



Santa Cruz County

Individualized Child Care Subsidy Pilot

Local Child Care Policy and Evaluation Plan

April 11, 2018

Prepared by:



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## SUMMARY

Assembly Bill 300 authorizes an individualized child care subsidy plan (the Pilot Plan) for the County of Santa Cruz to ensure that funding for child care subsidies addresses local needs and priorities. The Pilot Plan tackles four main concerns:

- Children in Santa Cruz are less likely than children in other California counties to qualify for subsidized child care due to family incomes above the statewide entry income threshold.
- Housing costs are higher in the county than the statewide average.
- Reimbursement rates for direct service providers are well below market rates in the county.
- Santa Cruz County contractors typically underutilize state funding.

The Pilot Plan has two main goals. First, the pilot will better meet the early education and child care needs of families in Santa Cruz County through policies that support low-income families and promote stable care. Second, the pilot will expand subsidized care by implementing policies that improve reimbursement rates for contractors (year 2), promote contractor retention, and reduce unearned contract funds. A summary of components is included below.

### Pilot Components



1. Increase income threshold for initial eligibility for subsidized care for contractors to the exit threshold provided by the California Department of Finance (DOF).



2. Authorize 24-month eligibility for families entering subsidized care and eligible on the basis of need other than training or seeking employment (12-month eligibility).



3. Restore the age eligibility for CSPP contracts to children who will have their third birthday on or before December 1<sup>st</sup> of the fiscal year AND allow children who turn three after December 1<sup>st</sup> of the fiscal year to enroll immediately on their third birthday.



4. Authorize an exception to the requirement that 50% of the children enrolled at a CSPP program site be four-year-old children.



5. Incorporate additional changes to meet the needs of low-income families in Santa Cruz County, such as authorizing 6.5 hours of services to families seeking employment or housing.



6. Establish a family fee schedule to set fees at approximately 10% of family income following any changes in the state family fee schedule and any annual updates to the income threshold.

Santa Cruz County plans to apply for a plan modification in year two (FY19/20) to request increased pilot rates and an associated redistribution of unearned funds once the impact of the state and pilot policy changes can be accurately assessed. At that time, Santa Cruz County's LPC will provide Early Education and Support Division (EESD) at the California Department of Education with recommended contract terms for participating pilot contractors, including maximum reimbursable amounts, child days of enrollment, and the pilot reimbursement rate.

# LOCAL CHILD CARE SUBSIDY PLAN GOALS AND COMPONENTS

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Subsidies for quality early education and child care services are important supports for low-income families, helping parents gain and maintain stable employment and promoting healthy development and school readiness for children. This Pilot Plan seeks to address two major breakdowns in the child care subsidy system as currently exists in Santa Cruz County. First, families barely earning enough to meet the high costs of housing in the county are too high income to qualify for child care subsidies under existing regulations and those that do qualify can easily lose subsidies with small increases in their income. Second, difficulties in finding, certifying and recertifying children as eligible for subsidies, combined with very low reimbursement rates, make it difficult for providers to utilize their full allocation of state and federal child care and child development funds. Thus, fewer children are subsidized through these providers, and funding goes unused in the county.

Recognizing these challenges, Pilot Plan components will address two goals:

1. To better meet the early education and child care needs of families in Santa Cruz County through policies that support low-income families and promote stable child care.
2. To expand subsidized care by implementing policies for child care contractors that increase earned child days of enrollment, improve reimbursement rates for contractors, reduce contractor administrative burden, reduce unearned funds, and promote contractor retention.

These policies are incorporated in six components where the local approach will differ from statewide regulations. For each component, we provide a conceptual overview, note whether the component is consistent with pilots in other counties, note relevant California Education and Welfare Code citations, and provide additional notes for background or clarification. Santa Cruz County is not including AP and CalWORKs programs in the Pilot in year 1, but will consider pursuing a Pilot Plan modification for their inclusion in the future.



1. Increase income threshold for initial eligibility for subsidized care for contractors to the exit threshold provided by the California Department of Finance (DOF).

*Families will be eligible for subsidized care if their income does not exceed the exit threshold (85% of the state median income (SMI)) as provided by the California DOF. The same pilot income threshold will apply for both entry (initial enrollment) and exit eligibility.*

Matched to Other Pilots	Relevant State Regulations	Notes
<input checked="" type="checkbox"/> Alameda <input checked="" type="checkbox"/> San Francisco <input checked="" type="checkbox"/> San Mateo <input checked="" type="checkbox"/> Santa Clara	<b>Education Code (EC) Section 8263.1 (a)</b> states that a family's adjusted monthly income must be at or below 70% of the SMI.  The entry income threshold for the pilot deviates from the entry income threshold established in the EC.	As needed, the County will seek modification of this threshold to ensure that the pilot income eligibility is the maximum allowable under federal guidelines. This component would apply to children in CCTR, CMIG, CCFC, and CSPP programs.



2. Authorize 24-month eligibility for families entering subsidized care and eligible on the basis of need other than training or seeking employment.

*The Pilot Plan will establish 24-month redetermination periods for families who meet the income threshold for subsidized care and meet the need criteria for eligibility by contract type. Families in training or seeking employment as the only need are eligible for no more than 12 months within a 24-month period.*

Matched to Other Pilots	Relevant State Regulations	Notes
<input checked="" type="checkbox"/> Alameda <sup>1</sup> <input checked="" type="checkbox"/> San Francisco* <input checked="" type="checkbox"/> San Mateo* <input checked="" type="checkbox"/> Santa Clara*	Eligibility redetermination would be consistent with <b>EESD Management Bulletin 17-14</b> and existing pilot county contractor handbooks. Eligibility may be based on the previous month's income <sup>2</sup> and no more than 12 months preceding initial certification consistent with <b>Title V 18096</b> , with eligibility income calculated pursuant to <b>Title V 18078(q)</b> .	The 24-month eligibility would apply to all ages of children in CCTR, CMIG, and CFCC, and to children in CSPP who meet the state age requirements. Due to a shortage of child care slots and unmet child care needs of eligible families, Santa Cruz County prefers a shorter recertification period for families in training or seeking employment.

<sup>1</sup> Alameda, San Francisco, San Mateo, and Santa Clara have variants of 24-month eligibility.

<sup>2</sup> In the case of unpredictable income, eligibility would be based on average income from at least three consecutive months no more than 12 months preceding initial certification.



3. Restore the age eligibility for CSPP contracts to children who will have their third birthday on or before December 1<sup>st</sup> of the fiscal year AND allow children who turn three after December 1<sup>st</sup> of the fiscal year to enroll immediately on their third birthday.

*Serving children aged 2.9 to age 5 in CSPP will allow children to receive two years of state preschool before moving into TK. It will also allow contractors to fill CSPP classrooms at the beginning of the school year.*

Matched to Other Pilots	Relevant State Regulations	Notes
<input checked="" type="checkbox"/> Alameda <sup>3</sup> <input checked="" type="checkbox"/> San Francisco* <input checked="" type="checkbox"/> San Mateo* <input checked="" type="checkbox"/> Santa Clara*	This would adjust the definition of “three-year-old children” in <b>EC Section 8208</b> to include children who will have their third birthday on or before December 1 in the fiscal year, providing up to 9 months of early education experiences to children, and children who turn three after December 1 to enroll on their third birthday in the fiscal year.	This change will help Santa Cruz County contractors fill mid-year vacancies in CSPP programs.



4. Authorize an exception to the requirement that 50% of the children enrolled at a CSPP program site be four-year-old children.

*This new component will allow CSPP contractors to enroll more children in the 2.9 to 3.9 age range.*

Matched to Other Pilots	Relevant State Regulations	Notes
<input type="checkbox"/> Alameda <input type="checkbox"/> San Francisco <input type="checkbox"/> San Mateo <input type="checkbox"/> Santa Clara	This component adjusts the general admissions procedures in <b>EC Section 8236</b> to allow contractors to have less than 50% of enrolled children be four years of age. This component would NOT adjust <b>EC Section 8235</b> , which grants first priority to eligible four-year-old children who are not enrolled in a state-funded TK program.	New component authorized to be included in Pilot Plan through AB 108.

<sup>3</sup> San Mateo, San Francisco, Alameda, and Santa Clara currently have the 2.9 eligibility provision. Enrollment on the third birthday after December 1 is new to Monterey and Sonoma County Pilot Plans.



## 5. Authorize families for 6.5 hours of services if their only need is seeking housing or seeking employment.

*This additional component will assist in meeting the needs of families in the county and help contractors maximize enrollment.*

Matched to Other Pilots	Relevant State Regulations	Notes
<input checked="" type="checkbox"/> Alameda <input checked="" type="checkbox"/> San Francisco <input checked="" type="checkbox"/> San Mateo <input checked="" type="checkbox"/> Santa Clara	Services of families seeking employment are outlined in <b>EC Section 8263</b> . The plan would include 6.5 hours of services for families seeking housing or employment.	This component will apply to CCTR, CMIG, CFCC, and CSPP programs.



## 6. Establish a family fee schedule to set fees at approximately 10% of family income following any changes in the state family fee schedule and any annual updates to the income threshold.

*The family fee scale will match those in the other pilots and will be updated following any changes in the state family fee schedule and when the income threshold is updated annually.*

Matched to Other Pilots	Relevant State Regulations	Notes
<input checked="" type="checkbox"/> Alameda <input checked="" type="checkbox"/> San Francisco <input checked="" type="checkbox"/> San Mateo <input checked="" type="checkbox"/> Santa Clara	The <b>EC sections 8273 and 8447(f)</b> requires the State Superintendent of Public Instruction to establish a family fee schedule for families receiving child care services, subject to the approval of the schedule by the California Department of Finance.	This component will not take effect until and unless a modification to the income threshold under component 1 results in a pilot income range that exceeds the state eligibility threshold. This component will apply to CCTR, CMIG, CFCC, and CSPP programs.

The following is the list of contractors who have formally agreed to participate in the pilot.

- |                                 |  |
|---------------------------------|--|
| 1. Cabrillo Community College   | 6. Live Oak School District              |
| 2. Community Bridges            | 7. Pacific Elementary                    |
| 3. Encompass Community Services | 8. Pajaro Valley Unified School District |
| 4. Go Kids, Inc.                | 9. Regents of the UC-UCSC                |
| 5. YWCA of Watsonville          | 10. Walnut Avenue Family Women's Center  |

## LOCAL ECONOMIC AND CHILD CARE MARKET CONDITIONS

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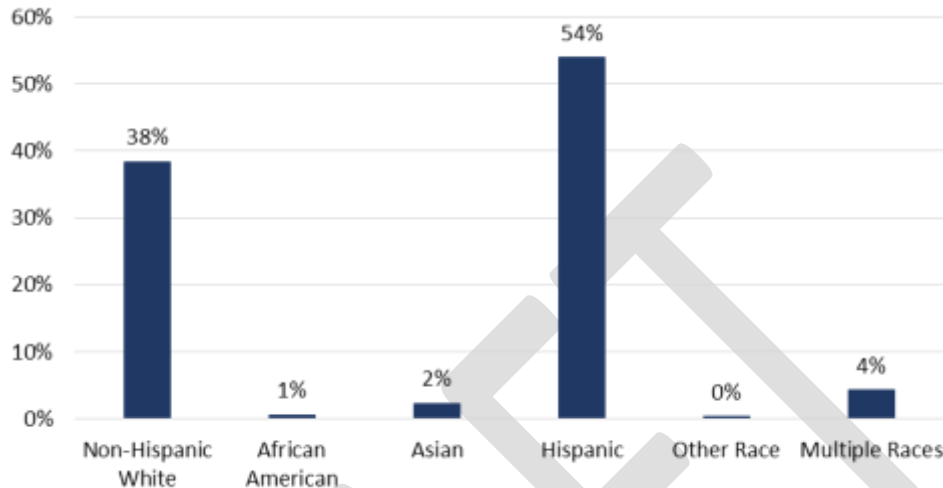
In developing this plan, Santa Cruz County stakeholders assessed the local child care market, economic conditions for working families, and the needs for and costs of child care. This review included consideration of:

- Level of need for various types of subsidized child care services
- General demographics
- Income eligibility levels for subsidized child care and family fees
- Trends in the County's unemployment and housing affordability index
- County's self-sufficiency income level
- Cost of providing child care
- Standard reimbursement rates and regional market rates
- Current supply of available subsidized child care

Santa Cruz County faces higher costs of living and housing than the average statewide, leading to lower income families being considered too high income for subsidized child care. The increase in entry eligibility to 85% of the state median income would allow lower income families access to subsidized child care. Additionally, Santa Cruz County Child Care Planning Council reports a shortage of child care slots in the County, especially among Infant/Toddler programs (CCTR). Increased labor costs as a result of the gradual minimum wage increase may contribute to difficulties in staffing child care programs, thereby restricting the number of child care slots available. The modification of the reimbursement rate through the redistribution of unearned funds can provide financial stability to child care providers, increasing their capacity to hire more teachers and serve more children.

**Figure 1: Race/Ethnicity of Santa Cruz County Children, 2016**

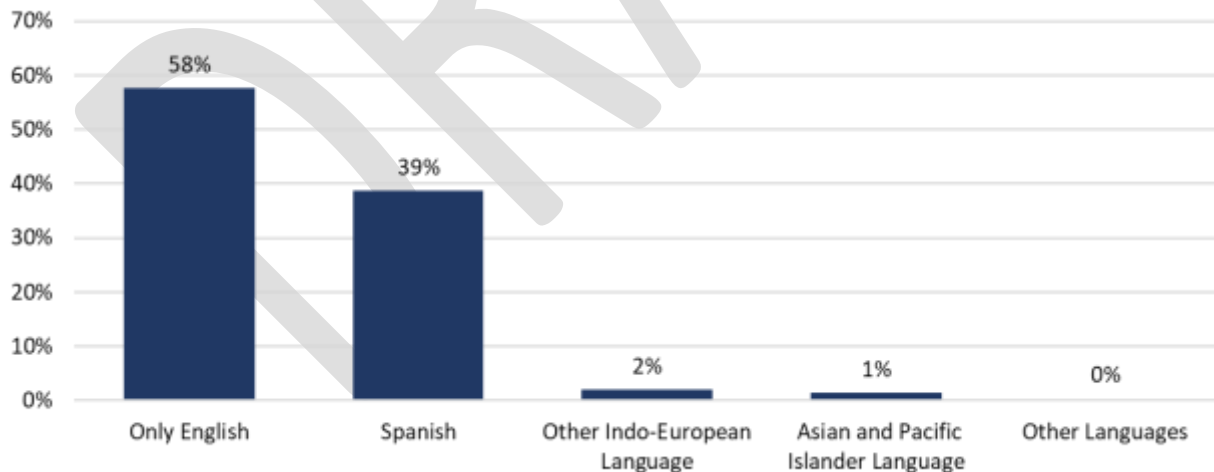
Hispanic/Latino children represent the largest share of children in Santa Cruz County, with Non-Hispanic White children representing the next highest share.



Source: Kidsdata.org from California Dept. of Finance, Race/Ethnic Population with Age and Sex Detail, 1990-1999, 2000-2010, 2010-2016; U.S. Census Bureau, Current Population Estimates, Vintage 2015 (Jun. 2016)

**Figure 2: Language Spoken at Home of Santa Cruz County Children, 2016**

About 58% of children in Santa Cruz County speak only English, with more than 40% speaking another language. English Language Learners comprise 28.2% of public school students in the County – a share



nearly 30% higher than the state average (22%).<sup>4</sup>

Source: 2016 American Community Survey Data (Table B16007)

<sup>4</sup> English Learners in Public Schools (2014), <http://www.kidsdata.org>



**Table 1: Santa Cruz County Children with Working Parents, 2016 Estimates**

Over 16,300 children in Santa Cruz County are under the age of 6, with a majority of children in this age group - and overall - in households where all parents work.

Age Category	Number of Children in Santa Cruz County	Number with All Resident Parents in Workforce	Share with All Parents Working <sup>5</sup>
Under 6 years	16,384	10,898	67%
6 to 17 years	34,553	24,022	70%
<b>Total</b>	<b>50,937</b>	<b>34,920</b>	<b>69%</b>

Source: 2016 American Community Survey 1-Year Estimates (Table C23008)

**Figure 3: Average Annual Unemployment Rate in Santa Cruz County, 2006-2016**

Since 2010, the average unemployment rate in Santa Cruz County has been slightly above the statewide rate. The rate jumped considerably between 2015 and 2016, and is now 83% higher than the state rate, at 9.9% compared to 5.4%.



Source: Bureau of Labor Statistics; Labor force data by County, 2006-2016 annual averages <http://www.bls.gov/lau/#tables>

<sup>5</sup> Includes children of working single parents and children in two-parent families where both parents work.

