	1,556,774.00	6,790,420.00	3.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			380,198.00	(251,305.00)	128,893.00	371,083.00	(491,787.00)	(120,704.00)	-193.6%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	100,000.00	0.00	100,000.00	0.00	0.00	0.00	-100.0%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(291,188.00)	291,188.00	0.00	(378,921.00)	378,921.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(391,188.00)	291,188.00	(100,000.00)	(378,921.00)	378,921.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals Unrestricted (A)	2018-19 Estimated Actuals Restricted (B)	2018-19 Estimated Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(10,990.00)	39,883.00	28,893.00	(7,838.00)	(112,866.00)	(120,704.00)	-517.8%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	1,244,859.00	113,706.00	1,358,565.00	1,233,869.00	153,589.00	1,387,458.00	2.1%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,244,859.00	113,706.00	1,358,565.00	1,233,869.00	153,589.00	1,387,458.00	2.1%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,244,859.00	113,706.00	1,358,565.00	1,233,869.00	153,589.00	1,387,458.00	2.1%
2) Ending Balance, June 30 (E + F1e)			1,233,869.00	153,589.00	1,387,458.00	1,226,031.00	40,723.00	1,266,754.00	-8.7%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	153,589.00	153,589.00	0.00	40,723.00	40,723.00	-73.5%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	331,521.00	0.00	331,521.00	339,521.00	0.00	339,521.00	2.4%
Unassigned/Unappropriated Amount		9790	901,348.00	0.00	901,348.00	885,510.00	0.00	885,510.00	-1.8%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals Unrestricted (A)	2018-19 Estimated Actuals Restricted (B)	2018-19 Estimated Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
G. ASSETS									
1) Cash									
a) in County Treasury		9110	0.00	0.00	0.00				
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00	0.00	0.00				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Cash Account		9130	0.00	0.00	0.00				
d) with Fiscal Agent/Trustee		9135	0.00	0.00	0.00				
e) Collections Awaiting Deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	0.00	0.00	0.00				
4) Due from Grantor Government		9290	0.00	0.00	0.00				
5) Due from Other Funds		9310	0.00	0.00	0.00				
6) Stores		9320	0.00	0.00	0.00				
7) Prepaid Expenditures		9330	0.00	0.00	0.00				
8) Other Current Assets		9340	0.00	0.00	0.00				
9) TOTAL, ASSETS			0.00	0.00	0.00				
H. DEFERRED OUTFLOWS OF RESOURCES									
1) Deferred Outflows of Resources		9490	0.00	0.00	0.00				
2) TOTAL, DEFERRED OUTFLOWS			0.00	0.00	0.00				
I. LIABILITIES									
1) Accounts Payable		9500	0.00	0.00	0.00				
2) Due to Grantor Governments		9590	0.00	0.00	0.00				
3) Due to Other Funds		9610	0.00	0.00	0.00				
4) Current Loans		9640	0.00	0.00	0.00				
5) Unearned Revenue		9650	0.00	0.00	0.00				
6) TOTAL, LIABILITIES			0.00	0.00	0.00				
J. DEFERRED INFLOWS OF RESOURCES									
1) Deferred Inflows of Resources		9690	0.00	0.00	0.00				
2) TOTAL, DEFERRED INFLOWS			0.00	0.00	0.00				
K. FUND EQUITY									
Ending Fund Balance, June 30									

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals			2019-20 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
(G9 + H2) - (I6 + J2)			0.00	0.00	0.00				

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
LCFF SOURCES									
Principal Apportionment State Aid - Current Year		8011	2,946,277.00	0.00	2,946,277.00	3,129,766.00	0.00	3,129,766.00	6.2%
Education Protection Account State Aid - Current Year		8012	851,385.00	0.00	851,385.00	851,242.00	0.00	851,242.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	16,740.00	0.00	16,740.00	16,740.00	0.00	16,740.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	2,260,880.00	0.00	2,260,880.00	2,260,880.00	0.00	2,260,880.00	0.0%
Unsecured Roll Taxes		8042	71,448.00	0.00	71,448.00	71,448.00	0.00	71,448.00	0.0%
Prior Years' Taxes		8043	7,206.00	0.00	7,206.00	7,206.00	0.00	7,206.00	0.0%
Supplemental Taxes		8044	47,358.00	0.00	47,358.00	47,358.00	0.00	47,358.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	84,316.00	0.00	84,316.00	84,316.00	0.00	84,316.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			6,285,610.00	0.00	6,285,610.00	6,468,956.00	0.00	6,468,956.00	2.9%
LCFF Transfers									
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00		0.00	0.00		0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	(1,113,309.00)	0.00	(1,113,309.00)	(1,113,309.00)	0.00	(1,113,309.00)	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals			2019-20 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			5,172,301.00	0.00	5,172,301.00	5,355,647.00	0.00	5,355,647.00	3.5%
FEDERAL REVENUE									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	206,255.00	206,255.00	0.00	206,255.00	206,255.00	0.0%
Special Education Discretionary Grants		8182	0.00	7,524.00	7,524.00	0.00	2,634.00	2,634.00	-65.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290		56,182.00	56,182.00		46,281.00	46,281.00	-17.6%
Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290		5,424.00	5,424.00		5,424.00	5,424.00	0.0%
Title III, Part A, Immigrant Student Program	4201	8290		0.00	0.00		0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals Unrestricted (A)	2018-19 Estimated Actuals Restricted (B)	2018-19 Estimated Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
Title III, Part A, English Learner Program	4203	8290		9,883.00	9,883.00		11,313.00	11,313.00	14.5%
Public Charter Schools Grant Program (PCSGP)	4610	8290		0.00	0.00		0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3182, 3183, 3185, 4050, 4123, 4124, 4126, 4127, 4128, 5510, 5630	8290		0.00	0.00		10,000.00	10,000.00	New
Career and Technical Education	3500-3599	8290		0.00	0.00		0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	57,731.00	57,731.00	0.00	79,972.00	79,972.00	38.5%
TOTAL, FEDERAL REVENUE			0.00	342,999.00	342,999.00	0.00	361,879.00	361,879.00	5.5%
OTHER STATE REVENUE									
Other State Apportionments									
ROC/P Entitlement Prior Years	6360	8319		0.00	0.00		0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311		0.00	0.00		0.00	0.00	0.0%
Prior Years	6500	8319		0.00	0.00		0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	127,644.00	0.00	127,644.00	19,042.00	0.00	19,042.00	-85.1%
Lottery - Unrestricted and Instructional Materials		8560	94,388.00	35,371.00	129,759.00	93,523.00	32,826.00	126,349.00	-2.6%
Tax Relief Subventions Restricted Levies - Other									
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590		0.00	0.00		0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals			2019-20 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590		0.00	0.00		0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590		0.00	0.00		0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590		0.00	0.00		0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590		0.00	0.00		0.00	0.00	0.0%
Specialized Secondary	7370	8590		0.00	0.00		0.00	0.00	0.0%
Quality Education Investment Act	7400	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	2,173.00	56,583.00	58,756.00	1,640.00	0.00	1,640.00	-97.2%
TOTAL, OTHER STATE REVENUE			224,205.00	91,954.00	316,159.00	114,205.00	32,826.00	147,031.00	-53.5%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals Unrestricted (A)	2018-19 Estimated Actuals Restricted (B)	2018-19 Estimated Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
OTHER LOCAL REVENUE									
Other Local Revenue									
County and District Taxes									
Other Restricted Levies									
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes									
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sales									
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	5,000.00	0.00	5,000.00	10,000.00	0.00	10,000.00	100.0%
Interest		8660	29,255.00	0.00	29,255.00	27,500.00	0.00	27,500.00	-6.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts									
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	50,577.00	58,059.00	108,636.00	50,577.00	21,525.00	72,102.00	-33.6%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	13,000.00	0.00	13,000.00	15,000.00	0.00	15,000.00	15.4%
Other Local Revenue									
Plus: Misc Funds Non-LCFF									

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals Unrestricted (A)	2018-19 Estimated Actuals Restricted (B)	2018-19 Estimated Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
(50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	54,056.00	107,639.00	161,695.00	31,800.00	98,488.00	130,288.00	-19.4%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments									
Special Education SELPA Transfers									
From Districts or Charter Schools	6500	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6500	8792		550,269.00	550,269.00		550,269.00	550,269.00	0.0%
From JPAs	6500	8793		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers									
From Districts or Charter Schools	6360	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments									
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			151,888.00	715,967.00	867,855.00	134,877.00	670,282.00	805,159.00	-7.2%
TOTAL, REVENUES			5,548,394.00	1,150,920.00	6,699,314.00	5,604,729.00	1,064,987.00	6,669,716.00	-0.4%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals Unrestricted (A)	2018-19 Estimated Actuals Restricted (B)	2018-19 Estimated Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
CERTIFICATED SALARIES									
Certificated Teachers' Salaries		1100	2,091,918.00	159,285.00	2,251,203.00	2,078,651.00	244,620.00	2,323,271.00	3.2%
Certificated Pupil Support Salaries		1200	0.00	80,479.00	80,479.00	0.00	90,814.00	90,814.00	12.8%
Certificated Supervisors' and Administrators' Salaries		1300	243,674.00	8,758.00	252,432.00	248,010.00	9,240.00	257,250.00	1.9%
Other Certificated Salaries		1900	350.00	0.00	350.00	350.00	0.00	350.00	0.0%
TOTAL, CERTIFICATED SALARIES			2,335,942.00	248,522.00	2,584,464.00	2,327,011.00	344,674.00	2,671,685.00	3.4%
CLASSIFIED SALARIES									
Classified Instructional Salaries		2100	26,162.00	188,797.00	214,959.00	24,718.00	174,070.00	198,788.00	-7.5%
Classified Support Salaries		2200	390,733.00	0.00	390,733.00	388,494.00	0.00	388,494.00	-0.6%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	189,785.00	11,457.00	201,242.00	182,483.00	7,763.00	190,246.00	-5.5%
Other Classified Salaries		2900	133,506.00	13,583.00	147,089.00	135,516.00	13,583.00	149,099.00	1.4%
TOTAL, CLASSIFIED SALARIES			740,186.00	213,837.00	954,023.00	731,211.00	195,416.00	926,627.00	-2.9%
EMPLOYEE BENEFITS									
STRS		3101-3102	385,020.00	40,977.00	425,997.00	425,548.00	62,466.00	488,014.00	14.6%
PERS		3201-3202	105,790.00	35,840.00	141,630.00	125,917.00	37,310.00	163,227.00	15.2%
OASDI/Medicare/Alternative		3301-3302	91,114.00	20,703.00	111,817.00	95,205.00	20,387.00	115,592.00	3.4%
Health and Welfare Benefits		3401-3402	428,118.00	34,513.00	462,631.00	438,683.00	57,495.00	496,178.00	7.3%
Unemployment Insurance		3501-3502	1,481.00	228.00	1,709.00	1,477.00	264.00	1,741.00	1.9%
Workers' Compensation		3601-3602	64,753.00	9,912.00	74,665.00	64,452.00	11,407.00	75,859.00	1.6%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,076,276.00	142,173.00	1,218,449.00	1,151,282.00	189,329.00	1,340,611.00	10.0%
BOOKS AND SUPPLIES									
Approved Textbooks and Core Curricula Materials		4100	0.00	8,040.00	8,040.00	0.00	110,000.00	110,000.00	1268.2%
Books and Other Reference Materials		4200	1,593.00	1,327.00	2,920.00	2,300.00	0.00	2,300.00	-21.2%
Materials and Supplies		4300	224,285.00	44,609.00	268,894.00	213,750.00	45,927.00	259,677.00	-3.4%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals			2019-20 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Noncapitalized Equipment		4400	14,308.00	0.00	14,308.00	31,500.00	0.00	31,500.00	120.2%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			240,186.00	53,976.00	294,162.00	247,550.00	155,927.00	403,477.00	37.2%
SERVICES AND OTHER OPERATING EXPENDITURES									
Subagreements for Services		5100	0.00	52,208.00	52,208.00	0.00	54,260.00	54,260.00	3.9%
Travel and Conferences		5200	4,820.00	40,821.00	45,641.00	10,000.00	20,034.00	30,034.00	-34.2%
Dues and Memberships		5300	9,148.00	0.00	9,148.00	9,390.00	0.00	9,390.00	2.6%
Insurance		5400 - 5450	43,657.00	0.00	43,657.00	63,305.00	0.00	63,305.00	45.0%
Operations and Housekeeping Services		5500	94,200.00	0.00	94,200.00	96,815.00	0.00	96,815.00	2.8%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	151,049.00	1,077.00	152,126.00	149,000.00	0.00	149,000.00	-2.1%
Transfers of Direct Costs		5710	(9,000.00)	9,000.00	0.00	(9,000.00)	9,000.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	411,481.00	167,469.00	578,950.00	402,407.00	143,638.00	546,045.00	-5.7%
Communications		5900	49,826.00	0.00	49,826.00	50,810.00	0.00	50,810.00	2.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			755,181.00	270,575.00	1,025,756.00	772,727.00	226,932.00	999,659.00	-2.5%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals Unrestricted (A)	2018-19 Estimated Actuals Restricted (B)	2018-19 Estimated Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
CAPITAL OUTLAY									
Land		6100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	10,137.00	0.00	10,137.00	0.00	0.00	0.00	-100.0%
Buildings and Improvements of Buildings		6200	6,891.00	12,037.00	18,928.00	0.00	0.00	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			17,028.00	12,037.00	29,065.00	0.00	0.00	0.00	-100.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)									
Tuition									
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments									
Payments to Districts or Charter Schools		7141	0.00	10,924.00	10,924.00	0.00	0.00	0.00	-100.0%
Payments to County Offices		7142	9,095.00	69,263.00	78,358.00	9,556.00	63,634.00	73,190.00	-6.6%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues									
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments									
To Districts or Charter Schools	6500	7221		279,027.00	279,027.00		279,027.00	279,027.00	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers of Apportionments									
To Districts or Charter Schools	6360	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	100,580.00	100,580.00	0.00	100,580.00	100,580.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service									
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			9,095.00	459,794.00	468,889.00	9,556.00	443,241.00	452,797.00	-3.4%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS									
Transfers of Indirect Costs		7310	(1,311.00)	1,311.00	0.00	(1,255.00)	1,255.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(4,387.00)	0.00	(4,387.00)	(4,436.00)	0.00	(4,436.00)	1.1%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(5,698.00)	1,311.00	(4,387.00)	(5,691.00)	1,255.00	(4,436.00)	1.1%
TOTAL, EXPENDITURES			5,168,196.00	1,402,225.00	6,570,421.00	5,233,646.00	1,556,774.00	6,790,420.00	3.3%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals Unrestricted (A)	2018-19 Estimated Actuals Restricted (B)	2018-19 Estimated Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
INTERFUND TRANSFERS									
INTERFUND TRANSFERS IN									
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT									
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	100,000.00	0.00	100,000.00	0.00	0.00	0.00	-100.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			100,000.00	0.00	100,000.00	0.00	0.00	0.00	-100.0%
OTHER SOURCES/USES									
SOURCES									
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds									
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources									
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds									
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
USES									
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS									
Contributions from Unrestricted Revenues		8980	(291,188.00)	291,188.00	0.00	(378,921.00)	378,921.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(291,188.00)	291,188.00	0.00	(378,921.00)	378,921.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(391,188.00)	291,188.00	(100,000.00)	(378,921.00)	378,921.00	0.00	-100.0%

M.U.T.A.
Mesa Union Teachers' Association
3901 North Mesa School Road
Somis, CA 93066 (805) 485-1411

Executive Officers:
Cindy Davis/Anne Morgan - Co-Presidents
Amabel Puga - Vice-President
Christie Fisher - Secretary
Kristine Garza/ Matt Demaria- Co-Treasurers

Mr. Jeffrey Turner
Superintendent
Mesa Union School District
3901 North Mesa School Road
Somis, CA 93010

March 27, 2019

Dear Mr. Turner:

The Mesa Union Teachers' Association hereby presents its 2019-2020 initial proposal for a successor collective bargaining agreement to the Mesa Union School District. We propose to open the following articles:

XVI and XVII: Salary and Benefits

XI: Hours

XIII: Class Size

Sincerely,

Cindy Davis Anne Morgan

Cindy Davis and Anne Morgan
MUTA Co-Presidents

School Uniforms...

"Board Policy and Education Code (35183) enable the principal, staff, and parents at a school to establish a reasonable dress code requiring students to wear uniforms in order to promote student safety and discourage theft, peer rivalry, and/or gang activity."

School Uniforms...

Such a dress code:

- The school plan to require uniforms must be adopted by the Board of Trustees upon determining that it is necessary to protect the health and safety of the school's students.
- A dress code policy that requires pupils to wear a school-wide uniform shall not be implemented with less than six months notice to parents and the availability of resources to assist economically disadvantaged students.
- Financial resources must be identified to assist economically disadvantaged students in purchasing uniforms.

School Uniforms...

Such a dress code:

- Shall establish procedures allowing parents to have their children exempted from the uniform policy.
- Cannot penalize students academically or otherwise discriminate against nor deny attendance to school if the student's parent choose not to comply with the school uniform.
- Must allow for students who participate in a nationally recognized youth organization to wear organizational uniforms on days the organization has a scheduled meeting.

School Uniforms...

Pros of School Uniforms:

- May deter crime and improve school safety
- Keep students focused on their education and not their clothes
- Create a level playing field among students
- Enhances school pride, unity, and community spirit
- May improve attendance and discipline
- Prevent display of gang colors and insignia
- Make getting ready for school easier
- Can save parents money

School Uniforms...

Cons of School Uniforms:

- Restrict students' freedom of expression
- Promote conformity over individuality
- Do not stop bullying and may increase violent attacks
- Do not improve attendance, academic preparedness or exam results
- Emphasize the socio-economic divisions they are supposed to eliminate
- Students oppose school uniforms
- May have a detrimental effect on students' self image

Superintendent's Report

May 21, 2019

School Climate Update

Mesa Union School District has made significant strides in implementing the recommendations of the District's School Climate Task Force formed in 2018.

The District has:

- Implemented the CHAMPS school-wide positive behavioral support program.
- Implemented a number of school-wide strategies (i.e., Tiger Tags, Positive Behavioral Referrals, etc.) and activities (i.e., Kindness Week, Kindness Club, etc.).
- Reduced the supervision student ratio during lunch and recess times by restructuring schedules and adding personnel.
- Increased nursing and counseling services to support the health and social emotional needs of the District's students.

School Climate Update

The District has:

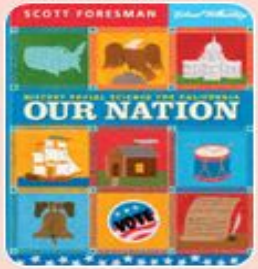
- Rewritten the Junior High Handbook to reflect discipline, academics, and social-emotional supports and policies under the MTSS umbrella.
- Implemented a ”School Within a School” lunch period for 6th graders apart from the 7th and 8th grade lunch period.
- Provided a Sixth Grade Parent and Student Orientation in August before the start of school.
- Continued to address chronic absenteeism through parent education, increased School Attendance Review Team activities, and attendance incentive programs.
- Continued the administration of the Youth Truth Climate Survey in Grades 5, 6, 7 and 8

School Climate Update

Things still to do:

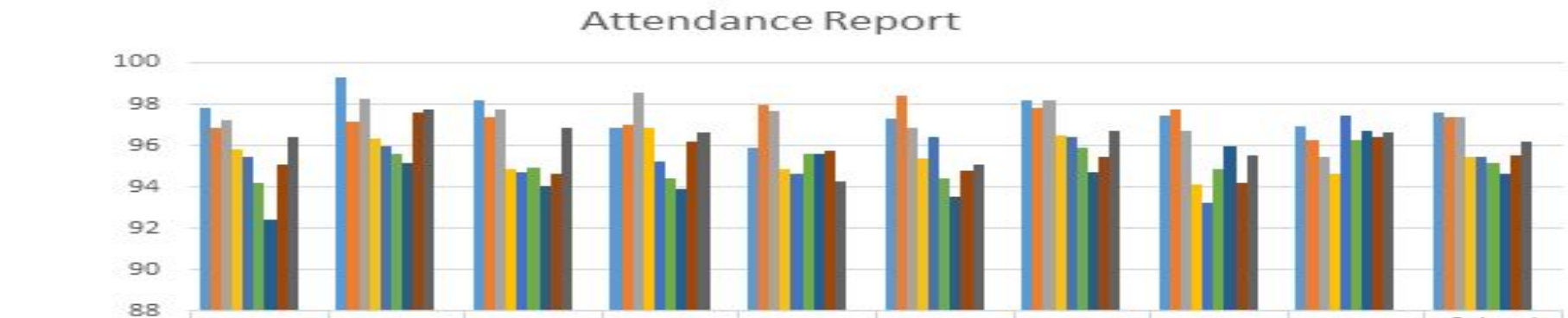
- Install cameras on the school buses for the protection of both the drivers and the students. Professional development for bus drivers aligned with CHAMPS & MTSS.
- Install cameras in high traffic areas like hallways and breezeways in the junior high areas.

Social Studies Textbook Adoption Update



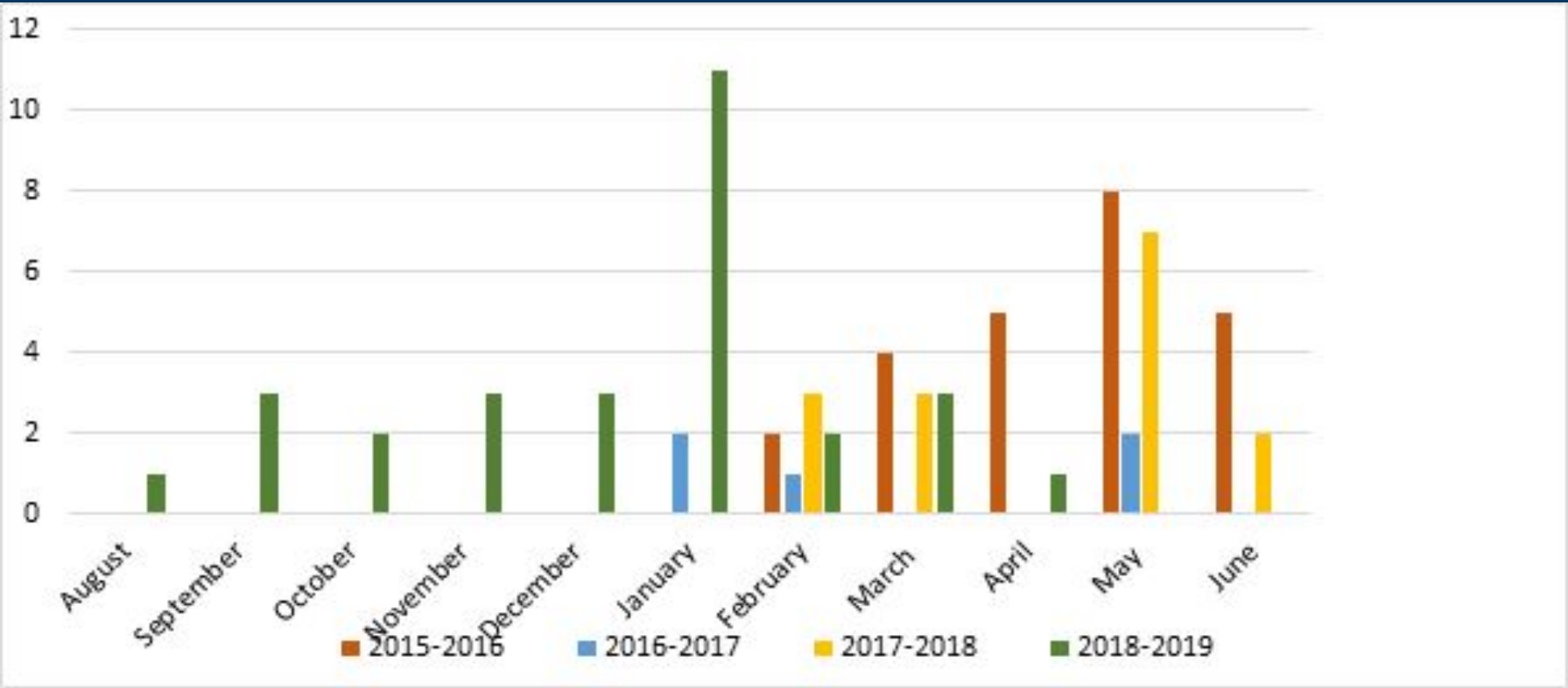
August 14th	September 5th	October 17th	January 23rd	May 22nd	May 13th -June 13th
Adoption Process Overview Introduction to Tool Kit	Evaluate Social Studies Materials	Launch Social Studies Pilot Session I	Debrief Social Studies Pilot Session 1 Launch Social Studies Pilot Session 2	Debrief Social Studies Pilot Session 2	Material Public Viewing June 13th Adoption Recommendations to the Board of Trustees

Attendance Report
2018-2019

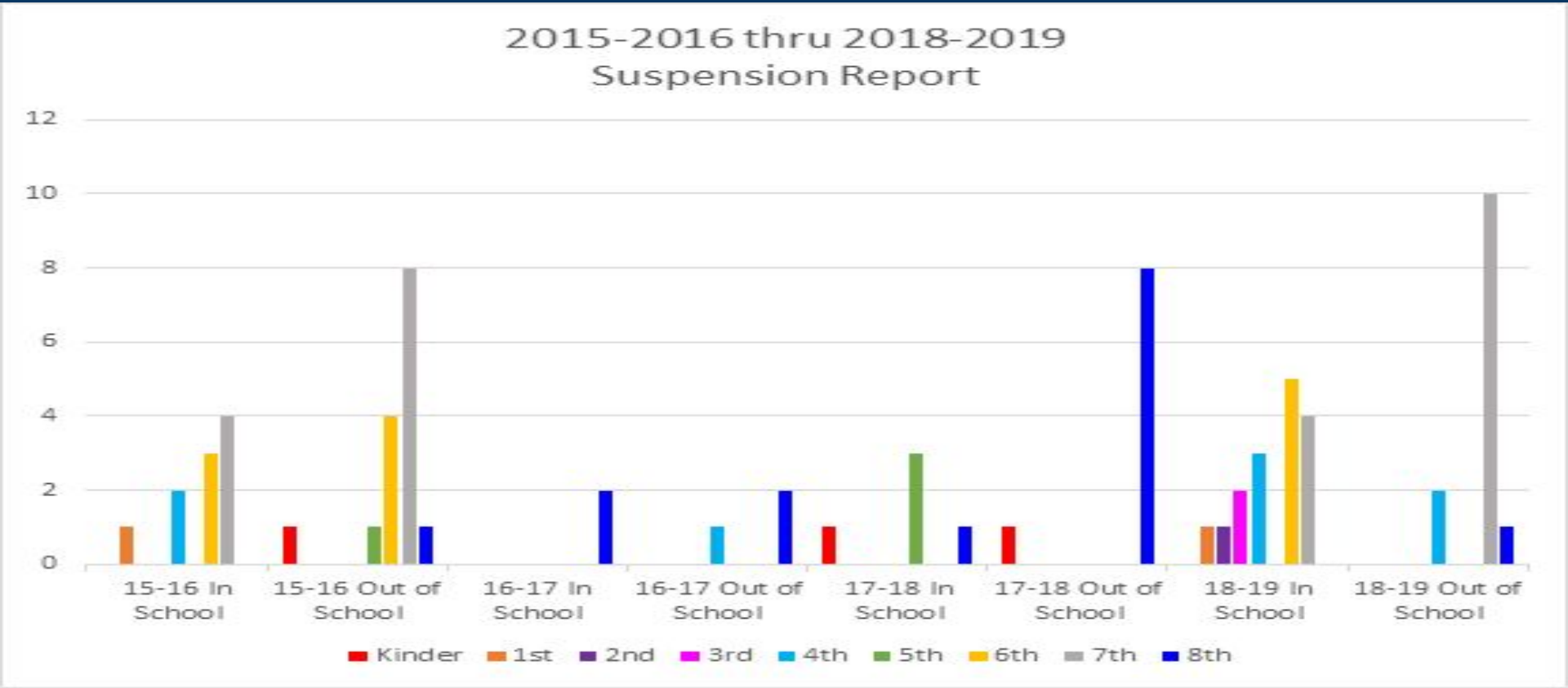


	Kinder	1st	2nd	3rd	4th	5th	6th	7th	8th	School Average
August	97.83	99.29	98.21	96.89	95.9	97.28	98.18	97.46	96.93	97.57
September	96.88	97.18	97.41	97.02	97.94	98.39	97.79	97.76	96.29	97.4
October	97.21	98.29	97.73	98.52	97.69	96.87	98.19	96.69	95.48	97.41
November	95.8	96.34	94.85	96.88	94.9	95.38	96.48	94.12	94.64	95.49
December	95.43	95.98	94.69	95.24	94.64	96.38	96.38	93.25	97.43	95.49
January	94.17	95.62	94.94	94.44	95.57	94.44	95.89	94.86	96.27	95.13
February	92.41	95.15	94.03	93.93	95.57	93.56	94.69	95.96	96.74	94.67
March	95.06	97.61	94.63	96.18	95.78	94.81	95.43	94.17	96.38	95.56
April	96.42	97.77	96.86	96.67	94.27	95.05	96.69	95.51	96.67	96.21
May										
June										

Monthly Suspension Report



Monthly Suspension Report



Administration
5189 Verdugo Way
Camarillo, CA 93012
805-383-1902 • FAX: 805-383-1908
www.vcoe.org

VENTURA COUNTY OFFICE OF EDUCATION

Stanley C. Mantooth, County Superintendent of Schools

April 12, 2019

Ms. Mary Crull
Governing Board President
Mesa Union School District
3901 North Mesa School Road
Somis, CA 93066

Dear Ms. Crull:

In accordance with Education Code Section 42131, the Ventura County Office of Education has reviewed the second interim report of the Mesa Union School District for the period ending January 31, 2019. Education Code requires that the County Superintendent review process include the following:

> Examine the interim report to determine whether it complies with the standards and criteria established pursuant to Education Code Section 33127.
>
> Determine whether the budget projections presented on the interim report will allow the district to meet its financial obligations for the remainder of the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.
>
> If appropriate, change a positive certification to a qualified or negative certification no later than 75 days after the close of the period being reported, and provide notice of that action to the governing board of the school district and to the Superintendent of Public Instruction.

Based upon our review of the second interim report of the Mesa Union School District, **the positive certification submitted by the district has been accepted.**

Assembly Bill (AB) 2756 requires school districts to submit copies of any study or report that indicate signs or symptoms of fiscal distress to the county office of education. Should the district acquire any such reports or studies during the fiscal year, please submit them to School Business and Advisory Services as soon as they are available.

A complete listing of any technical corrections and recommendations relating to the interim report has been sent directly to the chief business official of the district. If you have any questions, please call Dannielle Brook, Director of School Business and Advisory Services at (805) 383–1980.

Sincerely,

Stanley C. Mantooth
Ventura County Superintendent of Schools

cc: District Superintendent
Chief Business Official

Includes Purchase Orders dated 04/01/2019 - 04/30/2019 **Board Meeting Date 5/21/2019**

PO Number	Vendor Name	Order Location	Object Description	Resource Description	Account Amount
B0319-00077	CliftonLarsonAllen LLP	MESA UNION	Audit	Unrestrict	4,875.00
P0319-00415	PHYLLIS K. THOMAS	MESA UNION	STAFF DEV	Transportation	600.00
P0319-00416	BANK OF AMERICA	MESA UNION	Postage	Unrestrict	62.00
P0319-00417	AMAZON.COM	MAINTENANCE	Mat'ls/Sup	Supp/Conc	13.14
P0319-00418	AMAZON.COM	MESA UNION	Mat'ls/Sup	Supp/Conc	23.57
P0319-00419	AMAZON.COM	MESA UNION	Mat'ls/Sup	Supp/Conc	325.23
P0319-00420	AMAZON.COM	MESA UNION	Mat'ls/Sup	Supp/Conc	508.38
P0319-00421	VTA CNTY OFFICE OF EDUCATION	MESA UNION	Prof Svc	Unrestrict	378.00
P0319-00422	JOSTENS	MESA UNION	Mat'ls/Sup	Unrestrict	290.72
P0319-00423	MUSICIANS BRASS & WOODWIND	MESA UNION	RntRprNCap	Supp/Conc	35.00
P0319-00424	CYNTHIA Z HANSEN M.Ed	MESA UNION	Prof Svc	Supp/Conc	1,000.00
P0319-00425	VTA CNTY OFFICE OF EDUCATION	MESA UNION	EmployFees	Unrestrict	159.00
P0319-00426	CUMMINS PACIFIC, LLC	MAINTENANCE	RntRprNCap	Unrestrict	491.46
P0319-00427	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	361.56
P0319-00428	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	86.59
P0319-00429	AMAZON.COM	MESA UNION	Mat'ls/Sup	Supp/Conc	235.42
P0319-00430	TROXELL COMMUNICATIONS	MESA UNION	Mat'ls/Sup	Unrestrict	1,907.55
P0319-00431	LYNN C. DOKKEN	MESA UNION	Prof Svc	OtherState	650.00
P0319-00432	UBREAKIFIX VENTURA	MESA UNION	RntRprNCap	Unrestrict	450.00
P0319-00434	BANK OF AMERICA	MESA UNION	Mat'ls/Sup	Supp/Conc	156.17
P0319-00435	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	.61
P0319-00436	JONES SCHOOL SUPPLY CO, INC	MESA UNION	Mat'ls/Sup	Unrestrict	112.61
		Total Number of POs	**22**	**Total**	**12,722.01**

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	22	12,722.01

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Includes Purchase Orders dated 04/01/2019 - 04/30/2019 **Board Meeting Date 5/21/2019**

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
B0319-00004	5,400.00	010-4300	General Fund/Mat'ls/Sup	171.12
B0319-00005	1,400.00	010-4300	General Fund/Mat'ls/Sup	68.48
B0319-00046	10,975.00	010-5800	General Fund/Prof Svc	84.32
B0319-00047	16,000.00	010-5899	General Fund/Legal	1,103.49
B0319-00048	3,800.00	130-4700	Cafeteria Fund/Food	222.00
B0319-00052	1,700.00	010-4300	General Fund/Mat'ls/Sup	141.66
B0319-00053	6,000.00	130-4700	Cafeteria Fund/Food	698.25
			Total PO Changes	**2,489.32**

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

Checks Dated 04/01/2019 through 04/30/2019 **Board Meeting Date 5/21/2019**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5003812329	04/01/2019	SYSCO VENTURA	130-4700		271.34
5003812330	04/02/2019	GOLDEN VALLEY CHARTER SCHOOL	010-8096		65,343.00
5003812331	04/02/2019	ALTA DENA DAIRY	130-4700		863.02
5003812332	04/02/2019	REVOLVING ACCOUNT	010-5800		86.00
5003812333	04/04/2019	SO CA GAS CO	010-5501		893.33
5003812334	04/08/2019	Ramirez, Jolana R	010-5200		30.16
5003812335	04/08/2019	ALL COMMUNICATIONS	010-5600		95.00
5003812336	04/08/2019	ART N' YOU	010-5800		2,112.50
5003812337	04/08/2019	COASTAL OCC MED GRP	010-5804		115.00
5003812338	04/08/2019	DIAL SECURITY	010-5800		179.76
5003812339	04/08/2019	GODOY STUDIOS	010-5800		825.00
5003812340	04/08/2019	MISSION LINEN SUPPLY	010-5600	27.57	
			130-5600	51.35	78.92
5003812341	04/08/2019	POOLE OIL COMPANY	010-4310		580.68
5003812342	04/08/2019	LYNNE M. SLIDDERS	010-5800		508.17
5003812343	04/08/2019	SYSCO VENTURA	130-4300	114.65	
			130-4700	1,043.72	1,158.37
5003812344	04/08/2019	VCOE-Curriculum & Instruction	010-5220		295.00
5003812345	04/10/2019	ATKINSON,ANDELSON,LOYA, et al	010-5899		1,660.32
5003812346	04/10/2019	MARK-IT PLACE	010-4300		393.88
5003812347	04/10/2019	SYSCO VENTURA	130-4300	80.35	
			130-4700	112.80	193.15
5003812348	04/10/2019	UNDERWOOD FAMILY FARMS	130-4700		850.48
5003812349	04/10/2019	VCOE-Curriculum & Instruction	010-5220		150.00
5003812350	04/10/2019	DEL NORTE WATER CO	010-5504		945.63
5003812351	04/10/2019	E.J. HARRISON & SONS, INC	010-5505		105.32
5003812352	04/10/2019	RICOH USA, INC	010-5600		2,251.18
5003812353	04/11/2019	Ramirez, Irene G	010-4300	2.99	
			010-5903	9.55	12.54
5003812354	04/11/2019	Patton, Malik R	010-4300		25.12
5003812355	04/11/2019	BANK OF AMERICA	010-4300		1,146.87
5003812356	04/11/2019	HOME DEPOT CREDIT SERVICES	010-4300		1,361.28
5003812357	04/12/2019	ALL COMMUNICATIONS	010-5600		95.00
5003812358	04/12/2019	ANIMAL & INSECT PEST MGMT INC	010-5506		758.50
5003812359	04/12/2019	CYNTHIA Z HANSEN M.Ed	010-5800		1,000.00
5003812360	04/12/2019	JOSTENS	010-4300		290.72
5003812361	04/12/2019	MISSION LINEN SUPPLY	010-5600	55.14	
			130-5600	102.70	157.84
5003812362	04/12/2019	MJP TECHNOLOGIES, INC	010-5800		75.00
5003812363	04/12/2019	SPARKLETTS	010-5504		239.75
5003812364	04/12/2019	SYSCO VENTURA	130-4300	200.89	
			130-4700	1,085.51	1,286.40
5003812365	04/12/2019	TARANGO'S DIESEL REPAIR	010-4300	91.27	
			010-5600	931.25	1,022.52
5003812366	04/12/2019	PHYLLIS K. THOMAS	010-5220		600.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 04/01/2019 through 04/30/2019 **Board Meeting Date 5/21/2019**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5003812367	04/12/2019	VTA CNTY OFFICE OF EDUCATION	010-5800		378.00
5003812368	04/12/2019	VTA CNTY OFFICE OF EDUCATION	010-5220		250.00
5003812369	04/12/2019	SELF-INSURED SCHOOLS OF CALIF	010-9534	51,336.85	
			010-9537	2,224.40	53,561.25
5003812370	04/16/2019	AT&T	010-5901		204.82
5003812371	04/16/2019	VERIZON WIRELESS	010-5901		143.88
5003812372	04/16/2019	Cousino, Leticia E	010-4300		56.14
5003812373	04/16/2019	Sonnenschein, Roxanne J	010-4300		20.57
5003812374	04/16/2019	Oliveras, Anthony	010-4300		154.10
5003812375	04/16/2019	AVID CENTER	010-9330		1,650.00
5003812376	04/16/2019	CUMMINS PACIFIC	010-5600		491.46
5003812377	04/16/2019	LYNN C. DOKKEN	010-5800		650.00
5003812378	04/16/2019	HOUSE SANITARY SUPPLY	010-4300		587.97
5003812379	04/16/2019	MUSICIANS BRASS & WOODWIND	010-5600		35.00
5003812380	04/16/2019	SYSCO VENTURA	130-4300	190.99	
			130-4700	1,109.79	1,300.78
5003812381	04/16/2019	UBREAKIFIX VENTURA	010-5600		450.00
5003812382	04/16/2019	VENTURA LAMINATING INC	010-4300		175.00
5003812383	04/16/2019	VTA CNTY OFFICE OF EDUCATION	010-5804		159.00
5003812384	04/17/2019	AMAZON/SYNCHRONY BANK	010-4300	1,350.20	
			Unpaid Tax	7.57-	1,342.63
5003812385	04/17/2019	SYSCO VENTURA	130-4700		379.29
5003812386	04/17/2019	TROXELL COMMUNICATIONS	010-6200		10,611.95
5003812387	04/23/2019	CliftonLarsonAllen LLP	010-5801		4,875.00
5003812388	04/23/2019	RICOH USA, INC	010-5800		1,475.91
5003812389	04/23/2019	GOLDEN VALLEY CHARTER SCHOOL	010-7221		28,423.76
5003812390	04/23/2019	GOLDEN VALLEY CHARTER SCHOOL	010-7221		53,945.68
5003812391	04/23/2019	POOLE OIL COMPANY	010-4310		254.91
5003812392	04/25/2019	TAX DEFERRED SERVICES	010-9539		7,616.00
		Total Number of Checks	**64**		**257,249.85**

