

**SANDMAN GLASS INC**
COMMERCIAL / RESIDENTIAL902 SOQUEL AVENUE, SANTA CRUZ CA 95062
P (831)464-1966 F (831)464-1974
LIC #828715

Estimate

Date	Estimate #
3/30/2016	10074

Name / Address
Pacific Elementary School Eric Gross 50 Ocean Street Davenport Ca 95017

Ship To
Option#1 New Storefront Systems

P.O. No.	Terms	Rep	Project
		Jenny	

Description	Qty	Cost	Total
Replacement of Storefront Systems Old Castle Aluminum FG-3000 Non thermal screw spline system 2" X 4 1/2" Bronze Anodized Outside Glazed with 1" O/A Glass Solarban 70 XL Tempered glass / Bronze Argon Air/ Clear tempered glass Door Hardware Includes: LCN Closers Drop Plates Panic/Pulls offset pivot hinges 1 3/4" bottom rails 10" kick plates 1 = West Facing / 1 = East Facing (Qty = 2) 37" X 9'3" O/A Openings (2) 36" X 84" Doors, Hinge Right Swing out (3) Milgard Aluminum Full Awnings = 47 1/2" X 27" with Roto Hardware & Wicket Screens See photo for storefront design Materials, tax & Installation Complete Additioal Options: For All weather Awning windows in lieu of Milgard, Price is \$41,308.00 Installed		39,322.00	39,322.00
Thank you for your business.		Total	

Phone #	Fax #
831-464-1966	831-464-1974

Customer Signature



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COMMERCIAL/RESIDENTIAL

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Ship To
Option#1 New Storefront Systems

P.O. No.	Terms	Rep	Project
		Jenny	

Description	Qty	Cost	Total
Exclusions: Shop drawings, structural engineering and calculations, Any thing found to be needed during structural engineering , Project specific testing, verification of ratings, title 24 compliance, paint, custom finish, vycor, prep of opening, flexible flashing, break metal, metal panels, electrical hook-ups, electrified hardware, Professional Cleaning: we do not provide professional cleaning services. Saturday or evening work We do clean and wipe down all glass and products provided to ensure there are no flaws, scratches, damages and/or any other defects in glass from manufacturer or installation. Anything other then listed			
Thank you for your business.		Total	\$39,322.00

Phone #	Fax #
831-464-1966	831-464-1974

Customer Signature _____



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COMMERCIAL / RESIDENTIAL

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LIC #828715

Estimate

Date	Estimate #
3/30/2016	10075

Name / Address
Pacific Elementary School Eric Gross 50 Ocean Street Davenport Ca 95017

Ship To
Option #2 Repair Existing Systems

P.O. No.	Terms	Rep	Project
		Jenny	

Description	Qty	Cost	Total
Sandman Glass Inc. to Repair Existing Systems -Adjust Glass -Replace Vinyl/ or replace seals with 795 Black Caulking -Replace Dot Stops in 2 locations Materials (sealants/vinyls) Tax & Installation Complete Excludes: New glass/windows Hardware Labor is warranted with Sandman Glass Inc. for 1 year of installation. If anything concerning the labor happens within that year Sandman glass Inc. will come and fix at no cost, after that time limit has passed a service charge will be applied.		3,407.03	3,407.03
Lowe Film to be applied by Transparent Glass Coatings after Sandman makes repairs. Thinsulate Film on Upper and Lower Windows Materials, Tax & Installation Complete Excludes: Permits not included, customer must assume all responsibilities for fees and requirements. Check with county for further information.		7,611.30	7,611.30
Thank you for your business.		Total	\$11,018.33

Phone #	Fax #
831-464-1966	831-464-1974

Customer Signature _____



Fixed Contract Amount

This Agreement, Made as of May 4, In the Year of 2016,

Between the Owner: **Pacific Elementary**
 P.O. Box H
 Davenport, CA 95017
 831-425-7002

And the Contractor: **Mynt Systems, Inc.**
 1025 Water Street, Suite A
 Santa Cruz, California 95062
 United States
 CA Lic. 1009790
 408-426-5420

For the Project: **50 Ocean Street, Davenport, CA 95017**

Article 1. SCOPE OF WORK

Article 1.1. The Contractor agrees to renovate the above-mentioned project in **Davenport, California** according to the plans, drawings, addenda, modifications and specifications set forth in the proposal.

Article 2. TIME OF COMPLETION

Article 2.1. The approximate commencement date of the project shall be **April 4, 2016**. The approximate completion date of the project shall be **August 4, 2016**, however any change orders and/or unusual weather might delay or otherwise affect the completion date. Barring inclement weather or owner related delays, the Contractor shall pay liquidated damages of **\$1** per day if the project is not completed within **4** months.

Article 3. THE CONTRACT PRICE

Article 3.1. The cost for renovating the project as specified in the construction documents shall be set at the sum of **Forty- Eight Thousand Five Hundred Ninety- Four Dollars and Zero Cents, (\$48,594.00)**, subject to additions and deductions pursuant to authorized change orders and allowances.

Initialed by: Owner ____ Contractor CF

Article 4. PROGRESS PAYMENTS

- Article 4.1. Owner shall make draw payments to contractor within **15** days after request by contractor. Should the owner fail to make payment, contractor may charge a penalty of **12%** annually upon the unpaid amount until paid.
- Article 4.2. If payment is not received by the Contractor within **15** days after delivery of payment demand for work satisfactorily completed, contractor shall have the right to stop work or terminate the contract at his option. Termination by Contractor under the provisions of this paragraph shall not relieve the Owner of the obligations of payments to Contractor for that part of the work performed prior to such termination. Termination by Owner under the provisions of this paragraph shall not relieve the Owner of the obligations of payments to Contractor for that part of the work performed prior to such termination.

Article 5. DUTIES OF THE CONTRACTOR

- Article 5.1. All work shall be in accordance to the provisions of the plans and specifications. All systems shall be in good working order.
- Article 5.2. All work shall be completed in a professional manner, and shall comply with all applicable national, state and local building codes and laws.
- Article 5.3. All work shall be performed by licensed individuals to perform their said work, as outlined by law.
- Article 5.4. Contractor shall obtain all permits necessary for the work to be completed.
- Article 5.5. Contractor shall remove all construction debris and leave the project in a broom clean condition.
- Article 5.6. Upon satisfactory payment being made for any portion of the work performed, Contractor shall furnish a full and unconditional release from any claim or mechanics' lien for that portion of the work for which payment has been made.
- Article 5.7. Contractors and subcontractors on funded projects will be required to furnish certified payroll records directly to the Department of Industrial Relations in accordance with Labor Code Sections 1771.4(a) and 1776.

Initialed by: Owner _____ Contractor *GT*

Article 6. OWNER

Article 6.1. The Owner shall communicate with subcontractors only through the Contractor.

Article 6.2. The Owner will not assume any liability or responsibility, nor have control over or charge of construction means, methods, techniques, sequences, procedures, or for safety precautions and programs in connection with the project, since these are solely the Contractor's responsibility.

Article 7. CHANGE ORDERS

Article 7.1. No change order requests will be approved by owner.

Article 8. INSURANCE

Article 8.1. The Owner will purchase and maintain property insurance to the full and insurable value of the project, in case of a fire, vandalism, malicious mischief or other instances that may occur.

Article 8.2. The Contractor shall purchase and maintain needed Workman's Compensation and Liability insurance coverage as required by law and deemed necessary for his own protection.

Article 9. UNKNOWN CONDITIONS

Article 9.1. If conditions are encountered at the site which are:

(1) Subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents


(2) Unknown physical conditions of an unusual or unacceptable nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the construction documents

Article 9.2. Then notice by the observing party shall be given to the other party promptly before conditions are disturbed and in no event later than 21 days after the first observance of the conditions. The Owner will promptly investigate such conditions and will negotiate with the Contractor an equitable adjustment in the contract sum, contract time or both.

Article 9.3. If the Contractor wishes to make claim for an increase in the contract sum, written notice as provided herein shall be given to the Owner before proceeding to execute the work. Prior notice is not required for claims relating to an emergency endangering life or property.

Article 9.4. If adverse weather conditions are the basis for a claim for additional time, such claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that weather conditions has an adverse effect on the scheduled construction.

Article 9.5. All parties will work together to create a viable solution to any unforeseen changes to project scope, project design, material needs or labor performance.

Initialed by: Owner _____ Contractor 

Article 10. HAZARDOUS MATERIALS, WASTE AND ASBESTOS

Article 10.1. Both parties agree that dealing with hazardous materials, waste or asbestos requires specialized training, processes, precautions and licenses. Therefore, unless the scope of this agreement includes the specific handling, disturbance, removal or transportation of hazardous materials, waste or asbestos, upon discovery of such hazardous materials the Contractor shall notify the Owner immediately and allow the Owner or Contractor to contract with a properly licensed and qualified hazardous material contractor.

Article 11. ARBITRATION OF DISPUTES

Article 11.1. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Construction Industry Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Article 12. WARRANTY

Article 12.1. At the completion of this project, Contractor shall execute an instrument to Owner warranting the project for one year against defects in workmanship or materials utilized. The manufacturers warranty will prevail. No legal action of any kind relating to the project, project performance or this contract shall be initiated by either party against the other party after one year beyond the completion of the project or cessation of work.

Article 13. TERMINATION OF THE CONTRACT

Article 13.1. Should the Owner or Contractor fail to carry out this contract, with all of its provisions, the following options and stipulations shall apply:


Article 13.2. If the Owner or the Contractor shall default on the contract, the non-defaulting party may declare the contract is in default and proceed against the defaulting party for the recovery of all damages incurred as a result of said breach of contract, including a reasonable attorney's fee. In the case of a defaulting Owner, the Earnest money herein mentioned shall be applied to the legally ascertained damages.

Article 13.3. In the event of a default by the Owner or Contractor, the non-defaulting party may state his intention to comply with the contract and proceed for specific performance.

Article 13.4. In the case of a defaulting Owner, the Contractor may accept, at his option the earnest money as shown herein as liquidated damages, should earnest money not cover the expenses to date, the Contractor may make claim to the Owner for all work executed and for proven loss with respect to equipment, materials, tools, construction equipment and machinery, including reasonable overhead, profit and damages applicable to the property less the earnest money.

Article 14. ATTORNEY FEES

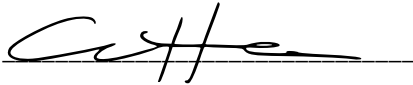
Article 14.1. In the event of any arbitration or litigation relating to the project, project performance or this contract, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses.

Initialed by: Owner _____ Contractor 

Article 15. ACCEPTANCE AND OCCUPANCY

Article 15.1. Upon completion, the project shall be inspected by the Owner and the Contractor, and any repairs necessary to comply with the contract documents shall be made by the Contractor.

Signed on this _____ day of _____, 2016.



Contractor Signature

Name: Corrina Hansen
It's Owner



Owner Signature

Eric Gross
It's Superintendent


Initialed by: Owner _____ Contractor 

EXHIBIT A
DETAILED SCOPE OF WORK

The Contractor agrees to furnish and install the following lighting materials and properly dispose of existing equipment:

<u>Measure</u>	<u>Type</u>	<u>Type</u>	<u>Type</u>
Exterior Lighting	WPMN30H250K (1)	LOD-WP-40WSA (1)	ASL-A-8L5K-210-3-U-BL (2)
Thermostats	Pelican TS200 (8)	PEL WR400 (1)	PEL GW400 (1)
Incandescent Retrofits	US LED, GTR2-11-35-0-PB (10)		
Refrigeration	True T-43		
Water Heating	Ruud PHE40S (2)		
PreK Furnace	Bryant 915 AFUE		
Plug Loads	MRF2-15APS-3-WH (10)		
Aeroseal Duct Sealing	Repair ducts for (4) rooftop furnaces		
Envelope Sealing	Repair window seals		

Initialed by: Owner _____ Contractor 

SURVEY OF MBLC SERVICE HOURS: 2016/2017

DISTRICT: Pacific Elementary

2015/16 Hours Committed	10.00	@ \$215 =	\$2,150.00
2015/16 Hours Used Through March	37.50	@ \$215 =	\$8,062.50
2016/17 Requested Hours	10.00	@ \$225 =	\$ 2,250

Signed: 
SUPERINTENDENT

Date: 5/9/16

***Please return to Leslie Kootstra, Business Services by June 1, 2016**

**Pacific Elementary School District
Resolution # 2016-12**

Resolution to Allow District Employees to Sign Payroll,
Vendor Warrant Orders, and Other District Documents

WHEREAS, the Board of Trustees of Pacific Elementary School District, in order to comply with Education Code 42633 to provide Santa Cruz County Office of Education with signatures of each person authorized to sign payroll and vendor warrant orders and other district documents;

BE IT THEREFORE RESOLVED AND ORDERED that Pacific School District permits the following people to sign payroll and vendor warrant orders and other district documents for the 2016-17 School year:

- Eric Gross, Superintendent/Principal
- Elizabeth Andrews, Administrative Assistant
- Roger Knapp, Trustee
- Gwyon Rhabyt, Trustee
- Don Croll, Trustee

NOW, THEREFORE, BE IT RESOLVED that the following are the true signatures of hand of the above authorized employees:

Gwyon Rhabyt, Board President

Don Croll, Trustee

Roger Knapp, Trustee

Eric Gross, Superintendent

Elizabeth Andrews, Administrative Assistant

PASSED AND ADOPTED by the Board of Trustees of Pacific School District, County of Santa Cruz, State of California, this 19th day of May, 2016, by the following vote:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

PACIFIC SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, May 19, 2016 @ 4:00 PM
PACIFIC ELEMENTARY SCHOOL, Davenport, CA

Pacific School Mission Statement

Pacific School's mission is to prepare children for life through experiential learning that addresses the needs of the whole child. We create a safe and secure school environment that promotes social and academic growth and develops an enthusiasm for learning, a positive self-image, and cross-cultural understanding.