**Table 2: Income Distribution of Santa Cruz County Families with Children Under 18, 2016**

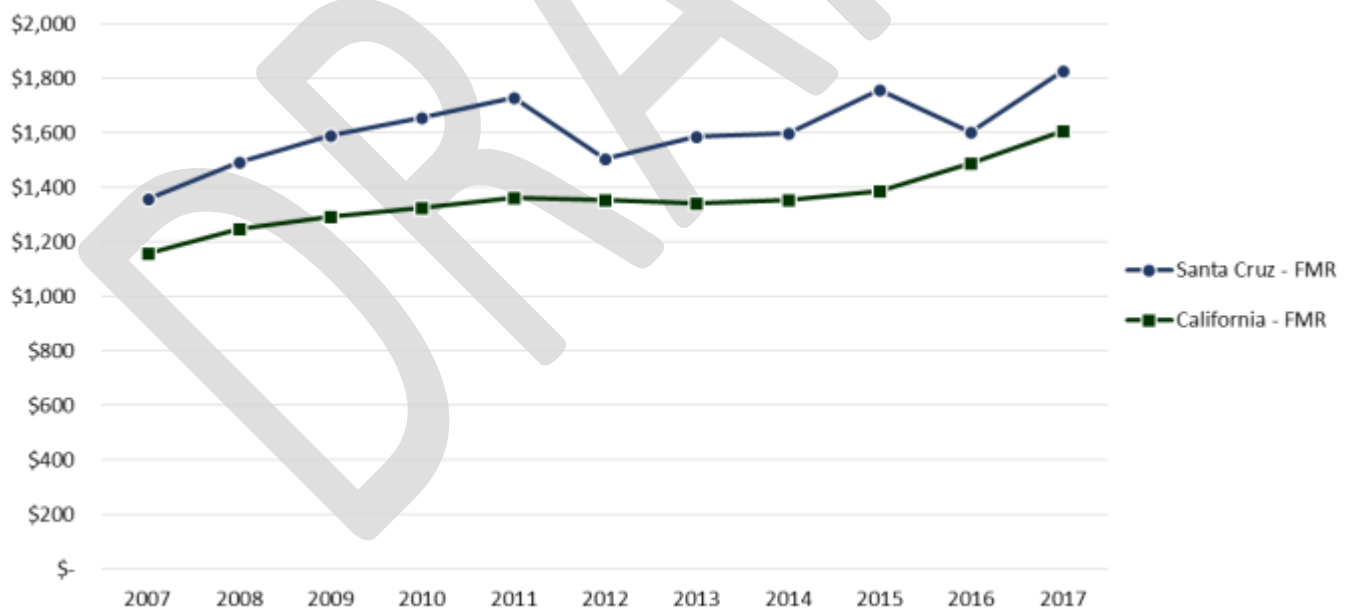
About 35% of families with children under 18 in Santa Cruz County qualify for state-subsidized child care with the entry threshold at \$58,524 per year.

Income Category	Santa Cruz County
Up to \$20,000	11%
\$20,000 to \$40,000	11%
\$40,000 to \$60,000	13%
\$60,000 to \$100,000	20%
\$100,000 to \$150,000	18%
\$150,000 to \$200,000	11%

Source: 2016 American Community Survey 1-Year Estimates (Table B19131)

**Figure 4: Fair Market Rents (FMR) for 2 Bedroom Apartments, 2007-2017**

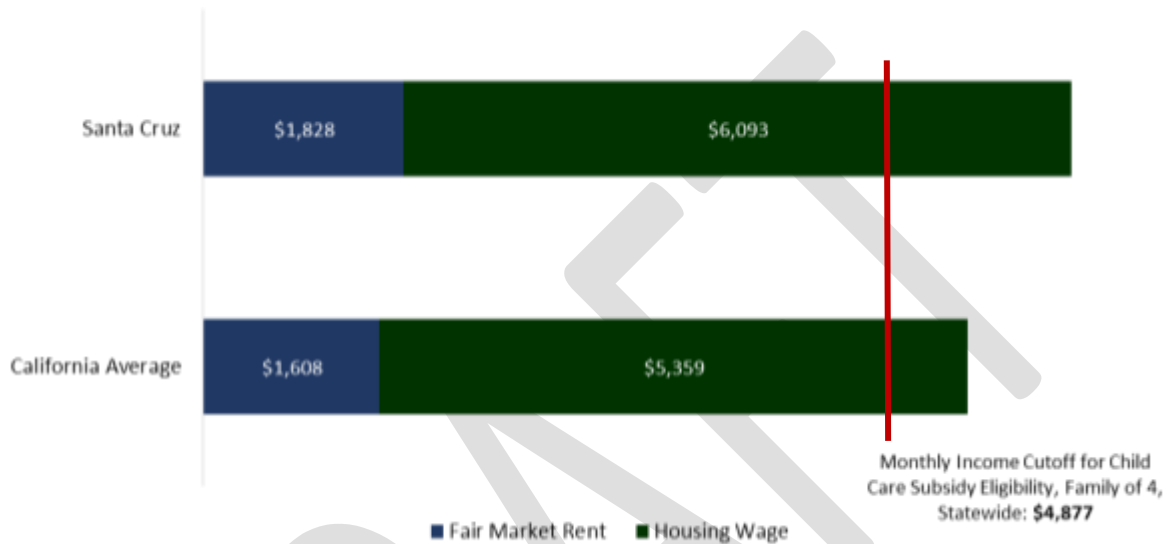
Since 2007, Santa Cruz County's fair market rent (FMR) for a 2-bedroom apartment has been above the state average. In 2017, it was 14% above the state average.



Source: Fair Market Rents (FMRs), huduser.gov

**Figure 5: FMR, “Housing Wage” Income, and the Statewide Child Care Subsidy Eligibility Cutoff for Santa Cruz County, 2017**

The National Low Income Housing Coalition (NLIHC) uses the FMR to calculate a “housing wage,” the wage income required to pay no more than 30% of income to afford rent at the FMR. The housing wage in Santa Cruz County is \$6,093, nearly \$700.00 higher than the California housing wage and 25% higher than the statewide entry eligibility cutoff. Families earning the housing wage would not qualify for subsidized care.



Source: 2017 Fair Market Rents (FMRs), huduser.gov

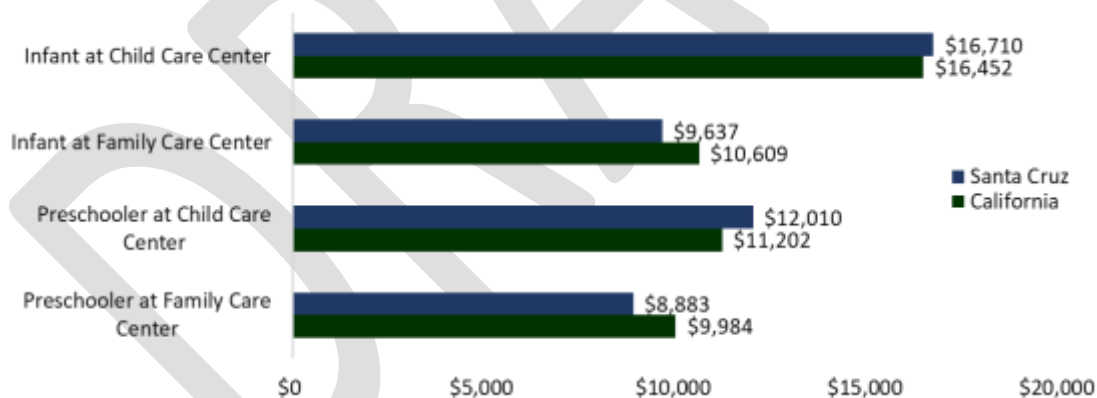
**Table 3: Self-Sufficiency Standards for Santa Cruz County**

The monthly income for basic needs for a family of four is higher in Santa Cruz County than California overall. Additionally, California Self-Sufficiency Standards put the monthly income to cover child care in Santa Cruz County at \$7,649, more than \$2,700 dollars over the subsidy eligibility cutoff.

Monthly Income for “Basic Needs” for a Family of Four with One Infant and One Preschooler	Santa Cruz County	California
Income Cutoff for Child Care Subsidy (2017)	\$4,877	\$4,877
NLIHC Housing Wage (2017) <sup>6</sup>	\$6,093	\$5,359
CBP Monthly Family Budget (December 2017) <sup>7</sup>		
Without Child Care	\$5,500	\$5,029
With Child Care	\$6,801	\$6,329
California Self-Sufficiency Standards (2014) <sup>8</sup>		
Without Child Care	\$5,182	N/A
With Child Care	\$7,649	N/A

**Figure 6: Average Annual Rate for Child Care in Santa Cruz County, 2016**

Market prices for child care for children at child care centers are higher in Santa Cruz County than in the state overall.



Source: California Child Care Resource & Referral Network, California Child Care Portfolio (Nov. 2016); Cost data are from the Child Care Regional Market Rate Survey, 2016.

<sup>6</sup> Out of Reach 2017: California from National Low Income Housing Coalition. <http://nlihc.org/oor/california#>

<sup>7</sup> Estimated family budget (for a 4-person family, both parents working) from the California Budget Project (CBP), Making Ends Meet: How Much Does It Cost to Raise a Family in California (December 2017).

<sup>8</sup> Insight Center for Community Economic Development: Self-Sufficiency Standard Tool for California for a 4-person family with one infant and one preschooler. <http://www.insightccd.org/tools-metrics/self-sufficiency-standard-tool-for-california/>

**Table 4: Estimated Costs and Reimbursement Rates for Child Care Centers in Santa Cruz County, 2017**

Reimbursement rates for direct service providers are well below market rates in Santa Cruz County, even though Title 5 regulations make care more expensive to provide.

Age Category	Daily RMR ceiling	Standard Reimbursement Rate (SRR)	% Maximum RMR Exceeds SRR
Full-time Infant (Age 12 months)	\$100.30	\$77.25	30%
Full-time Preschooler (Age 3 years)	\$71.72	\$45.73	57%
Full-time School Age (Age 7 years)	\$61.49	\$45.44	35%

Source: Reimbursement Ceilings for Subsidized Child Care 2017, Fiscal Year 2017-18 Child Care and Development Contract Changes

Minimum wage boosts increase labor costs for child care providers in Santa Cruz County. It will be increasingly difficult to provide child care at the SRR as labor costs rise in Santa Cruz County. Labor costs are the largest budget item for child care centers; one recent study estimates labor to account for 64 percent of operating costs.<sup>9</sup> This may stagnate enrollment due to the increased cost of hiring more teachers. By redistributing unearned funds to modify the SRR in year two – effectively creating a Pilot Reimbursement Rate – child care providers can potentially accommodate the cost of hiring more teachers, increasing their capacity to serve more children in Santa Cruz County.

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<sup>9</sup> Welsh-Loveman, J. (2015). The Impact of Minimum Wage Regulations on the Early Care and Education Industry in California. Oakland, CA: Alameda County Early Care and Education Planning Council. [https://www.acgov.org/ece/documents/Welsh-Loveman\\_APA\\_5202015.pdf](https://www.acgov.org/ece/documents/Welsh-Loveman_APA_5202015.pdf)

**Table 5: Number of Eligible Children in Low-Income, Working Families Enrolled in Child Care, 2014-2015**

Of the 3,644 children ages 0-5 in working families with income lower than the entry threshold for state-subsidized child care, 46% were not enrolled in full time subsidized care in 2014-2015, suggesting that there is a shortage of child care slots available in Santa Cruz County.

	Total
Number of Children Ages 0-5 in Working Families with Income < 70% SMI	3,644
Number of Children Ages 0-5 in Working Families with Income < 70% SMI Enrolled in Full Time, Subsidized Care	1,975
Number of Children Ages 0-5 in Working Families with Income < 70% SMI and Not Enrolled in Full Time, Subsidized Care	1,669 (46%)

Source: Santa Cruz County Needs Assessment, June 2016-2021

**Table 6: Child Care Capacity for Working Families Under Age 6, 2014-2015**

There is a 30% shortage of child care slots available in Santa Cruz County for children in working families.

	Total
Number of Children in Working Families	9,963
Number of Part Time or Full Time Spaces in Licensed Child Care Centers or Family Child Care Homes	6,977
Shortfall in Capacity	2,986 (30%)

Source: Santa Cruz County Needs Assessment, June 2016-2021

The shortage of child care slots contributes to the unmet child care needs of working families with income lower than the entry threshold in Santa Cruz County. A shorter recertification period of 12 months for families whose need is training or seeking employment allows contractors to ensure child care slots can be made available periodically to eligible families.

## MEASURING OUTCOMES

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Each year Santa Cruz County will prepare an annual report on the pilot project for submission to EESD. Each annual report will be submitted in November and will reflect on the previous fiscal year. The first evaluation report will be submitted by November 30<sup>st</sup>, 2019 and will cover fiscal year 2018/2019. These annual reports will track outcomes on selected measures described below. In addition, each annual report will profile the children and families served under the pilot, including the demographic characteristics of the children. The reports will also describe any major issues that arose in implementation or special challenges affecting specific contractors. Finally, they will identify any modifications in the pilot plan based on the previous year's experiences.

The annual report will draw on the following data sources:

- **801A Data:** A census report of children in services in April of the evaluation year. This report includes date services began, family income, family size, child's date of birth, CalWORKs receipt, and other demographic and care information.
- **Attendance and Fiscal Reports:** Contractor-submitted Attendance and Fiscal Reports (8501 and 9500 Forms) provide information on earned child days of enrollment and family fees.
- **Provider Satisfaction Surveys:** Annual online survey developed by the County to gauge contractor experiences, both positive and negative, and perceptions of the impact on families of the pilot project.
- **Additional Data from EESD:** Data provided by EESD on the number of contractors and the unearned contract funds.

The measures calculated from the data sources above are structured around the two major goals of the pilot: better meeting the needs of families and expanding the supply of subsidized care. See table below for details.

Measure	Source	Purpose	Details
<b>Goal 1: Better meeting the needs of families</b>			
Number and share of children in subsidized care with family income above the state entry income threshold.	April 801A	Examine the effect of a higher income threshold.	Number and share of children from families with initial income eligibility between state entry threshold and exit threshold (85% of the state median income).
Time in services and year-to-year retention for children in subsidized care by contract type.	April 801A	Examine the effect of the longer recertification period.	Days since date child began receiving services and share of children observed each year that were included in prior year's data.
<b>Goal 2: Expanding the supply of subsidized care</b>			
Number of active direct services child care contractors in the county.	EESD	Examine effect of pilot on stability/retention of providers.	Number of child care providers offering subsidized care as of June 30 <sup>th</sup> of each fiscal year.
The aggregate adjusted child days of enrollment among pilot contractors.	4 <sup>th</sup> Qtr. Attendance and Fiscal Forms	Examine effect of pilot on child days of enrollment.	Total earned child days of enrollment in the fiscal year (with adjustment factors applied) compared to the baseline year (FY17/18). Legislation requires an increase from the baseline child days of enrollment. <sup>10</sup>
Value and share of unearned direct service contract funds returned to CDE-EESD.	4 <sup>th</sup> Qtr. Attendance and Fiscal Forms	Examine effect of pilot on supply of care and utilization of contract funds.	Total contract allocations during a fiscal year that go unearned (not spent). This is the difference between total contract allocations and total dollars earned by participating contractors.

<sup>10</sup> The baseline, the earned child days of enrollment in the fiscal year prior to Pilot implementation, is a formula rather than a static number. If contract funds are reduced in a year of the pilot to 85% of the baseline contract funds, the baseline goal for that year would be calculated at 85% of the baseline child days of enrollment. This strategy is used in San Mateo, San Francisco, Alameda, and Santa Clara Counties. It was proposed by EESD staff to offset increases or decreases in funding provided to contractors.