Fund Recap

Fund	Description	Check Count	Expensed Amount
010	General Fund	56	250,800.54
130	Cafeteria Fund	10	6,456.88
	Total Number of Checks	**64**	257,257.42
	Less Unpaid Tax Liability		7.57-
	Net (Check Amount)		**257,249.85**

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Fund 010 - General Fund — Fiscal Year 2018/19 Through April 2019

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Rev Lim/LCFF	3,230,077.00	3,181,185.00	2,643,491.00	537,694.00	83.10
8012	Education Protection Act	717,651.00	771,633.00	665,629.00	106,004.00	86.26
8019	Revenue Limit State Aid Prior			10,756.71	10,756.71-	NO BDGT
8021	Homeowners' Exemption	16,459.00	16,890.00	8,671.46	8,218.54	51.34
8041	Secured Rolls Tax	2,183,221.00	2,279,166.00	2,323,377.97	44,211.97-	101.94
8042	Unsecured Roll Taxes	68,059.00	73,889.00	71,448.41	2,440.59	96.70
8043	Prior Years' Taxes	11,759.00	9,408.00	7,204.57	2,203.43	76.58
8044	Supplemental Taxes	58,755.00	67,505.00	52,659.25	14,845.75	78.01
8045	Education Rev Augmentation Fd	76,257.00	10,472.00	28,732.28-	39,204.28	-274.37
8096	Charter School Trans In Lieu P	1,203,530.00-	1,243,543.00-	928,038.00-	315,505.00-	74.63
	Total LCFF Revenue Sources	**5,158,708.00**	**5,166,605.00**	**4,826,468.09**	**340,136.91**	**93.42**
Federal Revenue						
8181	Special Education Entitlement	209,484.00	209,484.00		209,484.00	
8182	Special Education Discretiona	7,459.00	7,459.00	4,890.80	2,568.20	65.57
8290	All Other Federal Revenue	119,428.00	185,947.00	89,258.37	96,688.63	48.00
	Total Federal Revenue	**336,371.00**	**402,890.00**	**94,149.17**	**308,740.83**	**23.37**
Other State Revenues						
8550	Mandated Cost Reimbursements	105,791.00	127,644.00	73,064.00	54,580.00	57.24
8560	State Lottery Revenue	121,356.00	129,759.00	80,364.21	49,394.79	61.93
8590	All Other State Revenues	2,173.00	58,756.00	31,553.00	27,203.00	53.70
	Total Other State Revenues	**229,320.00**	**316,159.00**	**184,981.21**	**131,177.79**	**58.51**
Other Local Revenue						
8650	Leases and Rentals	1,900.00	5,000.00	14,000.00	9,000.00-	280.00
8660	Interest	11,901.00	29,255.00	11,308.74	17,946.26	38.66
8677	Interagency Services Between L	70,778.00	102,442.00		102,442.00	
8689	All Other Fees and Contracts	19,443.00	17,000.00	11,844.57	5,155.43	69.67
8699	All Other Local Revenue	50,974.00	163,695.00	109,493.17	54,201.83	66.89
8792	Transfers of Apportionments Fr	506,042.00	512,092.00	444,234.00	67,858.00	86.75
	Total Other Local Revenue	**661,038.00**	**829,484.00**	**590,880.48**	**238,603.52**	**71.23**
	Total Year To Date Revenues	**6,385,437.00**	**6,715,138.00**	**5,696,478.95**	**1,018,659.05**	**84.83**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							

Fund 010 - General Fund							Fiscal Year 2018/19 Through April 2019
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Certificated Salaries							
1100	Teachers' Salaries	2,111,753.00	2,085,481.00	360,676.72	1,709,533.33	15,270.95	81.97
1110	Substitute Teacher	26,750.00	44,375.00		43,650.00	725.00	98.37
1130	Stipend	18,900.00	27,900.00	13,700.00	13,950.00	250.00	50.00
1140	Extra Duty	66,393.00	103,215.00		60,586.28	42,628.72	58.70
1200	Certificated Pupil Support Sal	89,564.00	79,229.00	16,284.38	61,469.03	1,475.59	77.58
1240	Certificated Pupil Support Sal	560.00	1,250.00		1,246.59	3.41	99.73
1301	Superintendent	164,851.00	164,850.00	27,475.00	137,375.00		83.33
1303	Principal	87,582.00	87,582.00	15,924.11	71,658.49	.60-	81.82
1940	Extra Duty-Parent Technology	105.00	105.00			105.00	
	Total Certificated Salaries	**2,566,458.00**	**2,593,987.00**	**434,060.21**	**2,099,468.72**	**60,458.07**	**80.94**
Classified Salaries							
2100	Instructional Aides' Salaries	201,191.00	175,337.00	24,557.46	128,655.77	22,123.77	73.38
2110	Substitute Aide	9,500.00	13,000.00		18,036.31	5,036.31-	138.74
2130	Extra Duty Aide	4,250.00	8,819.00		5,866.51	2,952.49	66.52
2150	Instructional Aide Overtime	250.00	5,612.00		6,659.95	1,047.95-	118.67
2200	Classified Support Salaries	342,260.00	334,909.00	57,505.76	261,459.49	15,943.75	78.07
2210	Classified Support Substitute	200.00	1,125.00		1,004.05	120.95	89.25
2214	Substitute Maintenance	1,000.00	18,000.00		19,140.43	1,140.43-	106.34
2216	Substitute Bus Driver	300.00	300.00			300.00	
2218	Substitute Lib/Comp Res	250.00	250.00		222.17	27.83	88.87
2250	Classified Support Overtime	17,550.00	27,874.00		30,317.17	2,443.17-	108.77
2400	Clerical and Office Salaries	174,671.00	176,368.00	28,339.62	140,543.02	7,485.36	79.69
2410	Clerical Sub	500.00	1,000.00		1,308.15	308.15-	130.82
2450	Clerical/Office Overtime	13,000.00	15,750.00		17,753.98	2,003.98-	112.72
2900	Other Classified Salaries	48,708.00	100,653.00	14,265.54	78,917.12	7,470.34	78.41
2910	Other Classified Substitute	250.00	4,000.00		3,794.69	205.31	94.87
2911	Site Coordinator-After School		33,326.00	5,332.02	26,088.81	1,905.17	78.28
2950	OTHER CLASS OVERTIME		5,000.00		6,472.92	1,472.92-	129.46
	Total Classified Salaries	**813,880.00**	**921,323.00**	**130,000.40**	**746,240.54**	**45,082.06**	**81.00**
Employee Benefits							
3101	STRS, certificated positions	416,526.00	422,205.00	70,665.04	337,106.34	14,433.62	79.84
3102	STRS, classified positions	5,194.00	5,194.00	944.32	4,476.84	227.16-	86.19
3202	PERS, classified positions	126,480.00	136,967.00	21,157.98	105,338.85	10,470.17	76.91
3301	OASDI/Medicare/Alternative, ce	42,767.00	42,711.00	6,015.30	30,037.21	6,658.49	70.33
3302	OASDI/Medicare/Alternative, cl	58,304.00	66,477.00	9,184.10	53,521.90	3,771.00	80.51

Fund 010 - General Fund							Fiscal Year 2018/19 Through April 2019
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Employee Benefits (continued)							
3401	Health & Welfare Benefits, cer	349,056.00	333,148.00	64,581.14	267,005.51	1,561.35	80.15
3402	Health & Welfare Benefits, cla	130,592.00	129,845.00	26,030.78	103,165.16	649.06	79.45
3501	SUI, certificated positions	1,240.00	1,250.00	207.43	1,009.98	32.59	80.80
3502	SUI, classified positions	389.00	444.00	62.00	358.92	23.08	80.84
3601	Work Comp Ins, certificated po	60,638.00	54,800.00	9,127.89	44,152.04	1,520.07	80.57
3602	Work Comp Ins, classified posi	17,390.00	19,507.00	2,730.02	15,671.12	1,105.86	80.34
3701	Retiree Benefits, certificated	10,037.00					NO BDGT
	Total Employee Benefits	**1,218,613.00**	**1,212,548.00**	**210,706.00**	**961,843.87**	**39,998.13**	**79.32**
Books and Supplies							
4100	Textbooks	10,000.00	10,000.00		8,039.38	1,960.62	80.39
4200	Books Other Than Textbooks	5,000.00	3,850.00		2,826.31	1,023.69	73.41
4300	Materials and Supplies	151,075.00	244,008.00	16,147.00	191,189.31	36,671.69	78.35
4310	Bus Fuel	12,000.00	12,038.00	2,646.99	9,391.01		78.01
4319	Supplies Undesignated	33,379.00	26,943.00			26,943.00	
4400	Non-Capitalized Equipment	44,250.00	14,520.00		14,276.91	243.09	98.33
	Total Books and Supplies	**255,704.00**	**311,359.00**	**18,793.99**	**225,722.92**	**66,842.09**	**72.50**
Services and Other Operating Expenditures							
5100	Sub Agreements for Prof Servic	49,550.00	52,208.00		201.73-	52,409.73	-0.39
5200	Travel and Conferences	1,020.00	1,020.00		860.88	159.12	84.40
5201	Car Allowance	2,400.00	2,400.00	400.00	2,000.00		83.33
5220	STAFF DEVELOPMENT	20,000.00	39,720.00	8,583.00	29,060.56	2,076.44	73.16
5300	Dues and Memberships	9,110.00	9,484.00	50.00	8,973.91	460.09	94.62
5450	Other Insurance	35,285.00	43,657.00		43,655.00	2.00	100.00
5501	Natural Gas	5,450.00	5,450.00	237.18	4,342.82	870.00	79.68
5502	Electricity	56,000.00	56,000.00	15,145.78	40,554.22	300.00	72.42
5504	Water	6,000.00	6,000.00	1,522.26	4,942.74	465.00-	82.38
5505	Rubbish	14,750.00	14,750.00	5,616.62	8,883.38	250.00	60.23
5506	Pest Control	8,000.00	11,000.00	2,210.23	6,657.50	2,132.27	60.52
5600	Rentals,Leases,Repairs & Nonca	108,830.00	138,663.00	22,895.71	118,308.31	2,541.02-	85.32
5800	Professnl/Consult Serv & Opera	342,057.00	364,988.00	64,253.37	251,348.02	49,386.61	68.86
5801	Audit	20,125.00	20,125.00	4,750.00	14,375.00	1,000.00	71.43
5803	Business Services Authority	123,087.00	123,087.00	41,029.00	82,058.00		66.67
5804	Employment Fees	4,300.00	7,028.00	345.00	5,858.75	824.25	83.36
5899	Legal Services	15,000.00	15,000.00	1,103.49	14,896.51	1,000.00-	99.31
5901	Phone Services	5,910.00	6,196.00	1,850.36	4,277.92	67.72	69.04

Fund 010 - General Fund							Fiscal Year 2018/19 Through April 2019
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5902	Internet Services	33,100.00	40,500.00		40,500.00		100.00
5903	Postage	2,630.00	2,630.00	393.45	2,298.08	61.53-	87.38
	Total Services and Other Operating Expenditures	**862,604.00**	**959,906.00**	**170,385.45**	**683,649.87**	**105,870.68**	**71.22**
Capital Outlay							
6170	Site Improvement	100,000.00	10,137.00		10,136.93	.07	100.00
6200	Buildings and Improvement of B		12,500.00	1,424.28	10,611.95	463.77	84.90
6210	Architect/Engineering Fees		5,403.00		5,402.16	.84	99.98
6220	DSA Plan Check Fees		1,488.00		1,487.50	.50	99.97
	Total Capital Outlay	**100,000.00**	**29,528.00**	**1,424.28**	**27,638.54**	**465.18**	**93.60**
Tuition							
7141	Other Tuition/Excess Costs to	9,300.00	10,924.00		1,624.00	9,300.00	14.87
7142	Other Tuition/Excess Costs to	70,817.00	77,138.00	49,252.00	25,238.92	2,647.08	32.72
	Total Tuition	**80,117.00**	**88,062.00**	**49,252.00**	**26,862.92**	**11,947.08**	**30.50**
Other Transfers Out							
7221	Transfers of Apportionments to	362,717.00	362,717.00	132,722.35	232,046.65	2,052.00-	63.97
	Total Other Transfers Out	**362,717.00**	**362,717.00**	**132,722.35**	**232,046.65**	**2,052.00-**	**63.97**
Transfers of Indirect/direct support costs							
7350	Direct Support/Indirect Costs	4,296.00-	4,545.00-			4,545.00-	
	Total Transfers of Indirect/direct support costs	**4,296.00-**	**4,545.00-**	**.00**	**.00**	**4,545.00-**	
	Total Year To Date Expenditures	**6,255,797.00**	**6,474,885.00**	**1,147,344.68**	**5,003,474.03**	**324,066.29**	**77.28**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Other Financing Uses							
Interfund Transfers Out							
7619	Other Authorized Interfund Tsf		100,000.00			100,000.00	
	Total Interfund Transfers Out	**.00**	**100,000.00**	**.00**	**.00**	**100,000.00**	
	Total Year To Date Other Financing Uses	**.00**	**100,000.00**	**.00**	**.00**	**100,000.00**	

Fund 010 - General Fund						Fiscal Year 2018/19 Through April 2019
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	6,385,437.00	6,715,138.00		5,696,478.95	1,018,659.05	84.83
B. Expenditures	6,255,797.00	6,474,885.00	1,147,344.68	5,003,474.03	324,066.29	77.28
C. Subtotal (Revenue LESS Expense)	129,640.00	240,253.00		693,004.92	694,592.76	
D. Other Financing Sources and Uses						
Sources						
LESS Uses		100,000.00			100,000.00	
E. Net Change in Fund Balance	129,640.00	140,253.00		693,004.92	594,592.76	
F. Fund Balance:						
Beginning Balance (9791)	1,263,370.00	1,358,565.00		1,358,564.78		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,263,370.00	1,358,565.00		1,358,564.78		
G. Calculated Ending Balance	1,393,010.00	1,498,818.00		2,051,569.70		
*Components of Ending Fund Balance						
Legally Restricted (9740)	129,931.00	198,938.00				
Other Designations (9780)						
Undesig/Unapprop (9790)	944,955.00	981,756.00				
Other	318,124.00	318,124.00		1,147,344.68		

Fund 130 - Cafeteria Fund — Fiscal Year 2018/19 Through April 2019

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Federal Revenue						
8220	Child Nutrition Programs	136,464.00	147,550.00	90,799.80	56,750.20	61.54
8290	All Other Federal Revenue			300.00	300.00-	NO BDGT
	Total Federal Revenue	**136,464.00**	**147,550.00**	**91,099.80**	**56,450.20**	**61.74**
Other State Revenues						
8520	Child Nutrition Programs	10,086.00	11,053.00	6,939.50	4,113.50	62.78
	Total Other State Revenues	**10,086.00**	**11,053.00**	**6,939.50**	**4,113.50**	**62.78**
Other Local Revenue						
8634	Food Services Sales	51,434.00	49,044.00	30,369.98	18,674.02	61.92
8660	Interest	400.00	1,429.00	566.56	862.44	39.65
	Total Other Local Revenue	**51,834.00**	**50,473.00**	**30,936.54**	**19,536.46**	**61.29**
	Total Year To Date Revenues	**198,384.00**	**209,076.00**	**128,975.84**	**80,100.16**	**61.69**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Classified Salaries							
2200	Classified Support Salaries	56,285.00	52,004.00	8,110.62	40,435.85	3,457.53	77.76
2212	Subsitute Cafeteria Worker	2,450.00	2,450.00		2,778.65	328.65-	113.41
2250	Classified Support Overtime	4,004.00	8,040.00		6,747.86	1,292.14	83.93
2400	Clerical and Office Salaries	5,787.00	5,787.00	1,007.50	4,533.74	245.76	78.34
2450	Clerical/Office Overtime		10.00		33.55	23.55-	335.50
	Total Classified Salaries	**68,526.00**	**68,291.00**	**9,118.12**	**54,529.65**	**4,643.23**	**79.85**
Employee Benefits							
3202	PERS, classified positions	10,290.00	10,951.00	1,646.92	8,428.10	875.98	76.96
3302	OASDI/Medicare/Alternative, cl	5,078.00	4,963.00	645.34	3,962.76	354.90	79.85
3402	Health & Welfare Benefits, cla	9,991.00	10,059.00	2,011.76	8,047.04	.20	80.00
3502	SUI, classified positions	33.00	32.00	4.22	25.91	1.87	80.97
3602	Work Comp Ins, classified posi	1,469.00	1,453.00	191.50	1,145.14	116.36	78.81
	Total Employee Benefits	**26,861.00**	**27,458.00**	**4,499.74**	**21,608.95**	**1,349.31**	**78.70**
Books and Supplies							
4300	Materials and Supplies	9,510.00	9,510.00	305.02	9,320.26	115.28-	98.00
4400	Non-Capitalized Equipment	5,000.00	5,000.00			5,000.00	
4700	Food	64,044.00	69,150.00	9,613.62	52,611.75	6,924.63	76.08
	Total Books and Supplies	**78,554.00**	**83,660.00**	**9,918.64**	**61,932.01**	**11,809.35**	**74.03**

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 10, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 130 - Cafeteria Fund							Fiscal Year 2018/19 Through April 2019
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures							
5600	Rentals,Leases,Repairs & Nonca	5,000.00	5,000.00	659.60	2,235.76	2,104.64	44.72
5800	Professnl/Consult Serv & Opera	821.00	821.00		57.95	763.05	7.06
	Total Services and Other Operating Expenditures	**5,821.00**	**5,821.00**	**659.60**	**2,293.71**	**2,867.69**	**39.40**
Capital Outlay							
6400	Equipment		36,265.00		36,264.90	.10	100.00
	Total Capital Outlay	**.00**	**36,265.00**	**.00**	**36,264.90**	**.10**	**100.00**
Transfers of Indirect/direct support costs							
7350	Direct Support/Indirect Costs	4,296.00	4,545.00			4,545.00	
	Total Transfers of Indirect/direct support costs	**4,296.00**	**4,545.00**	**.00**	**.00**	**4,545.00**	
	Total Year To Date Expenditures	**184,058.00**	**226,040.00**	**24,196.10**	**176,629.22**	**25,214.68**	**78.14**

Fund 130 - Cafeteria Fund						Fiscal Year 2018/19 Through April 2019
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	198,384.00	209,076.00		128,975.84	80,100.16	61.69
B. Expenditures	184,058.00	226,040.00	24,196.10	176,629.22	25,214.68	78.14
C. Subtotal (Revenue LESS Expense)	14,326.00	16,964.00-		47,653.38-	54,885.48	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	14,326.00	16,964.00-		47,653.38-	54,885.48	
F. Fund Balance:						
Beginning Balance (9791)	82,893.00	102,313.00		102,313.36		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	82,893.00	102,313.00		102,313.36		
G. Calculated Ending Balance	97,219.00	85,349.00		54,659.98		
*Components of Ending Fund Balance						
Legally Restricted (9740)	97,907.00	80,405.00				
Other Designations (9780)						
Undesig/Unapprop (9790)	688.00-	4,944.00				
Other				24,196.10		

Fund 140 - Deferred Maintenance Fund						Fiscal Year 2018/19 Through April 2019
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	200.00	315.00	152.64	162.36	48.46
	Total Other Local Revenue	**200.00**	**315.00**	**152.64**	**162.36**	**48.46**
	Total Year To Date Revenues	**200.00**	**315.00**	**152.64**	**162.36**	**48.46**

Object	Description	Adopted Budget	Revised Budget	Actual	Balance	% Used
Other Financing Sources						
Other Financing Sources						
8919	Other Authorized Interfund Tra		100,000.00		100,000.00	
	Total Other Financing Sources	**.00**	**100,000.00**	**.00**	**100,000.00**	
	Total Year To Date Other Financing Sources	**.00**	**100,000.00**	**.00**	**100,000.00**	

Fund 140 - Deferred Maintenance Fund						Fiscal Year 2018/19 Through April 2019
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	200.00	315.00		152.64	162.36	48.46
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	200.00	315.00		152.64	162.36	
D. Other Financing Sources and Uses						
Sources		100,000.00			100,000.00	
LESS Uses						
E. Net Change in Fund Balance	200.00	100,315.00		152.64	100,162.36	
F. Fund Balance:						
Beginning Balance (9791)	17,738.00	17,756.00		17,756.42		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	17,738.00	17,756.00		17,756.42		
G. Calculated Ending Balance	17,938.00	118,071.00		17,909.06		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	17,938.00	118,071.00				

Fund 150 - Pupil Transportation Equipment — Fiscal Year 2018/19 Through April 2019

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	150.00	367.00	176.59	190.41	48.12
	Total Other Local Revenue	**150.00**	**367.00**	**176.59**	**190.41**	**48.12**
	Total Year To Date Revenues	**150.00**	**367.00**	**176.59**	**190.41**	**48.12**

Fund 150 - Pupil Transportation Equipment						Fiscal Year 2018/19 Through April 2019
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	150.00	367.00		176.59	190.41	48.12
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	150.00	367.00		176.59	190.41	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	150.00	367.00		176.59	190.41	
F. Fund Balance:						
Beginning Balance (9791)	20,340.00	20,364.00		20,364.46		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	20,340.00	20,364.00		20,364.46		
G. Calculated Ending Balance	20,490.00	20,731.00		20,541.05		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	20,490.00	20,731.00				

Fund 171 - S/R Capital Outlay-Technology						Fiscal Year 2018/19 Through April 2019
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest		902.00	435.04	466.96	48.23
	Total Other Local Revenue	**.00**	**902.00**	**435.04**	**466.96**	**48.23**
	Total Year To Date Revenues	**.00**	**902.00**	**435.04**	**466.96**	**48.23**

Fund 171 - S/R Capital Outlay-Technology						Fiscal Year 2018/19 Through April 2019
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues		902.00		435.04	466.96	48.23
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	.00	902.00		435.04	466.96	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	902.00		435.04	466.96	
F. Fund Balance:						
Beginning Balance (9791)	50,763.00	50,817.00		50,816.55		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	50,763.00	50,817.00		50,816.55		
G. Calculated Ending Balance	50,763.00	51,719.00		51,251.59		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	550.00					
Other	50,213.00	51,719.00				

Fund 173 - S/R Capital Outlay-Equipment						Fiscal Year 2018/19 Through April 2019
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	80.00	194.00	92.29	101.71	47.57
	Total Other Local Revenue	**80.00**	**194.00**	**92.29**	**101.71**	**47.57**
	Total Year To Date Revenues	**80.00**	**194.00**	**92.29**	**101.71**	**47.57**

Fund 173 - S/R Capital Outlay-Equipment						Fiscal Year 2018/19 Through April 2019
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	80.00	194.00		92.29	101.71	47.57
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	80.00	194.00		92.29	101.71	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	80.00	194.00		92.29	101.71	
F. Fund Balance:						
Beginning Balance (9791)	10,768.00	10,818.00		10,818.06		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	10,768.00	10,818.00		10,818.06		
G. Calculated Ending Balance	10,848.00	11,012.00		10,910.35		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	80.00					
Other	10,768.00	11,012.00				

Fund 212 - Building Fund - Nov 2018						Fiscal Year 2018/19 Through April 2019
Object	Description	Adopted Budget	Revised Budget	Actual	Balance	% Used
Other Financing Sources						
Other Financing Sources						
8951	Proceeds from Sale of Bonds			3,860,000.00	3,860,000.00-	NO BDGT
	Total Other Financing Sources	**.00**	**.00**	**3,860,000.00**	**3,860,000.00-**	**NO BDGT**
	Total Year To Date Other Financing Sources	**.00**	**.00**	**3,860,000.00**	**3,860,000.00-**	**NO BDGT**

Fund 212 - Building Fund - Nov 2018						Fiscal Year 2018/19 Through April 2019
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources				3,860,000.00	3,860,000.00-	NO BDGT
LESS Uses						
E. Net Change in Fund Balance	.00	.00		3,860,000.00	3,860,000.00-	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance	.00	.00		3,860,000.00		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

Fund 251 - Developer Fees						Fiscal Year 2018/19 Through April 2019
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	900.00	1,580.00	755.01	824.99	47.79
	Total Other Local Revenue	**900.00**	**1,580.00**	**755.01**	**824.99**	**47.79**
	Total Year To Date Revenues	**900.00**	**1,580.00**	**755.01**	**824.99**	**47.79**

Fund 251 - Developer Fees						Fiscal Year 2018/19 Through April 2019
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	900.00	1,580.00		755.01	824.99	47.79
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	900.00	1,580.00		755.01	824.99	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	900.00	1,580.00		755.01	824.99	
F. Fund Balance:						
Beginning Balance (9791)	87,043.00	87,141.00		87,141.26		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	87,043.00	87,141.00		87,141.26		
G. Calculated Ending Balance	87,943.00	88,721.00		87,896.27		
*Components of Ending Fund Balance						
Legally Restricted (9740)		88,121.00				
Other Designations (9780)	83,492.00					
Undesig/Unapprop (9790)	4,451.00	600.00				
Other						

Fund 355 - School Facilities Hardship						Fiscal Year 2018/19 Through April 2019
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest		955.00	456.23	498.77	47.77
	Total Other Local Revenue	**.00**	**955.00**	**456.23**	**498.77**	**47.77**
	Total Year To Date Revenues	**.00**	**955.00**	**456.23**	**498.77**	**47.77**

Fund 355 - School Facilities Hardship						Fiscal Year 2018/19 Through April 2019
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues		955.00		456.23	498.77	47.77
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	.00	955.00		456.23	498.77	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	955.00		456.23	498.77	
F. Fund Balance:						
Beginning Balance (9791)	53,337.00	53,396.00		53,396.20		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	53,337.00	53,396.00		53,396.20		
G. Calculated Ending Balance	53,337.00	54,351.00		53,852.43		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	53,337.00	54,351.00				
Other						

Fund 510 - Bond Interest & Redem 67117056 — Fiscal Year 2018/19 Through April 2019

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other State Revenues						
8571	Voted Indebtedness Levies, HOP	1,567.00	1,462.00	731.09	730.91	50.01
	Total Other State Revenues	**1,567.00**	**1,462.00**	**731.09**	**730.91**	**50.01**
Other Local Revenue						
8611	Voted Indebtedness Levies, Sec	298,266.00	287,355.00	306,304.26	18,949.26-	106.59
8612	Voted Indebtedness Levies, Uns	6,421.00	8,427.00	8,756.99	329.99-	103.92
8613	Voted Indebtedness Levies, P/Y			99.49	99.49-	NO BDGT
8614	Voted Indebtedness Levies, Sup			1,426.94	1,426.94-	NO BDGT
8660	Interest	1,000.00	2,000.00	1,641.37	358.63	82.07
	Total Other Local Revenue	**305,687.00**	**297,782.00**	**318,229.05**	**20,447.05-**	**106.87**
	Total Year To Date Revenues	**307,254.00**	**299,244.00**	**318,960.14**	**19,716.14-**	**106.59**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Debt Service							
7433	Bond Redemptions	165,000.00	165,000.00		165,000.00		100.00
7434	Bond Interest and Other Servic	136,400.00	136,400.00		136,400.00		100.00
	Total Debt Service	**301,400.00**	**301,400.00**	**.00**	**301,400.00**	**.00**	**100.00**
	Total Year To Date Expenditures	**301,400.00**	**301,400.00**	**.00**	**301,400.00**	**.00**	**100.00**

Fund 510 - Bond Interest & Redem 67117056						Fiscal Year 2018/19 Through April 2019
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	307,254.00	299,244.00		318,960.14	19,716.14-	106.59
B. Expenditures	301,400.00	301,400.00		301,400.00		100.00
C. Subtotal (Revenue LESS Expense)	5,854.00	2,156.00-		17,560.14	19,716.14-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	5,854.00	2,156.00-		17,560.14	19,716.14-	
F. Fund Balance:						
Beginning Balance (9791)	286,672.00	294,996.00		294,995.84		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	286,672.00	294,996.00		294,995.84		
G. Calculated Ending Balance	292,526.00	292,840.00		312,555.98		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	1.00	315.00				
Other	292,525.00	292,525.00				

Fund 511 - Bond Interest & Redem 67118381 — Fiscal Year 2018/19 Through April 2019

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other State Revenues						
8571	Voted Indebtedness Levies, HOP	1,470.00	1,365.00	682.76	682.24	50.02
	Total Other State Revenues	**1,470.00**	**1,365.00**	**682.76**	**682.24**	**50.02**
Other Local Revenue						
8611	Voted Indebtedness Levies, Sec	279,753.00	268,339.00	280,291.03	11,952.03-	104.45
8612	Voted Indebtedness Levies, Uns	6,520.00	8,558.00	8,884.48	326.48-	103.81
8613	Voted Indebtedness Levies, P/Y			103.83	103.83-	NO BDGT
8614	Voted Indebtedness Levies, Sup			1,458.85	1,458.85-	NO BDGT
8660	Interest	1,000.00	2,000.00	1,569.95	430.05	78.50
	Total Other Local Revenue	**287,273.00**	**278,897.00**	**292,308.14**	**13,411.14-**	**104.81**
	Total Year To Date Revenues	**288,743.00**	**280,262.00**	**292,990.90**	**12,728.90-**	**104.54**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Debt Service							
7433	Bond Redemptions	145,000.00	145,000.00		145,000.00		100.00
7434	Bond Interest and Other Servic	151,425.00	151,425.00		153,655.00	2,230.00-	101.47
	Total Debt Service	**296,425.00**	**296,425.00**	**.00**	**298,655.00**	**2,230.00-**	**100.75**
	Total Year To Date Expenditures	**296,425.00**	**296,425.00**	**.00**	**298,655.00**	**2,230.00-**	**100.75**

Fund 511 - Bond Interest & Redem 67118381						Fiscal Year 2018/19 Through April 2019
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	288,743.00	280,262.00		292,990.90	12,728.90-	104.54
B. Expenditures	296,425.00	296,425.00		298,655.00	2,230.00-	100.75
C. Subtotal (Revenue LESS Expense)	7,682.00-	16,163.00-		5,664.10-	10,498.90-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	7,682.00-	16,163.00-		5,664.10-	10,498.90-	
F. Fund Balance:						
Beginning Balance (9791)	271,911.00	280,101.00		280,101.63		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	271,911.00	280,101.00		280,101.63		
G. Calculated Ending Balance	264,229.00	263,938.00		274,437.53		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)		291.00-				
Other	264,229.00	264,229.00				

Fund 512 - Bond Int & Redem Nov 2018						Fiscal Year 2018/19 Through April 2019
Object	Description	Adopted Budget	Revised Budget	Actual	Balance	% Used
Other Financing Sources						
Other Financing Sources						
8979	All Other Financing Sources			87,471.55	87,471.55-	NO BDGT
	Total Other Financing Sources	**.00**	**.00**	**87,471.55**	**87,471.55-**	**NO BDGT**
	Total Year To Date Other Financing Sources	**.00**	**.00**	**87,471.55**	**87,471.55-**	**NO BDGT**

Fund 512 - Bond Int & Redem Nov 2018						Fiscal Year 2018/19 Through April 2019
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources				87,471.55	87,471.55-	NO BDGT
LESS Uses						
E. Net Change in Fund Balance	.00	.00		87,471.55	87,471.55-	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance	.00	.00		87,471.55		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

MESA UNION SCHOOL DISTRICT **ENROLLMENT REPORT** **5/2/2019**

Teacher	Subject	Period	Total Enrolled	
Morgan	Transitional		13	
Morgan	Kinder		7	
Ainsworth	Kinder		20	
Puga	Kinder		21	
White	Kinder		**20**	
Torres	Kinder		1	
		Total	82	
Garza	First		23	
Reyes	First		**23**	
Vollmert	First		23	
Torres	SDC		2	
		Total	71	
Dahlin	Second		23	
Webster	Second		22	
Willilams	Second		**22**	
Torres	SDC		1	
		Total	68	
Ford	Third		26	
Mayes	Third		26	
Torres	SDC		3	
		Total	**55**	
Catlett	Fourth		31	
Fisher	Fourth		32	
Torres	SDC		1	
		Total	64	
Chenez	Fifth		**25**	
Demaria	Fifth		**24**	
Grogan	Fifth		25	
		Total	74	
	Elementary	**Total**	**414**	
Sixth Grade			**69**	
Seventh Grade			**66**	
Eighth Grade			**65**	
	Junior High	Total	200	
	Grand Total		**614**	
Mckenna	Homeroom	0	**23**	
McKenna	Science 6	1	23	
McKenna	Social Studies 6	2	23	

McKenna	Science 6	3	23	
McKenna	Social Studies 6	4	23	
Mckenna	Agriculture 6	5/6	22	
Davis	Homeroom	0	**23**	
Davis	Social Studies -6	1	23	
Davis	English Lang 6	2	23	
Davis	English-Lang 6	3	23	
Davis	English-Lang 6	4	**23**	
Davis	PE 6	5/6	**69**	
Nguyen	Homeroom	0	**23**	
Nguyen	Science	1	23	
Nguyen	Math 6	2	23	
Nguyen	Math-6	3	23	
Nguyen	Math-6	4	24	
Nguyen	Other Math	5/6	20	
Dekok	Homeroom	0	**33**	
Dekok	Language 7	1	33	
Dekok	Social Studies 7	2	33	
Dekok	Poetry	3/4	18	
Dekok	Language 7	5	33	
Dekok	Social Studies 7	6	**33**	
Jahr	Homeroom	0	**31**	
Jahr	Science 7	1	33	
Jahr	Science 8	2	31	
Jahr	Ocean 7	3/4	30	
Jahr	Science 7	5	33	
Jahr	Science 8	6	34	
Dwork	Homeroom	0	**34**	
Dwork	Language 8	1	34	
Dwork	Social Studies	2	34	
Dwork	Drama	3/4	25	
Dwork	Language 8	5	31	
Dwork	Social Studies	6	31	
Buchanan	Homroom	0	33	
Buchanan	Math 8	1	*31*	
Buchanan	Math 7	2	33	
Buchanan	Robotics	3/4	23	
Buchanan	Math 8	5	34	
Buchanan	Math 7	6	33	

Rosen	7 PE	3/4	66	
Rosen	8 PE	3/4	65	
Goad	Music 7	3/4	21	
Goad	Music 8	3/4	18	
Goad	Music 6	5/6	27	

STUDENT OF THE MONTH
APRIL 2019

TEACHER	SOM	PRINCIPAL'S AWARD CONFIDENCE
TORRES	ISABELLA ADABASHI	
AINSWORTH	ELLA SILBER LIAM SHEPHERD	QUINN POOLE NOAH SILBER
MORGAN	JADA MOORE FIONAH NAMIN	CARLY GONZALEZ BRIANA BAUTISTA OTTO HAMPTON
PUGA	MASON PEREZ MILA CONTRERAS	SOFIA ZABZDYR EMMA FLORES
WHITE	MADDOX VALAUBI EMI HAMLYN	GABRIELLA CASTELLANOS ANDREW LEMOS
GARZA	JAYLENE LOPEZ ELLIOTT HOCHBERG JULIAN RIOS	SANTIGO NAVARRO LAYLA COBIAN
REYES	BAYA REDMOND MIA RIOS JOEL SILVA	GARRISON VILLA ANGEL ALLENSWORTH
VOLLMERT	BRIANNA BUCIO MILANIA VASQUEZ	SAMANTHA SALDANA MELISSA LOPEZ MIA CARRILLO JOSHUA DOBBIN

STUDENT OF THE MONTH
APRIL 2019

TEACHER	SOM	PRINCIPAL'S AWARD CONFIDENCE
DAHLIN	ANTHONY ROJAS MIRANDA SMUCK	KAYLA MENDOZA RUBI MUNOZ
WEBSTER	JAASIEL HOPE GERARDO LOPEZ	ANGEL AVALOS NATALIE CEJA
WILLIAMS	LILY ELLISON BLAKE GILBREATH	LILY SCOTT ALEX MATHIS
FORD	VAUGHN TRAINOR ALINA CLEMONS LIZ MARGARET REFERENTE	BO CARSON OLIVIA DRYDEN
MAYES	CINDY RUIZ SARA HENTLEY	TOMMY ROBB LEILANI TOFIGA

STUDENT OF THE MONTH
APRIL 2019

TEACHER	SOM	PRINCIPAL'S AWARD CONFIDENCE
CATLETT	NICOLAS BARRERA-ORTIZ DORIAN FORD	LUKE HENDERSON ARTURO ROMO
FISHER	COLTON CARSON ILIANA MAYORGA	SAM MATHIS MARQUS MOORE
CHENEZ	AIDYN CRULL EVELYN ROBB	CHASE PIERSON ADDISON KIKER
DEMARIA	GIANCARLO MARTINEZ BRIAN DAVIS-BOCCALI	DAVID CORONADO JANET GALICIA
GROGAN	GAEL GONZALEZ LAYLA LEMOS DREENA OGAWA	NINA ADZIC SEBASTIAN BOISSELIER OSHO MIGLINO

Most Inspirational	Claire Kim	Kripa Shrestha	Clark Ehler

Quarter 3			
	6th Grade	**7th Grade**	**8th Grade**
ELA	Lucia Pozzi	Kiela Ortiguerra	Alondra Garcia
	Anais Magdaleno	Jackson Walea	Jamie Garcia
Math	Laura Lynch	Caleb Stremcha	Janessa Mares
	Alexandra Pinkerton	Anissa Machuca	Roland Espinosa
Science	Camilo Solis	JF Referente	Dhruv Patel
	Lucia Pozzi	Jill Lan	Kasen Lynch
	Claire Kim		
S.S.	Elle Anger	Nevaeh Aspuria	Madison Niswander
	Sophia Trese	Madison Escobar	Colin Donnelly
	Sienna Washington		
P.E.	Ivonne Castaneda Huichin	Jasmine Bernal	Marisol Esparza
	Damien Valdez	Rhea Moore	Clark Ehler
Music	Stacy Larios	Alina Aguilar	Sophia Valasquez
	Jaylin Ulmer	Noemy Banos	Genaro Cauahutle
Compassion	Lucia Pozzi	Krystal Andrade (Yes)	Gabriel Galicia & Kristin Rosenmund
Most Inspirational	Camilo Solis Elle Anger	Ilianna Perez	Kasen Lynch

Quarter 4			
	6th Grade	**7th Grade**	**8th Grade**
ELA			
Math			
Science			
S.S.			