PLEASE NOTE: All persons are encouraged to attend and, where appropriate, to participate in meetings of the Pacific School Board of Trustees. Persons wishing to address the Board are asked to state their names for the record. Consideration of all matters is conducted in open session except for those relating to litigation, personnel, and employee negotiations, which, by law, may be considered in executive (closed) session.

Meeting facilities are accessible to persons with disabilities. By request alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting, please provide a written request to: Eric Gross, Superintendent/Principal at the Pacific School District Office at least three working days prior to any public meeting.

Board Meeting Agenda

1. OPENING PROCEDURES FOR OPEN SESSION

- 1.1.Call to Order, Roll Call, Establishment of Quorum
 - 1.1.1. Gwyne Rhabyt, Board President
 - 1.1.2. Don Croll, Board Trustee
 - 1.1.3. Rodger Knapp, Board Trustee
- 1.2.Approval of the agenda for May 19th, 2016
 - 1.2.1. Agenda deletions, additions, or changes of sequence

2. PUBLIC COMMENTS

- 2.1. For items not on the agenda, this is an opportunity for the public to address the board directly related to school business. The Board President may allot time to those wishing to speak, but no action will be taken on matters presented (EC §35145.5).
- 2.2. For items on the agenda, the public will have the opportunity to speak at the time the agenda item is discussed. Please address the Board President.

3. REPORTS

- 3.1.Superintendent's Report
- 3.2.Board Member Reports
- 3.3.School Site Council Report
- 3.4.Parents' Club Report
- 3.5.Citizen Oversight Committee Report

4. **CONSENT AGENDA:** These matters may be passed by one roll call motion. Board Members may remove items from the agenda for a separate discussion and vote.
 - 4.1. Approval of Minutes of the Regular Board Meeting on April 21st
 - 4.2. Approval of Warrant Register
 - 4.3. Accept COE's Review of the 2015-16 2nd Interim Financial Report
 - 4.4. Approve contract for legal representation (MBLC) for 2016-17
5. **PUBLIC HEARING**
 - 5.1. Local Control and Accountability Plan
 - 5.2. 2016-17 Budget
6. **BOARD RESOLUTIONS**
 - 6.1. Resolution #2016-12 Resolution to allow district employees to sign payroll, vendor warrant orders, and other district documents for the 2016-17 school year
7. **ITEMS TO BE TRANSACTED AND/OR DISCUSSED**
 - 7.1. Facilities – Staff will report on various facilities needs and projects
 - 7.1.1. Windows. The window system in the dining rooms leak. Solicited bids will be considered.
 - 7.1.2. Proposition 39 Energy Expenditure Plan. Update on projects. Approval of contract.
 - 7.1.3. Construction Update. Review of progress on the Measure M Bond projects and discussion of next steps and timeline.
 - 7.2. Parent Survey – Discussion of results of parent survey.
 - 7.3. Local Control & Accountability Plan (LCAP).
 - 7.4. Budget
 - 7.4.1. Property Tax – Discuss recent property tax revenue estimates
 - 7.4.2. Classified pay scale and minimum wage law
 - 7.4.3. 2016-17 Budget
 - 7.5. Board Policy and Administrative Regulation updates
 - 7.5.1. AR & BP 1330
 - 7.5.2. BP 5141.33 Lice
 - 7.5.3. BP 6170.1 Transitional Kindergarten
 - 7.6. Approval of the District Technology Plan for 7/1/15 - 6/30/18
8. **SCHEDULE OF COMING EVENTS**
 - 8.1. Next Regular Board Meeting: May 19th, 2016
9. **CLOSED SESSION**
 - 9.1. Certificated/Classified/Management Leaves, Retirements, Resignations, & Appointments
 - 9.1.1. Evaluation of the Superintendent/Principal
 - 9.1.2. Accept resignation
10. **REPORT OF ACTIONS TAKEN IN CLOSED SESSION**
11. **ADJOURNMENT**

If requested, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by section 202 of the Americans with Disabilities Act (42 U.S.C. section 12132) and the federal rules and regulations implementing the Act. Individuals requesting a disability-related modification or accommodation may contact the District Office.

The board book for this meeting, including this agenda and any back-up materials, may be viewed or downloaded online: <http://www.pacificesd.org/governance.html> or may be viewed at the

school: 50 Ocean St. Davenport CA.

Public Participation: All persons are encouraged to attend and, when appropriate, to participate in meetings of the Pacific Board of Education. If you wish to speak to an item on the agenda, please be present at the beginning of the meeting as any item, upon motion, may be moved to the beginning of the agenda. Consideration of all matters is conducted in open session except those relating to litigation, personnel and employee negotiations, which, by law, may be considered in closed session.

Translation Requests: Spanish language translation is available on an as-needed basis.

Solicitudes de Traducción: *Traducciones del inglés al español y del español al inglés están disponibles en las sesiones de la mesa directiva.*

CSBA Sample

Administrative Regulation

Use Of School Facilities

AR 1330

Community Relations

***Note: The following administrative regulation is mandated for the management, direction, and control of school facilities, pursuant to Education Code 38133. ***

Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

***Note: The California Supreme Court has determined that the requirements of Education Code 38135 and 38136 are unconstitutional (ACLU v. Board of Education of City of Los Angeles). Although these provisions have not been repealed, districts are advised not to require any oath affirming that the group does not intend to take actions leading to the overthrow of the government. ***

***Note: Other types of oaths have been held constitutionally acceptable. The California Supreme Court upheld the use of an oath that the individual or group does not intend to use school premises to commit unlawful acts (ACLU v. Board of Education), and the U.S. Supreme Court has upheld affirmative loyalty oaths for public employees, expressing a promise to support the federal and state constitutions (Connell v. Higgenbotham; Cole v. Richardson). The accompanying Exhibit provides a sample facilities use statement. The following paragraph is optional. ***

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest

***Note: An Attorney General Opinion (79 Ops.Cal.Atty.Gen. 248 (1996)) found

unconstitutional the section of Education Code 38131 which provides that a board may grant the use of school facilities to a religious group to conduct services only when the religious group has no other suitable meeting place. Although Attorney General opinions do not carry the force of law, they are given deference by the courts in the case of legal challenge. Therefore, a district should consult legal counsel before requiring a religious organization to establish that it lacks another suitable meeting place for the conduct of its services in order to rent school facilities. In that same opinion, the Attorney General also determined that Education Code 38131 does not limit the renewability of the temporary use permit for school facilities by a religious organization. Thus, legal counsel should also be consulted before a district refuses to renew a temporary permit. Item #3 below is consistent with the Attorney General's interpretation of Education Code 38131. ***

3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization

4. Child care programs to provide supervision and activities for children of preschool and elementary school age

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies

6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination

7. A community youth center

(cf. 1020 - Youth Services)

***Note: Pursuant to Education Code 32282, procedures to allow school facilities to be used by public agencies, such as the Red Cross, for mass care and welfare shelters during an emergency must be included in the comprehensive school safety plan. See AR 0450 - Comprehensive Safety Plan. ***

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

***Note: Education Code 38131 allows the district to grant use of school facilities for other purposes as deemed appropriate. The district may add any other purposes approved by the Governing Board. ***

10. Other purposes deemed appropriate by the Governing Board

Restrictions

***Note: In adopting rules for the management and control of school facilities, districts must be careful to ensure that they do not impose restrictions that may violate constitutionally protected rights. Generally, court decisions have held that districts may not discriminate on the basis of a group's viewpoint, and thus the use of facilities should be granted on a neutral basis. In *Good News Club v. Milford Central School*, the U.S. Supreme Court held that a district which prohibited a religious club from using school facilities after school hours for activities for which it allowed other community groups to use the school facilities discriminated against the club on the basis of the club's religious viewpoint in violation of the First Amendment to the United States Constitution. ***

***Note: Because federal and state constitutional free speech issues may be involved when a district denies the use of school facilities to certain groups, it is strongly recommended that a district consult with legal counsel before doing so. ***

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco

(cf. 3513.3 - Tobacco-Free Schools)

***Note: Pursuant to Business and Professions Code 25608, it is a misdemeanor to possess, consume, sell, give, or deliver any alcoholic beverage to any person in a school building or on school grounds unless a specified exception applies. AB 2073 (Ch. 235, Statutes of 2014) amended Business and Professions Code 25608 to add an exception for cases in which alcohol is served during a special event, pursuant to a license or permit obtained under the Alcohol Beverage Control Act, at district-owned

facilities at a time when students are not present. For this purpose, "facilities" include, but are not limited to, office complexes, conference centers, or retreat facilities. ***

***Note: The district should consult legal counsel and/or risk management personnel when determining whether to allow alcohol on district property pursuant to this exception. When a district allows the use of its facilities or grounds for events that may involve the serving or consumption of alcoholic beverages, it is recommended that rules and/or limitations be established to minimize risks to the district and attendees at such events (e.g., requiring security guards and/or additional insurance, limiting the presence of alcoholic beverages to designated areas, limiting the types of beverages and/or how many drinks can be served at a time, specifying the time period during which alcoholic beverages may be served). The following optional paragraphs may be revised to reflect any limitations imposed on the facility user. ***

However, the Superintendent or designee may approve the use of district facilities for special events that may involve the acquisition, possession, use, or consumption of alcoholic beverages when the event is covered by a special events permit pursuant to Division 9 of the Business and Professions Code and will occur at a time when students are generally not on the school grounds. (Business and Professions Code 25608)

Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

***Note: Districts may exclude certain facilities from community use for safety or security reasons. Such facilities might include (1) offices or computer rooms containing records and confidential information and (2) science rooms and other rooms containing hazardous chemicals or equipment that cannot be used safely without special knowledge or skills. The following paragraph is optional and may be revised to specify excluded facilities. ***

The district may exclude certain school facilities from nonschool use for safety or security reasons.

Damage and Liability

***Note: Pursuant to Education Code 38134, a district is authorized to take the actions specified in the following optional paragraph when damage to school facilities or grounds occurs from use by a nonprofit group, organization, club, or association that promotes youth and school activities. ***

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

***Note: Education Code 38134 distinguishes the liability and insurance obligations of

nonprofit groups, clubs, and associations that promote youth and school activities from those of the district. The district is liable for any injuries resulting from its negligence in the ownership and maintenance of its facilities and grounds and must bear the cost of insuring against these risks and defending itself from related claims. ***

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

***Note: Pursuant to Education Code 38134, groups that promote youth and school activities cannot be required to sign hold harmless and indemnification agreements agreeing to defend and indemnify the district against liability arising during the group's use of school facilities to the extent that the agreement requires the group to assume liability for the district's negligence. The statute is unclear as to whether the district can require non-youth-related groups to indemnify the district from any and all injuries resulting from the use of the facilities. Districts wishing to create such an agreement should consult legal counsel. ***

***Note: Because hold harmless agreements are only as strong as the groups' credit, districts should generally require proof of insurance in addition to such agreements. When a hold harmless and indemnification agreement appears necessary for any specific school facilities or a specific event, the district's risk manager, insurance carrier, or legal counsel should tailor it to the situation. ***

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Pacific SD

Board Policy

Use Of School Facilities

BP 1330

Community Relations

The Governing Board believes that school facilities and grounds are a vital community resource that should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

~~The Board of Trustees recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.~~

(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

~~All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first come, first served basis.~~

The Superintendent/Principal or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

The Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code [37220](#))

(cf. [6115](#) - Ceremonies and Observances)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

(cf. [1325](#) - Advertising and Promotion)

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

(cf. [1330.1](#) - Joint Use Agreements)

Fees

The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities. In accordance with Education Code 38134(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school-community advisory councils. Other groups, including nonprofit groups not organized to promote youth and school activities or for-profit groups that request the use of school facilities under the Civic Center Act, shall be charged at least direct costs.