**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

☐ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

Health Benefits CAP - Santa Cruz County Vendor						Tiered CAP						What is included			
Rate Structure		CAP		Rolling CAP \$	Flat CAP\$	Cert Mgmt	Cert	Classified Mgmt	Classified	Confidential	Supt Asst Supt	Med	Dental	vision	Life/ad&D
Bonny Doon	3 Tiered		HMO High Single		\$12,501.48										
Live Oak	Composite		Hard Cap			\$ 14,201.79	\$ 14,201.79	\$ 14,201.79	\$ 14,256.03	\$ 14,201.79	\$ 14,201.79	x	x	x	x
Mountain	3 Tiered			\$ 10,427.51		\$ 10,427.51	\$ 10,427.51	\$ 10,427.51	\$ 10,427.51			x	x	x	x
Pacific	3 Tiered		HMO Single			\$ 12,377.52	\$ 12,377.52	\$ 12,377.52	\$ 12,377.52	\$ 12,377.52	\$ 12,377.52	x	x	x	x
Pajaro	Single	SISC	EE Pays 3-4% except classified	No Cap	No Cap	\$11,458.20	\$11,458.20	\$11,458.20	\$11,458.20	\$11,458.20	\$11,458.20	x	x	x	x
	Two Party	SISC	EE Pays 3-4% except classified	No Cap	No Cap	\$19,690.20	\$19,690.20	\$19,690.20	\$20,362.20	\$20,362.20	\$19,690.20	x	x	x	x
	Family	SISC	EE Pays 3-4% except classified	No Cap	No Cap	\$26,842.20	\$26,842.20	\$26,842.20	\$27,922.20	\$27,922.20	\$26,842.20	x	x	x	x
SLV	3 Tiered	CVT	\$6,669 Hard cap on Health, Dental, Vision		\$ 6,669.00	\$ 6,669.00	\$ 6,669.00	\$ 6,669.00	\$ 6,669.00	\$ 6,669.00	\$ 6,669.00	x	x	x	
Santa Cruz	Single	SISC	EE Pays 10-17%				\$ 12,058.32		\$ 11,627.16	\$ 11,787.84		x	x	x	x
	Two Party	SISC	Except Confidential, EE pays 2-3%				\$ 20,014.56		\$ 20,651.16	\$ 20,811.84		x	x	x	x
	Family	SISC					\$ 28,017.84		\$ 28,043.16	\$ 28,203.84		x	x	x	x
	Composite	SISC			\$19,924.68			\$ 19,924.68			\$ 19,924.68	x	x	x	x
Scotts Valley	Composite	SISC	HMO High Composite	\$19,705.80								x	x	x	x
Soquel	4 Tiered (Mgmt)	CVT				\$7,489.80	\$7,069.80	\$7,489.80	\$7,078.92	\$7,489.80	\$7,678.80	x	x	x	x
	4 Tiered (Cert*)	CVT					\$7,069.80					x	x	x	x
	*Family CAP	CVT					\$10,347.96					x	x	x	x
	4 Tiered (Class)	CVT							\$7,078.92			x	x	x	x
SCCOE	Composite	SISC				\$ 19,011.60	\$ 18,944.28	\$ 19,011.60	\$ 19,194.60	\$ 19,011.60	\$ 19,011.60	x	x	x	x

Responded

The amounts above include Medical, Dental, Vision and Life/AD&D, and reflect the annual amount the district contributes towards employee benefit premiums

Define Rolling CAP:  
Mountain:  
SLV:

Health Benefits CAP - Santa Cruz County 2017/18		Vendor			Tiered CAP										
	Rate			Rolling	Flat	Cert		Classified			Supt	What is included			
	Structure		CAP	CAP \$	CAP\$	Mgmnt	Cert	Mgmnt	Classified	Confidential	Asst Supt	Med	Dental	vision	Life/ad&D
01	Bonny Doon	3 Tiered	SISC	HMO High Single		\$ 13,461.36						x	x	x	NO
02	Happy Valley	3 Tiered Classified/Supt only	SISC		\$ 13,810.56				\$ 13,810.56		\$ 13,810.56				
		Composite (Certificated)	SISC				\$ 13,810.56								
03	Live Oak	4 Tiered (Actives)	CVT	Hard Cap		\$ 14,201.79	\$ 14,201.79	\$ 14,201.79	\$ 14,256.03	\$ 14,201.79	\$ 14,201.79	x	x	x	x
04	Mountain	3 Tiered		\$ 11,394.48			\$ 11,394.48		\$ 11,394.48		\$ 12,673.20	x	x	x	x
05	Pacific	3 Tiered	SISC	HMO Single		\$ 11,753.76	\$ 11,753.76	\$ 11,753.76	\$ 11,753.76	\$ 11,753.76	\$ 11,753.76	x	x	x	x
07	Scotts Valley	Composite	SISC	HMO High Composite	\$ 21,730.80							x	x	x	x
08	Soquel	4 Tiered (Mgmnt & Confidential)	CVT			\$8,604.00		\$8,604.00		\$8,604.00	\$8,604.00	x	x	x	x
		4 Tiered (Certificated*)	CVT				\$10,984.44					x	x	x	x
		4 Tiered (Classified)	CVT						\$ 7,041.12			x	x	x	x
11	SLV	3 Tiered	CVT	Hard cap on Health, Dental, Vision		\$ 10,020.00	\$ 10,020.00	\$ 10,020.00	\$ 10,020.00	\$ 10,020.00	\$ 10,020.00	x	x	x	
12	SCCOE	Composite	SISC			\$ 20,994.72	\$ 20,432.16	\$ 20,994.72	\$ 20,763.72	\$ 20,580.72	\$ 20,994.72	x	x	x	x
14	Santa Cruz	Single	SISC				\$6,195.12 - \$6,977.52		\$11,384.76 - \$13,079.16	\$11,545.44 - \$13,239.84		x	x	x	x
		Two Party	SISC				\$10,404.72 - \$12016.32		\$20,420.76 - \$23,532.36	\$20,581.44 - \$23,693.04		x	x	x	x
		Family	SISC				\$13,925.52 - \$16,203.12		\$27,932.76 - \$32,088.36	\$28,093.44 - \$32,249.04		x	x	x	x
		Composite (Management)	SISC		\$ 12,507.48			\$ 12,507.48			\$ 12,507.48	x	x	x	x
		Composite (Board)	SISC		\$ 20,287.92										
20	Pajaro	Single	SISC	No Cap	No Cap	\$12,741.48	\$12,741.48	\$12,741.48	\$12,741.48	\$12,741.48	\$12,741.48	x	x	x	x
		Two Party	SISC	Cert and Mgmt pay \$56/month	No Cap	\$22,833.48	\$22,833.48	\$22,833.48	\$23,505.48	\$23,505.48	\$22,833.48	x	x	x	x
		Family	SISC	Cert and Mgmt pay \$90/month	No Cap	\$31,317.48	\$31,317.48	\$31,317.48	\$32,397.48	\$32,397.48	\$31,317.48	x	x	x	x

The amounts above include Medical, Dental, Vision and Life/AD&D, and reflect the annual amount the district contributes towards employee benefit premiums

Updated rates as of 3/14/18

# **Pacific Elementary School District**

Board of Trustees Meeting  
**Tuesday, March 20<sup>th</sup>, 2018 @ 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.

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 Minutes**

### **1. OPENING PROCEDURES FOR OPEN SESSION**

- 1.1. Call to Order – 4:05 p.m.
- 1.2. Roll Call & Establishment of Quorum
  - 1.2.1. Gwyan Rhabyt, Board President – present
  - 1.2.2. Don Croll, Board Trustee – present via phone 4:05-4:30 p.m., arrived in person 4:30 p.m.
  - 1.2.3. Cari Napoles, Board Trustee – present
- 1.3. Approval of the agenda for March 20<sup>th</sup>, 2018
  - 1.3.1. Agenda deletions, additions, or changes of sequence

Approved with no changes. Ms. Napoles moved, Mr. Croll seconded. 3 in favor, 0 opposed, 0 abstentions, 0 absences.

### **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.

None.

### **3. REPORTS**

#### **3.1. Superintendent Report**

Fence work will be completed in May or June.

Teachers are attending professional development in English Language Development both offered by the district and by Benchmark, our new language arts curriculum.

Trustees are invited to a dinner at COE to meet candidate for State Superintendent of Education Marshall Tuck.

There will be a pancake breakfast fundraiser this Thursday.

Mr. Gross will be visiting Kings Mountain Elementary & Pescadero Elementary.

Bonny Doon and San Lorenzo districts are experiencing dramatic drops in applicants for teacher positions. On the other hand, we have 9 applicants for special circumstances instructional assistants.

#### **3.2. Board Member Reports**

None.

#### **3.3. School Site Council Report**

#### **3.4. Parents Club 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 the minutes from the Board meetings on**

4.1.1. 2/20/18

4.1.2. 3/13/18

#### **4.2. Technology Plan**

Approved with no changes. Ms. Napoles moved, Mr. Croll seconded. 3 in favor, 0 opposed, 0 abstentions, 0 absences.

### **5. PUBLIC HEARINGS**

#### **5.1. Safety Plan**

Opened at 4:22. No public comments. Closed 4:22.

#### **5.2. Threat Assessment Plan**

Opened at 4:23. No public comments. Closed at 4:23.

#### **5.3. Second Interim Budget**

Opened at 4:24. No public comments. Closed at 4:24.

### **6. BOARD RESOLUTIONS**

**6.1.** Resolution #2018-10 Authorization for Temporary Borrowing Between Funds  
The Board observed that this task was accomplished at the previous Board Meeting.

## **7. ITEMS TO BE TRANSACTED AND/OR DISCUSSED**

### **7.1.** Approve the SACS Second Interim Budget Report

The second interim budget is approximately balanced. Approved with no changes. Ms. Napoles moved, Mr. Croll seconded. 3 in favor, 0 opposed, 0 abstentions, 0 absences.

### **7.2.** Approve Safety Plan

Approved with no changes. Ms. Napoles moved, Mr. Croll seconded. 3 in favor, 0 opposed, 0 abstentions, 0 absences.

### **7.3.** Approve Threat Assessment Plan

Approved with no changes. Ms. Napoles moved, Mr. Croll seconded. 3 in favor, 0 opposed, 0 abstentions, 0 absences.

### **7.4.** Discuss procedures about how to handle Student Protests

Mr. Rhabyt observed that Bay Area parents may be more supportive of protests than parents in some regions. Ms. Napoles stated that it would be useful to have a public statement of our school's position on the topic. Mr. Croll agreed and promoted posting such a statement on the school website, which would include statements about legal rights and consequences. Mr. Gross reported a couple of parents expressed concern that their students' education not be disrupted by the most recent student protests. One teacher is sponsoring a debate on the topic of gun control over the next few weeks, which not all students will be participating in.

There was general agreement that students need to remain on campus due to safety issues.

### **7.5.** Approval of Board Policies, Administrative Regulations, Board Bylaws, & Exhibits

#### **7.5.1.** BP & AR 5132 Dress and Grooming

The Board reviewed letters from a parent and a student to the Board regarding the policy and enforcement details about appropriate dress. Following extensive discussion, the Board revised AR 5132 – Dress and Grooming.

Approved as modified during the discussion. Ms. Napoles moved, Mr. Croll seconded. 3 in favor, 0 opposed, 0 abstentions, 0 absences.

## **8. SCHEDULE OF COMING EVENTS**

**8.1.** Next Regular Board Meeting: 4:00PM April 17<sup>th</sup>, 2018

## **9. CLOSED SESSION**

### **9.1.** Public Employee Discipline/Dismissal/Release (Section 54957.6)

#### **9.1.1.** Secretary

#### **9.1.2.** GATE/Technology Coordinator

- 9.1.3.** Special Circumstances Instructional Assistant
- 9.2.** Public Employee Appointment (Section 54957)
  - 9.2.1.** Secretary

The Board accepted the resignations and approved the hire. Ms. Napoles moved, Mr. Croll seconded. 3 in favor, 0 opposed, 0 abstentions, 0 absences.

## **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 95017.

**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**

## **Board Policy**

### **Student Assessment**

BP 6162.5

#### **Instruction**

\*\*\*Note: The following optional policy may be revised to reflect district practice. For information about required state assessments administered as part of the California Assessment of Student Performance and Progress (CAASPP), see BP/AR 6162.51 - State Academic Achievement Tests.\*\*\*

The Governing Board recognizes that student assessments are an important instructional and accountability tool. To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.

(cf. 6162.51 - State Academic Achievement Tests)

\*\*\*Note: The following paragraph addresses potential uses of student assessment data. Pursuant to Education Code 52060, applicable statewide student assessments must be used as one of the measures of progress toward the district's annual goals for student achievement included in its local control and accountability plan; see AR 0460 - Local Control and Accountability Plan. In addition, pursuant to Education Code 44662, evaluations of certificated staff must include an assessment of students' progress toward meeting district standards of expected student achievement at each grade level in each area of study and, if applicable, toward state standards as measured by state criterion-referenced assessments (i.e., assessments that test students' mastery of the content). However, Education Code 44662 prohibits the use of publishers' norms established by standardized tests (i.e., assessments that compare students' performance to a representative sample of students) for the purpose of evaluating and assessing certificated staff performance. The use of student assessment results in staff evaluations may also be addressed in collective bargaining agreements or employment contracts. See BP/AR 4115 - Evaluation/Supervision and BP 4315 - Evaluation/Supervision.\*\*\*

Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4115 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

(cf. 5121 - Grades/Evaluation of Student Achievement)  
(cf. 5123 - Promotion/Acceleration/Retention)  
(cf. 6011 - Academic Standards)  
(cf. 6142.7 - Physical Education and Activity)  
(cf. 6190 - Evaluation of the Instructional Program)

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and test publisher's directions, and that test administration procedures are fair and equitable for all students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 6162.54 - Test Integrity/Test Preparation)

\*\*\*Note: Education Code 52052 requires that schools and districts demonstrate comparable improvement in academic achievement by all "numerically significant" student subgroups, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. A "numerically significant" subgroup is one that consists of at least 30 students, or 15 foster youth or homeless students, each of whom has a valid test score. To evaluate the extent to which the district fulfills this responsibility, it will be important to examine disaggregated student assessment results as provided below.\*\*\*

\*\*\*Note: Pursuant to Education Code 49558, the Governing Board may adopt policy allowing the use of individual applications or records from the free and reduced-price meal program to identify students for the purpose of disaggregating student achievement data. See BP/AR 3553 - Free and Reduced Price Meals for optional language providing such authorization.\*\*\*

As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

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

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

(cf. 0510 - School Accountability Report Card)

Interim and Formative Assessments

\*\*\*Note: At their discretion, districts may choose to use the Smarter Balanced interim and formative assessments, which are part of the CAASPP. Pursuant to Education Code 60642.6, as amended by AB 1035 (Ch. 752, Statutes of 2017), these tests may be used, in combination with other sources of information, to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning. Education Code 60642.7, as added by AB 1035, specifies that results of such assessments shall not be used for any high-stakes purpose.\*\*\*

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6152 - Class Assignment)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Learners)

The Superintendent or designee shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments. (Education Code 60642.6)

#### Individual Record of Accomplishment

\*\*\*Note: The following section is for use by districts that maintain high schools.\*\*\*

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the state achievement tests required and administered as part of the California Assessment of Student Performance and Progress, or any predecessor assessments, pursuant to Education Code 60640-60649
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

(cf. 6178 - Career Technical Education)

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if he/she is an adult or emancipated minor. The student or his/her parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit,

placement, or admission. (Education Code 60607)

(cf. 5125 - Student Records)

#### Legal Reference:

##### EDUCATION CODE

313 Assessment of English language development

10600-10610 California Education Information System

44660-44665 Evaluation and assessment of performance of certificated employees (Stull Act)

49558 Free and reduced-price meals; use of individual applications and records

51041 Evaluation of educational program

51450-51455 Golden State Seal Merit Diploma

52052 Accountability; numerically significant student subgroups

52060-52077 Local control and accountability plan

60600-60649 Assessment of academic achievement, especially:

60640-60649 California Assessment of Student Performance and Progress

60800 Physical fitness testing

60810-60812 Assessment of English language development

60900 California Longitudinal Pupil Achievement Data System

##### CODE OF REGULATIONS, TITLE 5

850-864 California Assessment of Student Performance and Progress

##### UNITED STATES CODE, TITLE 20

9622 National Assessment of Educational Progress

#### Management Resources:

##### WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>

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

# CSBA Sample

## Board Policy

### Title I Programs

BP 6171

#### Instruction

\*\*\*Note: The following policy is for use by districts that receive funding through Title I, Part A, of the federal Elementary and Secondary Education Act (20 USC 6311-6322), which supports basic programs designed to improve the academic achievement of economically disadvantaged students. 20 USC 6313 establishes school eligibility criteria and priorities for funding. Title I funds received by the district must be allocated to eligible schools or eligible school attendance areas, in rank order, on the basis of the number of students from low-income families.\*\*\*

The Governing Board desires to provide a high-quality education that enables all students to meet challenging state academic standards. In schools with a large number or percentage of economically disadvantaged families, the district shall use Title I funds to provide services that strengthen the academic program and provide support to students at risk of failing to achieve academic standards.

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

Title I funds shall be used to supplement, not supplant, funds available from state and local sources for the education of students participating in Title I programs. (20 USC 6314, 6321)

\*\*\*Note: 20 USC 6312 requires that districts receiving Title I funds develop a local educational agency (LEA) plan with specified components. In California, districts have the option of addressing each LEA plan provision within the local control and accountability plan (LCAP), the LCAP Federal Addendum, or another document, provided that the location of each provision is referenced within the LCAP Federal Addendum. A template for the LCAP Federal Addendum is available on the California Department of Education's (CDE) web site.\*\*\*

\*\*\*Note: Title I schoolwide programs are required to develop school-level comprehensive plans addressing the components listed in 20 USC 6314; see the accompanying administrative regulation.\*\*\*

Descriptions of how the district will address the required components of the Title I local educational agency plan, as specified in 20 USC 6312, shall be included within the district's control and accountability plan (LCAP), the LCAP Federal Addendum, or another document. School-level strategies shall be aligned with the district's plan and be tailored to the specific needs of the students at the school.

(cf. 0420 - School Plans/Site Councils)

(cf. 0400 - Comprehensive Plans)  
(cf. 0460 - Local Control and Accountability Plan)

\*\*\*Note: 20 USC 6318 mandates each district and each school receiving Title I funds to have a written parent/guardian and family engagement policy developed jointly with and agreed upon by parents/guardians of participating students. See BP/AR 6020 - Parent Involvement for language fulfilling this mandate.\*\*\*

In addition, the district and each school receiving Title I funds shall develop a written parent/guardian and family engagement policy in accordance with 20 USC 6318.