MESA UNION SCHOOL 2018-2019
HONOR ROLL/MERIT ROLL
THIRD QUARTER

HONOR ROLL

6TH GRADE

ANGER, ELLE
ANGER, JASE
BAUTISTA, ISAIAH
CASTANEDA-HUICHAN, IVONNE
CHACON, AZAIRIA
HERNANDEZ-MUNOZ, MALEENE
IBARRA, MADISON
KAWATA, KRISTEN
KIM, CLAIRE
LYNCH, LAURA
MAGDALENO, ANAIS
MIGLINO, AISHWARYA
MUHLITNER, COREY
MUNOZ, ROMINA
PINKERTON, ALEXANDRA
POZZI, LUCIA
POZZI, STEFANO
RUSSELL, KIARA
SAHAGUN, NOAH
SANCHEZ, CELESTE
SOLIS, CAMILO
TARAZON, MITCHEL
TRESE, SOPHIA
VEGA, ANGEL
WASHINGTON, SIENNA

MERIT ROLL

6TH GRADE

AGRAZ, EDUARDO
ALAMEDA, JACOB
ALVAREZ, SOPHIA
BALLESTEROS, ALYSSA
BUENROSTRO, JACK
CASTELLANOS, VANESSA
DEARCOS, VICENTE
ELLISON, ALEXANDRIA
FRANTZ, SAMANTHA
GARCIA, ELIJAH
HERNANDEZ, ANALIA
HERNANDEZ-MUNOZ, LOURDES
HOOLMAA, GRACE
JAHANGIRI, CYRUS
OKAMURA, HIROTOSHI
PACION, KADEN
SAKAI, KINGSTON
SCHULTZ, LOLA
TRONCOSO, VIVIA
VALDEZ, DAMIEN

HONOR ROLL

7TH GRADE

ARMSTRONG, SAMANTHA
AVILES, EMILY
BAUTISTA, KALEA
CASTRO, JAYDEE
ESCOBAR, MADISON
GARCIA, DANIEL
GUTIERREZ, ETHAN
GROOMS, LUCIANA
LAN, JILL
MACHUCA, ANISSA
MEJIA, JASON
MIRANDA, JAMES
MOORE, RHEA
ORTIGUERRA, KIELA
PETERSEN, SEANNA
RECHARTE, JAKE
REFERENTE, JEAN FREDERIC
SAHAGUN, EMMA
SCLAR, DYLAN
SERRA, RYAN
SHRESTHA, KRIPA
STREMCHA, CALEB
TOREJA, LILY
VELASQUEZ, VIOLET
VICENTE, DOMINIC
WALEA, JACKSON

MERIT ROLL

7TH GRADE

AGUILAR, ALINA
ALCANTAR, ISAIAH
ANDRADE, KRYSTAL
ASPURIA, NEVAEH
BANOS, NOEMY
CAMMACK, BLYTHE
CORRAL, JOCEYN
COUSINO, RICHARD
CUNNINGHAM, AUDREY
DYKES, BENJAMIN
GARCIA, JISELLE
HERRERA, MADELEINE
MARTINEZ, GABRIEL
MCCLURE, DELANEY
PEREZ, ILLIANA
RILLO, NICHOLAS
SANCHEZ, ADRIAN
SAWYER, NICHOLAS
VENEGAS, GAVINO
VILLA, OMAR

HONOR ROLL

8TH GRADE

ARELLANO, SYDNEY
CENTENO, EMILIA
CERVANTES, DANIELLA
CHADBOURNE, THOMAS
DEARCOS, ALEJANDRO
DONNELLY, COLIN
EHLER, CLARK
ESPINOSA, ROLAND
GARCIA, ALONDRA
GARCIA, JAMIE
HUANG, TERILYN
LEDESMA, ROBERT
LOPEZ, OMAR
LYNCH, KASEN
MARTINEZ, KATHERINE
MEDINA, CASSANDRA
NISWANDER, MADISON
PATEL, DHRUV
ROSENMUND, KRISTIN
RUCKER, JENNIFER
SABEDRA, SAMUEL
SOLIS, ANGELINA
VEGA, AMANDA
VEGA, RUBEN
VELASQUEZ, ALEXANDER
WOLBERT, OLIVIA
YOUNG, ALEXIO
YOUNG, EMILIO

MERIT ROLL

8TH GRADE

ALATORRE, MARISELA
ALFARO, JULIAN
BARRAGAN, ELISA
CAZARES, CRISTINA
ESPARZA, MARISOL
GALICIA, GABRIEL
HERNANDEZ, REGINA
MARES, JANESSA
MIGLINO, SHANTI
MORTEZAI, KAMELIA
ROMERO, MATTHEW
RUIZ, CINDY
SENTINELLA, TAYLOR
VELASCO, LLIANNA
VILLANUEVA, ADRIANA

DOCUMENT TRACKING SERVICES

LICENSING AGREEMENT

This Agreement effective **July 1, 2019**, is made and entered into by **Ventura County Schools Business Services Authority** as Licensee and Document Tracking Services (DTS) as Licensor each a "Party" and collectively the "Parties".

Licensee desires that DTS provide a license to use DTS proprietary web-based application in accordance with the following provisions:

A. License. DTS hereby grants to Licensee a non-exclusive license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.

(i) DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.

(ii) Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.

B. Internet Areas. All parties including third party licensees shall not be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval.

C. Term of License. The term of the Agreement is for **one (1) year** from the effective date (as noted in paragraph one) of the license agreement.

D. Personnel. DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.

E. Content. DTS will be solely responsible for loading the content supplied by Licensee into DTS secure server and provide complete access to Licensee and its representatives.

F. Security of Data. DTS at all times will have complete security of Licensee documents on dedicated servers that only authorized DTS personnel will have access to; all login by DTS authorized will be stored and saved as to time of log-in and log-out.

(i) Licensee may request DTS to only store Licensee documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.

G. Management of Database. DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.

H. Customer License. DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.

I. License Fee. Licensee shall pay a fee of **$2,145**.

J. Document Set Up Fee. The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **waived**.

K. Payment Terms. Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.

L. Number of Documents. The maximum number of documents per school district is limited to **five (5)**.

M. Warranty. Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.

N. Definitions.

(i) Document. A document is defined as **a**) a specific template provided by CDE or; **b**) any specific word document or forms that have different fields or school references such as elementary, middle or high schools* submitted by District or CDE; or **c**) individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.

* Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.

(ii) Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.

O. Document Setup Fee. The document setup fee is waived for the Ventura County Schools Business Services Authority.

P. Additional Fees. Licensee shall pay additional fees if Licensee exceeds the number of documents as described in section L of this agreement. The fee for each additional document is $39 per document times the number of schools in the district. The fee shall be payable within thirty (30) days from DTS invoice.

Q. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.

The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Aaron Tarazon, Director
Document Tracking Services
10225 Barnes Canyon Road, Suite A200
San Diego, CA 92121
858-784-0967 - Phone
858-587-4640 - Corporate Fax

Date: May 13, 2019

Licensee

By: _____

Date: _____

Exhibit A

The following are standard documents to be used in conjunction with the license.

1. 2019 School Accountability Report Card, English & Spanish (Custom Template)
2. 2019 School Plan for Student Achievement (CDE Template)
3. 2019 Local Control and Accountability Plan (CDE Template)
4. Others to be identified as needed.

Exhibit B

The following Districts/Schools have been identified as participants in the Ventura County Schools Business Services Authority DTS Consortium:

District	School
Ventura County Schools Business Services Authority	Coordinator Account*
Ventura County Schools Business Services Authority	ACE Charter High School
Ventura County Schools Business Services Authority	Bridges Charter School
Ventura County Schools Business Services Authority	Meadow Arts & Technology Elementary School
Ventura County Schools Business Services Authority	River Oaks Academy***
Ventura County Schools Business Services Authority	Ventura Charter School of Arts and Global Education**
Briggs Elementary School District	Briggs Elementary School
Briggs Elementary School District	Olivelands Elementary School
Mesa Union Elementary School District	Mesa Elementary School
Mupu Elementary School District	Mupu Elementary School
Santa Clara Elementary School District	Santa Clara Elementary School
Somis Union Elementary School District	Somis Elementary School

* Coordinator Account enables District/COE level staff to view school documents, track school plan update progress and extract school plan data as well as complete LEA level plans.
** Added on 12/15/11
*** Added on 5/31/15

May 13, 2019

Ventura County Schools Business Services Authority
5189 Verdugo Way
Camarillo, CA 93012
Re: Document Tracking Services

INVOICE #9300108

Pursuant to the licensing agreement between Ventura County Schools Business Services Authority and Document Tracking Services (DTS):

Document Tracking Services

Document Tracking Services [7/1/19 to 6/30/20]: $2,145
11 sites
$250 per site, discounted to $195 per site
License Agreement includes 5 documents

Translation Services

2019 Spanish School Accountability Report Card: $1,250
$125/SARC x 10 School Accountability Report Cards
Based on 2016 SARC translation purchase

1. **ACE Charter High School**
2. **Bridges Charter School**
3. **Meadow Arts & Technology Elementary School**
4. **River Oaks Academy*****
5. **Ventura Charter School of Arts and Global Education****
6. **Briggs Elementary School**
7. **Olivelands Elementary School**
8. **Mesa Elementary School**
9. **Mupu Elementary School**
10. **Somis Elementary School**

Total Balance Due: $3,395

Please Make Checks Payable To: Document Tracking Services. Send to:

Aaron Tarazon, Director
Document Tracking Services
10225 Barnes Canyon Road, Suite A200
San Diego, CA 92121
858-784-0967 - Phone
858-587-4640 - Corporate Fax

Thank you!

Approved Per Payment (Signature)

Name/Role (Printed)

M.U.T.A.
Mesa Union Teachers' Association
3901 North Mesa School Road
Somis, CA 93066 (805) 485-1411

Executive Officers:
Cindy Davis/Anne Morgan - Co-Presidents
Amabel Puga - Vice-President
Christie Fisher - Secretary
Kristine Garza/ Matt Demaria- Co-Treasurers

Mr. Jeffrey Turner
Superintendent
Mesa Union School District
3901 North Mesa School Road
Somis, CA 93010

March 27, 2019

Dear Mr. Turner:

The Mesa Union Teachers' Association hereby presents its 2019-2020 initial proposal for a successor collective bargaining agreement to the Mesa Union School District. We propose to open the following articles:

XVI and XVII: Salary and Benefits

XI: Hours

XIII: Class Size

Sincerely,

Cindy Davis Anne Morgan

Cindy Davis and Anne Morgan
MUTA Co-Presidents

MESA UNION SCHOOL DISTRICT
TEMPORARY LOANS BETWEEN DISTRICT FUNDS
FISCAL YEAR 2019-20
RESOLUTION NO. #18-19-15

WHEREAS, pursuant to Education Code section 42603, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred. No more than 75 percent of the maximum of moneys held in any fund or account during a current fiscal year may be transferred.

WHEREAS, when there are insufficient funds to meet district obligations in the fund, and

WHEREAS, funds can be temporarily transferred from one or more funds to another fund of the district to be used for the payment of district obligations, and

WHEREAS, repayment of the temporary loan will be made from income received, and

THEREFORE, BE IT RESOLVED that the Board of Education of the Mesa Union School District authorizes the temporary transfer of cash from one district fund to another in order to meet the financial obligations of the District as the need may arise during the 2019-20 fiscal year.

PASSED AND ADOPTED this 21st day of May 2019 by the Governing Board of the Mesa Union School District of Ventura County, California, by the following vote:

AYES: NOES: ABSENT:

_____
Authorized Agent

APPROPRIATION TRANSFERS
FISCAL YEAR 2019-20
RESOLUTION NO. 18-19-16

WHEREAS, the Mesa Union School District may have a need during the fiscal year to make appropriation transfers to permit the payment of obligations of the district, and

WHEREAS, the District may authorize a district employee to make such transfers between unappropriated fund balances and any expenditure classifications to balance any expenditure classification,

THEREFORE, BE IT RESOLVED that the Mesa Union School District authorizes the appropriation transfers necessary to permit payment of obligations of the District incurred during the 2019-20 fiscal year. These transfers are to be presented for ratification at the next board meeting.

ADOPTED this 21st day of May, 2019.

AYES: NOES: ABSENT:

THIS IS TO CERTIFY that the above resolution was adopted by the Board of Trustees at a regular meeting of the Board.

_____
Authorized Agent

AUTHORITY FOR THE BOARD OF EDUCATION TO IMPROVE COMPENSATION FOR CERTAIN CATEGORIES OF EMPLOYEES AFTER JULY 1, 2019.
RESOLUTION#18-19-17

The recommendation is that the Board of Education reserves the right to grant to those employees who are members of the confidential, supervisory, or management groups, and as such are not covered by labor contracts, the right to compensation improvements. This Resolution would remove any doubt that the Board of Education has the right to improve compensation to non-represented employees on or after July 1, 2019, and to set the amounts and effective date of any such improvements.

WHEREAS, employees who are in confidential, supervisory, or management positions, whether certificated or classified, and as such, not members of collective bargaining units, and their compensation is not negotiated in labor contracts; and,

WHEREAS, the Board of Education believes that compensation consideration should be given to employees in confidential, supervisory, or management positions,

THEREFORE BE IT RESOLVED that the Board of Education of Mesa Union School District reserves the right to consider and to improve compensation of confidential, supervisory or management employees in Fiscal Year 2019-20 and to make any such compensation improvements effective July 1, 2019, or at any date thereafter during Fiscal Year 2019-20.

This is to certify that the above Resolution was adopted by the Board of Education at a regular meeting of the Board held on May 21st, 2019.

Attest: _____

_____

EXAMPLE - GOVERNING BOARD ACTIONS

Advance indefinite action for 2019-20 to be taken before July 1, 2019:

> "As a result of financial uncertainties, negotiations, legislation, and other factors, the governing board hereby declares that all management, confidential, and other unrepresented employee compensation is declared indefinite for 2019-20."

Subsequent example action:

1. The following could be used when the board is subsequently acting on all unrepresented employees:

   > "As a follow-up to governing board action taken (earlier date), the governing board hereby approves compensation increases, effective July 1, 2019, for all unrepresented employees, including the superintendent and associate / assistant superintendents."

2. The following could be used if only some, but not all unrepresented employees are subsequently acted upon:

   > "As a follow-up to governing board action taken (earlier date), the governing board hereby approves a compensation increase effective July 1, 2019, for classified management and confidential employees. Certificated management, superintendent and associate / assistant superintendents, and other unrepresented compensation is still declared indefinite."

REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS

Form J-13A

(Revised December 2017)

California Department of Education

School Fiscal Services Division
Website: https://www.cde.ca.gov/fg/
Telephone: 916-324-4541
Email: attendanceaccounting@cde.ca.gov

Form J-13A Instructions

Why file:

The Request for Allowance of Attendance Due to Emergency Conditions, Form J-13A is used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* (*EC*) Section 41422.
- When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *California Code of Regulations* (*CCR*), Title 5, Section 428.
- When attendance records have been lost or destroyed as described in *EC* Section 46391.

The California Department of Education's (CDE) approval of the J-13A, combined with other attendance records, serve to document the local educational agency's (LEA) compliance with instructional time laws and provide authority to maintain school for less than the required instructional days and minutes without incurring a fiscal penalty to the LEA's Local Control Funding Formula (LCFF) funding.

How to file:

The Form J-13A is available at https://www.cde.ca.gov/fg/aa/pa/j13a.asp. Also available on the J-13A Web page are FAQs and supplemental pages for sections B and C in Excel format. All affidavits must have original signatures.

Charter schools must file separately from the authorizing school district or county office of education (COE).

The LEA governing board must approve each request by completing Section E, Affidavit of School District, County Office of Education, or Charter School Governing Board Members. Once the majority of the governing board members have approved the request, the LEA should keep a copy of the request and then submit the original to the county superintendent who must approve the request before it can be submitted to the State Superintendent of Public Instruction, CDE. Charter schools must submit the request to their authorizing LEA for approval, who will then forward to the county superintendent for approval.

The following summarizes the J-13A submittal and CDE review process:

- The county superintendent executes the Affidavit of County Superintendent of Schools, certifying the approval.
- The COE should keep a copy of the request and mail the original request to the listed CDE address.
- Once CDE has received the Form J-13A, the request will go through a review process. If the request is approved, CDE will e-mail the approval letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the approval letter. If the request is denied, CDE will e-mail the denial letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the denial letter.

Where to file:

Mail the entire original Form J-13A to:

School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

General Instructions:

- Multiple emergency events and schools may be included on one Form J-13A. Be sure to include specific detailed information and supporting documents for each event and school.
- If the emergency event resulted in a closure and material decrease, complete sections B and C.
- Supplemental pages for sections B and C are available in Excel format for a request that requires more lines than allocated on Form J-13A.
- Attach supporting documentation. Redact any personally identifiable information. Examples of required supporting documentation:
  - Declaration of a State of Emergency
  - News articles
  - E-mails
  - Invoices

- A local safety officer letter for any incident involving police activity, threats, cyber threats, etc.
- A county public health officer letter for any incident involving epidemic-type illness. The letter is to specify that the illness was an epidemic or that there was an increase in the number of cases of a disease above what is normally expected of the population in that area.

SECTION A: REQUEST INFORMATION

Refer to the California School Directory at https://www.cde.ca.gov/schooldirectory/ for information needed to complete this section.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

- LEA Name – Enter the name of the school district, COE, or charter school submitting the Form J-13A.
- County Code – Enter the two-digit county code associated with this entity.
- District Code – Enter the five-digit district code associated with this entity.
- Charter Number – If this request is for a charter school, enter the charter number associated with this entity.
- LEA Superintendent or Administrator Name – Enter the name of the superintendent or administrator associated with this entity.
- Fiscal Year – Enter the fiscal year of the requested emergency closure, material decrease and/or lost or destroyed attendance records.
- Address – Enter the LEA's full address including:
  - Number and street
  - County name
  - City
  - State
  - Zip code
- Contact Information – Enter a contact person for this request. Include the following:
  - Name
  - Title
  - Phone number
  - E-mail address

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST

Select the LEA type associated with the request and, for a school district or COE request, if all or select school sites are included in the request. Only one LEA type may be selected.

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST

Read each condition carefully and select one or more that apply to this request. In addition, indicate if the request is associated with a Declaration of a State of Emergency by the Governor of California.

SECTION B: SCHOOL CLOSURE

This section is used for closures pursuant to *EC* Section 41422. If the request does not include any school closures, select the "Not Applicable" box on the top right corner and proceed to Section C.

PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the school closure.

PART II: SCHOOL INFORMATION

The fields below correspond to the columns on Form J-13A.

A. School Name – Enter the school name of each school closed on a separate line. Use the supplemental Excel form at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 10 lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.

B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at https://www.cde.ca.gov/schooldirectory/ to locate the school code.

C. Site Type – Enter the site type associated with the school listed in Column A. This site information is need for CDE to determine the specific instructional time requirements for the listed school. Choose one of the following site type options:
   - Charter School
   - Community Day
   - Continuation School
   - County Community
   - Juvenile Court School

- o Opportunity School
- o Special Education
- o Traditional

D. Days in School Calendar – Provide the number of days in the school calendar. Attach a copy of the school calendar to the request. If the request includes multiple schools, attach a copy of each different school calendar and clearly identify which schools follow each calendar. If all schools have the same school calendar, note “all schools” at the top of the calendar.

E. Emergency Days Built In – Provide the number of additional days the school has built in to the school calendar to use as make-up days for emergency closures.

F. Built In Emergency Days Used – Provide the number of built in emergency days the school has used so far in the school year.

G. Date(s) of Emergency Closure – Enter the date(s) closed for the emergency in the current request.

H. Closure Dates Requested – Of the dates provided in Column G, enter the dates the school will not be able to make-up, and is requesting as part of the Form J-13A.

I. Total Number of Days Requested – Enter the total number of days for the dates requested in Column H.

PART III: CLOSURE HISTORY

In this section, provide the closure history for the current and five prior fiscal years for all schools included in the request, regardless if a J-13A request was submitted. For example, if a school had multiple closures in one year, group the closures by fiscal year and nature.

School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
School #1	0123456	2016-17	12/5, 2/10	Flooding	Yes
School #1	0123456	2016-17	4/17-4/18	Power Outage	No
School #1	0123456	2015-16	12/15-12/6	Road Closures	Yes

SECTION C: MATERIAL DECREASE

This section is used to claim attendance for material decreases pursuant to *EC* Section 46392. If the request does not include any credits for a material decrease in attendance, select the “Not Applicable” box on the top right corner and proceed to Section D.

If the attendance of an LEA or a school is less than or equal to 90 percent of "normal" attendance for a reasonable time during or after an emergency event, the LEA may assume that a case exists for claiming emergency attendance credit for the "material decrease" of attendance. According to *CCR*, Title 5, Section 428, “normal” attendance is the average daily attendance (ADA) for the month of either October or May of the same school year. If the emergency occurred between July and September of the current year, the LEA must wait to submit the request until after October ADA of the current year can be calculated. The October or May ADA is used as a proxy for a normal day of attendance for the emergency day. However, if an emergency occurs in October or May, the LEA may request to use a different month as a proxy for a normal day of attendance for the emergency day.

Pursuant to *EC* Section 46392, the 90 percent threshold may be waived when the Governor has declared a “State of Emergency.” A copy of the Governor’s declaration should be included in the submittal. Any reduction of attendance in a necessary small school (NSS), even if less than 10 percent, may be considered material.

Attendance must be provided at the school site level. Approval of a districtwide material decrease is contingent upon the inclusion of all district sites, and a districtwide percentage of 90 percent or less on each emergency day. For non-districtwide emergencies, each school must meet the 90 percent threshold on each emergency day for approval of attendance credit.

PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the material decrease in attendance. Provide a detailed explanation for any gap in between emergencies. Request should be accompanied by supporting documents, if applicable.

PART II: MATERIAL DECREASE CALCULATION

The information provided in Parts II and III will be used to determine if the loss of attendance meets the 90 percent threshold for attendance credit approval (except when the governor declares a state of emergency or in the case of a NSS site), and to calculate the estimated attendance credit

amount. The fields below correspond to the columns on Form J-13A.

A. School Name – Enter the school name of each school requesting attendance credit on a separate line. Use the supplemental Excel form at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 10 lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.

B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at https://www.cde.ca.gov/schooldirectory/ to locate the school code

C. "Normal" Attendance – Provide the ADA for the school month of October or May of the same school year.

   A school month is 20 days, or four weeks of five days each, including legal holidays but excluding weekend makeup classes (*EC* Section 37201). The school calendar begins on the first Monday of the week that includes July 1 or the Monday of the first week of school. As a result, school months can be split between September and October; October and November; April and May; May and June. Therefore, the CDE advises LEAs to use the school month that has the most school days in either October or May.

D. Dates Used for Determining "Normal" Attendance – Enter the date range of the school month used to provide the ADA in Column C.

E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**

F. Actual Attendance – Provide the actual attendance for the school site on the date of emergency listed in Column E.

G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with *EC* Section 46392, the school may qualify for an attendance adjustment when the Actual Attendance (Column F) divided by the "Normal" Attendance (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.

H. Net Increase of Apportionment Days (C-F) – Calculated field. The Actual Attendance (Column F) is subtracted from the "Normal" Attendance (Column C) to determine the Net Increase of Apportionment Days (Column H). When attendance on the date of emergency is greater than the "normal" attendance, this field will yield zero and should be removed from the material decrease calculation table.

   If the request is approved, CDE's approval letter will include the total net increase of apportionment days, which may differ from the amount shown. The LEA will then divide this number by the days in the applicable P-1, P-2, or Annual reporting period to determine the ADA increase.

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS

Continuation education is an hourly program, therefore the attendance must be provided in hours for continuation schools. Three hours equals one apportionment day. The fields below correspond to the columns on Form J-13A.

A. School Name – Enter the school name of each continuation school requesting attendance credit on a separate line. Use the supplemental Excel file at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than five lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.

B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at https://www.cde.ca.gov/schooldirectory/ to locate the school code.

C. "Normal" Attendance Hours – Provide the attendance hours for the continuation school on the same day of the week prior to, or the week following the emergency.

   Example: If the emergency day is on a Tuesday, provide the attendance hours on the Tuesday of the week prior to or following the emergency.

D. Date Used for Determining "Normal" Attendance – Enter the date of the school day used to provide the attendance hours in Column C.

E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**

F. Actual Attendance Hours – Provide the actual attendance hours for the continuation school on the date of emergency.

G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with *EC* Section 46392, the school may qualify for an attendance adjustment when the Actual Attendance Hours (Column F) divided by the "Normal" Attendance Hours (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.

H. Net Increase of Hours (C-F) – Calculated field. The Actual Attendance Hours (Column F) is subtracted from the "Normal" Attendance Hours (Column C) to determine the Net Increase of Hours (Column H). When attendance on the date of emergency is greater than the "normal" attendance, this field will yield zero and should be removed from the material decrease calculation table.

   If the request is approved, the approval letter will include the total net increase of hours for all continuation schools on the form, which may differ from the amount shown. The LEA will then convert the hours to apportionment days and divide this number by the days in the applicable P-1, P-2, or Annual reporting period to determine the ADA increase.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

If this request does not include any lost or destroyed attendance records, select the "Not Applicable" box on the top right corner and proceed to Section E.

PART I: PERIOD OF REQUEST

Enter the dates of the records that were lost or destroyed.

PART II: CIRCUMSTANCES

Provide a detailed explanation on the emergency condition(s) and the extent of the lost or destroyed records.

PART III: PROPOSAL

Provide a detailed proposal or estimation in the allotted space.

SECTION E: AFFIDAVIT

A completed affidavit is required before submitting the entire Form J-13A request to CDE.

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS

- Enter the name of the school district, COE, or charter school.
- Enter the names of the all the board members.
- At least a majority of the board members must sign this affidavit.
- The governing board signatures must be witnessed. The witness person must complete the following fields:
  - Witnessed date
  - Name
  - Signature
  - Title
  - County name

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER

Only complete for a charter school request. Once the governing board members and witness fields have been completed, this request will be submitted to the charter school's authorizer for approval. An authorizer for a charter school may be

a school district, COE or State Board of Education. If approved, the superintendent of the charter school's authorizer will complete the following fields:

- Name
- Signature
- Authorizing LEA Name

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

All requests must go to the COE for approval. If approved, the COE will complete Part III of the affidavit. The county superintendent's signature must be witnessed.

- Name of the County Superintendent of Schools (or designee)
- Signature of the County Superintendent of Schools (or designee)
- Witnessed date
- Witness name
- Witness signature
- Witness title
- County name
- Contact person/individual responsible for completing the county affidavit. Include the contact person's name, title, phone number and e-mail address.

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K–12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at https://www.cde.ca.gov/fg/aa/pa/j13a.asp for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME:	COUNTY CODE:	DISTRICT CODE:	CHARTER NUMBER (IF APPLICABLE):
Mesa Union School District	56	72470	

LEA SUPERINTENDENT OR ADMINISTRATOR NAME:	FISCAL YEAR:
Jeff Turner	2018-2019

ADDRESS:	COUNTY NAME:
3901 N. Mesa School Road	Ventura County

CITY:	STATE:	ZIP CODE:
Somis	CA	93066

CONTACT NAME:	TITLE:	PHONE:	E-MAIL:
Jeff Turner	Superintendent	805-485-1411	jturner@mesaschool.org

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

☑ SCHOOL DISTRICT	☐ COUNTY OFFICE OF EDUCATION (COE)	☐ CHARTER SCHOOL
Choose one of the following: ☑ All district school sites ☐ Select district school sites	Choose one of the following: ☐ All COE school sites ☐ Select COE school sites	

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

☑ SCHOOL CLOSURE: When one or more schools were closed because of conditions described in *EC* Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per *EC* Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *EC* Section 46200, et seq.

☑ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

☑ MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of *EC* Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

☑ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

☐ LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in *EC* Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to *EC* Section 46391:

"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."

SECTION B: SCHOOL CLOSURE

☐ Not Applicable (Proceed to Section C)

PART I: NATURE OF EMERGENCY (Describe in detail.)

☐ Supplemental Page(s) Attached

The Woolsey Fire was a destructive wildfire that burned in Los Angeles and Ventura Counties of California . The fire ignited on November 8, 2018. The Woolsey fire impacted and prompted our school closure due to the proximity and air quality.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Mesa School	6055123	Traditional	180	0	0	11/09/2018	11/09/2018	1

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Mesa School	6055123	2017-2018	12/5, 12/6, 12/7, 12/8	Fire	No
			12/13, 12/14, 12/15		

SECTION C: MATERIAL DECREASE

☉ Not Applicable (Proceed to Section D)
☐ Supplemental Page(s) Attached

PART I: NATURE OF EMERGENCY (Describe in detail.)

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
		Total: 0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
N/A						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
		Total: 0.00			0.00		0.00

**Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.*

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

☉ Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____.

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Mesa Union School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names	Board Members Signatures

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this _____ day of _____, _____.

Witness: _____ _____ Title: _____ of _____ County, California
(Name) (Signature)

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): _____ _____ Authorizing LEA Name: _____
(Name) (Signature)

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): _____ _____
(Name) (Signature)

Subscribed and sworn (or affirmed) before me, this _____ day of _____, _____.

Witness: _____ _____ Title: _____ of _____ County, California
(Name) (Signature)

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____

PRINT FORM

Fire chief: Too few engines to save every home as Woolsey Fire hit six communities at once

Cheri Carlson, Ventura County Star Published 7:33 p.m. PT Nov. 20, 2018 | **Updated 7:46 p.m. PT Nov. 20, 2018**

(Photo: Getty Images)

Scott Mickens sat in a Ventura County fire station with his family Monday night as county officials talked about the Woolsey Fire, its impacts and what comes next.

On Nov. 9, the day-old blaze had barreled into small communities tucked into Ventura County's Santa Monica Mountains, leaving behind blackened hillsides and destroyed homes.

The Mickens family's was one of them.

He had bought the land off Yerba Buena Road 30 years ago. In 1993, the home had survived. But this time, it was gone.

Before the Woolsey Fire broke out Nov. 8, another blaze started that afternoon in Hill Canyon north of Highway 101. It jumped the freeway within 12 minutes, Ventura County Fire Chief Mark Lorenzen told residents during the community meeting at the fire station.

MORE: How you can help victims of Woolsey, Hill fires and Borderline shooting (/story/news/2018/11/14/how-donate-money-and-goods-victims-woolsey-fire-fundraiser-donations/2005949002/)

About 30 minutes later, what would become the Woolsey Fire started. When the wind hit it, the blaze charged into Oak Park, Thousand Oaks, Agoura, Bell Canyon and Calabasas.

By Friday morning, Woolsey had jumped Highway 101, too.

"It quickly spread through the canyons, through Paramount Ranch, and then came up and over the ridge into your community here," Lorenzen said. "It moved so quickly. We had not just one community, but five or six communities all being hit by significant fire all at once."

"We've heard many times that we didn't have enough fire engines," he said. "I will tell you in all honesty, we didn't, and we probably won't ever with the way the fires are burning."

Years of drought and hotter temperatures have left grass and brush critically dry, he said, and fires have spread much faster in recent years.

County officials one-by-one took a turn at the microphone telling residents how to sign up for debris removal, what could happen when rain hits the now-barren hillsides, and about steps in the recovery process.

"We sadly have a lot of experience about doing this because of the Thomas Fire," said County Executive Officer Mike Powers.

The Thomas Fire burned 1,063 structures, most of them homes, on the west side of the county in December 2017.

At last count, the Woolsey Fire had burned nearly 97,000 acres and destroyed 1,500 structures. Most were in Los Angeles County and more than 150 were in Ventura County.

What happens when the rain comes?

After a fire, periods of intense rain can trigger debris flows and flash floods on bare slopes.

County Public Works Director Jeff Pratt said experts were working on models and tracking weather patterns to help alert people before debris flows could cause problems.

He urged people to look into flood insurance even if they're not in a floodplain and to sign up for local emergency alerts through vcalert.org (http://vcalert.org). The county also has posted tips under "rain ready" button on the venturacountyrecovers.org (http://venturacountyrecovers.org/homeowners-guide-flood-debris-erosion-control/) website.

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MORE: Woolsey Fire, Hill Fire recovery center opens in Ventura County for businesses (/story/money/business/2018/11/20/woolsey-fire-hill-fire-recovery-center-opens-local-businesses/2064269002/)

“One of the areas we’re most worried about is just down the road — Little Sycamore Canyon. These canyons are going to melt if we get the right rain,” Pratt said.

Little Sycamore Canyon is a big drainage area that will wash into a little space by the highway, he said.

Rain is expected on Wednesday, but the National Weather Service said peak rain rates should be below critical thresholds for debris flows.

Officials urged residents to keep an eye on weather reports and changing conditions. Sandbags are available (https://www.facebook.com/venturacountyfire/photos/a.10152420385504890/10156697432884890/?type=3&theater) at the fire station on Pacific Coast Highway, as well as at Circle X Ranch off Yerba Buena Road and at Yerba Buena and Vedder roads.

What are the rules to rebuild?

For those looking to rebuild, people asked questions about how being in a coastal area would affect the process.

Special restrictions exist in the area designated as having environmentally sensitive habitat and can require costly mitigation measures.

County officials said they already have started conversations with other neighboring areas and the California Coastal Commission, which has authority over coastal areas.

MORE: Focus shifts to rain in Woolsey, Hill fire burn areas (/story/news/2018/11/20/focus-shifts-rain-woolsey-hill-fire-burn-areas/2061525002/)

They allowed those who lost homes in the 2017 Thomas Fire to get a simple, over-the-counter permit to rebuild in the same footprint of the destroyed house.

“Our intention is to try to do something similar here in the coastal zones,” said Chris Stephens, the county’s director of resources management. “If you were to rebuild the home as it was prior to the fire, you would have a very simplified permitting process.”

But, he said, “we can’t say for certain that the Coastal Commission will agree.”

Buy Photo

Juan Grenados watches the fire come up the canyon near the house of his friend Rick Mecagni at Mipolomol and Cotharin roads in the mountains of Ventura County. The Woolsey Fire started Nov. 8 near Simi Valley and burned in both Ventura and Los Angeles counties. *(Photo: JUAN CARLO/THE STAR)*

Where can you get more information?

For more information about recovery, county officials suggested residents go to a local assistance center, a sort of one-stop resource for those affected by Hill and Woolsey fires.

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It's at the Thousand Oaks Grant R. Brimhall Library, 1401 E. Janss Road. It will be open through 5 p.m. Sunday, except for Thanksgiving.

FEMA representatives also encouraged residents to go to their website (https://www.fema.gov/) at fema.gov (http://fema.gov) for information about assistance.

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MORE WOOSLEY FIRE COVERAGE

Woolsey Fire burglar allegedly took women's lingerie from evacuated home (/story/news/local/communities/conejo-valley/2018/11/19/woolsey-fire-burglar-allegedly-took-women-lingerie-evacuated-home/2063166002/)

Rams honor people affected by Borderline shooting, fires during emotional Monday night (/story/sports/2018/11/20/rams-honor-people-affected-borderline-shooting-fires-monday-night/2060073002/)

Updates: Woolsey Fire 98 percent contained (/story/news/2018/11/08/crews-mobilize-battle-brush-fire-santa-rosa-valley/1935359002/)

Read or Share this story: https://www.vcstar.com/story/news/local/2018/11/20/woosley-fire-update-malibu-thousand-oaks-highway-101-california/2058125002/

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Juan Grenados watches the fire come up the canyon near the house of his friend Rick Mecagni at Mipolomol and Cotharin roads in the mountains of Ventura County. The Woolsey Fire started Nov. 8 near Simi Valley and burned in both Ventura and Los Angeles counties. *(Photo: JUAN CARLO/THE STAR)*

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MORE WOOSLEY FIRE COVERAGE:

Woolsey Fire burglar allegedly took women's lingerie from evacuated home

Rams honor people affected by Borderline shooting, fires during emotional Monday night

Updates: Woolsey Fire 98 percent contained

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This is historical material “frozen in time”. The website is no longer updated and links to external websites and some internal pages may not work.

Translate

Acting Governor Newsom Declares State of Emergency in Los Angeles and Ventura Counties Due to Fires

Published: Nov 09, 2018

SACRAMENTO – Acting Governor Gavin Newsom today issued an emergency proclamation for Los Angeles and Ventura counties due to the effects of the Hill and Woolsey fires, which have destroyed homes, threatened critical infrastructure and caused the evacuation of residents.

Yesterday, Acting Governor Newsom issued an emergency proclamation for Butte County due to the effects of the Camp Fire, and sent a letter to the President and Federal Emergency Management Agency requesting a Presidential Emergency Declaration for Direct Federal Assistance to support the communities impacted by wildfires burning across the state, including the Camp, Hill, Woolsey and Nurse fires.

The full text of today’s proclamation is below:

Latest News

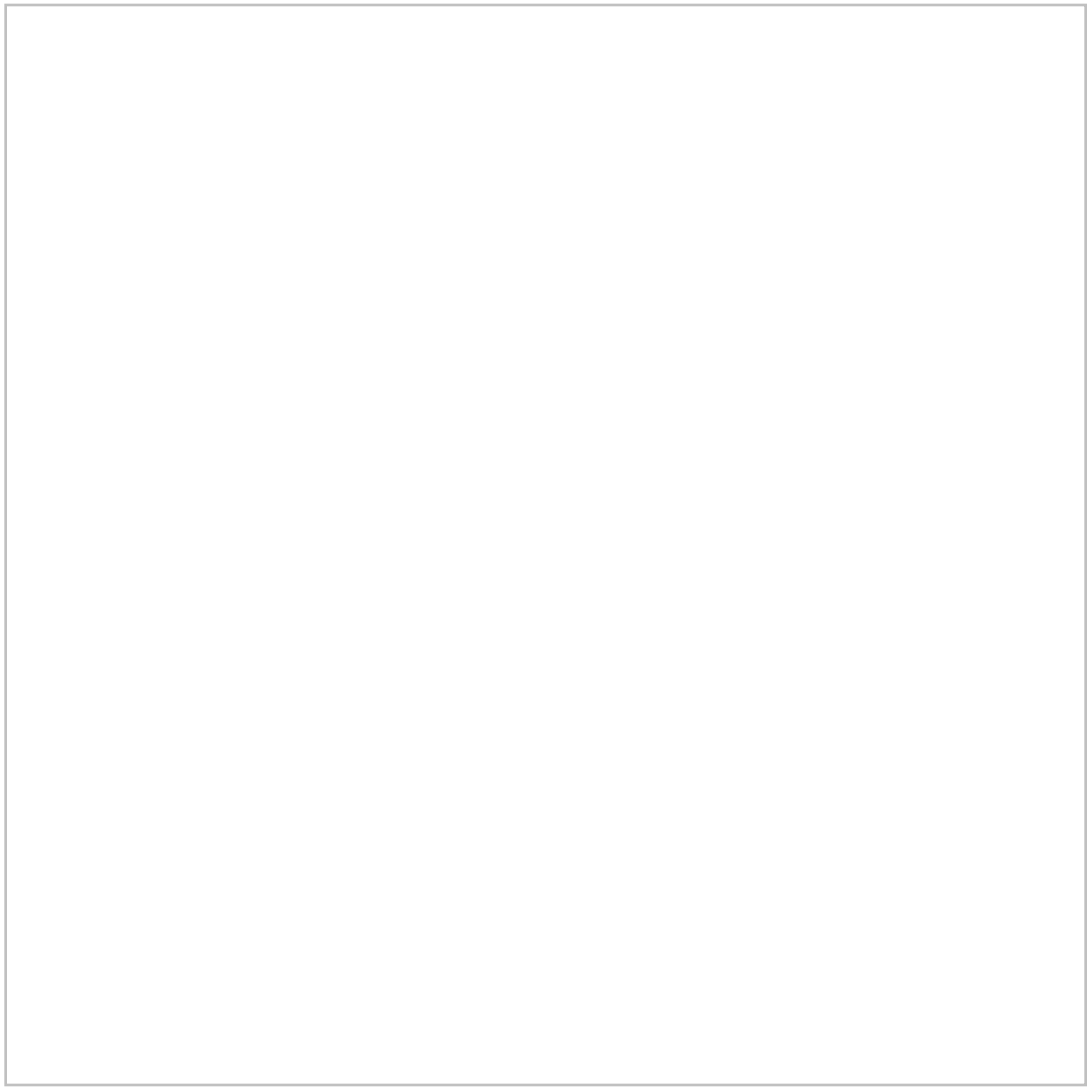
Governor Brown Announces Appointments

EXECUTIVE ORDER B-62-18

2018 Executive Report on Pardons, Commutations of Sentence and Reprieves

2018 Executive Report on Parole Review Decisions

Form 801 Gift to Agency Reports



PROCLAMATION OF A STATE OF EMERGENCY

WHEREAS on November 8, 2018, the Hill Fire and Woolsey Fire began burning in Ventura County and continue to burn; and

WHEREAS the Woolsey Fire has crossed into Los Angeles County; and

WHEREAS these fires have destroyed homes and continue to threaten additional homes and other structures, necessitating the evacuation of tens of thousands of residents; and

WHEREAS these fires have forced the closure of roadways and continue to threaten critical infrastructure; and

WHEREAS high temperatures, low humidity, and erratic winds have further increased the spread of these fires; and

WHEREAS the Federal Emergency Management Agency has approved a Fire Management Assistant Grant to assist with the mitigation, management, and control of the Hill Fire and Woolsey Fire; and

WHEREAS the circumstances of these fires, by reason of its magnitude, are

or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to combat; and

WHEREAS under the provisions of Government Code section 8558(b), I find that conditions of extreme peril to the safety of persons and property exists in Los Angeles and Ventura counties due to these fires; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with the various statutes and regulations specified in this order would prevent, hinder, or delay the mitigation of the effects of these fires.