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code [38134](#))

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

MILITARY AND VETERANS CODE

1800 Definitions

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89

WEB SITES

CSBA: <http://www.csba.org>

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

Policy PACIFIC SCHOOL DISTRICT

adopted: October 15, 2009 Davenport, California

Pacific SD

Board Policy

Head Lice

BP 5141.33
Students

~~The Board of Trustees believes that the district's head lice management program should emphasize the correct diagnosis and treatment of head lice in order to minimize disruption of the education process and to reduce the number of student absences resulting from infestation. In consultation with the school nurse, the Superintendent/Principal or designee may establish a routine screening program to help prevent the spread of head lice.~~

The Governing Board recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. The Superintendent or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

The Superintendent or designee may distribute information to parents/guardians of preschool and elementary students regarding routine screening, symptoms, accurate diagnosis, and proper treatment of head lice infestations. The Superintendent or designee also may provide related information to school staff.

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible.

~~The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household.~~

~~If a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice, the student shall be rechecked weekly for up to six weeks.~~

(cf. 5141.3 - Health Examinations)

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

If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

(cf. [5141.3](#) - Health Examinations)

(cf. [5141.6](#) - School Health Services)

~~The Superintendent/Principal or designee shall send home the notification required by law for excluded students. (Education Code 48213)~~

~~(cf. 5112.2 - Exclusions from Attendance)~~

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

~~The Superintendent/Principal and school nurse shall work with the parents/guardians of any student who has been deemed to be a chronic head lice case in order to help minimize the student's absences from school.~~

~~(cf. 5113 - Absences and Excuses)~~

~~(cf. 5113.1 - Truancy)~~

If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

(cf. [1020](#) - Youth Services)

(cf. [5113](#) - Absences and Excuses)

(cf. [5113.1](#) - Chronic Absence and Truancy)

~~When two or more students in any class have been identified as having a head lice infestation, all students in the class shall be examined. In consultation with the school nurse, the Superintendent/Principal may also send information about head lice home to all parents/guardians of the students in that class.~~

~~(cf. 5125 - Student Records)~~

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice. CDPH guidelines state that, although classroom or schoolwide notification is not recommended after student(s) have been detected with head lice, such notification is at the discretion of the school nurse or school administration.

Staff shall maintain the privacy of students identified as having head lice and excluded from attendance.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. [5125](#) - Student Records)

Legal Reference:

~~EDUCATION CODE~~

~~48210-48216 Persons excluded~~

~~49451 Physical examinations: parent's refusal to consent~~

~~Management Resources:~~

~~AMERICAN ACADEMY OF PEDIATRICS~~

~~Lice, Nits, and School Policy, Official Journal of the American Academy of Pediatrics, May 2001~~

~~CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS~~

~~Guidelines on Head Lice Prevention and Control for School Districts and Child-Care Facilities, 2009~~

~~CALIFORNIA SCHOOL NURSES ORGANIZATION~~

~~Position Statement: Pediculosis Management, 2005~~

~~WEB SITES~~

~~California Department of Public Health: <http://www.cdph.ca.gov>~~

~~California School Nurses Organization: <http://www.seno.org>~~

~~Centers for Disease Control and Prevention, Parasitic Disease Information, Head Lice: <http://www.cdc.gov/ncidod/dpd/parasites/lice>~~

EDUCATION CODE

[48320-48325](#) School attendance review boards

[49451](#) Physical examinations: parent's refusal to consent

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

Guidelines on Head Lice Prevention and Control for School Districts and Child Care Facilities, rev. March 2012

A Parent's Guide to Head Lice, 2008

CALIFORNIA SCHOOL NURSES ORGANIZATION

Pediculosis Management, Position Statement, rev. 2011

WEB SITES

American Academy of Pediatrics: <http://www.aap.org>

California Department of Public Health: <http://www.cdph.ca.gov>

California School Nurses Organization: <http://www.csno.org>

Centers for Disease Control and Prevention, Parasitic Disease Information, Head Lice:
<http://www.cdc.gov/parasites/lice/head>

Policy PACIFIC SCHOOL DISTRICT

adopted: October 15, 2009 Davenport, California

revised: XXXXX Davenport, California

CSBA Sample

Board Policy

Transitional Kindergarten

BP 6170.1

Instruction

Education Code 48000 provides that children are eligible for kindergarten enrollment if they have their fifth birthday on or before September 1 in that school year; see AR 5111 - Admission.

Pursuant to Education Code 48000, any child whose birthday is between September 2 and December 2 must be offered a transitional kindergarten (TK) program.

Education Code 48000 defines TK as the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. The district will receive average daily attendance (ADA) for students in a TK program that meets the requirements specified in Education Code 48000.

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist TK children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

Eligibility

Pursuant to Education Code 48200, each person between the ages of 6 and 18 years is subject to compulsory full-time education, unless otherwise exempted by law. Thus, parents/guardians are not required to enroll children in TK or kindergarten but, if they do so, are subject to the age criteria specified below.

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

NEW POLICY

The CDE's "Transitional Kindergarten FAQs" clarify that children are required to have documentation of required immunizations or a valid exemption prior to admission to TK.

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)
(cf. 5111.1 - District Residency)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

The district may, at any time during the school year, admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

The parent/guardian of a kindergarten-eligible child who is enrolled in TK must, at the end of the year, sign a Kindergarten Continuance Form verifying that he/she agrees to have the child continue in kindergarten the following year; see section "Continuation in Kindergarten" below.

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

NEW POLICY

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

(cf. 6111 - School Calendar)
(cf. 6112 - School Day)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

NEW POLICY

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48200 Compulsory education, starting at age six

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

CSBA: <http://www.csba.org>

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

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkcalifornia.org>

Pacific SD

Administrative Regulation

Use Of School Facilities

AR 1330

Community Relations

Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they do not intend to use school premises or facilities to commit unlawful acts.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies

6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate

regardless of religious belief or denomination

7. A community youth center

(cf. 1020 - Youth Services)

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco

(cf. 3513.3 - Tobacco-Free Schools)

Business and Professions Code 25608, it is a misdemeanor to possess, consume, sell, give, or deliver any alcoholic beverage to any person in a school building or on school grounds unless a specified exception applies. AB 2073 (Ch. 235, Statutes of 2014) amended Business and Professions Code 25608 to add an exception for cases in which alcohol is served during a special event, pursuant to a license or permit obtained under the Alcohol Beverage Control Act, at district-owned facilities at a time when students are not present. For this

purpose, "facilities" include, but are not limited to, office complexes, conference centers, or retreat facilities.

However, the Superintendent or designee may approve the use of district facilities for special events that may involve the acquisition, possession, use, or consumption of alcoholic beverages when the event is covered by a special events permit pursuant to Division 9 of the Business and Professions Code and will occur at a time when students are generally not on the school grounds. (Business and Professions Code 25608)

Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

Principal Apportionment Tax
2015-2016 Period 2

												RDA		RDA					
		Secured	Unsecured	Hoptr	In Lieu	Timber	Prior Yr	Prior Yr	Supplemental		Prior Yr		Community	Residual	Asset	College			
		40100	40110	40830	40190/40197	Yield	40120/40130	Imp	40150/40151	ERAF	Restrict	Sub	RDA Funds	Distributions	Liqu.	Districts	Excess	Grand	
Index		A-1	A-2	A-3	A-4	A-5	A-6	A-7	A-8	A-9	A-10	A-11	A-12	A-13	A-14	A-15	A-16	Total	
Bonny Doon	640101	1,330,743	26,441	9,639	273		4,499		Basic Aid	Basic Aid		1,371,595						1,371,595	
Happy Valley	640201	829,762	16,500	6,016			2,814		Basic Aid	Basic Aid		855,092						855,092	
Lakeside	131410/42	844,335	16,840	6,130			2,775		Santa Clara	Santa Clara		870,080						870,080	
Loma Prieta	131412/34	2,561,399	51,030	18,593			8,591		Santa Clara	Santa Clara		2,639,613						2,639,613	
Live Oak	640301	1,830,349	35,484	12,960	4,924		9,584		165,567	331,054		2,389,922	156,914	312,522				2,859,358	
Mountain	640401	821,211	16,350	5,964	195		2,825		Basic Aid	Basic Aid		846,545						846,545	
Pacific	640501	159,966	3,117	1,135			595		3,901	17,818		186,532	0	0				186,532	
Santa Cruz City	641501	18,168,617	360,869	131,538	4,600		60,963		Basic Aid	Basic Aid		18,726,587	64,902	1,255,085				20,046,574	
Soquel	640801	7,540,191	149,698	54,593	2,542		29,963		220,278	252,686		8,249,951	103,391	235,300				8,588,642	
Total Elementary		34,086,573	676,329	246,568	12,534	0	122,609	0	389,746	601,558	0	36,135,917	325,207	1,802,907	0	0	0	38,264,031	
Los Gatos High	131414	2,274,431	45,327	16,510			7,585		Santa Clara	Basic Aid		2,343,853						2,343,853	
Santa Cruz High	641401	21,162,530	419,400	152,946	7,544		82,417		556,646	558,062		22,939,545	197,716	1,107,441				24,244,702	
Total High School		23,436,961	464,727	169,456	7,544	0	90,002	0	556,646	558,062	0	25,283,398	197,716	1,107,441		0	0	26,588,555	
Aromas	642200	75,861	1,509	550			238					78,158						78,158	
Pajaro Valley	642001	53,946,202	1,116,902	370,124	75,646		217,713		1,123,404	2,883,704		59,733,695	215,114	1,168,927				61,117,736	
San Lorenzo																			
Valley	641101	14,881,911	294,841	107,333		51,749	54,258		289,363	641,975		16,321,430	0	0				16,321,430	
Scotts Valley	640701	9,904,983	197,142	71,848			37,623		221,294	331,696		10,764,586	5,542	188,252				10,958,380	
Total Unified																			
School Districts		78,808,957	1,610,394	549,855	75,646	51,749	309,832	0	1,634,061	3,857,375	0	86,897,869	220,656	1,357,179	0	0	0	88,475,704	
Districts Total		136,332,491	2,751,450	965,879	95,724	51,749	522,443	0	2,580,453	5,016,995	0	148,317,184	743,579	4,267,527		0	0	153,328,290	
												crosscheck	148,317,184						
Santa Cruz COE	641210	9,209,489	191,890	62,940	2,792	6,301	36,128		176,508	96,797		9,782,845	21,917	289684				10,094,446	
131424/26/																			
Santa Clara COE	28/30/32/3																		
6/40		420,566	8,382	3,053		1,407						433,408						433,408	
COE Total		9,630,055	200,272	65,993	2,792	7,708	36,128	0	176,508	96,797	0	10,216,253	21,917	289,684		0	0	10,527,854	
												crosscheck	10,216,253						
Total		145,962,546	2,951,722	1,031,872	98,516	59,457	558,571	0	2,756,961	5,113,792	0	158,533,437	765,496	4,557,211		0	0	163,856,144	