(cf. 6020 - Parent Involvement)

### Comparability of Services

\*\*\*Note: 20 USC 6321 mandates any district receiving Title I funds to develop procedures to ensure compliance with legal requirements regarding comparability of services. Pursuant to 20 USC 6321, requirements regarding comparability do not apply to districts that do not have more than one building for each grade span.\*\*\*

In schools receiving Title I funds, state and local funds shall be used to provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds or, if all district schools are receiving Title I funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or by grade span. (20 USC 6321)

\*\*\*Note: Pursuant to 20 USC 6321, a district will be considered to have met the legal requirement for comparability if it provides the CDE with written assurances that it has established and implemented (1) a districtwide salary schedule; (2) a policy ensuring equivalence among schools in teachers, administrators, and other staff; and (3) a policy ensuring equivalence among schools in the provision of curriculum materials and instructional supplies. The district must keep records documenting that the salary schedule and policies were actually implemented and that they resulted in equivalence among schools in staffing, materials, and supplies. Items #1-4 below reflect methods of determining comparability authorized by the CDE. For further information, see the CDE's guidance Meeting Title I, Part A Comparability Requirements, available on its web site.\*\*\*

To demonstrate comparability of services among district schools, the district shall:

1. Adopt and implement a districtwide salary schedule

\*\*\*Note: Items #2a and b below reflect methods authorized by the CDE to determine comparability of staffing, and may be revised to reflect district practice.\*\*\*

2. Ensure equivalence in teachers, administrators, and other staff, as measured by either or both of the following:

- a. The ratio of students to instructional staff at each Title I school within a grade span, which

shall not exceed 110 percent of the average ratio for all non-Title I district schools within that grade span

b. Salary expenditures for instructional staff at each Title I school, which shall be no less than 90 percent of the average salary expenditure across non-Title I district schools.

3. Ensure equivalence in the provision of curriculum materials and instructional supplies, by determining whether the per-student expenditure of state and local funds for curriculum materials and instructional supplies in Title I schools is between 90 and 110 percent of the districtwide average

4. Determine whether the amount of state and local funds allocated per student for each grade span is between 90 and 110 percent of the per student average for each grade span in non-Title I schools

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

In determining comparability, the district shall not include staff salary differentials for years of employment. The district also may exclude unpredictable changes in student enrollment or personnel assignments that occur after the beginning of the school year, state and local funds expended for language instruction educational programs, state and local funds expended for the excess costs of providing services to students with disabilities, and supplemental state or local funds expended in any school attendance area or school for programs that specifically meet the intent and purposes of Title I. (20 USC 6321)

\*\*\*Note: Although 20 USC 6321 requires records of compliance to be updated biennially, U.S. Department of Education (USDOE) nonregulatory guidance, Title I Fiscal Issues, clarifies that because Title I allocations are made annually, demonstrating comparability is an annual requirement. CDE requires districts to complete and submit their comparability reports each fall. Districts with schools that fail the initial comparability test are given additional time to resolve the issues and resubmit their report with supporting documentation in the winter.\*\*\*

The Superintendent or designee shall annually assess comparability in accordance with the above criteria and maintain records documenting the district's compliance. If any instances of noncomparability are identified, the Superintendent or designee shall promptly implement adjustments as needed to ensure comparability.

#### Participation of Private School Students

The district shall provide or contract to provide special educational services, instructional services (including evaluations to determine the progress being made in meeting students' academic needs), counseling, mentoring, one-on-one tutoring, or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis in comparison to services and other benefits for public school students. (20 USC 6320, 7881)

#### Program Evaluation

\*\*\*Note: The following section may be revised to reflect district practice. During the Federal Program Monitoring process, the CDE will review whether the district monitors the effectiveness of district plans to help low-achieving students meet challenging academic achievement standards and revises those plans as necessary.\*\*\*

\*\*\*Note: 20 USC 6311 requires each state to have an accountability system that incorporates multiple measures, including, but not limited to, statewide assessment results for all students as well as numerically significant student subgroups. California's accountability system (the California School Dashboard) consists of both state and local indicators to assist districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP. Beginning in the 2018-19 school year, CDE will notify schools identified for comprehensive and/or targeted support and improvement pursuant to 20 USC 6311. See BP 0500 - Accountability.\*\*\*

The Board shall regularly monitor the progress of economically disadvantaged and low-achieving students in Title I schools. During the annual evaluation of the district's progress toward achieving each goal identified in the LCAP or other planning document addressing 20 USC 6312, the Board shall review disaggregated data on academic achievement, school attendance, and other outcomes for such students and shall ensure that strategies are revised as necessary to support continuous improvement.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

#### Legal Reference:

##### EDUCATION CODE

11503 Parent involvement programs in Title I schools

52060-52077 Local control and accountability plan

54420-54425 State Compensatory Education

64001 Single plan for student achievement, consolidated application programs

##### UNITED STATES CODE, TITLE 20

6301 Program purpose

6311-6322 Improving basic programs for disadvantaged students, including:

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

6314 Title I schoolwide programs

6315 Targeted assistance schools

6318 Parent and family engagement

6320 Participation of private school students

6321 Comparability of services

6333-6335 Grants to local educational agencies

6391-6399 Education for migrant students

7881 Participation of private school students

##### CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.73 Improving basic programs for disadvantaged students



Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Frequently Asked Questions About Title I Schoolwide Programs

Local Control and Accountability Plan Federal Addendum Template

Meeting Title I, Part A Comparability Requirements, October 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Fiscal Changes and Equitable Services Requirements Under the Elementary and Secondary Education Act of 1965 (ESEA), as Amended by the Every Student Succeeds Act,

Non-Regulatory Guidance, November 21, 2016

Title I Fiscal Issues, Non-Regulatory Guidance, February 2008

Designing Schoolwide Programs, Non-Regulatory Guidance, March 22, 2006

Title I Services to Eligible Private School Students, October 17, 2003

WEB SITES

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

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

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

## New employer contribution rates projected as CalPERS board considers increase

At the CalPERS board meeting on April 17, CalPERS staff will recommend that the board approve an increase in the employer contribution rates for local education agencies – a move being taken to further stabilize the system going forward, and which would also increase the individual contribution rates for post-PEPRA employees.

As a result of this action, the employer contribution rate would increase to **18.062 percent** for the 2018-19 fiscal year. This represents an increase of approximately **0.36 percentage points** over the current projected rate of **17.7 percent** for 2018-19, and an increase of **2.531 percentage points** over the rate of **15.531 percent** for the current fiscal year.

- [Click here](#) to view the CalPERS board item for April 17

**Important Note:** If the CalPERS board approves this item on April 17, only the employer and post-PEPRA employee contribution rates for **2018-19** would be officially impacted. The chart below shows the current projected CalPERS employer contribution rates through 2023-24, compared to the updated projections; the final projected future schools employer contribution rates will be released in September in the annual Schools Pool Actuarial Valuation report.

### Why CalPERS is recommending the increase:

The recommendation to increase the contribution rate is based on the annual schools valuation from June 30, 2017, which uses a “discount rate” (CalPERS’ expected rate of returns on investments) of **7.375 percent**, payroll growth of **3 percent** and an inflation rate of **2.75 percent**.

Over the next two schools valuations, the discount rate will continue to drop until it hits **7 percent** in 2019, and payroll growth is expected to go lower. The proposed higher contribution rates are a direct result of the lowering of the discount rate (an action which CalPERS approved in late 2016) and a number of other factors, including changes to the valuing of part-time employees and changes in actuarial assumptions in CalPERS’ 2015 annual valuation.

## Where CalPERS system funding sits overall:

On a positive note, CalPERS' funded status has increased from **71.9 percent** to **72.1 percent**, ending a two-year slide; this was mainly due to investment returns of **11.2 percent**, announced in July 2017, offset by the reduction in the discount rate. While this is positive news, because of the points covered above, CalPERS staff believes that an increase in the employer contributions rates remains a necessary move to stabilize the system going forward and to continue to close its funding gap.

## How PEPRA members are affected:

The recommendation is for the rate of contributions for post-PEPRA members (those hired in or after 2013) to increase to **7 percent**, an increase of **0.5 percentage points** over the current rate.

## Next Steps

CSBA will deliver comments during the CalPERS board meeting on April 17 to convey to the board the impact this action will have on public schools.

CSBA continues to advocate for additional funding outside of Proposition 98 (beginning with the 2018-19 budget act and in increasing amounts) from the state to offset rising employer contributions to both CalPERS and CalSTRS, which collectively are set to more than double over a 10-year period from 2014 to 2024.

CSBA encourages members to discuss the impact of pension increases with legislators whenever possible.

[Click here](#) to download CSBA's report on the impacts of pension increases (Updated January 2018)

[Click here](#) to download tips for discussing the pension issue with your legislators

# CSBA Sample

## Exhibit

### Parental Notifications

E 5145.6

#### Students

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2017 (AB 97, Ch. 14, Statutes of 2017) extends the suspension of these requirements through the 2017-18 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

\*\*\*Note: The following exhibit lists notices which the law explicitly requires be provided to parents/guardians. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements. For example, see AR 1312.3 - Uniform Complaint Procedures for the contents of the annual notice regarding uniform complaint procedures (UCP) as mandated by 5 CCR 4622.\*\*\*

\*\*\*Note: The exhibit does not include other notices that are recommended throughout CSBA's sample policy manual but are not required by law. The district may revise the exhibit to reflect additional notifications provided by the district.\*\*\*

#### I. Annually

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 234.7

Board Policy/Administrative Regulation #: See BP 0410

Subject: Right to a free public year 234.7 education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 310

Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174

Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1

Education or Other Legal Code: Education Code 35256, 35258

Board Policy/Administrative Regulation #: See BP 0510

Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 35291, 48980

Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1

Subject: District and site discipline rules

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 44050

Board Policy/Administrative Regulation #: See BP 4119.21, See BP 4219.21, See BP 4319.21

Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 46010.1

Board Policy/Administrative Regulation #: See AR 5113

Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

Subject: District policy authorizing transfer

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Copy of sexual harassment policy as related to students

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 32255-32255.6

Board Policy/Administrative Regulation #: See AR 5145.8

Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361

Board Policy/Administrative Regulation #: See BP 5111.1, See AR 5116.1, See AR 5117

Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Board allows such absence

Education or Other Legal Code: Education Code 48980, 46014

Board Policy/Administrative Regulation #: See AR 5113  
Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 48205  
Board Policy/Administrative Regulation #: See AR 5113, See BP 6154  
Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208  
Board Policy/Administrative Regulation #: See AR 6183  
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49403  
Board Policy/Administrative Regulation #: See BP 5141.31  
Subject: School immunization program

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49423, 49480  
Board Policy/Administrative Regulation #: See AR 5141.21  
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49471, 49472  
Board Policy/Administrative Regulation #: See BP 5143  
Subject: Availability of insurance

When to Notify: Annually  
Education or Other Legal Code: 49013; 5 CCR 4622  
Board Policy/Administrative Regulation #: See AR 1312.3  
Subject: Uniform complaint procedures, available appeals, civil law remedies

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 49063  
Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3  
Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Student records: inspect and review, access, types, location, persons responsible,

location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Release of directory information

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5

Board Policy/Administrative Regulation #: See AR 3553

Subject: Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 51513, 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8

Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 56301

Board Policy/Administrative Regulation #: See BP 6164.4

Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 58501, 48980

Board Policy/Administrative Regulation #: See AR 6181

Subject: Alternative schools

When to Notify: Beginning of each school year

Education or Other Legal Code: Health and Safety Code 104855

Board Policy/Administrative Regulation #: See AR 5141.6

Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When/Whom to Notify: Annually

Education or Other Legal Code: 5 CCR 852; Education Code 60615

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year, if district receives Title I funds

Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48

Board Policy/Administrative Regulation #: See BP 4112.2, See AR 4222

Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year

Education or Other Legal Code: 34 CFR 104.8, 106.9  
Board Policy/Administrative Regulation #: See BP 0410, See BP 6178  
Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals

Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93

Board Policy/Administrative Regulation #: See AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year

Education or Other Legal Code: USDA SP-23-2017

Board Policy/Administrative Regulation #: See AR 3551

Subject: District policy on meal payments

## II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling

Education or Other Legal Code: Education Code 221.5; 48980

Board Policy/Administrative Regulation #: See BP 6164.2

Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment

Education or Other Legal Code: Education Code 310

Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174

Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program

Education or Other Legal Code: Education Code 32390, 48980

Board Policy/Administrative Regulation #: See AR 5142.1

Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district

Education or Other Legal Code: Education Code 35211

Board Policy/Administrative Regulation #: None

Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported

Education or Other Legal Code: Education Code 39831.5

Board Policy/Administrative Regulation #: See AR 3543

Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open



campus

Education or Other Legal Code: Education Code 44808.5, 48980

Board Policy/Administrative Regulation #: See AR 5112.5

Subject: Open campus

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement

Education or Other Legal Code: Education Code 48980, 51225.3

Board Policy/Administrative Regulation #: See AR 6146.1

Subject: How each school graduation requirement does or does not satisfy college entrance a-g course criteria; districts CTE courses that satisfy a-g course criteria

When to Notify: Upon a student's enrollment

Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3

Subject: Specified rights related to student records

When to Notify: When students enter grade 7

Education or Other Legal Code: Education Code 49452.7

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school

Education or Other Legal Code: Education Code 49452.8

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Beginning of each school year for students in grades 9-12

Education or Other Legal Code: Education Code 51229, 48980

Board Policy/Administrative Regulation #: See AR 6143

Subject: College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year

Education or Other Legal Code: Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year

Education or Other Legal Code: Education Code 60641; 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12  
Education or Other Legal Code: Education Code 69432.9  
Board Policy/Administrative Regulation #: See AR 5121, See AR 5125  
Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: When child is enrolled in kindergarten  
Education or Other Legal Code: Health and Safety Code 124100, 124105  
Board Policy/Administrative Regulation #: See AR 5141.32  
Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test  
Education or Other Legal Code: 5 CCR 11523  
Board Policy/Administrative Regulation #: See AR 6146.2  
Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds  
Education or Other Legal Code: 20 USC 7908  
Board Policy/Administrative Regulation #: See AR 5125.1  
Subject: Request that district not release name, address, phone number of child to military recruiters without prior written consent

### III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records, security of district records,  
Education or Other Legal Code: Civil Code 1798.29  
Board Policy/Administrative Regulation #: See BP 3580  
Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination  
Education or Other Legal Code: Education Code 262.3  
Board Policy/Administrative Regulation #: See AR 1312.3  
Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient  
Education or Other Legal Code: Education Code 313; 5 CCR 11303  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Titles I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year  
Education or Other Legal Code: Education Code 313.2, 440; 20 USC 6312  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option

to remove student from program at any time, exit requirements of program

When to Notify: When homeless or foster youth applies for enrollment in before/after school program

Education or Other Legal Code: Education Code 8483

Board Policy/Administrative Regulation #: See AR 5178.2

Subject: Right to priority enrollment how to request priority enrollment

When to Notify: Before high school student attends specialized secondary program on a university campus

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

When to Notify: To members of athletic teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition

Education or Other Legal Code: Education Code 33479.3

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on sudden cardiac arrest

When to Notify: If school has lost its WASC accreditation status

Education or Other Legal Code: Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising

Education or Other Legal Code: Education Code 35182.5

Board Policy/Administrative Regulation #: BP 3312

Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule

Education or Other Legal Code: Education Code 37616  
Board Policy/Administrative Regulation #: See BP 6117  
Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days

Education or Other Legal Code: Education Code 46601  
Board Policy/Administrative Regulation #: See AR 5117  
Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered  
Education or Other Legal Code: Education Code 48000  
Board Policy/Administrative Regulation #: See AR 5111  
Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention  
Education or Other Legal Code: Education Code 48070.5  
Board Policy/Administrative Regulation #: See AR 5123  
Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health  
Education or Other Legal Code: Education Code 48213  
Board Policy/Administrative Regulation #: See AR 5112.2, See BP 5141.33  
Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization  
Education or Other Legal Code: Education Code 48216; 17 CCR 6040  
Board Policy/Administrative Regulation #: See AR 5141.31  
Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant  
Education or Other Legal Code: Education Code 48260.5, 48262  
Board Policy/Administrative Regulation #: See AR 5113.1  
Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department  
Education or Other Legal Code: Education Code 48263  
Board Policy/Administrative Regulation #: See AR 5113.1  
Subject: Name and address of SARB or probation department and reason for referral

When to Notify: When a school is identified on the state's Open Enrollment List  
Education or Other Legal Code: Education Code 48354; 5 CCR 4702  
Board Policy/Administrative Regulation #: See AR 5118  
Subject: Student's option to transfer to another school

When to Notify: Within 60 days of receiving application for transfer out of open enrollment school

Education or Other Legal Code: Education Code 48357; 5 CCR 4702

Board Policy/Administrative Regulation #: See AR 5118

Subject: Whether student's transfer application is accepted or rejected; reasons for rejection