NOW, THEREFORE, I, GAVIN NEWSOM, Acting Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in Los Angeles and Ventura counties due to the Hill and Woolsey Fires.

IT IS HEREBY ORDERED THAT:

1. All agencies of the state government utilize and employ state personnel, equipment, and facilities for the performance of any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan. Also, all citizens are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.

2. The Office of Emergency Services shall provide local government assistance to Los Angeles and Ventura counties, if appropriate, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.
3. As necessary to assist local governments and for the protection of public health and the environment, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services necessary to quickly assist with the response to and recovery from the impacts of the Hill Fire and Woolsey Fire. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of the Hill Fire and Woolsey Fire.

4. The provisions of Unemployment Insurance Code section 1253 imposing a one-week waiting period for unemployment insurance applicants are suspended as to all applicants who are unemployed as a direct result of the Hill Fire or Woolsey Fire, who applied for unemployment insurance benefits during the time period beginning November 8, 2018, and ending on the close of business on May 8, 2019, and who are otherwise eligible for unemployment insurance benefits.
5. Vehicle Code sections 9265(a), 9867, 14901, 14902, and 15255.2, requiring the imposition of fees, are suspended with regard to any request for replacement of a driver's identification card, vehicle registration certificate, or certificate of title, by any individual who lost such records as a result of the Hill Fire or Woolsey Fire. Such records shall be replaced without charge.
6. The provisions of Vehicle Code sections 4602 and 5902, requiring the timely registration or transfer of title are suspended with regard to any registration or transfer of title by any resident of Los Angeles County or Ventura County who is unable to comply with those requirements as a result of the Hill Fire and Woolsey Fire. The time covered by this suspension shall not be included in calculating any late penalty pursuant to Vehicle Code section 9554.
7. Health and Safety Code sections 103525.5 and 103625, and Penal Code section 14251, requiring the imposition of fees are hereby suspended with regard to any request for copies of certificates of birth, death, marriage, and dissolution of marriage records, by any individual who lost such records as a result of the Hill Fire or Woolsey Fire. Such copies shall be provided without charge.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 9th day of November 2018.

GAVIN NEWSOM

Acting Governor of California

ATTEST:

_____

ALEX PADILLA

Secretary of State

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Original text

Contribute a better translation

Mesa Union School District

We teach students, to create, connect, and collaborate-for life!"

2019-2020 BELL SCHEDULE

Regular Schedule

TK/Kindergarten		Kindergarten (10/14/19-6/13/20)		1st Grade	
8:25	School Begins	8:25	School Begins	8:25	School Begins
8:25-9:35	Instruction **(70 Minutes)**	8:25-9:35	Instruction **(70 Minutes)**	8:25-9:35	Instruction **(70 Minutes)**
9:35-9:50	Recess (15 Minutes)	9:35-9:50	Recess (15 Minutes)	9:35-9:50	Recess (15 Minutes)
9:50 -11:05	Instruction **(75 Minutes)**	9:50 -11:05	Instruction **(75 Minutes)**	9:50 -11:05	Instruction **(75 Minutes)**
11:05-11:40	Lunch (35 Minutes)	11:05-11:40	Lunch (35 Minutes)	11:05-11:40	Lunch (35 Minutes)
11:40-1:00	Instruction **(80 Minutes)**	11:40-1:00	Instruction **(80 Minutes)**	11:40-1:00	Instruction **(80 Minutes)**
Total 225: Minutes of Instruction		1:00-1:15	Recess (15 Minutes)	1:00-1:15	Recess (15 Minutes)
		1:15-2:35	Instruction **(80 Minutes)**	1:15-2:35	Instruction **(80 Minutes)**
		Total 305: Minutes of Instruction		**Total 305: Minutes of Instruction**	

2nd & 3rd		4th & 5th Grade		6th -8th Grade	
8:25	School Begins	8:10	School Begins	8:10	School Begins
8:25-10:10	Instruction **(105 Minutes)**	8:10-10:30	Instruction **(140 Minutes)**	8:10-9:53	Instruction **(103 Minutes)**
10:10-10:25	Recess (15 Minutes)	10:30-10:45	Recess (15 Minutes)	9:53-10:08	Nutrition (15 Minutes)
10:25-11:25	Instructional **(60 Minutes)**	10:45-12:25	Instruction**(100 Minutes)**	10:10-11:48	Instruction **(98 Minutes)**
11:25-12:00	Lunch (35 Minutes)	12:25-1:00	Lunch (35 Minutes)	11:48-12:23	Lunch (35 Minutes)
12:00-1:15	Instruction **(75 Minutes)**	1:00-2:40	Instruction **(100 Minutes)**	12:25-2:40	Instruction **(135 Minutes)**
1:15-1:30	Recess (15 Minutes)	**Total 340: Minutes of Instruction**		**Total 336: Minutes of Instruction**	
1:30-2:35	Instruction **(65 Minutes)**				
Total 305 Minutes of Instructional					

Early Release Day (Most Wednesdays) Schedule (TK-3 1:00 Dismissal/4-8 1:05 Dismissal)

TK/Kindergarten/1st		2nd / 3rd	
8:25	School Begins	8:25	School Begins
8:25-9:30	Instruction **(65 Minutes)**	8:25-10:10	Instruction **(105 Minutes)**
9:30-9:45	Recess (15 Minutes)	10:10-10:25	Recess (15 Minutes)
9:45 -11:05	Instruction **(80 Minutes)**	10:25-11:25	Instruction **(60 Minutes)**
11:05-11:40	Lunch (35 Minutes)	11:25-12:00	Lunch (35 Minutes)
11:40-1:00	Instruction **(80 Minutes)**	12:00-1:00	Instruction **(60 Minutes)**
Total 225 Minutes of Instruction		**Total 225 Minutes of Instruction**	

4th & 5th Grade		6th -8th Grade	
8:10	School Begins	8:10	School Begins
8:10-10:30	Instruction **(140 Minutes)**	8:10-9:25	Instruction **(75 Minutes)**
10:30-10:45	Recess (15 Minutes)	9:25-9:40	Nutrition(15 Minutes)
10:45-12:20	Instruction **(100 Minutes)**	9:42-12:02	Instruction **(140 Minutes)**
12:25-1:00	Lunch (35 Minutes)	12:02-12:37	Lunch (35 Minutes)
1:00-1:05	Instruction **(5 Minutes)**	12:37-1:05	Instruction **(28 Minutes)**
Total 245 Minutes of Instruction		**Total 243 Minutes of Instruction**	

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Teaching Agreement-Credential Programs

This Agreement entered into between the Trustees of the California State UNIVERSITY on behalf of California State UNIVERSITY Channel Islands, hereafter referred to as "UNIVERSITY," and the **Mesa Union School District, CA.** thereafter referred to as "AGENCY".

WHEREAS, AGENCY and UNIVERSITY desire to enter into an agreement for AGENCY to provide teaching experience through practice teaching to students enrolled in teacher training curricula of the UNIVERSITY; and

NOW, THEREFORE, it is mutually agreed between the UNIVERSITY and AGENCY as follows:

1. The Term of this Agreement is July 1, 2019 through June 30, 2022, with the option to either party to review and terminate the Agreement at the end of each year by providing written notice of termination to the other party on or before June 30 of each year.

2. AGENCY shall provide to the UNIVERSITY students, teaching experience through practice teaching in schools and classes of AGENCY. Such practice teaching shall be provided in such schools or classes of AGENCY and under the direct supervision and instruction of such employees of AGENCY, as AGENCY and the UNIVERSITY, through their duly authorized representative, may agree upon.

3. AGENCY may refuse to accept for practice teaching any student of the UNIVERSITY assigned to practice teaching in AGENCY, and upon request of AGENCY, the UNIVERSITY shall terminate the assignment of any student of the UNIVERSITY to practice teaching in the AGENCY.

   "Practice teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of AGENCY, in the schools or classrooms in which the practice teaching is provided.

4. The UNIVERSITY Department of Education will work with AGENCY to ensure the student follows and completes the California state's requirement for fingerprinting/background checks prior to student teaching. The UNIVERSITY will also obtain from student and keep on file a clear TB test for each semester.

5. An assignment of a student of the UNIVERSITY to practice teaching in classes of AGENCY shall be, at the discretion of the UNIVERSITY for a minimum of 16 weeks of student teaching, each semester, for two semesters of the school year (i.e., fall and spring) . UNIVERSITY students enrolled in (EDMS 586, EDSS 586, and SPED 586) classes during the fall semester will spend a minimum of three days per week at an assigned school at AGENCY. UNIVERSITY students enrolled in (EDMS 592, EDSS 592, and SPED 592) classes during the spring semester will spend a minimum of three days per week at an assigned school at AGENCY. Candidates must complete a minimum of 300 hours in each semester's placement.

5.1 Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided to the student by AGENCY.

6. At no time shall a student be considered or become an employee of AGENCY. The practice teaching is for the benefit of the student, and students do not displace regular employees. The UNIVERSITY shall inform the students that they are not entitled to wages or employee benefits for the time spent at AGENCY in practice teaching. Further, Students are not employees of the UNIVERSITY.

7. Indemnification:

The parties hereto shall indemnify and hold each other harmless from any and all claims, losses, damages or injuries to person or property, and all costs, expenses and attorney's fees incurred in connection therewith, caused by the negligence or intentional acts of the indemnifying party, its agents or employees, arising out of performance of this Agreement.

8. Insurance:

It is understood and agreed that the UNIVERSITY will maintain insurance (self-group) programs to fund its liabilities under or arising from the Agreement.

The UNIVERSITY agrees to procure and provide the SPLIP (Student Professional Liability Insurance Program) as a "claims made" policy with at least One Million Dollars ($1,000,000) minimum limit for each occurrence and at least Three Million Dollars ($3,000,000) aggregate for all covered parties, and not per student. Coverage is provided for claims which are both: (1) first made against the Insured during the policy period: and (2) reported to the Carrier as soon as practical, but not later than three (3) years after the policy period. AGENCY will be considered an additional insured on the student's general liability policy. The UNIVERSITY agrees that AGENCY shall be an additional named insured under the SPLIP.

9. Compliance with Laws: Harassment Policy:

The UNIVERSITY acknowledge and agree that student will comply with all applicable laws and regulations. The UNIVERSITY acknowledges receipt of AGENCY's policy against harassment, including but not limited to sexual harassment, and agrees that student and UNIVERSITY will abide by said policy at all times.

9.1 Before assigning student to AGENCY, the UNIVERSITY will instruct such student on applicable UNIVERSITY and federal laws relating to unlawful discrimination (including harassment).

9.2 The UNIVERSITY will also instruct student on state and federal laws related to the Family Educational Rights and Privacy Act (FERPA).

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Teaching Agreement-Credential Programs

10. CSU POLICIES, RULES AND REGULATIONS – TITLE IX

As established under California State UNIVERSITY Executive Orders 1096 and 1097, it is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military and veteran status in its programs and activities. UNIVERSITY provides equal accommodations, advantages, facilities, privileges and services for all members of the campus community, as well as third parties, in its programs and activities.

AGENCY agrees to abide by all CSU policies to the extent such policies apply to UNIVERSITY students, staff, faculty and guests, including CSU policies prohibiting discrimination, harassment, and retaliation of all students, employees and third parties in CSU educational programs and activities. CSU Executive Orders 1096 and 1097 are accessible here:

CSU Executive Order 1096 "Systemwide *Policy* Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide *Procedure* for Addressing Such Complaints by Employees and Third Parties"
http://www.calstate.edu/eo/EO-1096-rev-6-23-15.html

CSU Executive Order 1097 "Systemwide *Policy* Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide *Procedure* for Addressing Such Complaints by Students"
http://www.calstate.edu/eo/EO-1097-rev-6-23-15.html

UNIVERSITY shall respond promptly and effectively to all reports of discrimination, harassment, and retaliation, and will take appropriate action to prevent, correct, cease, and when necessary, discipline behavior that violates this policy. Reports of possible discrimination, harassment or retaliation by AGENCY will result in the immediate termination of this agreement and immediate departure of the STUDENT from the AGENCY premises, regardless of the status of the UNIVERSITY's investigation.

11. This Agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations, including but not limited to laws prohibiting discrimination and harassment.

12. Any notices required by this Agreement will be deemed to have been duly given if communicated to the following individuals:

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Teaching Agreement-Credential Programs

UNIVERSITY:
Brian Sevier
Dean, School of Education
(805) 437-2073
brian.sevier@csuci.edu

AGENCY: Mesa Union School District
Jeff Turner
Superintendent
(805) 485-1411
jturner@mesaschool.org

IN WITNESS WHEREOF, this Agreement has been fully executed by the parties as of the date last written below.

For CSU Channel Islands

04/05/2019

Rhonda Florick Date
Procurement & Contract Services

For Agency

Signature Date

Print Name

Print Title

MESA UNION SCHOOL DISTRICT
CERTIFICATION OF SIGNATURES

I, **Jeff Turner**, Secretary to the Board of Education of the Mesa Union School District of Ventura County, California certify that the signatures shown below are the verified signatures of the members of the Governing Board of the above-named school district (Part 1). Verified signatures of the person or persons authorized to sign orders drawn on the funds of the school district, Notices of Employment, Contracts, etc., appear in Part 2. These certifications are made in accordance with the provisions of Education Code Sections indicated.* If those authorized to sign orders shown in Part 2 are unable to do so, the law requires the signatures of the majority of the Governing Board.

These approved signatures will be considered valid for the period of **July 1, 2019 to December 15, 2019**.

Date of Board Action: **May 21, 2019** Signature: _____
Secretary of the Board

PART I

Signatures of Members of the Board

Signature: _____
Print/Type: **Mary Crull**
President of the Board of Education

Signature: _____
Print/Type: **Roddie Villa**
Member of the Board of Education

Signature: _____
Print/Type: **Krista Nowak**
Clerk of the Board of Education

Signature: _____
Print/Type: _____
Member of the Board of Education

Signature: _____
Print/Type: **Dr. Neil Canby**
Member of the Board of Education

Signature: _____
Print/Type: _____
Member of the Board of Education

Signature: _____
Print/Type: **Steven Sullivan**
Member of the Board of Education

*K-12 Districts
42632
42633

PART 2

Signatures of Personnel and/or Members of the Governing Board authorized to Sign Checks, Orders for Salary Payment, Notices of Employment, Contracts, etc.. Please list after each name all items that a person is authorized to sign.

Signature: _____
Print/Type: **Jeff Turner**
Title: Superintendent/Principal
Authorized to Sign: A-G, 1-5

Signature: _____
Print/Type: **Kim Kuklenski**
Title: Assistant Principal
Authorized to Sign: A-G, 1-5

Signature: _____
Print/Type: **Erica Magdaleno**
Title: Executive Assistant
Authorized to Sign: E-G, 1-5

Signature: _____
Print/Type: **Irene Ramirez**
Title: School Administrative Assistant
Authorized to Sign: E-G, 1-5

Signature: _____
Print/Type: **Tami Peterson**
Title: Chief Business Official
Authorized to Sign: A-G, 1-5

Please attach an extra sheet for additional signatures if needed. If the Board has given special instructions for the signing of checks or orders, please attach a copy of the resolution.

PART 2

Signatures of Personnel and/or Members of the Governing Board authorized to Sign Checks, Orders for Salary Payment, Notices of Employment, Contracts, etc.. Please list after each name all items that a person is authorized to sign.

Signature: _____
Print/Type: **Benny Martinez**
Title: Director of School Business Services
Authorized to Sign: A-G, 1-5

Signature: _____
Print/Type: **Rudy Calasin**
Title: Assistant Director of Fiscal Services
Authorized to Sign: A-G, 1-5

Signature: _____
Print/Type: **Maria Eva Lopez**
Title: Senior Accountant
Authorized to Sign: A-G, 1-5

Signature: _____
Print/Type: _____
Title: _____
Authorized to Sign: _____

Signature: _____
Print/Type: _____
Title: _____
Authorized to Sign: _____

Please attach an extra sheet for additional signatures if needed. If the Board has given special instructions for the signing of checks or orders, please attach a copy of the resolution.

The following documents must be filed with School Business and Advisory Services:

A. Authorization to sign reports, budgets, and all documents requiring signature of Secretary or Clerk.

B. Authorization to approve payroll orders.

C. Authorization to approve commercial check orders.

D. Authorization to sign collection reports to the county.

E. Authorization to sign board approved budget transfers.

F. Authorization to sign Interfund and Intrafund transfers.

G. Authorization to sign Contracts after Board Approval.

Examples of documents requiring district authority (not required to be filed with School Business and Advisory Services):

1. Authorization to sign Employment Contracts.

2. Appointment of authorized agents, for federal and state applications.

3. Appointment of representatives to acquire surplus property.

4. Authorization to sign cafeteria reports.

5. Authorization to sign checks on district bank accounts, i.e., cafeteria; clearing account.

Districts must notify School Business and Advisory Services in writing and submit Board Approved signature authorization amendments as staff and / or organizational changes occur mid-year.

Field Trip Request Form

DISTRICT/CHARTER Mesa Union School District

Trip Date June 13, 2019 Destination Saticoy Club

Type of Activity: ■ Learning Activity ☐ Athletic Activity ■ Other (please describe) graduation activity

Academic Focus/Purpose of Trip graduation activity

Lunch Request ____ Sack ____ Cafeteria X Other

Transportation: ☐ Walking ■ Vehicle: Bus X Contract Bus ____ Van *____ Private Car *____

Number of Students 63 Chaperones 10+ Drivers ____

Departure time from School 10:30 a.m. Departure time from Destination 2:15 p.m.

Bus to remain with group? ☐ Yes ■ No Driver's Proof of Liability on File ____

List any other planned stops none

Teacher(s) Dwork/Jahr Grade(s) 8

Cost 0 Funding Source ____ Bill to ____ Account # ____ (Program or Resource #)

Approved ☐ Yes ☐ No **Board Action** ■ **Yes** ☐ **No** **Date of Board Action** ____

J Dwork
Applicant's Signature

Jeffrey L Turner
Principal's or Superintendent's Signature

Driver's Use Only

Vehicle Number ____ Check in Time ____

Ending Odometer ____ Departure time from school ____

Beginning Odometer ____ Return time to school ____

Odometer difference ____ Check out time ____

Driver's Signature ____

Use for Split Trips Only

Vehicle Number ____

Ending Odometer ____ Departure time from school ____

Beginning Odometer ____ Return time to school ____

Odometer difference ____ Check out time ____

Driver's Signature ____

District's Routing Instructions

____ Teacher(s) mark your calendars to avoid conflicts
____ School Office Staff
____ Kitchen Staff
____ Other (List) ____

BSA Office Use Only

____ Miles x ____ Rate = ____ TOTAL

* Driver of his/her personal vehicle must submit an Employee/Volunteer Personal Vehicle Use form to the district office prior to trip.

White – Transportation Department *Yellow – BSA Office* *Pink – District Approved Copy* *Gold – Originator's Copy*

Board of Trustees:
Dr. Neil Canby
Mary Crull
Krista Nowak
Steven Sullivan
Roddie Villa

Superintendent/Principal
Jeff Turner
Assistant Principal
Kim Kuklenski

Department	Electives			Grade	8
Course Title	Intro to Spanish	Course Number	ELEC 7110	State number	2204
Course Length	semester	Required		Elective	X
Textbook	TBD				

COURSE DESCRIPTION:
Introduction to Spanish exposes students to formal and informal conversation, vocabulary, grammar, and the cultures of Spanish speaking countries. This course will develop capacity in each of the four major communication skills; listening, reading, speaking, and writing. A major emphasis will be on basic conversational skills with accurate pronunciation and intonation, while fostering an appreciation of the culture. This course will be open to 8th grade native and non-native speakers.

Board of Trustees:
Dr. Neil Canby
Mary Crull
Krista Nowak
Steven Sullivan
Roddie Villa

Superintendent
Jeff Turner
Assistant Principal
Kim Kuklenski

"Honor the Past, Live in the Present, Drive to the Future….The Mesa Way!"

To: Mesa Union School District Board of Trustees

From: Jeff Turner, Superintendent

Date: May 21, 2019

Re: Item 13J

MESA STUDENT CAFETERIA ACCOUNT SUMMARY

NAME	AMOUNT
[redacted]	(61.55)
[redacted]	(32.80)
[redacted]	(692.85)
[redacted]	(789.50)
[redacted]	(56.85)
[redacted]	(132.75)
[redacted]	(28.75)
[redacted]	(207.25)
[redacted]	(482.60)
[redacted]	(72.50)
[redacted]	(270.50)
[redacted]	(27.05)
[redacted]	(57.00)
[redacted]	(203.75)
[redacted]	(147.15)
[redacted]	(802.40)
[redacted]	(47.20)
[redacted]	(77.65)
Total:	($4,190.1 0)

CSBA Sample
Board Policy
Charter School Oversight

BP 0420.41
Philosophy, Goals, Objectives and Comprehensive Plans

Note: The following optional policy may be revised to reflect district practice. The Governing Board is obligated to monitor the performance of any charter school it authorizes in order to ensure the school's compliance with legal requirements and progress toward meeting measurable outcomes specified in the charter. Information about the school's performance is necessary when determining whether to grant a renewal of the charter or whether a revocation of the charter is warranted; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, pursuant to Education Code 47604, if the district complies with all oversight responsibilities required by law, it will not be liable for the debts or obligations of any charter school that operates as or is operated by a nonprofit public benefit corporation pursuant to Corporations Code 5110-6910.

Note: Pursuant to Education Code 47605, if the State Board of Education (SBE) approves a petition upon appeal after the Board and County Board of Education have denied the petition, the SBE may, by mutual agreement, designate its supervisorial and oversight responsibilities to the Board or to any local educational agency in the county in which the charter school is located.

The Governing Board recognizes its ongoing responsibility to oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

(cf. 0420.4 - Charter School Authorization)
(cf. 0500 - Accountability)

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

Note: Education Code 47604.32 requires the district to visit each charter school at least once every year. CSBA's publication Charter Schools: A Guide for Governance Teams recommends more frequent visits, perhaps two or three times during the school year, in order to monitor school operations more closely and develop relationships with the staff at the charter school.

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of the charter school at any time. (Education Code 47604.32, 47607)

***Note: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 47604, if a charter school operates as or is operated by a nonprofit public

benefit corporation, the Board is entitled to a single representative on the board of directors of the nonprofit public benefit corporation. CSBA's publication Charter Schools: A Guide for Governance Teams recommends that the district consult with legal counsel and consider any potential conflict of interest that may arise from having an individual Board member vote as a member of the charter board of directors on issues on which the Board will need to provide oversight. CSBA's guide suggests that an alternative approach may be for the district to designate its charter school contact, appointed pursuant to Education Code 47604.32, to attend meetings of the charter school board.***

The Superintendent or designee shall attend meetings of the charter school governing body whenever possible and shall periodically meet with a representative of the charter school.

Waivers

Note: A charter school is not authorized to submit general waiver requests to the SBE on its own behalf. Rather, the district must submit the waiver request for the charter school. A general waiver request form is available on the California Department of Education's (CDE) web site. Exceptions for which the charter school may directly apply for a waiver include a waiver of the federal Strengthening Career and Technical Education for the 21st Century Act and a specific waiver of instructional time penalties.

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to the SBE on behalf of the charter school.

(cf. 1431 - Waivers)

Provision of District Services

Note: The following optional section may be revised to reflect district practice. A charter school may elect to receive its funding directly from the County Superintendent of Schools pursuant to Education Code 47651 and be directly responsible for the provision of payroll, human resources, maintenance and operations, legal services, and other administrative operations. Alternatively, a charter school may receive its funding through the district that granted its charter. CSBA's publication Charter Schools: A Guide for Governance Teams recommends one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school, including any services that will be provided by the district; see BP 0420.4 - Charter School Authorization.

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services, the district and charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between the district and charter school.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

Material Revisions to Charter

Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to establish or move operations to one or more additional sites, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

Monitoring Charter School Performance

Note: The district has a responsibility to oversee that the charter school complies with all applicable legal requirements. Violation of any law may subject the school to revocation pursuant to Education Code 47607. See the accompanying Exhibit for a list of legal requirements pertaining to the operation of charter schools.

The Superintendent or designee shall monitor the charter school to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

Note: Education Code 47605 requires that measurable student outcomes for "all groups of students served by the charter school" be included in the school's charter petition and that these outcomes be aligned with the state priorities for the local control and accountability plan (LCAP) as stated in Education Code 52060; see AR 0420.4 - Charter School Authorization. Pursuant to Education Code 47607, "all groups of students served by the charter school" means all numerically significant subgroups of students served by the charter school, as defined in Education Code 52052. Pursuant to Education Code 52052, numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students (or 15 foster youth or homeless students).

Note: Education Code 47605 requires that the charter petition include methods for measuring the charter school's progress toward achieving student outcomes. Although the measures of the school's progress may vary, Education Code 47605 requires that charter schools conduct any statewide assessments applicable to other public schools. In addition, charter schools are included in the California School Dashboard, which reports the status of school performance on multiple state and local indicators and is intended to assist schools and districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP. Charter schools that serve high-risk students may qualify for the state's Dashboard Alternative School Status (DASS) program, which uses modified methods of measurement for accountability indicators when appropriate.

The Board shall monitor the charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school, as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter petition and any applicable memorandum of understanding, and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP), as reported in the California School Dashboard.

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, annual update of the charter school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

Note: Education Code 47613 authorizes the district to charge the charter school, within specified limits, for the costs of supervisorial oversight of the school. Education Code 47613 provides that the costs of supervisorial oversight include, but are not limited to, costs incurred for technical assistance or intervention pursuant to Education Code 47607.3; see the section "Technical Assistance/Intervention" below. CSBA's publication Charter Schools: A Guide for Governance Teams suggests that supervisorial oversight activities also might include site visits, reviews of performance data and financial reports, and legal auditing. The actual provision of administrative or support services would not be considered supervisorial oversight for purposes of charging supervisorial oversight costs to the charter school. Those services may be purchased separately by the charter school.

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisorial oversight of the school. However, if the district is able to provide substantially rent-free facilities to the charter school, the district may charge up to three percent of the charter school's revenue for actual costs of supervisorial oversight or, if the facility is provided under Education Code 47614, the pro-rata share facilities costs calculated pursuant to 5 CCR 11969.7. If the district charges the pro-rata share, it may also charge one percent of the charter school's revenue in oversight fees. (Education Code 47613)

(cf. 7160 - Charter School Facilities)

Technical Assistance/Intervention

If, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school based on the California School Dashboard

2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

~~***Note: Education Code 47607 requires the Board to consider specified criteria of academic performance when determining whether to deny a petition for charter renewal or to revoke a charter, with achievement of all student subgroups served by the charter school being the most important factor; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, Education Code 47607.3 requires the Board to consider revocation of a charter whenever it finds that the charter school has failed, or is unable, to implement the recommendations of the California Collaborative for Educational Excellence or continues to demonstrate persistent or acute inadequate performance.***~~

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to the academic achievement of all numerically significant subgroups of students served by the charter school.

(cf. 0420.42 - Charter School Renewal)
(cf. 0420.43 - Charter School Revocation)

Complaints

~~***Note: Pursuant to Education Code 52075, charter schools are required to establish policies and procedures for addressing complaints of noncompliance with Education Code 47606.5 (annual update of school goals, actions, and related expenditures) or 47607.3 (technical assistance or intervention based on the school's failure to improve student outcomes). See AR 1312.3 - Uniform Complaint Procedures for applicable procedures.***~~

Each charter school shall establish and maintain policies and procedures to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4670, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

School Closure

Note: The following optional section may be revised to reflect district practice. Pursuant to Education Code 47605, procedures to be followed in the event a charter school ceases operation for any reason must be specified in the charter; see AR 0420.4 - Charter School Authorization. 5 CCR 11962 lists components that must be included in these procedures, including (1) designation of a responsible entity to conduct closure-related activities; (2) notifications to specified persons and entities; (3) provision of information about students' grade level, course completion, and district of residence; (4) transfer and maintenance of student and personnel records; (5) completion of an independent final audit; and (6) disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed.

Note: Depending on the terms of the charter, these duties may be performed by the charter school, the district, or another specified entity. However, Education Code 47604.32 specifies that it is the responsibility of the district to notify the CDE when a charter school ceases operation for any reason. The CDE's web site also recommends that, in addition to the notifications required by 5 CCR 11962, either the district or the charter school should announce the closure to any school districts that may be responsible for providing education services to the former students of the charter school.

Note: The CDE's web site recommends that charter school closures occur at the end of a school year if it is feasible to maintain a legally compliant program until then.

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of the charter is denied, the charter is revoked, or the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Legal Reference:
EDUCATION CODE

215 Suicide prevention policy
215.5 Suicide prevention hotline contact information on student identification cards
220 Nondiscrimination
221.61 Posting of Title IX information on web site
221.9 Sex equity in competitive athletics
222 Lactation accommodations for students
222.5 Pregnant and parenting students, notification of rights
234.4 Mandated policy on bullying prevention
234.7 Student protections relating to immigration and citizenship status
17070.10-17079.30 Leroy F. Greene School Facilities Act
17280-17317 Field Act
17365-17374 Field Act, fitness for occupancy
32282 Comprehensive safety plan
32283.5 Online training on bullying prevention
33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act
35179.4-35179.6 Interscholastic athletic programs, safety
35183.1 Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance
35330 Field trips and excursions; student fees
38080-38086 School meals
39831.3 Transportation safety plan
39843 Disciplinary action against bus driver; report to Department of Motor Vehicles
41024 Report of expenditure of state facility funds
42100 Annual statement of receipts and expenditures
44030.5 Reporting change in employment status due to alleged misconduct
44237 Criminal record summary
44691 Information on detection of child abuse
44830.1 Certificated employees, conviction of a violent or serious felony
45122.1 Classified employees, conviction of a violent or serious felony
45125.1 Fingerprinting; employees of contracting entity
46015 Accommodations for pregnant and parenting students; parental leave
47600-47616.7 Charter Schools Act of 1992
47634.2 Nonclassroom-based instruction
47640-47647 Special education funding for charter schools
47651 Apportionment of funds, charter schools
48000 Minimum age of admission for kindergarten; transitional kindergarten
48010-48011 Minimum age of admission (first grade)
48206.3-48208 Students with temporary disabilities; individual instruction
48850-48859 Educational placement of foster youth and homeless students
48907 Students' exercise of free expression; rules and regulations
48950 Student speech and other communication
49005-49006.4 Seclusion and restraint
49011 Student fees
49014 Public School Fair Debt Collection Act
49061 Student records
49073.2 Privacy of student and parent/guardian personal information

49076.7 Student records; data privacy; Social Security numbers
49110 Authority to issue work permits
49381 Human trafficking prevention
49414 Epinephrine auto-injectors
49414.3 Administration of opioid antagonist
49428 Notification of mental health services
49430-49434 The Pupil Nutrition, Health, and Achievement Act of 2001, especially:
49431.9 Advertisement of non-nutritious foods
49475 Health and safety, concussions and head injuries
49557.5 Child Hunger Prevention and Fair Treatment Act of 2017
49564 Meals for needy students
51224.7 Mathematics placement policy
51225.1-51225.2 Exemption from local graduation requirements; acceptance of coursework
51225.6 Instruction in cardiopulmonary resuscitation
51513 Diploma of graduation, without passage of high school exit examination
51745-51749.6 Independent study
51930-51939 California Healthy Youth Act
52052 Accountability; numerically significant student subgroups
52060-52077 Local control and accountability plans
52075 Uniform complaint procedures
56026 Special education
56145-56146 Special education services in charter schools
60600-60649 Assessment of academic achievement
64000 Categorical programs included in consolidated application
64001 School plan for student achievement, consolidated application programs
65000-65001 School site councils
69432.9-69432.92 Cal Grant program; notification of grade point average and high school graduation
CORPORATIONS CODE
5110-6910 Nonprofit public benefit corporations
GOVERNMENT CODE
1090-1099 Prohibitions applicable to specified officers
3540-3549.3 Educational Employment Relations Act
6250-6270 California Public Records Act
54950-54963 Ralph M. Brown Act
81000-91014 Political Reform Act of 1974
HEALTH AND SAFETY CODE
104420 Tobacco Use Prevention Education grant program
104559 Tobacco-free schools
LABOR CODE
1198.5 Personnel records related to performance and grievance
PENAL CODE
667.5 Definition of violent felony
1192.7 Definition of serious felony
VEHICLE CODE
28160 Child safety alert system

CALIFORNIA CONSTITUTION
Article 9, Section 5 Common school system
Article 16, Section 8.5 Public finance; school accountability report card
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
11700.1-11705 Independent study
11960-11969 Charter schools
CODE OF REGULATIONS, TITLE 24
101 et seq. California Building Standards Code
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972; discrimination based on sex
6311 State plan
7221-7221j Charter schools
UNITED STATES CODE, TITLE 42
11431-11435 McKinney-Vento Homeless Assistance Act
CODE OF FEDERAL REGULATIONS, TITLE 34
200.1-200.78 Accountability
COURT DECISIONS
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986
ATTORNEY GENERAL OPINIONS
Opinion No. 11-201 (2018)
89 Ops.Cal.Atty.Gen. 166 (2006)
80 Ops.Cal.Atty.Gen. 52 (1997)
78 Ops.Cal.Atty.Gen. 297 (1995)
CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS
Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources:
CSBA PUBLICATIONS
Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018
Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017
Charter Schools: A Guide for Governance Teams, rev. 2016
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual
Sample Copy of a Memorandum of Understanding
Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017
Special Education and Charter Schools: Questions and Answers, September 10, 2002
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Charter Schools Program: Title V, Part B of the ESEA, January 2014
WEB SITES
CSBA: http://www.csba.org
California Charter Schools Association: http://www.calcharters.org
California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
National Association of Charter School Authorizers: http://www.qualitycharters.org

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

(10/13 10/16) 3/19

CSBA Sample

Exhibit

Charter School Oversight

E 0420.41

Philosophy, Goals, Objectives and Comprehensive Plans

REQUIREMENTS FOR CHARTER SCHOOLS

Note: Pursuant to Education Code 47610, charter schools are exempt from Education Code provisions governing school districts unless otherwise specified in law. However, charter schools, like other public schools, are subject to the state and federal constitutions, applicable federal laws, state laws that apply to governmental agencies in general, and state laws that are expressly applicable to charter schools. The following Exhibit lists some, but not necessarily all, legal requirements that apply to charter schools and may be used by districts to monitor a charter school's compliance with law. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607; see BP 0420.43 - Charter School Revocation.

A charter school shall be subject to the terms of its charter; any memorandum of understanding between the school and the district Governing Board; the state and federal constitutions; applicable federal laws; state laws that apply to governmental agencies in general; and other legal requirements that are expressly applicable to charter schools, including, but not limited to, requirements that each charter school or the entity managing the charter school:

Governance

Note: Pursuant to Education Code 47604.1, as added by SB 126 (Ch. 3, Statutes of 2019), charter schools are subject to the Ralph M. Brown Act, the California Public Records Act, the Political Reform Act of 1974, and conflict of interest laws, as provided in item #1 below. Although Education Code 47604.1 is not effective until January 1, 2020, a 2018 Attorney General opinion also concluded that, under current law, those statutes govern all local agencies including charter schools.

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 6250-6270), conflict of interest laws (Government Code 1090-1099), and Political Reform Act (Government Code 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code 47604.1)

2. Except as otherwise authorized by Government Code 54954, hold the meetings of its governing body within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside. In addition, a two-way teleconference location shall be established at the school site and/or resource center,

as applicable. (Education Code 47604.1)

Operations

3. Not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)

4. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)

Admission/Enrollment

5. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)

6. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)

Note: Education Code 56145 requires charter schools to serve students with disabilities in the same manner as other public schools. Pursuant to Education Code 47646, districts must ensure that each charter school that is deemed to be a public school of the district, and is not its own local educational agency (LEA) for special education purposes, receives an equitable share of special education funding and services for students with disabilities who are enrolled in the charter school.

Note: If a charter school is operating as a public school of the district for purposes of special education, the district retains responsibility and must determine how to ensure that students with disabilities receive a free appropriate public education (FAPE). However, as indicated in the California Office of Administrative Hearings ruling in Student v. Horizon Instructional Systems Charter School, a charter school operating as its own LEA for purposes of special education, including a charter school offering an independent study program, is the entity responsible for providing FAPE.

7. Serve students with disabilities in the same manner as such students are served in other district schools (Education Code 47646, 56145)

8. Admit all students who wish to attend the charter school, according to the following criteria and procedures:

a. Admission to the charter school shall not be determined according to the student's or parent/guardian's place of residence within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within that school's former attendance area. (Education Code 47605)

If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission preference for students who are currently enrolled in that public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, with preference extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)

c. Other admission preferences may be permitted by the Board of the district on an individual school basis consistent with law. (Education Code 47605)

9. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)

10. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)

11. Allow a student who is enrolled in the charter school but receiving individual instruction at home or a hospital due to a temporary disability to return to the charter school when well enough to do so, provided the student returns during the school year in which the individual instruction was initiated (Education Code 48207.3)

Nondiscrimination

12. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)

13. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the charter school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code 234.7

14. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator (Education Code 221.61)

15. If the charter school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)

16. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Education Code 222, 222.5, 46015)

17. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)

Tuition and Fees

18. Not charge tuition (Education Code 47605)

Note: Education Code 47605 specifically prohibits a charter school from charging tuition, but does not mention fees or other charges. As clarified in the California Department of Education's (CDE) advisory Pupil Fees, Deposits, and Other Charges, because charter schools are subject to the California Constitution, the free school guarantee of the California Constitution, Article 9, Section 5, applies to charter schools. Charter schools may only charge fees which are explicitly authorized by law for charter schools. For example, charter schools may charge fees for meals and field trips pursuant to Education Code 35330, 38082, and 38084 because those provisions apply to charter schools, but charter schools may not necessarily charge other fees authorized by law for school districts.

19. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools

20. Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school. The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code 49014)

School Plans

21. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, in consultation with specified stakeholders and using the template adopted by the State Board of Education (SBE). To the extent practicable, data shall be reported in a manner consistent with how information is reported on the California School Dashboard. As part of the LCAP adoption and annual update to the LCAP, the governing body of the charter school shall separately adopt a local control funding formula budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the school's

budget. (Education Code 47604.33, 47606.5, 52064, 52064.1)

22. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code 64000-64001, 65000-65001)

23. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan by March 1 each year (Education Code 47605)

24. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code 39831.3; Vehicle Code 28160)

Curriculum and Instruction

Note: Education Code 47612.5 specifies, by grade level, the minimum number of instructional minutes that must be offered each fiscal year. Any charter school that fails to meet this requirement will have its state apportionment reduced in proportion to the percentage of instructional minutes that the school fails to offer. Education Code 47612.5 and 47612.6 provide that neither the State Board of Education nor the Superintendent of Public Instruction may waive the required number of instructional minutes but may waive the fiscal penalties under specified conditions.

25. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)

26. If the charter school offers a kindergarten program, also offer a transitional kindergarten program to students whose fifth birthday is from September 2 through December 2 (Education Code 48000)

27. If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)

28. If the charter school serves students in any of grades 7-12, provide comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education at least once in junior high or middle school and once in high school, beginning in the 2019-2020 school year (Education Code 51931, 51934)

29. If the charter school serves students in any of grades 6-12, identify and implement methods of informing parents/guardians of human trafficking prevention resources by January 1,

2020 (Education Code 49381)

Note: Education Code 47612.5 provides that charter schools offering independent study are subject to Education Code 51745-51749.6. Education Code 51745 requires that no course included among the courses required for graduation may be offered solely through independent study. However, pursuant to 5 CCR 11705, a charter school offering grades 9-12 shall be deemed to be an "alternative school" for purposes of independent study and thus, according to the CDE, would comply with this provision because students in such alternative schools are enrolled voluntarily and, if they wished, could attend any other district high school in which the courses were offered via classroom instruction.

30. If the charter school provides independent study, meet the requirements of Education Code 51745-51749.6, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)

31. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)

High School Graduation

32. Exempt a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers between schools after the second year of high school, or a student participating in a newcomer program for newly immigrant students in grades 11-12, from any graduation requirements established by the charter school that exceed state requirements, unless the school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school (Education Code 51225.1, 51225.2)

33. Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 51413)

34. Allow a student to wear traditional tribal regalia or recognized objects of religious or cultural significance as an adornment at school graduation ceremonies, unless the charter school determines that an item is likely to cause a substantial disruption of, or material interference with, the ceremony (Education Code 35183.1)

Student Expression

Note: Education Code 48907 requires charter schools to establish a written "publications code" related to students' rights to freedom of speech and of the press. These written rules and regulations must include reasonable provisions for the time, place, and manner in which free expression may take place within the charter school's jurisdiction.

35. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the

wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

Staffing

36. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)

37. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who will have contact with students has had a criminal background check (Education Code 44830.1, 45122.1, 45125.1)

38. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)

39. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)

40. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)

Parent/Guardian Involvement

41. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605)

42. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code 47605)

Nutrition

43. Beginning with the 2019-2020 school year, provide each eligible student with one nutritionally adequate free or reduced-price meal during each school day, except as provided for a charter school that offers nonclassroom-based instruction (Education Code 47613.5)

44. If the charter school participates in the National School Lunch and/or Breakfast program, not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)

45. If the charter school participates in the National School Lunch and/or Breakfast program, notify parents/guardians within 10 days of their child's meal account reaching a negative balance; ensure that a student with unpaid school meal fees is not shamed, treated differently, or served a meal that differs from other students; and prohibit student discipline from resulting in the denial or delay of a nutritionally adequate meal (Education Code 49557.5)

46. If the charter school participates in the National School Lunch and/or Breakfast program and is a very high poverty school, as defined, apply to the California Department of Education (CDE) to provide lunch and/or breakfast free of charge to all students under a federal universal service provision (Education Code 49564)

Student Health

47. If the charter school serves students in grades 7-12, adopt a policy on suicide prevention, intervention, and postvention with specified components, review the policy at least every five years, and, if the school issues student identification cards, print the telephone number of the National Suicide Prevention Lifeline on those cards (Education Code 215, 215.5)

48. Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community (Education Code 49428)

49. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)

50. If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)

51. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire at least one automated external defibrillator (AED) for the school, and make the AED available at on-campus athletic activities or events (Education Code 35179.4, 35179.6)

52. Provide school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the type required pursuant to Education Code 49414 (Education Code 49414)

53. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of

Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

Student Conduct/Discipline

54. Adopt a policy on bullying and cyberbullying prevention by December 31, 2019, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code 234.4, 32283.5)

55. Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response (Education Code 49005-49006.4)

Student and Parent/Guardian Records

56. Not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law (Education Code 49076.7)

57. Upon written request, not include the directory information of a student or the personal information of a parent/guardian, as defined, in the minutes of a meeting of the governing body (Education Code 49073.2)

58. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)

59. If the charter school serves high school students, submit to the Student Aid Commission, for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

Facilities

60. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)

a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and

17365-17374.

b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

Finance

61. Promptly respond to all reasonable inquiries from the district, the county office of education, or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records (Education Code 47604.3)

62. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)

63. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)

64. Annually prepare and submit financial reports to the district Board and the County Superintendent of Schools in accordance with the following reporting cycle:

a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)

b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)

c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)

d. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)

e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and CDE. (Education Code 47605)

65. If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30), annually report a detailed list of all expenditures of state funds and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion (Education Code 41024)

Accountability

66. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article 16, Section 8.5)

(7/17 5/18) 3/19

CSBA Sample

Board Policy

Uniform Complaint Procedures

BP 1312.3
Community Relations

Note: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 mandates districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. See the section "Complaints Subject to UCP" below for a list of programs and activities subject to these procedures pursuant to state law.

Note: The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code 234.1, and (2) records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.

Note: The U.S. Department of Education's Office for Civil Rights (OCR) enforces federal anti-discrimination laws, including Title II of the Americans with Disabilities Act (42 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000e-17), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107). OCR has issued guidance describing federal requirements for discrimination complaint procedures. OCR requires such complaint procedures to be "prompt and equitable." OCR evaluates a district's procedures based on factors specified in the accompanying administrative regulation, including whether the procedures (1) provide notice to the district's students, parents/guardians, and employees; (2) ensure adequate, reliable, and impartial investigation of complaints; (3) contain reasonably prompt timeframes for major stages of the complaint process; (4) provide notice to the complainant of the resolution of the complaint; and (5) provide an assurance that action will be taken to prevent recurrence of any discrimination found and to correct its effects.

Note: The following policy and accompanying administrative regulation reflect all components required by law and the FPM instrument. Additional details provided herein may help districts during a compliance check by CDE or in the event that a CDE or OCR investigation occurs.

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve

complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

Note: The FPM process includes a review of a district's policies and procedures to determine whether all district programs and activities that are subject to the UCP, as listed in the FPM instrument, are addressed. Items #1-12 list all programs and activities identified in the FPM instrument. The district may revise the following items to reflect the programs it offers and the grade levels it serves.

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

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; Economic Impact Aid; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; special education programs; California State Preschool Programs; Tobacco-Use Prevention Education programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5131.62 - Tobacco)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory

harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

Note: Education Code 46015, as added by AB 2289 (Ch. 942, Statutes of 2018), authorizes the use of UCP for complaints alleging the district's noncompliance with requirements related to the provision of parental leave to a pregnant or parenting student or other accommodations to which pregnant and parenting students are entitled pursuant to Education Code 46015.

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)

Note: Pursuant to Education Code 52075, any complaint alleging noncompliance with the requirements of Education Code 52060-52077 may be filed in accordance with the district's UCP. Pursuant to Education Code 52064.1, as added by AB 1808 (Ch. 32, Statutes of 2018), by July 1, 2019 districts are required to develop a local control funding formula budget overview for parents/guardians in conjunction with the LCAP.

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

Note: Education Code 64001, as amended by AB 716 (Ch. 471, Statutes of 2018), provides for the use of UCP for complaints alleging noncompliance with requirements to develop a school plan for student achievement pursuant to Education Code 64001 and to establish a school site council pursuant to Education Code 65000-65001.

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420 - School Plans/Site Councils)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

Note: Items #9-11 are for use by districts that maintain high schools.

Note: AB 2121 (Ch. 581, Statutes of 2018) amended Education Code 51225.1 and 51225.2 to add authorization to use the district's UCP for any complaint alleging the district's noncompliance with specified educational rights of migrant students and of students enrolled in a newcomer program (i.e., a program designed to meet the academic and transitional needs of newly arrived immigrant students that has as a primary objective the development of English language proficiency). Also see AR 6175 - Migrant Education Program.

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

Note: Item #12 is for use by districts that maintain elementary schools.

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

Note: 5 CCR 4621 mandates that district policy ensure that complainants are protected from retaliation as specified in item #13 below.

13. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

Note: Pursuant to 5 CCR 4610, a district may, at its discretion, use the UCP to investigate and resolve other complaints.

14. Any other complaint as specified in a district policy

Note: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. The following optional paragraph provides for a neutral mediator and should be revised to reflect district practice.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

Note: The following paragraph is mandated pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

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

Note: It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations.

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

(cf. 3580 - District Records)

Non-UCP Complaints

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

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Note: Complaints of employment discrimination are not subject to the UCP. Instead, pursuant to 2 CCR 11023, the district must establish an impartial and prompt process for addressing such complaints. In addition, 5 CCR 4611 requires that employment discrimination complaints be referred to the Department of Fair Employment and Housing (DFEH). See AR 4030 - Nondiscrimination in Employment for applicable complaint procedures.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

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

Note: In addition, Education Code 8235.5, as added by AB 1808, authorizes the use of Williams uniform complaint procedures to address any complaints alleging violations of health and safety requirements applicable to California State Preschool Programs (Education Code 8235-8239.1) that are exempt from licensing pursuant to Health and Safety Code 1596.792.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and misassignments, or health and safety violations in any license-exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32280-32289 School safety plan, uniform complaint procedures
33380-33384 California Indian Education Centers
35186 Williams uniform complaint procedures
44500-44508 California Peer Assistance and Review Program for Teachers
46015 Parental leave for students
48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49014 Student fees
49060-49079 Student records, especially:
49069.5 Records of foster youth
49490-49590 Child nutrition programs
49701 Interstate Compact on Educational Opportunity for Military Children
51210 Courses of study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements
51226-51226.1 Career technical education
51228.1-51228.3 Course periods without educational content
52060-52077 Local control and accountability plan, especially:
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52462 Career technical education
52500-52616.24 Adult schools
54000-54029 Economic Impact Aid
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56865 Special education programs

59000-59300 Special schools and centers
64000-64001 Consolidated application process; school plan for student achievement
65000-65001 School site councils
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
1596.792 California Child Day Care Act; general provisions and definitions
1596.7925 California Child Day Care Act; health and safety regulations
104420 Tobacco-Use Prevention Education
PENAL CODE
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 2
11023 Harassment and discrimination prevention and correction
CODE OF REGULATIONS, TITLE 5
3080 Applicability of uniform complaint procedures to complaints regarding students with disabilities
4600-4670 Uniform complaint procedures
4680-4687 Williams uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6576 Title I Improving the Academic Achievement of the Disadvantaged
6801-7014 Title III language instruction for limited English proficient and immigrant students
UNITED STATES CODE, TITLE 29
794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
12101-12213 Title II equal opportunity for individuals with disabilities
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample UCP Board Policies and Procedures
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter, September 22, 2017
Dear Colleague Letter: Title IX Coordinators, April 2015
Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Family Policy Compliance Office: https://www2.ed.gov/policy/gen/guid/fpco
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/ocr
U.S. Department of Justice: http://www.justice.gov

(5/17 3/18) 3/19

CSBA Sample

Administrative Regulation

Uniform Complaint Procedures

AR 1312.3
Community Relations

Note: 5 CCR 4621 mandates that the district's uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR 4600-4670. Additionally, Education Code 52075 mandates districts to adopt policies and procedures implementing the use of UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan (LCAP).

Note: Furthermore, a number of federal civil rights statutes and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). For example, all districts are mandated pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are mandated pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt such policies and procedures to address discrimination on the basis of sex and age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a district's procedures are "prompt and equitable" are addressed throughout the following administrative regulation.

Note: Apart from these mandates, state law authorizes the use of UCP to resolve complaints of noncompliance with laws related to the development of a school plan for student achievement and the establishment of school site councils; accommodations for pregnant and parenting students; prohibition against the charging of student fees; educational rights of foster youth, homeless students, former juvenile court school students, children of military families, migrant students, and students participating in a newcomer program for newly arrived immigrants; assignment of students to courses without educational content; and physical education instructional minutes. See the section "Complaints Subject to UCP" in the accompanying Board policy.

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

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

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

_____
(title or position)

_____
(unit or office)

_____
(address)

_____
(telephone number)

_____
(email)

Note: The following paragraph is for use by districts that have designated more than one compliance officer.

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

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with

the Superintendent or designee who shall determine how the complaint will be investigated.

Note: 5 CCR 4621 mandates that the district's policy provide that employees responsible for compliance and/or for investigating and resolving complaints are knowledgeable about the laws and programs at issue in the complaints they are assigned. OCR requires that the compliance officer(s) involved in implementing discrimination complaint procedures be knowledgeable about the procedures and be able to explain them to parents/guardians and students. They must also have training or experience in handling discrimination complaints, including appropriate investigative techniques and understanding of the applicable legal standards.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

Note: During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's UCP to the persons specified below.

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

Note: 5 CCR 4622 requires the district to include specified information in its annual UCP notice to students, parents/guardians, employees, and others. During the FPM process, CDE staff will check the notice to ensure that it contains the components specified below.

Note: A sample of the annual notice is available through the CDE web site. It is the district's responsibility to update the notice as necessary to reflect new law.

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3260 - Fees and Charges)

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred

5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)
(cf. 6175 - Migrant Education Program)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to

receive complaints

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision

9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

10. A statement that copies of the district's UCP are available free of charge

Note: The following paragraph may be modified to reflect district practice. Pursuant to Education Code 221.61, districts are required to post information related to Title IX on their web sites, including specified information about complaint procedures under Title IX. See AR 5145.3 - Nondiscrimination/Harassment. A district that does not maintain a web site may comply by posting the information on the web site of its county office of education. A comprehensive list of rights based on the provisions of the federal regulations implementing Title IX can be found in Education Code 221.8. In addition, in its April 2015 Dear Colleague Letter: Title IX Coordinators, OCR recommends that districts use web posting and social media to disseminate their nondiscrimination notices, policies, and procedures and communicate current compliance officer(s)' contact information to students, parents/guardians, and employees.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

***Note: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2002 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on balancing four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the

program, and (4) the resources available to the recipient. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.***

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

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

Filing of Complaints

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

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

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)

***Note: Education Code 49013 mandates districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees. Pursuant to Education Code 52075, anonymous complaints are

permitted with regard to the LCAP, as long as evidence, or information leading to evidence, to support the allegation of noncompliance is provided in the complaint.***

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

Note: OCR's Revised Sexual Harassment Guidance indicates that if a complainant in a sexual harassment case requests that the complainant's name or that of the victim not be revealed to the alleged perpetrator or asks that the complaint not be pursued, the district should first inform the complainant that honoring the request may limit its ability to respond and pursue disciplinary action against the alleged perpetrator. The OCR publication acknowledges that situations may exist in which a district cannot honor a student's request for confidentiality, but cautions that, in all instances, the district must still continue to ensure that it provides a safe and nondiscriminatory environment for all students. Districts should consult legal counsel before honoring a confidentiality request to withhold the victim's name from the alleged perpetrator, especially in the case of alleged sexual assault. These guiding principles would also apply to harassment on the basis of race, gender, disability, or other protected characteristic.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

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

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

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

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

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

Investigation of Complaint

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

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

***Note: In the investigation, the compliance officer should consider all relevant

circumstances, such as how the misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the identity, age, and sex of the individuals involved in and impacted by the conduct and the relationship between them; the number of persons engaged in the conduct and at whom the conduct was directed; the size of the school, location of the incidents, and context in which they occurred; and other incidents at the school involving different individuals.***

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

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

Note: 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the district refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below.

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

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Final Decision

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

Note: Pursuant to 5 CCR 4631, only a complainant has the right to receive a written report and to file a complaint with the Board if dissatisfied with the compliance officer's decision. However, OCR has recommended that the same rights be extended to a respondent to a complaint alleging unlawful discrimination to ensure the process is equitable for all involved. Furthermore, OCR recommends notifying the respondent in such a complaint whenever the complainant approves an extension of the timeline. Options 1 and 2 reflect these recommendations and may be modified to reflect district practice.

Note: Pursuant to 5 CCR 4640, when a UCP complaint is erroneously sent to CDE without first being filed with the district, the 60-day period specified in 5 CCR 4631 begins when the district receives the complaint.

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

OPTION 2:

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

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

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

Note: 5 CCR 4631 and guidance provided by OCR specify components that should be part of the district's decision. Inclusion of these items will help protect the district's position in case of an appeal to CDE, a complaint submitted to OCR, or if litigation is filed.

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:

a. Statements made by any witnesses

b. The relative credibility of the individuals involved

c. How the complaining individual reacted to the incident

d. Any documentary or other evidence relating to the alleged conduct

e. Past instances of similar conduct by any alleged offenders

f. Past false allegations made by the complainant

2. The conclusion(s) of law

3. Disposition of the complaint

4. Rationale for such disposition

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

The determination of whether a hostile environment exists may involve consideration of the

following:

a. The manner in which the misconduct affected one or more students' education

b. The type, frequency, and duration of the misconduct

c. The relationship between the alleged victim(s) and offender(s)

d. The number of persons engaged in the conduct and at whom the conduct was directed

e. The size of the school, location of the incidents, and context in which they occurred

f. Other incidents at the school involving different individuals

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

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

a. The corrective actions imposed on the respondent

b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.

c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

***Note: The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.67) protects student privacy, including student records containing details of the actions taken in response to a UCP complaint. However, pursuant to 20 USC 1221, FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." In February 2015, the Family Policy Compliance Office (FPCO), the federal agency which administers FERPA, released a letter concluding that FERPA permits a district to disclose to a student who was subjected to unlawful discrimination certain information about the sanctions imposed upon the offender when the sanctions directly relate to that student. Thus, if properly remedying the impact of discrimination would require disclosing to the alleged victim certain

information on how the district disciplined the alleged student offender (e.g., an order that the alleged offender stay away from the alleged victim), FPCO interprets FERPA as allowing the district to disclose that information.***

Note: Given the potential liability from improperly disclosing such information, districts are advised to consult with legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the offender.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

Note: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

Note: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from CDE.

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

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender,

disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

Note: The following section may be revised to reflect district practice.

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

(cf. 5137 - Positive School Climate)

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

1. Counseling

(cf. 6164.2 - Guidance/Counseling Services)

2. Academic support

3. Health services

4. Assignment of an escort to allow the victim to move safely about campus

5. Information regarding available resources and how to report similar incidents or retaliation

6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

7. Restorative justice

8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

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

1. Transfer from a class or school as permitted by law

2. Parent/guardian conference

3. Education regarding the impact of the conduct on others

4. Positive behavior support

5. Referral to a student success team

(cf. 6164.5 - Student Success Teams)

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

(cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

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

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

Note: Generally, when a complaint is found to have merit, an appropriate remedy is provided to the complainant or other affected person. However, in certain instances, the law may require a remedy to be provided to all affected persons, not just the complainant or subject of the complaint. For example, pursuant to Education Code 49013 and 5 CCR 4600, if the district, or CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy to all affected students and parents/guardians, as specified below. The same requirement applies to allegations of noncompliance with the LCAP requirements, pursuant to Education Code 52075, and to noncompliance with required instructional minutes for elementary students' physical education, pursuant to Education Code 51223. Districts that do not maintain elementary schools should delete reference to physical education below.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

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

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

Appeals to the California Department of Education

Note: 5 CCR 4632-4633 provide that complainants may appeal to CDE if they disagree with the district's decision on any matter within the scope of the UCP, as provided below.

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

Note: Although not required pursuant to 5 CCR 4631-4633, OCR recommends that the right to appeal the district's decision to CDE be extended to the respondent to an allegation of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) to ensure fairness for all parties involved. The following paragraphs reflect OCR's recommendation.

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

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

1. A copy of the original complaint

2. A copy of the written decision

3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision

4. A copy of the investigation file including, but not limited to, all notes, interviews, and

documents submitted by the parties and gathered by the investigator

5. A report of any action taken to resolve the complaint

6. A copy of the district's UCP

7. Other relevant information requested by CDE

Note: CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final written decision; (2) the complainant requires anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; (3) the complainant would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile; (4) the complainant alleges failure to comply with the due process procedures established pursuant to special education law and regulation to implement a due process hearing order; (5) the complainant alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) the complainant alleges failure to follow a student's individualized education program.

(5/17 3/18) 3/19

CSBA Sample

Administrative Regulation

Williams Uniform Complaint Procedures

AR 1312.4
Community Relations

Note: Education Code 35186 mandates that districts establish policies and procedures to address complaints regarding insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, and emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff. When such a complaint is filed with the district, the district is required to investigate and resolve the complaint in accordance with the Williams uniform complaint procedures established pursuant to 5 CCR 4680-4687. In addition, pursuant to Education Code 8235.5, as added by AB 1808 (Ch. 32, Statutes of 2018), California State Preschool Programs (CSPP) (Education Code 8235-8239.1) that are exempt from licensing pursuant to Health and Safety Code 1596.792 must utilize district complaint procedures, with modifications as necessary, to resolve allegations of noncompliance with applicable health and safety requirements. The Legislative Counsel's Digest of AB 1808 clarifies that the Williams uniform complaint procedures are the applicable procedures.

Note: It is recommended that districts use these procedures only for complaints specified in law and this administrative regulation. See BP/AR 1312.3 - Uniform Complaint Procedures for a discussion of the types of complaints subject to the uniform complaint procedures established pursuant to 5 CCR 4600-4670. For procedures related to complaints about employees, see BP/AR 1312.1 - Complaints Concerning District Employees. For complaints concerning the district's adoption and selection of specific instructional materials, see BP/AR 1312.2 - Complaints Concerning Instructional Materials. For complaints regarding the district's nutrition program, see BP 3555 - Nutrition Program Compliance.

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)

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

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

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

d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)

a. A semester begins and a teacher vacancy exists.

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

(cf. 4112.22 - Staff Teaching English Learners)

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

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

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

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

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

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

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

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

~~***Note: The following optional paragraph is for use by districts that maintain any of grades 6-12. Education Code 35292.6 requires a school that serves any of grades 6-12 and meets a 40 percent student poverty threshold, as defined in 20 USC 6314, to stock at least 50 percent of the school's restrooms with feminine hygiene products for use in connection with the menstrual cycle, and to not charge students for such products. See AR 3517 - Facilities Inspection. Although Education Code 35292.6 does not require a complaint process, it is recommended that the Williams uniform complaint procedures be used to address any allegation of noncompliance with Education Code 35292.6 in order to ensure consistency in the procedures that districts use to address allegations of noncompliance with all restroom maintenance requirements.***~~

In any district school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, as defined in 20 USC 6314, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

(cf. 3514 - Environmental Safety)
(cf. 3517 - Facilities Inspection)

~~***Note: Item #4 is for use by districts that operate one or more CSPP programs which are exempt from licensure by Health and Safety Code 1596.792 and are subject to the health and safety requirements of Health and Safety Code 1596.7925, as added by AB 1808. Pursuant to Health and Safety Code 1596.7925, the California Department of Education (CDE) must adopt regulations by July 1, 2019, that contain the program requirements specified below.***~~

4. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations, including any complaint alleging that: (Education Code 8235.5; Health and Safety Code 1596.7925)

a. The preschool does not have outdoor shade that is safe and in good repair.

b. Drinking water is not accessible and/or readily available throughout the day.

c. The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

d. Restroom facilities are not available only for preschoolers and kindergartners.

e. The preschool program does not provide visual supervision of children at all times.

f. Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

g. Playground equipment is not safe, in good repair, or age appropriate.

Forms and Notices

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

~~***Note: Education Code 8235.5 and 35186 require that the district's complaint form contain the elements stated in the following paragraph. In addition, Education Code 8235.5 and 35186 require that a notice be posted in each classroom in each school in the district, as specified below. See the accompanying exhibits for sample forms and classroom notices.***~~

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 8235.5, 35186; 5 CCR 4680)

~~***Note: The following paragraph may be revised to reflect the grade levels offered by the district.***~~

The Superintendent or designee shall post in each K-12 classroom in each school a notice containing the components specified in Education Code 35186. In each license-exempt CSPP classroom, a notice containing the components specified in Education Code 8235.5 shall be posted. (Education Code 8235.5, 35186)

Filing of Complaint

Note: Education Code 8235.5 and 35186 require that complaints be investigated and resolved within the timelines specified below. During the Federal Program Monitoring (FPM) process, CDE staff will expect to see statements regarding the filing of the complaint, the investigation, timelines, and the complainant's right to appeal to the Governing Board and to appeal facilities complaints to CDE, as detailed in the following section and the section "Investigation and Response" below.

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee, or the preschool administrator or designee as appropriate, at the school in which the complaint arises. A complaint about problems beyond the authority of the principal or preschool administrator shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 8235.5, 35186; 5 CCR 4680)

Investigation and Response

The principal/preschool administrator or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within their authority. (Education Code 8235.5, 35186; 5 CCR 4685)

Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint. (Education Code 8235.5)

The principal/preschool administrator or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 8235.5, 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal/preschool administrator or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the principal/preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8235.5, 35186; 5 CCR 4680, 4685)

Note: Education Code 48985 specifies that, when 15 percent or more of the students enrolled in a particular school speak a single primary language other than English, all notices, reports, statements, or records sent to the parents/guardians of such students be written in English and in the primary language. Education Code 8235.5 and 35186 require that, when Education Code 48985 is applicable, any response requested by the complainant must be written in English and in the primary language in which the complaint was filed.

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 8235.5, 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 8235.5, 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a or #4 in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal/preschool administrator or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 8235.5, 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 8235.5, 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

~~***Note: During the FPM process, CDE staff will expect to see the following statement.***~~

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 8235.5, 35186; 5 CCR 4686)

Legal Reference:
EDUCATION CODE
234.1 Prohibition of discrimination, harassment, intimidation, and bullying
1240 County superintendent of schools, duties
8235-8239.1 California State Preschool Programs, especially:
8235.5 California State Preschool Program, complaints regarding health and safety issues
17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
33126 School accountability report card
35186 Williams uniform complaint procedures
35292.5-35292.6 Restrooms, maintenance and cleanliness
48985 Notice to parents in language other than English
60119 Hearing on sufficiency of instructional materials
HEALTH AND SAFETY CODE
1596.792 California Child Day Care Act; general provisions and definitions
1596.7925 California Child Day Care Act; health and safety regulations
CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures
4680-4687 Williams uniform complaint procedures
UNITED STATES CODE, TITLE 20
6314 Title I schoolwide program

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California County Superintendents Educational Services Association: http://www.ccsesa.org
California Department of Education, Williams case: http://www.cde.ca.gov/eo/ce/wc
State Allocation Board, Office of Public School Construction: http://www.opsc.dgs.ca.gov

(11/10 8/14) 3/19

CSBA Sample

Exhibit

Williams Uniform Complaint Procedures

E 1312.4
Community Relations

Exhibit 1

~~***Note: Education Code 35186 requires that the following notice be posted in each K-12 classroom in each school in the district. During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains all the information described below.***~~

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
K-12 COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

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

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

~~***Note: Education Code 35186 requires that the notice inform parents/guardians of the location to obtain a complaint form and provides that posting a notice downloadable from the CDE's web site will satisfy this requirement. The law does not require that complaint form be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.***~~

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

(11/07 8/14) 3/19

Exhibit (2) 1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

~~***Note: Education Code 35186 creates the Williams uniform complaint procedures for the filing of complaints concerning deficiencies in textbooks or instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The following form contains elements required by Education Code 35186 and 5 CCR 4681-4683. During the Federal Program Monitoring process, California Department of Education staff will check to ensure that the complaint form includes all of the elements specified below.***~~

K-12 COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? __ Yes __ No

Contact information: (if response is requested)
Name: _____

Address: _____
Phone number: Day: _____ Evening: _____
E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:
School name/address: _____
Course title/grade level and teacher name: _____
Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

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

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

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

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

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

__ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

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

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

__ A teacher is assigned to teach a class for which the teacher lacks subject matter

competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

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

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

Note: The following optional item is for districts that choose to use the William uniform complaint procedures to address complaints alleging noncompliance with requirements to stock restrooms at certain schools with feminine hygiene products pursuant to Education Code 35292.6; see the accompanying administrative regulation.

__ For a school that serves students in any of grades 6-12 with 40 percent of more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost.

__ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

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~~***Note: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location in the spaces below.***~~

Please file this complaint at the following location:

_____
(principal or designee)

_____
(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

_____
_____
(Signature)
(Date)

(11/10 8/14) 3/19

WILLIAMS UNIFORM COMPLAINT PROCEDURES

~~***Note: Education Code 8235.5, as added by AB 1808 (Ch. 32, Statutes of 2018), requires that the following notice be posted in each classroom with a license-exempt California State Preschool Program (CSPP) (Education Code 8235-8239.1). The notice must include the health and safety requirements that apply to such CSPP programs pursuant to Health and Safety Code 1596.7925, which may be the subject of a complaint under the Williams uniform complaint procedures.***~~

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

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair

2. Drinking water that is accessible and readily available throughout the day

3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children

4. Restroom facilities that are available only for preschoolers and kindergartners

5. Visual supervision of children at all times

6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time

7. Playground equipment that is safe, in good repair, and age appropriate

~~***Note: Education Code 8235.5 requires that the notice include the location to obtain a complaint form and provides that posting a notice downloadable from the CDE's web site will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.***~~

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

Exhibit(4) 1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

~~***Note: Pursuant to Education Code 8235.5, as added by AB 1808 (Ch. 32, Statutes of 2018), Williams uniform complaint procedures should be used for complaints alleging that a license-exempt California State Preschool Program (CSPP) does not comply with any of the health and safety requirements specified in Health and Safety Code 1596.7925.***~~

PRESCHOOL COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 8235.5 requires that the complaint procedures in 5 CCR 4680-4687 be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? __ Yes __ No

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

Date problem was observed: _____

Location of the problem that is the subject of this complaint:
School name/address: _____
Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

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

__ The preschool does not have outdoor shade that is safe and in good repair.

__ Drinking water is not accessible and/or readily available throughout the day.

__ The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

__ Restroom facilities are not available only for preschoolers and kindergartners.

__ The preschool program does not provide visual supervision of children at all times.

__ Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

__ Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

_____

_____

_____

_____

_____

_____

Note: Education Code 8235.5, as added by AB 1808, requires complaints identified above to be filed with the preschool administrator or designee. Districts should specify the names and/or locations in the spaces below.

Please file this complaint at the following location:

_____
(preschool administrator or designee)

_____
(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

_____

_____
(Signature)

(Date)

CSBA Sample

Administrative Regulation

Access To District Records

AR 1340
Community Relations

Note: Article 1, Section 3 of the California Constitution grants any person the right to access information concerning meetings and writings of state and local government bodies, officials, and agencies as long as the constitutional rights of privacy and due process are protected. Courts broadly interpret rules or laws granting access and narrowly interpret those denying access; thus, the burden is on the district to demonstrate the need for restricting access to public records.

Note: The following optional administrative regulation lists those records defined as public and, in contrast, those defined as confidential to which there is no public access. It is not intended to provide an all-inclusive list of records that may be defined as either public or confidential.

Definitions

Note: Pursuant to Government Code 6252, a "public record" includes any writing that relates to district business as defined below.

Note: Emails and other electronic communications related in a substantive manner to district business are considered public records. Furthermore, in City of San Jose v. Superior Court, the California Supreme Court held that using a personal account or personal device to send or receive communications regarding public business does not categorically exclude those records from disclosure upon request under the California Public Records Act (CPRA) (Government Code 6250-6270). The court noted that public agencies are required to disclose all applicable records that can be located "with reasonable effort," including those records contained on a public employee's or official's personal device or account. Such searches need not be extraordinary or intrusive. For further information, see CSBA's Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications. Also see the accompanying Board policy, AR 3580 - District Records, and BB 9012 - Board Member Electronic Communications.

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

(cf. 3580 - District Records)
(cf. 9012 - Board Member Electronic Communications)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government Code 6252)

Public Records

Note: While not specifically enumerated in Government Code 6252, items #1-14 below are items which fall within the definition of "public records."

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)

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

2. Statistical compilations

3. Reports and memoranda

4. Notices and bulletins

5. Minutes of public meetings (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

7. Official communications between the district and other government agencies

Note: District and school plans (e.g., local control and accountability plan, school plan for student achievement, comprehensive safety plan) must generally be accessible to the public. However, pursuant to Education Code 32281, the Governing Board may choose to prohibit disclosure of those portions of the comprehensive safety plan that include tactical responses to criminal incidents. See BP 0450 - Comprehensive Safety Plan.

8. District and school plans, and the information and data relevant to the development and

evaluation of such plans, unless otherwise prohibited by law

(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 7110 - Facilities Master Plan)

9. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

Note: Although Government Code 6254 exempts from disclosure those records pertaining to pending litigation, the Attorney General opined in 71 Ops.Cal.Atty.Gen. 235 (1988) that records predating the filing of the lawsuit are subject to disclosure. In Fairley v. Superior Court, a California Court of Appeal concurred and held that documents were exempted only if they were prepared for use in litigation. (See item #2 in the section "Confidential Records" below.) The following item reflects the opinion of the court and the Attorney General. The Board should consult legal counsel if it believes that any document related to litigation should not be disclosed.

10. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 6254, 6254.25)

(cf. 3320 - Claims and Actions Against the District)

11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

(cf. 9270 - Conflict of Interest)

Note: Generally, the names and salaries of public employees are subject to disclosure under the CPRA. In Sacramento County Employees Retirement System v. Superior Court, a California Court of Appeal held that the names and corresponding pension benefits of members of a county retirement system are subject to disclosure and are not considered "individual records of members" protected by Government Code 31532. However, in International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, the California Supreme Court recognized that, in some instances, the salaries of certain employees might be exempt from disclosure, depending on the facts and circumstances. The Board should consult legal counsel if it believes that any document related to the names and salaries of public employees should not be disclosed.

12. Documents containing names, salaries, and pension benefits of district employees

13. Employment contracts and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract)
(cf. 4117.5/4217.5/4317.5 - Termination Agreements)
(cf. 4141/4241 - Collective Bargaining Agreement)

14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Access to public records of the district shall be granted to Governing Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 6252.5, 6252.7)

~~***Note: Government Code 6254.29 specifies that the CPRA does not require a district to disclose an employee's social security number and states the Legislature's intent that districts redact social security numbers from any records being disclosed to the public. In addition, Government Code 6254.3 prohibits disclosure of an employee's personal cell phone number and birth date.***~~

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 6254.29, 6254.3)

Confidential Public Records

~~***Note: Pursuant to Government Code 8310.3, districts are prohibited from collecting or disclosing to federal government authorities any personal information regarding an individual's religious beliefs, practices, or affiliation for the purpose of compiling a list, registry, or database of individuals based on religious affiliation, national origin, or ethnicity.***~~

~~***Note: In addition, Education Code 234.7 prohibits the collection of information or documents regarding the citizenship or immigration status of students or their family members. If the district becomes aware of the citizenship or immigration status of any student, it is prohibited from disclosing that information to U.S. Immigration and Customs Enforcement (ICE), as such disclosure is not among the limited exceptions specified in law for which student records may be released without parental consent or a lawful judicial order. An ICE "administrative warrant" is not a court order that would allow a district to disclose student records without parent/guardian~~

~~consent. See BP/AR 5125 - Student Records, BP/AR 5145.13 - Response to Immigration Enforcement, and the Office of the Attorney General's publication Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues.***~~

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed to federal government authorities. (Education Code 234.7; Government Code 8310.3)

(cf. 5145.13 - Response to Immigration Enforcement)

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 6254, 6254.25)

3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

(cf. 4112.5/4212.5/4312.5) - Criminal Record Check)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees may only be disclosed as follows: (Government Code 6254.3)

a. To an agent or a family member of the employee

b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties

c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed

Upon written request of any employee, the district shall not disclose the employee's home

address, home telephone number, personal cell phone number, or birth date, and the district shall remove this information from any mailing list of the district except a list used exclusively to contact the employee.

(cf. 4140/4240/4340 - Bargaining Units)

d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

(cf. 4154/4254/4354 - Health and Welfare Benefits)

4. Student records, except directory information and other records to the extent permitted under the law, when disclosure is authorized by law

(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 5125.3 - Challenging Student Records)

5. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)

(cf. 6162.51 - State Academic Achievement Tests)

6. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)

7. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information (Government Code 6254)

8. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library, to persons authorized in writing by the individual to whom the records pertain, or by court order (Government Code 6254, 6267)

(cf. 6163.1 - Library Media Centers)

~~***Note: The following exemption protects attorney-client privileged communications and attorney work product, as well as other work product prepared for use in pending litigation or claims. Pursuant to the Rules of Professional Conduct of the State Bar of California, when an~~

attorney has been hired to represent the district as a whole, this privilege may only be waived by the Board.***

Note: In Los Angeles County Board of Supervisors v. Superior Court, the California Supreme Court held that invoices for the services of district counsel, or portions of those invoices, may be privileged and therefore exempt from disclosure. The Board should consult with legal counsel to determine what records to disclose in response to a CPRA request for such invoices.

9. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

(cf. 9124 - Attorney)

10. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)

11. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 6253.5)

(cf. 9223 - Filling Vacancies)

12. Minutes of Board meetings held in closed session (Government Code 54957.2)

(cf. 9321 - Closed Session Purposes and Agendas)

13. Computer software developed by the district (Government Code 6254.9)

14. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system (Government Code 6254.19)

15. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

(cf. 5141.6 - School Health Services)

16. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

***Note: Item #17 below reflects an exemption often referred to as the "catch-all" or "public interest" exemption pursuant to Government Code 6255. This exemption allows a district to

withhold a record based on analysis of the specific facts of the situation and in light of the competing public interests. This exemption also includes the "deliberative process privilege" which is designed to protect a district's decision-making process in order to encourage candid discussions within the district. Legal counsel should be consulted to determine whether a request for a record falls under this exemption.***

17. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Note: Court decisions have held that a public record request may be made orally, by phone, or in writing, including by email, fax, or hand delivery. The district may ask, but not require, that the person put an oral request in writing.

Any person may request a copy or inspection of any district record that is open to the public and not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of the determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request

2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request

3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request

4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records,

the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

~~***Note: Government Code 6253 states that copies of records must be provided "promptly." The term "promptly" is not defined in law, but Government Code 6253 also states that a district may not delay or obstruct the copying of records. Thus, if the records are held in a manner that allows for prompt disclosure, the records generally should not be withheld because of the 10-day response period or the 14-day extension detailed above.***~~

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

~~***Note: The following optional paragraph is for use by districts that charge for copies. See the accompanying Board policy.***~~

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 6253)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.

2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

Note: Government Code 6253.1 requires the district to assist a person requesting to inspect or obtain a copy of a public record as specified below. This assistance is not required if the district grants the request and the records are made available or if the request is denied on the grounds that the records are confidential.

If the Superintendent or designee denies a request for disclosable records, the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist

3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

(11/11 12/16) 3/19

CSBA Sample
Board Policy
Budget

BP 3100
Business and Noninstructional Operations

The Governing Board recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with and reflects the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0400 - Comprehensive Plans)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 3300 - Expenditures and Purchases)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

~~***Note: Education Code 42103 and 42127 require the district to hold a public hearing prior to adoption of the budget. A public hearing on the district's local control and accountability plan (LCAP) must occur at the same meeting as the public hearing on the proposed budget. See the accompanying administrative regulation and BP 0460 - Local Control and Accountability Plan for requirements pertaining to the public hearing.***~~

~~***Note: Pursuant to Education Code 52064.1, as added by AB 1808 (Ch. 32, Statutes of~~

2018), districts are required, by July 1, 2019, to develop a local control funding formula (LCFF) budget overview for parents/guardians with specified information, based on a template created by the Superintendent of Public Instruction (SPI). The budget overview must be developed in conjunction with, and attached as a cover to, the LCAP and annual update to the LCAP. The adoption, review, approval, and posting of the budget overview are subject to the same requirements as for the LCAP, including the requirement for a public hearing.***

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127. The hearing shall occur at the same meeting as the public hearing on the district's LCAP and the local control funding formula (LCFF) budget overview for parents/guardians. (Education Code 42103, 42127, 52062, 52064.1)

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget at a public meeting held after the date of the public hearing but on or before July 1 of each year. The Board shall adopt the budget following its adoption of the LCAP, or annual update to the LCAP, and the LCFF budget overview for parents/guardians. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

Note: Pursuant to Education Code 42126, the district budget must be in a format prescribed by the SPI. The SPI has established a requirement that districts use the Standardized Account Code Structure (SACS). SACS ensures that districts meet state and federal reporting guidelines and comply with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB). The California Department of Education's (CDE) California School Accounting Manual provides guidance regarding coding of revenues and expenditures.