Principal Apportionment Tax
2015-2016 Period 1

		Secured	Unsecured	Hoptr	In Lieu	Timber	Prior Yr	Prior Yr	Supplemental		Prior Yr		Community	RDA	RDA	College			
		0100	0110	0830	0190/0197	Yield	0120/0130	Imp	0150/0151	ERAF	Restrict	Sub	RDA Funds	Residual	Asset	Districts	Excess		
		A-1	A-2	A-3	A-4	A-5	A-6	A-7	A-8	A-9	A-10	A-11	A-12	A-13	A-14	A-15	A-16		
Bonny Doon	640101	1,331,482	29,249	9,229					Basic Aid	Basic Aid		1,369,960							
Happy Valley	640201	830,223	18,252	5,759					Basic Aid	Basic Aid		854,234							
Lakeside	131410/42	844,804	18,629	5,879					Santa Clara	Santa Clara		869,312							
Loma Prieta	131412/34	2,562,826	56,452	17,813					Santa Clara	Santa Clara		2,637,091							
Live Oak	640301	1,831,340	39,253	12,386	3,818				87,004	315,965		2,289,766	139,161	1,084,393					
Mountain	640401	821,667	18,086	5,707					Basic Aid	Basic Aid		845,460							
Pacific	640501	160,054	3,446	1,087	0	0			2,023	16,130		182,740	0	0					
Santa Cruz City	641501	18,178,702	399,175	125,958	3,565	0			Basic Aid	Basic Aid		18,707,400	47,032	1,054,928					
Soquel	640801	7,544,375	165,593	52,252	1,724	0			114,499	252,381		8,130,824	93,408	754,718					
Total Elementary		34,105,473	748,135	236,070	9,107	0	0	0	203,526	584,476	0	35,886,787	279,601	2,894,039	0	0	0		
Los Gatos High	131414	2,275,698	50,145	15,823					Santa Clara	Basic Aid		2,341,666							
Santa Cruz High	641401	21,174,251	463,927	146,391	5,545	0			284,383	551,996		22,626,493	169,488	1,727,436					
Total High School		23,449,949	514,072	162,214	5,545	0	0	0	284,383	551,996	0	24,968,159	169,488	1,727,436		0	0		
Aromas	642200	75,903	1,667	526								78,096							
Pajaro Valley	642001	52,928,199	1,207,984	364,053	66,558	0			139,829	2,808,990		57,515,613	271,414	1,203,177					
San Lorenzo																			
Valley	641101	14,890,152	326,187	102,927	0	57,488			149,188	637,178		16,163,120	0	0					
Scotts Valley	640701	9,910,493	218,081	68,815	0	0			115,116	310,972		10,623,477	1,624	638,393					
Total Unified																			
School Districts		77,804,747	1,753,919	536,321	66,558	57,488	0	0	404,133	3,757,140	0	84,380,306	273,038	1,841,570	0	0	0		
Districts Total		135,360,169	3,016,126	934,605	81,210	57,488	0	0	892,042	4,893,612	0	145,235,252	722,127	6,463,045		0	0		
												crosscheck		145,235,252					
Santa Cruz COE	641210	9,037,451	207,506	62,413	2,442	7,000			86,464	91,743		9,495,019	20,325	429994					
	131424/26/																		
Santa Clara COE	28/30/32/3																		
	6/40	420,798	9,266	2,922								432,986							
COE Total		9,458,249	216,772	65,335	2,442	7,000	0	0	86,464	91,743	0	9,928,005	20,325	429,994		0	0		
												crosscheck		9,928,005					
Total		144,818,418	3,232,898	999,940	83,652	64,488	0	0	978,506	4,985,355	0	155,163,257	742,452	6,893,039		0	0		

Principal Apportionment Tax
2015-2016 Period 1

Grand Total
<hr/>
1,369,960
854,234
869,312
2,637,091
3,513,320
845,460
182,740
19,809,360
8,978,950
<hr/>
39,060,427
<hr/>
2,341,666
24,523,417
<hr/>
26,865,083
<hr/>
78,096
58,990,204
16,163,120
11,263,494
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86,494,914
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152,420,424
<hr/>
9,945,338
432,986
10,378,324
<hr/>
162,798,748
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BOARD OF EDUCATION
Ms. Jane Royer Barr
Mr. Jack Dilles
Ms. Sandra Nichols
Mr. Dana M. Sales
Mr. Abel Sanchez
Mr. George "Bud" Winslow
Mr. Bruce Van Allen

Michael C. Watkins, Superintendent • 400 Encinal Street, Santa Cruz, CA 95060 • 831-466-5600 • FAX 831-466-5607 • www.santacruzcoe.org

April 27, 2016

Gwyan Rhabyt, President
Governing Board
Pacific Elementary School District
456 Swanton Road
Davenport, CA 95017

SUBJECT: Review of the 2015-16 Second Interim Financial Report for Pacific Elementary School District

Dear Mr. Rhabyt:

In accordance with Education Code Section 42131, the Santa Cruz County Office of Education has reviewed the Second Interim Financial Report for the Pacific Elementary School District for fiscal year 2015-16. The Education Code requires that the County Superintendent review the district Interim Report and concur or not concur with the district certification of the financial status based on the following:

Determine whether the financial report complies with the standards and criteria established pursuant to Education Code Section 33127.

Determine whether the Interim Report indicates that the district will be able to meet its financial obligations during the current fiscal year and subsequent two fiscal years.

Based upon our review, we concur with the **Positive** certification for the 2015-16 Second Interim Financial Report for the Pacific Elementary School District. Please see the attached documents for important comments and information.

We have conducted our review based upon the specifics of the Governor's January proposed State Budget for 2016-17 and have used the Local Control Funding Formula (LCFF) calculator in our analysis.

We note the following items for consideration that may and will have a financial effect on the district over the next few years. First, the Education Protection Act (EPA) is expiring. Although there is an effort underway to extend it, as of this moment, these funds will partially expire in December 2016 and completely expire in December 2018. Second, the Local Control Funding Formula is scheduled to be fully funded in 2021. Once LCFF is fully implemented, there will no longer be gap funding increases and LCFF funded districts will again be dependent on state COLA increases. Pacific Elementary's budget is based on the FCMAT LCFF funding calculation which

does take into consideration the expiration of EPA funds. Third, districts should carefully monitor spending of their supplemental and concentration funds and report these expenditures annually within the LCFF calculator. The Minimum Proportionality Percentage (MPP) is based in part on the district's annual expenditures on its unduplicated student population. Should districts not fully expend all of these supplemental funds each year, the district may experience a large increase in the MPP during the year of full LCFF implementation and it may be difficult to meet the proportionality standard at that time.

If you have any questions or concerns, please contact me at 466-5601.

Sincerely,



Mary Hart
Deputy Superintendent, Business Services

MH:lk
Attachments

c: Michael C. Watkins, County Superintendent of Schools
Eric Gross, Superintendent/Pacific Elementary School District
Jean S. Gardner, Senior Director of Fiscal Services/SCCOE
Elaine Bungo, Financial Analyst/SCCOE

REVIEW AND APPROVAL OF FISCAL YEAR 2015/2016 2ND INTERIM REPORT

TO THE GOVERNING BOARD:

Pacific Elementary School District

FROM:

Michael C. Watkins, County Superintendent of Schools
Santa Cruz County Office of Education

In accordance with the provisions of Education Code Section 42131, this office has completed a review of the **SECOND INTERIM** report for your district. A report on that review follows.

1. TYPE OF APPROVAL

☒

The Interim budget has been certified as **POSITIVE**.

Based on current projections, this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

☐

The Interim budget has been certified as Qualified.

Based on current projections, this district may not meet its financial obligations for the current fiscal year and subsequent two fiscal years.

☐

The Interim budget has been certified as Negative.

Based on current projections, this district will be unable to meet its financial obligations for the remainder of the fiscal year or for the subsequent fiscal year.

2. GENERAL FUND BALANCES / RESERVES

We have made the following computation of budget year reserves based upon updated prior year information. Adjustments made after this date could further impact the projected ending reserve fund balance.

		Unrestricted	Restricted
Beginning fund balance per unaudited actuals:		\$617,713	\$64,093
Projected Increase/decrease in fund balance per Interim:		\$29,537	(\$38,077)
Ending fund balance per Interim:		\$647,250	\$26,016
State required unrestricted reserves:	\$ 65,000		
District Reserves for Economic Uncertainty (9789) Fund 01:		\$75,000	
District Reserves for Economic Uncertainty (9789) Fund 17:		\$0	
REU percentage per state criteria and standards:	5.00%		
District REU percentage per Interim:	6.24%		
Restricted funds (9780/9740):			26,016
Other unrestricted nonspendable, assigned and committed funds		\$143,339	
Unassigned funds (9790):		\$428,911	

3. STATEWIDE CRITERIA AND STANDARDS (Ed. Code 33127)

We have reviewed your board Interim report evaluation based upon state mandated budget criteria and standards for fiscal stability, including narrative(s), if any.

☒ We accept your Summary Review Document calculations as complete and narrative(s) as reasonable.

☐ We have made recalculations based upon updated information for the prior fiscal year. See attached.

☐ We were unable to base our evaluation on the criteria and standards, as the information was not completed. The district provided no narratives.

☐ RECOMMENDATION AND TECHNICAL CORRECTIONS

A. Unrestricted Reserves Available through the multi-year projections (MYP)

☒ Appear to be adequate (as recalculated).

☐ Are below state recommended levels for your size district (See Section 5, below).
Level: 5% of budgeted expenditures or: \$ 65,000, whichever is greater.

B. Revenue and Expenditures through the multi-year projections (MYP)

☐ The revenue appears to be overstated (see Section 5, below).

☐ The total expenditures appear to be understated (see Section 5, below).

☐ The proposed expenditures and transfers out exceed the estimated total revenue.

☐ Total available reserves appear adequate to offset this condition.

☐ Total available reserves do not appear adequate to offset this condition,
(see Section 5, below).

C. ADA: We recommend budgeting no more revenue limit funding than the state guarantee (prior year ADA). The average daily attendance upon which this budget is based: 109.3

☐ ADA budgeted represents the state guaranteed level of ADA revenue limit funding.

☒ With our prior concurrence, this level of ADA is above the state guaranteed level of revenue limit funding by 6.8 ADA. Actual ADA should be monitored closely.

☐ This level of ADA exceeds the state guaranteed level of revenue limit funding by _____ ADA
(see Section 5, below).

D. Other Recommendations

☒ See Section 5 for details.

REVIEW AND APPROVAL OF FISCAL YEAR 2015/2016 2ND INTERIM REPORT

Pacific Elementary School District

Page 3

E. Technical Corrections

☐

Other technical corrections have been noted in our review as explained in Section 5, below.

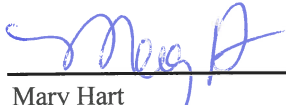
5. DESCRIPTION OF RECOMMENDATIONS AND TECHNICAL CORRECTIONS

SECTION & COMMENT NUMBER	DESCRIPTION
B-1	The district is not projecting to deficit spend in the unrestricted resources in the current year or in the subsequent two fiscal years. The district should continue to closely monitor its budget and actuals.
B-2	The district maintains its unrestricted reserves in both the general fund and in Fund 17, the Special Reserve for Other than Capital Outlay. The district drew upon its Fund 17 reserve in the prior year to dedicate funds for its facilities and currently is projecting a fund balance of approximately \$215,000 in the Special Reserve fund.
C-1	The district is projecting that ADA will increase by 7 in the current year over prior year P-2 ADA. The district's 2nd Interim ADA projection is lower by 2 ADA compared to the 1st Interim projection. In the MYP, ADA is projected to increase by 3.5 in 2016-17 and remain flat in 2017-18.
C-2	We note that the district is projecting its Enrollment to ADA ratio at 95% in the current year, and 94% to 94.8% in the MYP. A slightly lower ratio in the subsequent years is prudent, especially since the district is projecting increases in ADA in the current year and in 2016-17.
D-1	The district is currently projecting an increase in its operational funding through the Local Control Funding Formula (LCFF). This funding increase is mainly due to two factors: an increase in the Gap funding projection based on Department of Finance (DOF) assumptions, and the increase in projected current year ADA noted above.
D-2	In the district's current year budget and multi-year projections (MYP), budgeted costs in the 4000 Materials and Supplies expenditure category may be slightly low, based on historical data. The district should monitor these costs in the current year and review its needs for the development of its 2016-17 budget and MYP.
	Continued on next page...

5. DESCRIPTION OF RECOMMENDATIONS AND TECHNICAL CORRECTIONS continued...

SECTION & COMMENT NUMBER	DESCRIPTION
	Continued from previous page...
D-3	The district has settled compensation issues with its unrepresented groups for the current year. The district has included the estimated costs of step and column adjustments in the MYP for each future year.
D-4	The district has included a potential increase in the cost of Medical health and welfare benefits of 5% in 2016-17 and 10% in 2017-18 and an increase in the cost of Dental insurance premiums of 3% in 2016-17 and 6% in 2017-18.
D-5	Contributions to restricted programs are projected to increase in the current year 59% over prior year actuals, and just barely decline by 0.3% over 1st Interim projections. In the multi-year projections, they are projected to decrease by 41% in 2016-17 and then increase by 7.4% in 2017-18. The district's contributions are mainly due to the costs of Special Education (81%), VAPA (15%), which is actually revenue from Parent club donations, and Psychological Services (7%). Contributions in the current year total \$133,085.
D-6	The district is currently not projecting any cash flow issues in the current year due to its reserve levels. This may change in the future as the district spends down its fund balances.