When/Whom to Notify: When student requests to voluntarily transfer to continuation school

Education or Other Legal Code: Education Code 48432.3

Board Policy/Administrative Regulation #: See AR 6184

Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

Subject: Right to require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin

Education or Other Legal Code: Education Code 48853.5

Board Policy/Administrative Regulation #: See AR 6173.1

Subject: Basis for the placement recommendation

When to Notify: When student is removed from class and teacher requires parental attendance at school

Education or Other Legal Code: Education Code 48900.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts

Education or Other Legal Code: Education Code 48904

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student

Education or Other Legal Code: Education Code 48904.3

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer

Education or Other Legal Code: Education Code 48906

Board Policy/Administrative Regulation #: See BP 5145.11

Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1

Subject: Notice of suspension

When to Notify: When original period of suspension is extended  
Education or Other Legal Code: Education Code 48911  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom  
Education or Other Legal Code: Education Code 48911.1  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension  
Education or Other Legal Code: Education Code 48912  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission  
Education or Other Legal Code: Education Code 48915.1, 48918  
Board Policy/Administrative Regulation #: See BP 5119  
Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied  
Education or Other Legal Code: Education Code 48916  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs  
Education or Other Legal Code: Education Code 48916  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing  
Education or Other Legal Code: Education Code 48918  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs  
Education or Other Legal Code: Education Code 48918  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school  
Education or Other Legal Code: Education Code 48929, 48980  
Board Policy/Administrative Regulation #: See BP 5116.2  
Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day  
Education or Other Legal Code: Education Code 48980  
Board Policy/Administrative Regulation #: See BP 6111  
Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site  
Education or Other Legal Code: Education Code 48987  
Board Policy/Administrative Regulation #: See AR 5141.4  
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course  
Education or Other Legal Code: Education Code 49067  
Board Policy/Administrative Regulation #: See AR 5121  
Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school  
Education or Other Legal Code: Education Code 49068  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Right to receive copy of student's record and to challenge its content

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals  
Education or Other Legal Code: Education Code 49070  
Board Policy/Administrative Regulation #: See AR 5125.3  
Subject: If board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity  
Education or Other Legal Code: Education Code 49073.6  
Board Policy/Administrative Regulation #: See BP 5125  
Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter  
Education or Other Legal Code: Education Code 49073.6  
Board Policy/Administrative Regulation #: AR 5125  
Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer  
Education or Other Legal Code: Education Code 49076  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena  
Education or Other Legal Code: Education Code 49077  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis  
Education or Other Legal Code: Education Code 49452.5  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects  
Education or Other Legal Code: Education Code 49456; 17 CCR 2951  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Vision or hearing test results

When to Notify: Within 10 days of negative balance in meal account  
Education or Other Legal Code: Education Code 49557.5  
Board Policy/Administrative Regulation #: See AR 3551  
Subject: Negative balance in meal account; encouragement to apply for free or reduced price meals

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition  
Education or Other Legal Code: Education Code 49475  
Board Policy/Administrative Regulation #: See AR 6145.2  
Subject: Information on concussions and head injuries

When/Whom to Notify: Within 30 days of foster youth, homeless youth, former juvenile court school student, or child of military family being transferred between high schools  
Education or Other Legal Code: Educational Code 51225.1  
Board Policy/Administrative Regulation #: See BP 6146.1, See AR 6173, See AR 6173.1, AR 6173.3  
Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school

When to Notify: Before any test/survey questioning personal beliefs  
Education or Other Legal Code: Education Code 51513  
Board Policy/Administrative Regulation #: See AR 5022  
Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year  
Education or Other Legal Code: Education Code 51938  
Board Policy/Administrative Regulation #: See AR 6142.1  
Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12



Education or Other Legal Code: Education Code 51938  
Board Policy/Administrative Regulation #: See AR 5022  
Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency  
Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established  
Education or Other Legal Code: Education Code 54444.2  
Board Policy/Administrative Regulation #: See BP 6175, See AR 6175  
Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program  
Education or Other Legal Code: Health and Safety Code 1596.857  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Parent/guardian right to enter facility

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds  
Education or Other Legal Code: Health and Safety Code 104420  
Board Policy/Administrative Regulation #: See AR 3513.3  
Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When testing by community water system finds presence of lead exceeding specified level  
Education or Other Legal Code: Health and Safety Code 116277  
Board Policy/Administrative Regulation #: See AR 3514  
Subject: Elevated lead level at school

When to Notify: When sharing student immunization information with an immunization system  
Education or Other Legal Code: Health and Safety Code 120440  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer  
Education or Other Legal Code: Penal Code 626.81  
Board Policy/Administrative Regulation #: See AR 1240, See BP 1250  
Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises  
Education or Other Legal Code: Penal Code 627.5  
Board Policy/Administrative Regulation #: See AR 3515.2  
Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or

noncompliance with law

Education or Other Legal Code: 5 CCR 4631

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: excused and unexcused absences

When to Notify: Within 30 days of application for subsidized child care or preschool services

Education or Other Legal Code: 5 CCR 18094, 18118

Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3

Subject: Policies re: Approval or denial of services

When to Notify: Upon recertification or update of application for child care or preschool services

Education or Other Legal Code: 5 CCR 18095, 18119

Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3

Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program

Education or Other Legal Code: 5 CCR 18114

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late

Education or Other Legal Code: 5 CCR 18114

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 4112.24

Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Education or Other Legal Code: 20 USC 6318

Board Policy/Administrative Regulation #: See AR 6020

Subject: Notice of policy

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals

Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a

Board Policy/Administrative Regulation #: See AR 3553

Subject: Need to submit verification information; any subsequent change in benefits; appeals

When/Whom to Notify: When student is homeless or unaccompanied minor

Education or Other Legal Code: 42 USC 11432; Education Code 48852.5

Board Policy/Administrative Regulation #: See AR 6173

Subject: Educational and related opportunities; transportation services; placement decision and right to appeal

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30

Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to review records

When to Notify: When district receives federal funding assistance for nutrition program

Education or Other Legal Code: USDA FNS Instruction 113-1

Board Policy/Administrative Regulation #: See BP 3555

Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

#### IV. Special Education Notices

When to Notify: Prior to conducting initial evaluation

Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415 (d); 34 CFR 300.502, 300.503

Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR 6164.4

Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins

Education or Other Legal Code: Education Code 56321

Board Policy/Administrative Regulation #: See AR 6159

Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record

Education or Other Legal Code: Education Code 56341.1

Board Policy/Administrative Regulation #: See AR 6159  
Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting  
Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP  
Education or Other Legal Code: Education Code 56343.5  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage  
Education or Other Legal Code: Education Code 56521.1  
Board Policy/Administrative Regulation #: See AR 6159.4  
Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services  
Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503  
Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1  
Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint  
Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504  
Board Policy/Administrative Regulation #: See AR 6159.1  
Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or change in placement  
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530  
Board Policy/Administrative Regulation #: See AR 5144.2  
Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing  
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508  
Board Policy/Administrative Regulation #: See AR 6159.1  
Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504  
Education or Other Legal Code: 34 CFR 104.32, 104.36  
Board Policy/Administrative Regulation #: See AR 6164.6  
Subject: District responsibilities, district actions, procedural safeguards

## V. Classroom Notices

When to Notify: In each classroom in each school

Education or Other Legal Code: Education Code 35186

Board Policy/Administrative Regulation #: See AR/E 1312.4

Subject: Complaints re: sufficiency of instructional materials, teacher vacancy and misassignment, maintenance of facilities, right of students who did not pass the exit exam to receive intensive instruction after grade 12

(5/16 3/17) 3/18

## PERCENTAGE OF TOTAL SPECIAL EDUCATION EXPENDITURES SUPPORTED BY STATE, FEDERAL AND LOCAL FUNDS

	2016 - 17	2015 - 16	2014 - 15	2013 - 14	2012 - 13	2011 - 12	2010 - 11	2009 - 10	2008 - 09	2007 - 08	2006 - 07
<b>Total Expenditures</b>	<b>14,193,927,701</b>	<b>13,169,743,678</b>	<b>12,083,482,709</b>	<b>11,251,883,252</b>	<b>10,699,121,706</b>	<b>10,580,528,539</b>	<b>10,316,746,219</b>	<b>10,313,212,128</b>	<b>10,010,760,788</b>	<b>9,835,490,387</b>	<b>9,214,005,530</b>
Percentage Increase Over Prior School Year.	7.78%	8.99%	7.39%	5.17%	1.12%	2.56%	0.03%	3.02%	1.78%	6.75%	8.44%
Revenue Sources:											
Property Tax	493,167,136.00	458,124,061	412,082,389	411,695,829	401,609,172	367,519,876	361,910,521	370,242,530	385,257,737	365,324,634	335,031,694
Net State Entitlement	2,713,299,000.00	2,771,321,998	2,824,350,993	2,809,929,430	2,748,251,483	2,783,372,899	2,840,737,801	2,877,103,616	2,893,200,967	2,932,021,921	2,840,769,978
Excess ERAF	87,574,702.77	99,760,503	45,102,491	103,115,398	41,864,650	38,713,356	40,038,011	41,572,692	35,871,294	36,155,311	37,626,185
Total State AB 602 Revenue	3,294,040,839	3,329,206,562	3,281,535,873	3,324,740,657	3,191,725,305	3,189,606,131	3,242,686,333	3,288,918,838	3,314,329,998	3,333,501,866	3,213,427,857
Federal Local Assistance	1,028,229,237	1,021,166,934	1,026,593,090	978,172,242	1,047,814,000	1,039,425,770	1,038,996,269	1,037,411,971	991,845,900	981,486,214	967,310,407
American Reinvestment and Recovery Act								1,267,431,822			
Total Other Federal Grants	228,096,978	188,495,279	185,802,959	183,549,255	186,528,131	184,466,026	191,421,240	160,748,849	158,815,065	147,951,065	116,142,553
State Transportation <sup>1</sup>					185,150,324	184,396,789	182,122,653	182,216,457	227,909,337	227,939,391	217,491,750
Total Other State apport	495,687,693	491,761,000	470,388,000	481,524,000	468,344,480	464,528,495	223,486,965	99,286,297	100,127,248	99,825,063	96,363,546
<b>State Revenue Limit/LCFF Per ADA<sup>2</sup></b>											
Total State & Federal Revenues	5,046,054,747	5,030,629,775	4,964,319,922	4,967,986,154	5,079,562,240	5,062,423,211	4,878,713,460	6,036,014,234	4,793,027,548	4,790,703,599	4,610,736,113
<b>Total Local Contribution</b>	<b>9,147,872,954</b>	<b>8,139,113,903</b>	<b>7,119,162,787</b>	<b>6,283,897,098</b>	<b>5,619,559,466</b>	<b>5,518,105,328</b>	<b>5,438,032,759</b>	<b>4,277,197,893</b>	<b>5,217,733,240</b>	<b>5,044,786,788</b>	<b>4,603,269,417</b>
ADA	5,994,505.31	5,971,671.07	5,978,389	5,993,807	5,960,411	5,905,931	5,944,089	5,929,190	5,956,739	5,946,333	5,948,532
Local Contribution per ADA	1,526.04	1,362.95	1,190.82	1,048.40	942.81	934.33	914.86	721.38	875.94	848.39	773.85
<b>State Percentage of Total Expenditures</b>	<b>26.70%</b>	<b>29.01%</b>	<b>31.05%</b>	<b>33.83%</b>	<b>35.94%</b>	<b>36.28%</b>	<b>35.36%</b>	<b>34.62%</b>	<b>36.38%</b>	<b>37.23%</b>	<b>38.28%</b>
<b>Federal Percentage of Total Expenditures</b>	<b>8.85%</b>	<b>9.19%</b>	<b>10.03%</b>	<b>10.32%</b>	<b>11.54%</b>	<b>11.57%</b>	<b>11.93%</b>	<b>23.91%</b>	<b>11.49%</b>	<b>11.48%</b>	<b>11.76%</b>
<b>Local Percentage of Total Expenditures</b>	<b>64.45%</b>	<b>61.80%</b>	<b>58.92%</b>	<b>55.85%</b>	<b>52.52%</b>	<b>52.15%</b>	<b>52.71%</b>	<b>41.47%</b>	<b>52.12%</b>	<b>51.29%</b>	<b>49.96%</b>
December Pupil Count	762,228	734,422	712,801	699,332	695,307	685,320	678,929	679,453	676,033	678,491	680,775
Cost per Pupil	18,622	17,932	16,952	16,089	15,388	15,439	15,196	15,179	14,808	14,496	13,535

NOTE: THE INFORMATION IS BASED ON DATA FROM THE MAINTENANCE OF EFFORT TEST REQUIRED BY THE IDEA

**1** Transportation revenue is no longer shown as a state revenue funding source because it was rolled into the LCFF funding formula beginning in 2013-14

**2** In 2013-14 the California Department of Education stopped requiring school districts to collect special day class (SDC) average daily attendance (ADA) for elementary and secondary students with disabilities. Nonpublic school and extended school year ADA continues to be collected. County offices are still required to report SDC, nonpublic school and extended school year ADA. To compensate for the the loss in SDC ADA, an average of SDC ADA for the six prior school years was computed and the average was used to calculate the state LCFF revenue for 2013-14. An LCFF revenue amount of \$6,924 per ADA was used in the calculation.

updated 3/13/18



**SANTA CRUZ COUNTY OFFICE OF EDUCATION  
MBLC HOURS CONTRACTED BY DISTRICT  
FY 2017-2018**

	<b>TOTAL</b>	<b>01 BONNY DOON</b>	<b>02 HAPPY VALLEY</b>	<b>05 PACIFIC</b>
Contracted Hours	<b>245</b>	5	5	10
Contracted Rate per Hour	<b>\$ 230</b>			
In Excess of Contract Rate per Hour	<b>\$ 240</b>			
Total Contracted Amount	<b>56,350</b>	1,150	1,150	2,300
50% Contracted Amount	<b>28,175</b>	575	575	1,150
Prorated % Alloc Hrs	<b>100%</b>	2.04%	2.04%	4.08%
July	<b>9.90</b>			
August	<b>28.00</b>			
September	<b>18.60</b>	0.20		1.20
October	<b>5.30</b>			
November	<b>16.90</b>			
December	<b>10.90</b>			
January	<b>18.50</b>			
February	<b>37.80</b>	0.60		0.30
March	<b>0.00</b>			
April	<b>0.00</b>			
May	<b>0.00</b>			
June	<b>0.00</b>			
<b>TOTAL USED</b>	<b>145.90</b>	<b>0.80</b>	<b>0.00</b>	<b>1.50</b>
<b>HOURS OVER/UNDER</b>	<b>(99.10)</b>	<b>(4.20)</b>	<b>(5.00)</b>	<b>(8.50)</b>
Total Due	<b>33,419.00</b>	184.00	-	345.00

		<b>Total Hours</b>	<b>Total Legal Fees</b>
Contracted Rate per Hour	<b>\$ 230</b>	245.00	56,350.00
In Excess of Contract Rate per Hour	<b>\$ 240</b>	(99.10)	(23,784.00)
			32,566.00





Cost of Hours over Contract:	(16,560.00)	-	-	-
Credit to Spread	16,560.00	#BEZUG!	#BEZUG!	#BEZUG!
<b>Total Transfer:</b>	<b>16,560.00</b>	<b>#BEZUG!</b>	<b>#BEZUG!</b>	<b>#BEZUG!</b>
Contract Hours (or used)	#BEZUG!	5	5	10
Cost divided by Con (used) Hrs		#BEZUG!	#BEZUG!	#BEZUG!

IN

06	07	08	12	
SELPA	SVUSD	SOQUEL	SCCOE	
5	10	10	200	
1,150	2,300	2,300	46,000	
575	1,150	1,150	23,000	
2.04%	4.08%	4.08%	81.63%	
	8.80		1.10	
	27.10		0.90	
	17.20			
	5.30			
	7.80		9.10	
	7.40		3.50	
	3.80		14.70	
	29.90		7.00	
0.00	107.30	0.00	36.30	
(5.00)	97.30	(10.00)	(163.70)	Total of Overage
-	24,541.00	-	8,349.00	



(1,150.00) 22,241.00 - (37,651.00)

#BEZUG! #BEZUG! #BEZUG! #BEZUG!