The budget that is presented at the public hearing as well as the budget formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Note: Education Code 42127 requires the district to file the adopted budget with the County Superintendent of Schools as described below. If the district fails to submit a budget by July 1, the County Superintendent will, at district expense, develop a budget by September 15 and transmit that budget to the Board.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file the adopted district budget with the County Superintendent of Schools. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

Note: Pursuant to Education Code 42127, on or before September 15, the County Superintendent must approve, conditionally approve, or disapprove the district's adopted budget. Education Code 42127 requires that this determination be based on a consideration of whether the district's adopted budget complies with state standards and criteria, will allow the district to meet its current and multiyear financial obligations, includes the expenditures necessary to implement the LCAP or annual update to the LCAP, satisfies all conditions established by the County Superintendent in the case of a conditionally approved budget, and complies with the requirements pertaining to ending fund balances that exceed the state minimum recommended reserve.

Note: Education Code 42127 also requires the County Superintendent to consider other studies, reports, evaluations, or audits that may indicate that the district is in fiscal distress; see the Fiscal Crisis and Management Assistance Team's Fiscal Oversight Guide and BP 3460 - Financial Reports and Accountability.

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to the County Superintendent's recommendations at a regular public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Advisory Committee

Note: The following optional section is for use by districts that choose to establish a budget advisory committee to provide input during the budget development process. The committee may be appointed by the Superintendent or designee (Option 1), by the Board (Option 2), or may be a Board subcommittee composed exclusively of Board members (Option 3). Committees established by Board action are subject to the Brown Act; see BP/AR 1220 - Citizen Advisory Committees. Districts should delete or modify the following options as appropriate. See the accompanying administrative regulation for optional language regarding the committee's composition and duties.

Note: This committee is different from the budget review committee that is required pursuant to Education Code 42127 and 42127.1 if the County Superintendent disapproves the district's budget; see the accompanying administrative regulation.

OPTION 1: The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 2: The Board may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 3: The Board may establish a budget subcommittee composed exclusively of Board

members.

Note: The following paragraph is for use by districts that selected either Option 1, 2, or 3 above.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 3350 - Travel Expenses)
(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives)

Budget Criteria and Standards

The district budget shall be developed in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, LCFF revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. In addition, the Superintendent or designee shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33129, 42127.01; 5 CCR 15440-15451)

Note: The following paragraph is for use by districts that receive supplemental and concentration funding within the LCFF based on the number and concentration of "unduplicated students" (i.e., students who are eligible for free or reduced-price meals, English learners, and foster youth) pursuant to Education Code 42238.02 and 42238.03. 5 CCR 15496 addresses the method of determining the percentage by which services for unduplicated students must be increased or improved above services provided to all students in the fiscal year. Pursuant to 5 CCR 15496, the district's LCAP must include evidence demonstrating how LCFF funding apportioned on the basis of unduplicated students is used to support such students; see AR 0460 - Local Control and Accountability Plan.

The district budget shall provide for increased or improved services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

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

(cf. 6174 - Education for English Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 3110 - Transfer of Funds)

Fund Balance

~~***Note: The following section should be revised to reflect district practice. GASB Statement 54 addresses the way fund balances (i.e., the gross differences between assets and liabilities reflected on the balance sheet) in governmental funds are reported in external financial reports. Fund balances must be classified as nonspendable, restricted, committed, assigned, and unassigned in accordance with GASB 54 definitions; also see AR 3460 - Financial Reports and Accountability. Pursuant to GASB 54, the Board has sole authority to specify purposes of funds classified as "committed" and also must express, or delegate the authority to express, intended purposes of resources that result in the "assigned" fund balance. The Board may modify the following section to reflect its fund balance policy or may adopt a formal resolution containing the required components.***~~

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.

2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.

~~***Note: For purposes of the committed fund balance, GASB 54 requires that the Board commit funds no later than the end of the reporting period. In New Requirements for Reporting Fund Balance in Governmental Funds, the CDE clarifies that for districts the end of the reporting period is June 30.***~~

3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent shall have discretion to further delegate the authority to assign funds.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

~~***Note: Although not required by GASB 54, the Government Finance Officers Association (GFOA) recommends that public agencies adopt a minimum fund balance policy that establishes an appropriate level of unrestricted fund balance that will be maintained in the general fund. The GFOA's Best Practice: Fund Balance Guidelines for the General Fund describes a variety of factors that should be considered when developing a minimum fund balance policy, such as the predictability of its revenue and volatility of its expenditures, perceived exposure to significant one-time outlays, potential drain upon the general fund from other funds as well as the availability of resources in other funds, potential impact on bond ratings and the corresponding increased cost of borrowed funds, and portion of unrestricted fund balance already committed or assigned for a specific purpose.***~~

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

~~***Note: The GFOA recommends that the minimum fund policy address both the circumstances under which the unrestricted fund balance can be spent down and the procedure for replenishing deficiencies. The district may revise the following optional paragraph to specify the rate at which the district will attempt to recover the fund balance (e.g., the Board shall develop a plan to recover the fund balance at a rate of at least one percent each year).***~~

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Reserve Balance

~~***Note: 5 CCR 15450 establishes a minimum local reserve balance for economic uncertainties based on the district's average daily attendance (ADA). The minimum reserve balance is the greater of five percent or $55,000 for districts with 0-300 ADA; the greater of four percent or $55,000 for districts with 301-1,000 ADA; three percent for districts with 1,001-30,000 ADA;~~

two percent for districts with 30,001-400,000 ADA, and one percent for districts with over 400,000 ADA. The following paragraph may be revised to reflect the minimum reserve applicable to the district's ADA.***

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

Note: Education Code 42127.01 establishes, under certain conditions, a maximum amount of local reserve balance for economic uncertainties. Pursuant to Education Code 42127.01, if the amount of monies in the state Public School System Stabilization Account is three percent or more of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district's combined assigned or unassigned ending general fund balance must not exceed 10 percent of those funds in the immediately following fiscal year.

Note: Basic aid districts, as described in Education Code 42238.02, and districts with 2,500 or less ADA are exempted from this requirement and may delete the following paragraph. Other districts may also be exempted from this requirement by the County Superintendent for up to two consecutive fiscal years within a three-year period upon providing documentation of extraordinary fiscal circumstances (e.g., multiyear infrastructure or technology projects) that substantiate the need for a reserve in excess of the limit specified in Education Code 42127.01.

In any year following the fiscal year in which the district is notified by the SPI that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds, unless the requirement is waived in accordance with Education Code 42127.01. (Education Code 42127.01)

Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 7210 - Facilities Financing)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

***Note: The following paragraph is optional. Government Code 21710-21716, as added by SB 1413 (Ch. 665, Statutes of 2018), establish the California Employers' Pension Prefunding Trust Program and related Trust Fund, allowing districts that provide a defined benefit pension plan to their employees to prefund required pension contributions to the California Public

Employees' Retirement System (CalPERS). Districts may elect to participate in the Prefunding Trust Program for the purpose of investing payments toward their required CalPERS pension contributions.***

The Board may approve a plan for meeting the district's long-term obligations to fund contributions to the California Public Employees' Retirement System (CalPERS) which, to the extent possible, minimizes significant increases in annual general fund expenditures towards pension obligations. The plan may include prefunding required pension contributions through the California Employers' Pension Prefunding Trust Program pursuant to Government Code 21710-21716.

Note: The following two optional paragraphs are for use by districts that provide "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits to retired employees or Board members) and should be revised to reflect district practice; see BP/AR 4154/4254/4354 - Health and Welfare Benefits and BB 9250 - Remuneration, Reimbursement and Other Benefits. CSBA recommends that districts adopt a specific funding strategy for addressing their OPEB obligations. The district may pay the premiums as they fall due ("pay-as-you-go"), but in such a case the district would then accrue a deficit with respect to future retirees which can be expected to grow as a result of an increasing retiree population and increases in benefit costs. Therefore, it is recommended that the district prefund the debt to the extent possible using a method and level to be determined by the Board. For example, the district may contribute a set amount or percentage of the actuarially determined "annual required contributions" to an irrevocable trust or designated fund each year.*

Note: GASB Statement 75 requires districts that do not provide OPEB through a trust to report the total unfunded liability (i.e., OPEBs that are not prefunded) in the district's financial statements; see AR 3460 - Financial Reports and Accountability.

Note: CSBA's OPEB Solutions Program provides access to a trusted source of analysis and a GASB 75-compliant trust to prefund future obligations. See CSBA's web site for further information.

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

The Superintendent or designee shall annually present a report to the Board on the estimated accrued but unfunded cost of OPEBs. As a separate agenda item at the same meeting, the Board shall disclose whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

~~***Note: The following optional paragraph is for use by districts that are self-insured for workers' compensation claims, either individually or as part of a joint powers agency. See AR 3460 - Financial Reports and Accountability for provisions related to reporting the estimated accrued but unfunded cost of workers' compensation claims based on an actuarial report.***~~

The Superintendent or designee shall annually present a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims and the actuarial reports upon which the estimated costs are based. As a separate agenda item at the same meeting, the Board shall disclose whether it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

~~***Note: The following section is optional and should be revised to reflect district practice.***~~

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:
EDUCATION CODE
1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
41202 Determination of minimum level of education funding
42103 Public hearing on proposed budget; requirements for content of proposed budget

42122-42129 Budget requirements
42130-42134 Financial certifications
42140-42142 Disclosure of fiscal obligations
42238-42251 Apportionments to districts, especially:
42238.01-42238.07 Local control funding formula
42602 Use of unbudgeted funds
42610 Appropriation of excess funds and limitation thereon
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
52060-52077 Local control and accountability plan
GOVERNMENT CODE
7900-7914 Appropriations limit
21710-21716 California Employer's Pension Prefunding Trust Program
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets
15494-15497 Local control funding formula, supplemental and concentration grant expenditures

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual
New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, December 2015 GOVERNMENT FINANCE OFFICERS ASSOCIATION
Best Practice: Fund Balance Guidelines for the General Fund, September 2015
GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS
Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015
Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, February 2009
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
California Department of Finance: http://www.dof.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Government Finance Officers Association: http://www.gfoa.org
Governmental Accounting Standards Board: http://www.gasb.org
School Services of California, Inc.: http://www.sscal.com

CSBA Sample
Administrative Regulation
Budget

AR 3100
Business and Noninstructional Operations

Budget Advisory Committee

Note: The following optional section is for use by districts that have established a budget advisory committee and have selected either Option 1 or 2 in the "Budget Advisory Committee" section of the accompanying Board policy.

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee

(cf. 9140 - Board Representatives)

2. District and school site administrators

3. Representatives of bargaining units

4. Certificated and/or classified staff

5. Parents/guardians

6. Representatives of the business community and/or other community members

7. Students

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

Note: The remainder of this section details the duties of the budget advisory committee and is for use by districts that selected either Option 1, 2, or 3 in the "Budget Advisory Committee" section of the accompanying Board policy.

The committee's duties may include, but are not necessarily limited to:

1. Making recommendations regarding budget priorities which align with the district's

vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans

2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued

3. Reviewing the clarity and effectiveness of budget documents and communications

4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

(cf. 3350 - Travel Expenses)

Public Hearing

Note: Pursuant to Education Code 52062, the public hearing on the budget must be at the same meeting as the public hearing on the local control and accountability plan (LCAP). In addition, pursuant to Education Code 52064.1, as added by AB 1808 (Ch. 32, Statutes of 2018), districts are required to develop a local control funding formula budget overview for parents/guardians through a process that meets the requirements of Education Code 52062, including the requirement for a public hearing. See the accompanying Board policy and BP 0460 - Local Control and Accountability Plan.

The agenda for the public hearing on the district budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127, 52062)

(cf. 0460 - Local Control and Accountability Plan)
(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

The Superintendent or designee shall notify the County Superintendent of Schools of the location and dates at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing, as required by Education Code 42103.

Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included

in the budget, the following information for public review and discussion at the public hearing: (Education Code 42127; 5 CCR 15450)

1. The minimum recommended reserve for economic uncertainties

2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve

3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve

During the hearing, any district resident may appear and object to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

(cf. 9323 - Meeting Conduct)

Budget Review Committee for Disapproved Budgets

~~***Note: Pursuant to Education Code 42127, if the County Superintendent conditionally approves or disapproves the district's initial budget, the district must respond to the County Superintendent's recommendations by October 8; see the accompanying Board policy. If the County Superintendent then disapproves that revised budget, Education Code 42127 and 42127.1 require the County Superintendent to call for the formation of a budget review committee unless the Governing Board and the County Superintendent agree to waive the committee requirement and the California Department of Education agrees to the waiver. See BP 1431 - Waivers. The formation, convening procedures, and timelines of the budget review committee are set forth in Education Code 42127.1-42127.3.***~~

~~***Note: Education Code 42127 provides that the County Superintendent cannot call for the formation of a budget review committee if the sole reason for disapproving the district's budget is disapproval of the district's LCAP or the annual update to the LCAP.***~~

If the district's budget is disapproved by the County Superintendent for any reason other than disapproval of the district's LCAP or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

~~***Note: Pursuant to Education Code 42127.2, if the Board fails to select the budget review committee from a list of candidates provided by the Superintendent of Public Instruction (SPI) within five working days of receiving the list, as provided in item #1 below, the SPI will select and convene the committee no later than 10 working days after the district's receipt of the candidate list.***~~

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the Superintendent of Public Instruction (SPI), who shall be selected within five working days after receiving the list of candidates

2. A regional review committee selected and convened by the County Superintendent with the approval of the Board and SPI

Note: Pursuant to Education Code 42127.2, the budget review committee is required to submit, by November 30, its recommendation as to whether the district's budget should be approved or disapproved and, if the recommendation is for disapproval, its recommended revisions to the budget. The SPI may extend this deadline for up to 15 working days.

If the budget review committee recommends disapproval of the district budget, the Board may submit a response to the SPI no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent to develop and adopt, by December 31, a fiscal plan and budget that will allow the district to meet its current fiscal year and multiyear financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

(12/14 10/15) 3/19

CSBA Sample
Board Policy
Fees And Charges

BP 3260
Business and Noninstructional Operations

Note: Pursuant to Education Code 49011, a district is prohibited from requiring students to pay a fee, deposit, or other charge in order to participate in an educational activity as defined in Education Code 49010. A district is also required to provide the supplies, materials, and equipment needed by students to participate in educational activities. Education Code 49011 clarifies that an otherwise impermissible fee would not be made permissible by the provision of a waiver for some students. However, pursuant to 5 CCR 350, a district is permitted, in certain circumstances, to impose fees that are specifically authorized by law. See the accompanying administrative regulation for a list of permissible fees.

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for student participation in the district's educational program are made available to students at no cost.

No student shall be required to pay a fee, deposit, or other charge for participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

(cf. 3100 - Budget)
(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socioeconomic conditions of students' families and their ability to pay.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 3250 - Transportation Fees)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5143 - Insurance)
(cf. 9323.2 - Actions by the Board)

***Note: The following optional paragraph may be revised to reflect district practice. The prohibition against student fees pursuant to Education Code 49011 does not restrict districts from soliciting for voluntary donations, participating in fundraising activities, or providing prizes or other recognition for participants in such fundraising activities. However, according to the

California Department of Education's (CDE) Fiscal Management Advisory 17-01, Pupil Fees, Deposits, and Other Charges, the prohibition against student fees does bar a district from requiring volunteer hours as a condition of admission, enrollment, continued enrollment, sibling preference, attendance, participation in educational activities, or receipt of credit or privileges related to educational activities.***

The prohibition against student fees shall not prevent the district from soliciting for donations, conducting fundraising activities, or providing prizes or other recognition for participants in such activities and events. The Superintendent or designee shall emphasize that participation of students, parents/guardians, district employees, volunteers, or educational or civic organizations in such activities and events is voluntary. The district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student. The district also shall not remove or threaten to remove from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3290 - Gifts, Grants and Bequests)

Note: The following paragraph is optional and may be revised to reflect district practice.

The Superintendent or designee may provide information or professional development opportunities to administrators, teachers, and other personnel regarding permissible fees.

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

Complaints

Note: Pursuant to Education Code 49013, a district is mandated to adopt policy and procedures which allow complaints to be filed using the uniform complaint procedures when the district is alleged to have violated the prohibition against requiring unauthorized student fees. See BP/AR 1312.3 - Uniform Complaint Procedures for language implementing this mandate.

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

***Note: Education Code 49013 requires districts found in violation of the prohibition against student fees to design a remedy which may include reasonable efforts to identify and fully reimburse all affected individuals as specified in 5 CCR 4600. See AR 1312.3 - Uniform

Complaint Procedures for additional language reflecting these requirements.***

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification of uniform complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

Collection of Debt

Note: Education Code 49014 (the Public School Fair Debt Collection Act), as added by AB 1974 (Ch. 577, Statutes of 2018), establishes requirements for districts to follow when seeking to recover a debt owed by students and/or parents/guardians, including debts resulting from unpaid fees lawfully imposed by a district. See the accompanying administrative regulation for additional language reflecting these requirements.

Note: The debt collection requirements of this Act do not apply to debt owed as a result of vandalism or loss of district property loaned to the student. For further information in regard to such debt, see AR 3515.4 - Recovery for Property Loss or Damage.

Note: For information regarding meal payments, including the collection of delinquent meal charges, see BP/AR 3551 - Food Service Operations/Cafeteria Fund.

The Superintendent or designee shall, in accordance with law, recover any debt owed to the district as a result of unpaid permissible student fees approved by the Board. However, the district shall not bill a current or former student for accumulated debt, nor take negative action against a student or former student because of such debt, including, but not limited to, any of the following: (Education Code 49014)

1. Denying full credit for any class assignment

2. Denying full and equal participation in any classroom activity

3. Denying access to the library or other on-campus educational facilities

4. Denying or withholding grades or transcripts

5. Denying or withholding a diploma

6. Limiting or barring participation in an extracurricular activity, club, or sport

7. Limiting or excluding the student from participation in an educational activity, field trip, or school ceremony

Legal Reference:
EDUCATION CODE
8239 Preschool and wraparound child care services
8250 Child care and development services for children with disabilities
8263 Child care eligibility
8422 21st Century High School After School Safety and Enrichment for Teens programs
8482.6 After School Education and Safety programs
8760-8774 Outdoor science, conservation, and forestry programs
17453.1 District sale or lease of Internet appliances or personal computers to parents of students
17551 Property fabricated by students
19910-19911 Offenses against libraries
32033 Eye protective devices
32221 Insurance for athletic team member
32390 Fingerprinting program
35330-35332 Excursions and field trips
35335 School camp programs
38080-38086.1 Cafeteria establishment and use
38120 Use of school band equipment on excursions to foreign countries
39801.5 Transportation for adults
39807.5 Payment of transportation costs
39837 Transportation of students to places of summer employment
48050 Residents of adjoining states
48052 Tuition for foreign residents
48904 Liability of parent or guardian
49010-49013 Student fees
49014 Public School Fair Debt Collection Act
49065 Charge for copies
49066 Grades, effect of physical education class apparel
49091.14 Prospectus of school curriculum
49557.5 Unpaid school meal fees
51810-51815 Community service classes
52612 Tuition for adult classes
52613 Nonimmigrant foreign nationals
56504 School records; students with disabilities
60410 Students in classes for adults
GOVERNMENT CODE
6253 Request for copy; fee
CALIFORNIA CONSTITUTION
Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5
350 Fees not permitted
4600-4687 Uniform complaint procedures
UNITED STATES CODE, TITLE 8
1184 Nonimmigrant students
COURT DECISIONS
Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251
Driving School Assn of CA v. San Mateo Union HSD (1992) 11 Cal. App. 4th 1513
Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739
Hartzell v. Connell (1984) 35 Cal. 3d 899
CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov

(4/14 3/17) 3/19

CSBA Sample

Administrative Regulation

Fees And Charges

AR 3260
Business and Noninstructional Operations

Note: Pursuant to 5 CCR 350, districts may charge fees only when specifically authorized by law. The following list specifies fees currently authorized by law and should be revised to reflect the types of fees that have been approved by the Governing Board; see the accompanying Board policy. Other permissible fees may exist and be identified in the future. For further information about fees and charges, see the California Department of Education's (CDE) Fiscal Management Advisory 17-01, Pupil Fees, Deposits and Other Charges.

Note: Pursuant to Education Code 49011, a district is prohibited from requiring a student to pay fees or charges in order to participate in an educational activity. A complaint alleging the unauthorized charging of student fees should be filed in accordance with the uniform complaint procedures; see the accompanying Board policy and BP/AR 1312.3 - Uniform Complaint Procedures. Districts with questions as to whether a particular fee may be charged should consult with legal counsel.

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

Note: In its Fiscal Management Advisory 17-01, CDE interprets Education Code 35330 as permitting the district, at its discretion, to charge fees for any field trip, provided that no student is prevented from participating in a field trip due to a lack of funds.

3. Expenses of students' participation in a field trip or excursion within the state or to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program, as long as the fee does not exceed the actual costs

associated with the program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

(cf. 6142.5 - Environmental Education)

Note: Education Code 17551 permits the district to sell to a student any property of the district which has been fabricated by the student, as provided in item #6 below. CDE Fiscal Management Advisory 17-01 clarifies that this cost applies to materials students will take home for their own possession and use, such as wood shop, art, or sewing projects.

6. Reimbursement to the district for the direct cost of materials used by students to fabricate property they will take home for their own possession and use, such as wood shop, art, or sewing projects kept by students (Education Code 17551)

7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student, the district provides a waiver based on financial need, and an exemption is made for any student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education (Education Code 39807.5)

(cf. 3250 - Transportation Fees)
(cf. 6159 - Individualized Education Program)
(cf. 6178.2 - Regional Occupational Center/Program)

8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)

9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)

10. Sale or lease of personal computers or of Internet appliances that allow a person to connect to or access the district's educational network, provided that the items are sold or leased to parents/guardians at no more than cost and the district provides network access for families who cannot afford it (Education Code 17453.1)

(cf. 0440 - District Technology Plan)
(cf. 6163.4 - Student Use of Technology)

11. An adult education or secondary school community service class in civic, vocational,

literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810-51815)

(cf. 6142.4 - Service Learning/Community Service Classes)

12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 3514.1 - Hazardous Substances)
(cf. 5142 - Safety)

13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

(cf. 5125 - Student Records)

14. Actual cost of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)

(cf. 1340 - Access to District Records)
(cf. 5020 - Parent Rights and Responsibilities)

15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Funds)
(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3554 - Other Food Sales)

16. In accordance with law, replacement cost or reimbursement for lost or willfully damaged district books, supplies, or property, or for district property loaned to a student that the student fails to return (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.1 - District Residency)
(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship (Education Code 39801.5, 52612, 60410)

(cf. 6200 - Adult Education)

19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is exempted from fees by law (Education Code 8239, 8250, 8263)

(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

20. Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), or 21st Century High School After School Safety and Enrichment for Teens program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth (Education Code 8422, 8482.6)

(cf. 5148.2 - Before/After School Programs)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

~~***Note: In Fiscal Management Advisory 17-01, CDE lists Advanced Placement and International Baccalaureate examination fees as permissible. Some districts choose to reduce the cost of the fees for low-income students through the use of district funds or other funding sources; see BP 6141.4 - International Baccalaureate Program and BP 6141.5 - Advanced Placement.***~~

21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

(cf. 6141.4 - International Baccalaureate Program)
(cf. 6141.5 - Advanced Placement)

~~***Note: In its Fiscal Management Advisory 17-01, CDE advises that a district that requires its students to wear a cap and gown as a condition for their participation in the high school graduation ceremony may not require such students to purchase the cap and gown. CDE recommends that such districts provide the graduates with a cap and gown for their use at the graduation ceremony and inform them that those interested may purchase a cap and gown from a vendor.***~~

Collection of Debt

Note: Education Code 49014 (the Public School Fair Debt Collection Act), as added by AB 1974 (Ch. 577, Statutes of 2018), establishes requirements for districts to follow when seeking to recover a debt owed by students and/or parents/guardians, including a requirement to provide the parent/guardian with an itemized invoice that references the district's policies relating to debt collection and the rights established pursuant to Education Code 49014 and 49557.5 (unpaid meal fees). It is recommended that districts include references to this administrative regulation and the accompanying Board policy, as well as BP/AR 3551 - Food Service Operations/Cafeteria Fund. For additional rights established by Education Code 49014, including prohibitions against directly billing a student or former student or imposing any negative action on a student, see the accompanying Board policy.

Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student. The invoice shall reference district policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the district shall provide a receipt to the parent/guardian. (Education Code 49014)

The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)

(4/14 3/17) 3/19

CSBA Sample

Board Policy

Recovery For Property Loss Or Damage

BP 3515.4
Business and Noninstructional Operations

Note: The following optional policy may be modified to reflect district practice.

Note: Pursuant to Education Code 48904, parents/guardians are liable to the district for the costs of damages caused by the willful misconduct of their minor children (1) that results in damage to school property, an employee's personal property, or injury or death of a district student, employee, or volunteer, and (2) for any reward paid by the district for information leading to the identification and apprehension of persons who willfully damage or destroy property. These amounts are adjusted annually for inflation by the Superintendent of Public Instruction. For 2019, the liability of a parent/guardian must not exceed $20,300 for damages and $20,300 for the reward. For situations not addressed by the Education Code, Civil Code 1714.1 provides for parent/guardian liability for the willful misconduct of their minor child which results in injury, death, or property damage. The limit under this statute is adjusted every two years for cost-of-living by the Judicial Council of California and, effective July 1, 2017, parent/guardian liability must not exceed $42,100.

Note: Pursuant to Penal Code 640.5 and 640.6, an individual who has been found to have defaced district property with graffiti may be fined or ordered by a court to perform community service. Depending on the amount of damage, Penal Code 594 also specifies that an individual, or the parent/guardian of a minor, who has been convicted of vandalism may be ordered to clean up and repair the property and to keep the property free from graffiti for one year.

The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. When district property is damaged due to the willful misconduct of a student or other person, the district shall seek reimbursement of damages, within the limitations specified in law, from the parent/guardian of a minor child or from any other responsible individual.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5131 - Conduct)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 5136 - Gangs)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

***Note: Pursuant to Education Code 49014, as added by AB 1974 (Ch. 577, Statutes of 2018),

the district may collect debt owed to the school by a student who willfully cuts, defaces, or otherwise injures district property or fails to return property that was loaned by the district, unless the student is a current or former homeless student or foster youth.***

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced, or otherwise injured. However, this policy shall not apply to a student who is a current or former homeless or foster child or youth. (Education Code 48904, 49014)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

Rewards

Note: The following section is optional.

The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any district property. (Government Code 53069.5)

Note: The Governing Board may set any amount for the reward it deems to be appropriate. However, as detailed above, Education Code 48904 specifies a limit on the amount of parent/guardian liability for repayment of the reward.

Note: Option 1 below allows the Superintendent or designee to offer a reward up to $2,500 without Board approval. Option 2 provides that the Board will determine the amount of any reward offered. Both options may be revised, including the specified reward amount, to reflect district practice.

OPTION 1: The Board authorizes the Superintendent or designee to offer a reward in any amount deemed appropriate, not exceeding $2,500. A reward in excess of $2,500 shall be authorized in advance by the Board.

OPTION 2: The Board shall determine the appropriate amount for the reward.

Note: The following paragraph applies to all districts.

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate.

Legal Reference:
EDUCATION CODE
19910 Libraries, malicious cutting, tearing, defacing, breaking or injuring
19911 Libraries, willful detention of property
44810 Willful interference with classroom conduct
48904 Liability of parent/guardian for willful misconduct
49014 Public School Fair Debt Collection Act
CIVIL CODE
1714.1 Liability of parent or guardian for act of willful misconduct by a minor
GOVERNMENT CODE
53069.5 Reward for information concerning person causing death, injury, or property damage
53069.6 Actions to recover damages
54951 Local agency, definition
PENAL CODE
484 Theft defined
594 Vandalism
594.1 Aerosol paint and etching cream
640.5 Graffiti; facilities or vehicles of governmental entity
640.6 Graffiti

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Judicial Council of California: http://www.courts.ca.gov

(10/97 7/09) 3/19

CSBA Sample

Administrative Regulation

Recovery For Property Loss Or Damage

AR 3515.4
Business and Noninstructional Operations

Note: The following administrative regulation is optional and should be modified to reflect district practice.

District employees shall report any damage to or loss of school property to the Superintendent or designee immediately after such damage or loss is discovered.

(cf. 3530 - Risk Management/Insurance)
(cf. 5131.5 - Vandalism and Graffiti)

Note: Certain acts of graffiti or vandalism may trigger the need for an investigation pursuant to the district's sexual harassment or nondiscrimination grievance procedures (e.g., graffiti that is sexual in nature or disparaging to a class of individuals protected by the district's nondiscrimination policies). See BP 5131.5 - Vandalism and Graffiti.

The Superintendent or designee shall conduct a complete investigation of any instance of damage to or loss of school property and shall consult law enforcement officials when appropriate.

(cf. 3515.3 - District Police/Security Department)

When the individual causing the damage or loss has been identified and the costs of repair, replacement, or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover the district's costs and shall consult with the district's legal counsel and/or insurance carrier, as appropriate.

Such steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person and, if the responsible person is a minor, from the parent/guardian in accordance with law. Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

***Note: If a student's parents/guardians are unable to pay the damages, Education Code 48904 requires the district to offer an option for the student to provide work in lieu of payment. Pursuant to Education Code 49014, as added by AB 1974 (Ch. 577, Statutes of 2018), a district may offer any student or former student alternative, nonmonetary means to settle debt owed as a result of damage or loss of district property, regardless of the parents/guardians' ability to pay. However, the district is prohibited from collecting debt from a current or former homeless

student or foster youth, and therefore cannot offer or require such a student to work or provide an alternative form of compensation.***

If the responsible person is a minor student of the district and the student's parents/guardians are unable to pay for the damages or to return the property, the district shall offer a program of voluntary work for the student in lieu of the payment of monetary damages. The district may offer any other student or former student, with parent/guardian permission, the option to provide service, work, or other alternative, nonmonetary forms of compensation to settle the debt owed as a result of property loss or damage. Service or work exchanged for repayment of a debt shall comply with all provisions of the Labor Code related to youth employment. (Education Code 48904, 49014)

The Superintendent or designee may withhold the student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages or the voluntary work has been completed. Prior to withholding a student's grades, diploma, or transcripts, due process shall be afforded the student in accordance with law. (Education Code 48904)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

In addition, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

(10/97 7/09) 3/19

CSBA Sample

Board Policy

Nondiscrimination In Employment

BP 4030
Personnel

Note: The following Board policy and accompanying administrative regulation are mandated pursuant to Government Code 11138 and 2 CCR 11023. The California Fair Employment and Housing Act (FEHA) (Government Code 12900-12996) prohibits districts and district employees from harassing or discriminating against employees and job applicants on the basis of actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, or gender expression. Pursuant to Government Code 12940, these protections apply to employees, job applicants, persons who serve in an unpaid internship or other limited-duration program to gain unpaid work experience, volunteers, and independent contractors.

Note: The same or similar protections are available to employees and job applicants under various provisions of federal law, including Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7), Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), the Americans with Disabilities Act (42 USC 12101-12213), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Genetic Information Nondiscrimination Act (42 USC 2000ff-2000ff-11).

Note: For policy addressing sexual harassment of and by employees, see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

(cf. 1240 - Volunteer Assistance)
(cf. 3312 - Contracts)
(cf. 3600 - Consultants)
(cf. 4111/4211/4311 - Recruitment and Selection)

Note: 2 CCR 11027.1, as added by Register 2018, No. 20, provides a definition of "national origin" for the purpose of implementing state nondiscrimination laws.

No district employee shall be discriminated against or harassed by any coworker, supervisor,

manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

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

Note: 2 CCR 11028, as amended by Register 2018, No. 20, prohibits inquiry into an employee's immigration status or discrimination on the basis of such status, unless the district provides clear and convincing evidence that it is required to do so in order to comply with federal immigration law. Districts should consult legal counsel as necessary.

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that it is necessary to comply with federal immigration law. (2 CCR 11028)

Note: The following items illustrate unlawful discriminatory practices as specified in Government Code 12940. Labor Code 1197.5 prohibits the payment of different wage rates to employees for similar work based on sex, race, or ethnicity and prohibits the use of prior salary history by itself to justify any disparity in compensation under the bona fide factor exception.

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment

(cf. 4151/4251/4351 - Employee Compensation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

***Note: Item #4 below addresses the specific practices prohibited under Government Code 12940 or 2 CCR 11006-11086 in relation to certain protected categories. For example, because "sex" as defined in Government Code 12926 includes pregnancy, childbirth, breastfeeding, or related medical conditions, any of these conditions may be the basis for an employee's sex discrimination claim. As the specific prohibitions are too numerous to list in policy, it is recommended that district legal counsel be consulted when questions arise as to any specific

claim.***

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:

a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

c. Requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

d. Failure to make reasonable accommodation for the known physical or mental disability of an employee, or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee

(cf. 4032 - Reasonable Accommodation)

Note: Retaliation against complainants or other participants in the grievance procedures is prohibited by Government Code 12940 and 34 CFR 110.34. In addition to the general prohibition against retaliation, Government Code 12940 provides that an employee who requests accommodation for a physical or mental disability or religious belief is protected from retaliation as specified below. CSBA recommends that this protection be extended to all protected characteristics, as provided below.

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

Note: Pursuant to Government Code 12964.5, as added by SB 1300 (Ch. 955, Statutes of 2018), the district is prohibited from requiring an employee, in exchange for a raise or bonus or as a condition of employment or continued employment, to sign a nondisparagement agreement or similar document that would deny the employee the right to disclose information about unlawful acts in the workplace or requiring an employee to release the right to file a claim or civil action against the district.

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign any document that releases the employee's right to file a claim against the district or to disclose information about harassment or other unlawful employment practices. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Note: Pursuant to 2 CCR 11019, in certain instances, an employee's (especially a supervisor's) knowledge or notice of prohibited conduct of another employee or individual may subject the district to liability. Therefore, it is recommended that the district require its employees with knowledge of harassment or discrimination to report the incident to the appropriate district authorities. In addition, Government Code 12940, as amended by SB 1300, provides that a district may be responsible for harassment of employees by nonemployees where the district knows or should have known of the conduct and failed to take immediate and corrective action, taking into consideration the extent of the district's control and other legal responsibility that the district may have with respect to the conduct of those nonemployees. Also see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

Note: See the accompanying administrative regulation for requirements related to the identification of the employee who will be responsible for compliance with the nondiscrimination laws.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

Note: Government Code 12940 and 2 CCR 11023 require districts to take all reasonable steps to prevent prohibited discrimination and harassment, including, but not limited to, dissemination of the district's policy on the prevention of harassment, discrimination, and retaliation. In addition, Government Code 12950 requires districts to post, in prominent and accessible locations on district premises, posters developed by the California Department of Fair Employment and Housing (DFEH), which are available on DFEH's web site. For further information on prevention strategies, see the accompanying administrative regulation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
CIVIL CODE
51.7 Freedom from violence or intimidation
GOVERNMENT CODE
11135 Unlawful discrimination
11138 Rules and regulations
12900-12996 Fair Employment and Housing Act, especially:
12940-12952 Unlawful employment practices
12960-12976 Unlawful employment practices; complaints
PENAL CODE
422.56 Definitions, hate crimes
CODE OF REGULATIONS, TITLE 2
11006-11086 Discrimination in employment, especially:
11013 Recordkeeping
11019 Terms, conditions and privileges of employment
11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
11027-11028 National origin and ancestry discrimination
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 29
621-634 Age Discrimination in Employment Act
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age discrimination in federally assisted programs
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 34
100.6 Compliance information
104.7 Designation of responsible employee for Section 504
104.8 Notice
106.8 Designation of responsible employee and adoption of grievance procedures
106.9 Dissemination of policy
110.1-110.39 Nondiscrimination on the basis of age
COURT DECISIONS
Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863
Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:
CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS
California Law Prohibits Workplace Discrimination and Harassment
Transgender Rights in the Workplace
Workplace Harassment Guide for California Employers
Your Rights and Obligations as a Pregnant Employee
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Notice of Non-Discrimination, August 2010
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
EEOC Compliance Manual
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr
U.S. Equal Employment Opportunity Commission: http://www.eeoc.gov

(5/16 12/16) 3/19

CSBA Sample
Administrative Regulation
Nondiscrimination In Employment

AR 4030
Personnel

~~***Note: Pursuant to Government Code 11138 and 2 CCR 11023, districts are mandated to adopt rules and regulations to ensure that district programs and activities are free from unlawful discriminatory practices. Pursuant to Government Code 12940, protections against discrimination apply to employees, job applicants, persons who serve in an unpaid internship or other limited-duration program to gain unpaid work experience, volunteers, and independent contractors.***~~

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1240 - Volunteer Assistance)
(cf. 3312 - Contracts)
(cf. 3600 - Consultants)
(cf. 4032 - Reasonable Accommodation)

~~***Note: Many nondiscrimination laws and regulations require identification of an employee who will be responsible for compliance with the nondiscrimination laws. For example, pursuant to 34 CFR 104.7, 106.8, and 110.25, the district is required to designate the person(s) responsible for the overall implementation of the requirements of federal laws which prohibit discrimination on the basis of disability, sex, and age, i.e., Section 504 of the Rehabilitation Act of 1973 (29 USC 794), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), and the Age Discrimination in Employment Act (29 USC 621-634). The district should fill in the blanks below to designate the responsible employee and contact information.***~~

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

_____
(position title)

_____
(address)

_____

(telephone number)

(email)

Measures to Prevent Discrimination

~~***Note: Pursuant to Government Code 12940 and 2 CCR 11023, the district is required to take all reasonable steps to prevent unlawful discrimination and harassment. 2 CCR 11023 specifies certain requirements to be included in the district's policy. The following section reflects the requirements of 2 CCR 11023 and other applicable laws or regulations, as indicated.***~~

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

~~***Note: Pursuant to Government Code 12950, districts are required to post the California Department of Fair Employment and Housing's (DFEH) posters entitled California Law Prohibits Workplace Discrimination and Harassment and Transgender Rights in the Workplace, as provided in item #1. DFEH rules require that these materials be posted electronically and in every location where the district has employees (e.g., district office, hiring office, each school site). These posters and the rules for posting are available on the DFEH web site.***~~

~~***Note: In addition, 2 CCR 11049 requires posting a notice of the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth. See AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.***~~

1. Display in a prominent and accessible location at every work site where the district has employees and post electronically on computers in a conspicuous location, the California Department of Fair Employment and Housing (DFEH) posters in regard to workplace discrimination and harassment and the rights of transgender employees (Government Code 12950)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)

a. Including them in each announcement, bulletin, or application form that is used in employee recruitment

b. Posting them in all district schools and offices, including staff lounges and other prominent locations

c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4111/4211/4311 - Recruitment and Selection)

3. Disseminate the district's nondiscrimination policy to all employees by one or more of the following methods: (2 CCR 11023)

a. Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return

b. Sending the policy via email with an acknowledgment return form

c. Posting the policy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies

d. Discussing the policy with employees upon hire and/or during a new hire orientation session

e. Any other way that ensures employees receive and understand the policy

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior

~~***Note: Item #5 below provides for training regarding the district's discrimination policy and reporting procedures. For requirements specifically pertaining to sexual harassment training, see AR 4119.11/4219.11/4319.11 - Sexual Harassment. Pursuant to Government Code 12950.1, if the district has 50 or more employees, it must provide at least two hours of staff development regarding sexual harassment to all supervisory employees within six months of their assumption of a supervisory position and once every two years thereafter. As amended by SB 1343 (Ch. 956, Statutes of 2018), Government Code 12950.1 requires any district that has five or more employees to provide at least two hours of sexual harassment training to supervisory employees and at least one hour of sexual harassment training to all nonsupervisory employees by January 1, 2020 and once every two years thereafter.***~~

5. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

~~***Note: Pursuant to Government Code 12950.2, as added by SB 1300 (Ch. 955, Statutes of 2018), districts are authorized, but not required, to provide bystander intervention training as provided below.***~~

The district may also provide bystander intervention training to employees that includes

information and practical guidance on how to recognize potentially problematic behaviors and motivates them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

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

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce

Complaint Procedure

~~***Note: 2 CCR 11023 mandates that a district's policy include a complaint process with specified requirements. Some of the requirements of 2 CCR 11023 are similar to those required under existing case law.***~~

~~***Note: Courts have held that an employer may mitigate liability for hostile environment employment discrimination when (1) the employer took reasonable care to prevent and promptly correct the discriminatory or harassing conduct (i.e., provided a complaint procedure) and (2) the aggrieved employee unreasonably failed to take advantage of corrective opportunities offered by the employer (i.e., failure to file a complaint). In its June 1999 Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, the Equal Employment Opportunity Commission (EEOC) outlines the elements of an effective complaint procedure to include (1) a clear explanation of the process; (2) protection against retaliation; (3) designation of multiple individuals authorized to receive complaints; (4) a mechanism for prompt, thorough, and impartial investigation; (5) assurance of immediate and appropriate corrective action; and (6) information about time frames for filing charges with EEOC or DFEH.***~~

~~***Note: While EEOC's guidance recommends a "prompt" investigation, neither the law nor EEOC delineates a specific time frame for resolution. EEOC's guidance acknowledges that whether an investigation is considered "prompt" may vary depending on the seriousness and complexity of the circumstances and that intermediate measures may be necessary to prevent further harassment during the investigation.***~~

~~***Note: The following section, including the listed timelines, is consistent with EEOC's guidance and should be modified to reflect district practice.***~~

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance

with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The employee's direct supervisor may be bypassed in filing a complaint where the supervisor is the subject of the complaint.