EXAMINED BY COUNTY SUPERINTENDENT OF SCHOOLS:

BY: 
Mary Hart
Deputy Superintendent, Business Services

Date: 4/27/16

cc: Eric Gross, Superintendent/Pacific Elementary School District
Jean S. Gardner, Senior Director of Fiscal Services/SCCOE
Elaine Bungo, Financial Analyst/SCCOE

Revised: 1/2006

SANTA CRUZ COUNTY SCHOOLS
PACIFIC ELEMENTARY SCHOOL DISTRICT

FINANCIAL ANALYSIS OF GENERAL FUND UNRESTRICTED AND RESTRICTED MONIES

GENERAL FUND	2014/15			2015/16			2015/16			2015/16			2016/17			2017/18		
	Unaudited Actuals			Adopted Budget			1st Interim Budget			2nd Interim Budget			Projected Budget			Projected Budget		
				Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Revenues																		
8010-8099 Local Control Funding Formula	\$ 791,381	\$ -	\$ 791,381	\$ 869,299	\$ -	\$ 869,299	\$ 901,118	\$ -	\$ 901,118	\$ 884,721	\$ -	\$ 884,721	\$ 941,096	\$ -	\$ 941,096	\$ 970,299	\$ -	\$ 970,299
8100-8299 Federal	13,435	41,229	54,664	-	42,985	42,985	8,470	43,388	51,858	8,470	43,953	52,423	-	43,953	43,953	-	43,953	43,953
8300-8599 Other State	23,030	36,384	59,414	77,578	6,954	84,532	70,373	43,538	113,911	70,373	44,883	115,256	16,127	33,840	49,967	16,127	33,840	49,967
8600-8799 Other Local	86,812	65,723	152,535	77,769	52,535	130,304	78,907	52,744	131,651	78,907	62,052	140,959	82,635	57,052	139,687	66,135	57,052	123,187
8910-8929 Interfund Transfers In	345,000	-	345,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8930-8979 Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8980 Contributions From Unrestricted	(83,846)	83,846	(0)	(85,878)	85,878	-	(133,451)	133,451	-	(133,085)	133,085	-	(78,310)	78,310	-	(84,114)	84,114	-
8990 Contributions From Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue, Transfers, and Other Sources	\$ 1,175,813	\$ 227,181	\$ 1,402,994	\$ 938,768	\$ 188,352	\$ 1,127,120	\$ 925,417	\$ 273,121	\$ 1,198,538	\$ 909,386	\$ 283,973	\$ 1,193,359	\$ 961,548	\$ 213,155	\$ 1,174,703	\$ 968,447	\$ 218,959	\$ 1,187,406
Expenditures																		
1000-1999 Certificated Salary	\$ 386,715	\$ 71,206	\$ 457,922	\$ 379,511	\$ 58,935	\$ 438,446	\$ 395,229	\$ 58,935	\$ 454,164	\$ 395,229	\$ 58,935	\$ 454,164	\$ 406,221	\$ 60,114	\$ 466,335	\$ 414,345	\$ 61,316	\$ 475,661
2000-2999 Classified Salary	130,874	27,566	158,440	121,598	27,130	148,728	131,442	25,646	157,088	131,442	29,946	161,388	134,071	22,433	156,504	136,752	22,882	159,634
3000-3999 Employee Benefit	167,101	47,866	214,967	168,090	22,888	190,978	171,285	48,247	219,532	185,260	54,009	239,269	191,095	60,245	251,340	211,818	64,060	275,878
4000-4999 Books & Supplies	27,050	23,905	50,955	29,219	4,159	33,378	30,009	4,159	34,168	26,739	4,720	31,459	24,455	8,532	32,987	24,226	4,837	29,063
5000-5899 Services & Other Operating Expenditures	117,200	63,539	180,739	118,792	145,295	264,087	133,449	148,746	282,195	133,849	149,091	282,940	150,241	64,986	215,227	128,198	65,370	193,568
6000-6599 Capital Outlay	-	-	-	-	25,349	25,349	-	25,349	25,349	-	25,349	25,349	-	-	-	-	-	-
7100-7299 Other Outgo	165	-	165	256	-	256	256	-	256	256	-	256	256	-	256	256	-	256
7300-7399 Direct & Indirect Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7610-7629 Interfund Transfers Out	349,500	-	349,500	7,073	-	7,073	7,073	-	7,073	7,073	-	7,073	7,073	-	7,073	7,073	-	7,073
7630-7699 Other Uses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures, Transfers, and Other Uses	\$ 1,178,606	\$ 234,082	\$ 1,412,688	\$ 824,539	\$ 283,756	\$ 1,108,295	\$ 868,743	\$ 311,082	\$ 1,179,825	\$ 879,848	\$ 322,050	\$ 1,201,898	\$ 913,412	\$ 216,310	\$ 1,129,722	\$ 922,668	\$ 218,465	\$ 1,141,133
Excess (Deficiency)	\$ (2,793)	\$ (6,902)	\$ (9,694)	\$ 114,229	\$ (95,404)	\$ 18,825	\$ 56,674	\$ (37,961)	\$ 18,713	\$ 29,538	\$ (38,077)	\$ (8,539)	\$ 48,136	\$ (3,155)	\$ 44,981	\$ 45,779	\$ 494	\$ 46,273
Beginning Balance	\$ 620,505	\$ 70,995	\$ 691,501	\$ 617,713	\$ 64,093	\$ 681,806	\$ 617,713	\$ 64,093	\$ 681,806	\$ 617,713	\$ 64,093	\$ 681,806	\$ 647,250	\$ 26,016	\$ 673,267	\$ 695,386	\$ 22,861	\$ 718,248
Audit Adjustments / Restatements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Balance	\$ 617,713	\$ 64,093	\$ 681,806	\$ 731,941	\$ (31,311)	\$ 700,631	\$ 674,386	\$ 26,132	\$ 700,519	\$ 647,250	\$ 26,016	\$ 673,267	\$ 695,386	\$ 22,861	\$ 718,248	\$ 741,165	\$ 23,355	\$ 764,521
Reserves:																		
Minimum Reserve Level per Criteria & Standards	5%			5%			5%			5%			5%			5%		
Recommended REU (Computed in C&S)	\$ 70,634			\$ 65,000			\$ 65,000			\$ 65,000			\$ 65,000			\$ 65,000		
Reserves per District (REU 9789)	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 75,000
Revolvin Cash / Nonspendable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Stores / Prepaid Expenditures/ All Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restricted	-	64,093	64,093	-	(31,311)	(31,311)	-	26,132	26,132	-	26,016	26,016	-	22,861	22,861	-	23,355	23,355
Committed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assigned	85,052	-	85,052	139,672	-	139,672	151,467	-	151,467	143,339	-	143,339	-	-	-	-	-	-
Unassigned	457,660	-	457,660	446,945	-	446,945	447,919	-	447,919	428,911	-	428,911	620,386	-	620,386	666,165	-	666,165
Excess (Deficiency) above state recommended REU	\$ 760,799			\$ 778,490			\$ 824,107			\$ 797,291			\$ 846,502			\$ 893,362		
Contributions to Restricted Programs			83,846			85,878			133,451			133,085			78,310			84,114
Average Daily Attendance																		
Total P-2 ADA			102.5			107.2			111.8			109.3			112.8			112.8
ADA Transfer (COE)			-			-			-			-			-			-
District Only P-2 ADA			102.5			107.2			111.8			109.3			112.8			112.8
Funded ADA (District Only)			102.5			107.2			111.8			109.3			112.8			112.8
Net Shift of Charter ADA (to and from District)			-			-			-			-			-			-
Prior Year ADA Guarantee			102.1			102.5			102.5			102.5			109.3			112.8
Total Charter ADA			-			-			-			-			-			-
CBEDS Enrollment			108			113			119			115			120			119
Enrollment to ADA Ratio			94.9%			94.9%			93.9%			95.0%			94.0%			94.8%
Special Reserve Fund 17	\$ 213,721			\$ 213,183			\$ 214,721			\$ 215,041			\$ 216,116			\$ 217,197		

SANTA CRUZ COUNTY SCHOOLS

PACIFIC ELEMENTARY SCHOOL DISTRICT

FINANCIAL ANALYSIS OF GENERAL FUND

	2012/13	2013/14	2014/15	2015/16	2015/16	2015/16			2016/17		2017/18	
GENERAL FUND	Unaudited Actuals	Unaudited Actuals	Unaudited Actuals	Adopted Budget	1st Interim Budget	2nd Interim Budget	Change Between 14/15 UA & 15/16 2nd I	Change Between 15/16 1st I & 15/16 2nd I	Projected Budget	Change Between 15/16 1st I & 16/17 PB	Projected Budget	Change Between 16/17 PB & 17/18 PB
Revenues												
8010-8099 Local Control Funding Formula	\$ 640,082	\$ 749,692	\$ 791,381	\$ 869,299	\$ 901,118	\$ 884,721	11.8%	-1.82%	\$ 941,096	6.4%	\$ 970,299	3.1%
8100-8299 Federal	33,674	34,681	54,664	42,985	51,858	52,423	-4.1%	1.09%	43,953	-16.2%	43,953	0.0%
8300-8599 Other State	114,470	97,667	59,414	84,532	113,911	115,256	94.0%	1.18%	49,967	-56.6%	49,967	0.0%
8600-8799 Other Local	151,961	150,187	152,535	130,304	131,651	140,959	-7.6%	7.07%	139,687	-0.9%	123,187	-11.8%
8910-8929 Interfund Transfers In	-	15,000	345,000	-	-	-	-100.0%		-		-	
8930-8979 Other Sources	-	-	-	-	-	-			-		-	
Total Revenue, Transfers, and Other Sources	\$ 940,188	\$ 1,047,227	\$ 1,402,994	\$ 1,127,120	\$ 1,198,538	\$ 1,193,359	-14.9%	-0.43%	\$ 1,174,703	-1.6%	\$ 1,187,406	1.1%
Expenditures												
1000-1999 Certificated Salary	\$ 435,693	\$ 448,332	\$ 457,922	\$ 438,446	\$ 454,164	\$ 454,164	-0.8%	0.00%	\$ 466,335	2.7%	\$ 475,661	2.0%
2000-2999 Classified Salary	174,090	170,841	158,440	148,728	157,088	161,388	1.9%	2.74%	156,504	-3.0%	159,634	2.0%
3000-3999 Employee Benefit	173,862	174,954	214,967	190,978	219,532	239,269	11.3%	8.99%	251,340	5.0%	275,878	9.8%
4000-4999 Books & Supplies	41,290	46,933	50,955	33,378	34,168	31,459	-38.3%	-7.93%	32,987	4.9%	29,063	-11.9%
5000-5899 Services & Other Operating Expenditures	139,808	158,084	180,739	264,087	282,195	282,940	56.5%	0.26%	215,227	-23.9%	193,568	-10.1%
6000-6599 Capital Outlay	-	-	-	25,349	25,349	25,349		0.00%	-	-100.0%	-	
7100-7299 Other Outgo	240	163	165	256	256	256	55.2%	0.00%	256	0.0%	256	0.0%
7300-7399 Direct & Indirect Support	-	-	-	-	-	-			-		-	
7610-7629 Interfund Transfers Out	14,742	5,000	349,500	7,073	7,073	7,073	-98.0%	0.00%	7,073	0.0%	7,073	0.0%
7630-7699 Other Uses	-	-	-	-	-	-			-		-	
Total Expenditures, Transfers, and Other Uses	\$ 979,725	\$ 1,004,307	\$ 1,412,688	\$ 1,108,295	\$ 1,179,825	\$ 1,201,898	-14.9%	1.9%	\$ 1,129,722	-6.0%	\$ 1,141,133	1.0%
Excess (Deficiency)	\$ (39,537)	\$ 42,921	\$ (9,694)	\$ 18,825	\$ 18,713	\$ (8,539)	-11.9%	-145.6%	\$ 44,981	-626.7%	\$ 46,273	2.9%
Beginning Balance	\$ 688,117	\$ 648,580	\$ 691,501	\$ 656,439	\$ 681,806	\$ 681,806	-1.4%	0.0%	\$ 673,267	-1.3%	\$ 718,248	6.7%
Audit Adjustments / Restatements	-	-	-	-	-	-			-		-	
Ending Balance	\$ 648,580	\$ 691,501	\$ 681,806	\$ 675,264	\$ 700,519	\$ 673,267	-1.3%	-3.9%	\$ 718,248	6.7%	\$ 764,521	6.4%
Reserves:												
Normal Reserve Level per Criteria & Standard	5%	5%	5%	5%	5%	5%			5%		5%	
Recommended REU (Computed in C&S)	\$ 61,000	\$ 63,000	\$ 70,634	\$ 65,000	\$ 65,000	\$ 65,000	-8.0%	0.0%	\$ 65,000	0.0%	\$ 65,000	0.0%
Reserves per District (REU 9789)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	0.0%	0.0%	\$ 75,000	0.0%	\$ 75,000	0.0%
Revolving Cash / Nonspendable	300	300	-	-	-	-			-		-	
Stores / Prepaid Expenditures/ All Other	-	-	-	-	-	-			-		-	
Restricted	8,220	70,995	64,093	(31,311)	26,132	26,016	-59.4%	-0.4%	22,861	-12.1%	23,355	2.2%
Committed	-	-	-	-	-	-			-		-	
Assigned	101,743	97,108	85,052	139,672	151,467	143,339	68.5%	-5.4%	-	-100.0%	-	
Unassigned	463,317	448,398	457,660	446,945	447,919	428,911	-6.3%	-4.2%	620,386	44.6%	666,165	7.4%
Excess (Deficiency) above state recommended REU	\$ 1,148,234	\$ 1,113,689	\$ 760,799	\$ 778,490	\$ 824,107	\$ 797,291	4.8%	-3.3%	\$ 846,502	6.2%	\$ 893,362	5.5%
Contributions to Restricted Programs	92,839	81,574	83,846	85,878	133,451	133,085	58.7%	-0.3%	78,310	-41.2%	84,114	7.4%
Average Daily Attendance												
Total P-2 ADA	101	102	102	107	112	109	6.6%	-2.2%	113	3.2%	113	0.0%
ADA Transfer (COE)	-	-	-	-	-	-			-		-	
District Only P-2 ADA	101	102	102	107	112	109	6.6%	-2.2%	113	3.2%	113	0.0%
Funded ADA (District Only)	103	102	102	107	112	109	6.6%	-2.2%	113	3.2%	113	0.0%
Net Shift of Charter ADA (to and from District)	-	-	-	-	-	-			-		-	
Prior Year ADA Guarantee	103	101	102	102	102	102	0.3%	0.0%	109	6.6%	113	3.2%
Total Charter ADA	-	-	-	-	-	-			-		-	
CBEDS Enrollment	104	106	108	113	119	115	6.5%	-3.4%	120	4.3%	119	-0.8%
Enrollment to ADA Ratio	97.1%	96.4%	94.9%	94.9%	93.9%	95.0%			94.0%		94.8%	
Special Reserve Fund 17	\$ 569,174	\$ 556,183	\$ 213,721	\$ 213,183	\$ 215,041	\$ 215,041	0.6%	0.0%	\$ 216,116	0.5%	\$ 217,197	0.5%

**PACIFIC ELEMENTARY SCHOOL DISTRICT
ALL FUNDS SUMMARY
2015/16
2nd Interim**

	01 General	12 Child Development	13 Cafeteria	14 Deferred Maintenance	17 Special Reserve	21 Building Fund	25 Capital Facilities	51 Bond Fund	61 Cafeteria Enterprise Fund	Total All Funds
Revenue										
8000-8099 LCFF	\$ 884,721	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -		\$ -	\$ 894,721
8100-8299 Federal Revenue	52,423	-	19,755	-	-	-	-		-	72,178
8300-8599 State Revenue	115,256	56,448	1,530	-	-	-	-		-	173,234
8600-8699 Local Revenue	140,959	73,032	50,550	40	1,320	6,200	430		1,775	274,306
Total Revenue	\$ 1,193,359	\$ 129,480	\$ 71,835	\$ 10,040	\$ 1,320	\$ 6,200	\$ 430	\$ -	\$ 1,775	\$ 1,414,439
Expenditures										
1000 Certificated Salaries	\$ 454,164	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 454,164
2000 Classified Salaries	161,388	68,618	31,688	-	-	-	-		300	261,994
3000 Employee Benefits	239,269	36,855	12,297	-	-	-	-		55	288,476
4000 Books & Supplies	31,459	2,900	39,900	-	-	-	-		1,700	75,959
5000 Services & Other Oper.	282,940	5,250	2,850	6,500	-	287,161	-		1,100	585,801
6000 Equipment	25,349	-	-	-	-	762,500	26,505			814,354
7100-7299 Other Outgo (74XX)	256	-	-	-	-	-	-		-	256
7300 Indirect Costs	-	-	-	-	-	-	-		-	-
Total Expenditures	\$ 1,194,825	\$ 113,623	\$ 86,735	\$ 6,500	\$ -	\$ 1,049,661	\$ 26,505	\$ -	\$ 3,155	\$ 2,481,004
Excess (Deficiency)	\$ (1,466)	\$ 15,857	\$ (14,900)	\$ 3,540	\$ 1,320	\$ (1,043,461)	\$ (26,075)	\$ -	\$ (1,380)	\$ (1,066,565)
Other Sources/Uses										
89XX Transfers In	\$ -	\$ -	\$ 14,973							\$ 14,973
8930-8979 Other Sources	-	-	-							-
7610-7629 Transfers Out	7,073	1,200	-						6,700	14,973
7630-7699 Other Uses	-	-	-							-
Total Other Sources/Uses	\$ (7,073)	\$ (1,200)	\$ 14,973	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (6,700)	\$ -
Total Incr (Decr) in Fund Balance	\$ (8,539)	\$ 14,657	\$ 73	\$ 3,540	\$ 1,320	\$ (1,043,461)	\$ (26,075)	\$ -	\$ (8,080)	\$ (1,066,565)
Beginning Fund Balance	\$ 681,806	\$ 12,106	\$ 9,177	\$ 843	\$ 213,721	\$ 1,043,461	\$ 26,625	\$ 16,872	\$ 12,045	\$ 2,016,655
Audit Adjustments/Restatements	-	-	-	-	-	-	-		-	-
Ending Fund Balance	\$ 673,267	\$ 26,763	\$ 9,250	\$ 4,383	\$ 215,041	\$ -	\$ 550	\$ 16,872	\$ 3,965	\$ 950,090
Deficit (Surplus) as % of Fund Balance	-1.3%	121.1%	0.8%	419.9%	0.6%	-100.0%	-97.9%	0.0%	-67%	-52.9%

Comprehensive
Pacific Elementary
July 1, 2015 - June 30, 2018

05/13/2016

1. PLAN BACKGROUND CRITERIA: The plan should guide the LEA's use of education technology for the next three years.

1a. Provide a brief overview of the LEA, its location and demographics and/or share a link to the LEA's website.

Pacific School's mission is to prepare children for life through experiential learning that addresses the needs of the whole child. We create a safe and secure school environment that promotes social and academic growth and develops an enthusiasm for learning, a positive self-image, and cross-cultural understanding. Pacific School's learning environment offers children, parents, and staff the unique opportunity to work together in a small, harmonious environment where individual attention and individualize instruction exists. The school plan focuses on an integrated curriculum that allows learning to take on greater meaning and connection to the world and to students' lives. It is the staff's intention to provide a school environment, which nourishes each child's emotional, physical and social development while stimulating curiosity and creativity. The staff endeavors to generate a love of learning, which will sustain children as they grow and develop.

Pacific Elementary District/School is a **K-6 district/school** located in the historic village of Davenport along the California coastline, nine miles north of the City of Santa Cruz. Davenport is a census-designated place (CDP); the 2010 United States census reported Davenport's population was 408. In 2010 the CEMEX plant closed. An Odwalla bottling plant also formerly provided employment and tax revenue for the community. Currently most residents commute to work outside of this small community. There is a vibrant artist community that also provides employment and a source of pride for the community. Since the closing of larger, more industrial operations, the already stretched financial base of the district has declined. Even with the recent upturn in funding for California schools, Pacific Elementary remains financially challenged. Pacific Elementary serves a significant number of inter-district transfer students, who bring stability to the enrollment, as well as the positive presence that every child adds to a school. The district's population is somewhat diverse in terms of socio-economic status, but the predominant ethnic makeup of children is White or Hispanic. Equity and respect for all people is stressed here at Pacific Elementary.

For more information, please visit our website at: <http://www.pacificesd.org/>

1b. Describe how a variety of stakeholders from within the LEA and the community-at-large participated in the planning process.

In our small, one-school district, collaboration on technology goals and plans has included many representatives of our school community. With an enrollment of about 120 students, we are easily able to work collaboratively on the goals and implementation for new and existing technology at Pacific Elementary.

The Superintendent/Principal, Eric Gross, has taken a leadership role in development of the plan. Heather McDougal, Technology Instructional and Support Staff; Gwyne Rhabyt, School Board President; the School Site Council; Ivan Dei Rossi, Technology Technical Support, and others have assisted in the development of this plan. An important part of any current plan is the past efforts of former Superintendents/Principals, staff, parents, and other school community members who have worked on previous plans. All new plans are built upon the foundation laid by others who planned for and implemented 20th and 21st Century technologies in the past.

1c. Summarize the relevant research and describe how it supports the plan's curricular and professional development goals.

The California adoption of Common Core State Standards is a major shift in the focus of instruction. This plan's major curricular and professional development outcomes are tied to the Common Core, which in turn, is based in research that has been accepted nationwide. Because we are using the Common Core standards and goals as the foundation for our plan's outcomes, the connection between research and the plan's goals is self-evident.

The emphasis on higher-order thinking skills and real-world problem solving is a key part of the Common Core. The transition to Common Core has been sparked by the positive, disruptive technological changes impacting all aspects of life and work in the 21st Century. Technology is no longer a tool or a novelty; it is an environment into which most of our students have been born.

The well-researched ISTE Standards work in tandem with the Common Core. The Common Core standards assume this technological environment. As the ISTE website notes, the use of technology is now "not for technology's sake, but as a tool for leap-frogging over lower-order thinking skills, such as rote memorization, to focus our energies on research and media literacy, creativity, collaboration, problem solving, and critical thinking."

Reference: <http://www.iste.org/standards/standards-in-action/common-core>

Another important role of technology in schools is that of ensuring equity in an increasingly technology-driven workplace and world. The National Council of the Teachers of Mathematics notes on their website, "The implementation of the Common Core State Standards for Mathematics (National Governors Association Center for Best Practices & Council of Chief State School Officers, 2010) has the potential to move forward key features of standards-based reforms in mathematics that have been promoted in the United States for more than 2 decades (e.g., National Council of Teachers of Mathematics, 1989, 2000; National Science Foundation, 1996)."

Reference: http://www.nctm.org/Publications/Journal-for-Research-in-Mathematics-Education/2016/Vol47/Issue1/Research-Commentary_-Educational-Technology_-An-Equity-Challenge-to-the-Common-Core/

In addition, the Common Core emphasizes research, and the analysis and use of information, in every discipline. Accessing information is now almost totally located in the digital environment, making skills to seek, triage and use information now a primarily digital skill.

2. CURRICULUM COMPONENT CRITERIA: The Plan must establish clear goals and realistic strategy for using telecommunications and information technology to improve education services.

2a. Describe teachers' current access to instructional technology and current use of digital tools.

Within the confines of budgetary challenges, the Board of Trustees and school staff has endeavored to stretch resources to provide current technology.

The school enjoys WIFI connectivity throughout the campus. In addition, the school has acquired mobile devices that have been assigned to classrooms, while others are in carts and can be shared across grade levels. Peripherals vary from room to room, but all teachers have access to printers, devices that function as cameras (still and video), and projectors. Teachers are issued district laptops that are for the purposes of professional activities, instructional planning, curriculum development, and other teacher tasks.

Because the school is small -- about 120 students -- many functions that would have been made digital in larger districts are now in the beginning stages of this transition. State assessments are now conducted online with appropriate devices. Beyond those provided by the State of California, the tool for analyzing this data, given the small numbers of test results available to staff for analysis, is primarily EXCEL. Larger services, such as *Illuminate*, are not cost effective with such small numbers of students.

The office staff is transitioning to a higher level of technology use for daily tasks, as well as scanning more documents to relieve storage issues. In an effort to both be both technologically efficient and green, the district's policies are hosted by GAMUT Online, a digital policy hosting service. In this way, policies and administrative regulations are immediately accessible to all members of the school community.

2b. Describe students' current access to instructional technology and current use of digital tools. Include a description about the LEA policy, practices, and/or replacement policy that ensures equitable technology access for all students.

Pacific School children have access to a computer lab that accommodates large groups of children at one time. Pacific School's computer program has expanded with the addition of computers throughout the day in the 3rd-6th grade classrooms. Children learn basic skills, such as keyboarding and word processing, as a foundation to higher-level skills, such as multi-media presentations, programming, and research/presentation skills related to communicating and collaborating on classroom projects. The school enjoys WIFI connectivity throughout the campus. In addition, the school has acquired mobile devices that have been assigned to classrooms, while others are in carts and can be shared across grade levels. Peripherals vary from room to room, but all teachers have access to printers, and most have devices that function as cameras (still and video), and projectors.

Assistive technologies are available for disabled students, including but not limited to, voice recognition and digitized text.

2c. Describe goals and an implementation plan, with annual activities, for using technology to improve teaching and learning. Describe how these goals align to the LEA's curricular goals that are supported by other plans. Describe how the LEA's budget/Local Control and Accountability Plan (LCAP) supports these goals, and whether future funding proposals or partnerships may be needed for successful implementation.

Pacific School's community is pleased that the State adopted Common Core Standards are closely in keeping with the Mission of our district and the values of our community. The 21st-century skills of communication, collaboration, creativity, and critical thinking, often referred to as the "four Cs," are an integral part of the Common Core standards. These skills are also an essential part of living and working in the digital environment. The goals of the Common Core Standards, with special emphasis on the use of the digital environment, form the goals and objectives of this plan. All monitoring of progress toward goals is based on the Common Core Standards.

2d. Describe goals and an implementation plan, with annual activities, for how and when students will acquire the technology skills and information literacy skills needed for college and career readiness.

The goals for each grade level, with regard to technology skills and information literacy, will build upon the foundation laid in each prior year in each of the following areas: basic operations, word processing, spreadsheets (including tables, charts, & graphs), multimedia and presentation tools, and acceptable uses (including copyright & plagiarism). The scope and sequence will follow the plan developed by the Long Beach Unified School District, which was adapted by the Fresno County Office of Education, as seen in the tables below:

K-12 Technology Skills

Scope and Sequence

This scope and sequence document is based on the Common Core State Standards K-12 Technology Skills Scope and Sequence produced by Long Beach Unified School District, which in turn, is based on the Recommended Digital Literacy and Technology Skills from Fresno County Office of Education. The skills are aligned to the CCSS, as well as skills needed to perform on the Smarter Balanced Assessment Consortium's (SBAC) Computer Adaptive Assessments. Additional skills identified here are from the National Educational technology Standards 2007.

English Language Arts Anchor Standards		Mathematical Standards	
RL	Reading Standards for Literature	MD	Measurement & Data
RI	Reading Standards for Informational Texts	EE	Expressions & Equations
W	Writing	A	Algebra
SL	Speaking & Listening	F	Functions
L	Language	SP	Statistics & Probability
		SMP	Standards of Mathematical Practice

Digital Literacy Categories		Aligned	Skills	K	1	2	3	4	5	6
Demonstrate proficiency in use of computers, applications, and understanding of concepts underlying hardware, software, & connectivity	Basic Operations	SBAC	Turn on computer & login	I	R	M	M	M	M	M
		SBAC	Use mouse, to manipulate shapes, icons; click on urls, buttons, check boxes; scroll	I	R	M	M	M	M	M
		SBAC	Use icons, windows, menus	I	R	M	M	M	M	M
		SBAC	File management; saving documents	O	I	R	M	M	M	M
		SBAC	Explain & use appropriate online tools & resources (e.g. tutorial, assessment, browser)	O	I	R	M	M	M	M
		W6	Keyboarding: proper posture, letter, #, space, return, delete keys, typing proficiency	I	R	M	M	M	M	M
	Word Processing	W5, W6, W10	Use word processor to write, edit, print, save	I	R	M	M	M	M	M
		W5, W6, W10	Use menu/tool bar (font, spacing, margins) format, edit	O	I	R	M	M	M	M
		W5, W6, W10	Highlight, copy, paste	O	O	I	R	M	M	M
		W5, W6, W10	Copy & paste images, insert graphics	O	I	R	M	M	M	M
		L4	Proofread & edit (dictionary, spelling & grammar check, thesaurus)	O	O	I	R	M	M	M
O – Optional I = Introduce R = Reinforce M = Mastery										

Digital Literacy Categories		Aligned	Skills	K	1	2	3	4	5	6
Demonstrate proficiency in use of computers, applications, and understanding of concepts underlying hardware, software, & connectivity	Spreadsheet (tables, charts, graphs)	MD, SBAC	Use spreadsheet to organize & graph info	O	O	O	I	R	M	M
		SBAC	Explain terms (cell, column, row, values, charts, graphs)	O	O	O	I	R	M	M
		MD, SBAC	Enter & edit data, calculations, formulas	O	O	O	I	R	M	M
		MD, SBAC	Use math symbols in formulas	O	O	O	I	R	M	M
		RI 7	Use data to solve, predict, conclude	O	O	O	I	R	M	M

Multimedia & Presentation Tools	W6	Create, edit, format text on slide	O	I	R	M	M	M	M
	W6	Organize slides to convey idea	O	O	I	R	M	M	M
	W6 & SL5	Copy/paste/import graphics, change size & position	O	O	O	I	R	M	M
	W6 & SL5	Use painting & drawing tools & edit work	O	O	I	R	M	M	M
	W6, RL7, SBAC	Use online videos (play, rewind, forward)	I	R	M	M	M	M	M
O – Optional I = Introduce R = Reinforce M = Mastery									

Digital Literacy Categories	Aligned	Skills	K	1	2	3	4	5	6
Demonstrate proficiency in use of computers, applications, and understanding of ethics & safety in using digital devices at home, in school, and in society.	Digital Citizenship	Comply w/ rules for responsible use	I	R	M	M	M	M	M
	Digital Citizenship	Explain responsible uses & describe consequences	I	R	M	M	M	M	M
	Digital Citizenship	Explain fair use guidelines for copyrighted material; credit source	O	I	R	M	M	M	M
	Digital Citizenship	Explain strategies for safe use (password, anti-virus software, spam filters, popup blockers)	O	I	R	M	M	M	M
	Digital Citizenship	Demonstrate safe email practices, limit public exposure, etiquette	O	O	O	I	R	M	M
	Digital Citizenship	Demonstrate strategies for dealing with cyberbullying	I	R	M	M	M	M	M
	Digital Citizenship	Identify risks of online communication	O	I	R	M	M	M	M
O – Optional I = Introduce R = Reinforce M = Mastery									

Digital Literacy Categories	Aligned	Skills	K	1	2	3	4	5	6
Demonstrate the ability to use technology for research, critical thinking, decision-making, communication, and collaboration, creativity, & innovation.	RI5, RI7	Use appropriate tech to locate, collect, organize content from media for a purpose, citing sources	I	R	M	M	M	M	M
	RI5, RI7	Search databases to locate information	O	O	I	R	M	M	M
	RI5, RI7	Evaluate online sources for reliability	I	R	M	M	M	M	M
	RI7	Use content specific tech tools (probes, sensors, measuring devices, simulations to gather & analyze data	O	O	O	I	R	M	M
	RI6, RI7, RI9	Use web 2.0 tools (chat rooms, blogs, wikis) to gather & share information	O	O	O	I	R	M	M
	RL7	Analyze purpose of media message	I	R	M	M	M	M	M

Communication and Collaboration	W6	Collaborate online with other students	O	O	I	R	M	M	M
	W6, W10	Communicate ideas online (presentations, drawing)	O	I	R	M	M	M	M
	W6, W10, SL2, SL5	Create projects using text, audio, video, graphics	O	O	I	R	M	M	M
	W6, W10, SL3	Use guidelines to evaluate multimedia presentations	O	O	I	R	M	M	M
	W6, W10, SL1	Use web 2.0 tools to communicate & collaborate	O	O	I	R	M	M	M
	O = Optional I = Introduce R = Reinforce M = Mastery								

2e. Describe goals and an implementation plan, with annual activities, to address Internet safety and the appropriate and ethical use of technology, including AB 307 and Children's Internet Protection Act (CIPA) compliance, in the classroom.

The Board of Trustees has adopted policies related to student and staff use of technology and student privacy. These policies are currently being reviewed and updated. Policies on copyright and use of copyrighted works are also in place, and also in the process of review and potential updating. Internet Use Agreements are part of the annual student packets and yearly staff school-year start up. The internet agreements include statements regarding the appropriate use of copyrighted works. In addition, the ethics of research are taught to upper grade students, including the difference between copying content that is copyrighted and appropriately incorporating information into reports and research, with citation.

Class sizes at Pacific are smaller than the average in the State of California. This allows for close monitoring of student use of the digital environment at school. During research activities, teachers are able to teach students to carefully evaluate the provenance and likely veracity of the sources they use.

Pacific School District contracts with the County Office of Education to provide CIPA compliant filtering of digital content that is accessed by students and staff. While no filtering system can catch all questionable content, every effort is made by the COE to keep the filtering current. The Superintendent/Principal takes action to inform the COE when an accessed site should be blacklisted. Students are required to immediately inform an adult if any questionable content is accidentally accessed.

3. PROFESSIONAL DEVELOPMENT COMPONENT CRITERIA: The Plan must have a professional development strategy to ensure that staff understands how to use these new technologies to improve education services.

3a. Summary of the teachers' and administrators' current technology proficiency and integration skills and needs for professional development.

Currently, the teachers and the administrator possess a range of technological skills and proficiency levels. All instructors have a command of basic skills, and some are advanced users of some aspects of technology. But many of us would benefit from professional development in several areas and very few know what students are now expected to know and do in terms of technology at each grade level. Specifically, teachers need time to examine the technology scope and sequence document. They also need time to discuss the logistics of implementation. Lastly, they need instruction in the specific areas where they are in need of further development and need help before they can implement the plan.

3b. Goals and an implementation plan, with annual activities, for providing professional development opportunities based on a LEA needs assessment.

To address this need, teachers need time to examine, understand, and plan for implementation of the technology curriculum. Secondly, teachers need to become knowledgeable and comfortable teaching each area of technology that is expected at their grade level(s). Toward this end, regular staff meeting time, and a half-day of our 2 professional development days per year, will be dedicated toward bringing this curriculum to reality. Currently identified areas of need include becoming more knowledgeable about Google Drive, Khan Academy, and keyboarding programs.

4. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT, SOFTWARE, AND ASSET MANAGEMENT COMPONENT CRITERIA: The Plan must include an assessment of the telecommunication services, hardware, software, asset management, and other services that will be needed to improve education services.

4a. Describe the existing hardware, Internet access, electronic learning resources, technical support, and asset management already in the LEA that will be used to support the Curriculum and Professional Development Components of the plan.

Professional Development & Curricular Needs

At a staff meeting on 4/13/16, faculty and instructional aides, and office staff indicated the following priorities:

- Professional development is needed in order to become and remain highly functioning users of technology and to incorporate technology into instruction.
- a Chromebook cart is needed in the 1st/2nd class
- Projectors & document cameras are needed in the 1st/2nd and Kindergarten classes
- a keyboarding program is needed to teach the students the skills they need to access technology successfully
- Conversion to electronic forms for lunch count, attendance, & gradebooks would make our work more efficient
- a new phone system is needed to replace the current aging and low functioning system
- headsets are need for office staff to use the phone hands-free

Electronic Learning Resources

We mostly use free web-based applications, rather than purchased software. Khan Academy is used widely, mainly as a supplement to core math instruction. Short videos are often shown to illustrate concepts in science and social studies. Programs that allow students to construct worlds, creatures, and motion are used to promote creative-problem solving. Basic programming is taught in GATE in the sense of coding and in the sense of directing a robot to function.

Technical Support

Pacific Elementary contracts with a part-time Information Technology technician to handle the technology issues that we are unable to address on our own. The IT Tech keeps our system's infrastructure running, repairs hardware, and advises about software. The IT Tech also serves as an expert liaison with the IT department at the County Office of Education.

PESD Tech Hardware Inventory	
March 2016	
Mac Hardware	
Item	Quantity
MacBook Pro	6
iMac	3
MacMini	17
MacBook Air	2
PC Hardware	
Dell	7
Dell Inspiration	2
Chromebooks	
Acer Chromebook 11	27
HP Chromebook 14	7
Tablet	
iPad	6
Kindle	1
Printers	
Brother Printer	4
HP Laserjet	2
HP Office Jet	1
Kyocera	1
Sharp	1
Network	
Cisco Router	1
Cyber Power UPS	3
Netgear	1
QNAP NAS	1
Ruckus	1
Ruckus A/P	4
Miscellaneous	
LG LCD TV	1
Smart Board	1
Projector	4

Document Cameras	3
Library Scanner	1
Headphones	40
Chromebook Carts	2

4b. Describe the technology hardware, electronic learning resources, networking and telecommunications infrastructure, physical plant modifications, technical support, and asset management needed by the LEA's teachers, students, and administrators to support the activities in the Curriculum and Professional Development components of the plan.

Within budgetary constraints, the Board of Trustees remains committed to preparing Pacific students to function as full citizens and successful participants in a digital age.

The district has full WIFI access in all classrooms. Students have access, during school hours, to internet and digital resources as needed for research, collaboration and other instructional activities.

Digital devices and equipment are inventoried. This inventory is digital, and so is available to appropriate staff based on access permissions. Danger of theft is low. Pacific Elementary is surrounded by the homes and businesses of community members. It is lovingly watched over by all in the community.

Security of digital devices and equipment in the classroom is primarily the responsibility of the classroom teachers, and when present, aides. The small class size and level of adult supervision make the issuing and retrieving of hand held devices very successful at the classroom level with classroom personnel. Most current hand-held devices have anti-theft capabilities built in, with such features as "Find my iPad" or the ability to track who has logged in last to a Chrome Book and then disable it. Digital devices now come standard with many tracking and security options previously provided by other means.

Prior reviews and reports of Pacific's technology infrastructure indicated a need to better maintain the equipment and infrastructure. In the past two years additional technical support has been provided through an on-call, technical support person. This technical support person has reviewed existing technology, supported staff in making or has himself upgraded, repaired and/or maximized the existing equipment, retired legacy equipment, reviewed the health of the network and connections, suggested upgrades to both classroom and office systems as needed, and taught on-site staff additional skills in using and maintaining the existing systems. While a very small budget for the entire small school district is still a limiting factor, progress has been made in this area.

5. MONITORING AND EVALUATION COMPONENT CRITERIA: The plan must include an evaluation process that enables the school to monitor progress toward the specific goals and make mid-course corrections in response to new developments and opportunities as they arise.

5a. Describe the process for evaluating the plan's overall progress and impact on teaching and learning.

The Superintendent/Principal and the School Site Council will track the development and implementation of all activities. Progress toward the goals of the Common Core, with an emphasis on those that use the digital environment, such as research and collaboration, will be a guiding measure of success. The Superintendent/Principal will report progress annually to the Board of Trustees at a public meeting. Modifications will be made as needed in accordance with budget criteria.

5b. Describe the schedule for evaluating the effect of plan implementation, including a description of the process and frequency of communicating evaluation results to tech plan stakeholders.

The Superintendent/Principal and the School Site Council will track the development and implementation of all activities. Progress toward the goals of the Common Core, with an emphasis on those that use the digital environment, such as research and collaboration, will be a guiding measure of success. The Superintendent/Principal will report progress annually to the Board of Trustees at a public meeting. Modifications will be made as needed in accordance with budget criteria.

The Superintendent/Principal is responsible for monitoring the progress of the E-Rate program, the management of timelines, the assigning of technical support, the coordination with other plans, such as LCAP. Through these activities, the Superintendent/Principal will ensure that a continuous improvement cycle will be in effect for the duration of the plan.

Property Tax Comparison for Santa Cruz County

Index		2014-15 P-1 Total	2014-15 P-2 Total	2014-15 Final Total	Increase (Decrease)	% Change	2014-15 Final Total	2015-16 P-1 Total	Increase (Decrease)	% Change	2014-15 Final Total	2015-16 P2 Total	Increase (Decrease)	% Change	2015-16 P-1 Total	2015-16 P2 Total	Increase (Decrease)	% Change
					Over 1314 actual				Over 1415 actual				Over 1415 actual				Over 1415 actual	
Bonny Doon	640101	1,296,618	1,294,999	1,297,617	87,404	7.2%	1,297,617	1,369,960	72,343	5.6%	1,297,617	1,371,595	73,978	5.7%	1,369,960	1,371,595	1,635	0.1%
Happy Valley	640201	809,097	808,088	809,724	49,468	6.5%	809,724	854,234	44,510	5.5%	809,724	855,092	45,368	5.6%	854,234	855,092	858	0.1%
Live Oak	640301	2,541,892	2,342,321	3,414,149	742,323	27.8%	3,414,149	3,513,320	99,171	2.9%	3,414,149	2,859,358	(554,791)	-16.2%	3,513,320	2,859,358	(653,962)	-18.6%
Mountain	640401	812,095	811,084	812,727	41,939	5.4%	812,727	845,460	32,733	4.0%	812,727	846,545	33,818	4.2%	845,460	846,545	1,085	0.1%
Pacific	640501	155,010	155,000	156,634	15,952	11.3%	156,634	182,740	26,106	16.7%	156,634	186,532	29,898	19.1%	182,740	186,532	3,792	2.1%
Santa Cruz City	641501	19,130,199	18,761,658	18,973,372	835,008	4.6%	18,973,372	19,809,360	835,988	4.4%	18,973,372	20,046,574	1,073,202	5.7%	19,809,360	20,046,574	237,214	1.2%
Soquel	640801	7,892,011	7,687,624	8,556,104	1,002,278	13.3%	8,556,104	8,978,950	422,846	4.9%	8,556,104	8,588,642	32,538	0.4%	8,978,950	8,588,642	(390,308)	-4.3%
Total Elementary		32,636,922	31,860,774	34,020,327	2,774,372	8.9%	34,020,327	35,554,024	1,533,697	4.5%	34,020,327	34,754,338	734,011	2.2%	35,554,024	34,754,338	(799,686)	-2.2%
Santa Cruz High	641401	22,505,560	22,087,013	23,393,810	1,725,103	8.0%	23,393,810	24,523,417	1,129,607	4.8%	23,393,810	24,244,702	850,892	3.6%	24,523,417	24,244,702	(278,715)	-1.1%
Total High School		22,505,560	22,087,013	23,393,810	1,725,103	8.0%	23,393,810	24,523,417	1,129,607	4.8%	23,393,810	24,244,702	850,892	3.6%	24,523,417	24,244,702	(278,715)	-1.1%
Pajaro Valley	642001	53,304,262	53,590,933	54,871,217	2,352,587	4.5%	54,871,217	58,990,204	4,118,987	7.5%	54,871,217	61,117,736	6,246,519	11.4%	58,990,204	61,117,736	2,127,532	3.6%
San Lorenzo Val	641101	14,118,485	14,145,266	14,263,719	1,257,666	9.7%	14,263,719	16,163,120	1,899,401	13.3%	14,263,719	16,321,430	2,057,711	14.4%	16,163,120	16,321,430	158,310	1.0%
Scotts Valley	640701	9,939,310	10,130,114	10,485,470	1,143,250	12.2%	10,485,470	11,263,494	778,024	7.4%	10,485,470	10,958,380	472,910	4.5%	11,263,494	10,958,380	(305,114)	-2.7%
Total Unified School Districts		77,362,057	77,866,313	79,620,406	4,753,503	6.3%	79,620,406	86,416,818	6,796,412	8.5%	79,620,406	88,397,546	8,777,140	11.0%	86,416,818	88,397,546	1,980,728	2.3%
Districts Total		132,504,539	131,814,100	137,034,543	9,252,978	7.2%	137,034,543	146,494,259	9,459,716	6.9%	137,034,543	147,396,586	10,362,043	7.6%	146,494,259	147,396,586	902,327	0.6%
												0				0		
Santa Cruz COE	641210	9,278,196	9,177,183	9,593,118	599,780	6.7%	9,593,118	9,945,338	352,220	3.7%	9,593,118	10,094,446	501,328	5.2%	9,945,338	10,094,446	149,108	1.5%
COE Total		9,278,196	9,177,183	9,593,118	599,780	6.7%	9,593,118	9,945,338	352,220	3.7%	9,593,118	10,094,446	501,328	5.2%	9,945,338	10,094,446	149,108	1.5%
Total		141,782,735	140,991,283	146,627,661	9,852,758	7.2%	146,627,661	156,439,597	9,811,936	6.7%	146,627,661	157,491,032	10,863,371	7.4%	156,439,597	157,491,032	1,051,435	0.7%

Property Tax Comparison for Santa Cruz County

Index		2013-14 Final Total	2014-15 P-1 Total	Increase (Decrease)	% Change	2013-14 Final Total	2014-15 P-2 Total	Increase (Decrease)	% Change	2014-15 P-1 Total	2014-15 P-2 Total	Increase (Decrease)	% Change
Bonny Doon	640101	1,210,213	1,296,618	86,405	7.1%	1,210,213	1,294,999	84,786	7.0%	1,296,618	1,294,999	(1,619)	-0.1%
Happy Valley	640201	760,256	809,097	48,841	6.4%	760,256	808,088	47,832	6.3%	809,097	808,088	(1,009)	-0.1%
Live Oak	640301	2,671,826	2,541,892	(129,934)	-4.9%	2,671,826	2,342,321	(329,505)	-12.3%	2,541,892	2,342,321	(199,571)	-7.9%
Mountain	640401	770,788	812,095	41,307	5.4%	770,788	811,084	40,296	5.2%	812,095	811,084	(1,011)	-0.1%
Pacific	640501	140,682	155,010	14,328	10.2%	140,682	155,000	14,318	10.2%	155,010	155,000	(10)	0.0%
Santa Cruz City	641501	18,138,364	19,130,199	991,835	5.5%	18,138,364	18,761,658	623,294	3.4%	19,130,199	18,761,658	(368,541)	-1.9%
Soquel	640801	7,553,826	7,892,011	338,185	4.5%	7,553,826	7,687,624	133,798	1.8%	7,892,011	7,687,624	(204,387)	-2.6%
Total Elementary		31,245,955	32,636,922	1,390,967	4.5%	31,245,955	31,860,774	614,819	2.0%	32,636,922	31,860,774	(776,148)	-2.4%
Santa Cruz High	641401	21,668,707	22,505,560	836,853	3.9%	21,668,707	22,087,013	418,306	1.9%	22,505,560	22,087,013	(418,547)	-1.9%
Total High School		21,668,707	22,505,560	836,853	3.9%	21,668,707	22,087,013	418,306	1.9%	22,505,560	22,087,013	(418,547)	-1.9%
Pajaro Valley	642001	52,518,630	53,304,262	785,632	1.5%	52,518,630	53,590,933	1,072,303	2.0%	53,304,262	53,590,933	286,671	0.5%
San Lorenzo Val	641101	13,006,053	14,118,485	1,112,432	8.6%	13,006,053	14,145,266	1,139,213	8.8%	14,118,485	14,145,266	26,781	0.2%
Scotts Valley	640701	9,342,220	9,939,310	597,090	6.4%	9,342,220	10,130,114	787,894	8.4%	9,939,310	10,130,114	190,804	1.9%
Total Unified School Districts		74,866,903	77,362,057	2,495,154	3.3%	74,866,903	77,866,313	2,999,410	4.0%	77,362,057	77,866,313	504,256	0.7%
Districts Total		127,781,565	132,504,539	4,722,974	3.7%	127,781,565	131,814,100	4,032,535	3.2%	132,504,539	131,814,100	(690,439)	-0.5%
Santa Cruz COE	641210	8,993,338	9,278,196	284,858	3.2%	8,993,338	9,177,183	183,845	2.0%	9,278,196	9,177,183	(101,013)	-1.1%
COE Total		8,993,338	9,278,196	284,858	3.2%	8,993,338	9,177,183	183,845	2.0%	9,278,196	9,177,183	(101,013)	-1.1%
Total		136,774,903	141,782,735	5,007,832	3.7%	136,774,903	140,991,283	4,216,380	3.1%	141,782,735	140,991,283	(791,452)	-0.6%