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**SANTA CRUZ COUNTY OFFICE OF EDUCATION  
MBLC HOURS CONTRACTED BY DISTRICT  
FY 2016-2017**

	<b>TOTAL</b>	<b>01 BONNY DOON</b>	<b>02 HAPPY VALLEY</b>	<b>04 MOUNTAIN</b>	<b>05 PACIFIC</b>	<b>06 SELPA</b>	<b>07 SVUSD</b>	<b>08 SOQUEL</b>	<b>12 SCCOE</b>	
Contracted Hours	<b>245</b>	5	5		10	10	5	10	200	
Contracted Rate per Hour	<b>\$ 225</b>									
In Excess of Contract Rate per Hour	<b>\$ 235</b>									
Total Contracted Amount	<b>55,125</b>	1,125	1,125	-	2,250	2,250	1,125	2,250	45,000	
<b>50% Contracted Amount</b>	<b>27,563</b>	563	563	-	1,125	1,125	563	1,125	22,500	
Prorated % Alloc Hrs	<b>100%</b>	2.04%	2.04%	0.00%	4.08%	4.08%	2.04%	4.08%	81.63%	
July	<b>32.30</b>						28.50		3.80	
August	<b>59.30</b>				0.30		45.00	4.00	10.00	
September	<b>62.10</b>						38.50	4.50	19.10	
October	<b>36.70</b>		0.60		0.50		29.40		6.20	
November	<b>28.80</b>	0.60			2.10		12.40		13.70	
December	<b>22.50</b>	1.60					4.80		16.10	
January	<b>22.40</b>	0.20			0.20		11.40		10.60	
February	<b>36.10</b>						31.50		4.60	
March	<b>49.50</b>						37.40		12.10	
April	<b>13.00</b>		0.80				11.90		0.30	
May	<b>21.10</b>				3.50		7.00		10.60	
June	<b>26.70</b>				1.10		23.80		1.80	
<b>TOTAL USED</b>	<b>410.50</b>	<b>2.40</b>	<b>1.40</b>	<b>0.00</b>	<b>7.70</b>	<b>0.00</b>	<b>281.60</b>	<b>8.50</b>	<b>108.90</b>	
<b>HOURS OVER/UNDER</b>	<b>165.50</b>	<b>(2.60)</b>	<b>(3.60)</b>	<b>-</b>	<b>(2.30)</b>	<b>(10.00)</b>	<b>276.60</b>	<b>(1.50)</b>	<b>(91.10)</b>	<b>Total of Overage</b>
Total Due	<b>94,017.50</b>	540.00	315.00	-	1,732.50	-	65,015.00	1,912.50	24,502.50	

**SANTA CRUZ COUNTY OFFICE OF EDUCATION  
MBLC HOURS CONTRACTED BY DISTRICT  
FY 2015-2016**

	<b>TOTAL</b>	01 BONNY DOON	02 HAPPY VALLEY	04 MOUNTAIN	05 PACIFIC	06 SELPA	07 SVUSD	08 SOQUEL	12 SCCOE	
Contracted Hours	<b>255</b>	5	10	5	10	10	5	10	200	
Contracted Rate per Hour	<b>\$ 215</b>									
In Excess of Contract Rate per Hour	<b>\$ 225</b>									
Total Contracted Amount	<b>54,825</b>	1,075	2,150	1,075	2,150	2,150	1,075	2,150	43,000	
50% Contracted Amount	<b>27,413</b>	538	1,075	538	1,075	1,075	538	1,075	21,500	
Prorated % Alloc Hrs	<b>100%</b>	1.96%	3.92%	1.96%	3.92%	3.92%	1.96%	3.92%	78.43%	
July	<b>67.70</b>				2.00		31.40		34.30	
August	<b>49.60</b>				17.00		17.70		14.90	
September	<b>25.30</b>		0.70		2.80		8.60		13.20	
October	<b>47.60</b>	0.40	2.00	0.60	3.50		37.00		4.10	
November	<b>37.90</b>	0.40			8.30		24.80		4.40	
December	<b>16.30</b>				0.30		1.40		14.60	
January	<b>40.80</b>	0.30		2.90			10.90		26.70	
February	<b>33.10</b>			0.70	2.50		4.40		25.50	
March	<b>73.70</b>	0.20		4.80	1.10		15.00		52.60	
April	<b>25.20</b>	0.20	0.90			0.20	2.50		21.40	
May	<b>19.90</b>						8.70		11.20	
June	<b>18.70</b>			1.30			13.10		4.30	
<b>TOTAL USED</b>	<b>455.80</b>	<b>1.50</b>	<b>3.60</b>	<b>10.30</b>	<b>37.50</b>	<b>0.20</b>	<b>175.50</b>	<b>0.00</b>	<b>227.20</b>	
<b>HOURS OVER/UNDER</b>	<b>200.80</b>	<b>(3.50)</b>	<b>(6.40)</b>	<b>5.30</b>	<b>27.50</b>	<b>(9.80)</b>	<b>170.50</b>	<b>(10.00)</b>	<b>27.20</b>	<b>Total of Overage</b>
				<b>1,117.50</b>	<b>6,112.50</b>		<b>38,287.50</b>		<b>6,045.00</b>	<b>\$ 51,562.50</b>
Total Due	<b>100,005.00</b>	322.50	774.00	2,193.25	8,263.25	43.00	39,363.25	-	49,045.75	

\*\*\* Each district that went over their hours was given a \$74.25 adjustment to reflect the unused hours of other districts at the lower rate.

255 hours at \$215 per hour	54,825.00
200.80 hours at \$225 per hour	45,180.00
	<b>100,005.00</b>

**SANTA CRUZ COUNTY OFFICE OF EDUCATION  
MBLC HOURS CONTRACTED BY DISTRICT  
FY 2014-2015**

	TOTAL	01 BONNY DOON	02 HAPPY VALLEY	04 MOUNTAIN	05 PACIFIC	06 SELPA	07 SVUSD	08 SOQUEL	11 SLVUSD	12 SCCOE	
Contracted Hours	<b>405</b>	5	10	5	10	10	5	10	-	350	
Contracted Rate per Hour	<b>195</b>								<i>OPTED OUT</i>		
Total Contracted Amount	<b>78,975</b>	975	1,950	975	1,950	1,950	975	1,950	-	68,250	
50% Contracted Amount	<b>39,488</b>	488	975	488	975	975	488	975	-	34,125	
Prorated % Alloc Hrs	<b>100%</b>	1.23%	2.47%	1.23%	2.47%	2.47%	1.23%	2.47%	0.00%	86.42%	
July	<b>20.80</b>	0.00	0.00	0.00	1.70	0.00	2.80	0.00	0.00	16.30	
August	<b>32.10</b>	0.20	0.00	2.30	4.80	1.30	11.60	0.00	0.00	11.90	
September	<b>38.70</b>	0.00	0.00	8.10	0.70	8.50	1.30	0.00	0.00	20.10	
October	<b>17.30</b>	0.40	2.00	0.20	2.10	2.60	0.60	0.30	0.00	9.10	
November	<b>9.70</b>	0.00	0.00	0.00	0.20	0.50	0.00	0.00	0.00	9.00	
December	<b>8.50</b>	0.00	1.30	0.00	2.90	0.00	1.80	0.00	0.00	2.50	
January	<b>18.40</b>	0.00	0.20	0.00	0.70	0.00	3.70	2.40	0.00	11.40	
February	<b>40.60</b>	0.90	0.00	0.00	4.70	0.00	6.10	0.00	0.00	28.90	
March	<b>25.40</b>	0.00	1.60	1.90	3.80	0.00	13.30	0.40	0.00	4.40	
April	<b>27.30</b>	0.00	0.00	1.00	14.10	0.00	8.50	0.00	0.00	3.70	
May	<b>57.40</b>	0.00	0.00	0.00	3.80	0.20	49.00	0.00	0.00	4.40	
June	<b>62.50</b>	0.60	3.40	0.60	2.20	0.30	40.10	0.00	0.00	15.30	
<b>TOTAL USED</b>	<b>358.70</b>	<b>2.10</b>	<b>8.50</b>	<b>14.10</b>	<b>41.70</b>	<b>13.40</b>	<b>138.80</b>	<b>3.10</b>	<b>0.00</b>	<b>137.00</b>	
<b>HOURS OVER (UNDER)</b>	<b>(46.30)</b>	<b>(2.90)</b>	<b>(1.50)</b>	<b>9.10</b>	<b>31.70</b>	<b>3.40</b>	<b>133.80</b>	<b>(6.90)</b>	<b>-</b>	<b>(213.00)</b>	<b>Total of Overage</b>
				<b>\$ 1,774.50</b>	<b>\$ 6,181.50</b>	<b>\$ 663.00</b>	<b>\$ 26,091.00</b>				<b>\$ 34,710.00</b>
\$195/Hour	<b>69,946.50</b>	409.50	1,657.50	2,749.50	8,131.50	2,613.00	27,066.00	604.50	-	26,715.00	
Less Billed February 2015	<b>39,487.50</b>	487.50	975.00	487.50	975.00	975.00	487.50	975.00	-	34,125.00	
Less Billed May 2015	<b>39,487.50</b>	487.50	975.00	487.50	975.00	975.00	487.50	975.00	-	34,125.00	
<b>TOTAL BILLED:</b>	<b>78,975.00</b>	975.00	1,950.00	975.00	1,950.00	1,950.00	975.00	1,950.00	-	68,250.00	
Cost of Hours Used		409.50	1,657.50	2,749.50	8,131.50	2,613.00	27,066.00	604.50	-	26,715.00	69,946.50
Original Contract Amount		975.00	1,950.00	975.00	1,950.00	1,950.00	975.00	1,950.00	-	68,250.00	78,975.00
Revised Contract Amount		512.20	1,024.40	2,749.50	8,131.50	2,613.00	27,066.00	1,024.40	-	35,854.00	78,975.00
Less Billed to Date		975.00	1,950.00	975.00	1,950.00	1,950.00	975.00	1,950.00	-	68,250.00	78,975.00
Final Charge (Refund) to Districts		(462.80)	(925.60)	1,774.50	6,181.50	663.00	26,091.00	(925.60)	-	(32,396.00)	-

**SANTA CRUZ COUNTY OFFICE OF EDUCATION  
MBLC HOURS CONTRACTED BY DISTRICT  
FY 2013-2014**

		01 BONNY DOON	02 HAPPY VALLEY	04 MOUNTAIN	05 PACIFIC	06 SELPA	07 SVUSD	08 SOQUEL	11 SLVUSD	12 SCCOE
	<b>TOTAL</b>									
Contracted Hours	<b>610</b>	10	10	10	10	10	50	10	-	500
Contracted Rate per Hour	<b>195</b>								OPTED OUT	
Total Contracted Amount	<b>118,950</b>	1,950	1,950	1,950	1,950	1,950	9,750	1,950	-	97,500
50% Contracted Amount	<b>59,475</b>	975	975	975	975	975	4,875	975	-	48,750
Prorated % Alloc Hrs	<b>100%</b>	1.64%	1.64%	1.64%	1.64%	1.64%	8.20%	1.64%	0.00%	81.97%
July	<b>29.70</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.70
August	<b>8.80</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.80
September	<b>13.60</b>	0.00	0.00	0.00	0.00	0.20	0.00	0.00	0.00	13.40
October	<b>28.20</b>	0.00	0.00	0.00	2.60	0.20	0.20	6.60	0.00	18.60
November	<b>9.90</b>	0.00	0.00	0.00	2.00	0.00	2.60	0.00	0.00	5.30
December	<b>11.10</b>	0.00	0.00	0.00	0.60	0.00	0.60	0.00	0.00	9.90
January	<b>19.00</b>	0.00	0.00	1.00	0.00	0.00	1.70	0.00	0.00	16.30
February	<b>14.30</b>	0.00	0.00	0.00	0.50	0.20	1.00	0.00	0.00	12.60
March	<b>21.40</b>	0.20	0.00	3.30	5.90	0.90	0.60	0.00	0.00	10.50
April	<b>41.30</b>	0.00	0.20	0.00	0.50	0.00	11.00	0.00	0.00	29.60
May	<b>14.85</b>	0.60	1.30	0.70	1.30	0.80	1.20	0.00	0.00	8.95
June	<b>34.40</b>	0.00	0.80	0.00	12.60	0.90	4.00	0.00	0.00	16.10
<b>TOTAL USED</b>	<b>246.55</b>	<b>0.80</b>	<b>2.30</b>	<b>5.00</b>	<b>26.00</b>	<b>3.20</b>	<b>22.90</b>	<b>6.60</b>	<b>0.00</b>	<b>179.75</b>
<b>HOURS OVER/UNDER</b>	<b>(363.45)</b>	<b>(9.20)</b>	<b>(7.70)</b>	<b>(5.00)</b>	<b>16.00</b>	<b>(6.80)</b>	<b>(27.10)</b>	<b>(3.40)</b>	<b>-</b>	<b>(320.25)</b>
Prorated % Hrs (contract/used)	<b>626.00</b>	2%	2%	2%	2%	2%	8%	2%	0%	80%
\$195/Hour	<b>48,077.25</b>	156.00	448.50	975.00	5,070.00	624.00	4,465.50	1,287.00	-	35,051.25
Less Billed July 2013	<b>59,475.00</b>	975.00	975.00	975.00	975.00	975.00	4,875.00	975.00	-	48,750.00
Less Billed April 2014	<b>59,475.00</b>	975.00	975.00	975.00	975.00	975.00	4,875.00	975.00	-	48,750.00
<b>TOTAL BILLED:</b>	<b>118,950.00</b>	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	9,750.00	1,950.00	-	97,500.00
Difference:	<b>70,872.75</b>	1,794.00	1,501.50	975.00	(3,120.00)	1,326.00	5,284.50	663.00	-	97,499.20
Cost of Hours over Contract	<b>3,120.00</b>	-	-	-	3,120.00	-	-	-	-	-
		1.67%	1.67%	1.67%		1.67%	8.33%	1.67%		83.33%
Credit to Spread	<b>(3,120.00)</b>	(52.00)	(52.00)	(52.00)		(52.00)	(260.00)	(52.00)	-	(2,600.00)



**SANTA CRUZ COUNTY OFFICE OF EDUCATION  
MBLC HOURS CONTRACTED BY DISTRICT  
FY 2013-2014**

		01 BONNY DOON	02 HAPPY VALLEY	04 MOUNTAIN	05 PACIFIC	06 SELPA	07 SVUSD	08 SOQUEL	11 SLVUSD	12 SCCOE
	<b>TOTAL</b>									
Contracted Hours	<b>610</b>	10	10	10	10	10	50	10	-	500
Contracted Rate per Hour	<b>195</b>								OPTED OUT	
Total Contracted Amount	<b>118,950</b>	1,950	1,950	1,950	1,950	1,950	9,750	1,950	-	97,500
<b>50% Contracted Amount</b>	<b>59,475</b>	975	975	975	975	975	4,875	975	-	48,750
Prorated % Alloc Hrs	<b>100%</b>	1.64%	1.64%	1.64%	1.64%	1.64%	8.20%	1.64%	0.00%	81.97%
July	<b>29.70</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.70
August	<b>8.80</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.80
September	<b>13.60</b>	0.00	0.00	0.00	0.00	0.20	0.00	0.00	0.00	13.40
October	<b>28.20</b>	0.00	0.00	0.00	2.60	0.20	0.20	6.60	0.00	18.60
November	<b>9.90</b>	0.00	0.00	0.00	2.00	0.00	2.60	0.00	0.00	5.30
December	<b>11.10</b>	0.00	0.00	0.00	0.60	0.00	0.60	0.00	0.00	9.90
January	<b>19.00</b>	0.00	0.00	1.00	0.00	0.00	1.70	0.00	0.00	16.30
February	<b>14.30</b>	0.00	0.00	0.00	0.50	0.20	1.00	0.00	0.00	12.60
March	<b>21.40</b>	0.20	0.00	3.30	5.90	0.90	0.60	0.00	0.00	10.50
April	<b>41.30</b>	0.00	0.20	0.00	0.50	0.00	11.00	0.00	0.00	29.60
May	<b>14.85</b>	0.60	1.30	0.70	1.30	0.80	1.20	0.00	0.00	8.95
June	<b>34.40</b>	0.00	0.80	0.00	12.60	0.90	4.00	0.00	0.00	16.10
<b>TOTAL USED</b>	<b>246.55</b>	<b>0.80</b>	<b>2.30</b>	<b>5.00</b>	<b>26.00</b>	<b>3.20</b>	<b>22.90</b>	<b>6.60</b>	<b>0.00</b>	<b>179.75</b>
<b>HOURS OVER/UNDER</b>	<b>(363.45)</b>	<b>(9.20)</b>	<b>(7.70)</b>	<b>(5.00)</b>	<b>16.00</b>	<b>(6.80)</b>	<b>(27.10)</b>	<b>(3.40)</b>	<b>-</b>	<b>(320.25)</b>
\$195/Hour	<b>48,077.25</b>	156.00	448.50	975.00	5,070.00	624.00	4,465.50	1,287.00	-	35,051.25
Less Billed July 2013	<b>59,475.00</b>	975.00	975.00	975.00	975.00	975.00	4,875.00	975.00	-	48,750.00
Less Billed April 2014	<b>59,475.00</b>	975.00	975.00	975.00	975.00	975.00	4,875.00	975.00	-	48,750.00
<b>TOTAL BILLED:</b>	<b>118,950.00</b>	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	9,750.00	1,950.00	-	97,500.00
Remaining Balance	<b>(70,872.75)</b>	(1,794.00)	(1,501.50)	(975.00)	3,120.00	(1,326.00)	(5,284.50)	(663.00)	-	(62,448.75)