The complainant may file a written complaint in accordance with this procedure or may first attempt to resolve the situation informally with the employee's supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the

coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents are prevented. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. Written Report on Findings and Remedial/Corrective Action: No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. Appeal to the Governing Board: The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session Purposes and Agendas)

Other Remedies

~~***Note: Items #1-3 below state the time limits within which employees must file their complaints. EEOC's guidance states that it is important for employers' nondiscrimination policies to contain information about timeframes for filing charges of unlawful discrimination or harassment with EEOC or DFEH. Employees should be informed that the deadline for filing charges starts to run from the last date of the unlawful act, not from the conclusion of the district's complaint investigation. Pursuant to DFEH procedures, DFEH will automatically forward any complaint it has accepted for investigation to EEOC when the matter falls within EEOC's jurisdiction.***~~

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

~~***Note: Pursuant to Government Code 12960, an employee has one year to file a complaint with DFEH, although that period may be extended under certain circumstances, such as when a person obtains knowledge of the unlawful practice after the expiration of the one-year period.***~~

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960

Note: 42 USC 2000e-5 specifies that a person must file a discrimination complaint with EEOC within 180 days of the alleged discriminatory act. Pursuant to 42 USC 2000e-5, the 180-day timeline for compensation discrimination starts when the discriminatory paycheck is received and that each discriminatory paycheck restarts the timeline for the filing of a complaint.

2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)

3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

(12/15 12/16) 3/19

CSBA Sample

Administrative Regulation

Personal Illness/Injury Leave

AR 4161.1 4361.1
Personnel

Note: The following administrative regulation is subject to collective bargaining. Education Code 44978 provides a minimum of 10 days of personal illness or injury leave (sick leave) per year for certificated employees working five days a week. The Governing Board may allow additional days at its discretion; if it does so, the following paragraph should be revised accordingly.

Note: Labor Code 245-249 (the Healthy Workplaces, Healthy Families Act) require districts to grant a minimum of one hour of paid sick leave for every 30 hours worked to their employees who work for 30 days or more within a year of their employment, including temporary and substitute employees. Pursuant to Labor Code 246, a district may use a different sick leave accrual method which provides for the accrual to be on a regular basis so that employees accrue at least 24 hours of sick leave or paid time off by the 120th calendar day of their employment or each calendar year or 12-month period.

Note: The provisions of Labor Code 245-249 are very broad and only district employees covered by a valid collective bargaining agreement may be exempted from them, if the collective bargaining agreement expressly provides paid sick leave in an amount equal to or exceeding the amount of leave required pursuant to Labor Code 246, includes final and binding arbitration of disputes regarding the application of the paid sick days provisions, and provides premium wage rates for all overtime hours worked and a regular hourly rate of pay of not less than 30 percent more than the state minimum wage rate. Since many districts may not satisfy all of the conditions for this exemption, this administrative regulation has been drafted to include the requirements of Labor Code 245-249. Any district which has a collective bargaining agreement that meets all of the conditions for exemption may modify this administrative regulation accordingly.

Note: For additional requirements of Labor Code 245-249, see the section titled "Healthy Workplaces, Healthy Families Act Requirements" below. For paid sick leave for temporary and substitute certificated employees, see BP/AR 4121 - Temporary/Substitute Personnel. For sick leave for classified employees, see AR 4261.1 - Personal Illness/Injury Leave.

Certificated employees employed five school days per week are entitled to 10 days' leave of absence with full pay for personal illness or injury (sick leave) per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employees who are entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 44978;

Labor Code 245-249)

(cf. 4161/4261/4361 - Leaves)
(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

Use of Sick Leave

~~***Note: Items #1-8 below reflect allowable uses of sick leave specified in law. The district may expand this list to include any additional purposes authorized by law, authorized by the district, or included in a bargaining agreement.***~~

Certificated employees may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of and in the course of employment; quarantine which results from contact in the course of employment with other persons having a contagious disease; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

2. Pregnancy, miscarriage, childbirth, and related recovery (Education Code 44965, 44978)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity (Education Code 44981)

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

~~***Note: Optional item #4 below may be revised as desired to specify a different minimum increment for sick leave.***~~

4. Medical and dental appointments, in increments of not less than one hour

5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

~~***Note: Pursuant to the Family and Medical Leave Act (FMLA) (29 USC 2612) and California Family Rights Act (CFRA) (Government Code 12945.2), a district is required to grant leave to an eligible employee to bond with a child after the birth, adoption, or foster care placement of the child, if the district employs 50 or more employees within 75 miles of the worksite where the employee requesting the leave is employed. For this purpose, employees may, but are not required to, use sick leave for any otherwise unpaid FMLA or CFRA leave.***~~

Note: Government Code 12945.6 extends the right to parental leave to an eligible employee who is not covered by FMLA or CFRA when the district employs 20-49 employees within 75 miles of the worksite where the employee requesting the leave is employed.

Note: For further information regarding parental leave, see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

6. Need of the employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 44977.5; Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)

Note: Pursuant to Labor Code 233, any district that provides sick leave to its employees is required to permit them to use sick leave, in an amount not less than the sick leave that would be accrued during six months at the employee's then current rate of entitlement, for the purposes specified in items #7-8 below.

Note: For the purpose of using sick leave to attend to the health care needs of a family member, as specified in item #7 below, Labor Code 245.5 defines "family member" as an employee's spouse, registered domestic partner, child (biological, adopted, or foster child; stepchild; legal ward; or a child to whom the employee stands in loco parentis); parent (biological, adoptive, or foster parent; stepparent; legal guardian of an employee or the employee's spouse or registered domestic partner; or a person who stood in loco parentis when the employee was a minor child), grandparent, grandchild, or sibling.

Note: For additional information about leaves for victims of domestic violence, sexual assault, or stalking granted in accordance with item #8 below, see AR 4161.2/4261.2/4361.2 - Personal Leaves.

7. Need of the employee or employee's family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 233, 246.5)

8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and/or 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in items #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

Note: The following paragraph is optional.

An employee shall reimburse the district for any unearned sick leave used as of the date of termination.

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

~~***Note: The following optional paragraph may be revised to reflect district practice.***~~

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

~~***Note: Pursuant to Education Code 44979-44980, certificated employees are entitled to have their accumulated sick leave transferred with them in the circumstances specified in the following optional paragraph.***~~

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 44979, 44980)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a certificated employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 44978.2)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 10-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 44978.2)

~~***Note: Pursuant to Education Code 44978.2, the district may require proof that a leave granted under this law is used for treatment of a military service-connected disability. The~~

following paragraph may be revised to reflect district practice.***

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)

Notification of Absence

Note: The following optional section may be revised to reflect district practice.

An employee shall notify the district of the need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

(cf. 4121 - Temporary/Substitute Personnel)

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

Note: Pursuant to Education Code 44977, employees who are absent due to illness for up to five months after exhausting all available sick leave must receive their regular salary minus the cost of a substitute. Alternatively, Education Code 44983 allows districts to adopt a rule that gives certificated employees 50 percent or more of their regular salary during the period of absence. When an employee is absent for a cause other than illness, Education Code 44977 and 44983 provide that the amount deducted from the employee's salary shall be determined according to the rules and regulations adopted by the Board as long as such rules are not in conflict with State Board of Education regulations.

Note: Option 1 below is for use by districts that subtract the cost of a substitute from the absent employee's salary pursuant to Education Code 44977. Option 2 is mandated pursuant to Education Code 44983 for districts that choose to give certificated employees 50 percent or more of their regular salary during the period of absence, and may be revised to specify a percentage higher than 50 percent in accordance with district practice.

Note: If not covered in the district's bargaining agreement, the district may add provisions to this section reflecting salary deductions for employees absent longer than five months.

OPTION 1:

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five school months, the district shall deduct from the employee's regular salary for that period the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

~~OPTION 2:~~

~~After a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five months, the employee shall receive at least 50 percent of the employee's regular salary during the additional period of absence. (Education Code 44983)~~

~~Absence Beyond Five-Month Period/Reemployment List~~

~~***Note: The following paragraph is required for districts that select Option 1 (i.e., differential pay) in the section "Continued Absence After Available Sick Leave Is Exhausted/Differential Pay" above and should be carefully considered by districts that select Option 2 (i.e., 50 percent pay). Education Code 44978.1 requires the establishment of a reemployment list for employees who are unable to resume their duties after the five-month period provided pursuant to Education Code 44977.***~~

~~***Note: Although Education Code 44978.1 does not explicitly require a reemployment list for districts selecting Option 2, such districts should be aware that failure to establish a reemployment list may subject employees to termination following a five-month absence. Therefore, any district that selects Option 2 and currently maintains a reemployment list for employees who are absent beyond the five-month period, or that wishes to establish such a list, should consult legal counsel before changing its policy or practices.***~~

If a certificated employee is not medically able to return to work after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, the employee shall be returned to employment in a position for which the employee is credentialed and qualified. (Education Code 44978.1)

(cf. 4116 - Probationary/Permanent Status)

Parental Leave

Note: The following section is subject to any conflicting provision in a collective bargaining agreement that provides greater parental leave rights.

During each school year, a certificated employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 44977.5)

Note: Unlike leave taken pursuant to Government Code 12945.2, leave taken pursuant to Education Code 44977.5 does not require an employee to have at least 1,250 hours of service with the district during the previous 12-month period in order to be eligible for parental leave. See AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for further information on requirements related to the California Family Rights Act.

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

Note: Pursuant to Education Code 44977.5, the district is required to provide differential pay to a certificated employee for up to 12 work weeks when the employee has exhausted all available sick leave, including accumulated sick leave, and continues to be absent due to parental leave pursuant to Government Code 12945.2. Such an employee is entitled to receive differential pay, calculated in the same manner described in Option 1 or 2 in the section "Continued Absence After Available Sick Leave Is Exhausted/Differential Pay" above. As amended by AB 2012 (Ch. 994, Statutes of 2018), Education Code 44977.5 requires that, regardless of the type of differential pay system used by the district, employees must receive at least 50 percent of their regular salary for any portion of the 12-week parental leave that remains following the exhaustion of sick leave. The following paragraph may be revised to specify a percentage higher than 50 percent in accordance with district practice.

Note: Since Education Code 44977.5 does not expressly require districts to provide differential pay to employees who are eligible for parental leave pursuant to Government Code 12945.6, it is unclear whether such employees would be entitled to differential pay. Districts should consult legal counsel if they have questions regarding differential pay for such employees.

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 44977.5)

Parental leave taken pursuant to Education Code 44977.5 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 44977.5; Government Code 12945.2, 12945.6)

Verification Requirements

Note: Education Code 44978 mandates the Board to adopt regulations requiring proof of illness or injury and prescribing the means of verification. However, Education Code 44978 provides that these regulations shall not discriminate against evidence of treatment and the need for treatment by the practice of a well-recognized religion. For verification requirements for employees on leave pursuant to the Family and Medical Leave Act, see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave. The following section should be modified to reflect district practice and any procedures which have been specified in bargaining agreements.

Note: Labor Code 233 requires districts to allow their employees to use sick leave for the purposes specified in Labor Code 246.5, the paid sick leave law. Because the paid sick leave law is silent on requests for verification, and actually requires an employer to provide an employee with paid sick days upon oral or written request, districts should be cautious in requiring verification for sick leave used for the purposes specified in Labor Code 246.5 (items #7-8 in the section "Use of Sick Leave" above). Although a district is permitted to require verification from an employee who is a victim of domestic violence, sexual assault, or stalking, pursuant to Labor Code 230 and 230.1, a general insistence on verification could be deemed a violation of Labor Code 246.5. Any district with questions regarding its authority related to verification should consult legal counsel.

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

Note: 42 USC 2000ff-1, the Genetic Information Nondiscrimination Act, and its implementing regulations, 29 CFR 1635.1-1635.12, specify that it is unlawful for a district to request, require, or purchase employees' or their family member's individual genetic information except in complying with the medical certification requirements for family care and medical leave purposes or with the employee's prior written authorization. See AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave. Pursuant to 29 CFR 1635.9, any such information received by the district must be kept confidential as specified below.

Any district request for additional verification by an employee's physician or a district-selected

physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to duty and stipulating any necessary restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)
(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Healthy Workplaces, Healthy Families Act Requirements

~~***Note: Pursuant to Labor Code 245-249, all employers, including those that provide paid time off to their employees under existing policy or other law, must comply with the requirements specified in the following section. Pursuant to Labor Code 248.5, noncompliance with the Healthy Workplaces, Healthy Families Act could result in an enforcement action against the employer, including the imposition of civil and monetary penalties. Any district with questions regarding the applicability of this law should consult its legal counsel.***~~

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:

a. That an employee is entitled to accrue, request, and use paid sick days

b. The number of sick days provided by Labor Code 245-249

c. The terms of use of paid sick days

d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee

2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request

3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Legal Reference:
EDUCATION CODE
44964 Power to grant leave of absence in case of illness, accident, or quarantine
44965 Granting of leaves of absence for pregnancy and childbirth
44976 Transfer of leave rights when school is transferred to another district
44977 Salary deduction during absence from duties up to five months after sick leave is exhausted
44977.5 Differential pay during parental leave up to 12 weeks after sick leave is exhausted
44978 Provisions for sick leave of certificated employees
44978.1 Inability to return to duty; placement in another position or on reemployment list
44978.2 Leave for military service connected disability
44979 Transfer of accumulated sick leave to another district
44980 Transfer of accumulated sick leave to a county office of education
44981 Leave of absence for personal necessity
44983 Exception to sick leave when district adopts specific rule
44984 Industrial accident or illness
44986 Leave of absence for disability allowance applicant
GOVERNMENT CODE
12945.1-12945.2 California Family Rights Act
12945.6 Parental leave
LABOR CODE
220 Sections inapplicable to public employees
230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off
230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off
233 Illness of child, parent, spouse or domestic partner
234 Absence control policy
245-249 Healthy Workplaces, Healthy Families Act of 2014
CODE OF REGULATIONS, TITLE 5
5601 Transfer of accumulated sick leave
UNITED STATES CODE, TITLE 29
2601-2654 Family and Medical Leave Act of 1993, as amended
UNITED STATES CODE, TITLE 42
2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008
CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.702 Family and Medical Leave Act of 1993
1635.1-1635.12 Genetic Information Nondiscrimination Act of 2008
COURT DECISIONS
Veguez v. Governing Board of Long Beach Unified School District, (2005) 127 Cal.App.4th 406

(3/17 3/18) 3/19

CSBA Sample
Administrative Regulation
Personal Illness/Injury Leave

AR 4261.1
Personnel

~~***Note: The following administrative regulation is subject to collective bargaining. Twelve days of paid personal illness or injury leave (sick leave) per year is the minimum prescribed by Education Code 45191 for classified employees employed five days a week in both merit and non-merit system districts. The Governing Board may allow more sick leave at its discretion; if it does so, the following paragraph should be revised accordingly.***~~

~~***Note: Labor Code 245-249 (the Healthy Workplaces, Healthy Families Act) require districts to grant a minimum of one hour of paid sick leave for every 30 hours worked to their employees who work for 30 days within a year of their employment, including classified employees. Pursuant to Labor Code 246, a district may use a different sick leave accrual method which provides for the accrual to be on a regular basis so that employees accrue at least 24 hours of sick leave or paid time off by the 120th calendar day of their employment or each calendar year or 12-month period.***~~

~~***Note: The provisions of Labor Code 245-249 are very broad and only district employees covered by a valid collective bargaining agreement may be exempted from them, if the collective bargaining agreement expressly provides paid sick leave in an amount equal to or exceeding the amount of leave required pursuant to Labor Code 246, includes final and binding arbitration of disputes regarding the application of the paid sick days provisions, and provides premium wage rates for all overtime hours worked and a regular hourly rate of pay of not less than 30 percent more than the state minimum wage rate. Since many districts may not satisfy all of the conditions for this exemption, this administrative regulation reflects the requirements of Labor Code 245-249. Any district which has a collective bargaining agreement that meets all of the conditions for exemption may modify this administrative regulation accordingly.***~~

~~***Note: For additional requirements of Labor Code 245-249, see sections titled "Short-Term and Substitute Employees" and "Healthy Workplaces, Healthy Families Act Requirements" below. For sick leave for certificated employees, see AR 4161.1/4361.1 - Personal Illness/Injury Leave.***~~

Classified employees employed five days a week are entitled to 12 days' leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, part-time employees who are entitled to less than 24 hours of paid sick leave per fiscal year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 45191; Labor Code 245-249)

(cf. 4161/4261/4361 - Leaves)
(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

Use of Sick Leave

Note: Items #1-8 below reflect allowable uses of sick leave specified in law. The district may expand this list to include any additional purposes authorized by law, authorized by the district, or included in a bargaining agreement.

A classified employee may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact in the course of employment with other persons having a contagious disease (Education Code 45199)

2. Pregnancy, childbirth, and recovery (Education Code 45193)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity as specified in Education Code 45207

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

Note: Optional item #4 below may be revised to specify a different minimum increment.

4. Medical and dental appointments, in increments of not less than one hour

5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

~~***Note: Pursuant to the Family and Medical Leave Act (FMLA) (29 USC 2612) and California Family Rights Act (CFRA) (Government Code 12945.2), a district is required to grant leave to an eligible employee to bond with a child after the birth, adoption, or foster care placement of the child, if the district employs 50 or more employees within 75 miles of the worksite where the employee requesting the leave is employed. For this purpose, employees may, but are not required to, use sick leave for any otherwise unpaid FMLA or CFRA leave.***~~

~~***Note: Government Code 12945.6 extends the right to parental leave to an eligible employee who is not covered by FMLA or CFRA when the district employs 20-49 employees within 75 miles of the worksite where the employee requesting the leave is employed.***~~

~~***Note: For further information regarding parental leave, see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.***~~

6. Need of an employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 45196.1; Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)

~~***Note: Pursuant to Labor Code 233, any district that provides sick leave to its employees is required to permit them to use sick leave, in an amount not less than the sick leave that would be accrued during six months at the employee's then current rate of entitlement, for the purposes specified in items #7-8 below.***~~

~~***Note: For the purpose of using sick leave to attend to the health care needs of a family member, as specified in item #7 below, Labor Code 245.5 defines "family member" as an employee's spouse, registered domestic partner, child (biological, adopted, or foster child; stepchild; legal ward; or a child to whom the employee stands in loco parentis), parent (biological, adoptive, or foster parent; stepparent; legal guardian of an employee or the employee's spouse or registered domestic partner; or a person who stood in loco parentis when the employee was a minor child), grandparent, grandchild, or sibling.***~~

~~***Note: For additional information about leaves for victims of domestic violence, sexual assault, or stalking granted in accordance with item #8 below, see AR 4161.2/4261.2/4361.2 - Personal Leaves.***~~

7. Need of the employee or the employee's family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 233, 246.5)

8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in items #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave, or the proportionate amount to which the employee may be entitled, until the first day of the month after the employee has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

~~***Note: The following paragraph is optional.***~~

An employee shall reimburse the district for any unearned sick leave used as of the date of termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

~~***Note: Pursuant to Education Code 45202, classified employees who are terminated after at least one year of employment for any reason unrelated to discipline are entitled to have their accumulated sick leave transferred with them in certain circumstances. The following paragraph, which provides for the notification of employees as a way to implement this provision, is optional and may revised to reflect district practice.***~~

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if the employee accepts employment in another district, county office of education, or community college district within one year of the termination of employment, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 45202)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a classified employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 12 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or higher by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 45191.5)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 12-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 45191.5)

~~***Note: Pursuant to Education Code 45191.5, the district may require proof that a leave granted under this law is used for treatment of a military service-connected disability. The following paragraph may be revised to reflect district practice.***~~

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a

military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 45191.5)

Notification of Absence

Note: The following optional section may be revised to reflect district practice.

An employee shall notify the Superintendent or the designated manager or supervisor of the need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

Note: Pursuant to Education Code 45196, districts may choose one of two methods for compensating classified employees who have exhausted their paid leaves and continue to be absent due to illness or injury.

Note: Option 1 below is for use by districts that subtract the actual cost of a substitute from the absent employee's salary for up to five months. Pursuant to Education Code 45196, the amount paid to a substitute must be less than the absent employee's salary unless the Board has adopted a salary schedule for substitutes. In California School Employees Association v. Tustin Unified School District, the court ruled that a district could deduct from the absent employee's salary only the cost of an outside substitute employee, not the cost of existing classified employee(s) working additional hours to fill the position during the absence.

Note: Option 2 is mandated pursuant to Education Code 45196 for districts that annually credit regular classified employees with at least 100 working days of paid sick leave and, after they have exhausted all fully paid leaves, compensate them at 50 percent or more of their regular salary for the remainder of the 100 working days. Option 2 may be revised to specify more than 100 working days and/or the level of compensation the district will pay an employee, if it chooses to pay more than 50 percent of the employee's salary.

Note: Districts that maintain a catastrophic leave program for their classified employees should specify how the program will affect the differential leave pay to which the employee may be entitled.

OPTION 1:

When a classified employee has exhausted all paid leaves, including sick leave, and continues to be absent on account of illness or injury for a period of five months or less, the district shall deduct from the employee's regular salary for that period an amount that does not exceed the actual cost of a substitute to fill the position. (Education Code 45196)

The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.

OPTION 2:

Each year, each regular classified employee shall be credited with no fewer than 100 working days of paid leave for personal illness or injury, including current year and accumulated days of leave. When the current year and accumulated days at full pay are exhausted, the remainder of the 100 days shall be compensated at least 50 percent of the employee's regular salary. Any of the 100 days of leave not used during the year in which they are credited shall be forfeited and shall not accumulate from year to year. This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled. (Education Code 45196)

Parental Leave

Note: The following section is subject to any conflicting provision in a collective bargaining agreement that provides greater parental leave rights.

During each school year, a classified employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 45196.1)

Note: Unlike leave taken pursuant to Government Code 12945.2, leave taken pursuant to Education Code 45196.1 does not require an employee to have at least 1,250 hours of service with the district during the previous 12-month period in order to be eligible for parental leave. See AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for further information on requirements related to the California Family Rights Act.

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 45196.1)

***Note: Pursuant to Education Code 45196.1, the district is required to provide differential pay to a classified employee for up to 12 work weeks when the employee has exhausted all available sick leave, including accumulated sick leave, and continues to be absent due to parental leave pursuant to Government Code 12945.2. Such an employee is entitled to receive differential pay, calculated in the same manner described in Option 1 or 2 in the section "Continued Absence After Available Sick Leave Is Exhausted/Differential Pay" above. As amended by AB 2012 (Ch. 994, Statutes of 2018), Education Code 45196.1 requires that, regardless of the type of differential pay system used by the district, employees must receive at least 50 percent of their

regular salary for any portion of the 12-week parental leave that remains following the exhaustion of sick leave. The following paragraph may be revised to specify a percentage higher than 50 percent in accordance with district practice.***

Note: Since Education Code 45196.1 does not expressly require districts to provide differential pay to employees who are eligible for parental leave pursuant to Government Code 12945.6, it is unclear whether such employees would be entitled to differential pay. Districts should consult legal counsel if they have questions regarding differential pay for such employees.

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 45196.1)

Parental leave taken pursuant to Education Code 45196.1 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 45196.1; Government Code 12945.2, 12945.6)

Extension of Leave

Note: Pursuant to Education Code 45195, the following extension of leave may be either paid or unpaid, and the Board may grant full pay for the full 18 months' allowable absence, if desired.*

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

(cf. 4216 - Probationary/Permanent Status)

If the employee is still unable to return to work after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes medically able, the employee shall be offered reemployment in the first vacancy in the classification of the employee's previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to seniority. (Education Code 45195)

Verification Requirements

***Note: Education Code 45191 mandates the Board to adopt regulations that require proof of

illness or injury and prescribe the means of verification. However, Education Code 45191 provides that these regulations shall not discriminate against evidence of treatment and the need for treatment by the practice of a well-recognized religion. The following section should be modified to reflect district practice and any procedures that have been specified in bargaining agreements.***

Note: Labor Code 233 requires districts to allow their employees to use sick leave for the purposes specified in Labor Code 246.5, the paid sick leave law. Because the paid sick leave law is silent on requests for verification, and actually requires an employer to provide an employee with paid sick days upon oral or written request, districts should be cautious in requiring verification for sick leave used for the purposes specified in Labor Code 246.5 (items #7-8 in the section "Use of Sick Leave" above). Although a district is permitted to require verification from an employee who is a victim of domestic violence, sexual assault, or stalking, pursuant to Labor Code 230 and 230.1, a general insistence on verification could be deemed a violation of Labor Code 246.5. Any district with questions regarding its authority related to verification should consult legal counsel.

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Note: 42 USC 2000ff-1, the Genetic Information Nondiscrimination Act, and its implementing regulations, 29 CFR 1635.1-1635.12, specify that it is unlawful for a district to request, require, or purchase an employee's or family member's individual genetic information except in complying with the medical certification requirements for family care and medical leave purposes or with the employee's prior written authorization. See AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave. Pursuant to 29 CFR 1635.9, any such information received by the district must be kept confidential as specified below.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to work and stipulating any necessary restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)
(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Short-Term and Substitute Employees

~~***Note: Pursuant to Labor Code 245-249, the district is required to grant a minimum of one hour of paid sick leave for every 30 hours worked by an employee who works for 30 days within a year of employment. In implementing this requirement, Labor Code 246 permits the district to use any of the options specified below. Option 1 provides for paid leave accrual based on one hour for every 30 hours worked. Option 2 allows an accrual method that provides for a regular accrual basis and ensures that the employee receives 24 hours of paid sick leave by the 120th calendar day of employment or each calendar year or 12-month period. Option 3 is for any district that credits employees with 24 hours or three days of paid sick leave at the beginning of each year and does not allow unused sick leave to carry over to the next year. In addition, pursuant to Labor Code 245.5, retired annuitants who have not reinstated to the applicable public retirement system are excluded from participation in these leave benefit provisions. The district should select the option below which corresponds to its approach under Labor Code 246.***~~

~~***Note: See section below titled "Healthy Workplaces, Healthy Families Act Requirements" for additional requirements.***~~

~~OPTION 1:~~

~~Except for a retired annuitant who is not reinstated to the retirement system, short-term or substitute employees who work for 30 or more days within a year of their employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)~~

~~OPTION 2:~~

~~Except for a retired annuitant who is not reinstated to the retirement system, short-term or substitute employees who work for 30 or more days within a year of their employment shall accrue, on a regular basis, paid sick leave of up to 24 hours by the 120th calendar day of their employment or each calendar year or 12-month period. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)~~

~~OPTION 3:~~

Except for a retired annuitant who is not reinstated to the retirement system, short-term or substitute employees who work for 30 or more days within a year of their employment shall be

credited with 24 hours or three days of paid sick leave for that year. Unused sick leave shall not carry over to the following year of employment. (Labor Code 246)

~~***Note: The following paragraph applies to all the above options.***~~

Short-term or substitute employees may begin to use accrued paid sick days on the 90th day of their employment, after which they may use the sick days as they are accrued. (Labor Code 246)

~~***Note: The following paragraph applies to all of the above options and reflects the intent of the Healthy Workplaces, Healthy Families Act to enable California workers to address their own and their family's health needs and to provide them with economic security when they need to take time off work for reasons of domestic violence, sexual assault, or stalking. The following paragraph may be revised to include additional reasons for which short-term or substitute employees may use sick leave, pursuant to district policy or practice. Pursuant to Labor Code 247.5, a district is not required to inquire into the purposes for which an employee uses paid leave.***~~

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. The employee's own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care

2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking

Healthy Workplaces, Healthy Families Act Requirements

~~***Note: Pursuant to Labor Code 245-249, all employers, including those that provide paid time off to their employees under existing policy or other law, must comply with the requirements specified in the following section. Pursuant to Labor Code 248.5, noncompliance with the Healthy Workplaces, Healthy Families Act could result in an enforcement action against the employer, including the imposition of civil and monetary penalties. Any district with questions regarding the applicability of this law should consult its legal counsel.***~~

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that

includes the following information:

a. That an employee is entitled to accrue, request, and use paid sick days

b. The number of sick days provided by Labor Code 245-249

c. The terms of use of paid sick days

d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee

2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request

3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Legal Reference:
EDUCATION CODE
45103 Substitute employees
45190 Leaves of absence and vacations
45191 Leaves of absence for illness and injury
45191.5 Leave for military service connected disability
45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)
45195 Additional leave for nonindustrial accident or illness; reemployment preference
45196 Salary; deductions during sick leave
45196.1 Differential pay during parental leave up to 12 weeks after sick leave is exhausted
45202 Transfer of accumulated sick leave and other benefits
GOVERNMENT CODE
12945.1-12945.2 California Family Rights Act
12945.6 Parental leave
LABOR CODE
230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off
230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off
233 Illness of child, parent, spouse or domestic partner
245-249 Healthy Workplaces, Healthy Families Act of 2014

UNITED STATES CODE, TITLE 29
2601-2654 Family and Medical Leave Act of 1993, as amended
UNITED STATES CODE, TITLE 42
2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008
CODE OF FEDERAL REGULATIONS, TITLE 29
825.100-825.702 Family and Medical Leave Act of 1993
1635.1-1635.12 Genetic Information Nondiscrimination Act of 2008
COURT DECISIONS
California School Employees Association v. Colton Joint Unified School District, (2009) 170 Cal.App.4th 957
California School Employees Association v. Tustin Unified School District, (2007) 148 Cal.App.4th 510

(3/17 3/18) 3/19

CSBA Sample
Board Policy
Interdistrict Attendance

BP 5117
Students

Note: The Education Code provides a number of options under which a district may enroll a student whose parent/guardian does not reside within district boundaries. Under an "interdistrict attendance permit" or "reciprocal agreement" pursuant to Education Code 46600-46610, a student may attend school in a different district when both the district of residence and the district of proposed attendance agree (Option 1 below). Alternatively, pursuant to Education Code 48300-48317, the Governing Board may declare the district to be a "school district of choice" willing to accept a specific number of interdistrict transfers into the district through a random selection process (Option 2 below). In order to maintain the integrity of the random selection process, it is recommended that a school district of choice not also accept transfers under the interdistrict attendance permit option except when extraordinary circumstances exist, as provided in Option 2 below. Districts that wish to use both sources of authority should consult legal counsel.

Note: In addition, pursuant to Education Code 48204, a district may authorize a student whose parent/guardian is employed within district boundaries to attend a school in the district (Allen bill transfer); see AR 5111.1 - District Residency.

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

(cf. 5111.1 - District Residency)
(cf. 5116.1 - Intradistrict Open Enrollment)

OPTION 1: Interdistrict Attendance Agreements and Permits

Note: The following section is for use by districts that have entered into an agreement with one or more other districts to accept student transfers through interdistrict attendance permits pursuant to Education Code 46600-46610. Districts selecting this option should also select Option 1 in the accompanying administrative regulation.

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

***Note: Education Code 46600 requires that the interdistrict attendance agreement specify the terms and conditions under which individual permits may be granted or denied. In addition,

pursuant to Education Code 46600, students who have been granted an interdistrict attendance permit must be allowed to continue to attend the school without having to reapply unless the agreement between the two districts contains specific agreed-upon standards for reapplication; see the accompanying administrative regulation. Districts also may include in the agreement their agreed-upon standards for revocation of students' interdistrict attendance. Examples of conditions that may result in revocation include falsification of information stated on the permit application, unsatisfactory attendance, continual disruption, or poor academic achievement.***

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

Note: Pursuant to Education Code 46600, it is the responsibility of the superintendent or designee of the district of residence, subject to board policies of the district of residence and terms of the agreement, to issue an individual permit verifying the district's approval of an interdistrict transfer out of the district. The permit shall become valid when endorsed by the board's designee in the district of proposed enrollment.

Note: See the accompanying administrative regulation for procedures to follow when the permit is denied.

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

OPTION 2: School District of Choice Program

Note: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-48317. Pursuant to Education Code 48301, such a district must register as a school district of choice with the Superintendent of Public Instruction and County Board of Education before enrolling students under this option. Districts selecting this option should also select Option 2 in the accompanying administrative regulation.

The Board has designated the district as a "school district of choice" and shall accept students who reside within other California school districts who wish to attend a district school.

The Board shall, by resolution, annually establish the number of students who will be accepted into the district through this program based on recommendations by the Superintendent or designee as to the number of transfer students the district will be able to accept and the schools, grades, and programs that will be able to accept the students. Once established, the district shall accept all students who apply to transfer into the district until the district is at maximum capacity, as required pursuant to Education Code 48301.

Note: Education Code 48301 requires a random, unbiased process for selecting students who will be admitted through the school district of choice program and prohibits consideration of certain characteristics and factors in making the selections. Pursuant to Education Code 48301, family income may only be considered to the extent necessary to determine enrollment priority pursuant to Education Code 48306; see the accompanying administrative regulation.

Students shall be admitted to district schools through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based upon the student's academic or athletic performance, physical condition, proficiency in English, any of the individual characteristics set forth in Education Code 200, or family income. (Education Code 48301)

If the number of transfer applications exceeds the number of transfers the Board has elected to accept, approval for transfer shall be determined by a random drawing held in public at a regularly scheduled Board meeting. (Education Code 48301)

Note: Because the school district of choice program requires a random selection process, it is recommended that participating districts not admit students through the interdistrict attendance permit process described in Option 1 above except under extraordinary circumstances. Such circumstances might include approving interdistrict attendance permits for students who are victims of an act of bullying. Such students are given priority for interdistrict attendance permits pursuant to Education Code 46600; see the accompanying administrative regulation.

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not admit students based on individual interdistrict attendance permits pursuant to Education Code 46600-46610 except under extraordinary circumstances.

The Superintendent or designee shall keep an accounting of all requests for admittance and a record of their disposition, including, but not limited to, all of the following: (Education Code 48313)

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial

2. The number of students transferred into and out of the district pursuant to this program

3. The race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals, and the district of residence for each student transferred into or out of the district pursuant to this program

4. The number of students transferred into or out of the district pursuant to this program who are classified as English learners or students with disabilities

***Note: Education Code 48311 authorizes, but does not require, a school district of choice to provide transportation to participating students to the extent that the district provides transportation assistance to other students. See section on "Transportation" below. Item #5 may

~~be deleted by districts that do not provide transportation.***~~

5. As applicable, the number of students described in items #3 and 4 above who are provided transportation assistance to a district school or program, and the total number of students provided transportation assistance, pursuant to the school district of choice program

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-5 above. No later than October 15 of each year, the Superintendent or designee shall provide the same information for the current school year, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, and the Superintendent of Public Instruction. (Education Code 48313)

The district's compliance with specified program requirements shall be reviewed as part of the annual district audit conducted pursuant to Education Code 41020. (Education Code 48301)

(cf. 3460 - Financial Reports and Accountability)

Transportation

~~***Note: The following optional section is for use by all districts and should be revised to reflect district practice. Districts are not required to provide transportation or transportation assistance to students admitted under an interdistrict attendance permit pursuant to Education Code 46600-46610. Pursuant to Education Code 48311, a school district of choice is authorized, but not required, to provide transportation assistance to the extent that the district otherwise provides transportation assistance to students.***~~

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

Legal Reference:
EDUCATION CODE
41020 Annual district audits
46600-46610 Interdistrict attendance agreements
48204 Residency requirements for school attendance
48300-48317 Student attendance alternatives, school district of choice program
48900 Grounds for suspension or expulsion; definition of bullying
48915 Expulsion; particular circumstances
48915.1 Expelled individuals; enrollment in another district
48918 Rules governing expulsion procedures
48980 Notice at beginning of term
48985 Notices to parents in language other than English

52317 Regional occupational center/program, enrollment of students, interdistrict attendance
CALIFORNIA CONSTITUTION
Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin
ATTORNEY GENERAL OPINIONS
87 Ops.Cal.Atty.Gen. 132 (2004)
84 Ops.Cal.Atty.Gen. 198 (2001)
COURT DECISIONS
Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234
Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov

(12/15 10/17) 3/19

CSBA Sample
Administrative Regulation
Interdistrict Attendance

AR 5117
Students

~~OPTION 1~~: Interdistrict Attendance Agreements and Permits

~~***Note: The following option is for use by districts that have entered into an agreement with one or more other school districts to accept transfers through the "interdistrict attendance permit" or "reciprocal agreement" process pursuant to Education Code 46600-46610. (See Option 1 in the accompanying Board policy.) In 87 Ops.Cal.Atty.Gen. 132 (2004), the Attorney General opined that districts could not charge students a fee for processing applications for interdistrict attendance.***~~

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student of either district to enroll in the other district may be issued upon approval of both districts.

~~***Note: Pursuant to Education Code 46600.2, as added by AB 2826 (Ch. 550, Statutes of 2018), districts are required to post on their web sites, in a manner accessible to the public without a password, the procedures and timelines regarding a request for an interdistrict transfer permit.***~~

The district shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year

2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence

3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision

4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request

5. Applicable timelines for processing a request, including the following statements:

a. For an interdistrict transfer request received by the district 15 or fewer calendar days

before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.

b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.