**SANTA CRUZ COUNTY OFFICE OF EDUCATION  
2012-13 MBLC HOURS CONTRACTED BY DISTRICT  
FY 2012-2013**

		01 BONNY DOON	02 HAPPY VALLEY	04 MOUNTAIN	05 PACIFIC	06 SELPA	07 SVUSD	08 SOQUEL	11 SLVUSD	12 SCCOE
	<b>TOTAL</b>									
Contracted Hours	<b>630</b>	10	10	10	10	10	80	10	-	490
Total Contracted Amount	<b>116,550</b>	1,850	1,850	1,850	1,850	1,850	14,800	1,850	-	90,650
50% Contracted Amount	<b>58,275</b>	925	925	925	925	925	7,400	925	-	45,325
Prorated % Alloc Hrs	<b>100%</b>	1.59%	1.59%	1.59%	1.59%	1.59%	12.70%	1.59%	0.00%	77.78%
July	<b>30.40</b>	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.00	30.10
August	<b>58.40</b>	13.60	0.00	0.00	0.00	0.90	4.60	0.50	0.00	38.80
September	<b>55.00</b>	0.70	0.00	0.00	0.20	0.00	0.00	1.30	0.20	52.60
October	<b>82.60</b>	3.30	0.80	0.40	0.00	3.80	9.20	0.00	0.20	64.90
November	<b>124.30</b>	0.00	3.00	0.00	0.00	0.00	2.50	2.10	0.00	116.70
December	<b>220.10</b>	0.30	0.00	1.30	0.00	9.90	0.30	0.20	0.00	208.10
January	<b>66.20</b>	0.00	0.00	1.10	1.70	0.00	10.60	0.00	0.00	52.80
February	<b>32.00</b>	0.00	0.00	2.30	0.40	0.00	4.40	0.50	0.00	24.40
March	<b>43.60</b>	0.00	0.60	0.20	0.70	0.00	0.20	0.20	0.00	41.70
April	<b>60.70</b>	0.00	2.70	0.00	4.30	0.30	0.00	0.00	0.00	53.40
May	<b>52.80</b>	0.00	1.00	0.00	1.90	1.30	3.60	0.00	0.00	45.00
June	<b>67.30</b>	0.00	0.00	0.00	0.60	0.80	4.40	0.00	0.00	61.50
TOTAL USED	<b>893.40</b>	17.90	8.10	5.30	9.80	17.00	40.10	4.80	0.40	790.00
HOURS OVER/UNDER	<b>263.40</b>	7.90	-1.90	-4.70	-0.20	7.00	-39.90	-5.20	0.40	300.00
\$185/Hour	<b>165,279.00</b>	3,311.50	1,498.50	980.50	1,813.00	3,145.00	7,418.50	888.00	74.00	146,150.00
Less Billed October 2012	<b>58,275.00</b>	925.00	925.00	925.00	925.00	925.00	7,400.00	925.00	-	45,325.00
TOTAL BILLED:	<b>58,275.00</b>	925.00	925.00	925.00	925.00	925.00	7,400.00	925.00	-	45,325.00
Remaining Balance	<b>107,004.00</b>	2,386.50	573.50	55.50	888.00	2,220.00	18.50	(37.00)	74.00	100,825.00

In Jan, went over hours by 7 (637; 630 requested)

All hours below this line are over contracted hours  
Should be paid for in resource 9035

**SANTA CRUZ COUNTY OFFICE OF EDUCATION  
2011-12 MBLC HOURS CONTRACTED BY DISTRICT  
FY 2011-2012**

		01 BONNY DOON	02 HAPPY VALLEY	04 MOUNTAIN	05 PACIFIC	06 SELPA	07 SVUSD	08 SOQUEL	11 SLVUSD	12 SCCOE
	<b>TOTAL</b>									
Requested Hours	<b>730</b>	10	10	10	10	10	80	10	100	490
Total Contracted Amount	<b>135,050</b>	1,850	1,850	1,850	1,850	1,850	14,800	1,850	18,500	90,650
<b>50% Contracted Amount</b>	<b>67,525</b>	925	925	925	925	925	7,400	925	9,250	45,325
Prorated % Alloc Hrs	<b>100%</b>	1.37%	1.37%	1.37%	1.37%	1.37%	10.96%	1.37%	13.70%	67.12%
July	<b>70.50</b>	0.00	0.00	0.00	0.00	0.00	10.20	0.00	0.40	59.90
August	<b>220.20</b>	0.00	0.00	0.00	0.00	0.00	8.60	0.00	49.80	161.80
September	<b>89.90</b>	0.00	0.00	0.40	0.00	14.80	14.80	0.00	3.60	56.30
October	<b>84.90</b>	0.00	0.00	0.00	0.00	4.20	0.90	0.00	0.00	79.80
November	<b>47.60</b>	0.00	0.00	1.00	0.00	13.60	1.80	2.90	0.00	28.30
December	<b>29.90</b>	0.70	0.00	0.00	0.00	0.70	3.40	0.00	0.00	25.10
January	<b>80.10</b>	0.00	0.00	0.30	0.00	0.20	15.00	4.00	0.20	60.40
February	<b>125.50</b>	0.60	0.00	0.00	0.20	0.00	12.80	0.00	7.80	104.10
March	<b>75.50</b>	2.50	0.00	0.00	0.30	1.50	7.00	0.70	2.40	61.10
April	<b>97.80</b>	0.20	0.00	0.00	0.50	0.00	5.90	0.40	7.20	83.60
May	<b>113.20</b>	5.70	0.00	3.30	0.40	0.30	19.40	0.00	8.00	76.10
June	<b>78.40</b>	1.80	0.00	2.10	0.20	3.40	13.40	0.00	0.00	57.50
<b>TOTAL USED</b>	<b>1113.50</b>	11.50	0.00	7.10	1.60	38.70	113.20	8.00	79.40	854.00
<b>HOURS OVER/UNDER</b>	<b>383.50</b>	1.50	-10.00	-2.90	-8.40	<b>28.70</b>	<b>33.20</b>	-2.00	-20.60	<b>364.00</b>
\$185/Hour	<b>205,997.50</b>	2,127.50	-	1,313.50	296.00	7,159.50	20,942.00	1,480.00	14,689.00	157,990.00
Less Billed 10/12/2011	<b>66,600.00</b>	925.00	925.00	925.00	925.00	925.00	7,400.00	-	9,250.00	45,325.00
Less Billed January 2012	<b>68,450.00</b>	925.00	925.00	925.00	925.00	925.00	7,400.00	1,850.00	9,250.00	45,325.00
<b>TOTAL BILLED:</b>	<b>135,050.00</b>	1,850.00	1,850.00	1,850.00	1,850.00	1,850.00	14,800.00	1,850.00	18,500.00	90,650.00
Remaining Balance	<b>70,947.50</b>	277.50	(1,850.00)	(536.50)	(1,554.00)	5,309.50	6,142.00	(370.00)	(3,811.00)	67,340.00

**SANTA CRUZ COUNTY OFFICE OF EDUCATION  
2010-11 MBLC HOURS CONTRACTED/USED BY DISTRICT  
SETTLE-UP: JUNE 30, 2011**

[illegible]

	TOTAL	BONNY DOON	HAPPY VALLEY	MOUNTAIN	PACIFIC	SELPA	SLVUSD	SVUSD	SCCOE	MBLC
Allocation Hours	700	10	15	32	15	10	180	10	428	N/A
Prorated % Alloc Hrs	100%	1.4%	2.1%	4.6%	2.1%	1.4%	25.7%	1.4%	61.3%	N/A
July	45.40	0.20	0.20	0.00	0.00	0.00	4.40	0.00	30.00	10.60
August	47.50	0.00	6.30	0.00	1.90	0.00	8.40	0.40	24.90	5.60
September	73.35	0.40	4.90	6.20	1.70	4.10	10.95	9.30	30.10	5.70
October	140.25	1.20	2.50	0.40	0.00	0.00	5.75	65.40	56.80	8.20
November	76.90	0.00	0.00	2.50	0.00	0.00	9.30	32.50	28.30	4.30
December	80.50	0.00	6.40	3.90	0.00	0.00	12.10	21.50	33.60	3.00
January	76.50	0.00	0.40	3.60	0.00	0.00	9.00	16.10	31.90	15.50
February	125.45	0.50	2.40	3.70	0.00	0.00	37.90	13.80	54.05	13.10
March	146.55	1.80	1.10	16.60	0.00	0.00	27.10	25.00	74.55	0.40
April	124.20	1.80	5.20	4.90	1.60	0.00	10.00	33.90	63.60	3.20
May	120.80	12.10	1.20	5.50	1.40	0.00	0.60	42.70	52.10	5.20
June	76.80	0.90	0.00	8.80	0.00	0.00	3.10	24.70	32.30	7.00
<b>TOTAL USED</b>	<b>1134.20</b>	<b>18.90</b>	<b>30.60</b>	<b>56.10</b>	<b>6.60</b>	<b>4.10</b>	<b>138.60</b>	<b>285.30</b>	<b>512.20</b>	<b>81.80</b>
HOURS OVER/UNDER	434.20	8.90	15.60	24.10	-8.40	-5.90	-41.40	275.30	84.20	
MBLC (Pro-rated)		1.15	1.72	3.76	1.72	1.15	21.02	1.15	50.14	81.80
Total Hours	1134.20	20.05	32.32	59.86	8.32	5.25	159.62	286.45	562.34	
\$185/Hour	209,827.00	3,708.36	5,978.79	11,074.62	1,538.79	970.36	29,530.18	52,992.36	104,033.53	
Less Billed to Date	64,750.00	925.00	1,387.50	2,960.00	1,387.50	925.00	16,650.00	925.00	39,590.00	
<b>Total Due</b>	<b>145,077.00</b>	<b>2,783.36</b>	<b>4,591.29</b>	<b>8,114.62</b>	<b>151.29</b>	<b>45.36</b>	<b>12,880.18</b>	<b>52,067.36</b>	<b>64,443.53</b>	

FUNDS TRANSFER

DATE: 04.12.18

TO: DISTRICT SUPERINTENDENTS, BUSINESS MANAGERS, ACCOUNT CLERKS

PURPOSE OF TRANSFER: 2014-15 MBLC CHARGES -Final 50% OF REQUESTED HOURS

ACCOUNT NUMBER											
DIST. NO.	DISTRICT NAME	AMOUNT Cr is +, Dr is -	CR DR	FUND	RES	YR	GOAL	FUNC	OBJECT	SCHL	MGMT
01	BONNY DOON	487.50	DR	01	0000	0	0000	7200	5801	100	2801
02	HAPPY VALLEY	975.00	DR	01	0000	0	0000	7100	5800	200	2801
03	LIVE OAK										
04	MOUNTAIN	487.50	DR	01	0000	0	0000	2700	5801	200	2801
05	PACIFIC	975.00	DR	01	0000	0	0000	2700	5801	200	2801
06	SELPA	975.00	DR	01	6500	0	5050	2100	5801	000	9701
07	SCOTTS VALLEY	487.50	DR	01	6500	0	5001	2100	5801	635	0000
08	SOQUEL	975.00	DR	01	0000	0	0000	7110	5801	000	0000
11	SAN LORENZO VALLEY										
14	SCCS										
20	PAJARO VALLEY										
12	SANTA CRUZ COE	34,125.00	DR	01	0050	0	0000	8200	5801	001	7305
12	SANTA CRUZ MBLC	39,487.50	CR	01	9035	0	8100	5900	5801	001	9111
Total should be zero		0.00									

Andrew Chaney 5629  
Prepared by Ext

Business Department Approval

Date

Department Approval

Please attach back-up documentation.  
Please turn form in to Andrew Chaney / COE Business office.

**Payables Prelist****Locked-3/29/2018 ()****PSD****Check**

298 - Allen-Farmer, Kristin		
PO 18-00272-music instruction	01-9006-0-1110-1000-5808-200-2341	\$400.00
		<b>\$400.00</b>
294 - Bay Quality Roofing		
PO 18-00271-roof repair	01-0000-0-0000-8100-5620-200-2801	\$390.00
		<b>\$390.00</b>
146 - Theresa Cicchinelli		
PO 18-00278-Classroom Materials	01-1100-0-1110-1000-4300-204-3000	\$221.24
PO 18-00278-Classroom Materials	01-1100-0-1110-1000-5800-204-3000	\$330.00
		<b>\$551.24</b>
38 - Jennifer Cross		
PO 18-00279-reimbursement	01-0000-0-1113-1000-4300-206-1103	\$99.91
		<b>\$99.91</b>
310 - Great West Gourmet		
PO 18-00277-March	13-5310-0-0000-3700-4700-200-3101	\$973.70
		<b>\$973.70</b>
79 - Lerner, Joan		
PO 18-00270-March	01-6500-0-5770-3140-5808-200-1304	\$1,102.07
		<b>\$1,102.07</b>
64 - Stacey Reynolds		
PO 18-00275-reimbursement	12-9010-0-8500-1000-4300-200-3020	\$40.47
PO 18-00275-reimbursement	12-9011-0-8500-1000-4300-200-3020	\$45.85
PO 18-00275-reimbursement	01-0000-0-8502-5000-4300-200-3008	\$31.87
		<b>\$118.19</b>
285 - Santa Cruz Community Credit Union		
PO 18-00276-Ending March 30 2018	01-0000-0-0000-2700-4400-200-2801	\$1,550.95
PO 18-00276-Ending March 30 2018	13-5310-0-0000-3700-4700-200-3101	\$16.47
PO 18-00276-Ending March 30 2018	13-5310-0-0000-3700-4390-200-3101	\$154.08
PO 18-00276-Ending March 30 2018	13-9055-0-0000-3700-4700-200-9055	\$6.99
PO 18-00276-Ending March 30 2018	01-1400-0-1110-1000-4300-200-2801	\$41.75
PO 18-00276-Ending March 30 2018	01-1100-0-1110-1000-4300-205-3000	\$48.48
PO 18-00276-Ending March 30 2018	01-0102-0-1110-2420-4310-200-2391	\$60.72
PO 18-00276-Ending March 30 2018	01-0000-0-0000-2700-5915-200-2801	\$4.16
PO 18-00276-Ending March 30 2018	12-9011-0-8500-1000-4300-200-3020	\$287.42
PO 18-00276-Ending March 30 2018	01-1100-0-1110-1000-5800-203-3000	\$40.00
		<b>\$2,211.02</b>
268 - Seabright Speech Therapy		
PO 18-00274-3/16-29/2018	01-3310-0-5770-1190-5808-200-1320	\$1,935.00
		<b>\$1,935.00</b>
23 - SO. PENINSULA REG. INSURANCE		
PO 18-00273-Deductable	01-0000-0-0000-2700-5450-200-2801	\$1,000.00
		<b>\$1,000.00</b>
309 - SYSCO		
PO 18-00269-Food and Supply Purchase	13-5310-0-0000-3700-4700-200-3101	\$1,778.45
PO 18-00269-Food and Supply Purchase	13-5310-0-0000-3700-4390-200-3101	\$60.20
PO 18-00269-Food and Supply Purchase	01-0000-0-0000-8100-4370-200-2801	\$163.66

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**\$2,002.31****Payment Type Check Total****\$10,783.44**



**Payables Prelist****Locked-3/29/2018 ()****PSD**

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**Grand Total :** **\$10,783.44****Amount**

Fund 01 \$7,419.81

Fund 12 \$373.74

Fund 13 \$2,989.89

**Grand Total :** **\$10,783.44**-----  
PRESIDENT-----  
SECRETARY

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## Payables Prelist

4/12/2018 ()

PSD

## Check

## 39 - AT&amp;T

PO 18-00287-3/24/2018	01-0000-0-0000-2700-5900-200-2801	\$99.66
		<b>\$99.66</b>

## 79 - Terra Barsanti

PO 18-00294-reimbursement	01-0000-0-1113-1000-4300-207-1103	\$79.56
		<b>\$79.56</b>

## 198 - DeiRossi, Ivan

PO 18-00288-service through March	01-0000-0-0000-2420-5800-200-2801	\$862.50
PO 18-00288-service through March	01-1400-0-1110-2420-5800-200-2801	\$1,350.00
		<b>\$2,212.50</b>

## 168 - Department of Justice

PO 18-00286-fingerprinting	01-0000-0-0000-2700-5800-200-2801	\$81.00
		<b>\$81.00</b>

## 201 - Employee Development Department

PO 18-00282-Quarter ending 4/30/2018	01-0000-0-0000-0000-9515-000-0000	\$108.89
		<b>\$108.89</b>

## 68 - GREEN WASTE

PO 18-00290-Monthly service	01-0000-0-0000-8100-5523-200-2801	\$275.72
		<b>\$275.72</b>

## 66 - Emelia Miguel

PO 18-00280-reimbursement	01-9010-0-1110-1000-4300-204-3056	\$31.96
PO 18-00280-reimbursement	13-5310-0-0000-3700-4700-200-3101	\$163.46
		<b>\$195.42</b>

## 164 - PACIFIC GAS &amp; ELECTRIC COMPANY

PO 18-00291-Monthly service	01-0000-0-0000-8100-5511-200-2801	\$1,299.77
PO 18-00291-Monthly service	12-9010-0-8500-8100-5511-200-3020	\$42.21
		<b>\$1,341.98</b>