6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

Note: Education Code 46600 requires districts to give priority for interdistrict attendance permits to a student who is a victim of an act of bullying, as provided below. For this purpose, Education Code 48900(r) defines bullying to include, but not be limited to, bullying committed by means of an electronic act directed specifically toward the student; see AR 5144.1 - Suspension and Expulsion/Due Process.

Priority for interdistrict attendance shall be given to a student who has been determined by staff of either the district of residence or district of proposed enrollment to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600)

(cf. 5131.2 - Bullying)

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

Note: Optional items #1-11 below should be revised and/or deleted to reflect district practice.

1. To meet the child care needs of the student, only as long as the student's child care provider remains within district boundaries

(cf. 5148 - Child Care and Development)

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

(cf. 6159 - Individualized Education Program)

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance

4. To allow the student to complete a school year when the student's parents/guardians have

request, the Superintendent or designee shall notify the parent/guardian of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

Note: Education Code 46600.2, as added by AB 2826, requires a district that denies a request for an interdistrict transfer to give written notice to the parent/guardian of the right to appeal to the County Board of Education.

Note: Pursuant to Education Code 46601, parents/guardians may submit their appeal to the County Board within 30 calendar days of the district's final denial of the permit. The County Board then has 30 calendar days, unless extended by an additional five school days for good cause, to make its determination as to whether the student should be allowed to attend the district of proposed enrollment and the applicable period of attendance. However, Education Code 46601 allows a class 1 county (i.e., a county with a 1994-95 average daily attendance (ADA) of 500,000 or more for all districts in the county), until July 1, 2023, 60 calendar days to make its determination.

Note: Pursuant to Education Code 46602, if the County Board determines that the student should be permitted to attend the district of proposed enrollment, the district shall admit the student without delay.

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46600.2)

(cf. 5145.6 - Parental Notifications)

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

Pending a decision by the two districts or by the County Board on appeal, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted. (Education Code 46603)

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

moved out of the district during that year

5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school

6. To allow a high school senior to attend the same school attended as a junior, even if the student's family moved out of the district during the junior year

7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district

8. When the student will be living out of the district for one year or less

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

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

10. When there is valid interest in a particular educational program not offered in the district of residence

11. To provide a change in school environment for reasons of personal and social adjustment

Note: In 84 Ops.Cal.Atty.Gen. 198 (2001), the Attorney General opined that a lack of school facilities is a justifiable reason for denial of the interdistrict attendance permit request. However, according to the Attorney General, once the student is admitted, the district may not later deny the student continued attendance at a district school because of overcrowding. Although Attorney General opinions are not binding on the courts, they are generally afforded deference in the court when there is no specific statutory or case law to the contrary. The following paragraph is based on this Attorney General opinion.

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

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

Note: Education Code 46600.2, as added by AB 2826, establishes the following timelines for notifying a student's parents/guardians of the district's final decision regarding the interdistrict transfer request.

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the

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

Once a student is admitted to a school on the basis of an interdistrict attendance permit, the student shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school of enrollment, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded after June 30 following a student's completion of grade 10 or for any student entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

OPTION 2: School District of Choice Program

Note: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-48317. (See Option 2 in the accompanying Board policy.)

The Superintendent or designee shall communicate with parents/guardians regarding transfer opportunities under the school district of choice program. Communications sent to parents/guardians shall be available in all languages for which translations are required pursuant to Education Code 48985, shall be factually accurate, and shall not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic skill or any other personal characteristic. (Education Code 48301, 48980)

The Superintendent or designee shall also make public announcements regarding district schools, programs, policies, and procedures, including transportation options if applicable, during the enrollment period. (Education Code 48312)

Note: The following optional paragraph reflects Education Code 48302, which encourages districts to hold informational meetings as described below, and may be revised to reflect district practice.

The Superintendent or designee may hold informational meetings on the district's current educational programs, so that parents/guardians can provide input to the district on methods to improve current programs and make informed decisions regarding their children's education. (Education Code 48302)

The process for student transfers into the district under the school district of choice program, including, but not limited to, any applicable form, the timeline for a transfer, and an explanation of the selection process, shall be posted on the district's web site. (Education Code 48301)

(cf. 1113 - District and School Web Sites)

Parents/guardians shall submit applications for interdistrict attendance to the district office before January 1 of the school year preceding the school year for which the student is requesting to be transferred. The application deadline may be waived upon agreement between the district

and the student's district of residence. (Education Code 48308)

The application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48308)

(cf. 6173.2 - Education of Children of Military Families)

Note: Pursuant to Education Code 48305, if the district chooses to use existing entrance criteria for specialized schools or programs, then the criteria must be uniformly applied. The following optional paragraph is for use by districts that choose to use existing entrance criteria.

Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)

The district may deny a transfer into the district under the school district of choice program if the transfer would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities or an English learner. (Education Code 48303)

Whenever the number of transfer applications exceeds the number of interdistrict transfers that may be accepted as annually determined by the Governing Board, students accepted for transfer shall be selected by a random drawing held in public at a regularly scheduled Board meeting before February 15 of the school year preceding the school year for which the transfer is sought. (Education Code 48301)

Priority for transfer under the school district of choice program shall be granted as follows: (Education Code 48306)

1. First priority shall be given to siblings of students already in attendance in the district.

2. Second priority shall be given to students eligible for free or reduced-price meals.

(cf. 3553 - Free and Reduced Price Meals)

3. Third priority shall be given to children of military personnel.

No later than February 15 of the school year preceding the school year for which the student is requesting to be transferred, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected or of the student's position on any waiting list. (Education Code 48308)

If a student's application for transfer is accepted, the Superintendent or designee shall so notify the student's district of residence no later than February 15 of the school year preceding the school year for which the student is requesting to be transferred. (Education Code 48308)

The number of students accepted for transfer into the district, by school and grade level, shall be reported to the district of residence on or before February 15. (Education Code 48308)

If a student's application is denied, the Superintendent or designee shall notify the student's parents/guardians that the number of students requesting to transfer exceeded the district's capacity and that the student was not selected during the random drawing. Such determination shall be accurately recorded in the minutes of the Board meeting at which the determination was made. (Education Code 48308)

(cf. 9324 - Minutes and Recordings)

For a student whose parent/guardian was relocated by the military less than 90 days prior to the submission of the application, the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon acceptance, the student may immediately enroll in a district school. (Education Code 48308)

Vacancies may be filled from the waiting list until May 1 of the school year preceding the school year for which students are requesting to be transferred. (Education Code 48308)

The final number of students enrolled in the district through the school district of choice program, by school and grade level, along with the names of the students, shall be reported to the district of residence on or before May 2. (Education Code 48308)

Students admitted through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204. (Education Code 48301)

(cf. 5111.1 - District Residency)
(cf. 5116.1 - Intradistrict Open Enrollment)

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts. (Education Code 48308)

Note: ~~The following paragraph may be revised by districts that do not maintain high schools.~~

~~Even if the district withdraws from participation in the program, students who attended or received a notice of acceptance into the district before the Board's resolution of withdrawal shall be permitted to attend school in the district, and admitted high school students may continue attending school in the district until they graduate from high school. (Education Code 48307, 48308)~~

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

(cf. 6146.3 - Reciprocity of Academic Credit)

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

Transfers Out of the District

Note: The following optional section is for use by all districts.

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

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

Note: Even if a district has not designated itself as a school district of choice, it has the authority pursuant to Education Code 48307 to limit the number of students transferring out of the district into other districts that have designated themselves as school districts of choice. A district with an ADA of more than 50,000 may annually limit the number of such transfers to one percent of its current year estimated ADA. A district with an ADA of 50,000 or less may limit the number of such transfers to three percent of its current estimated ADA and may limit the maximum number of such transfers for the duration of the program to 10 percent of the ADA for that period. In Walnut Valley Unified School District v. Superior Court of Los Angeles County, the appellate court held that the 10 percent cap on outbound transfers "for the duration of the program" should be based on the district's ADA over the entire life of the district of choice program (i.e., from the program's inception in 1994 until the present day). The district may revise item #1 to reflect the applicable percentage in Education Code 48307 based on its ADA.

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance.

2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

(cf. 3100 - Budget)

***Note: Item #3 is optional and should be revised to reflect district practice. Education Code

48307 authorizes the district to prohibit a transfer out of the district under the school district of choice program if the Board determines that the transfer would negatively impact a court-ordered, desegregation plan, a voluntary desegregation plan, or the racial and ethnic balance of the district. Education Code 48307 provides that denial of transfers on the basis of a voluntary desegregation plan or the racial and ethnic balance of the district must be consistent with the constitutional provisions added by Proposition 209 in 1996 (California Constitution, Article 1, Section 31). It is recommended that districts consult legal counsel before adopting policy to allow denial of transfers on either of these bases.***

3. The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)

a. A court-ordered desegregation plan

b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31

c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

(7/12 10/17) 3/19

CSBA Sample

Administrative Regulation

Withholding Grades, Diploma Or Transcripts

AR 5125.2
Students

Note: In certain limited circumstances, state law permits districts to withhold student grades, diplomas, and/or transcripts. Pursuant to Education Code 48904, the district may withhold the grades, diploma, and/or transcripts of a student who willfully cuts, defaces, or otherwise injures any real or personal property belonging to the district, or who willfully does not return district property that was loaned to the student, until the damages are paid. For more information regarding limits of damages, as annually adjusted for inflation, see BP/AR 3515.4 - Recovery for Property Loss or Damage. Pursuant to Education Code 49014, as added by AB 1974 (Ch. 577, Statutes of 2018), a current or former homeless or foster youth is exempted from the requirement to pay damages.

Note: If a student's parents/guardians are unable to pay the damages, Education Code 48904 requires the district to offer an option for the student to provide work in lieu of payment. Pursuant to Education Code 49014, a district may offer any other student regardless of the ability to pay, other than a current or former homeless or foster youth, alternative, nonmonetary means to settle the debt owed as a result of damage or loss of district property. In such cases, the district may withhold the student's grades, diploma, and/or transcripts until the work or other alternative is completed.

Note: Education Code 48904 mandates the Governing Board to establish procedures for withholding a student's grades, diploma, and/or transcripts until reparation is made.

When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or willfully does not return district property that has been loaned to the student, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages or the student has completed voluntary work or other nonmonetary alternative offered by the district in lieu of monetary damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code 48904, 49014)

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

This administrative regulation shall not apply to a student who is a current or former homeless or foster youth. (Education Code 49014)

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

(cf. 5145.6 - Parental Notifications)

~~***Note: Education Code 48904 mandates that the district's procedures for withholding a student's grades, diploma, and/or transcripts conform to procedures established in the Education Code for student expulsion. For due process procedures related to student expulsion, see BP/AR 5144.1 - Suspension and Expulsion/Due Process.***~~

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

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

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

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

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

Legal Reference:
EDUCATION CODE
48904 Liability of parent
48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold
48911 Suspension by principal, designee or superintendent
49014 Public School Fair Debt Collection Act
49069 Absolute right to access

CSBA Sample
Exhibit
Parental Notifications

E 5145.6
Students

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2017 (AB 97, Ch. 14, Statutes of 2017) extends the suspension of these requirements through the 2017-18 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

Note: The following exhibit lists notices which the law explicitly requires be provided to parents/guardians. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements. For example, see AR 1312.3 - Uniform Complaint Procedures for the contents of the annual notice regarding uniform complaint procedures (UCP) as mandated by 5 CCR 4622.

Note: The exhibit does not include other notices that are recommended throughout CSBA's sample policy manual but are not required by law. The district may revise the exhibit to reflect additional notifications provided by the district.

I. Annually

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 222.5
Board Policy/Administrative Regulation #: See BP 5146
Subject: Rights and options for pregnant and parenting students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 234.7
Board Policy/Administrative Regulation #: See BP 0410
Subject: Right to a free public year 234.7 education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174
Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3
Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1
Education or Other Legal Code: Education Code 35256, 35258
Board Policy/Administrative Regulation #: See BP 0510
Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 35291, 48980
Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1
Subject: District and site discipline rules

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 44050
Board Policy/Administrative Regulation #: See BP 4119.21, See BP 4219.21, See BP 4319.21
Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 46010.1
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school
Education or Other Legal Code: Education Code 48929, 48980
Board Policy/Administrative Regulation #: See BP 5116.2
Subject: District policy authorizing transfer

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Copy of sexual harassment policy as related to students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 32255-32255.6
Board Policy/Administrative Regulation #: See AR 5145.8
Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361
Board Policy/Administrative Regulation #: See BP 5111.1, See AR 5116.1, See AR 5117
Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Board allows such absence
Education or Other Legal Code: Education Code 48980, 46014
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48205
Board Policy/Administrative Regulation #: See AR 5113, See BP 6154
Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208
Board Policy/Administrative Regulation #: See AR 6183
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49403
Board Policy/Administrative Regulation #: See BP 5141.31
Subject: School immunization program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49423, 49480
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49471, 49472
Board Policy/Administrative Regulation #: See BP 5143
Subject: Availability of insurance

When to Notify: Annually
Education or Other Legal Code: 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Uniform complaint procedures, available appeals, civil law remedies

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063
Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3
Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7
Board Policy/Administrative Regulation #: See AR 5125
Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37
Board Policy/Administrative Regulation #: See AR 5125.1
Subject: Release of directory information

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49458
Board Policy/Administrative Regulation #: See None
Subject: How to access mental health services at school and/or in community

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5
Board Policy/Administrative Regulation #: See AR 3553
Subject: Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 51513, 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8
Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 56301
Board Policy/Administrative Regulation #: See BP 6164.4
Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 58501, 48980
Board Policy/Administrative Regulation #: See AR 6181
Subject: Alternative schools

When to Notify: Beginning of each school year
Education or Other Legal Code: Health and Safety Code 104855
Board Policy/Administrative Regulation #: See AR 5141.6
Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When/Whom to Notify: Annually
Education or Other Legal Code: 5 CCR 852; Education Code 60615
Board Policy/Administrative Regulation #: See AR 6162.51
Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year, if district receives Title I funds
Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48
Board Policy/Administrative Regulation #: See BP 4112.2, See AR 4222
Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year
Education or Other Legal Code: 34 CFR 104.8, 106.9
Board Policy/Administrative Regulation #: See BP 0410, See BP 6178
Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals
Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93
Board Policy/Administrative Regulation #: See AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year
Education or Other Legal Code: USDA SP-23-2017
Board Policy/Administrative Regulation #: See AR 3551
Subject: District policy on meal payments

II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling
Education or Other Legal Code: Education Code 221.5; 48980
Board Policy/Administrative Regulation #: See BP 6164.2
Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174
Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program
Education or Other Legal Code: Education Code 32390, 48980
Board Policy/Administrative Regulation #: See AR 5142.1
Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district
Education or Other Legal Code: Education Code 35211
Board Policy/Administrative Regulation #: None
Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported
Education or Other Legal Code: Education Code 39831.5
Board Policy/Administrative Regulation #: See AR 3543
Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus
Education or Other Legal Code: Education Code 44808.5, 48980
Board Policy/Administrative Regulation #: See BP 5112.5
Subject: Open campus

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement
Education or Other Legal Code: Education Code 48980, 51225.3
Board Policy/Administrative Regulation #: See AR 6146.1
Subject: How each school graduation requirement does or does not satisfy college entrance a-g course criteria; districts CTE courses that satisfy a-g course criteria

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 49063
Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3
Subject: Specified rights related to student records

When to Notify: When students enter grade 7
Education or Other Legal Code: Education Code 49452.7
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school
Education or Other Legal Code: Education Code 49452.8
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Beginning of each school year for students in grades 9-12
Education or Other Legal Code: Education Code 51229, 48980
Board Policy/Administrative Regulation #: See AR 6143
Subject: College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year
Education or Other Legal Code: Education Code 51938, 48980
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year
Education or Other Legal Code: Education Code 60641; 5 CCR 863
Board Policy/Administrative Regulation #: See AR 6162.51
Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12
Education or Other Legal Code: Education Code 69432.9
Board Policy/Administrative Regulation #: See AR 5121, See AR 5125
Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: When child is enrolled or reenrolled in a licensed child care center or preschool
Education or Other Legal Code: Health and Safety Code 1596.7996
Board Policy/Administrative Regulation #: See AR 5148
Subject: Information on risks and effects of lead exposure, blood lead testing

When to Notify: When child is enrolled in kindergarten
Education or Other Legal Code: Health and Safety Code 124100, 124105
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test
Education or Other Legal Code: 5 CCR 11523
Board Policy/Administrative Regulation #: See AR 6146.2
Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds
Education or Other Legal Code: 20 USC 7908
Board Policy/Administrative Regulation #: See AR 5125.1
Subject: Request that district not release name, address, phone number of child to military

recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records, security of district records,
Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: See BP 3580
Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination
Education or Other Legal Code: Education Code 262.3
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient
Education or Other Legal Code: Education Code 313; 5 CCR 11303
Board Policy/Administrative Regulation #: See AR 6174
Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Titles I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year
Education or Other Legal Code: Education Code 313.2, 440; 20 USC 6312
Board Policy/Administrative Regulation #: See AR 6174
Subject: Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

When to Notify: When homeless or foster youth applies for enrollment in before/after school program
Education or Other Legal Code: Education Code 8483
Board Policy/Administrative Regulation #: See AR 5178.2
Subject: Right to priority enrollment how to request priority enrollment

When to Notify: Before high school student attends specialized secondary program on a university campus
Education or Other Legal Code: Education Code 17288
Board Policy/Administrative Regulation #: None
Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list
Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Intended use of pesticide product

When to Notify: To members of athletic teams
Education or Other Legal Code: Education Code 32221.5
Board Policy/Administrative Regulation #: See AR 5143
Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition
Education or Other Legal Code: Education Code 33479.3
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Information on sudden cardiac arrest

When to Notify: If school has lost its WASC accreditation status
Education or Other Legal Code: Education Code 35178.4
Board Policy/Administrative Regulation #: See BP 6190
Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising
Education or Other Legal Code: Education Code 35182.5
Board Policy/Administrative Regulation #: BP 3312
Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy
Education or Other Legal Code: Education Code 35183
Board Policy/Administrative Regulation #: See AR 5132
Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: See BP 6117
Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days
Education or Other Legal Code: Education Code 46601
Board Policy/Administrative Regulation #: See AR 5117
Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered
Education or Other Legal Code: Education Code 48000
Board Policy/Administrative Regulation #: See AR 5111
Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention
Education or Other Legal Code: Education Code 48070.5
Board Policy/Administrative Regulation #: See AR 5123
Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health
Education or Other Legal Code: Education Code 48213
Board Policy/Administrative Regulation #: See AR 5112.2, See BP 5141.33
Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization
Education or Other Legal Code: Education Code 48216; 17 CCR 6040
Board Policy/Administrative Regulation #: See AR 5141.31
Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant
Education or Other Legal Code: Education Code 48260.5, 48262
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department
Education or Other Legal Code: Education Code 48263
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Name and address of SARB or probation department and reason for referral

When/Whom to Notify: When student requests to voluntarily transfer to continuation school
Education or Other Legal Code: Education Code 48432.3
Board Policy/Administrative Regulation #: See AR 6184
Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school
Education or Other Legal Code: Education Code 48432.5
Board Policy/Administrative Regulation #: See AR 6184
Subject: Right to require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin
Education or Other Legal Code: Education Code 48853.5
Board Policy/Administrative Regulation #: See AR 6173.1
Subject: Basis for the placement recommendation

When to Notify: When student is removed from class and teacher requires parental attendance at school

Education or Other Legal Code: Education Code 48900.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts
Education or Other Legal Code: Education Code 48904
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student
Education or Other Legal Code: Education Code 48904.3
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer
Education or Other Legal Code: Education Code 48906
Board Policy/Administrative Regulation #: See BP 5145.11
Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1
Subject: Notice of suspension

When to Notify: When original period of suspension is extended
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom
Education or Other Legal Code: Education Code 48911.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension
Education or Other Legal Code: Education Code 48912
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission
Education or Other Legal Code: Education Code 48915.1, 48918
Board Policy/Administrative Regulation #: See BP 5119
Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied

Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs
Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school
Education or Other Legal Code: Education Code 48929, 48980
Board Policy/Administrative Regulation #: See BP 5116.2
Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site
Education or Other Legal Code: Education Code 48987
Board Policy/Administrative Regulation #: See AR 5141.4
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course
Education or Other Legal Code: Education Code 49067
Board Policy/Administrative Regulation #: See AR 5121
Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school
Education or Other Legal Code: Education Code 49068
Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to receive copy of student's record and to challenge its content

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals
Education or Other Legal Code: Education Code 49070
Board Policy/Administrative Regulation #: See AR 5125.3
Subject: If board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity
Education or Other Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: See BP 5125
Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter
Education or Other Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: AR 5125
Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer
Education or Other Legal Code: Education Code 49076
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena
Education or Other Legal Code: Education Code 49077
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis
Education or Other Legal Code: Education Code 49452.5
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects
Education or Other Legal Code: Education Code 49456; 17 CCR 2951
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Vision or hearing test results

When to Notify: Within 10 days of negative balance in meal account
Education or Other Legal Code: Education Code 49557.5
Board Policy/Administrative Regulation #: See AR 3551

Subject: Negative balance in meal account; encouragement to apply for free or reduced price meals

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition
Education or Other Legal Code: Education Code 49475
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Information on concussions and head injuries

When/Whom to Notify: Within 30 days of foster youth, homeless youth, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12
Education or Other Legal Code: Educational Code 51225.1
Board Policy/Administrative Regulation #: See BP 6146.1, See AR 6173, See AR 6173.1, AR 6173.3, See AR 6175
Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school

When to Notify: Before any test/survey questioning personal beliefs
Education or Other Legal Code: Education Code 51513
Board Policy/Administrative Regulation #: See AR 5022
Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency
Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5
Board Policy/Administrative Regulation #: See AR 6174
Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established
Education or Other Legal Code: Education Code 54444.2
Board Policy/Administrative Regulation #: See BP 6175, See AR 6175
Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program
Education or Other Legal Code: Health and Safety Code 1596.857
Board Policy/Administrative Regulation #: See AR 5148
Subject: Parent/guardian right to enter facility

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds
Education or Other Legal Code: Health and Safety Code 104420
Board Policy/Administrative Regulation #: See AR 3513.3
Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When testing by community water system finds presence of lead exceeding specified level
Education or Other Legal Code: Health and Safety Code 116277
Board Policy/Administrative Regulation #: See AR 3514
Subject: Elevated lead level at school

When to Notify: When sharing student immunization information with an immunization system
Education or Other Legal Code: Health and Safety Code 120440
Board Policy/Administrative Regulation #: See AR 5125
Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer
Education or Other Legal Code: Penal Code 626.81
Board Policy/Administrative Regulation #: See AR 1240, See BP 1250
Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises
Education or Other Legal Code: Penal Code 627.5
Board Policy/Administrative Regulation #: See AR 3515.2
Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law
Education or Other Legal Code: 5 CCR 4631
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program
Education or Other Legal Code: 5 CCR 18066
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: excused and unexcused absences

When to Notify: Within 30 days of application for subsidized child care or preschool services
Education or Other Legal Code: 5 CCR 18094, 18118
Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3

Subject: Policies re: Approval or denial of services

When to Notify: Upon recertification or update of application for child care or preschool services
Education or Other Legal Code: 5 CCR 18095, 18119
Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3
Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program
Education or Other Legal Code: 5 CCR 18114
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late
Education or Other Legal Code: 5 CCR 18114
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights
Education or Other Legal Code: 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught
Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See AR 4112.24
Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners
Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See AR 6174
Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy
Education or Other Legal Code: 20 USC 6318
Board Policy/Administrative Regulation #: See AR 6020
Subject: Notice of policy

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals

Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a
Board Policy/Administrative Regulation #: See AR 3553
Subject: Need to submit verification information; any subsequent change in benefits; appeals

When/Whom to Notify: When student is homeless or unaccompanied minor
Education or Other Legal Code: 42 USC 11432; Education Code 48852.5
Board Policy/Administrative Regulation #: See AR 6173
Subject: Educational and related opportunities; transportation services; placement decision and right to appeal

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30
Education or Other Legal Code: 34 CFR 99.34
Board Policy/Administrative Regulation #: See AR 5125
Subject: Right to review records

When to Notify: When district receives federal funding assistance for nutrition program
Education or Other Legal Code: USDA FNS Instruction 113-1
Board Policy/Administrative Regulation #: See BP 3555
Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

IV. Special Education Notices

When to Notify: Prior to conducting initial evaluation
Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415 (d); 34 CFR 300.502, 300.503
Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR 6164.4
Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins
Education or Other Legal Code: Education Code 56321
Board Policy/Administrative Regulation #: See AR 6159
Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record
Education or Other Legal Code: Education Code 56341.1
Board Policy/Administrative Regulation #: See AR 6159
Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting
Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322
Board Policy/Administrative Regulation #: See AR 6159
Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP
Education or Other Legal Code: Education Code 56343.5
Board Policy/Administrative Regulation #: See AR 6159
Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage
Education or Other Legal Code: Education Code 56521.1
Board Policy/Administrative Regulation #: See AR 6159.4
Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services
Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503
Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1
Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint
Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or change in placement
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530
Board Policy/Administrative Regulation #: See AR 5144.2
Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504
Education or Other Legal Code: 34 CFR 104.32, 104.36
Board Policy/Administrative Regulation #: See AR 6164.6
Subject: District responsibilities, district actions, procedural safeguards

V. Classroom Notices

When to Notify: In each classroom in each school
Education or Other Legal Code: Education Code 8235.5, 35186
Board Policy/Administrative Regulation #: See AR/E 1312.4
Subject: Complaints subject to Williams uniform complaint procedures

CSBA Sample

Board Bylaw

Actions By The Board

BB 9323.2
Board Bylaws

~~***Note: Pursuant to Education Code 35164, a majority vote of all members of the Governing Board is necessary for an item to carry, even in those cases where some members are absent. Thus, for districts with a five-member board, an item will pass with three votes, even if only three members are present or there is a vacancy. Education Code 35165 details the effect of a vacancy in districts with a seven-member board. For language regarding vote requirements when a board member abstains, see BB 9323 - Meeting Conduct.***~~

~~***Note: The law specifies certain board actions as requiring more than a majority vote; see E(1) 9323.2 for a list of such actions.***~~

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9012 - Board Member Electronic Communications)
(cf. 9200 - Limits of Board Member Authority)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members

2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision

3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

Action on Non-Agenda Items

Note: The Brown Act (Government Code 54950-54963) generally prohibits any action or discussion of items not on the posted agenda. However, Government Code 54954.2 provides for three specific and narrow situations in which the Board can act on an item not on the agenda, as specified below. Board members may also briefly respond to questions raised by members of the public concerning items not on the agenda; see BB 9323 - Meeting Conduct.

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5

2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted

3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

Challenging Board Actions

Note: Government Code 54960 grants authority to the district attorney or any interested person to file a civil action asking the court to order the Board to stop or prevent Brown Act violations specified below. The Board should respond to legal challenges to its actions and consult legal counsel when necessary. Pursuant to Government Code 54960.5, a court may award court costs and reasonable attorney's fees to a plaintiff who successfully invalidates a Board action in violation of the Brown Act or successfully enforces one of the Brown Act's civil remedies provided in Government Code 54960-54960.2.

The district attorney's office or any interested person may file an action in court for the purpose of: (Government Code 54960, 54960.2)

1. Stopping or preventing the Board's violation or threatened violation of the Brown Act

2. Determining the applicability of the Brown Act to ongoing or future threatened Board actions

3. Determining the applicability of the Brown Act to a past action of the Board that is not specified in Government Code 54960.1, provided that:

a. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.

Note: Pursuant to Government Code 54960.2, the Board may respond within 30 days of receiving the cease and desist letter. If the Board decides to respond to the letter with an unconditional commitment to desist from repeating the past action, the unconditional commitment is required to be substantially in the same form provided in Government Code 54960.2 and to be approved in an open session of the Board's regular or special meeting. For a sample unconditional commitment letter, see E(2) 9323.2.

b. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.

c. The action is brought within the time required by Government Code 54960.2.

4. Determining the validity, under state or federal law, of any Board rule or action which penalizes any of its members or otherwise discourages their expression

5. Compelling the Board to audio record its closed sessions because of a court's finding of the Board's violation of any applicable Government Code provision

Note: Pursuant to Government Code 54960.1, the district attorney's office or any interested person may file a lawsuit to invalidate (i.e., declare null and void) actions that violate specific provisions of the Brown Act listed in Government Code 54960.1 and specified below. However, even when the action may normally be subject to invalidation, Government Code 54960.1 provides that in certain circumstances (e.g., when there has been substantial compliance with the Brown Act or the Board action resulted in a contract with a party who detrimentally relied on the action in good faith and without notice of a challenge to its validity), the action may not be invalidated.

Note: Before seeking court action, the person who believes a violation occurred must send a written demand to the Board to "cure or correct" the action as specified below. Because the laws regarding these provisions are complex, it is recommended that the district consult with legal counsel upon receipt of a "cure and correct" demand.

The district attorney or any interested person may file an action in court to nullify a Board action which is alleged to be in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)

2. Agenda posting (Government Code 54954.2)

3. Closed session item descriptions (Government Code 54954.5)

4. New or increased tax assessments (Government Code 54954.6)

5. Special meetings (Government Code 54956)

6. Emergency meetings (Government Code 54956.5)

Prior to bringing any action to nullify a Board action, the district attorney or other interested person shall present a demand to "cure and correct" the alleged violation. The demand shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.

2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.

3. Take no action. If the Board takes no action within the 30-day period, its inaction shall be considered a decision not to cure or correct the challenged action.

Legal Reference:
EDUCATION CODE
15266 School construction bonds
17466 Declaration of intent to sell or lease real property
17481 Lease of property with residence for nondistrict purposes
17510-17512 Leasing for production of gas, resolution requiring unanimous vote
17546 Private sale of personal property
17556-17561 Dedication of real property
35140-35149 Meetings
35160-35178.4 Powers and duties
48660-48661 Community day schools, establishment and restrictions
CODE OF CIVIL PROCEDURE
425.16 Special motion to strike in connection with a public issue
1245.240 Eminent domain vote requirements
1245.245 Eminent domain, resolution adopting different use
GOVERNMENT CODE
53090-53097.5 Regulation of local agencies by counties and cities
53724 Parcel tax resolution requirements
53790-53792 Exceeding the budget
53820-53833 Temporary borrowing

53850-53858 Temporary borrowing
54950-54963 The Ralph M. Brown Act, especially:
54952.6 Action taken, definition
54953 Meetings to be open and public; attendance; prohibition against secret ballots
54960-54960.5 Actions to prevent violations
65352.2 Coordination with planning agency
PUBLIC CONTRACT CODE
3400 Bid specifications
20111 Contracts over $50,000; contracts for construction; award to lowest responsible bidder
20113 Emergencies, award of contracts without bids
20114 Repairs, maintenance, and improvements to district facilities by day labor or force account
22034 Uniform Public Construction Cost Accounting Act informal bidding ordinance
22035 Repair or replacement of facilities in case of emergency
22050 Emergency contracting procedures
COURT DECISIONS
Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003) 112 Cal.App.4th 1313
McKee v. Orange Unified School District (2003) 110 Cal.App.4th 1310
Bell v. Vista Unified School District (2002) 82 Cal.App.4th 672
Boyle v. City of Redondo Beach (1999) 70 Cal.App.4th 1109

Management Resources:
CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, 2014
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Local Legislative Bodies, 2003
LEAGUE OF CALIFORNIA CITIES PUBLICATIONS
Open and Public IV: A Guide to the Ralph M. Brown Act 2nd Edition, rev. July 2010
WEB SITES
CSBA: http://www.csba.org
Institute for Local Government: http://www.ca-ilg.org
Office of the Attorney General: http://www.oag.ca.gov

(3/11 11/12) 3/19

CSBA Sample
Exhibit
Actions By The Board

E 9323.2
Board Bylaws

~~Exhibit 1~~

ACTIONS REQUIRING A SUPER MAJORITY VOTE

~~***Note: The following exhibit lists some of the Governing Board actions that require more than a simple majority vote. Other such actions may exist and may be identified in the future.***~~

Actions Requiring a Two-Thirds Vote of the Board:

~~***Note: For an action requiring a two-thirds vote to pass, a three-member board will need two board members to vote in favor of the item, a five-member board will need four board members to vote in favor of the item, and a seven-member board will need five board members to vote in favor of the item.***~~

1. Resolution declaring the Governing Board's intention to sell or lease real property (Education Code 17466)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

2. Resolution declaring the Board's intent to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)

3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)

4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)

~~***Note: Item #5 below is different from temporary borrowing pursuant to Government Code 53850-53858 which requires only a majority vote of the Board.***~~

5. Request for temporary borrowing of funds needed for immediate requirements of the

district to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)

6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)
(cf. 7150 - Site Selection and Development)
(cf. 7160 - Charter School Facilities)

7. When the district is organized to serve only grades K-8, action to establish a community day school for any of grades K-8 (Education Code 48660)

(cf. 6185 - Community Day School)

8. When the district is organized to serve only grades K-8, has an average daily attendance (ADA) of 2,500 or less, or desires to operate a community day school to serve any of grades K-6 (and no higher grades) and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

9. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

10. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

11. Resolution to place a parcel tax on the ballot (Government Code 53724)

~~***Note: Code of Civil Procedure 1245.240 requires that, prior to commencing an eminent domain action, the Board adopt a resolution of necessity approved by a two-thirds vote of the Board unless a greater vote is required by statute, charter, or ordinance. In addition, if the Board desires to use the property for a different purpose than stated in the resolution of necessity, then pursuant to Code of Civil Procedure 1245.245, the Board must adopt, by two-thirds vote, another resolution authorizing the different use unless a greater vote is required by statute, charter, or ordinance.***~~

12. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure

1245.240, 1245.245)

~~***Note: Item #13 is for use by three-member boards.***~~

~~13. When the district has a three-member Board, action to respond to an emergency facilities condition without giving notice for bids to let contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)~~

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)

2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

~~***Note: For an action requiring a four-fifths vote to pass, a three-member board will need a unanimous vote in favor of the item, a five-member board will need four board members to vote in favor of the item, and a seven-member board will need six board members to vote in favor of the item.***~~

1. Expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)

3. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that

fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823-53824)

4. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

Note: Item #5 is for use by districts governed by a five-member or seven-member board.

5. When the district has a five-member or seven-member Board, action to respond to an emergency facilities condition without giving notice for bids to let contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)

Note: AB 2249 (Ch. 169, Statutes of 2018) amended Public Contract Code 22034 to change the thresholds for public works projects bid pursuant to the Uniform Public Construction Cost Accounting Act, thereby increasing the amount requiring board resolution, as provided in item #6.

6. Resolution to award a contract for a public works project at $212,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the Uniform Public Construction Cost Accounting Act for projects of $200,000 or less, all bids received are in excess of $200,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)

(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a lease of district property for extraction and taking of gas not associated with oil (Education Code 17510-17511)

2. Authorization of the use of day labor or force account, or waiver of the competitive bid process pursuant to Public Contract Code 20111, when the Board determines that an emergency exists requiring the repair, alteration, work, or improvement to any facility to permit the continuance of existing classes or to avoid danger to life or property, and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such

property is not worth more than $2,500. Disposal of surplus property or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

(5/16 10/16) 3/19

Exhibit(2) 9323.2

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

Note: Government Code 54960 authorizes the district attorney or other interested person to file an action in court to determine the applicability of the Ralph M. Brown Act to any past Governing Board action which is not specified in Government Code 54960.1; see the accompanying board bylaw. Pursuant to Government Code 54960.2, prior to commencing such an action the district attorney or other interested person must send a cease and desist letter to the Board within nine months of the alleged violation. Within 30 days of receiving the cease and desist letter, the Board may respond by sending an unconditional commitment, substantially in the same form provided in Government Code 54960.2, to desist from repeating the past action. If the Board so responds, the district attorney or other interested person may not file an action in court. The following exhibit presents a sample unconditional commitment letter.

To: (Name of district attorney or any interested person)

The Governing Board of (name of school district) has received your cease and desist letter dated (date) alleging that the following past action taken by the Board violates the Ralph M. Brown Act: (Describe alleged past action as set forth in the cease and desist letter.)

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. The Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to

Government Code 54960(a).

Sincerely,

(Name)

(Title of Board President or other designee)

(11/12) 3/19

MESA UNION SCHOOL DISTRICT

CLASS TITLE: CAASPP Assessment Coordinator

BASIC FUNCTION:

Under the direct supervision of the Superintendent coordinates and monitors school site administration of state-mandated tests related to the California Assessment of Student Performance and Progress, including the Smarter Balanced Summative Assessments (SBAC), California Alternative Assessment (CAA), California Science Test (CAST), and local interim assessments, interacts regularly with District and school staff, parents, and/or other education agencies regarding testing/assessment programs and placement process, and performs related duties as assigned.

DUTIES AND RESPONSIBILITIES:

The duties of this position are not limited to those stated, but may also include additional duties that are necessary for successful implementation of this program.

State Mandated Summative Assessments

- Attend trainings and review all SBAC, CAA, and CAST policy and administration documents.
- Add users to the Test Operations Management System (TOMS).
- Set up summative test administration window for the LEA.
- Establish test administration schedule.
- Verify student test assignments, updating in TOMS.
- Plan and conduct state required training for CAASPP test administrators including online training modules posted on the SBAC portal.
- Review security procedures with CAASPP test administrators.
- Collect and maintain test security affidavits for all test administrators.
- Work with technology coordinator to ensure device set up (network diagnostics, secure browser download, minimum technology requirements).
- Work with special education staff and teachers to select and assign appropriate accessibility resources for students. Review settings and update as needed in TOMS.
- Communicate assigned student accessibility resources with test administrators.
- Establish a location for those students who need a separate test setting.
- Perform equipment needs assessment based on individual student requirements (i.e. headsets, noise buffers, calculators).
- Download the directions for administration (DFAs) and distribute to test administrators.

- Enter condition codes NTE (non tested medical emergency) and PGE (parent/guardian exemption) in TOMS as necessary.
- Use the Completion Status system to monitor completion status rates to ensure that all students participate as appropriate.
- Print and distribute login cards.
- Provide support during testing window for questions and problem solving.
- Administer make-up sessions for any students not complete.

Local Interim Assessments

- Collaborate as needed with Curriculum Council on informing district formative assessments and benchmark scores.
- Develop formative assessment schedule.
- Program assessments and benchmarks into IO Education data management system.
- Manage administration windows in data management system.
- Set up users in the Administration and Reporting Tools (ART).
- Upload student groups in Assessment Reporting System (ARS)
- Provide training in administration of CAASPP Interim Assessments, scoring constructed responses, and viewing results in the reporting system.
- Print and communicate reports of student progress with classroom and RtI teachers.
- Identify Multi-tiered Systems of Supports (MTSS) through data analysis and Intervention Planning Team (IPT) meetings.
- Lead teachers in regular data analysis and goal setting for student progress.
- Prepare assessment reports for administration.

EDUCATIONAL AND EXPERIENCE:

- Valid California teaching credential.
- Minimum of three years of classroom teaching experience.
- Energetic and positive approach to responsibilities and demonstrates compassion.
- Drive to attain results; proven experience and effectiveness in improving student achievement in classroom and/or school.
- Self-motivated; able to accept criticism and grow as a result.
- Strong communication and organizational skills.
- Valid California driver's' license and ability to drive a car to perform job requirements.

ENVIRONMENT:

Office and classroom environment; subject to driving to conduct work; may be required to use personal vehicle in the course of employment

PHYSICAL CHARACTERISTICS:

- Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to hear normal range verbal conversation (approx.. 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, and steps
- Able to lift and carry up to 25 pounds
- Hearing and speaking to exchange information and make presentations
- Dexterity of hand and fingers to operate office equipment, carrying, pushing or lifting classroom equipment or supplies
- Reaching overhead, above the shoulders and horizontally
- Seeing to observe students in classroom activities
- Moving around a classroom or playground environment freely and independently enough to observe children naturally and unobtrusively.