## 166 - PALACE ART &amp; STATIONERY

PO 18-00293-March	01-1400-0-1110-1000-4300-200-2801	\$304.06
PO 18-00293-March	01-1100-0-1110-1000-4300-205-3000	\$114.92
		<b>\$418.98</b>

## 22 - PERFORMANCE FOOD SERVICE

PO 18-00284-cafe food	13-5310-0-0000-3700-4700-200-3101	\$262.78
PO 18-00284-cafe food	01-0000-0-0000-8100-4370-200-2801	\$217.89
		<b>\$480.67</b>

## 55 - ROBERTSON &amp; ASSOC. CPAS INC

PO 18-00289-Prop 39 audit	21-9716-0-0000-8500-5809-200-9003	\$2,500.00
		<b>\$2,500.00</b>

## 7 - San Lorenzo Lumber

PO 18-00285-Life lab plants	01-0000-0-1110-1000-4300-200-3009	\$33.76
		<b>\$33.76</b>

## 82 - SISC - SELF-INSURED SCHOOLS

PO 18-00283-through 4-30-2018	01-0000-0-0000-0000-9514-000-0000	\$9,090.50
PO 18-00283-through 4-30-2018	12-0000-0-0000-0000-9514-000-0000	\$1,850.00
PO 18-00283-through 4-30-2018	13-0000-0-0000-0000-9514-000-0000	\$462.50
		<b>\$11,403.00</b>

**Payables Prelist****4/12/2018 ()****PSD****309 - SYSCO**

PO 18-00281-Food Service & Janitorial purchases	01-0000-0-0000-8100-4370-200-2801	\$114.97
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PO 18-00281-Food Service & Janitorial purchases	13-5310-0-0000-3700-4390-200-3101	\$77.75
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PO 18-00281-Food Service & Janitorial purchases	13-5310-0-0000-3700-4700-200-3101	\$478.18
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**\$670.90****273 - Terra X Pest Services**

PO 18-00292-March	01-0000-0-0000-8100-5524-200-2801	\$162.00
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**\$162.00**

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**Payment Type Check Total****\$20,064.04**

**Payables Prelist****4/12/2018 ()****PSD**

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**Grand Total :** **\$20,064.04****Amount**

Fund 01	\$14,227.16
Fund 12	\$1,892.21
Fund 13	\$1,444.67
Fund 21	\$2,500.00

**Grand Total :** **\$20,064.04**-----  
PRESIDENT-----  
SECRETARY

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## SURVEY OF MBLC SERVICE HOURS: 2018/2019

DISTRICT: Pacific Elementary

2017/18 Hours Committed	10.00	@ \$230 =	\$2,300.00
2017/18 Hours Used Through February	1.50	@ \$230 =	\$ 345.00
2018/19 Requested Hours	<u>5</u>	@ \$240 =	<u>\$1,200</u>

Signed:   
SUPERINTENDENT

Date: 4/13/18

**\*Please return to Leslie Kootstra, Business Services by June 8, 2018**

Principal Apportionment Tax  
2017-18 Period 2

Santa Cruz County  
2017-18 Period 2

		Secured	Unsecured	Hoptr	In Lieu	Timber	Prior Yr	Prior Yr	Supplemental		Prior Yr		Community	RDA	RDA	College	Excess	Grand
		0100	0110	0830	0190/0197	Yield	0120/0130	Imp	0150/0151	ERAF	Restrict	Sub	RDA Funds	Residual	Asset	Districts	Excess	Total
	GL Key	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	1,493,057	29,502	9,370	183		1,710		Basic Aid	Basic Aid		1,533,822						1,533,822
Happy Valley	640201	904,194	17,866	5,688			1,290		Basic Aid	Basic Aid		929,038						929,038
Lakeside	131410/42	944,523	20,106	5,838			1,539		Santa Clara	Santa Clara		972,006						972,006
Loma Prieta	131412/34	3,021,097	61,619	17,894			4,639		Santa Clara	Santa Clara		3,105,249						3,105,249
Live Oak	640301	1,861,364	35,801	12,184			5,454		219,967	543,582		2,678,352	228,865	2,122,419				5,029,636
Mountain	640401	888,640	17,577	5,589			1,027		Basic Aid	Basic Aid		912,833		0				912,833
Pacific	640501	202,765	3,946	1,274	893		306		5,675	32,966		247,825		0				247,825
Santa Cruz City	641501	20,084,905	396,479	126,006	549		22,777		Basic Aid	Basic Aid		20,630,716	113,966	1,628,685				22,373,367
Soquel	640801	8,230,040	162,363	52,668	150		13,821		291,940	433,231		9,184,213	185,830	1,468,628				10,838,671
Total Elementary		37,630,585	745,259	236,511	1,775	0	52,563	0	517,582	1,009,779	0	40,194,054	528,661	5,219,732	0	0	0	45,942,447
Los Gatos High	131414	2,642,766	54,558	15,843			4,127		Santa Clara	Basic Aid		2,717,294						2,717,294
Santa Cruz High	641401	23,051,033	453,971	146,875	1,347	31	37,020		712,234	991,274		25,393,785	317,883	3,088,647				28,800,315
Total High School		25,693,799	508,529	162,718	1,347	31	41,147	0	712,234	991,274	0	28,111,079	317,883	3,088,647		0	0	31,517,609
Aromas	642200	63,811	1,254	402			93					65,560						65,560
Pajaro Valley	642001	59,209,959	1,231,132	359,735	51,728		117,882		1,476,874	5,194,142		67,641,452	300,738	1,431,621				69,373,811
San Lorenzo																		
Valley	641101	16,540,405	325,803	104,973		78,956	24,666		396,547	1,261,435		18,732,785		0				18,732,785
Scotts Valley	640701	11,014,320	221,805	71,558			17,117		301,742	564,643		12,191,185	0	274,633				12,465,818
Total Unified																		
School Districts		86,828,495	1,779,994	536,668	51,728	78,956	159,758	0	2,175,163	7,020,220	0	98,630,982	300,738	1,706,254	0	0	0	100,637,974
Districts Total		150,152,879	3,033,782	935,897	54,850	78,987	253,468	0	3,404,979	9,021,273	0	166,936,115	1,147,282	10,014,633		0	0	178,098,029
crosscheck												166,936,115						
Santa Cruz COE	641210	9,977,840	210,841	61,665	209	9,227	18,877		229,299	177,146		10,685,104	54,998	676,768				11,416,870
Santa Clara COE	131424/26/28/ 30/32/36/40	488,371	10,080	2,926			763					502,140						502,140
COE Total		10,466,211	220,921	64,591	209	9,227	19,640	0	229,299	177,146	0	11,187,244	54,998	676,768		0	0	11,919,010
crosscheck												11,187,244						
Total		160,619,090	3,254,703	1,000,488	55,059	88,214	273,108	0	3,634,278	9,198,419	0	178,123,359	1,202,280	10,691,401		0	0	190,017,039

## PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: Pacific Elementary School District  
(Name of Organization)

ADDRESS: 50 Ocean St.

CITY: Davenport STATE: CA ZIP CODE: 95017

TELEPHONE: (831) 425-7002 FAX NUMBER: (831) 425-3506

AUTHORIZED AGENT: Eric Gross TITLE: Superintendent/Principal

EMAIL ADDRESS: egross@pacificesd.org

### ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
  - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
  - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
  - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.



20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.
21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, “Debarment and Suspension.”

“I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subrecipient to enter into this agreement for and on behalf of the said subrecipient, and by my signature do bind the subrecipient to the terms thereof.”

Eric Gross

PRINTED NAME

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Superintendent/Principal

3/22/18

TITLE

DATE

# **District Name**

## **Administrative Regulation**

### **Claims And Actions Against The District**

AR 3320

#### **Business and Non-instructional Operations**

##### **Claim Presentation Requirements**

California law requires that prior to filing a complaint against the **DISTRICT NAME** or its employees, the claimant must present a claim under the California Tort Claims Act. (Government Code 911 et seq.)

##### **Time Limitations To Present Claim**

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property or growing crops shall be presented to the Governing Board no later than six months after the accrual of the cause of action. (Government Code 905, 911.2)
2. Pursuant to Government Code 935, claims for money or damages that are listed as exceptions in Government Code 905 shall be presented not later than six months after the accrual of the cause of action. Such claims include:
  - (a) Claims under the Revenue and Taxation Code or other statute prescribing procedures for the refund, rebate, exemption, cancellation, amendment, modification, or adjustment of any tax, assessment, fee, or charge or any portion thereof, or of any penalties, costs, or charges related thereto;
  - (b) Claims in connection with which the filing of a notice of lien, statement of claim, or stop notice is required under any law relating to liens of mechanics, laborers, or material men;
  - (c) Claims by public employees for fees, salaries, wages, mileage, or other expenses and allowances;
  - (d) Claims for which the workers' compensation authorized by Division 4 (commencing with Section 3200) of the Labor Code is the exclusive remedy;
  - (e) Applications or claims for any form of public assistance under the Welfare and Institutions Code or other provisions of law relating to public assistance programs, and claims for goods, services, provisions, or other assistance rendered for or on behalf of any recipient of any form of public assistance;
  - (f) Applications or claims for money or benefits under any public retirement or pension system;

(g) Claims for principal or interest upon any bonds, notes, warrants, or other evidences of indebtedness;

(h) Claims that relate to a special assessment constituting a specific lien against the property assessed and that are payable from the proceeds of the assessment, by offset of a claim for damages against it or by delivery of any warrant or bonds representing it;

(i) Claims by the state or by a state department or agency or by another local public entity or by a judicial branch entity;

(j) Claims arising under any provision of the Unemployment Insurance Code, including, but not limited to, claims for money or benefits, or for refunds or credits of employer or worker contributions, penalties, or interest, or for refunds to workers of deductions from wages in excess of the amount prescribed;

(k) Claims for the recovery of penalties or forfeitures made pursuant to Article 1 (commencing with Section 1720) of Chapter 1 of Part 7 of Division 2 of the Labor Code;

(l) Claims governed by the Pedestrian Mall Law of 1960 (Part 1 (commencing with Section 11000) of Division 13 of the Streets and Highways Code);

(m) Claims made pursuant to Section 340.1 of the Code of Civil Procedure for the recovery of damages suffered as a result of childhood sexual abuse. This subdivision shall apply only to claims arising out of conduct occurring on or after January 1, 2009;

(n) Claims made pursuant to Section 701.820 of the Code of Civil Procedure for the recovery of money pursuant to Section 26680; and

(o) Claims made pursuant to Section 49013 of the Education Code for reimbursement of pupil fees for participation in educational activities. (Government Code 905, 911.2, 935)

3. Claims for money or damages as authorized in Government Code 905 and not included in paragraph #1 or paragraph #2 above, including claims for damages to real property, shall be presented not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)

Claims against the District shall further be subject to the provisions of Government Code 945.4 relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.

### **Late Claims**

Any person presenting a claim under item #1 or #2 above later than six months after the accrual of the cause of action shall present, along with the claim, an application to file a late claim. Such claim and application to file a late claim shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.4)

If a claim under item #1 or #2 is filed late and is not accompanied by an application to file a late claim, the Governing Board or Superintendent (collectively referred to as the “Board”) shall, within 45 days, give written notice that the claim was not filed timely and that it is being returned without further action.

The “Board” shall grant or deny the application to file a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the “Board” provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The “Board” shall grant the application to file a late claim under any one of the following circumstances: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise or excusable neglect and the district was not prejudiced in its defense of the claim by the failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.
4. The person who sustained the alleged injury, damage or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in the form set forth in Government Code 911.3. (Government Code 911.3) If the “Board” does not take action on the application to file a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

### **Delivery and Form of Claim**

A claim, any amendment thereto, or an application for leave to present a late claim shall be deemed presented when delivered to the office of the Superintendent or deposited in a post office, subpost office, substation, or mail chute or other like facility maintained by the U.S. Government in a sealed envelope properly addressed to the district office with postage paid. (Government Code 915, 915.2)

Claims must be submitted on the district claim form. The “Board” may return a claim not using the district’s claim form. (Government Code 910.4). The required Claim Form is attached to this administrative regulation.

## **Notice of Claim Insufficiency**

The Superintendent or designee shall review all claims for sufficiency of information.

If the claim is found insufficient or found not to satisfy the form requirements under Government Code 910.4, the “Board” may, within 20 days of receipt of the claim, either personally deliver or mail to the claimant, at the address stated in the claim form, a notice stating with particularity the defects or omission in the claim. (Government Code 910.8, 915.4)

If such a notice is delivered or sent to the claimant, the “Board” shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

## **Amendments to Claim**

Claims may be amended within the time limits provided under section entitled “Time Limitations” above or prior to final action by the “Board,” whichever is later, if the claim, as amended, relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

## **Action on Claim**

Within 45 days after the presentation or amendment of a claim, the “Board” may take action on the claim. This time limit may be extended by written agreement before the expiration of the 45-day period or before legal action is commenced or barred by legal limitations. (Government Code 912.4)

The “Board” may act on the claim in one of the following ways: (Government Code 912.6)

1. If the “Board” finds that the claim is not a proper claim against the district or its employees, the claim shall be rejected.
2. If the “Board” finds that the claim is a proper claim against the district and is for an amount justly due, the claim shall be allowed.
3. If the “Board” finds that the claim is a proper claim against the district but is for an amount greater than is justly due, the “Board” shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the district or the amount justly due is disputed, the “Board” may reject or compromise the claim.

If the “Board” allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the “Board” may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Superintendent or designee shall transmit to the claimant written notice of action taken or inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in the claim form. (Government Code 913, 915.4)

If no action is taken within the prescribed time limits, the claim shall be deemed to have been rejected. (Government Code 912.4, 945.6)

All claimants are encouraged to promptly seek the advice of an attorney so as to protect their legal rights with respect to any claim or potential claim.

**This policy is effective immediately and applies retroactively to any and all claims, including to claims which accrued prior to the enactment of this policy.**

Regulation      **District Name**  
Approved:      **INSERT DATE**      **City**, California

# District Name

## Board Policy

### Claims And Actions Against The District

BP 3320

### Business and Non-instructional Operations

#### Claim Presentation Requirements

Any and all claims for money or damages against the District must be presented to and acted upon in accordance with Governing Board Policy 3320 and Administrative Regulation 3320 which have been adopted by the Governing Board pursuant to Government Code Section 935. Compliance with these District Claim Procedures is a prerequisite to any court action, including specifically those claims excepted by Government Code Section 905, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with this policy and the claims procedures set forth in the Government Code.

**This policy is effective immediately and applies retroactively to any and all claims, including to claims which accrued prior to the enactment of this policy.**

#### Legal References

##### EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

##### CODE OF CIVIL PROCEDURE

340.1 Damages suffered as a result of childhood sexual abuse

##### GOVERNMENT CODE

800 Cost in civil actions

935 Authority to enact local claims procedure

810-996.6 Claims and actions against public entities

53051 Information filed with secretary of state and county clerk

##### PENAL CODE

72 Fraudulent claims

##### COURT DECISIONS

*City of Stockton v. Superior Court* (2007) 42 Cal.4th 730

*Connelly v. County of Fresno* (2006) 146 Cal.App.4th 29

*CSEA v. South Orange Community College District* (2004) 123 Cal.App.4th 574

*CSEA v. Azusa Unified School District* (1984) 152 Cal.App.3d 580

*State of California v. Superior Court (Bodde)* (2004) 32 Cal.4th 1234

*Tapia v. County of San Bernardino* (1994) 29 Cal.App.4th 375

## CLAIM FORM

**TO: District Contact**  
**District Name**  
**Address**

1. Claims for death, or for injury to person or to personal property must be presented to the District not later than six (6) months after the occurrence (Govt. Code, Section 911.2), including those claims detailed in Board Policy 3320 and Administrative Regulation 3320.
2. Claims for damages to real property or for breach of contract must be presented not later than one year after the occurrence (Govt. Code, Section 911.2)
3. Please carefully read the **District Name** Board Policy **3320** and Administrative Regulation **3320** regarding the presentation of a claim.

Name of Claimant	DOB	Phone No.
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Address	City	Zip
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Name and Address where notices shall be sent: \_\_\_\_\_

**State the DATE** the injury or damage occurred: \_\_\_\_\_

**WHERE** did damage or injury occur? \_\_\_\_\_

**HOW** and under what circumstances did damage or injury occur? \_\_\_\_\_

**WHAT** particular action by the District or its employees caused the alleged damage or injury: (Include names of employees, if known) \_\_\_\_\_

**WHAT** sum do you claim: Include the estimated amount of any prospective loss insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed; attach estimates or invoices, if possible. (If amount claimed exceeds \$10,000, no dollar amount shall be stated).

	\$
	\$
	\$
<b>Total Amount Claimed</b>	<b>\$</b>

If total amount claimed exceeds \$10,000, is this a Limited Civil case?      Yes \_\_\_\_\_ No \_\_\_\_\_

**NAMES** and addresses of witnesses, doctors and hospitals: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Claimant

**NOTICE:** Section 72 of the California Penal Code provides that every person who, with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment.