

# **CSBA Sample**

## **Board Policy**

### **Waivers**

BP 1431

#### **Community Relations**

The Governing Board recognizes that strict compliance with the law may sometimes hinder the district's ability to provide its students with an effective, well-rounded educational program. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state or federal law or regulation which it has authority to waive pursuant to Education Code 33050.

Any waiver request to be submitted to the SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

Prior to presenting the proposed request for Board approval, the Superintendent or designee shall consult with and obtain the approval of any advisory committee or site council when required by law.

(cf. 0420 - School Plans/Site Councils)  
(cf. 1220 - Citizen Advisory Committees)

In addition, the Superintendent or designee shall involve the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050)

(cf. 4140/4240/4340 - Bargaining Units)

To receive public testimony on each waiver request proposal, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

The notice, which shall state the time, date, location, and subject of the public hearing, may be printed in a newspaper of general circulation or posted at each school and three public places in the district.

(cf. 9320 - Meetings and Notices)

When the district has requested and received the same general waiver from the SBE for two consecutive years, the Board is not required to reapply annually if the information contained on the request remains current. However, the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

Legal Reference:

EDUCATION CODE

305-311 Structured English immersion program; parental exception waivers  
5000-5033 Governing board elections  
8750-8754 Grants for conservation education  
10400-10407 Cooperative improvement programs  
17047.5 Facilities used by special education students  
17291 Portable school buildings  
33050-33053 General waiver authority  
37202 Equity length of time  
41000-41360 School finance  
41381 Minimum school day  
41600-41854 Computation of allowances  
41920-42842 Budget requirements; local taxation by school districts  
44520-44534 New Careers Program  
44666-44669 School-Based Management and Advanced Career Opportunities  
44681-44689 Administrator Training and Evaluation  
45108.7 Maximum number of senior management positions  
48660-48666 Community day schools  
48800 Attendance at community college  
49550-49560 Meals for needy students  
51224.5 Algebra instruction  
51745.6 Charter school independent study ratio  
52160-52178 Bilingual-Bicultural Education Act of 1976  
52340-52346 Career Guidance Centers  
52522 Plans for adult education  
52850-52863 School-Based Program Coordination  
54100-54145 Miller-Unruh Basic Reading Program  
54407 Waiver for compensatory education programs  
56000-56867 Special education programs  
58407 Waiver related to individualized instruction program  
58900-58928 Restructuring demonstration programs  
60119 Public hearing on sufficiency of instructional materials

60851 High school exit examination, waiver for student with disabilities  
CODE OF REGULATIONS, TITLE 5  
1032 Academic Performance Index  
3100 Resource specialist caseload waivers  
3945 Cooperative programs  
9531 Instructional materials funding  
11960 Charter school attendance  
11963.4 Charter school percentage funding  
13017 Waivers, compensatory education New Careers in Education Program  
13044 Waivers, compensatory education Professional Development and Program  
Improvement Programs  
UNITED STATES CODE, TITLE 20  
1400-1482 Individuals with Disabilities Education Act  
7115 Safe and Drug Free Schools, authorized activities

Management Resources:

WEB SITES

California Department of Education, Waiver Office: <http://www.cde.ca.gov/re/lr/wr>

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

(10/98 7/05) 8/13

# CSBA Sample

## Board Policy

### Revolving Funds

BP 3314.2

#### Business and Noninstructional Operations

The Governing Board has a fiduciary responsibility to effectively manage and safeguard the district's assets and resources. All revolving cash funds shall be subject to the internal control procedures established by the district to prevent and detect fraud, financial impropriety, or irregularity and shall be maintained in accordance with law and the California School Accounting Manual.

(cf. 3314 - Payment for Goods and Services)  
(cf. 3400 - Management of District Assets/Accounts)  
(cf. 3451 - Petty Cash Funds)  
(cf. 3530 - Risk Management/Insurance)  
(cf. 3551 - Food Service Operations/Cafeteria Fund)

The Superintendent or designee shall provide regular reports to the Board regarding the use of revolving funds and the results of any audits conducted on the funds.

(cf. 3460 - Financial Reports and Accountability)

#### Standard Revolving Cash Fund

Pursuant to Education Code 42800, the Board has adopted a resolution establishing a revolving cash fund for use by the chief accounting officer. The fund shall be used only for the purposes specified in the Board's resolution which may include, but are not limited to, payment for services or supplies for which there is an urgent deadline or to reduce the need for issuing numerous small warrants.

The chief accounting officer shall be covered by an individual bond or insurance in the amounts specified in law. He/she shall ensure that payments from the fund are for services or materials that are a legal charge against the district and that a receipt is obtained setting forth the date, payee, purpose of the expenditure, and amount expended. (Education Code 41021, 42801, 42801.5, 42804)

The Board may at any time reduce or discontinue the revolving cash fund. (Education Code 42805)

#### Pre-Payment Revolving Cash Fund

Pursuant to Education Code 42820, the Board has adopted a resolution establishing a pre-payment revolving cash fund for use by the individual so designated in the Board's resolution.

The fund shall be established in a bank or other institution whose deposits are federally insured and shall be within the maximum limit specified in law. (Education Code 42820)

The designated individual shall be authorized to make payments from the fund for purchases in the amount of \$1,000 or less, including freight or tax. He/she shall submit a monthly list of the payments to the Board for approval. (Education Code 42821)

Any person who issues a check drawn on the fund shall be personally liable for the amount of the check if the expenditure is in violation of the district's rules and regulations with respect to the fund. (Education Code 42821)

#### Alternative Revolving Cash Fund

Pursuant to Education Code 42810, the Board has adopted a resolution establishing a revolving cash fund for use by school principals and other administrative staff. The fund shall be used for services or materials related to classroom instruction or to correct an error in a classified employee's salary pursuant to Education Code 45167, as specified in the Board's resolution.

The revolving cash fund for supplies shall be subject to the bonding provisions of Education Code 42801.

The principal or administrative staff member in whose name the revolving cash fund is created shall be responsible for all fund expenditures, subject to Board regulation. (Education Code 42810)

#### Legal Reference:

##### EDUCATION CODE

- 35160 Authority of governing boards
- 35250 Duty to keep certain records
- 38091 Cafeteria revolving accounts
- 41020 Audits of all district funds
- 41021 Requirement for employee's indemnity bond

41365-41367 Charter school revolving loan fund  
42238 Revenue limits  
42238.01-42238.07 Local control funding formula  
42630-42652 Orders, requisitions, and warrants  
42800-42806 Revolving cash fund  
42810 Revolving cash funds; use; administrators  
42820-42821 Prepayment revolving cash fund  
45167 Error in salary

Management Resources:

WEB SITES

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

(6/88 3/91) 7/10

# **CSBA Sample**

## **Board Policy**

### **Transportation For Students With Disabilities**

BP 3541.2

#### **Business and Noninstructional Operations**

The Governing Board desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. The district shall provide appropriate transportation services for a student with disabilities when the district is the student's district of residence and the transportation services are required by his/her individualized education program (IEP) or Section 504 accommodation plan.

(cf. 0430 - Comprehensive Local Plan for Special Education)  
(cf. 3540 - Transportation)  
(cf. 6159 - Individualized Education Program)  
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)  
(cf. 6164.6 - Identification and Education Under Section 504)

The specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral intervention plan.

The Superintendent or designee shall provide IEP teams with information about district transportation services in order to assist them in making decisions as to the mode, schedule, and location of transportation services that may be available to each student with disabilities. The IEP team may communicate with district transportation staff and/or invite transportation staff to attend IEP team meetings where the student's transportation needs will be discussed.

Transportation services specified in a student's IEP or Section 504 plan shall be provided at no cost to the student or his/her parent/guardian.

(cf. 3250 - Transportation Fees)

If a student whose IEP or accommodation plan specifies transportation needs is excluded from school bus transportation for any reason, such as suspension, expulsion, or other reason, the district shall provide alternative transportation at no cost to the student or parent/guardian. (Education Code 48915.5)

(cf. 5131.1 - Bus Conduct)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services if specified in the student's IEP. (Education Code 56366)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3541 - Transportation Routes and Services)

The Superintendent or designee shall ensure that any mobile seating devices used on district buses are compatible with bus securement systems required by 49 CFR 571.222. (Education Code 56195.8)

(cf. 3542 - School Bus Drivers)

As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dog, signal dog, or service dog. (Education Code 39839; Civil Code 54.1-54.2; 28 CFR 35.136)

(cf. 6163.2 - Animals at School)



When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the district.

Legal Reference:

EDUCATION CODE

39807.5 Payment of transportation cost  
39839 Guide dogs, signal dogs, and service dogs on bus  
41850-41854 Allowances for transportation  
48300-48315 Alternative interdistrict attendance program  
48915.5 Expulsion of students with exceptional needs  
56040 No cost for special education and related services  
56195.8 Adoption of policies  
56327 Assessment for special education and related services  
56345 Individualized education program  
56365-56366.1 Nonpublic nonsectarian schools or agencies

CIVIL CODE

54.1-54.2 Service animals

CODE OF REGULATIONS, TITLE 5

15243 Physically handicapped minors  
15271 Exclusion from report

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions

35.136 Service animals

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504

300.1-300.818 Individuals with Disabilities Education Act, especially:

300.34 Transportation defined as related service

CODE OF FEDERAL REGULATIONS, TITLE 49

571.222 Federal requirements for bus securement systems

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Special Education Transportation Guidelines

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Protecting Students with Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, 2009

Questions and Answers on Serving Children with Disabilities Eligible for Transportation, 2009

WEB SITES

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

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

(2/95 10/97) 5/16

**DIST# 05**  
PACIFIC ELEM

(RUN)DATE:       Juli 20, 2016      

[illegible]

RECEIVED \_\_\_\_\_

**AMOUNT**

54.22

34.71

16.85

105.78

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**DISTRICT: 5****PACIFIC ELEMENTARY****INTERFUND TRANSFER**

Clse: Temp Loans/Corr Dep/Corr Je

	FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
1	01	0000	0	0000	0000	9310	000	0000		\$ 1,800.00	Retrn TempLoan F:13 to F:01	<a href="#">DSID: 2060</a>
2	13	0000	0	0000	0000	9610	000	0000	\$ 1,800.00			
3												
4	61	9055	0	0000	0000	8699	200	3101		\$ 605.00	Corr Dep D006435 wrong fund	<a href="#">DSID: 2061</a>
5	13	9010	0	0000	0000	8699	200	3101	\$ 605.00			
6												
7	61	9055	0	0000	3700	5800	200	3101	\$ 639.10		F:61 to F:01 correct exp	<a href="#">DSID: 2062</a>
8	61	9055	0	0000	3700	4400	200	3101	\$ 283.15			
9	01	0000	0	0000	8100	5620	200	2801		\$ 639.10		
10	01	0000	0	0000	8100	4370	200	2801		\$ 283.15		
11												
12	01	0000	0	0000	0000	9310	000	0000		\$ 353.97	Return Temp Loan to F:01 f F61	<a href="#">DSID: 2063</a>
13	61	9055	0	0000	0000	9610	000	0000	\$ 353.97			
14												
15												

**TOTAL**    \$ 3,681.22    \$ 3,681.22

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch # \_\_\_\_\_

DATE \_\_\_\_\_

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

Date Batch Released: \_\_\_\_\_

# PACIFIC ELEMENTARY

BUDGET REVISIONS

FY 2015/16

											CHG IN FND	DSID
FU	RES	PYR	GOAL	FUNC	OBJ	SCH	MGNT	PROGRAM	INCREASE	DECREASE	BALANCE	
01	0000	0	0000	8100	2200	200	2801	Part-time Maint.	2,455.00		-2,455.00	
01	0000	0	0000	2700	5801	200	2801	Legal Fees	6,200.00		-6,200.00	
01	0000	0	0000	2700	5800	200	3011	Technology	3,000.00		-3,000.00	
01	0000	0	0000	7191	5809	200	2801	Acct Fees	11,000.00		-11,000.00	
01	0000	0	0000	8100	5524	200	2801	Housekeep Svc		6,000.00	6,000.00	
12	6105	0	8500	1000	2120	200	3020	Instruct Aide Inc	3,210.00		-3,210.00	
12	6105	0	8500	1000	2140	200	3020	Subs		1,002.00	1,002.00	
13	5310	0	0000	3700	2220	200	3101	Café Director	650.00		-650.00	
13	5310	0	0000	3700	2900	200	3101	Café Help	1,200.00		-1,200.00	
21	9716	0	0000	8500	5800	200	9003	Building Services	6,500.00		-6,500.00	
25	9010	0	0000	7200	5800	200	0000	Admin Fee	40.00		-40.00	
									34,255.00	7,002.00	-27,253.00	

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

DISTRICT: 5

PACIFIC ELEMENTARY

CLOSE FYE 2015/16

## JOURNAL ENTRY

9513/9514/9515/9524/9544

	FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
1	01	0000	0	0000	0000	9513	000	0000	\$ 0.01		Corr 9513 misc P/R 8/31 Adj	<a href="#">DSID: 4141</a>
2	01	0000	0	1110	1000	3312	200	2801		\$ 0.01		
1	01	1400	0	0000	0000	9514	000	0000	\$ 1,660.67		FU 01 7/15 PR Res Corr	<a href="#">DSID: 4142</a>
2	01	6500	0	0000	0000	9514	000	0000	\$ 969.58		FU 01 7/15 PR Res Corr	
3	01	0000	0	0000	0000	9514	000	0000		\$ 2,630.25		
5	01	0000	0	0000	0000	9524	000	0000	\$ 7,067.58		Dep frm Retirees	<a href="#">DSID: 4143</a>
6	01	0000	0	0000	0000	9514	000	0000		\$ 6,829.80		
7	01	0000	0	0000	0000	9506	000	0000		\$ 237.78	EP 16-106	
9	01	0000	0	0000	0000	9544	000	0000	\$ 994.25		Mv PY Payable to 9514	<a href="#">DSID: 4144</a>
10	01	1400	0	0000	0000	9544	000	0000	\$ 59.52		Mv PY Payable to 9514	
11	01	0000	0	0000	0000	9514	000	0000		\$ 1,053.77		
13	01	0000	0	0000	0000	9514	000	0000	\$ 45,750.00		15/16 H/W missed pmt per EA	<a href="#">DSID: 4145</a>
14	01	0000	0	0000	0000	9514	000	0000	\$ 742.08		Misc adj to AP	
15	01	0000	0	0000	0000	9506	000	0000		\$ 46,492.08	EP 16-107	
17	12	6105	0	0000	0000	9514	000	0000	\$ 618.88		FU 12 7/15 PR Res Corr	<a href="#">DSID: 4146</a>
18	12	9010	0	0000	0000	9514	000	0000	\$ 515.74		FU 12 7/15 PR Res Corr	
19	12	0000	0	0000	0000	9514	000	0000		\$ 1,134.62		
20												
21	12	0000	0	0000	0000	9514	000	0000	\$ 5,219.18		15/16 H/W missed pmt per EA	<a href="#">DSID: 4148</a>
22	12	0000	0	0000	0000	9506	000	0000		\$ 5,219.18	EP 16-109	
24	13	5310	0	0000	0000	9514	000	0000	\$ 515.74		FU 13 7/15 PR Res Corr	<a href="#">DSID: 4149</a>
25	13	0000	0	0000	0000	9514	000	0000		\$ 515.74		
27	13	0000	0	0000	0000	9514	000	0000	\$ 1,850.00		15/16 H/W missed pmt per EA	<a href="#">DSID: 4150</a>
28	13	0000	0	0000	0000	9514	000	0000	\$ 317.41		Misc adj to AP	
29	13	0000	0	0000	0000	9506	000	0000		\$ 2,167.41	EP 16-110	
31	01	0000	0	0000	0000	9515	000	0000		\$ 0.16	JE to corr SUI exp	<a href="#">DSID: 4151</a>
32	01	0000	0	1110	1000	3501	200	2801	\$ 0.16			
33	61	0000	0	0000	0000	9515	000	0000	\$ 0.14		Corr fund for YE SUI pmt	<a href="#">DSID: 4152</a>
34	13	0000	0	0000	0000	9515	000	0000		\$ 0.14	Reversed JE corrected below	<a href="#">DSID: 4179</a>

**TOTAL** \$ 66,280.93 \$ 66,280.93

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch # \_\_\_\_\_

DATE \_\_\_\_\_

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

Date Batch Released: \_\_\_\_\_

DISTRICT: 5

PACIFIC ELEMENTARY

2015/16  
CLSE:9521

FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
01	0000	0	0000	0000	9521	000	0000		\$ 0.15	DNP > than 9521 AP	<a href="#">DSID: 4153</a>
01	0000	0	0000	0000	8699	200	2801	\$ 0.15		Corrected below	
01	0102	0	0000	0000	9521	000	0000	\$ 0.03		Corr PY DNP bal by res	<a href="#">DSID: 4154</a>
01	0000	0	0000	0000	9521	000	0000		\$ 0.03		
01	1400	0	0000	0000	9521	000	0000		\$ 0.01	Corr PY DNP bal by res	
01	0000	0	0000	0000	9521	000	0000	\$ 0.01			
01	5811	0	0000	0000	9521	000	0000	\$ 75.07		Corr PY DNP bal by res	
01	0000	0	0000	0000	9521	000	0000		\$ 75.07		
01	6500	0	0000	0000	9521	000	0000	\$ 0.01		Corr PY DNP bal by res	
01	0000	0	0000	0000	9521	000	0000		\$ 0.01		
12	6105	0	0000	0000	9521	000	0000	\$ 0.01			<a href="#">DSID: 4155</a>
12	9010	0	0000	0000	8699	200	3120	\$ 0.01			
12	9010	0	0000	0000	9521	000	0000		\$ 0.02		
61	9010	0	0000	0000	9521	000	0000		\$ 124.64	Corr Res DNP	<a href="#">DSID: 4156</a>
61	9055	0	0000	0000	9521	000	0000	\$ 124.63			
61	9055	0	0000	0000	8634	200	9055	\$ 0.01			
01	0000	0	0000	0000	9210	000	0000		\$ 0.59	Stanga A/R > than rec'd	<a href="#">DSID: 4157</a>
01	0000	0	0000	0000	8699	200	2801	\$ 0.59			
01	0000	0	0000	0000	9521	000	0000	\$ 0.30		Corr DS 4153	<a href="#">DSID: 4158</a>
01	0000	0	0000	0000	8699	200	2801		\$ 0.30		

**TOTAL \$ 200.82 \$ 200.82**

PREPARED BY

APPROVED BY:

Batch #

Date Batch Released:



DISTRICT: 5

PACIFIC ELEMENTARY

Close: 15/16

Move Cost to Res 1400 frm 0000-2801

FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
01	0000	0	1110	1000	1100	200	2801		\$ 24,000.00	Mv Sal/ben to Res 1400 from 2801	<a href="#">DSID: 4173</a>
01	0000	0	1110	1000	3101	200	2801		\$ 2,575.20		
01	0000	0	1110	1000	3331	200	2801		\$ 348.00		
01	0000	0	1110	1000	3401	200	2801		\$ 3,778.38		
01	0000	0	1110	1000	3501	200	2801		\$ 12.00		
01	0000	0	1110	1000	3601	200	2801		\$ 456.05		
01	1400	0	1110	1000	1100	200	2801	\$ 24,000.00			
01	1400	0	1110	1000	3101	200	2801	\$ 2,575.20			
01	1400	0	1110	1000	3331	200	2801	\$ 348.00			
01	1400	0	1110	1000	3401	200	2801	\$ 3,778.38			
01	1400	0	1110	1000	3501	200	2801	\$ 12.00			
01	1400	0	1110	1000	3601	200	2801	\$ 456.05			
01	0000	0	0000	0000	8019	200	2801		\$ 654.00	Corr obj PY EPA rev rec'd	<a href="#">DSID: 4174</a>
01	1400	0	0000	0000	8012	200	2801	\$ 654.00			
01	0000	0	0000	0000	8011	200	2801	\$ 1,634.00		Mv PY A/P to PY object	<a href="#">DSID: 4174</a>
01	0000	0	0000	0000	8019	200	2801		\$ 1,634.00		

**TOTAL \$ 33,457.63 \$ 33,457.63**

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch # \_\_\_\_\_

DATE \_\_\_\_\_

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

Date Batch Released: \_\_\_\_\_

# PACIFIC ELEMENTARY

CLOSE 15/16

## Corrections

[illegible]

<b>TOTAL \$</b>	<b>42,569.35</b>	<b>\$ 42,569.35</b>
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PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch #

DATE \_\_\_\_\_

DATE:

Date Batch Released:

**DISTRICT: 5****PACIFIC ELEMENTARY**

CLOSE 15/16

**JOURNAL ENTRY**

8980/8990 JE's

FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
01	6500	0	5001	0000	8980	200	1304		\$ 81,153.86	Clse:Special Ed 8980	<a href="#">DSID: 4186</a>
01	9024	0	0000	0000	8980	200	1310		\$ 2,700.00		
01	9024	0	5001	0000	8980	200	1310		\$ 25,267.50		
01	0000	0	0000	0000	8980	200	2801	\$ 109,121.36			
01	4035	0	0000	0000	8980	200	4035		\$ 406.64	Clse; Mv to Title II frm 2801	<a href="#">DSID: 4187</a>
01	0000	0	0000	0000	8980	200	2801	\$ 406.64			
01	5811	0	0000	0000	8980	200	5811		\$ 653.00	Clse; Mv to REAP frm 2801	<a href="#">DSID: 4187</a>
01	0000	0	0000	0000	8980	200	2801	\$ 653.00			
01	0000	0	0000	0000	8980	200	1103		\$ 120,416.33	Clse: Mv to IS frm 2801	<a href="#">DSID: 4188</a>
01	0000	0	0000	0000	8980	200	2801	\$ 120,416.33			
01	0000	0	0000	0000	8980	200	3011		\$ 5,963.75	Clse: Mv to Techn frm 2801	<a href="#">DSID: 4188</a>
01	0000	0	0000	0000	8980	200	2801	\$ 5,963.75			
01	9006	0	0000	0000	8980	200	2341		\$ 10,048.23	Clse: to Music frm donations	<a href="#">DSID: 4189</a>
01	0102	0	0000	0000	8980	200	2630	\$ 10,048.23			
12	6105	0	0000	0000	8990	200	3020		\$ 11,738.25	CLSE:FU 12 8990'S	<a href="#">DSID: 4190</a>
12	9010	0	0000	0000	8990	200	3020	\$ 11,738.25			
21	9010	0	0000	0000	8990	200	0000	\$ 50,000.00		mv donation to res 9716	<a href="#">DSID: 4191</a>
21	9716	0	0000	0000	8990	200	0000		\$ 50,000.00		
01	0101	0	0000	0000	8980	200	2801		\$ 860.00	Clse: Mv to old resource	<a href="#">DSID: 4192</a>
01	0000	0	0000	0000	8980	200	2801	\$ 860.00			

**TOTAL** \$ 199,679.56 \$ 199,679.56

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch # \_\_\_\_\_

DATE \_\_\_\_\_

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

Date Batch Released: \_\_\_\_\_

DISTRICT: 5

PACIFIC ELEMENTARY  
JOURNAL ENTRY

15/16 CLOSE

STRS on Behalf JE

	FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
1	01	7690	0	0000	0000	8590	200	7690		\$ 32,049.00	Clse: STRS on behalf JE	<a href="#">DSID: 4193</a>
2	01	7690	0	0000	7100	3101	200	7690	\$ 2,549.00			
3	01	7690	0	1110	1000	3101	200	7690	\$ 21,127.00			
4	01	7690	0	1110	2140	3101	200	7690	\$ 307.00			
5	01	7690	0	1110	2700	3101	200	7690	\$ 3,823.00			
6	01	7690	0	5770	1120	3101	200	7690	\$ 4,243.00			
7												
8												
9												
10												
11												
12												
13												
14												

**TOTAL** \$ 32,049.00 \$ 32,049.00

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch # \_\_\_\_\_

DATE \_\_\_\_\_

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

Date Batch Released: \_\_\_\_\_

DISTRICT: 5

PACIFIC ELEMENTARY

FYE 15/16

	FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
1	01	4035	0	1110	1000	2120	200	4035		\$ 108.01	Corr Morrison Sub	DSID# 2669
2	01	4035	0	1110	1000	3312	200	4035		\$ 6.69		DSID# 2669
3	01	4035	0	1110	1000	3332	200	4035		\$ 1.56		DSID# 2669
4	01	4035	0	1110	1000	3502	200	4035		\$ 0.06		DSID# 2669
5	01	4035	0	1110	1000	3602	200	4035		2.06		DSID# 2669
6	01	1400	0	1110	1000	2120	200	2801	\$ 108.01			
7	01	1400	0	1110	1000	3312	200	2801	\$ 6.69			
8	01	1400	0	1110	1000	3332	200	2801	\$ 1.56			
9	01	1400	0	1110	1000	3502	200	2801	\$ 0.06			
10	01	1400	0	1110	1000	3602	200	2801	\$ 2.06			
11	01	0000	0	0000	2700	5800	200	3011		\$ 4,208.75	F:Techn T:8550 Core	DSID# 2670
12	01	0000	0	1110	1000	5800	200	8550	\$ 4,208.75		Ivan for instuctional	
13	13	9010	0	0000	3700	4390	200	3101		\$ 64.63	Corr Res Spooner,K	DSID#2671
14	13	9055	0	0000	3700	4300	200	3101	\$ 64.63			
15	01	6500	0	5770	1130	5808	200	1304		\$ 6,756.94	Corr func SpEd Settlement	DSID# 2670
16	01	6500	0	5770	1190	5808	200	1304	\$ 6,756.94			
17	01	6500	0	5770	1190	5808	200	1304		\$ 5,500.00	corr mgt/obj	DSID# 2670
18	01	0000	0	0000	7200	5801	200	2801	\$ 5,500.00			
19												
20												
21												
22												

**TOTAL \$ 16,648.70 \$ 16,648.70**

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch # \_\_\_\_\_

DATE \_\_\_\_\_

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

Date Batch Released: \_\_\_\_\_

\$ 373,227.73

**DI: 05 PACIFIC ELEMENTARY**

**ACCOUNTS PAYABLE**

**FYE 15/16**

**FUND:** \_\_\_\_\_

	FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	TOTAL \$AMT	DSID#	DESCRIPTION	EP#	DATE PAID/"Z" OUT
1	01	0000	0	0000	0000	9521	000	0000	\$ 24,401.93			DNP Pmts	
2	01	0102	0	0000	0000	9521	000	0000	\$ 232.20				
3	01	1400	0	0000	0000	9521	000	0000	\$ 10,931.40				
4	01	5811	0	0000	0000	9521	000	0000	\$ 920.98				
5	01	6500	0	0000	0000	9521	000	0000	\$ 6,237.16				
6	12	6105	0	0000	0000	9521	000	0000	\$ 4,678.99				
7	12	9010	0	0000	0000	9521	000	0000	\$ 3,715.46				
8	13	5310	0	0000	0000	9521	000	0000	\$ 932.25				
9	13	9055	0	0000	0000	9521	000	0000	\$ 1,366.44				
10													
11													
12													
13													
14													
12													
15													
14													
12													
15													
16													
17													
<b>TOTAL</b>									<b>\$ 53,416.81</b>				

Fund	01	\$ 42,723.67
Fund	12	\$ 8,394.45
Fund	13	\$ 2,298.69
Fund	21	\$ -
		<b>\$ 53,416.81</b>

PACIFIC ELEMENATRY  
FYE 2016/17

Pacifc Elementary SD 2016/17 1st Interim

1st Interim 2016/17

RESOURCE # NAME MANAGEMENT #	SPECIAL EDUCATION				9006	6300	9010	4035	5811	6230	6264	7690	0000
	6500/3345 RSP 1304	9024 Pysch Thrp 1310	3310 PL 94-142 1320	6512 PreMental Hlth 1306	Music/Art 2341	LOT MAT 3000	Field Trips 3056	Teach Quality 4035	REAP 5811	Prop 39 6230	Ed Effect 6264	STRS OB 7690	Ind Study 1103
Deferred Revenue													
8000-8099 - Rev. Limit													
8100-8299 - Federal			24,215					9,907	11,613				
8300-8599 - State				5,110		5,615				70,367	11,043	32,049	
8600-8799 - Local	54,027						10,752						828
TOTAL REVENUE	54,027	-	24,215	5,110	-	5,615	10,752	9,907	11,613	70,367	11,043	32,049	828
1000-Certificated Salaries	55,455							4,015	-				89,498
2000-Classified Salaries	7,159				9,168			1,000	11,192				3,459
3000-Benefits	24,140				880			774	1,074			32,049	25,382
4000-Books & Supplies	199					3,582	1,204	-	-	-			1,335
5000-Service&Operating	48,228.09	27,968	24,215				7,284	4,525		51,860	5,625		1,570
6000-Capital Outlay													
7100-7200-Other out go													
7300-Indirects													
TOTAL EXPENDITURES	135,181	27,968	24,215	-	10,048	3,582.07	8,488	10,313.92	12,266	51,860	5,625.00	32,049.00	121,244.33
OTHER SOURCES:													
89XX TRANS IN													
76XX TRANS OUT													
CONTR. REST. TO REST. #8990									-				
CONTR UNRES TO UNREST #8980													120,416.33
CONTR. UNRES TO RESTR. #8980	81,153.86	27,967.50			10,048.23			406.64	653.00				
TOTAL OTHER	81,154	27,968	-	-	10,048	-	-	407	653	-	-	-	120,416
NET INCR/DECR TO FUND BALANCE	-	-	-	5,110	-	2,033	2,263	0	-	18,507	5,418		-
ACTUAL BEG. FUND BALANCE	-	-		8,404.02		3,765.81	1,574.63			50,349.00	-	-	-
END FUND BALANCE	-	-	-	13,514.02	-	5,798.79	3,837.72	0.00	-	68,856.40	5,418.00	-	-

Reserve for Economic Uncertainty  
Net Unrestricted in 2801

DF 998.29  
1,767.29

PACIFIC ELEMENATRY  
FYE 2016/17

Pacific Elementary SD 2015/16 Unaudited Actuals

1st Interim 2016/17

RESOURCE # NAME MANAGEMENT #	0000 One-Time MCR 8550	0102 LIBRARY 2391	0102 PC DONATE 2630	0000 GENERAL 2801	1400 EPA 2801	1100 LOTTERY 3000	0000 DAY CARE 3008	0000 LIFE LAB 3009	0000 REC 3010	0000 Technology 3011	FUND TOTAL	RESTRICT
Deferred Revenue											-	-
8000-8099 - Rev. Limit				716,988	173,972						890,960	-
8100-8299 - Federal				8,471							54,206	45,735.28
8300-8599 - State	54,244			2,943		15,982					197,353	124,184
8600-8799 - Local			30,324	8,328			20,309	5,231	18,888		148,686	64,779
TOTAL REVENUE	54,244	-	30,324	736,731	173,972	15,982	20,309	5,231	18,888	-	1,291,206.38	234,697.84
1000-Certificated Salaries				191,642	110,517						451,126.09	59,470
2000-Classified Salaries			10,331	86,731	10,306		8,798		13,486		161,630.48	28,519
3000-Benefits			895	94,546	48,735		6,470		2,804		237,749.91	58,917
4000-Books & Supplies		116		6,273	4,414	7,015	323	1,216	1,091		26,767.34	4,986
5000-Service&Operating	6,180	-	3,500	103,551		793		5,614	810	5,964	297,685.70	169,704
6000-Capital Outlay											-	-
7100-7200-Other out go				264							263.90	-
7300-Indirects											-	-
TOTAL EXPENDITURES	6,180.00	116	14,726	483,007	173,972	7,807.71	15,590.64	6,829.58	18,190.85	5,963.75	1,175,223.42	321,595.60
OTHER SOURCES:											115,982.96	(86,897.76)
89XX TRANS IN											-	-
76XX TRANS OUT				- 6,073					- 1,000		(7,073.00)	-
CONTR. REST. TO REST. #8990											-	-
											-	-
CONTR UNRES TO UNREST #8980				(126,380.08)						5,964	-	-
CONTR. UNRES TO RESTR. #8980			(10,048.23)	(110,181.00)							-	119,823
TOTAL OTHER	-	-	- 10,048	(242,634.08)	-	-	-	-	- 1,000	5,964	(7,073.00)	119,822.59
NET INCR/DECR TO FUND BALANCE	48,064	- 116	5,549	11,090	0	8,174	4,718	- 1,598	- 303	-	108,909.96	32,924.83
ACTUAL BEG. FUND BALANCE	6,830.00	2,609.49	26,989.76	512,755.93	-	19,904.48	25,254.52	3,451.77	19,916.93	-	681,806.34	64,093.46
END FUND BALANCE	54,894.00	2,493.61	32,539.19	523,846.12	0.00	28,078.79	29,972.38	1,853.40	19,613.88	-	790,716.30	97,424.93

790,716.30

Reserve for Economic Uncertainty

75,000.00

Net Unrestricted in 2801

448,846.12

97,018.29



**PACIFIC ELEMENATRY  
FYE 2016/17**

**1st Interim 2016/17**

RESOURCE #	
NAME	
MANAGEMENT #	UNREST
Deferred Revenue	-
8000-8099 - Rev. Limit	890,960
8100-8299 - Federal	8,471
8300-8599 - State	73,169
8600-8799 - Local	83,908
TOTAL REVENUE	1,056,508.54
1000-Certificated Salaries	391,656
2000-Classified Salaries	133,111
3000-Benefits	178,833
4000-Books & Supplies	21,782
5000-Service&Operating	127,982
6000-Capital Outlay	-
7100-7200-Other out go	264
7300-Indirects	-
TOTAL EXPENDITURES	853,627.82
	202,880.72
OTHER SOURCES:	
89XX TRANS IN	-
76XX TRANS OUT	(7,073.00)
CONTR. REST. TO REST. #8990	-
	-
CONTR UNRES TO UNREST #8980	-
CONTR. UNRES TO RESTR. #8980	- 119,823
TOTAL OTHER	(126,895.59)
NET INCR/DECR TO FUND BALANCE	75,985.13
ACTUAL BEG. FUND BALANCE	617,712.88
END FUND BALANCE	693,291.37

Reserve for Economic Uncertainty

Net Unrestricted in 2801

eb ck

PACIFIC ELEMENATRY FYE 2016/17	ALL FUNDS Pacific Elementary SD 2015/16 Unaudited Actuals									
1st Interim 2016/17	Fund 01	Fund 12	Fund 13		Fund 14	Fund 17	Fund 21	Fund 25	Fund 61	TOTAL
			FLOF	Res. 5310					FLOF	
8000-8099 - Rev. Limit	890,960				10,000					900,960
8100-8299 - Federal	54,206			21,510						75,717
8300-8599 - State	197,353	48,294		1,379						247,026
8600-8799 - Local	148,686	76,021	11,650	39,559	50	1,399	5,819	2,233	1,766	285,417
<b>TOTAL REVENUE</b>	<b>1,291,206</b>	<b>124,315</b>	<b>11,650</b>	<b>62,448</b>	<b>10,050</b>	<b>1,399</b>	<b>5,819</b>	<b>2,233</b>	<b>1,766</b>	<b>1,509,120</b>
0	451,126									451,126
2000-Classified Salaries	161,630	69,562	9,619	23,707					304	264,518
3000-Benefits	237,750	35,310	2,063	10,438					65	285,561
4000-Books & Supplies	26,767	1,820	299	37,437					1,691	66,324
5000-Service&Operating	297,686	872	560	331	4,722		156,612.76	-	1,006.14	460,783
6000-Capital Outlay	-						593,128.19	26,542		619,670
7100-7200-Other out go	264									264
7300-Indirects	-									-
<b>TOTAL EXPENDITURES</b>	<b>1,175,223</b>	<b>107,564</b>	<b>12,541</b>	<b>71,913</b>	<b>4,722</b>	<b>-</b>	<b>749,741</b>	<b>26,542</b>	<b>3,066</b>	<b>2,148,247</b>
OTHER SOURCES:										
89XX TRANS IN	-		10,743.98	8,273					-	19,017
76XX TRANS OUT	- 7,073	- 1,200							(10,743.98)	- 19,017
CONTR. REST. TO REST. #8990	-									-
	-									-
CONTR UNRES TO UNREST #8980	-									-
CONTR. UNRES TO RESTR. #8981	-									-
<b>TOTAL OTHER</b>	<b>- 7,073</b>	<b>- 1,200</b>	<b>10,744</b>	<b>8,273</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- 10,744</b>	<b>-</b>
NET INCR/DECR TO FUND BALANCE	108,910	15,550.57	9,853	- 1,192	5,328	1,399	- 743,922	- 24,309	- 12,045	- 628,383
ACTUAL BEG. FUND BALANCE	681,806.34	12,105.69	-	9,176.88	843.01	213,720.87	1,043,461.10	26,624.63	12,045	1,987,739
<b>Unaudited Actuals BALANCE</b>	<b>790,716.30</b>	<b>27,656.26</b>	<b>9,852.80</b>	<b>7,984.81</b>	<b>6,170.68</b>	<b>215,119.62</b>	<b>299,539.19</b>	<b>2,315.49</b>	<b>-</b>	<b>1,359,355.15</b>
<b>RESTRICTED/DESIGNATED FUNDS</b>	211,976									
<b>ECONOMIC UNCERTAINTY RESERV</b>	75,000									
<b>UNRESTRICTED FUND BALANCE</b>	503,740									

PACIFIC ELEMENATRY  
FYE 2016/17  
1st Interim 2016/17

Pacific Elementary SD 2016/17 1st Interim Projected Budget

RESOURCE # NAME MANAGEMENT #	SPECIAL EDUCATION				9006	6300	4035	5811	6230	6264	9010	7690	0000	0000
	6500	9024	3310	6512	Music/Art	LOT MAT	TeachQuality	REAP	Prop 39	Ed. Effect	Field Trips	STRS On-Behalf	Ind Study	OTMC/cc
	RSP	Psych Thrp	PL 94-142	MENTAL HLTH	2341	3000	4035	5811	6230	6264	3056	7690	1103	8550
	1304	1310	1320	1306	2341	3000	4035	5811	6230	6264	3056	7690	1103	8550
Deferred Revenue														
8000-8099 - Rev. Limit														
8100-8299 - Federal			24,215				8,125	12,496						
8300-8599 - State				5,895		4,242			55,000	-		43,025		21,614
8600-8799 - Local	52,952	2,145			2,000						7,500			
TOTAL REVENUE	52,952	2,145	24,215	5,895	2,000	4,242	8,125	12,496	55,000	-	7,500	43,025	-	21,614
1000-Certificated Salaries	85,399						3,500	-					91,146	
2000-Classified Salaries	22,320				14,000			11,849					3,721	
3000-Benefits	53,421				1,333		557	1,834				43,025	27,381	
4000-Books & Supplies	150					4,469	365		-		4,000		1,200	
5000-Service&Operating	33,875	18,940	24,215	4,950			3,935	-	55,000	3,600	6,500		1,000	
6000-Capital Outlay									-					
7100-7200-Other out go														
7300-Indirects														
TOTAL EXPENDITURES	195,165.21	18,940	24,215	4,950	15,333	4,469	8,357	13,682	55,000	3,600	10,500	43,025	124,448	-
OTHER SOURCES:														
89XX TRANS IN														
76XX TRANS OUT														
CONTR. REST. TO REST. #8990		-						-						
CONTR UNRES TO UNREST #8980													124,447.99	
CONTR. UNRES TO RESTR. #8981	142,213.21	16,795			13,350		231.64	1,186.18						
TOTAL OTHER	142,213	16,795	-	-	13,350	-	232	1,186	-	-	-	-	124,448	-
NET INCR/DECR TO FUND BALANCE	-	-	-	945	17	- 227	-	-	-	- 3,600	- 3,000	-	-	21,614
ACTUAL BEG. FUND BALANCE	-	-	-	13,514.02	-	5,798.79	0.00	-	68,856.40	5,418	3,838	-	-	54,894.00
END FUND BALANCE	-	-	-	14,459	17	5,572	0	-	68,856	1,818	837.72	-	-	76,508

Min. ECONOMIC UNCERTAINTY RESERVE  
LCFF Difference BASC vs SCC reserve  
Net Unrestricted Mgmt 2801

PACIFIC ELEMENATRY  
FYE 2016/17  
1st Interim 2016/17

Pacific Elementary SD 2016/17 1st Interim Projected Budget

RESOURCE # NAME MANAGEMENT #	0102 LIBRARY 2391	0102 PC DONATE 2630	0000 GENERAL 2801	1400 EPA 2801	1100 LOTTERY 3000	0000 DAY CARE 3008	0000 Life Lab 3009	0000 REC 3010	FUND TOTAL		
										RESTRICT	UNRESTRICT
Deferred Revenue									-	-	-
8000-8099 - Rev. Limit			749,780	169,936					919,716	-	919,716
8100-8299 - Federal			-						44,836	44,836	-
8300-8599 - State			3,154		14,342				147,272	108,162	39,110
8600-8799 - Local		32,024	8,400			16,110	4,500	14,765	140,396	64,597	75,799
TOTAL REVENUE	-	32,024	761,334	169,936	14,342	16,110	4,500	14,765	1,252,220	217,595	1,034,625
1000-Certificated Salaries	-		218,570.6	102,519					501,134	88,899	412,235
2000-Classified Salaries		9,450	111,209.8	8,330		10,088		12,727	203,693	48,168	155,525
3000-Benefits		901	111,592.9	42,870		6,962		2,985	292,862	100,170	192,692
4000-Books & Supplies	2,200		5,600.0	10,218	8,650	300	1,900	1,160	40,212	8,984	31,228
5000-Service&Operating	-	8,300	75,600.0	6,000	1,200	3,000	4,100	4,000	254,215	151,015	103,200
6000-Capital Outlay									-	-	-
7100-7200-Other out go			250.0						250	-	250
7300-Indirects									-	-	-
TOTAL EXPENDITURES	2,200	18,651	522,823	169,936	9,850	20,350	6,000	20,872	1,292,366	397,236	895,130
OTHER SOURCES:											
89XX TRANS IN									-	-	-
76XX TRANS OUT			- 6,073					- 1,000	(7,073)	- -	7,073
CONTR. REST. TO REST. #8990			-						-	-	-
									-	-	-
CONTR UNRES TO UNREST #8980			(124,447.99)						-	-	-
CONTR. UNRES TO RESTR. #8981	-	13,350	- 160,426						-	173,545 -	173,545
TOTAL OTHER	-	- 13,350	- 290,947	-	-	-	-	- 1,000	- 7,073	173,776 -	180,849
NET INCR/DECR TO FUND BALANCE	- 2,200	23	- 52,437	-	4,492	- 4,240	- 1,500	- 7,107	- 47,219	- 5,865 -	41,354
ACTUAL BEG. FUND BALANCE	2,493.61	32,539.19	523,846.12	0.00	28,078.79	29,972.38	1,853.40	19,613.88	790,716.30	97,424.93	693,291.37
END FUND BALANCE	293.61	32,562	471,409.43	0.00	32,570.79	25,732.47	353.40	12,507.38	743,496.83	91,559.57	651,937.26

743,497

Min. ECONOMIC UNCERTAINTY RESERVE  
LCFF Difference BASC vs SCC reserve  
Net Unrestricted Mgmt 2801

Min EU  
Max EU  
Excess of max

75,000.00  
  
396,409.43

<b>PACIFIC ELEMENATRY FYE 2016/17</b>	<b>ALL FUNDS</b>									
	<b>Pacific Elementary SD 2016/17 1st Interim Projected Budget</b>									
	<b>Fund 01</b>	<b>Fund 12</b>	<b>Fund 13</b>		<b>Fund 14</b>	<b>Fund 17</b>	<b>Fund 21</b>	<b>Fund 25</b>	<b>Fund 61</b>	<b>TOTAL</b>
			FLOF	Res 5310					FLOF	
8000-8099 - Rev. Limit	919,716				10,000					929,716
8100-8299 - Federal	44,836	-		19,755						64,591
8300-8599 - State	147,272	50,000		1,530	-					198,802
8600-8799 - Local	140,396	69,050	11,000	34,220	25	1,000	1,000	260	-	256,951
<b>TOTAL REVENUE</b>	<b>1,252,220</b>	<b>119,050</b>	<b>11,000</b>	<b>55,505</b>	<b>10,025</b>	<b>1,000</b>	<b>1,000</b>	<b>260</b>	<b>-</b>	<b>1,450,060</b>
1000-Certificated Salaries	501,134									501,134
2000-Classified Salaries	203,693	70,750	11,433	22,998					-	308,874
3000-Benefits	292,862	37,576	2,536	10,675					-	343,648
4000-Books & Supplies	40,212	2,900	3,200	37,000					-	83,312
5000-Service&Operating	254,215	750	1,500	850	10,000		61,000	5	-	328,320
6000-Capital Outlay	-						175,000			175,000
7100-7200-Other out go	250									250
7300-Indirects	-									-
<b>TOTAL EXPENDITURES</b>	<b>1,292,366</b>	<b>111,976</b>	<b>18,669</b>	<b>71,523</b>	<b>10,000</b>	<b>-</b>	<b>236,000</b>	<b>5</b>	<b>-</b>	<b>1,740,538</b>
OTHER SOURCES:										
89XX TRANS IN	-		-	8,273					-	8,273
76XX TRANS OUT	7,073	1,200							-	8,273
CONTR. REST. TO REST. #8990	-									-
										-
CONTR UNRES TO UNREST #8980	-									-
CONTR. UNRES TO RESTR. #8981	-									-
<b>TOTAL OTHER</b>	<b>- 7,073</b>	<b>- 1,200</b>	<b>-</b>	<b>8,273</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
NET INCR/DECR TO										
FUND BALANCE	- 47,219	5,875	- 7,669	- 7,745	25	1,000	- 235,000	255	-	- 290,478
ACTUAL BEG. FUND BALANCE	790,716.30	27,656	9,853	7,985	6,171	215,120	299,539	2,315	-	1,359,355
<b>EST. END FUND BALANCE</b>	<b>743,497</b>	<b>33,531</b>	<b>2,184</b>	<b>240</b>	<b>6,196</b>	<b>216,120</b>	<b>64,539</b>	<b>2,570</b>	<b>-</b>	<b>1,068,877</b>
<b>RESTRICTED/DESIGNATED FUNDS</b>	272,087									
<b>Min. ECONOMIC UNCERTAINTY RESERV</b>	75,000									
<b>Max. ECONOMIC UNCERTAINTY RESERV</b>	129,944									
<b>UNRESTRICTED FUND BALANCE</b>	341,466					216,120				

	P-2							P-2	P-2
ENROLLMENT/ADA EST FOR MYP	2014/15	2015/16	2016/17	2017/18	2018/19			2013/14	2012/13
K & TK	15	22	19	17	17			15	17
1	13	17	19	19	17			16	17
2	18	16	16	19	19			15	13
3	15	17	13	16	19			13	15
4	14	16	20	13	16			16	13
5	16	13	14	19	13			17	14
6	17	14	5	7	9			14	16
ENROLLMENT ESTIMATES	108	115	106	110	110			106	105
ADA ESTIMATE @ 94% OF ENROLL	95%	96%	96%	96%	0.96			0.96	0.96
K - 3	58.34	68.3	64.2	68.0	68.9			57.5	59.1
4- 6	44.15	41.8	37.3	37.3	36.4			44.6	41.8
ADA	102.49	110.11	101.49	105.32	105.32			102.14	100.84
CLASS SIZE K-3	59	65.4	46	50	51			54	55
# OF TEACHERS	3	3	3	3	3			3	3
EST AVERAGE CLASS SIZE	19.7	21.8	15.3	16.7	17.0			18.0	18.3
Unduplicated count estimates	38	35	25	22	22				
Unduplicated count est. %	35%	30%	24%	20%	20%				
EB meeting w/Eric & Elizabeth		Take out IS for GSA		Take out IS for GSA					
sed 2016/17; Molly CBEDs @ 11/16/17	IS Grades	K	1	2	3				
	21	4	7	6	4				

The purpose of this tab is to allow the user to make individual changes to specific resource/management combination changes to future year projections should occur here that fall outside the global assumptions. The future year project sheets are designed to pull the current year budget and take into account both the global assumption changes as well as changes found here. Also, Column M contains a formula - Make sure not to delete it. **EB Notes: The exceptions adds 1 amount from the prior year...after the global increases**

**Important Note: Transfers Out (7600-7629) and Other Source (7630-7699) need to be entered as NEGATIVE numbers to increases in expense. Also, Column M contains a formula - do not delete this.**

Description	Resource	Management	Object	Future Year One		Future Y
				% Incr	Value	% Incr
1103 Independ Study Contrib frm Unrest	0000	1103	8980	-100.00%	\$ 129,161	-100.00%
1304 reduce cert staff cuz student grads	6500	1304	1000		\$ (26,325)	
1304 Contrib frm unrest 0000-2801	6500	1304	8981	-100.00%	\$ 96,551	-100.00%
1309 Contrib frm unrest 0000-2801	6500	1309	8981	-100.00%	\$ -	-100.00%
1310 reduce 10 days in Pyscho contract	9024	1310	5800		\$ (5,000)	
1310 Contrib frm unrest 0000-2801	9024	1310	8981	-100.00%	\$ 14,887	-100.00%
1320 Speech inc mv to 1304	3310	1320	5000	-100.00%	\$ 24,215	-100.00%
1306 Reduce 12 days counseling	6512	1306	5000	-100.00%		
1304 reduce onetime settlement& OT inc	6500	1304	5000		\$ (26,500)	
2341 Music/Art frm PC donate 2630	9006	2341	8981	-100.00%	\$ 13,654	-100.00%
2391 LIBRY reduce supplies (4000's) to bal	0102	2391	4000	-100.00%	\$ 294	-100.00%
4035 Title II take out mentor/add wkshps to bal	4035	4035	5000	-100.00%	\$ 3,535	-100.00%
4035 Title II contrib from 2801	4035	4035	8981	-100.00%		
5811 REAP contrib frm unrest 0000-2801	5811	5811	8981	-100.00%	\$ 1,752	-100.00%
1310 Pyscho reduce COE transfer of rev	9024	1310	8600	-100.00%		
2630 PC Donations reduced Theater & Aides	0102	2630	8600		\$ (13,170)	
2630 PC Donate to Music	0102	2630	8981	-100.00%	\$ (13,654)	-100.00%
2630 PC Donate reduce services	0102	2630	5000		\$ (4,000)	
0000-2801 LCFF see Global assump tab	0000	2801	8011	-100.00%	\$ 758,070	-100.00%
0000-2801 reduce misc reve (Harmony/bus/S4C)	0000	2801	8600		\$ (2,250)	
1400-2801 EPA used calcs in Global assump tab	1400	2801	8012	-100.00%	\$ 149,525	-100.00%
1400-2801 EPA mv Salary to balance	1400	2801	1100		\$ (7,873)	
0000-2801 increase by EPA's decrease	0000	2801	1100		\$ 7,873	
1400-2801 reduce instructional supp	1400	2801	4000	-100.00%		-100.00%
1400-2801 take out technolgy svc	1400	2801	5000	-100.00%		
0000-2801-8981 unrest to rest	0000	2801	8981	-100.00%	\$ (113,190)	-100.00%
0000-2801-8980 Unrest to Unrest	0000	2801	8980	-100.00%	\$ (129,161)	-100.00%
0000-2801 mv instruct tech svc to 2801	0000	2801	5000		\$ 6,000	
3056 Field trip supplies reduced	9010	3056	4000		\$ (3,000)	
3056 Field trip services reduced	9010	3056	5000			
3009 Science reduce supplies (4000's) to bal	0000	3009	4000	-100.00%	\$ 500	-100.00%
3009 Science reduce supplies (5000's) to bal	0000	3009	5000	-100.00%	\$ 4,000	-100.00%
3010 Rec take out mats to bal grant	0000	3010	4000			-100.00%
3010 Rec take out svcs to bal grant	0000	3010	5000			-100.00%
6230 Prop 39 Revenues 8000's takeout	6230	6230	8500	-100.00%		
6230 Prop 39 expenditures 5000's takeout	6230	6230	5000	-100.00%	\$ 25,000	
6264 FYE 17/18 reduce to ending bal	6264	6264	5000	-100.00%	\$ 1,818	-100.00%

1100-3000 mv supp reduct in 1400-2801 to lott	1100	3000	4000		\$	5,000	
1100-3000 move EPA reduction to lottery	1100	3000	5000		\$	5,000	
7690 STRS on BEHALF	7690	7690	8500		\$	2,151	
8550 Add book adopt & Tech for Students	0000	8550	4400		\$	60,000	-100.00%
8550 Elim One-time CC/ mandated Cst revenue	0000	8550	8550	-100.00%			



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Year Two
Value
\$ 134,558
\$ 104,366
\$ -
\$ 15,631
\$ 24,215
\$ 17,967
\$ 3,364
\$ 2,141
\$ 8,000
\$ (17,967)
\$ 4,000
\$ 856,832
\$ 71,512
\$ (70,851)
\$ 70,851
\$ (122,138)
\$ (134,558)
\$ (1,000)
\$ 500
\$ 4,000
\$ 500
\$ 500

\$	5,000
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\$	2,259
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Di Pays	15/16	2016/17	17/18 Inc	2017/18	18/19 Inc	2018/19										
Vis	9.70	9.70		9.70		9.70										
Den	55.67	56.78	3% Inc	58.48	3% Inc	60.24										
Medi	975.00	977.00	5% Inc	1,025.85	10% Inc	1,128.44										
Monthly	1,040.37	1,043.48		1,094.03		1,198.37										
Totals	12,484.44	12,521.76		13,128.40		14,380.47										
			funded													2016/17
	EE that receive Benefits		1103	1304	1400-2801				2801	3008		5811	fund12	fund13	total	
2015/16	1 Barsanti		1.00	-	-				-	-		-	-	-	100%	12,521.76
	1 Postie		-	0.95	-				0.05	-		-	-	-	100%	12,521.76
	1 Hartje		-	-	-				1.00	-		-	-	-	100%	12,521.76
	1 Tschirky		-	-	-				1.00	-		-	-	-	100%	12,521.76
	1 Cicchinelli		-	-	1.00				-	-		-	-	-	100%	12,521.76
	1 Hattenhausen		-	-	1.00				-	-		-	-	-	100%	12,521.76
	1 Bird, J		-	0.70					-	-		-	-	-	70%	8,765.23
	2 Gagnier		-	-					-	0.15		-	0.85	-	100%	12,521.76
	2 Miguel, E		-	-					0.40	-		-	0.10	0.50	100%	12,521.76
	2 Reynolds		-	-					0.15	-		-	0.85	-	100%	12,521.76
	2 Tanner clerk		-	-	-				0.78	-		-	-	-	78%	9,737.88
	2 Pellerin,L		-	0.70					-	-		-	-	-	70%	8,765.23
	2 Chomimn, T		-	0.70					-	-		-	-	-	70%	8,765.23
	2 Andrews								-	-		-	-	-	0%	-
	1 Gross								1.4401			-	-	-	144%	18,032.46
169,063.30	15/16 totals		12,521.76	38,191.36	25,043.52	-	-	-	60,375.07	1,926.42	-	-	22,442.85	6,260.89	166,761.87	
182,671.81																166,761.87
	2017/18		13,128.40	40,041.62	26,256.80	-	-		57,522.38	2,019.75	-	-	23,530.14	6,564.21	169,063.30	
	2018/19		14,380.47	43,860.44	28,760.95	-	-		60,493.08	2,212.38	-	-	25,774.24	7,190.25	182,671.81	
	Inc								1.00				2016/17	2017/18	2018/19	
												cert	83,895.79	78,770.40	86,282.85	
												class	64,833.62	70,893.36	77,654.56	
												mgmt	18,032.46	13,128.40	14,380.47	
													166,761.87	162,792.17	178,317.88	

[illegible]

**PACIFIC ELEMENATRY**
**FYE 2016/17**
**1st Interim 2016/17**
**Pacific Elementary SD 2017/18 Projected Budget**

RESOURCE # NAME MANAGEMENT #	SPECIAL EDUCATION					9006	6300	4035	5811	6230	6264	9010	7690	0000	0000
	6500	6500	9024	3310	6512										
	RSP 1304	Speech 1309	Psych Thrp 1310	PL 94-142 1320	MENTAL HLTH 1306	Music/Art 2341	LOT MAT 3000	TeachQuality 4035	REAP 5811	Prop 39 6230	Ed. Effect 6264	Field Trips 3056	STRS On-Behalf 7690	Ind Study 1103	OTMC/CC 8550
Deferred Revenue															
8000-8099 - Rev. Limit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8100-8299 - Federal	-	-	-	24,215	-	-	-	8,125	12,496	-	-	-	-	-	-
8300-8599 - State	-	-	-	-	5,895	-	4,242	-	-	-	-	-	45,176	-	-
8600-8799 - Local	52,952	-	-	-	-	2,000	-	-	-	-	-	7,500	-	-	-
TOTAL REVENUE	52,952	-	-	24,215	5,895	2,000	4,242	8,125	12,496	-	-	7,500	45,176	-	-
1000-Certificated Salaries	60,782	-	-	-	-	-	-	3,570	-	-	-	-	-	92,969	-
2000-Classified Salaries	22,766	-	-	-	-	14,280	-	-	12,086	-	-	-	-	3,795	-
3000-Benefits	56,729	-	-	-	-	1,374	-	637	2,162	-	-	-	45,176	30,087	-
4000-Books & Supplies	158	-	-	-	-	-	4,692	383	-	-	-	1,200	-	1,260	60,000
5000-Service&Operating	9,069	-	14,887	24,215	-	-	-	3,535	-	25,000	1,818	6,825	-	1,050	-
6000-Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7100-7200-Other out go	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7300-Indirects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	149,503	-	14,887	24,215	-	15,654	4,692	8,125	14,248	25,000	1,818	8,025	45,176	129,161	60,000
OTHER SOURCES:															
89XX TRANS IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
76XX TRANS OUT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTR. REST. TO REST. #8990	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTR UNRES TO UNREST #8980	-	-	-	-	-	-	-	-	-	-	-	-	-	129,161	-
CONTR. UNRES TO RESTR. #8981	96,551	-	14,887	-	-	13,654	-	-	1,752	-	-	-	-	-	-
TOTAL OTHER	96,551	-	14,887	-	-	13,654	-	-	1,752	-	-	-	-	129,161	-
NET INCR/DECR TO FUND BALANCE	-	-	-	-	5,895	-	450	-	-	25,000	1,818	525	-	-	60,000
BEG. FUND BALANCE	-	-	-	-	14,459	17	5,572	0	-	68,856	1,818	838	-	-	76,508
EST. END FUND BALANCE	-	-	-	-	20,354	17	5,121	0	-	43,856	-	313	-	-	16,508

**PACIFIC ELEMENATRY**
**FYE 2016/17**
**1st Interim 2016/17**
**Pacific Elementary SD 2017/18 Projected Budget**

RESOURCE # NAME MANAGEMENT #	0102 LIBRARY 2391	0102 PC DONATE 2630	0000 GENERAL 2801	1400 EPA 2801	1100 LOTTERY 3000	0000 DAY CARE 3008	0000 Life Lab 3009	0000 REC 3010	0000 Technology 3011	FUND TOTAL	RESTRICT	UNRESTRICT
Deferred Revenue										-	-	-
8000-8099 - Rev. Limit	-	-	758,070	149,525	-	-	-	-	-	907,595	-	907,595
8100-8299 - Federal	-	-	-	-	-	-	-	-	-	44,836	44,836	-
8300-8599 - State	-	-	3,154	-	14,342	-	-	-	-	72,809	55,313	17,496
8600-8799 - Local	-	18,854	6,150	-	-	16,110	4,500	14,765	-	122,831	62,452	60,379
TOTAL REVENUE	-	18,854	767,374	149,525	14,342	16,110	4,500	14,765	-	1,148,071	162,601	985,470
1000-Certificated Salaries	-	-	230,815	96,696	-	-	-	-	-	484,832	64,352	420,480
2000-Classified Salaries	-	9,639	113,434	8,496	-	10,290	-	12,981	-	207,767	49,132	158,636
3000-Benefits	-	927	118,060	44,333	-	4,500	-	3,331	-	307,316	106,078	201,238
4000-Books & Supplies	294	-	5,880	-	14,083	315	500	1,218	-	89,982	6,433	83,549
5000-Service&Operating	-	4,715	85,380	-	6,260	3,150	4,000	4,200	-	194,103	85,348	108,755
6000-Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
7100-7200-Other out go	-	-	250	-	-	-	-	-	-	250	-	250
7300-Indirects	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	294	15,281	553,819	149,525	20,343	18,254	4,500	21,730	-	1,284,251	311,343	972,907
OTHER SOURCES:												
89XX TRANS IN	-	-	-	-	-	-	-	-	-	-	-	-
76XX TRANS OUT	-	-	6,073	-	-	-	-	1,000	-	7,073	-	7,073
CONTR. REST. TO REST. #8990	-	-	-	-	-	-	-	-	-	-	-	-
CONTR UNRES TO UNREST #8980	-	-	129,161	-	-	-	-	-	-	-	-	-
CONTR. UNRES TO RESTR. #8981	-	13,654	113,190	-	-	-	-	-	-	-	126,843	126,843
TOTAL OTHER	-	13,654	248,424	-	-	-	-	1,000	-	7,073	126,843	133,916
NET INCR/DECR TO FUND BALANCE	- 294	- 10,081	- 34,869	- 0	- 6,001	- 2,144	-	- 7,965	-	- 143,252	- 21,898	- 121,354
BEG. FUND BALANCE	294	32,562	471,409	0	32,571	25,732	353	12,507	-	743,497	91,560	651,937
EST. END FUND BALANCE	-	22,481	436,540	0	26,570	23,588	353	4,542	-	600,245	69,661	530,583

**PACIFIC ELEMENATRY**
**FYE 2016/17**

1st Interim 2016/17

**Pacific Elementary SD 2018/19 Projected Budget**

RESOURCE # NAME MANAGEMENT #	SPECIAL EDUCATION					9006	6300	4035	5811	6230	6264	9010	7690	0000
	6500 RSP 1304	6500 Speech 1309	9024 Psych Thrp 1310	3310 PL 94-142 1320	6512 MENTAL HLTH 1306	Music/Art 2341	LOT MAT 3000	TeachQuality 4035	REAP 5811	Prop 39 6230	Ed. Effect 6264	Field Trips 3056	STRS On-Behalf 7690	Ind Study 1103
Deferred Revenue														
8000-8099 - Rev. Limit	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8100-8299 - Federal	-	-	-	24,215	-	-	-	8,125	12,496	-	-	-	-	-
8300-8599 - State	-	-	-	-	5,895	-	4,242	-	-	-	-	-	47,435	-
8600-8799 - Local	52,952	-	-	-	-	2,000	-	-	-	-	-	7,500	-	-
TOTAL REVENUE	52,952	-	-	24,215	5,895	2,000	4,242	8,125	12,496	-	-	7,500	47,435	-
1000-Certificated Salaries	61,998	-	-	-	-	-	-	3,641	-	-	-	-	-	94,828
2000-Classified Salaries	23,221	-	-	-	-	14,566	-	-	12,327	-	-	-	-	3,871
3000-Benefits	62,411	-	-	-	-	1,401	-	717	2,310	-	-	-	47,435	33,433
4000-Books & Supplies	165	-	-	-	-	-	4,927	402	-	-	-	1,260	-	1,323
5000-Service&Operating	9,522	-	15,631	24,215	-	-	-	3,364	-	26,250	-	6,166	-	1,103
6000-Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7100-7200-Other out go	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7300-Indirects	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	157,318	-	15,631	24,215	-	15,967	4,927	8,125	14,637	26,250	-	7,426	47,435	134,558
OTHER SOURCES:														
89XX TRANS IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-
76XX TRANS OUT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTR. REST. TO REST. #8990	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTR UNRES TO UNREST #8980	-	-	-	-	-	-	-	-	-	-	-	-	-	134,558
CONTR. UNRES TO RESTR. #8981	104,366	-	15,631	-	-	17,967	-	-	2,141	-	-	-	-	-
TOTAL OTHER	104,366	-	15,631	-	-	17,967	-	-	2,141	-	-	-	-	134,558
NET INCR/DECR TO FUND BALANCE	-	-	-	-	5,895	4,000	- 685	-	-	- 26,250	-	74	-	-
BEG. FUND BALANCE	-	-	-	-	20,354	17	5,121	0	-	43,856	-	313	-	-
EST. END FUND BALANCE	-	-	-	-	26,249	4,017	4,436	0	-	17,606	-	386	-	-

**PACIFIC ELEMENATRY**
**FYE 2016/17**

1st Interim 2016/17

**Pacific Elementary SD 2018/19 Projected Budget**

RESOURCE # NAME MANAGEMENT #	0000	0102	0102	0000	1400	1100	0000	0000	0000	0000			
	OTMC/CC	LIBRARY	PC DONATE	GENERAL	EPA	LOTTERY	DAY CARE	Life Lab	REC	Technology	FUND TOTAL	RESTRICT	UNRESTRICT
	8550	2391	2630	2801	2801	3000	3008	3009	3010	3011			
Deferred Revenue											-	-	-
8000-8099 - Rev. Limit	-	-	-	856,832	71,512	-	-	-	-	-	928,344	-	928,344
8100-8299 - Federal	-	-	-	-	-	-	-	-	-	-	44,836	44,836	-
8300-8599 - State	-	-	-	3,154	-	14,342	-	-	-	-	75,068	57,572	17,496
8600-8799 - Local	-	-	26,854	6,150	-	-	16,110	4,500	14,765	-	130,831	62,452	68,379
TOTAL REVENUE	-	-	26,854	866,136	71,512	14,342	16,110	4,500	14,765	-	1,179,079	164,860	1,014,219
1000-Certificated Salaries	-	-	-	306,282	27,779	-	-	-	-	-	494,529	65,639	428,890
2000-Classified Salaries	-	-	9,832	115,703	8,666	-	10,495	-	13,241	-	211,923	50,114	161,808
3000-Benefits	-	-	946	141,437	35,067	-	4,898	-	3,616	-	333,671	114,274	219,396
4000-Books & Supplies	-	-	-	6,174	-	19,787	331	500	500	-	35,369	6,755	28,614
5000-Service&Operating	-	-	8,951	89,649	-	6,573	3,308	4,000	500	-	199,231	85,149	114,083
6000-Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-
7100-7200-Other out go	-	-	-	250	-	-	-	-	-	-	250	-	250
7300-Indirects	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	19,728	659,495	71,512	26,360	19,032	4,500	17,857	-	1,274,973	321,931	953,041
OTHER SOURCES:													
89XX TRANS IN	-	-	-	-	-	-	-	-	-	-	-	-	-
76XX TRANS OUT	-	-	-	6,073	-	-	-	-	1,000	-	7,073	-	7,073
CONTR. REST. TO REST. #8990	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTR UNRES TO UNREST #8980	-	-	-	134,558	-	-	-	-	-	-	-	-	-
CONTR. UNRES TO RESTR. #8981	-	-	17,967	122,138	-	-	-	-	-	-	-	140,105	140,105
TOTAL OTHER	-	-	17,967	262,769	-	-	-	-	1,000	-	7,073	140,105	147,178
NET INCR/DECR TO FUND BALANCE	-	-	10,841	56,129	0	12,018	2,922	-	4,092	-	102,967	16,966	86,000
BEG. FUND BALANCE	16,508	-	22,481	436,540	0	26,570	23,588	353	4,542	-	600,245	69,661	530,583
EST. END FUND BALANCE	16,508	-	11,641	380,412	0	14,553	20,667	353	450	-	497,278	52,695	444,583



PACIFIC ELEMENATRY	SUMMARY OF PACIFIC ELEMENTARY											
FYE 2016/17	MULTIPLE YEARS FUND 01 FYE 2016/17 1ST INTERIM BUDGET											
1st Interim 2016/17	Pacific Elementary SD 2015/16 Unaudited Actual			Elementary SD 2016/17 1st Interim Projected			Pacific Elementary SD 2017/18 Projected Budget			Pacific Elementary SD 2018/19 Projected Budget		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	-	-	-	-	-	-	-	-	-	-	-	-
8000-8099 - Rev. Limit	890,960	-	890,960	919,716	-	919,716	907,595	-	907,595	928,344	-	928,344
8100-8299 - Federal	8,471	45,735	54,206	-	44,836	44,836	-	44,836	44,836	-	44,836	44,836
8300-8599 - State	73,169	124,184	197,353	39,110	108,162	147,272	17,496	55,313	72,809	17,496	57,572	75,068
8600-8799 - Local	83,908	64,779	148,686	75,799	64,597	140,396	60,379	62,452	122,831	68,379	62,452	130,831
TOTAL REVENUE	1,056,509	234,698	1,291,206	1,034,625	217,595	1,252,220	985,470	162,601	1,148,071	1,014,219	164,860	1,179,079
1000-Certificated Salaries	391,656	59,470	451,126	412,235	88,899	501,134	420,480	64,352	484,832	428,890	65,639	494,529
2000-Classified Salaries	133,111	28,519	161,630	155,525	48,168	203,693	158,636	49,132	207,767	161,808	50,114	211,923
3000-Benefits	178,833	58,917	237,750	192,692	100,170	292,862	201,238	106,078	307,316	219,396	114,274	333,671
4000-Books & Supplies	21,782	4,986	26,767	31,228	8,984	40,212	83,549	6,433	89,982	28,614	6,755	35,369
5000-Service&Operating	127,982	169,704	297,686	103,200	151,015	254,215	108,755	85,348	194,103	114,083	85,149	199,231
6000-Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
7100-7200-Other out go	264	-	264	250	-	250	250	-	250	250	-	250
7300-Indirects	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	853,628	321,596	1,175,223	895,130	397,236	1,292,366	972,907	311,343	1,284,251	953,041	321,931	1,274,973
OTHER SOURCES:												
89XX TRANS IN	-	-	-	-	-	-	-	-	-	-	-	-
76XX TRANS OUT	- 7,073	-	7,073	- 7,073	-	7,073	- 7,073	-	7,073	- 7,073	-	7,073
CONTR. REST. TO REST. #8990	-	-	-	-	-	-	-	-	-	-	-	-
CONTRIB FLEX - #8998/8995	-	-	-	-	-	-	-	-	-	-	-	-
CONTR UNRES TO UNREST #8980	-	-	-	-	-	-	-	-	-	-	-	-
CONTR. UNRES TO RESTR. #8981	- 119,823	119,823	-	- 173,545	173,545	-	- 126,843	126,843	-	- 140,105	140,105	-
TOTAL OTHER	- 126,896	119,823	7,073	- 180,849	173,776	7,073	- 133,916	126,843	7,073	- 147,178	140,105	7,073
NET INCR/DECR TO												
FUND BALANCE	75,985	32,925	108,910	- 41,354	- 5,865	47,219	- 121,354	- 21,898	143,252	- 86,000	- 16,966	102,967
ACTUAL BEG. FUND BALANCE	617,713	64,093	681,806	693,291	97,425	790,716	651,937	91,560	743,497	530,583	69,661	600,245
EST. END FUND BALANCE	693,291	97,425	790,716	651,937	91,560	743,497	530,583	69,661	600,245	444,583	52,695	497,278
30.03.2017												
RESTRICTED/DESIGNATED FUNDS			211,976			272,087			163,704			116,866
ECONOMIC UNCERTAINTY RESERVE			75,000			75,000			75,000			75,000
Max. ECONOMIC UNCERTAINTY RESERVE			-			129,944			129,132			128,205
UNRESTRICTED FUND BALANCE			503,740			341,466			307,408			252,207

FUND 17 EST BALANCE @ .5%			215,120			216,120			217,200			218,286
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[illegible]

		FYE 2015/16 GENERAL FUND														
	2015/16	ACTUALS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	ACCRUALS	TOTAL
A. BEGINNING CASH		708,717.09	708,717.09	747,009.66	762,965.71	822,160.66	809,679.59	736,917.45	816,127.05	799,961.07	746,725.74	760,903.94	813,005.05	772,255.13		708,717
B. RECEIPTS																
Revenue Limit:																
State Aid:	8010-8019	705,151	81,117.00	79,483.00	119,154.00	79,483.00	0.00	39,672.00	31,793.00	38,744.00	92,551.00	38,744.00	38,744.00	66,122.00		705,607
Property Tax	8020-8079	186,532	542.78	0.00	1,093.73	0.00	3,182.38	79,983.16	1,857.92	48.76	480.06	72,281.12	1,087.87	35,251.57		195,809
Other	8080-8099	(10,000)	0.00		0.00	-10,000.00										-10,000
Federal Revenues	8100-8299	54,206	-10,271.72	0.00	4,138.00	0.00	5,256.43	7,132.00	3,214.58	769.00	3,374.00	0.00	11,613.00	0.00	28,981.00	54,206.29
Other State Rev	8300-8599	197,353	-3,316.00	65.00	768.00	4,646.05	2,913.00	32,044.00	26,876.50	0.00	6,439.00	10,279.89	0.00	103,617.0	13,020.9	197,353.31
Other Local Rev	8600-8799	148,686	-15,022.28	3,937.70	18,514.81	4,750.92	8,648.94	11,379.58	16,303.96	4,582.56	17,678.44	38,226.45	17,842.01	15,338.33	9,311.01	142,181.42
Interfund Transfers	8910-8929	-											0.00	0.00		0
All Other Financing	8931-8979									0.00	0.00	0.00	0.00	0.00		0
																0
TOTAL RECEIPTS		1,281,929.03	53,049.78	83,485.70	143,668.54	78,879.97	20,000.75	170,210.74	80,045.96	44,144.32	120,522.50	159,531.46	69,286.88	220,328.90	51,312.88	1,285,157.37
C. DISBURSEMENTS																
Certificated Salary	1000-1999	451,126	8,750.00	8,750.00	35,846.10	43,038.19	45,828.19	51,544.34	42,276.52	42,641.52	42,696.52	44,226.52	42,821.52	42,706.67		451,126
Classified Salary	2000-2999	161,630	0.00	5,484.03	17,497.49	14,987.89	13,876.35	14,553.63	13,765.01	14,570.33	15,043.29	16,098.27	16,973.81	18,780.38		161,630
Employee Benefits	3000-3999	237,750	11,644.74	12,503.30	14,054.80	15,068.67	15,142.96	19,472.42	18,752.06	19,529.43	19,630.56	19,940.00	19,814.13	52,196.84		237,750
Supplies	4000-4999	26,767	142.52	512.48	9,129.86	1,741.52	2,178.49	2,771.70	972.77	1,699.16	2,110.88	1,378.37	1,512.89	2,616.7		26,767
Services	5000-5999	297,686	-8,277.04	18,993.64	14,332.54	23,989.37	20,235.74	7,450.24	21,210.96	24,667.87	36,277.97	34,509.69	22,721.49	81,573.23		297,686
Capital Outlays	6000-6599	-								0.00	0.00	7,420.00	32,167.60	-39,587.60		0
Other Outgo	7000-7499	264	-165.00				0.00	163.90	0.00	0.00	0.00	0.00	0.00	265.00		264
Interfund Transf Out	7600-7629	7,073	0.00	0.00			0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	2,073.00		7,073
Other Financing Uses	7630-7699		0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0
													0.00	0.00		0
TOTAL DISBURSEMENTS		1,182,296.42	12,095.22	46,243.45	90,860.79	98,825.64	97,261.73	95,956.23	96,977.32	103,108.31	120,759.22	123,572.85	136,011.44	160,624.22	0	1,182,296
Cash Not in Treas	9111-9199	300														
Accts Receivable	9200-9299	35,010	35,009.71		-1,575.00	1,574.41	0.00	0.00								
Due from Other Funds	9310						0.00	0.00						0.00		0.00
Stores/prepaid Exp	9320/9330															
Other Current Assets	9,340															
Subtotal Assets		35,310	35,010	-	(1,575)	1,574	-	-	-	-	-	-	-	-	51,313	51,312
Accts Payable	9500-9599	61,616	36,673.42	21,286.20	-7,962.20	-5,890.19	-4,498.84	-4,955.09	-765.38	-5,728.66	-14,414.92	-16,142.50	-25,974.64	-25,758.57	118,314.98	-110,830.15
Due to Other Funds	9610													0.00		0.00
current Loans	9640	998	998.28													
Deferred Rev	9650								*							
Subtotal Liabilities		62,614	37,672	21,286	(7,962)	(5,890)	(4,499)	(4,955)	(765)	(5,729)	(14,415)	(16,143)	(25,975)	(25,759)	(118,315)	(110,830)
Total Bal Sheet		(27,305)	(2,662)	(21,286)	6,387	7,465	4,499	4,955	765	5,729	14,415	16,143	25,975	25,759		
D. NET CASH FLOW		72,328	38,292.57	15,956.05	59,194.95	-12,481.07	-72,762.14	79,209.60	-16,165.98	-53,235.33	14,178.20	52,101.11	-40,749.92	85,463.25	-67,002	43,343
E. ENDING CASH		781,045	747,009.66	762,965.71	822,160.66	809,679.59	736,917.45	816,127.05	799,961.07	746,725.74	760,903.94	813,005.05	772,255.13	857,718.38	-67,002.10	790,716.28

Beg Bal

			2015/16	2016/17	2016/17	2016/17
		DS ---->	2nd Intr	July 1st	1st Intrm	2nd Intr
			15/16	16/17	16/17	16/17
1AD	Gross,E		1.0000	1.0000	1.0000	
				0.0000		
2AD2	ANDREWS, E	aa054	0.4938	0.4938	0.4937	
1TE1	HARTJE,SAMIRA H	aa001	0.8000	0.8000	0.8000	
1TE2	Tschirky	aa002	1.0000	1.0000	1.0000	
1speech	Foster leaves 7/1/15			0.0000		
1TE3	Hattnhausn/Walker	aa003	1.0000	1.0000	1.0000	
1TE4	Cicchinelli/Shore	aa004	1.0000	1.0000	1.0000	
1TEIND	BARSANTI,TERRA	aa005	1.0000	1.0000	1.0000	
1TEIND2	CROSS,JENNIFER G	aa006	0.5000	0.5000	0.5000	
new SpEd	Bird, Jennifer Eff 12/1/16				0.6000	
1TERSP	POSTIE,LORI A		0.9000	0.9000	0.9000	
			6.2000	6.2000	6.8000	0.0000
EWA	Huala (Strings Instruc)	aa009	0.1000	0.1000	0.1000	
EWA	BRATT,RENATA L	aa010	0.0560	0.0560	0.0560	
EWA	Allen-Farmer/was Bogner	aa011	0.0625	0.0625	0.1625	
mgmt 3008	GAGNIER,MARTHA B	aa016	0.1250	0.1250	0.1250	
mgmt 3008	REYNOLDS,STACEY	aa017	0.1250	0.1250	0.1250	
mgmt 3008	LAW,VIOLETA M	aa067	0.0625	0.0625	0.0625	
mgmt 3008	MIGUEL,E 2801 fund 01			0.3500	0.3500	
fu13	LAW fun 13-9055	aa015	0.5312	0.5312	0.5312	
fu13	CORNEJO,MARIA D	aa019	0.3125	0.3125	0.3125	
fu13	MIGUEL,E Fund 13	aa020	0.8750	0.4380	0.4375	
0000-2801	MCDOUGAL,HEATHER	aa021	0.1000	0.1000	0.1000	
fu12	MIGUEL,E Fund 12			0.0880	0.0875	
fu12	GAGNIER,MARTHA B	aa022	0.6875	0.6875	0.6875	
fu12	REYNOLDS,STACEY	aa023	0.6875	0.6875	0.6875	
fu12	VALLE-ERAZO,MARIA JL	aa024	0.4063	0.4063	0.4063	
2REC	ADAME,JERRY	aa025	0.3875	0.3875	0.3875	
2SCTY	Tierney, M	aa026	0.6562	0.6562	0.7187	
SpEdAide	Pellerin/was aguila	aa074	0.6250	0.6250	0.6250	
SpEdAide	chomentowski/ was Ball, K	aa072	0.0000	0.6250	0.6250	
custodian	Aguilera, Lucia	aa075	0.0000	0.4690	0.4875	
aide	Macedo, Cara	aide	0.0000	0.4040		
2TA1	Scheuermann/ was Darby	aa031	0.3250	0.3250	0.3250	
clerk	Tanner	aa073			0.7812	
aide	Lawrence/ was Tanner	aa029	0.7812	0.7812	0.4000	
2TA3	Glogovac, A	aa028	0.4625	0.4630	0.3750	
2TA4	Cruz	aa030	0.4625	0.4040	0.4042	
2TAIS	Bennett, Natalie	aa027	0.4500	0.4500	0.4020	
aide	McDougal	aa032	0.1625	0.1625	0.1625	
			8.4434	9.8844	9.9246	0.0000
	Fund 13		-1.7187	-1.2817	-1.2812	0.0000
	Fund 12		-1.7813	-1.8693	-1.8688	0.0000
	Total Fund 01		4.9434	6.7334	6.7746	0.0000

PACIFIC ELEMENTARY

STATE REVENUES	UA 15/16	July 1st 16/17	1st Interim 16/17	Change	YR 1 17/18	YR 2 18/19
8011 LCFF	716,988	573,217	537,590	(35,627)	545,880	644,642
8012 EPA	173,972	169,164	169,936	772	149,525	71,512
80XX Local Taxes	222,190	186,532	222,190	35,658	222,190	222,190
8091 Deferred Maint Fu 14	(10,000)	(20,000)	(10,000)	10,000	(10,000)	(10,000)
Subtotal 80XXs	1,103,150	908,913	919,716	10,803	907,595	928,344
1306 Mental Hlth	5,110	4,797	5,895	1,098	5,895	5,895
2801 Mandate Csts+Star	2,943	3,092	3,154	62	3,154	3,154
3000 Lottery Prop 20	5,615	4,469	4,242	(227)	4,242	4,242
3001 Lottery Unrest	15,982	15,260	14,342	(918)	14,342	14,342
8550 OTMC/ CC-Mandte Cst	54,244	16,350	21,614	5,264	-	-
6230 Prop 39	70,367	50,349	55,000	4,651	-	-
6264 Educator Effectiveness	11,043	-	-	-	-	-
7690 STRS OnBehalf	32,049	43,025	43,025	-	45,176	47,435
				-		
Fund 01 State	197,353	137,342	147,272	9,930	72,809	75,068
FEDERAL REVENUES	UA 15/16	July 1st 16/17	1st Interim 16/17	Change	YR 1 17/18	YR 2 18/19
1320 SpEd 3310	24,215	24,215	24,215	-	24,215	24,215
2382 Title II 4035	9,907	8,125	8,125	-	8,125	8,125
2343 REAP 5811	11,613	8,125	12,496	4,371	12,496	12,496
2801 MAA	8,471	-	-	-	-	-
Fund 01 Federal	54,206	40,465	44,836	4,371	44,836	44,836
LOCAL REVENUES	UA 15/16	July 1st 16/17	1st Interim 16/17	Change	YR 1 17/18	YR 2 18/19
1304 SpEd AB602	54,027	52,952	52,952	-	52,952	52,952
1310 DS COE PyschSvc	-	-	2,145	2,145	-	-
1103 IS	828	-	-	-	-	-
2341 Music		3,000	2,000	(1,000)	2,000	2,000
2630 PC Donate	30,324	18,200	32,024	13,824	18,854	26,854
2801 General	8,328	4,750	8,400	3,650	6,150	6,150
3008 Day Care	20,309	16,110	16,110	-	16,110	16,110
3009 Science	5,231	4,500	4,500	-	4,500	4,500
3010 Recreation	18,888	14,765	14,765	-	14,765	14,765
3056 Field Trips	10,752	7,500	7,500	-	7,500	7,500
				-		
	148,686	121,777	140,396	18,619	122,831	130,831

PACIFIC ELEMENTARY

4XXX's	UA 15/16	July 1st 16/17	1st Interim 16/17	Change	YR 1 17/18	YR 2 18/19
1304 RSP	199	150	150	-	158	165
1320 PL94-142	-	-	-	-	-	-
2341 Music	-	-	-	-	-	-
3000 Lottery Prop 20	3,582	4,469	4,469	-	4,692	4,927
3100 Common Core	-	-	-	-	-	-
1103 IS	1,335	1,200	1,200	-	1,260	1,323
2391 Library	116	1,200	2,200	1,000	294	-
2630 PC Donate	-	-	-	-	-	-
0000-2801 General	6,273	4,600	5,600	1,000	5,880	6,174
1400-2801 EPA	4,414	10,218	10,218	-	-	-
3000 Lottery Unrest	7,015	8,600	8,650	50	14,083	19,787
3009 DayCare	323	300	300	-	315	331
3009 Science	1,216	950	1,900	950	500	500
3010 Recreation	1,091	1,160	1,160	-	1,218	500
3011 Technology	-	-	-	-	-	-
3056 Field Trips	1,204	1,000	4,000	3,000	1,200	1,260
4035 Title II		-	365	365	-	
8550 OTMC/CC/MCR	-	-	-	-	60,000	-
Fund 01 4xxx	26,767	33,847	40,212	6,365	89,599	34,967
5XXX's	UA 15/16	July 1st 16/17	1st Interim 16/17	Change	YR 1 17/18	YR 2 18/19
1304 RSP	48,228	8,050	33,875	25,825	9,069	9,522
1309 SPEECH	-	-	-	-	-	-
1310 PYSCH	27,968	13,000	18,940	5,940	14,887	15,631
1320 PL-94-142	24,215	24,215	24,215	-	24,215	24,215
1306 Mental Health	-	-	4,950	4,950	-	-
2341 Music	-	-	-	-	-	-
3000 Lottry Pro 20	-	-	-	-	-	-
6264 Education Effect	5,625	3,600	3,600	-	1,818	-
4035 Tittle II	4,525	4,300	3,935	(365)	3,535	3,364
5811 REAP	-	-	-	-	-	-
6230 Prop 39	51,860	25,000	55,000	30,000	25,000	26,250
1103 IS	1,570	1,000	1,000	-	1,050	1,103
2630 PC Donate	3,500	3,500	8,300	4,800	4,715	8,951
1400-2801 Prop 30	-	6,000	6,000	-	-	-
0000-2801 General	103,551	75,529	75,600	71	85,380	89,649
3000 Lottery Unrest	793	1,200	1,200	-	6,260	6,573
3008 DayCare	-	3,000	3,000	-	3,150	3,308
3009 LifeLab/Science	5,614	4,500	4,100	(400)	4,000	4,000
3010 Recreation	810	4,000	4,000	-	4,200	500
3011 Technology	5,964	-	-	-	-	-
3056 Field Trips	7,284	6,500	6,500	-	6,825	6,166
8550 OTMC/CC/MCR	6,180	-	-	-	-	-
	297,686	183,394	254,215	70,821	194,103	199,231

**PACIFIC ELEMENATRY**  
**FYE 2015/16**  
**2nd Interim 2015/16**

**Pacific Elementary SD 2015/16 2nd Ir**

RESOURCE # NAME MANAGEMENT #	SPECIAL EDUCATION			
	6500 RSP 1304	6500 Speech 1309	9024 Psych Thrp 1310	3310 PL 94-142 1320
Deferred Revenue				
8000-8099 - Rev. Limit				
8100-8299 - Federal				24,215
8300-8599 - State				
8600-8799 - Local	52,952	-		
<b>TOTAL REVENUE</b>	<b>52,952</b>	<b>-</b>	<b>-</b>	<b>24,215</b>
1000-Certificated Salaries	55,435			
2000-Classified Salaries	5,500			
3000-Benefits	25,589			
4000-Books & Supplies	150			
5000-Service&Operating	69,156		15,000	24,215
6000-Capital Outlay				
7100-7200-Other out go				
7300-Indirects				
<b>TOTAL EXPENDITURES</b>	<b>155,830</b>	<b>-</b>	<b>15,000</b>	<b>24,215</b>
OTHER SOURCES:				
89XX TRANS IN				
76XX TRANS OUT				
CONTR. REST. TO REST. #8990			-	
CONTR UNRES TO UNREST #8980				
CONTR. UNRES TO RESTR. #8981	102,878	-	15,000	
<b>TOTAL OTHER</b>	<b>102,878</b>	<b>-</b>	<b>15,000</b>	<b>-</b>
NET INCR/DECR TO FUND BALANCE	-	-	-	-



ACTUAL BEG. FUND BALANCE	-	-	-	0
END FUND BALANCE	-	-	-	0

Min. ECONOMIC UNCERTAINTY RESERVE  
LCFF Difference BASC vs SCC reserve  
Net Unrestricted Mgmt 2801

# Interim Projected Budget

6512 MENTAL HLTH 1306	9006 Music/Art 2341	6300 LOT MAT 3000	4035 TeachQuality 4035	5811 REAP 5811	6230 Prop 39 6230	6264 Ed. Effect 6264	9010 Field Trips 3056
			8,125	11,613			
4,797		3,502				11,043	
							9,100
4,797	-	3,502	8,125	11,613	-	11,043	9,100
			3,500	-			
	13,731			10,715			
	1,319		505	1,055			
		3,509			-		1,061
			4,120	-	25,000	3,600	8,000
					25,349		
-	15,050	3,509	8,125	11,770	50,349	3,600	9,061
				-			
	15,050		-	157			
-	15,050	-	-	157	-	-	-
4,797	-	-	7	-	-	50,349	7,443
							39

8,404.02	-	3,765.81	-	-	50,349.00	-	1,575
13,201	-	3,759	-	-	-	7,443	1,613.63

## Pacific Elementary SD 2015/16 2

7690 STRS On-Behalf 7690	0000 Ind Study 1103	0000 CC/MCR 8550	0102 LIBRARY 2391	0102 PC DONATE 2630	0000 GENERAL 2801	1400 EPA 2801
					715,492	169,229
					8,470	
25,541		54,246			2,943	
	828			27,774	5,600	
25,541	828	54,246	-	27,774	732,505	169,229
	90,271		-		205,008.0	99,950
	3,690			10,812	79,495.0	15,543
25,541	25,856			1,038	100,295.0	48,066
	1,200	5,000	1,394		4,600.0	5,670
	1,828	6,500	-	4,100	100,571.0	
					256.0	
25,541	122,845	11,500	1,394	15,950	490,225	169,229
					- 6,073	
					-	
	122,017				- 127,017	
				- 15,050	- 118,035	
-	122,017	-	-	- 15,050	- 251,125	-
-	-	42,746	- 1,394	- 3,226	- 8,845	-

-	-	6,830.00	<b>2,609.49</b>	26,989.76	512,755.93	-
-	-	49,576	1,215.58	23,764	503,910.93	-

Min EU 75,000.00  
Max EU  
Excess of max 428,910.93

Emelia @20.30/hr 4,007.00  
Benefits 2,325.00

2nd Interim Projected Budget

1100 LOTTERY 3000	0000 DAY CARE 3008	0000 Life Lab 3009	0000 REC 3010	0000 Technology 3011	FUND TOTAL
					-
					884,721
					52,423
13,184				-	115,256
	21,360	4,500	18,845		140,959
13,184	21,360	4,500	18,845	-	1,193,359
					454,164
	9,220		12,682		161,388
	7,337		2,668		239,269
6,400	300	1,000	1,175		31,459
2,400	3,000	6,000	6,450	3,000	282,940
					25,349
					256
					-
8,800	19,857	7,000	22,975	3,000	1,194,825
					-
			- 1,000		(7,073)
					-
					-
				5,000	-
					-
-	-	-	- 1,000	5,000	- 7,073
4,384	1,503	- 2,500	- 5,130	2,000	- 8,539

19,904.48	25,254.52	3,451.77	19,916.93	-	681,806.34
24,288.48	26,757.52	951.77	14,786.93	2,000	673,267.47
					673,267

RESTRICT	UNRESTRICT		
-	-		
-	884,721	884,721	
43,953	8,470	52,423	
44,883	70,373	115,256	-
62,052	78,907	140,959	
150,888	1,042,471	1,193,359	-
58,935	395,229	454,164	
29,946	131,442	161,388	
54,009	185,260	239,269	
4,720	26,739	31,459	
149,091	133,849	282,940	
25,349	-	25,349	
-	256	256	
-	-		
322,050	872,775	1,194,825	
-	-		
-	7,073	7,073	-
-	-	-	
-	-	-	
-	-	-	
133,085	-	-	-
133,085	-	7,073	-
-	38,077	8,539	-
	29,538		



64,093.46	617,712.88	681,806
26,016.50	647,250.97	673,267

## 2016/17 Budget Adoption Reserves

Substantiation of need for reserves greater than the state required minimum reserve for economic uncertainty

District: Pacific Elementary School District

CDS #: 44-69781

The governing board of a school district that proposes to adopt a budget that includes a combined assigned and unassigned ending fund balance in excess of the minimum recommended reserve for economic uncertainties, shall, at the Budget Adoption public hearing, provide:

The minimum recommended reserve for economic uncertainties;

The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve for economic uncertainties for each fiscal year identified in the budget; and

A statement of reasons to substantiate the need for reserves that are higher than the minimum recommended reserve.

	2016-17	2017-18	2018-19
Total General Fund Expenditures & Other Uses	\$ 1,292,366	\$ 1,284,251	\$ 1,274,973
Minimum Reserve requirement 5%	\$ 66,000	\$ 66,000	\$ 66,000
General Fund Combined Ending Fund Balance	\$ 743,497	\$ 600,245	\$ 497,278
Special Reserve Fund Ending Fund Balance	\$ 216,120	\$ 217,120	\$ 218,120
Components of ending balance:			
Nonspendable (revolving, prepaid, etc.)	\$ -	\$ -	\$ -
Restricted	\$ 91,560	\$ 69,661	\$ 52,695
Committed	\$ 32,571	\$ 26,570	\$ 14,553
Assigned	\$ 760,486	\$ 646,133	\$ 573,150
Reserve for economic uncertainties	\$ 75,000	\$ 75,000	\$ 75,000
Unassigned and Unappropriated	\$ -	\$ -	\$ -
Subtotal Assigned, Unassigned & Unappropriated	\$ 868,057	\$ 721,133	\$ 648,150
Total Components of ending balance	\$ 959,616	\$ 817,364	\$ 715,397
	WAHR	WAHR	WAHR
Assigned & Unassigned balances above the minimum reserve requirement	\$ 802,057	\$ 655,133	\$ 582,150

Statement of Reasons
<b>The District's Fund Balance includes assigned, unassigned and unappropriated components, that in total are greater than the Minimum Recommended Reserve for Economic Uncertainties because:</b>
<i>Reserve for changes in Personnel</i>
<i>Reserve for increased enrollment in future years</i>
<i>Reserve held for Special Education</i>
<i>Reserve held for Major Maintenance issues</i>
<i>Reserve held for future PERS/STRS and H/W increases</i>

Total of Substantiated Needs		
Remaining Unsubstantiated Balance	\$	-

FUND 21  
(as of 8/29/13)

Description of Activity	Function	Object#	Name of Project RES or MGMT Budget given	Project #1	Project #2	Project #3	Project #4	Project #5
				ROOF 9001 Est Total 25.0%	PreSchool 9002 Est Total 25.0%	Multipurpose Rm 9003 Est Total 25.0%	Portable Day Care 9004 Est Total 25.0%	Technology 9005
Programming		5800	4,500.00	1,125.00	1,125.00	1,125.00	1,125.00	
Geotech/Survey Feasibility		5800	12,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
Construction	8500	6200	530,000.00	132,500.00	132,500.00	132,500.00	132,500.00	
IOR and Testing		5800	72,000.00	18,000.00	18,000.00	18,000.00	18,000.00	
Planning/Schematic Design	8500	5800	12,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
Coastal Commission		5800	10,000.00	2,500.00	2,500.00	2,500.00	2,500.00	
Calf Dept of Ed		5800	3,000.00	750.00	750.00	750.00	750.00	
Planning	8500	6200	7,500.00	1,875.00	1,875.00	1,875.00	1,875.00	
Design Development	8500	6200	30,000.00	7,500.00	7,500.00	7,500.00	7,500.00	
DSA Processing	8500	5800	6,000.00	1,500.00	1,500.00	1,500.00	1,500.00	
construction Documents	8500	5800	40,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
Pre-Construction	8500	6200	2,500.00	625.00	625.00	625.00	625.00	
Printing		5800	10,000.00	2,500.00	2,500.00	2,500.00	2,500.00	
Portable Daycare drawings	8500	5800	14,000.00				14,000.00	
Portable Daycare DSA		5800	50,000.00				50,000.00	
Technology (computers?)		4400	24,950.00	-	-	-	-	24,950.00
Total given as of 8/29/13			828,450.00	184,875.00	184,875.00	184,875.00	248,875.00	24,950.00

[illegible]

Mellon	total	vis	den
JUL	124.50	17.88	106.62
AUG	124.50	17.88	106.62
SEP	124.50	17.88	106.62
OCT	128.24	18.42	109.82
NOV	128.24	18.42	109.82
DEC	128.24	18.42	109.82
JAN	128.24	18.42	109.82
FEB	128.24	18.42	109.82
MAR	128.24	18.42	109.82
APR	128.24	18.42	109.82
MAY	128.24	18.42	109.82
JUN	128.24	18.42	109.82
	1,527.66		
14/15 AR			

**ATTACHMENT II - SCHEDULE OF INT**  
**2014/15**

**DISTRICT NAME** \_\_\_\_\_

**DUE TO / DUE FROMS**

Due To Fund:	Due from Fund:
<b>Total:</b>	

**The total above needs to agree to each of the following:**

**Total balances of object 9310**     \$ \_\_\_\_\_

Please also use SACS Form SIAA, summary of Interfund Activity for

**NOTE:** Do not include more than one fund in a cell. Use multiple sheets

\* Purpose should be written in 'report ready' language, that it will be u

**REFUND BALANCES: DUE TO / DUE FROM  
YEAR-END**

---

Amount	Purpose *

**Total balances of object 9610**     \$ 

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all Funds when completing this attachment.

ets if necessary.

nderstood by the user of the financial statements which includes but is not



**ATTACHMENT III - SCHEDULE OF INTERFUND BALANCES: TRANSFERS IN / TRANSFER OUT  
2015/16 YEAR-END**

**DISTRICT NAME** PACIFIC ELEMENTARY SCHOOL DISTRICT

**Item: C-22**

**TRANSFERS IN / TRANSFERS OUT**

Transfer In:	Transfer Out:	Amount	Purpose *
<b>13-5310-8916 (Fund 13)</b>	<b>01-0000-7616-3010 (Fund 01)</b>	<b>1,000.00</b>	Trnsfer Recreation \$ to Cafeteria fund per budget
<b>139055-8916 (Fund 13)</b>	<b>61-9055-7619 (Fund 61)</b>	<b>10,743.98</b>	Transfer FOFL back to Fund 13
<b>13-5310-8916 (Fund 13)</b>	<b>01-0856-7619 (Fund 01)</b>	<b>6,073.00</b>	Trnsfer Old TIIBG amt to Café Fund
<b>13-5310-8919 (Fund 13)</b>	<b>12-9010-7619 (Fund 12)</b>	<b>1,200.00</b>	Trnsfer frm Child Dev to Café Fund for breakfasts
<b>Total:</b>		<b>19,016.98</b>	

The total above needs to agree to each of the following:

<b>Total balances of objects</b>		<b>Total balances of objects</b>	
<b>8900 - 8929</b>	<b>\$ 19,016.98</b>	<b>7600 - 7629</b>	<b>\$ 19,016.98</b>

Please also use SACS Form SIAA, summary of Interfund Activity for all Funds when completing this attachment.

**NOTE:** Do not include more than one fund in a cell. Use multiple sheets if necessary.

\* Purpose should be written in 'report ready' language, that it will be understood by the user of the financial statements which includes but is not limited to the Board, County Office of Education, State Controller's Office and California Department of Education.

**PACIFIC ELEMENATRY  
FYE 2014/15**

**2nd Interim PB FYE 14/15**

**Pacific Elementary SD 2014/15 2nd In**

	SPECIAL EDUCATION			
RESOURCE # NAME MANAGEMENT #	6500 RSP 1304	6500 Speech 1309	9024 Psych Thrp 1310	3310 PL 94-142 1320
Deferred Revenue				
8000-8099 - Rev. Limit				
8100-8299 - Federal				28,650
8300-8599 - State				
8600-8799 - Local	43,556	-	7,000	
<b>TOTAL REVENUE</b>	<b>43,556</b>	<b>-</b>	<b>7,000</b>	<b>28,650</b>
1000-Certificated Salaries	55,435	23,000		
2000-Classified Salaries	1,200			
3000-Benefits	18,997	3,007		
4000-Books & Supplies	153			7,750
5000-Service&Operating	35,000		7,000	20,900
6000-Capital Outlay				
7100-7200-Other out go				
7300-Indirects				
<b>TOTAL EXPENDITURES</b>	<b>110,785</b>	<b>26,007</b>	<b>7,000</b>	<b>28,650</b>
OTHER SOURCES:				
89XX TRANS IN				
76XX TRANS OUT				
CONTR. REST. TO REST. #8990			-	
CONTR UNRES TO UNREST #8980				
CONTR. UNRES TO RESTR. #8981	67,229	26,007	-	
<b>TOTAL OTHER</b>	<b>67,229</b>	<b>26,007</b>	<b>-</b>	<b>-</b>
NET INCR/DECR TO FUND BALANCE	-	-	-	-

ACTUAL BEG. FUND BALANCE	-	-	2,628.22	-
END FUND BALANCE	-	-	2,628.22	-

ECONOMIC UNCERTAINTY RESERVE  
LCFF Difference BASC vs SCC reserve  
Net Unrestricted Mgmt 2801

## Interim Projected Budget

6512 MENTAL HLTH 1306	9006 Music/Art 2341	6300 LOT MAT 3000	7405 comm core 3100	4035 TeachQulity 4035	5811 REAP 5811	6230 Prop 39 6230
				8,144	11,191	
8,107		2,370	-			50,000
8,107	-	2,370	-	8,144	11,191	50,000
			-	3,500	-	
	14,890		-	1,000	15,000	
	1,454		-	644	3,217	
		6,370	13,121			-
5,631			-	3,000	-	75,000
						25,349
5,631	16,344	6,370	13,121	8,144	18,217	100,349
					-	
	16,344			-	7,026	
-	16,344	-	-	-	7,026	-
2,476	-	-	4,000	-	-	- 50,349

889.50	-	4,006.96	<b>13,121.30</b>	-	-	50,349.00
3,366	-	6.96	0	-	-	-

## Pacific Elementary SD 2014/15 2

9010 Field Trips 3056	0000 Ind Study 1103	0000 One-Time MCR 8550	0102 LIBRARY 2391	0102 PC DONATE 2630	0000 GENERAL 2801	1400 EPA 2801
					653,355	139,117
					2,960	
		6,156			2,890	
6,500	200			38,979	3,650	
6,500	200	6,156	-	38,979	662,855	139,117
	88,728		-		196,277.0	105,873
	3,503			9,083	97,944.4	
	23,684			888	110,513.6	33,244
500	1,200		1,400	800	5,250.0	
1,000	1,000		-	8,100	93,012.0	
					256.0	
1,500	118,115	-	1,400	18,870	503,253	139,117
					345,000	
					- 345,000	
					-	
	117,915			- 5,500	- 117,915	
				- 16,344	- 100,262	
-	117,915	-	-	- 21,844	- 218,177	-
5,000	-	6,156	- 1,400	- 1,735	- 58,575	-

-	-	-	<b>2,793.91</b>	19,418.81	523,397.50	-
5,000.00	-	6,156	1,393.91	17,683.36	464,822.47	-

- 80,000.00

-

384,822.47

## 2nd Interim Projected Budget

1100 LOTTERY 3000	0000 DAY CARE 3008	0000 Life Lab 3009	0000 REC 3010	0000 Technology 3011	FUND TOTAL
					-
					792,472
					50,945
12,050				-	81,573
	16,896	1,700	18,718		137,199
12,050	16,896	1,700	18,718	-	1,062,189
					472,813
	9,050		13,930		165,600
	5,077		2,893		203,618
8,950	300	1,735	1,175	7,000	55,704
7,635		4,965	3,450	3,000	268,693
					25,349
					256
					-
16,585	14,427	6,700	21,448	10,000	1,192,033
			- 1,000		345,000 (346,000)
					-
					-
		5,500	- 10,000	10,000	-
					-
-	-	5,500	- 11,000	10,000	- 1,000
- 4,535	2,469	500	- 13,730	-	- 130,844



18,232.45	21,134.04	3,564.58	31,964.23	-	691,500.50
13,697.45	23,603.04	4,064.58	18,234.23	-	560,656.02
					560,656

RESTRICT		UNRESTRICT	
-	-		
-	792,472	792,472	
47,985	2,960	50,945	
60,477	21,096	81,573	
57,056	80,143	137,199	
165,518	896,671	1,062,189	-
81,935	390,878	472,813	
32,090	133,510	165,600	
27,319	176,299	203,618	
27,894	27,810	55,704	
147,531	121,162	268,693	
25,349	-	25,349	
-	256	256	
-	-		
342,118	849,915	1,192,033	
-	345,000		
- -	346,000	- 346,000	
-	-	-	
-	-	-	
-	-	-	
116,606 -	116,606	-	
116,606 -	117,606	- 1,000	
- 59,994 -	70,850	- 130,844	

70,994.98	620,505.52	691,501
11,000.98	549,655.04	560,656

















































































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## For Fund 01, Resource 1400 Education Protection Account

2016/17 BUDGET

Projected Revenue Expenditures through: June 30, 2017

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	169,936.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
<b>TOTAL AVAILABLE</b>		<b>169,936.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>		
Instruction	1000-1999	169,936.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>169,936.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>

**Note to user:**

Specific cells in column C have been protected so that you can't enter data. The "Amount" column is protected for the following revenues: Federal Revenue, Other State Revenue, Other Local Revenue, and All Other Financing Sources and Contributions.

The "Amount" column is protected for the following expenditure functions: 2100-2150, 2200, 2700, 6000-6999, and 7000-7999.

Pacific	FYE	2016/17		
Elizabeth	Tues Only	8:30 - 2:00	Cell	440-6401
	plus 14 hrs @ hm		Hm	420-1451
Molly	M-F	8:30-2:00		
Candace	M-F	8:30-3:00		
Weds Min Day : 1:30 day ends				30.03.2017

# **CSBA Sample**

## **Administrative Regulation**

### **District And School Web Sites**

AR 1113

#### **Community Relations**

##### **Guidelines for Content**

District and school web sites shall provide current information regarding district/school programs, activities, and operations. Such information shall be appropriate for both internal and external audiences and may include district mission and goals, district or school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

(cf. 0440 - District Technology Plan)  
(cf. 0510 - School Accountability Report Card)  
(cf. 1100 - Communication with the Public)  
(cf. 1112 - Media Relations)  
(cf. 6020 - Parent Involvement)

With approval of the principal, individual teachers may create web pages linked to the district or school web site to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on district or school web sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of materials on district and school web sites. If any copyrighted material is posted, a notice shall be included crediting the original producer of the material and noting how and when permission to reprint the material was granted.

(cf. 4132/4232/4332 - Publication or Creation of Materials)  
(cf. 6162.6 - Use of Copyrighted Materials)

Whenever a district or school web site includes links to external web sites, it shall include a disclaimer that the district is not responsible for the content of external web sites.

## Roles and Responsibilities

Any employee assigned as a district or school webmaster shall be responsible for the uploading of material to the web site(s) upon approval of the Superintendent or designee. He/she shall ensure consistency of the material with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct an editorial review of all materials submitted for publication on district or school web sites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

## Security

The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school web sites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

# **CSBA Sample**

## **Administrative Regulation**

### **District-Sponsored Social Media**

AR 1114

#### **Community Relations**

##### Definitions

Social media means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs.

Official district social media platform is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

(cf. 1230 - School-Connected Organizations)

(cf. 1260 - Educational Foundations)

##### Authorization for Official District Social Media Platforms

The Superintendent or designee shall authorize the development of any official district social media platform. Teachers and coaches shall obtain approval from the principal before creating an official classroom or team social media platform.

##### Guidelines for Content

The Superintendent or designee shall ensure that official district social media platforms provide current information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences.

(cf. 0440 - District Technology Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 6020 - Parent Involvement)

(cf. 6145.5 - Student Organization and Equal Access)

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms.

(cf. 4132/4232/4332 - Publication or Creation of Materials)

(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

Each official district social media platform shall prominently display:

1. The purpose of the site along with a statement that users are expected to use the site only for those intended purposes.

2. Information on how to use the security settings of the social media platform.

3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that:

- a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation

- b. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1160 - Political Processes)

(cf. 1325 - Advertising and Promotion)

4. Protocols for users, including expectations that users will communicate in a respectful,

courteous, and professional manner.

5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.

6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the district.

7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.

8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms.

District employees who participate in official district social media platforms shall adhere to all applicable district policies and procedures, including, but not limited to, professional standards related to interactions with students.

(cf. 4040 - Employee Use of Technology)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

When appropriate, employees using official district social media platforms shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

All staff shall receive information about appropriate use of the official district social media platforms.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Issued: 7/11

# **CSBA Sample**

## **Administrative Regulation**

### **School-Connected Organizations**

AR 1230

#### **Community Relations**

A school-connected organization's request for authorization to operate within the district or at a district school shall contain, as appropriate:

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination  
(cf. 0410 - Nondiscrimination in District Programs and Activities)
4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records, either by district personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the principal of the supporting school
9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
10. An agreement to provide evidence of liability and/or directors and officers insurance when and in the manner required by law



(cf. 1330 - Use of School Facilities)

Requests for subsequent authorization shall be annually submitted to the Superintendent or designee, along with a financial statement showing all income and expenditures from fundraisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his/her recommendation to the Governing Board for approval.

When deemed necessary by the Board or the Superintendent or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time.

Each school-connected organization shall abide by the following rules:

1. The organization shall not act as an agent of the district or school.
2. The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
3. The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.
4. Funds of the school-connected organization shall not be co-mingled with district funds, including associated student body funds.
5. The organization shall not hire or directly pay any district employee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

# **CSBA Sample**

## **Administrative Regulation**

### **Volunteer Assistance**

AR 1240

### **Community Relations**

#### Duties of Volunteers

The Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher (Education Code 35021, 45343, 45344, 45349)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021)

3. Supervise students during lunch, breakfast, or other nutritional periods (Education Code 35021, 44814, 44815)

4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects"

5. Perform other duties in support of district or school operations as approved by the Superintendent or designee

(cf. 6163.1 - Library Media Centers)

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021, 45344)

(cf. 4217.3 - Layoff/Rehire)

#### Basic Skills Proficiency Requirement

Volunteers who supervise or provide instruction to students pursuant to Education Code 45349 shall submit evidence of basic skills proficiency to the Superintendent or designee. (Education

Code 45344.5, 45349)

(cf. 4212 - Appointment and Conditions of Employment)

### Criminal Background Check

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

(cf. 4112.5/4212.5/4312.5 - Criminal Background Check)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 6145 - Extracurricular and Cocurricular Activities)

The Superintendent or designee shall determine which volunteer positions in the district are subject to the above requirement.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024)

### Registered Sex Offenders

The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

The principal may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior to the first date for which permission has been granted, the principal or designee shall notify the parent/guardian of each student at the school, using one of the methods specified in Education Code 48981, that a person who is required to register as a sex offender pursuant to Penal Code 290 has been granted permission to come into a school building

or upon school grounds, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81)

(cf. 5145.6 - Parental Notifications)

However, no person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform noninstructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

#### Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

The Superintendent or designee may exempt from the tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Note: See AR 5148.2 - Before/After School Programs for information about health screening and fingerprint clearance requirements for volunteers in the After School Education and Safety program and 21st Century Community Learning Center program pursuant to Education Code 8483.4 and 35021.3.

#### Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the

Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling, or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary.

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 7140 - Architectural and Engineering Services)

(3/10 7/10) 12/14

# **CSBA Sample**

## **Administrative Regulation**

### **Visitors/Outsiders**

AR 1250

### **Community Relations**

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors/outsideers while they are on school grounds.

#### **Outsider Registration**

Outsiders shall register upon entering school premises during school hours. Any person other than the following is considered an outsider: (Evidence Code 1070; Penal Code 627.1, 627.2)

1. A student of the school, unless currently under suspension
2. A parent/guardian of a student of the school
3. A Governing Board member or district employee
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
5. A representative of a school employee organization who is engaged in activities related to the representation of school employees
6. An elected public official
7. A publisher, editor, reporter, or other person connected with or employed by a newspaper, magazine, other periodical publication, press association or wire service, radio station, or television station

(cf. 1112 - Media Relations)

## Registration Procedure

In order to register, an outsider shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

## Principal's Registration Authority

The principal or designee may refuse to register any outsider if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

(cf. 3515.2 - Disruptions)

(cf. 3515.3 - District Police/Security Department)

When an outsider fails to register, or when the principal or designee denies or revokes an outsider's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

## Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.3 - Uniform Complaint Procedures)

(6/96 10/96) 7/10



# **CSBA Sample**

## **Administrative Regulation**

### **Uniform Complaint Procedures**

AR 1312.3

#### **Community Relations**

\*\*\*Note: 5 CCR 4621 mandates that the district's uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR 4600-4687. Additionally, Education Code 52075 mandates districts to adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan (LCAP).\*\*\*

\*\*\*Note: Furthermore, a number of federal civil rights statutes and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). For example, all districts are mandated pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are mandated pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt such policies and procedures to address discrimination on the basis of sex and age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a district's procedures are "prompt and equitable" are addressed throughout the following administrative regulation.\*\*\*

\*\*\*Note: Apart from these mandates, state legislation enacted in 2015 authorizes the use of the UCP to resolve complaints of noncompliance with laws related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content, and physical education instructional minutes, as specified in items #3 and #6-9 of the accompanying Board policy.\*\*\*

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 4030 - Nondiscrimination in Employment)

#### **Compliance Officers**

\*\*\*Note: 5 CCR 4621 requires the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination (such as discriminatory harassment,

intimidation, or bullying) and retaliation. During its Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for receiving and investigating complaints. Districts should identify the specific title(s) of the compliance officer(s) in the space provided below. If a district identifies multiple compliance officers, it is recommended that one be designated the "lead compliance officer."\*\*\*

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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(title or position)

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(address)

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(telephone number)

---

(email)

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

\*\*\*Note: 5 CCR 4621 mandates that the district's policy provide that employees responsible for compliance and/or for investigating and resolving complaints are knowledgeable about the laws and programs at issue in the complaints they are assigned. OCR requires that the compliance officer(s) involved in implementing discrimination complaint procedures be knowledgeable about the procedures and be able to explain them to parents/guardians and students. They must also have training or experience in handling discrimination complaints, including appropriate investigative techniques and understanding of the applicable legal standards.\*\*\*

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

#### Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

\*\*\*Note: 5 CCR 4622 mandates the district to include specified information in the required annual notice of its UCP to students, parents/guardians, employees, and others. Pursuant to Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015), the district is required to include information about specified educational rights of foster youth and homeless students in its annual UCP notification.\*\*\*

\*\*\*Note: During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's UCP to the persons specified below. A sample of the annual notice is available through the CDE web site. In addition, 28 CFR 35.107, 34 CFR 106.8, and 34 CFR 110.25 require the district to publish its complaint procedures covering unlawful discrimination.\*\*\*

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)  
(cf. 3260 - Fees and Charges)  
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)  
(cf. 5145.6 - Parental Notifications)  
(cf. 6173 - Education for Homeless Children)  
(cf. 6173.1 - Education for Foster Youth)

\*\*\*Note: The following optional paragraph may be modified to reflect district practice. In its April 2015 Dear Colleague Letter: Title IX Coordinators, OCR recommends that districts use web posting and social media to disseminate their nondiscrimination notices, policies, and procedures and communicate current compliance officer(s)' contact information to students, parents/guardians, and employees.\*\*\*

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

(cf. 1113 - District and School Web Sites)  
(cf. 1114 - District-Sponsored Social Media)

\*\*\*Note: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires school districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2002 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on balancing four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.\*\*\*

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

\*\*\*Note: During the FPM process, CDE staff will check the notice to ensure that it contains a summary of the complaint procedures as specified in items #1-4 below.\*\*\*

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
  - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
  - d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
  - e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

- f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

\*\*\*Note: Education Code 52075 requires that information regarding LCAP requirements be included in the district's annual notification. See BP/AR 0460 - Local Control and Accountability

Plan for details of the LCAP and specific requirements for its adoption and implementation.\*\*\*

g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

\*\*\*Note: Items #4h and i below reflect Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015). Pursuant to Education Code 48853.5, as amended, the CDE is required to develop a standardized notice of the rights of foster youth in consultation with the California Foster Youth Education Task Force, and to make it available for dissemination by posting it on its Internet Web site.\*\*\*

h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

i. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:

(1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed

(2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency

(3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

\*\*\*Note: Pursuant to federal law, including 34 CFR 106.8, the district is required to establish "prompt and equitable" procedures for investigating and resolving complaints alleging unlawful discrimination. The following statement reflects OCR's interpretation of such provisions as requiring fairness and equity not just for a complainant but for a respondent as well.\*\*\*

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

\*\*\*Note: To ensure that the public is made aware of districts' obligation to provide copies of the UCP free of charge pursuant to 5 CCR 4622, CDE staff review the notice during the FPM process.\*\*\*

1. Copies of the district's UCP are available free of charge.

#### District Responsibilities

\*\*\*Note: 5 CCR 4631 requires that UCP complaints be investigated and completely resolved within 60 calendar days of the receipt of the complaint. Pursuant to 5 CCR 4640, when a UCP complaint is erroneously sent to the CDE without first being filed with the district, the 60-day period specified in 5 CCR 4631 begins when the district receives the complaint.\*\*\*

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

\*\*\*Note: The following paragraph reflects recommendation by OCR to ensure equity in the resolution process of a complaint alleging unlawful discrimination and may be modified to reflect district practice.\*\*\*

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

#### Filing of Complaints

\*\*\*Note: Complaints filed under the UCP may be filed directly with a compliance officer or with any site administrator not designated as a compliance officer. For example, acts of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may initially be reported to a principal. See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment. If a site administrator not designated as a compliance officer receives a UCP complaint, he/she must notify a compliance officer. A district may also establish a site-level process for receiving informal reports about incidents for which a UCP complaint may be filed and notifying students and parents/guardians of their right to file a UCP complaint. Any site-level process established by a district should be in writing and distributed in the same manner as the grievance procedures listed herein with an explanation of how it interacts with the UCP

complaint process.\*\*\*

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

\*\*\*Note: Education Code 49013 mandates districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees. Pursuant to Education Code 52075, anonymous complaints are permitted with regards to the LCAP, as long as evidence, or information leading to evidence, to support the allegation of noncompliance is provided in the complaint.\*\*\*

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

\*\*\*Note: OCR's Revised Sexual Harassment Guidance, Dear Colleague Letter: Sexual Violence,



and Questions and Answers on Title IX and Sexual Violence indicate that if a complainant in a sexual harassment case requests that his/her name or that of the victim not be revealed to the alleged perpetrator or asks that the complaint not be pursued, the district should first inform the complainant that honoring the request may limit its ability to respond and pursue disciplinary action against the alleged perpetrator. However, in all instances, the district must still continue to ensure that it provides a safe and nondiscriminatory environment for all students. This principle would also apply to harassment on other bases, such as race, gender, or disability.\*\*\*

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

## Mediation

\*\*\*Note: The following section should be used only by those districts that have decided to establish procedures for attempting to resolve complaints through alternative dispute resolution procedures such as mediation; see the accompanying Board policy. The following section may be modified to specify the alternative dispute resolution method and timelines used within the district.\*\*\*

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

## Investigation of Complaint

\*\*\*Note: 5 CCR 4631, which requires the district to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, the timeline specified below may be modified to reflect district practice.\*\*\*

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

\*\*\*Note: In his/her investigation, the compliance officer should consider all relevant circumstances, such as how the misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the identity, age, and sex of the individuals involved in and impacted by the conduct and the relationship between them; the number of persons engaged in the conduct and at whom the conduct was directed; the size of the school, location of the incidents, and context in which they occurred; and other incidents at the school involving different individuals.\*\*\*

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

\*\*\*Note: 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the district refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below.\*\*\*

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's

refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

\*\*\*Note: In determining the truth of any allegation, the district should apply the correct standard of proof to the situation. For example, with allegations of unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) or retaliation, OCR uses the "preponderance of the evidence" (more likely than not) standard. Any standard of proof that is more rigorous than required by law could subject a district to liability.\*\*\*

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

#### Report of Findings

\*\*\*Note: Pursuant to 5 CCR 4631, the district's written decision must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the Governing Board. Option 2 is for districts that allow appeals to the Board, and it requires the compliance officer's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit.\*\*\*

#### OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

#### OPTION 2:

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board

meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

\*\*\*Note: Pursuant to 5 CCR 4631, only a complainant has the right to receive a written report, and to file his/her complaint with the Board if dissatisfied with the compliance officer's decision. However, OCR has recommended that the same rights be extended to a respondent to a complaint alleging unlawful discrimination, to ensure the process is equitable for all involved. Districts that selected Option 1 should delete reference to filing of a complaint with the Board in the following paragraph.\*\*\*

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

#### Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

\*\*\*Note: The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.67) protects student privacy, including student records containing details of the actions taken in response to a UCP complaint. However, pursuant to 20 USC 1221, FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." In February 2015, the Family Policy Compliance Office (FPCO), the federal agency which administers FERPA, released a letter concluding that FERPA permits a district to disclose to a student who was subjected to unlawful discrimination certain information about the sanctions imposed upon the offender when the sanctions directly relate to that student. Thus, if properly remedying the impact of discrimination would require disclosing to the alleged victim certain information on how the district disciplined the alleged student offender (e.g., a stay-away order), FPCO interprets FERPA as allowing the district to disclose that information.\*\*\*

\*\*\*Note: Given the potential liability from improperly disclosing such information, districts are advised to consult with legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the offender.\*\*\*

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall

include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

\*\*\*Note: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.\*\*\*

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

\*\*\*Note: 5 CCR 4631 and guidance provided by OCR specify components that should be part of the district's decision. Inclusion of these items will help protect the district's position in case of an appeal to the CDE, a complaint submitted to OCR, or if litigation is filed.\*\*\*

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident
  - d. Any documentary or other evidence relating to the alleged conduct
  - e. Past instances of similar conduct by any alleged offenders
  - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the

following:

- a. How the misconduct affected one or more students' education
  - b. The type, frequency, and duration of the misconduct
  - c. The relationship between the alleged victim(s) and offender(s)
  - d. The number of persons engaged in the conduct and at whom the conduct was directed
  - e. The size of the school, location of the incidents, and context in which they occurred
  - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
  - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
  - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

\*\*\*Note: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from the CDE.\*\*\*

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state

courts or to discrimination complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

#### Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others

4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

\*\*\*Note: In its Dear Colleague Letter: Sexual Violence from April 2011 and its Questions and Answers on Title IX and Sexual Violence from April 2014, OCR provides a detailed discussion of remedies for the broader campus community.\*\*\*

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

\*\*\*Note: Generally, when a complaint is found to have merit, appropriate corrective action is provided to the complainant or other affected person. However, in certain instances, the law may require corrective action to be provided to all affected persons, not just the complainant or subject of the complaint. For example, pursuant to Education Code 49013 and 5 CCR 4600, if the district, or the CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy to all affected students and parents/guardians, as specified below. The same requirement applies to allegations of noncompliance with the LCAP requirements, pursuant to Education Code 52075, and to noncompliance with required instructional minutes for elementary students' physical education, pursuant to Education Code 51223, as amended by AB 1391 (Ch. 706, Statutes of 2015). Districts that do not maintain elementary schools should delete reference to physical education from the following paragraph.\*\*\*

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)



## Appeals to the California Department of Education

\*\*\*Note: 5 CCR 4632-4633 provide that any complainant may appeal the district's decision to the CDE, as provided below. Pursuant to Education Code 49013, the district is mandated to adopt procedures that include the right to appeal to the CDE, in accordance with 5 CCR 4632, when a complainant is dissatisfied with the district's decision on his/her complaint alleging noncompliance with the law that prohibits districts from requiring students to pay fees, deposits, or charges for their participation in educational activities. Such procedures are also mandated by Education Code 52075 with regards to complaints alleging noncompliance with requirements related to the LCAP.\*\*\*

\*\*\*Note: Authority to appeal the district's decision is also available to a complainant who alleges noncompliance with laws regarding (1) the provision of reasonable accommodation to a lactating student, (2) the educational rights of foster youth and homeless students, (3) the assignment of a high school student to a course without educational content, and (4) the required instructional minutes for elementary students' physical education, as specified in items #3 and #6-9 of the accompanying Board policy.\*\*\*

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

\*\*\*Note: Pursuant to 5 CCR 4632-4633, an appeal to the CDE is only available to a complainant who is dissatisfied with the district's decision. However, the OCR has recommended that the district extend the same right to a respondent to an allegation of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) who is dissatisfied with the district's decision, to ensure fairness for all parties involved.\*\*\*

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision

4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

\*\*\*Note: The CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final written decision; (2) the complainant requires anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; (3) the complainant alleges that he/she would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile; (4) the complainant alleges failure to comply with the due process procedures established pursuant to special education law and regulation to implement a due process hearing order; (5) the complainant alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) the complainant alleges failure to follow a student's individualized education program.\*\*\*

(7/15 3/16) 9/16

# **CSBA Sample**

## **Administrative Regulation**

### **Williams Uniform Complaint Procedures**

AR 1312.4

#### **Community Relations**

\*\*\*Note: Education Code 35186 mandates that districts establish policies and procedures to address complaints regarding insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, and emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff. These procedures are no longer required for complaints of deficiencies related to the provision of intensive instruction and services to students who have not passed one or both parts of the high school exit examination after the completion of grade 12 since that categorical program was eliminated pursuant to AB 97 (Ch. 47, Statutes of 2013). \*\*\*

\*\*\*Note: Education Code 35186 requires that districts post notices concerning these complaint procedures in each classroom. 5 CCR 4680-4687 further delineate legal requirements for the complaint form and notice. See the accompanying exhibits for a sample notice and complaint form. \*\*\*

\*\*\*Note: It is recommended that districts use these procedures only for complaints regarding insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, and emergency or urgent facilities conditions. The uniform complaint procedures specified in 5 CCR 4600-4670 should be used, as required, for a complaint alleging (1) failure to comply with state and federal laws governing educational programs; (2) unlawful discrimination, harassment, intimidation, or bullying; (3) violation of the prohibition against requiring students to pay fees, deposits, or other charges unless authorized by law; (4) noncompliance with legal requirements pertaining to the local control and accountability plan; (5) retaliation against a complainant or other participant in the complaint process or anyone who has otherwise acted to uncover or report alleged wrongdoing in the district; or (6) any other complaint as specified in a district policy; see BP/AR 1312.3 - Uniform Complaint Procedures. For procedures related to complaints about employees, see BP/AR 1312.1 - Complaints Concerning District Employees. For complaints concerning the district's adoption and selection of specific instructional materials, see BP/AR 1312.2 - Complaints Concerning Instructional Materials. For complaints regarding the district's nutrition program, see BP 3555 - Nutrition Program Compliance. \*\*\*

#### **Types of Complaints**

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following: (Education Code 35186; 5 CCR 4680-4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
  - a. A student, including an English learner, does not have standards-aligned textbooks or

instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

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

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:

a. A semester begins and a teacher vacancy exists.

b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

(cf. 4112.22 - Staff Teaching English Language Learners)

c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that:

a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

(cf. 3514 - Environmental Safety)

(cf. 3517 - Facilities Inspection)

### Filing of Complaint

\*\*\*Note: Education Code 35186 requires that complaints be investigated and resolved within the timelines specified below. During the Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will expect to see statements regarding the filing of the complaint, the investigation, timelines, and the complainant's right to appeal to the Governing Board and to appeal facilities complaints to the CDE, as detailed in the following section and the section "Investigation and Response" below. \*\*\*

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

### Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5

CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

\*\*\*Note: Education Code 48985 specifies that, when 15 percent or more of the students enrolled in a particular school speak a single primary language other than English, all notices, reports, statements, or records sent to the parents/guardians of such students be written in English and in the primary language. Education Code 35186 requires that, when Education Code 48985 is applicable, any response requested by the complainant must be written in English and in the primary language in which the complaint was filed. \*\*\*

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

## Reports

\*\*\*Note: During the FPM process, CDE staff will expect to see the following statement. \*\*\*

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

## Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

\*\*\*Note: Education Code 35186 requires that the district's complaint form contain the elements stated in the following paragraph. In addition, Education Code 35186 requires that a notice be posted in each classroom in each school in the district, as specified below. See the accompanying exhibits for a sample form and classroom notice. \*\*\*

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

#### Legal Reference:

##### EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedures

35292.5 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

##### CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

#### Management Resources:

##### WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

# **CSBA Sample**

## **Administrative Regulation**

### **Bomb Threats**

AR 3516.2

#### **Business and Noninstructional Operations**

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)  
(cf. 4040 - Employee Use of Technology)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

#### **Receiving Threats**

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

#### **Response Procedure**

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the Superintendent or designee. If the threat is in writing, the employee shall place the



message in an envelope and take note of where and by whom it was found.

2. Any student or employee who sees a suspicious package shall promptly notify the Superintendent or designee.

3. The Superintendent or designee shall immediately use fire drill signals and initiate standard evacuation procedures as specified in the emergency plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.1 - Fire Drills and Fires)

4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. No school staff shall search for or handle any explosive or incendiary device.

(cf. 3515.3 - District Police/Security Department)

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

(cf. 3516.5 - Emergency Schedules)

To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

(cf. 1112 - Media Relations)

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

(cf. 6164.2 - Guidance/Counseling Services)

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE

44810 Willful interference with classroom conduct

48900 Grounds for suspension or expulsion

51202 Instruction in personal and public health and safety

**PENAL CODE**

17 Felony, misdemeanor, classification of offenses

148.1 False report of explosive or facsimile bomb

245 Assault with deadly weapon or force likely to produce great bodily injury; punishment

**Management Resources:**

**CSBA PUBLICATIONS**

911: A Manual for Schools and the Media During a Campus Crisis, 2001

**U.S. DEPARTMENT OF HOMELAND SECURITY PUBLICATIONS**

Bomb Threat Checklist

**WEB SITES**

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

U.S. Department of Homeland Security: <http://www.dhs.gov>

U.S. Department of Treasury, Bureau of Alcohol, Tobacco, Firearms and Explosives:  
<http://www.THREATPLAN.org>

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# **CSBA Sample**

## **Administrative Regulation**

### **Earthquake Emergency Procedure System**

AR 3516.3

#### **Business and Noninstructional Operations**

##### Earthquake Preparedness

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may work with the California Governor's Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake

4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

#### Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished, if possible, before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.
4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.
5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

#### Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

#### Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

(cf. 3543 - Transportation Safety and Emergencies)

#### Subsequent Emergency Procedures

After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.

2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.
8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

(cf. 1112 - Media Relations)

**Legal Reference:**

**EDUCATION CODE**

32280-32289 School safety plans

**GOVERNMENT CODE**

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System

**CODE OF REGULATIONS, TITLE 19**

2400-2450 Standardized Emergency Management System

**Management Resources:**

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS**

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty  
Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

School Emergency Response: Using SEMS at Districts and Sites, June 1998

**FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS**

Guidebook for Developing a School Earthquake Safety Program, 1990

**WEB SITES**

American Red Cross: <http://www.redcross.org>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Federal Emergency Management Agency: <http://www.fema.gov/hazards/earthquakes>

National Incident Management System: <http://www.fema.gov/emergency/nims>

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# **Pacific Elementary School District**

Board of Trustees Meeting  
**Thursday, December 15, 2016 @ 4:00 PM**  
Pacific Elementary School, Davenport, CA

## **Pacific School Mission Statement**

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

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

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

## **Board Meeting Agenda**

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

- 1.1. Call to Order
- 1.2. Roll Call & Establishment of Quorum
  - 1.2.1. Gwyan Rhabyt, Board President
  - 1.2.2. Don Croll, Board Trustee
  - 1.2.3. Leanne Salandro, Board Trustee
- 1.3. Approval of the agenda for October 20<sup>th</sup>, 2016
  - 1.3.1. Agenda deletions, additions, or changes of sequence

### **2. PUBLIC COMMENTS**

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

### **3. REPORTS**

- 3.1. Superintendent Report
- 3.2. Board Member Reports
- 3.3. School Site Council Report
- 3.4. Parents Club Report
- 3.5. Approve hiring of Maria Chomentowski, SCIA, and Jennifer Bird, SDC Teacher



4. **CONSENT AGENDA:** These matters may be passed by one roll call motion. Board Members may remove items from the agenda for a separate discussion and vote.
  - 4.1. Approval of Minutes of the Board Meetings on November 17<sup>th</sup>, 2016
  - 4.2. Approval of Warrant Register
  - 4.3. Justification Study Contract
  - 4.4. Property Tax Comparison
  - 4.5. Approve hiring
    - 4.5.1. Jennifer Bird, effective 11/14/16, as a .6 FTE Special Day Class Teacher
    - 4.5.2. Maria Chomentowski, effective 11/18/16, as a SCIA
  - 4.6. Budget Management's Discussion and Analysis
5. **PUBLIC HEARINGS**
  - 5.1. 1<sup>st</sup> Interim Financial Report and Financial Solvency for 2016-17 – The Board will hear public comments about adjustments to the budget midway through the fiscal year.
6. **BOARD RESOLUTIONS**
  - 6.1. Resolution 2017-12 Reconfirming the Fund Balance Policy
  - 6.2. Resolution 2017-13 Accounting of Development Fees for 2015-16 Fiscal Year
  - 6.3. Resolution 2017-14 Authorization to obtain credit card for District
7. **ITEMS TO BE TRANSACTED AND/OR DISCUSSED**
  - 7.1. Annual Organizational Meeting
    - 7.1.1. Appointment In-Lieu of Election & Oath of Office
    - 7.1.2. Elect President for 2017
    - 7.1.3. Elect Vice-President for 2017
    - 7.1.4. Appoint Secretary to the Board for 2017
    - 7.1.5. Approve Board Meeting Calendar Dates for 2017-18 -- The Board will decide the dates for board meetings for the following school year.
    - 7.1.6. Approve Board Committee Appointments for the 2017 Calendar Year – The Board will review the committee appointments for the following year.
    - 7.1.7. Elect Trustee to county committee on school district organization (Education Code 35023) – The Board will designate one Trustee as a representative to the county's committee on reorganization.
    - 7.1.8. Nominate Candidate for the 2017 CSBA Delegate Assembly -- The Board will consider nominations for the CSBA Delegate Assembly.
  - 7.2. 1<sup>st</sup> Interim Report – The 1<sup>st</sup> Interim Report reflects 10/31/16 year-to-date and projected fiscal data for all funds of the district. Included is the 3-year projection and assumptions used for these projections. The district will be able to meet its financial obligations for the current and 2 subsequent fiscal years.
  - 7.3. Approval of Board Policies, Administrative Regulations, Board Bylaws, & Exhibits
    - 7.3.1. BP & AR 5117
    - 7.3.2. BP 1431 Waivers
    - 7.3.3. BP 1325 Advertising and Promotion
    - 7.3.4. BP & AR 1312.3 Uniform Complaint Procedures
    - 7.3.5. AR & E 1312.4 Williams Uniform Complaint Procedures
    - 7.3.6. BP & AR 1250 Visitors/Outsiders
    - 7.3.7. BP & AR 1240 Volunteer Assistance

- 7.3.8. BP & AR 1230 School-Connected Organizations
- 7.3.9. BP1160 Political Processes
- 7.3.10. BP 1114 District-Sponsored Social Media
- 7.3.11. BP 1150 Commendations and Awards
- 7.3.12. BP 1100 Communication with the Public
- 7.3.13. BP & AR 1113 District and School Web Sites
- 7.4. Withdraw of Board Policies, Administrative Regulations, Board Bylaws, & Exhibits
  - 7.4.1. BP 3111 Deferred Maintenance Funds (obsolete)
  - 7.4.2. BP 3314.2 Revolving Funds (not a fund maintained in the district)
  - 7.4.3. AR 3516.2 Bomb Threats (optional policy; information now contained in Safety Plans)
  - 7.4.4. AR 3516.3 Earthquake Preparedness (optional policy; information now contained in Safety Plans)
  - 7.4.5. AR 3541.2 Transportation for Students with Disabilities (currently no AR in Gamut manual; issue covered in Board Policy 3541.2)
- 7.5. Approve Interdistrict Transfer Procedures. At the previous board meeting (11/17/16), the board approved BP & AR 5117, which govern interdistrict transfers. It was determined that more guidance for implementing the policy was needed. The Procedures were developed to address this need.

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

- 8.1. Next Regular Board Meeting: January 19<sup>th</sup>, 2017

## **9. CLOSED SESSION**

## **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**

### **Communication With The Public**

BP 1100

#### **Community Relations**

The Governing Board recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the schools and district and to be responsive to the concerns and interests of the community. The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 9000 - Role of the Board)

The Superintendent or designee shall provide the Board and staff with communications protocols and procedures to assist the district in presenting a consistent, unified message on district issues. Such protocols and procedures may include, but are not limited to, identification of the spokesperson(s) authorized to speak to the media on behalf of the district, strategies for coordinating communications efforts and activities, and legal requirements pertaining to confidentiality as well as the public's right to access records.

(cf. 1112 - Media Relations)  
(cf. 1340 - Access to District Records)  
(cf. 2111 - Superintendent Governance Standards)  
(cf. 3580 - District Records)  
(cf. 5125 - Student Records)  
(cf. 5125.1 - Release of Directory Information)  
(cf. 9005 - Governance Standards)  
(cf. 9010 - Public Statements)  
(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Superintendent or designee shall utilize a variety of communications methods in order to provide the public with access to information. Such methods may include, but are not limited to, district and school newsletters, web sites, social networking pages or other online communications technologies, direct email communications, mailings, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local

governments, community organizations, and businesses.

- (cf. 0510 - School Accountability Report Card)
- (cf. 1020 - Youth Services)
- (cf. 1113 - District and School Web Sites)
- (cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
- (cf. 1700 - Relations Between Private Industry and the Schools)

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including individuals with disabilities and those whose primary language is not English.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)

The Superintendent or designee shall ensure that staff members are responsive to requests by parents/guardians or members of the public for information or assistance and may provide staff with professional development in their "customer service" role as needed.

- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

The Superintendent or designee shall provide multiple opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to become involved in school activities, participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, and use the district's complaint procedures as appropriate.

- (cf. 1220 - Citizen Advisory Committees)
- (cf. 1230 - School-Connected Organizations)
- (cf. 1240 - Volunteer Assistance)
- (cf. 1250 - Visitors/Outsiders)
- (cf. 1260 - Educational Foundation)
- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 1312.3 - Uniform Complaint Procedures)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 3555 - Nutrition Program Compliance)
- (cf. 6020 - Parent Involvement)
- (cf. 9322 - Agenda/Meeting Materials)
- (cf. 9323 - Meeting Conduct)

Prohibition Against Mass Mailings at Public Expense

No newsletter or other mass mailing, as defined in Government Code 82041.5 and 2 CCR 18901, shall be sent by the district at public expense if such material aggrandizes one or more Board members. The name, signature, or photograph of a Board member may be included in such materials only as permitted by 2 CCR 18901. (Government Code 82041.5, 89001; 2 CCR 18901)

Any newsletter or mass mailing regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board policy.

(cf. 1160 - Political Processes)

#### Comprehensive Communications Plan

The Superintendent or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored to each target audience, timelines, persons responsible for each activity, and budget implications.

(cf. 0200 - Goals for the School District)

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, community leaders, state or federal legislators or agencies, and/or other segments of the public.

The plan shall incorporate strategies for effective communications during a crisis or other emergency situation that may arise.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall periodically evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

Legal Reference:  
EDUCATION CODE

7054 Use of district property or funds re: ballot measures and candidates

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

48980-48985 Parental notifications

#### GOVERNMENT CODE

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001 Newsletter or mass mailing

#### CODE OF REGULATIONS, TITLE 2

18901 Mass mailings sent at public expense

18901.1 Campaign-related mailings sent at public expense

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

#### Management Resources:

##### WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

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# **CSBA Sample**

## **Board Policy**

### **District And School Web Sites**

BP 1113

#### **Community Relations**

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school web sites. The use of district and school web sites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

(cf. 0000 - Vision)

(cf. 0440 - District Technology Plan)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6020 - Parent Involvement)

#### **Design Standards**

The Superintendent or designee shall establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

The district's design standards shall address the accessibility of district-sponsored web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

#### **Guidelines for Content**

The Superintendent or designee shall develop content guidelines for district and school web sites and shall assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school web sites.

(cf. 1325 - Advertising and Promotion)

## Privacy Rights

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school web sites.

(cf. 1340 - Access to District Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 5125 - Student Records)

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school web sites.

(cf. 5125.1 - Release of Directory Information)

OPTION 1: Photographs of individual students may be published, together with their names, except when their parent/guardian has notified the district in writing to not release the student's photograph without prior written consent in accordance with BP/AR 5125.1 - Release of Directory Information.

OPTION 2: Because of the wide accessibility of the Internet and potential risk to students, photographs of individual students shall not be published with their names or other personally identifiable information without the prior written consent of the student's parent/guardian.

Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.

Staff members' home addresses or telephone numbers shall not be posted on district or school web sites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

No public safety official shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)



(cf. 3515.3 - District Police/Security Department)

Legal Reference:

EDUCATION CODE

35182.5 Contracts for advertising  
35258 Internet access to school accountability report cards  
48907 Exercise of free expression; rules and regulations  
48950 Speech and other communication  
49061 Definitions, directory information  
49073 Release of directory information  
60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers  
6254.21 Publishing addresses and telephone numbers of officials  
6254.24 Definition of public safety official  
11135 Nondiscrimination; accessibility to state web sites

PENAL CODE

14029.5 Prohibition against publishing personal information of person in witness protection program

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 29

794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

COURT DECISIONS

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Management Resources:

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

California Department of Education, Web Accessibility Standards:

<http://www.cde.ca.gov/re/di/ws/webaccessstds.asp>

California School Public Relations Association: <http://www.calspra.org>

U.S. Department of Justice, Americans with Disabilities Act: <http://www.ada.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

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# **CSBA Sample**

## **Board Policy**

### **District-Sponsored Social Media**

BP 1114

#### **Community Relations**

The Governing Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

(cf. 0000 - Vision)  
(cf. 0440 - District Technology Plan)  
(cf. 1100 - Communication with the Public)  
(cf. 1112 - Media Relations)  
(cf. 1113 - District and School Web Sites)  
(cf. 6020 - Parent Involvement)  
(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall develop content guidelines and protocols for official district social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

#### **Guidelines for Content**

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

(cf. 5145.2 - Freedom of Speech/Expression)  
(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall ensure that the limited purpose of the official district social media platforms is clearly communicated to users. Each site shall contain a statement that

specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

(cf. 5131 - Conduct)

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

(cf. 4040 - Employee Use of Technology)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 6163.4 - Student Use of Technology)

Users of official district social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

(cf. 1340 - Access to District Records)  
(cf. 9012 - Board Member Electronic Communications)

## Privacy

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media platforms.

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in BP 1113 - District and School Web Sites, shall also apply to official district social media platforms.

(cf. 5125.1 - Release of Directory Information)

Social media and networking sites and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5022 - Student and Family Privacy Rights)  
(cf. 5125 - Student Records)

#### Legal Reference:

##### EDUCATION CODE

32261 School safety, definitions of bullying and electronic act  
35182.5 Contracts for advertising  
48900 Grounds for suspension and expulsion  
48907 Exercise of free expression; rules and regulations  
48950 Speech and other communication  
49061 Definitions, directory information  
49073 Release of directory information  
60048 Commercial brand names, contracts or logos

##### GOVERNMENT CODE

3307.5 Publishing identity of public safety officers  
6250-6270 Public Records Act, especially:  
6254.21 Publishing addresses and phone numbers of officials  
6254.24 Definition of public safety official  
54952.2 Brown Act, definition of meeting

##### UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

##### UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

##### UNITED STATES CODE, TITLE 29

157 Employee rights to engage in concerted, protected activity  
794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

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

99.1-99.67 Family Educational Rights and Privacy

##### COURT DECISIONS

Page v. Lexington County School District, (2008, 4th Cir.) 531 F.3d 275  
Downs v. Los Angeles Unified School District, (2000) 228 F.3d 1003  
Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112  
Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37  
Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853  
NATIONAL LABOR RELATIONS BOARD DECISIONS  
18-CA-19081 Sears Holdings, December 4, 2009

#### Management Resources:

##### FACEBOOK PUBLICATIONS

Facebook for Educators Guide, 2011

##### WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>  
Facebook in Education: <http://www.facebook.com/education>  
Facebook for Educators: <http://facebookforeducators.org>  
Facebook, privacy resources: <http://www.facebook.com/fbprivacy>

Issued: 7/11

# **CSBA Sample**

## **Board Policy**

### **Commendations And Awards**

BP 1150

#### **Community Relations**

To encourage community involvement in district programs and activities, the Governing Board may publicly recognize and commend parents/guardians, community members, businesses, and organizations that make outstanding contributions or provide longstanding service to the district or district students.

(cf. 1000 - Concepts and Roles)

(cf. 1020 - Youth Services)

(cf. 1240 - Volunteer Assistance)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 3290 - Gifts, Grants and Bequests)

Any Board member, employee, parent/guardian, student, or community member may recommend an individual or organization for Board recognition. He/she shall submit to the Superintendent or designee the name of the individual or organization and a description of the outstanding contribution or service.

At the Board's discretion, the Board may present a letter of recognition, Board resolution, plaque, or other award at a public Board meeting or may hold a reception or informal recognition activity. The Board also may designate a day, week, or month for special recognition of volunteers.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)

(cf. 5126 - Awards for Achievement)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

44015 Awards to employees and students

CALIFORNIA CONSTITUTION  
Article 16, Section 6 Gifts of public funds

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# **CSBA Sample**

## **Board Policy**

### **Political Processes**

BP 1160

### **Community Relations**

The Governing Board has a responsibility to actively advocate fiscal and public policy that supports the district's schools and the children in the community. The Board shall be proactive in defining the district's advocacy agenda based on the district's vision and goals and the needs of the district and community. The Board's advocacy efforts shall be conducted in accordance with legal requirements.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

(cf. 9000 - Role of the Board)

(cf. 9010 - Public Statements)

### **Ballot Measures/Candidates**

No district funds, services, supplies, or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

The Board may discuss and study the potential effect of proposed or qualified ballot measures on the district's schools at an open and agendaized Board meeting. The Board's discussion of the effect of such measures shall include an opportunity for staff and members of the public to speak on all sides of the issue. At that meeting, the Board may adopt a position or resolution in support of or in opposition to a ballot measure. The language in any resolution adopted by the Board shall not urge the public to take any action regarding the measure.

(cf. 9320 - Meetings and Notices)

The Board's position on a ballot measure, including any resolution, shall be publicized only through normal district procedures and consistent with regular district practice for reporting Board actions. Such publicity shall be for informational purposes and shall not attempt to influence voters.

The Superintendent or designee may use district resources to provide students, parents/guardians, and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the district. (Education Code 7054)

(cf. 1100 - Communication with the Public)

In preparing or distributing such informational material, the Superintendent or designee shall analyze the material to help ensure that it is an appropriate informational activity, provides a fair analysis of the issues, and does not advocate passage or defeat of a measure or candidate.

District resources, including email or computer systems, shall not be used to disseminate campaign literature. In addition, district resources shall not be used to purchase advertisements, bumper stickers, posters, or similar promotional items that advocate an election result or urge voters to take any action in support of or in opposition to a measure.

(cf. 1325 - Advertising and Promotion)

Political activity related to district bond measures shall, in addition to the above, be subject to the following conditions:

1. The Superintendent or designee may research, draft, and prepare a district bond measure or other initiative for the ballot, but shall not use district resources to influence voters or otherwise campaign for the measure.
2. Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

If the presentation occurs during working hours, the employee representing the district shall not urge a citizens' group to vote for or against the bond measure.

3. The Board or any individual Board member may file a written argument for the ballot that is either for or against any school measure. (Elections Code 9501)

## Legislation

The Board's responsibility as an advocate for the district may include lobbying and outreach at the state, national, and local levels. The Board and Superintendent or designee shall work to establish and maintain ongoing relationships with elected officials, community leaders, and the media in order to communicate district positions and concerns.

(cf. 1020 - Youth Services)  
(cf. 1112 - Media Relations)  
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 7131 - Relations with Local Agencies)

The Board and Superintendent shall develop an advocacy action plan to define expectations and responsibilities. This plan may include, but is not limited to, legislative priorities, strategies for outreach to the media and community, development of key messages and talking points, and adoption of positions on specific legislation, regulations, or budget proposals.

In order to strengthen legislative advocacy efforts, the district may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members in accordance with Government Code 53060.5.

The district may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its advocacy activities. However, informational materials about legislation shall not urge the public to lobby the legislature, Governor, or state agencies on behalf of the district.

As necessary, the Board may direct the Superintendent or designee to draft legislative or regulatory proposals which serve the district's interests.

#### Legal Advocacy

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the district may join with other districts or parties in order to resolve the issue through litigation or other appropriate means.

(cf. 9124 - Attorney)  
(cf. 9321 - Closed Session Purposes and Agendas)

#### Political Forums

Forums on political issues may be held in district facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

(cf. 1330 - Use of School Facilities)

Legal Reference:

EDUCATION CODE

7050-7058 Political activities of school officers and employees, including:

7054 Use of district property

7054.1 Requested appearance

7056 Soliciting or receiving political funds

35160 Authority of governing boards

35172 Promotional activities

ELECTIONS CODE

9501 School district elections, arguments for or against a measure

GOVERNMENT CODE

8314 Unlawful use of state resources

53060.5 Attendance at legislative body; expenses

54953.5 Right to record proceedings

54953.6 Broadcasts of proceedings

81000-91015 Political Reform Act, including:

82031 Definition of independent expenditure

CODE OF REGULATIONS, TITLE 2

18600-18640 Lobbyists

18901.1 Campaign related mailings sent at public expense

COURT DECISIONS

Vargas v. City of Salinas, (2009) 46 Cal. 4th 1

Santa Barbara County Coalition Against Automobile Subsidies v. Santa Barbara County

Association of Governments, (2008) 167 Cal.App.4th 1229

Yes on Measure A v. City of Lake Forest, (1997) 60 Cal.App.4th 620

Choice-in-Education League et al v. Los Angeles Unified School District, (1993) 17 Cal.App.4th 415

League of Women Voters v. Countywide Criminal Justice Coordination Committee, (1988) 203 Cal.App.3d 529

Miller v. Miller, (1978) 87 Cal.App.3d 762

Stanson v. Mott, (1976) 17 Cal. 3d 206

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 46 (2005)

73 Ops.Cal.Atty.Gen. 255 (1990)

Management Resources:

CSBA PUBLICATIONS

Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

Legal Guidelines for Lobbying Activity, Fact Sheet, February 2011

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Legal Issues Associated with Use of Public Resources and Ballot Measure Activities, June 2010

WEB SITES

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

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute for Local Government: <http://www.ca-ilg.org>

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# **CSBA Sample**

## **Board Policy**

### **School-Connected Organizations**

BP 1230

#### **Community Relations**

The Governing Board recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting the district's educational and extracurricular programs. The Board appreciates the contributions made by such organizations toward the Board's vision for student learning and for providing all district students with high-quality educational opportunities.

(cf. 0200 - Goals for the School District)

(cf. 6020 - Parent Involvement)

Persons proposing to establish a school-connected organization shall submit a request to the Board for authorization to operate within the district or at a district school.

A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school or district. Each school-connected organization shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable.

In addition, activities by school-connected organizations shall be conducted in accordance with law, Board policies, administrative regulations, and any rules of the sponsoring school.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall establish appropriate rules for the relationship between school-connected organizations and the district.

A school-connected organization shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at that school. (Education Code 51521)

(cf. 1321 - Solicitation of Funds from and by Students)  
(cf. 1330 - Use of School Facilities)  
(cf. 3452 - Student Activity Funds)

A school-connected organization may consult with the principal to determine school needs and priorities.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code 49011)

(cf. 3260 - Fees and Charges)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex  
35160 Authority of governing boards  
38130-38138 Civic Center Act, use of school property for public purposes  
48931 Authorization for sale of food by student organization  
48932 Authorization for fund-raising activities by student organization  
49011 Student fees  
49431-49431.7 Nutritional standards  
51520 Prohibited solicitation on school premises  
51521 Fund-raising project

##### BUSINESS AND PROFESSIONS CODE

17510-17510.95 Solicitations for charitable purposes  
25608 Alcohol on school property; use in connection with instruction

##### GOVERNMENT CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

##### PENAL CODE

319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

15500 Food sales in elementary schools

15501 Food sales in high schools and junior high schools

15575-15578 Requirements for foods and beverages outside the federal meals program

CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 7

210.11 Competitive food services

220.12 Competitive food services

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference

WEB SITES

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

California Office of the Attorney General, charitable trust registry: <http://caag.state.ca.us/charities>

California State PTA: <http://www.capta.org>

Fiscal Crisis and Management Assistance Team (FCMAT); <http://www.fcmat.org>

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# **CSBA Sample**

## **Board Policy**

### **Volunteer Assistance**

BP 1240

#### **Community Relations**

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

(cf. 1000 - Concepts and Roles)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to

the extent that they enhance the classroom or school and comply with employee negotiated agreements.

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 3515.2 - Disruptions)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

(cf. 1150 - Commendations and Awards)

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

(cf. 0500 - Accountability)

Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district. (Labor Code 3364.5)

(cf. 3530 - Risk Management/Insurance)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs  
44010 Sex offense; definition  
44814-44815 Supervision of students during lunch and other nutrition periods  
45125 Fingerprinting requirements  
45125.01 Interagency agreements for criminal record information  
45340-45349 Instructional aides  
45360-45367 Teacher aides  
48981 Parental notifications  
49024 Activity Supervisor Clearance Certificate  
49406 Examination for tuberculosis  
GOVERNMENT CODE  
3543.5 Prohibited interference with employees' rights  
12940 Prohibited discrimination and harassment  
HEALTH AND SAFETY CODE  
1596.7995 Immunization requirements for volunteers in child care center or preschool  
1596.871 Fingerprints of individuals in contact with child day care facility clients  
LABOR CODE  
1720.4 Public works; exclusion of volunteers from prevailing wage law  
3352 Workers' compensation; definitions  
3364.5 Authority to provide workers' compensation insurance for volunteers  
PENAL CODE  
290 Registration of sex offenders  
290.4 Information re: sex offenders  
290.95 Disclosure by person required to register as sex offender  
626.81 Sex offender; permission to volunteer at school  
CODE OF REGULATIONS, TITLE 22  
101170 Criminal record clearance  
101216 Health screening, volunteers in child care centers  
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS  
Whisman Elementary School District, (1991) PERB Decision No. 868

#### Management Resources:

#### WEB SITES

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

California Department of Education, Parents/Family and Community:

<http://www.cde.ca.gov/ls/pf>

California Department of Justice, Megan's Law: <http://www.meganslaw.ca.gov>

California Parent Teacher Association: <http://www.capta.org>

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

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# **CSBA Sample**

## **Board Policy**

### **Visitors/Outsiders**

BP 1250

#### **Community Relations**

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

(cf. 6116 - Classroom Interruptions)

OPTION 1: Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

OPTION 2: All outsiders, as defined in law and administrative regulation, shall register immediately upon entering any school building or grounds when school is in session. (Penal Code 627.2)

(cf. 1112 - Media Relations)

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 3515.2 - Disruptions)

#### Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

#### Legal Reference:

##### EDUCATION CODE

32210 Willful disturbance of public school or meeting  
32211 Threatened disruption or interference with classes; misdemeanor  
32212 Classroom interruptions  
35160 Authority of governing boards  
35292 Visits to schools (board members)  
49091.10 Parental right to inspect instructional materials and observe school activities  
51101 Parent Rights Act of 2002

51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off to participate in child's educational activities

PENAL CODE

290 Sex offenders

626-626.10 Schools

626.81 Misdemeanor for registered sex offender to come onto school grounds

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

COURT DECISIONS

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

(10/96 7/10) 3/12

# **CSBA Sample**

## **Board Policy**

### **Uniform Complaint Procedures**

BP 1312.3

#### **Community Relations**

\*\*\*Note: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 mandates districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. Pursuant to 5 CCR 4610, districts are required to adopt a uniform system of procedures that meets specified requirements for investigating and resolving complaints alleging (1) noncompliance with state and federal laws and regulations governing educational programs; (2) noncompliance with state law prohibiting the charging of student fees; or (3) unlawful discrimination (such as discriminatory harassment, intimidation, and bullying). Although some bullying incidents may not fall within the provisions of 5 CCR 4610, BP 5131.2 - Bullying strongly recommends that districts use the UCP to investigate all bullying incidents, regardless of whether there is an allegation of discriminatory bullying, to ensure consistent implementation by district staff. It is not always easy or possible for staff to know prior to an investigation whether a student was bullied because of his/her actual or perceived membership in a legally protected class. After investigation, bullying incidents found to involve unlawful discrimination would then be resolved using the UCP. Districts that are concerned about the capacity of a single district compliance officer to handle a possible increase in the number of UCP complaints, or that prefer to handle certain incidents at the school site level whenever possible, may designate multiple compliance officers in accordance with the accompanying administrative regulation.\*\*\*

\*\*\*Note: Education Code 52075 mandates districts to adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan. For plan requirements, see BP/AR 0460 - Local Control and Accountability Plan. In addition, legislation enacted in 2015 authorizes the use of the UCP to resolve complaints of noncompliance with laws related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content, and physical education instructional minutes, as specified in items #3 and #6-9 below. Finally, a district should adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging retaliation in response to a complaint.\*\*\*

\*\*\*Note: The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code 234.1, and (2) records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.\*\*\*

\*\*\*Note: The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title II of the Americans with Disabilities Act (20 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000e-17), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107). OCR has issued guidance describing federal requirements for discrimination complaint procedures. OCR requires such procedures to be "prompt and equitable." The factors OCR examines to evaluate each district's procedures are specified in the accompanying administrative regulation, including whether and how the procedures (1) provide notice of the procedures to the district's students, parents/guardians, and employees; (2) ensure adequate, reliable, and impartial investigation of complaints; (3) contain reasonably prompt timeframes for major stages of the complaint process; (4) provide notice to the complainant of the resolution of the complaint; and (5) provide an assurance that action will be taken to prevent recurrence of any discrimination found and to correct its effects.\*\*\*

\*\*\*Note: CSBA staff received feedback and comments from representatives of CDE and OCR regarding this policy and the accompanying administrative regulation. As a result, the sample policy and regulation have been drafted to go beyond the requirements of California's UCP laws and regulations in an attempt to address issues and concerns raised by CDE and OCR. While CDE and OCR have not approved or signed off on the samples, CSBA believes that the additional details provided herein may help school districts and county offices of education during any compliance check by CDE or in the event that a CDE or OCR investigation occurs.\*\*\*

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)  
(cf. 3555 - Nutrition Program Compliance)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5148 - Child Care and Development)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 6159 - Individualized Education Program)  
(cf. 6171 - Title I Programs)  
(cf. 6174 - Education for English Language Learners)



(cf. 6175 - Migrant Education Program)  
(cf. 6178 - Career Technical Education)  
(cf. 6178.1 - Work-Based Learning)  
(cf. 6178.2 - Regional Occupational Center/Program)  
(cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)

\*\*\*Note: Pursuant to Education Code 222, as added by AB 302 (Ch. 690, Statutes of 2015), a district is required to provide specified accommodations to lactating students on campus, and a complaint may be filed using the UCP when any such student is denied such accommodations.\*\*\*

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)  
(cf. 3320 - Claims and Actions Against the District)

\*\*\*Note: Item #5 below is mandated pursuant to Education Code 52075.\*\*\*

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

\*\*\*Note: Item #6 below permits the use of the UCP for resolving complaints of district

noncompliance with law related to specified educational rights of a foster youth pursuant to Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015). For details of the educational rights of foster youth, see BP/AR 6173.1 - Education for Foster Youth.\*\*\*

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

\*\*\*Note: Item #7 below permits the use of the UCP for resolving complaints of district noncompliance with law related to specified educational rights of a homeless student pursuant to Education Code 51225.1-51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015). For details of the educational rights of homeless students, see BP/AR 6173 - Education for Homeless Children.\*\*\*

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

\*\*\*Note: Item #8 below is for districts that serve grades 9-12 students. Pursuant to Education Code 51228.1 and 51228.2, as added by AB 1012 (Ch. 703, Statutes of 2015) and as specified below, a UCP complaint may be filed against a district that assigns a student to a course with no educational content for more than one week in any semester or to a course which the student has previously completed, unless the district meets specified conditions. For more information, see BP 6152 - Class Assignment.\*\*\*

8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

\*\*\*Note: Item #9 below is for districts maintaining elementary schools. Pursuant to Education Code 51223, as amended by AB 1391 (Ch. 706, Statutes of 2015), the UCP may be used to file a complaint when an elementary school has not complied with the requirement to offer 200 minutes of physical education instruction each 10 school days. For details of this requirement, see BP/AR 6142.7 - Physical Education and Activity.\*\*\*

9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

\*\*\*Note: 5 CCR 4621 mandates that district policy ensure that complainants are protected from retaliation as specified in item #10 below.\*\*\*

10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

\*\*\*Note: Pursuant to 5 CCR 4610, a district may, at its discretion, use the UCP to investigate and resolve other complaints.\*\*\*

11. Any other complaint as specified in a district policy

\*\*\*Note: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. The following optional paragraph provides for a neutral mediator and should be revised to reflect district practice.\*\*\*

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

\*\*\*Note: The following paragraph is mandated pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances.\*\*\*

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if

appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

\*\*\*Note: It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is ever investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations.\*\*\*

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

(cf. 3580 - District Records)

#### Non-UCP Complaints

\*\*\*Note: 5 CCR 4611 details complaint issues that are not subject to the UCP. Such issues include, but are not limited to, allegations of child abuse, health and safety complaints regarding a child development program, allegations of fraud, and employment discrimination complaints. For procedures related to complaints of discrimination in employment, see AR 4030 - Nondiscrimination in Employment.\*\*\*

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

\*\*\*Note: Education Code 35186 requires the district to use the UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e.,

"Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, the CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure.\*\*\*

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records

49069.5 Rights of parents

49490-49590 Child nutrition programs

51210 Courses of study grades 1-6

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth and homeless children; course credits; graduation requirements

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially:

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

52300-52490 Career technical education

52500-52616.24 Adult schools

52800-52870 School-based program coordination

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56867 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

##### GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act  
PENAL CODE  
422.55 Hate crime; definition  
422.6 Interference with constitutional right or privilege  
CODE OF REGULATIONS, TITLE 5  
3080 Application of section  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs  
UNITED STATES CODE, TITLE 20  
1221 Application of laws  
1232g Family Educational Rights and Privacy Act  
1681-1688 Title IX of the Education Amendments of 1972  
6301-6577 Title I basic programs  
6801-6871 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative programs  
7301-7372 Title V rural and low-income school programs  
12101-12213 Title II equal opportunity for individuals with disabilities  
UNITED STATES CODE, TITLE 29  
794 Section 504 of Rehabilitation Act of 1973  
UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.107 Nondiscrimination on basis of disability; complaints  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy Act  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex  
110.25 Notification of nondiscrimination on the basis of age

#### Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
Dear Colleague Letter: Title IX Coordinators, April 2015  
Questions and Answers on Title IX and Sexual Violence, April 2014  
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013  
Dear Colleague Letter: Sexual Violence, April 2011  
Dear Colleague Letter: Harassment and Bullying, October 2010  
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001  
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS  
Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002  
WEB SITES  
CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>  
Family Policy Compliance Office: <http://familypolicy.ed.gov>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>  
U.S. Department of Justice: <http://www.justice.gov>

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# **CSBA Sample**

## **Board Policy**

### **Advertising And Promotion**

BP 1325

#### **Community Relations**

\*\*\*Note: The following optional policy addresses the distribution of commercial and noncommercial materials as well as advertising in school-sponsored publications and on school facilities by outside/nonschool groups. Student speech, including the distribution of printed materials by students, is addressed in BP/AR 5145.2 - Freedom of Speech/Expression.\*\*\*

The Governing Board establishes this policy to ensure effective and consistent implementation of its directions related to advertisements and promotions by nonschool groups in school-sponsored publications, web sites, and social media and on school facilities. Student speech shall be regulated in accordance with BP/AR 5145.2 - Freedom of Speech/Expression.

(cf. 1113 - District and School Web Sites)  
(cf. 1114 - District-Sponsored Social Media)  
(cf. 1330 - Use of School Facilities)  
(cf. 5145.2 - Freedom of Speech/Expression)  
(cf. 6145.5 - Student Organizations and Equal Access)

\*\*\*Note: School facilities and school-sponsored publications are public property and are subject to freedom of expression rights granted by the First Amendment to the United States Constitution and Article 1, Section 2 of the California State Constitution. However, because school facilities and school-sponsored publications are generally for school purposes, they are regarded as "nonpublic fora" and the Governing Board has extensive authority to regulate them. In exercising this authority, the Board may decide not to accept any form of advertising or distribution of materials (nonpublic forum), as stated in Option 1 below, or to accept some advertising and/or distribution of materials, but only from certain groups or on certain topics (limited public forum), as provided in Option 2. In addition, the Board may maintain a "nonpublic forum" for advertising in school publications or on school facilities while designating a "limited public forum" for distribution of materials at district schools, or a "nonpublic forum" at its elementary schools and a "limited public forum" at its high schools.\*\*\*

\*\*\*Note: Whichever option the district chooses, school officials should ensure that they enforce the policy in a consistent manner, as courts look beyond the district's intent as stated in its policy and look to the actual practice of school officials in determining whether a district facility or publication is a "nonpublic" or "limited public" forum (Board of Education of the Westside Community Schools v. Mergens). Because this area of law is complex, it is strongly recommended that legal counsel be consulted prior to the adoption of policy in this area.\*\*\*

**OPTION 1: Nonpublic Forum**



The Board believes that in order to maintain focus on academic achievement in district schools, students' exposure to the persuasive influence of marketing should be minimized. The Superintendent or designee shall not allow any advertisement from any nonschool group to be included in any district- or school-sponsored publication, web site, or social media, or to be posted on any school property such as scoreboards and billboards. In addition, no nonschool group's announcement, flyer, or other promotional material shall be disseminated by the district or distributed at any school facility or grounds.

\*\*\*Note: Districts that have created a "nonpublic forum" must delete the remainder of this policy in order to ensure that their "nonpublic forum" status is maintained.\*\*\*

## OPTION 2: Limited Public Forum

\*\*\*Note: When the Board chooses Option 2, it may adopt any rules that are reasonable to achieve its intended purpose for the forum, as long as the rules do not discriminate against members of the public based on their viewpoints. In *Hills v. Scottsdale Unified School District 48*, the Ninth Circuit Court of Appeals held that the district discriminated against the plaintiff on the basis of his religious viewpoint and violated his First Amendment right when the district refused to distribute the plaintiff's brochure for summer camps because it included some religious classes, though it permitted the distribution of similar literature by secular groups.\*\*\*

The Board desires to promote positive relationships between district schools and the community in order to enhance community support and involvement in the schools. The Superintendent or designee may approve:

\*\*\*Note: The Board may select any or all of optional items #1-5 below to reflect the types of materials and/or advertising that it will allow.\*\*\*

1. Distribution of noncommercial materials that publicize services, special events, public meetings, or other gatherings of interest to students or parents/guardians

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 6162.8 - Research)

2. Distribution of promotional materials of a commercial nature to students or parents/guardians

(cf. 1700 - Relations Between Private Industry and the Schools)

3. Paid advertisements on school property, including, but not limited to, advertisements on billboards and scoreboards

4. Paid advertisements in school-sponsored publications, yearbooks, announcements, and other school communications, including web sites and social media

5. Products and materials donated by commercial enterprises for educational use, including those that bear the name and/or logo of the donor, as long as they do not unduly promote the donor or any commercial activity or product

(cf. 3290 - Gifts, Grants and Bequests)  
(cf. 6161.11 - Supplementary Instructional Materials)

\*\*\*Note: Generally, courts have upheld procedures that place reasonable "time, place, and manner" restrictions on materials to be distributed, as long as the same restrictions were placed on all materials (*Hemry v. School Board of Colorado Springs*). The district might want to consider developing procedures that limit the "time, place, and manner" of distributions, such as limiting distribution to before or after school hours or creating a central location for the distribution of all materials. Legal counsel should be consulted as appropriate.\*\*\*

Prior to the distribution, posting, or publishing of any nonschool group's promotional materials or advertisement, the Superintendent, principal, or designee shall review the materials or advertisement based on the criteria listed below. He/she may not disapprove materials or advertisement in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that is otherwise allowed by Board policy.

All materials to be distributed shall bear the name and contact information of the sponsoring entity.

\*\*\*Note: The district might also consider requiring sponsoring entities to include a disclaimer on all materials to be distributed. For example, a disclaimer might state that "this event is not school-sponsored or approved" or that "opinions are not necessarily those of the school district or school personnel." The district should consult legal counsel as appropriate.\*\*\*

As necessary, the Superintendent, principal, or designee shall require a disclaimer on any nonschool group's promotional materials to be distributed, posted, or published, stating that the distribution, posting, or publishing of the materials does not imply district endorsement of the group's activities, products, or services. District- and school-sponsored publications shall include a disclaimer stating that the district or school does not endorse any advertised products or services.

#### Criteria for Approval

\*\*\*Note: The following optional section is for use by districts that select Option 2 (limited public forum) above and may be revised to reflect criteria established by the Board.\*\*\*

The Superintendent, principal, or designee shall not accept for distribution any materials or advertisements that:

1. Are lewd, obscene, libelous, or slanderous
2. Incite students to commit unlawful acts, violate school rules, or disrupt the orderly operation of the schools

\*\*\*Note: Optional item #3 below prohibits the distribution of political materials or political advertising except under certain circumstances. Pursuant to Education Code 7058, the Board may conduct a political forum if it is made available to all sides on an equitable basis.\*\*\*

3. Promote any particular political interest, candidate, party, or ballot measure, unless the candidates or advocates from all sides are provided the opportunity to present their views to the students during school hours or during events scheduled pursuant to the Civic Center Act

(cf. 1160 - Political Processes)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

\*\*\*Note: In *DiLoreto v. Downey Unified School District*, the Ninth Circuit Court of Appeals held that a district's refusal to post a paid religious advertisement featuring the Ten Commandments on an athletic field fence reserved for commercial advertising was a reasonable way for the district to avoid being placed on one side of a controversial issue. The court concluded that, as a nonpublic forum, the district had the right to regulate content since it did not open the forum (the fence) to all expressive activities but, in fact, had reserved it for commercial speech. Districts wishing to establish policy dealing with the distribution of religious materials should consult legal counsel.\*\*\*

4. Proselytize or position the district on any side of a controversial issue

(cf. 6144 - Controversial Issues)

5. Discriminate against, attack, or denigrate any group on account of any unlawful consideration

(cf. 0410 - Nondiscrimination in District Programs and Activities)

6. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, non-nutritious foods and beverages, and movies or products unsuitable for children

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

7. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy

(cf. 1321 - Solicitation of Funds from and by Students)

8. Distribute unsolicited merchandise for which an ensuing payment is requested

The Superintendent or designee also may consider the educational value of the materials or advertisements, the age or maturity of the students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students, or are of intrinsic value to the students or their parents/guardians.

(cf. 0000 - Vision)

Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks, as deemed appropriate by the Superintendent or designee in accordance with law and Board policy.

Legal Reference:

CALIFORNIA CONSTITUTION

Article 1, Section 2 Free speech rights

EDUCATION CODE

7050-7058 Political activities of school officers and employees

35160 Authority of governing boards

35160.1 Broad authority of school districts

35172 Promotional activities

38130-38138 Civic Center Act

BUSINESS AND PROFESSIONS CODE

25664 Advertisements encouraging minors to drink

U.S. CONSTITUTION

Amendment 1, Freedom of speech and expression

COURT CASES

Hills v. Scottsdale Unified School District 48, (2003) 329 F.3d 1044

DiLoreto v. Downey Unified School District, (1999) 196 F.3d 958

Yeo v. Town of Lexington, (1997) U.S. First Circuit Court of Appeals, No. 96-1623

Hemry v. School Board of Colorado Springs, (D.Col. 1991) 760 F.Supp. 856

Bright v. Los Angeles Unified School District, (1976) 134 Cal. Rptr. 639, 556 P.2d 1090, 18 Cal. 3d 350

Lehman v. Shaker Heights, (1974) 418 U.S. 298

Management Resources:

CSBA PUBLICATIONS

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards,  
Policy Brief, March 2006

WEB SITES

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

# SANTA CRUZ COUNTY OFFICE OF EDUCATION

## DEVELOPER FEE RATES

(PROJECTS OF 500 ADJUSTED SQ. FEET OR LESS, FULL-TIME DAY SCHOOLS, LIBRARIES AND CHURCHES ARE EXEMPT FROM PAYMENT: RESIDENTIAL OR COMMERCIAL)

NOTE: SENIOR CITIZEN'S HOUSING MUST MEET SPECIFIC REGULATIONS

<b>RESIDENTIAL:</b>	<b>REGULAR RATE</b>	<b>SENIOR CITIZEN HOUSING RATE</b>	
<u><b>DISTRICT</b></u>			<u><b>APPORTIONMENT</b></u>
BONNY DOON	<b>1.84</b>	.33 (.17/.16)	<b>.92 to BD / .92 to SC (High School)</b>
HAPPY VALLEY	<b>2.05</b>	.33(.17/.16)	<b>1.03 HV / 1.02 SC (High School)</b>
*LIVE OAK	<b>2.05</b>	.33 (.21 /.12)	<b>1.34 LO / .71 SC (High School)</b>
MOUNTAIN	<b>1.84</b>	.33(.17/.16)	<b>.92 MT / .92 SC (High School)</b>
PACIFIC	<b>1.84</b>	.33 (.7/.16)	<b>.92 PAC / .92 SC (High School)</b>
SAN LORENZO VALLEY	<b>2.63</b>	.33	<b>SLV ONLY</b>
SANTA CRUZ CITY SCHOOLS	<b>2.63</b>	.33 (.11/.22)	<b>1.42 Elem /1.21 SC (High School)</b>
SOQUEL	<b>3.20</b>	.33 (.21 / .12)	<b>2.08 SOQ / 1.12 SC (High School)</b>
			<b>Rate Effective 2/12/13</b>

<b>COMMERCIAL:</b>		
<u><b>DISTRICT</b></u>	<u><b>RATE</b></u>	<u><b>APPORTIONMENT</b></u>
BONNY DOON	<b>.30</b>	<b>.15 BD / .15 SC (High School)</b>
HAPPY VALLEY	<b>.33</b>	<b>.17 HV / .16 SC (High School)</b>
*LIVE OAK	<b>.36</b>	<b>.24 LO / .12 SC (High School)</b>
MOUNTAIN	<b>.30</b>	<b>.15 MT / .15 SC (High School)</b>
PACIFIC	<b>.28</b>	<b>.14 PAC / .14 SC (High School)</b>
SAN LORENZO VALLEY	<b>.42</b>	<b>SLV ONLY</b>
SANTA CRUZ CITY	<b>.42</b>	<b>(High .19 / Elem .23)</b>
SOQUEL	<b>.51</b>	<b>.33 SOQ / .18 SC (High School)</b>

\*Before collecting regular developer fees, send developer to L.O. District to pay mitigation fees, if property is a split parcel or a new subdivision in the Live Oak District.

DEPOSITS SPLIT FOR DISTRICTS W/O HIGH SCHOOLS ARE SPLIT WITH SANTA CRUZ CITY HIGH SCHOOLS

**Scotts Valley and Pajaro Unified School Districts collect their own Developer Fees**

<b>Scotts Valley Residential Fees: \$3.30</b>	<b>Pajaro Residential Fees: \$5.21</b>
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SANTA CRUZ CITY PLANNING 809 Center Street, City Hall Annex #206 Santa Cruz, CA 95060 Phone: 420-5127 Mgr.: Dick Stubendorff or John Ancic	CAPITOLA BUILDING DEPT. 420 Capitola Avenue Capitola, CA 95010 Phone: 475-7300 Daniel Kostelec/Mark Wheeler
CITY OF SCOTTS VALLEY PLANNING One Civic Center Drive Scotts Valley, CA 95066 Phone: 440-5630	COUNTY OF SANTA CRUZ PLANNING 701 Ocean Street Santa Cruz, CA 95060 (bldg. counter 454-2260) Dan Page, Supervisor 454-3229

**CHECKS TO BE MADE PAYABLE TO: "SCCOE"**

# CSBA Sample

## Exhibit

### Williams Uniform Complaint Procedures

E 1312.4

#### Community Relations

\*\*\*Note: Education Code 35186 requires that the following notice be posted in each classroom in each school in the district. During its Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains all the information described below. This notice is no longer applicable to complaints regarding deficiencies in intensive instruction and services to students who have not passed all parts of the high school exit examination by the end of grade 12 since that categorical program was eliminated by AB 97 (Ch. 47, Statutes of 2013).  
\*\*\*

#### NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

\*\*\*Note: Education Code 35186 requires that the notice inform parents/guardians of the

location to obtain a complaint form when there is a shortage and provides that posting a notice downloadable from the CDE's web site will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.\*\*\*

4. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site:  
<http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

(11/05 11/07) 8/14

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Exhibit(2) 1312.4

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

### COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

\*\*\*Note: Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies in textbooks or instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The following form contains elements required by Education Code 35186 and 5 CCR 4681-4683. During the Federal Program Monitoring process, California Department of Education staff will check to ensure that the complaint form includes all of the elements specified below. This form is no longer applicable to complaints regarding deficiencies in intensive instruction and services to students who have not passed all parts of the high school exit examination by the end of grade 12 since that categorical program was eliminated by AB 97 (Ch. 47, Statutes of 2013). \*\*\*

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

Contact information: (if response is requested)

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

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

Phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School name/address: \_\_\_\_\_

Course title/grade level and teacher name: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5; 5 CCR 4683)

A condition exists that poses an emergency or urgent threat to the health or safety



of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

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\*\*\*Note: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location in the spaces below. \*\*\*

Please file this complaint at the following location:

\_\_\_\_\_  
(principal or title of designee of the Superintendent)

\_\_\_\_\_  
(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

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

\_\_\_\_\_  
(Date)

**EXHIBIT A  
TO RESOLUTION REGARDING  
ACCOUNTING OF DEVELOPMENT FEES  
FOR FISCAL YEAR 2015-2016  
FOR THE FOLLOWING FUND OR ACCOUNT:  
FUND 25 (the "Fund")**

Per Government Code section 66006(b)(1)(A-H) as indicated:

A. A brief description of the type of fee in the Fund:

**Statutory school facilities fees.**

B. The amount of the fee.

**\$1.84 per square foot of assessable space of residential construction;  
and \$0.28 per square foot of covered and enclosed space of  
commercial/industrial construction; but subject to the district's  
determination that a particular project is exempt from all or part of  
these fees. Pursuant to Education Code section 17623 and an  
agreement with the district(s) sharing territory with the district,  
generally only 50 % of the maximum fee specified above is distributed  
to this district.**

C. The beginning and ending balance of the Fund.

**Beginning Fund Balance: \$26,625  
Ending Fund Balance: \$2,315**

D. The amount of the fees collected and the interest earned.

**Fees Collected: \$2,062  
Interest Earned: \$128**

E. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.

**Improvement: new construction (Multi-Use Room & Room #7)  
Amount expended: \$26,500 (2% of total expenditure of \$1,140,000)**

F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) subdivision (a) of section 66001, and the public improvement remains incomplete:

**N/A. The District has not made this determination.**

G. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan:

**N/A. The District has not made any such interfund transfers or loans.**

H. The amount of refunds made pursuant to subdivision (e) of section 66001 and any allocations pursuant to subdivision (f) of section 66001:

**N/A. No refunds or allocations were made pursuant to subdivision (e) or (f) of section 66001.**

## **EXHIBIT B**

### **TO RESOLUTION REGARDING ACCOUNTING OF DEVELOPMENT FEES FOR FISCAL YEAR 2015-2016 FOR THE FOLLOWING FUND OR ACCOUNT: FUND 25 (the "Fund")**

Per Government Code section 66001(d)(1)(A-D) as indicated:

- A. With respect to only that portion of the Fund remaining unexpended at the end of the 2015-2016 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified as follows:

**\$2,315 remains in the fund. The district has not yet identified which facilities.**

- B. With respect to that portion of the Fund remaining unexpended at the end of the 2015-2016 Fiscal Year, there is a reasonable relationship between the fee and the purpose for which it is charged, including:

- a. There is an ongoing need for the Fund to complete construction or reconstruction to reduce overcrowding caused by the development.

**There was a need to construct 2 modular classrooms.**

- b. The status of improvements identified when the fee was established are as follows:

**Facilities were insufficient to meet existing needs, let alone growth.**

- c. The following has been done since the fee was imposed:

**The construction of a modular classroom and a multi-use room.**

- d. Future plans include:

**Expanding the kitchen to adequate size.**

- C. With respect to only that portion of the Fund remaining unexpended at the end of the 2015-2016 Fiscal Year, the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified in paragraph A

above are as follows:

**Future facilities plans will be dependent upon receiving Proposition 51 funds, as developer fees are severely inadequate to complete any facilities projects.**

D. With respect to only that portion of the Fund remaining unexpended at the end of the 2015-2016 Fiscal Year, the following are the approximate dates on which the funding referred to in paragraph C above is expected to be deposited into the appropriate account or fund:

**All fees were deposited during the previous fiscal year.**

# **Pacific Elementary School's Interdistrict Transfer and Enrollment Procedures**

## **Programs**

Pacific School maintains two programs, a traditional classroom program (5-day) and an independent study program (IS).

## **Renewal of Interdistrict Transfer Agreements**

All interdistrict transfer agreements for students transferring into Pacific Elementary School District must be renewed annually.

The principal/superintendent may deny or revoke an interdistrict transfer agreement for any of the reasons specified in Administrative Regulation 5117. Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

## **Order of Priority and Lottery Procedures**

Each year, Pacific Elementary School will fill its classes up to the capacity determined by the superintendent following the guidelines established by the Board of Directors. Available spaces will be filled based on the following order of priority: within each grade level and program (IS or 5-day), students in priority group 1 will be accommodated first, followed by students in priority groups 2, 3, 4, and 5 in that order.

If more students exist within priority groups 3 or 4 for a single grade level and program than can be accommodated, a lottery will be held to determine the order in which available spaces are offered to students within the priority groups. All necessary lotteries will be held at a public meeting of the Board of Directors to take place between February 15 and February 28 each year. For each necessary lottery, all students within a single priority group, program, and grade level will be assigned a number. The website [www.random.org](http://www.random.org) will be used to generate a randomly ordered list of the assigned numbers. The ordered list will be used to order the students on an overall waitlist for the grade and program.

## **Offering and Accepting Spaces**

Students will be offered available spaces in order from the grade-level and program-specific lists generated by the priority groups and lotteries. Families will have 3 business days to accept an offered space before it may be offered to the next family on the list. Interdistrict families must submit an interdistrict transfer form (IDT), also called a "Request for Interdistrict Attendance Permit," to their home district within 3 business days of accepting an offered space. Failure to submit an IDT within this timeframe may result in the offered space being revoked and offered to the next family on the list.

## **Priority Group 1 – Highest Priority**

In-district students include students whose primary residence is documented to be within the Pacific Elementary School District boundaries, in accordance with Education Code 48204. Acceptable forms of documentation of residence are described in Education Code 48201.1 and include rental agreements and utility statements.

In-district students include, but are not limited to:

- New and returning students whose primary residence is within the district boundaries.
- New and returning students who have at least one custodial parent who regularly works 10 hours or more per week, Mondays through Fridays, within the district boundaries, who have been accepted by the District in accordance with Education Code section 48204(b).

All in-district students, as defined by Education Code 48204, will be accommodated in the 5-day program unless they have been placed in and are succeeding in the Independent Study program. Enrollment and continued placement in the Independent Study program is not guaranteed to any student, in-district or interdistrict, as clarified under Group 3 below and within the stipulations of the Independent Study Contract.

Currently enrolled interdistrict transfer students described below are also contained in priority group 1. However, interdistrict transfer students or families identified by the superintendent as meeting any of the conditions specified in Administrative Regulation 5117 as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- Currently enrolled interdistrict students within the 5-day program who meet all of the following requirements:
  - The family intends for the student to remain within the 5-day program,
  - The family submits a complete IDT to the home district by February 1.
- Currently enrolled interdistrict students within the IS program who meet all of the following requirements:
  - The student is succeeding in the IS program within the terms of the IS contract,
  - The family intends for the student to remain in the IS program,
  - The family submits a complete IDT to the home district by February 1.

## **Priority Group 2**

The second highest priority for enrollment in Pacific Elementary School include the following students. However, interdistrict transfer students or families identified by the superintendent as meeting any of the conditions specified in Administrative Regulation 5117 as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- Students who have been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such students shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit (Education Code 46600).

## **Priority Group 3**

If spaces are available after students in priority groups 1 and 2 have been accommodated, they shall be filled from students in the following categories in an order determined by random lottery (if necessary). However, interdistrict transfer students or families identified by the superintendent as meeting any of the

conditions specified in Administrative Regulation 5117 as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- Siblings of students renewing an interdistrict transfer who will be enrolled for the upcoming year and whose families meet both of the following requirements:
  - Submit a complete lottery application for the new student by February 10
  - Submit a complete IDT to the home district for the returning student by February 1
- Returning interdistrict students wishing to change from IS to 5-day or from 5-day to IS whose families meet both of the following requirements:
  - Submit a complete IDT to the home district by February 1
  - Notify the Registrar of their desire to change programs by email or other written notification by February 10
- Interdistrict preschool students enrolled on or before October 1 advancing to transitional kindergarten or kindergarten, whose families meet both of the following requirements:
  - Submit a complete IDT to the home district by February 1
  - Notify the Registrar of their desire to enroll in 5-day or IS kindergarten by email or other written notification by February 10
- In-district students wishing to start in or change to independent studies whose families notify the Registrar of their desire by email or other written notification by February 10
- Students of active-duty military personnel whose families submit a complete lottery application by February 10

#### **Priority Group 4**

If spaces are available after students in priority groups 1, 2, and 3 have been accommodated, they shall be filled from students from the following categories in an order determined by random lottery (if necessary). However, interdistrict transfer students or families identified by the superintendent as meeting any of the conditions specified in Administrative Regulation 5117 as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- All students whose families submit a complete lottery application by February 10 and who are not included in priority groups 1, 2, or 3
- All currently enrolled interdistrict students (kindergarten through grade 5) whose families did *not* submit an IDT to their home district by February 1
- All currently enrolled preschool students advancing to transitional kindergarten or kindergarten who enrolled after October 1 and/or whose families did *not* notify the Registrar of their desire to enroll in 5-day or IS by email or other written notification by February 10 and/or who did not submit a complete IDT to the home district by February 1

#### **Priority Group 5**

Students in group 5 will be added at the end of the waitlist generated by any lotteries of the above groups in order by date of inquiry. However, interdistrict transfer students or families identified by the



superintendent as meeting any of the conditions specified in Administrative Regulation 5117 as reasons to deny or revoke an interdistrict transfer agreement may be excluded. Priority group 5 includes:

- Everyone who expresses an interest in attending Pacific Elementary School or transferring between programs after February 10

### **Authority to Meet Educational Needs**

Notwithstanding the list generated from the above process, the Superintendent/Principal shall be authorized to move students between classes and programs if necessary to meet the educational needs of a student, the program, or the school.

### **Reasons to Deny or Revoke an Interdistrict Attendance Agreement**

The Superintendent/Principal may deny or revoke an Interdistrict Attendance Agreement for any of the following reasons:

1. The transfer into the district would require the district to create a new program to serve that student. (Education Code 48303)
2. The student has a history of unsatisfactory attendance or fails to regularly attend Pacific School.
3. The student has a history of suspension or expulsion or disciplinary incidents that have persisted despite corrective efforts.
4. Behavior of the student fails to comply with school rules and regulations.
5. The student fails to maintain satisfactory academic progress while at Pacific School.
6. Class sizes exceed limitations as determined by the Board of Trustees:
  - a) Enrollment in the Kindergarten through third grades shall be determined by current Class Size Reduction guidelines. The Board reserves the right to ensure sufficient space in the K-3 program by establishing an average maximum of 24 students per classroom, TK-Grade 4.
  - b) All classrooms, both Independent Study and 5-day, will be limited to an absolute maximum of 28 students at all times.
  - c) The number of students in the Independent Study program shall not exceed the number allowable for apportionment. Specifically, the ratio of student average daily attendance to teacher full time equivalents in Independent Study must be less than the same ratio in the 5-day program.
7. Material information on the application or supporting documentation has been falsified or omitted.
8. The application is incomplete.
9. The parent/guardian is repeatedly inaccessible for purposes of receiving notices, obtaining consent, or communicating with district personnel as necessary, appropriate, or required by law.
10. The parent/guardian fails to comply with applicable policies and regulations of the district.
11. There is a change in qualifying circumstances.
12. The student has failed to take any examination that he/she is required to take by State or Federal law, or by district policy.

# **Pacific Elementary School's Interdistrict Transfer and Enrollment Procedures**

## **Programs**

Pacific School maintains two programs, a traditional classroom program (5-day) and an independent study program (IS).

## **Renewal of Interdistrict Transfer Agreements**

All interdistrict transfer agreements for students transferring into Pacific Elementary School District must be renewed annually.

The principal/superintendent may deny or revoke an interdistrict transfer agreement for any of the reasons specified in Administrative Regulation 5117 (also listed below). Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

## **Order of Priority and Lottery Procedures**

Each year, Pacific Elementary School will fill its classes up to the capacity determined by the superintendent following the guidelines established by the Board of Directors. Available spaces will be filled based on the following order of priority: within each grade level and program (IS or 5-day), students in priority group 1 will be accommodated first, followed by students in priority groups 2, 3, 4, and 5 in that order.

If more students exist within priority groups 3 or 4 for a single grade level and program than can be accommodated, a lottery will be held to determine the order in which available spaces are offered to students within the priority groups.

All necessary lotteries will be held at a public meeting of the Board of Directors to take place between February 15 and February 28 each year. For each necessary lottery, all students within a single priority group, program, and grade level will be assigned a number. The website [www.random.org](http://www.random.org) will be used to generate a randomly ordered list of the assigned numbers. The ordered list will be used to order the students on an overall waitlist for the grade and program.

## **Offering and Accepting Spaces**

Students will be offered available spaces in order from the grade-level and program-specific lists generated by the priority groups and lotteries. Families will have 3 business days to accept an offered space before it may be offered to the next family on the list. Interdistrict families must submit an interdistrict transfer form (IDT), also called a "Request for Interdistrict Attendance Permit," to their home district within 3 business days of accepting an offered space. Failure to submit an IDT within this timeframe may result in the offered space being revoked and offered to the next family on the list.

Students interested in either program (IS or 5-day) will be included in both lotteries or priority groups. If it is determined that space is available for the student in both programs, the family will be notified and have 3 business days to select which program the student will attend. Students currently enrolled in one program, but interested in transferring to the other program, whose families complete the appropriate paperwork on time, will maintain their enrollment in the current program until they have been offered and accepted a space in the new program.

## **Priority Group 1 – Highest Priority**

In-district students include students whose primary residence is documented to be within the Pacific Elementary School District boundaries, in accordance with Education Code 48204. Acceptable forms of documentation of residence are described in Education Code 48201.1 and include rental agreements and utility statements.

In-district students include, but are not limited to:

- New and returning students whose primary residence is within the district boundaries.
- New and returning students who have at least one custodial parent who regularly works 10 hours or more per week, Mondays through Fridays, within the district boundaries, who have been accepted by the District in accordance with Education Code section 48204(b).

All in-district students, as defined by Education Code 48204, will be accommodated in the 5-day program unless they have been placed in and are succeeding in the Independent Study program. Enrollment and continued placement in the Independent Study program is not guaranteed to any student, in-district or interdistrict, as clarified under Group 3 below and within the stipulations of the Independent Study Contract.

Currently enrolled interdistrict transfer students described below are also contained in priority group 1. However, interdistrict transfer students or families identified by the superintendent as meeting any of the conditions specified in Administrative Regulation 5117 as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- Currently enrolled interdistrict students within the 5-day program who meet all of the following requirements:
  - The family intends for the student to remain within the 5-day program,
  - The family submits a complete IDT to the home district by February 1.
- Currently enrolled interdistrict students within the IS program who meet all of the following requirements:
  - The student is succeeding in the IS program within the terms of the IS contract,
  - The family intends for the student to remain in the IS program,
  - The family submits a complete IDT to the home district by February 1.

## **Priority Group 2**

The second highest priority for enrollment in Pacific Elementary School include the following students. However, interdistrict transfer students or families identified by the superintendent as meeting any of the conditions specified in Administrative Regulation 5117 as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- Students who have been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such students shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit (Education Code 46600).

### Priority Group 3

If spaces are available after students in priority groups 1 and 2 have been accommodated, they shall be filled from students in the following categories in an order determined by random lottery (if necessary). However, interdistrict transfer students or families identified by the superintendent as meeting any of the conditions specified in Administrative Regulation 5117 as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- Siblings of students renewing an interdistrict transfer who will be enrolled for the upcoming year and whose families meet both of the following requirements:
  - Submit a complete lottery application for the new student by February 10
  - Submit a complete IDT to the home district for the returning student by February 1
- Returning interdistrict students wishing to change from IS to 5-day or from 5-day to IS whose families meet both of the following requirements:
  - Submit a complete IDT to the home district by February 1
  - Notify the Registrar of their desire to change programs by email or other written notification by February 10
- Interdistrict preschool students enrolled on or before October 1 advancing to transitional kindergarten or kindergarten, whose families meet both of the following requirements:
  - Submit a complete IDT to the home district by February 1
  - Notify the Registrar of their desire to enroll in 5-day or IS kindergarten by email or other written notification by February 10
- In-district students wishing to start in or change to independent studies whose families notify the Registrar of their desire by email or other written notification by February 10
- Students of active-duty military personnel whose families submit a complete lottery application by February 10

### Priority Group 4

If spaces are available after students in priority groups 1, 2, and 3 have been accommodated, they shall be filled from students from the following categories in an order determined by random lottery (if necessary). However, interdistrict transfer students or families identified by the superintendent as meeting any of the conditions specified in Administrative Regulation 5117 as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- All students whose families submit a complete lottery application by February 10 and who are not included in priority groups 1, 2, or 3
- All currently enrolled interdistrict students (kindergarten through grade 5) whose families did *not* submit an IDT to their home district by February 1
- All currently enrolled preschool students advancing to transitional kindergarten or kindergarten who enrolled after October 1 and/or whose families did *not* notify the Registrar of their desire to enroll in 5-day or IS by email or other written notification by February 10 and/or who did not submit a complete IDT to the home district by February 1

## **Priority Group 5**

Students in group 5 will be added at the end of the waitlist generated by any lotteries of the above groups in order by date of inquiry. However, interdistrict transfer students or families identified by the superintendent as meeting any of the conditions specified in Administrative Regulation 5117 as reasons to deny or revoke an interdistrict transfer agreement may be excluded. Priority group 5 includes:

- Everyone who expresses an interest in attending Pacific Elementary School or transferring between programs after February 10

## **Authority to Meet Educational Needs**

Notwithstanding the list generated from the above process, the Superintendent/Principal shall be authorized to move students between classes and programs if necessary to meet the educational needs of a student, the program, or the school.

## **Reasons to Deny or Revoke an Interdistrict Attendance Agreement**

The Superintendent/Principal may deny or revoke an Interdistrict Attendance Agreement for any of the following reasons:

1. The transfer into the district would require the district to create a new program to serve that student. (Education Code 48303)
2. The student has a history of unsatisfactory attendance or fails to regularly attend Pacific School.
3. The student has a history of suspension or expulsion or disciplinary incidents that have persisted despite corrective efforts.
4. Behavior of the student fails to comply with school rules and regulations.
5. The student fails to maintain satisfactory academic progress while at Pacific School.
6. Class sizes exceed limitations as determined by the Board of Trustees:
  - a. Enrollment in the Kindergarten through third grades shall be determined by current Class Size Reduction guidelines. The Board reserves the right to ensure sufficient space in the K-3 program by establishing an average maximum of 24 students per classroom, TK-Grade 4.
  - b. All classrooms, both Independent Study and 5-day, will be limited to an absolute maximum of 28 students at all times.
  - c. The number of students in the Independent Study program shall not exceed the number allowable for apportionment. Specifically, the ratio of student average daily attendance to teacher full time equivalents in Independent Study must be less than the same ratio in the 5-day program.
7. Material information on the application or supporting documentation has been falsified or omitted.
8. The application is incomplete.
9. The parent/guardian is repeatedly inaccessible for purposes of receiving notices, obtaining consent, or communicating with district personnel as necessary, appropriate, or required by law.
10. The parent/guardian fails to comply with applicable policies and regulations of the district.
11. There is a change in qualifying circumstances.
12. The student has failed to take any examination that he/she is required to take by State or Federal law, or by district policy.

PACIFIC ELEMENTARY SCHOOL DISTRICT  
FYE 2016-17 1<sup>st</sup> Interim Budget Projections  
Budget Assumptions for Multi Year Projections:

FUND 01

Changes from the July 1<sup>st</sup> Budget

REVENUES:

**State Revenues** The District used the P-2 15/16 ADA guarantee of 110.0; used a 24% unduplicated count and an estimated 54.18% funding gap for an approximately \$803 increase in LCFF Revenue. The District reduced (\$10,000) transfer of LCFF funds to Fund 14. The District increased the Mandated Cost grants by \$5,326; increased the State Mental Health grant by \$1,098 and increased the estimated 2<sup>nd</sup> allocation of Prop. 39 Energy grant by \$4,651. The District assumed a slight decrease in Lottery Revenue of (\$1,145) based on lower 16/17 annual ADA estimates.

**Federal Revenue:** The District received an increase \$4,371 in REAP revenue and had no other changes in Federal Funds.

**Local Revenues:** The District increased the Parents' Club donations by \$13,824 to fund Instructional Aides and the Theater and Art projects. The District received a final grant from COE in Psychologic services \$2,145; increased interest revenue \$2,400; received misc. grants \$750 (Harmony & S4C) and sold bus equipment \$500. The estimate for Music concert revenue decreased by (\$1,000).

EXPENSES:

**1000-3000's:** Starting Dec. 1<sup>st</sup>, the District added a Special Education Certificated position .6 FTE for a total cost of \$35,625 and they have increased Classified Aide costs in Special Ed \$3,000; in Donations \$9,171 and in CARE and REC programs \$3,726.

**4000's:** The District increased costs for Science \$950; Library shelves \$1,000; increased General supplies \$1,000; Field Trips \$3,000; \$365 under Title II Teacher Quality and \$50 under unrestricted Lottery.

**5000's:** The District put the remainder of the 15/16 Special Ed. settlement into the budget which increased costs \$22,300; increased OT \$3,525 due to new contract; and with new Special Ed. Needs, the District increased counseling and psychological costs \$10,890. The District increased \$4,800 costs for Theater and Art under Donations and had minor changes (\$694) in Science/Life lab; General and Title II service costs. By reclassifying Prop. 39 costs, the District increased services cost by \$30,000.

**6000's:** The District reclassified the expenditures under the Prop. 39 program to replacement costs and services for a decrease of \$25,349.

**7000's:** Transfers between funds; no changes were made from the prior year continued the \$7,073 to Cafeteria Fund.

PACIFIC ELEMENTARY SCHOOL DISTRICT  
FYE 2016/17 1<sup>st</sup> Interim Budget Projections  
Budget Assumptions for Multi Year Projections:

FUND 01  
FYE 2017/18

REVENUES:

**State Revenues:** The District used a 1.11% COLA on the LCFF base; kept ADA the same at 110; used a 20% unduplicated count and an estimated 73% funding gap 16/17 local taxes for an approximate (\$12,121) decrease in LCFF Revenue. The District will transfer \$10,000 LCFF funds to Fund 14 for Facility Maintenance activities. The District included an increase for the STRS On-Behalf of \$2,151, but eliminated the Prop. 39 revenue (\$55,000) and the OTMC grant (\$21,614).

**Federal Revenue:** The District assumed no change in Federal Funds.

**Local Revenues:** The District reduced PC donations by (\$13,170); reduced miscellaneous revenues (\$2,250) (Harmony/S4C/Bus sale) and eliminated the COE one time revenue transfer (\$2,144).

EXPENSES:

**1000-3000's:** The District eliminated the Special Ed. Certificated position .6 FTE (\$35,000), but kept the cost of the Special Ed aides. The District used a 2% increase in Certificated and Classified Salaries for step/column and a 0% COLA; a 5% increase in Medical Premiums; 3% for Dental Premiums; increased PERS rate to 15.5% and increased STRS employer rate to 14.4% with no other change in employee costs. STRS on Behalf expense increased the same as the revenue \$2,151. No reduction in Aide costs were made in the Donation program.

**4000's:** The District used a standard 5% increase in general supplies but made a slight decrease (\$400) in the Science Program. The District increased costs for Book adoption \$55,000 and \$5,000 purchase of new technology equipment under OTMC/CC grant. The District reduced supplies under Field Trips (\$3,000) and reduced Library shelves purchase (\$2,000). Finally the district reduced instructional materials and supplies under EPA (\$10,218), but increased purchases under unrestricted Lottery by \$5,000.

**5000's:** The district used 5% increase in service expenditures. With the reduction in Special Education needs, the district reduced counseling and psychological services by (\$9,003) reduced OT costs by (\$2,506) and eliminated the one-time Special Ed. Settlement of (\$22,300). The District reduced the mentor Superintendent costs under Title II (\$400); reduced the Theater program (\$3,585); reduced Educator Effectiveness (\$1,782); reduced Life Lab (\$305) and reduced costs under the Prop. 39 (\$30,000). Finally, the District moved services under EPA to the general program and increased services under Unrestricted Lottery by \$5,000.

**6000's:** The District made no changes from the prior year.

**7000's:** Transfers between funds; the District continued the transfers to Cafeteria fund \$7,073.

See attached Blue spreadsheet

PACIFIC ELEMENTARY SCHOOL DISTRICT  
FYE 2016/17 1<sup>st</sup> Interim Budget Projections  
Budget Assumptions for Multi Year Projections:

FUND 01  
FYE 2018/19

REVENUES:

**State Revenues** The District used the same 17/18 ADA of 110; used 20% unduplicated pupil; and COLA of 2.42% for an approximate \$20,749 increase in LCFF Revenues. The District will transfer \$10,000 LCFF funds to Fund 14 to fund Facility Maintenance activities. The District assumed a slight increase in STRS on Behalf revenue of \$2,259 and no other changes in State Revenue.

**Federal Revenue:** The District assumed no change in Federal Funds.

**Local Revenues:** The District increased the Parent Club donations by \$8,000 with no other changes in local revenues.

EXPENSES:

**1000-3000's:** The District used a 2% increase in Certificated and Classified Salaries for step/column; a 0% COLA; estimated a 10% increase Medical Premiums; 3% increase for Dental Premiums; increased PERS rate to 17.1% and increased STRS employer rate to 16.28%. The district left all positions the same as prior year. STRS on Behalf expense increased the same as the revenue \$2,259.

**4000's:** The District used a standard 5% increase in general supplies. The District reduced costs for the Book adoption \$55,000 and \$5,000 purchase of new technology equipment under OTMC/CC grant.

**5000's:** The district used a 5% increase in service expenditures. The District budgeted \$4,000 increase for the Drama Program under the Donation program and eliminated the costs (\$1,818) under the Education Effectiveness grant.

**6000's:** The District did not budget any expenditures.

**7000's:** Transfers between funds; no changes were made from the prior year.

See attached Yellow spreadsheet



**DIST# 05**  
PACIFIC ELEM

(RUN)DATE:       Juli 20, 2016      

[illegible]

RECEIVED \_\_\_\_\_

**AMOUNT**

54.22

34.71

16.85

105.78

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**DISTRICT: 5****PACIFIC ELEMENTARY****INTERFUND TRANSFER**

Clse: Temp Loans/Corr Dep/Corr Je

	FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
1	01	0000	0	0000	0000	9310	000	0000		\$ 1,800.00	Retrn TempLoan F:13 to F:01	<a href="#">DSID: 2060</a>
2	13	0000	0	0000	0000	9610	000	0000	\$ 1,800.00			
3												
4	61	9055	0	0000	0000	8699	200	3101		\$ 605.00	Corr Dep D006435 wrong fund	<a href="#">DSID: 2061</a>
5	13	9010	0	0000	0000	8699	200	3101	\$ 605.00			
6												
7	61	9055	0	0000	3700	5800	200	3101	\$ 639.10		F:61 to F:01 correct exp	<a href="#">DSID: 2062</a>
8	61	9055	0	0000	3700	4400	200	3101	\$ 283.15			
9	01	0000	0	0000	8100	5620	200	2801		\$ 639.10		
10	01	0000	0	0000	8100	4370	200	2801		\$ 283.15		
11												
12	01	0000	0	0000	0000	9310	000	0000		\$ 353.97	Return Temp Loan to F:01 f F61	<a href="#">DSID: 2063</a>
13	61	9055	0	0000	0000	9610	000	0000	\$ 353.97			
14												
15												

**TOTAL**    \$ 3,681.22    \$ 3,681.22

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch # \_\_\_\_\_

DATE \_\_\_\_\_

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

Date Batch Released: \_\_\_\_\_

# PACIFIC ELEMENTARY

BUDGET REVISIONS

FY 2015/16

											CHG IN FND	DSID
FU	RES	PYR	GOAL	FUNC	OBJ	SCH	MGNT	PROGRAM	INCREASE	DECREASE	BALANCE	
01	0000	0	0000	8100	2200	200	2801	Part-time Maint.	2,455.00		-2,455.00	
01	0000	0	0000	2700	5801	200	2801	Legal Fees	6,200.00		-6,200.00	
01	0000	0	0000	2700	5800	200	3011	Technology	3,000.00		-3,000.00	
01	0000	0	0000	7191	5809	200	2801	Acct Fees	11,000.00		-11,000.00	
01	0000	0	0000	8100	5524	200	2801	Housekeep Svc		6,000.00	6,000.00	
12	6105	0	8500	1000	2120	200	3020	Instruct Aide Inc	3,210.00		-3,210.00	
12	6105	0	8500	1000	2140	200	3020	Subs		1,002.00	1,002.00	
13	5310	0	0000	3700	2220	200	3101	Café Director	650.00		-650.00	
13	5310	0	0000	3700	2900	200	3101	Café Help	1,200.00		-1,200.00	
21	9716	0	0000	8500	5800	200	9003	Building Services	6,500.00		-6,500.00	
25	9010	0	0000	7200	5800	200	0000	Admin Fee	40.00		-40.00	
									34,255.00	7,002.00	-27,253.00	

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

DISTRICT: 5

PACIFIC ELEMENTARY

CLOSE FYE 2015/16

## JOURNAL ENTRY

9513/9514/9515/9524/9544

	FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
1	01	0000	0	0000	0000	9513	000	0000	\$ 0.01		Corr 9513 misc P/R 8/31 Adj	DSID: 4141
2	01	0000	0	1110	1000	3312	200	2801		\$ 0.01		
1	01	1400	0	0000	0000	9514	000	0000	\$ 1,660.67		FU 01 7/15 PR Res Corr	DSID: 4142
2	01	6500	0	0000	0000	9514	000	0000	\$ 969.58		FU 01 7/15 PR Res Corr	
3	01	0000	0	0000	0000	9514	000	0000		\$ 2,630.25		
5	01	0000	0	0000	0000	9524	000	0000	\$ 7,067.58		Dep frm Retirees	DSID: 4143
6	01	0000	0	0000	0000	9514	000	0000		\$ 6,829.80		
7	01	0000	0	0000	0000	9506	000	0000		\$ 237.78	EP 16-106	
9	01	0000	0	0000	0000	9544	000	0000	\$ 994.25		Mv PY Payable to 9514	DSID: 4144
10	01	1400	0	0000	0000	9544	000	0000	\$ 59.52		Mv PY Payable to 9514	
11	01	0000	0	0000	0000	9514	000	0000		\$ 1,053.77		
13	01	0000	0	0000	0000	9514	000	0000	\$ 45,750.00		15/16 H/W missed pmt per EA	DSID: 4145
14	01	0000	0	0000	0000	9514	000	0000	\$ 742.08		Misc adj to AP	
15	01	0000	0	0000	0000	9506	000	0000		\$ 46,492.08	EP 16-107	
17	12	6105	0	0000	0000	9514	000	0000	\$ 618.88		FU 12 7/15 PR Res Corr	DSID: 4146
18	12	9010	0	0000	0000	9514	000	0000	\$ 515.74		FU 12 7/15 PR Res Corr	
19	12	0000	0	0000	0000	9514	000	0000		\$ 1,134.62		
20												
21	12	0000	0	0000	0000	9514	000	0000	\$ 5,219.18		15/16 H/W missed pmt per EA	DSID: 4148
22	12	0000	0	0000	0000	9506	000	0000		\$ 5,219.18	EP 16-109	
24	13	5310	0	0000	0000	9514	000	0000	\$ 515.74		FU 13 7/15 PR Res Corr	DSID: 4149
25	13	0000	0	0000	0000	9514	000	0000		\$ 515.74		
27	13	0000	0	0000	0000	9514	000	0000	\$ 1,850.00		15/16 H/W missed pmt per EA	DSID: 4150
28	13	0000	0	0000	0000	9514	000	0000	\$ 317.41		Misc adj to AP	
29	13	0000	0	0000	0000	9506	000	0000		\$ 2,167.41	EP 16-110	
31	01	0000	0	0000	0000	9515	000	0000		\$ 0.16	JE to corr SUI exp	DSID: 4151
32	01	0000	0	1110	1000	3501	200	2801	\$ 0.16			
33	61	0000	0	0000	0000	9515	000	0000	\$ 0.14		Corr fund for YE SUI pmt	DSID: 4152
34	13	0000	0	0000	0000	9515	000	0000		\$ 0.14	Reversed JE corrected below	DSID: 4179

**TOTAL** \$ 66,280.93 \$ 66,280.93

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch # \_\_\_\_\_

DATE \_\_\_\_\_

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

Date Batch Released: \_\_\_\_\_

**DISTRICT: 5****PACIFIC ELEMENTARY**2015/16  
CLSE:9521

FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
01	0000	0	0000	0000	9521	000	0000		\$ 0.15	DNP > than 9521 AP	<a href="#">DSID: 4153</a>
01	0000	0	0000	0000	8699	200	2801	\$ 0.15		Corrected below	
01	0102	0	0000	0000	9521	000	0000	\$ 0.03		Corr PY DNP bal by res	<a href="#">DSID: 4154</a>
01	0000	0	0000	0000	9521	000	0000		\$ 0.03		
01	1400	0	0000	0000	9521	000	0000		\$ 0.01	Corr PY DNP bal by res	
01	0000	0	0000	0000	9521	000	0000	\$ 0.01			
01	5811	0	0000	0000	9521	000	0000	\$ 75.07		Corr PY DNP bal by res	
01	0000	0	0000	0000	9521	000	0000		\$ 75.07		
01	6500	0	0000	0000	9521	000	0000	\$ 0.01		Corr PY DNP bal by res	
01	0000	0	0000	0000	9521	000	0000		\$ 0.01		
12	6105	0	0000	0000	9521	000	0000	\$ 0.01			<a href="#">DSID: 4155</a>
12	9010	0	0000	0000	8699	200	3120	\$ 0.01			
12	9010	0	0000	0000	9521	000	0000		\$ 0.02		
61	9010	0	0000	0000	9521	000	0000		\$ 124.64	Corr Res DNP	<a href="#">DSID: 4156</a>
61	9055	0	0000	0000	9521	000	0000	\$ 124.63			
61	9055	0	0000	0000	8634	200	9055	\$ 0.01			
01	0000	0	0000	0000	9210	000	0000		\$ 0.59	Stanga A/R > than rec'd	<a href="#">DSID: 4157</a>
01	0000	0	0000	0000	8699	200	2801	\$ 0.59			
01	0000	0	0000	0000	9521	000	0000	\$ 0.30		Corr DS 4153	<a href="#">DSID: 4158</a>
01	0000	0	0000	0000	8699	200	2801		\$ 0.30		

**TOTAL \$ 200.82 \$ 200.82**

PREPARED BY

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APPROVED BY:

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Batch #

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Date Batch Released:

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DISTRICT: 5

PACIFIC ELEMENTARY

Close: 15/16

Move Cost to Res 1400 frm 0000-2801

FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
01	0000	0	1110	1000	1100	200	2801		\$ 24,000.00	Mv Sal/ben to Res 1400 from 2801	<a href="#">DSID: 4173</a>
01	0000	0	1110	1000	3101	200	2801		\$ 2,575.20		
01	0000	0	1110	1000	3331	200	2801		\$ 348.00		
01	0000	0	1110	1000	3401	200	2801		\$ 3,778.38		
01	0000	0	1110	1000	3501	200	2801		\$ 12.00		
01	0000	0	1110	1000	3601	200	2801		\$ 456.05		
01	1400	0	1110	1000	1100	200	2801	\$ 24,000.00			
01	1400	0	1110	1000	3101	200	2801	\$ 2,575.20			
01	1400	0	1110	1000	3331	200	2801	\$ 348.00			
01	1400	0	1110	1000	3401	200	2801	\$ 3,778.38			
01	1400	0	1110	1000	3501	200	2801	\$ 12.00			
01	1400	0	1110	1000	3601	200	2801	\$ 456.05			
01	0000	0	0000	0000	8019	200	2801		\$ 654.00	Corr obj PY EPA rev rec'd	<a href="#">DSID: 4174</a>
01	1400	0	0000	0000	8012	200	2801	\$ 654.00			
01	0000	0	0000	0000	8011	200	2801	\$ 1,634.00		Mv PY A/P to PY object	<a href="#">DSID: 4174</a>
01	0000	0	0000	0000	8019	200	2801		\$ 1,634.00		

**TOTAL** \$ 33,457.63 \$ 33,457.63

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch # \_\_\_\_\_

DATE \_\_\_\_\_

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

Date Batch Released: \_\_\_\_\_

# PACIFIC ELEMENTARY

CLOSE 15/16

## Corrections

[illegible]

<b>TOTAL \$</b>	<b>42,569.35</b>	<b>\$ 42,569.35</b>
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PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch #

DATE \_\_\_\_\_

DATE:

Date Batch Released:



**DISTRICT: 5****PACIFIC ELEMENTARY**

CLOSE 15/16

**JOURNAL ENTRY**

8980/8990 JE's

FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
01	6500	0	5001	0000	8980	200	1304		\$ 81,153.86	Clse:Special Ed 8980	<a href="#">DSID: 4186</a>
01	9024	0	0000	0000	8980	200	1310		\$ 2,700.00		
01	9024	0	5001	0000	8980	200	1310		\$ 25,267.50		
01	0000	0	0000	0000	8980	200	2801	\$ 109,121.36			
01	4035	0	0000	0000	8980	200	4035		\$ 406.64	Clse; Mv to Title II frm 2801	<a href="#">DSID: 4187</a>
01	0000	0	0000	0000	8980	200	2801	\$ 406.64			
01	5811	0	0000	0000	8980	200	5811		\$ 653.00	Clse; Mv to REAP frm 2801	<a href="#">DSID: 4187</a>
01	0000	0	0000	0000	8980	200	2801	\$ 653.00			
01	0000	0	0000	0000	8980	200	1103		\$ 120,416.33	Clse: Mv to IS frm 2801	<a href="#">DSID: 4188</a>
01	0000	0	0000	0000	8980	200	2801	\$ 120,416.33			
01	0000	0	0000	0000	8980	200	3011		\$ 5,963.75	Clse: Mv to Techn frm 2801	<a href="#">DSID: 4188</a>
01	0000	0	0000	0000	8980	200	2801	\$ 5,963.75			
01	9006	0	0000	0000	8980	200	2341		\$ 10,048.23	Clse: to Music frm donations	<a href="#">DSID: 4189</a>
01	0102	0	0000	0000	8980	200	2630	\$ 10,048.23			
12	6105	0	0000	0000	8990	200	3020		\$ 11,738.25	CLSE:FU 12 8990'S	<a href="#">DSID: 4190</a>
12	9010	0	0000	0000	8990	200	3020	\$ 11,738.25			
21	9010	0	0000	0000	8990	200	0000	\$ 50,000.00		mv donation to res 9716	<a href="#">DSID: 4191</a>
21	9716	0	0000	0000	8990	200	0000		\$ 50,000.00		
01	0101	0	0000	0000	8980	200	2801		\$ 860.00	Clse: Mv to old resource	<a href="#">DSID: 4192</a>
01	0000	0	0000	0000	8980	200	2801	\$ 860.00			

**TOTAL** \$ 199,679.56 \$ 199,679.56

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch # \_\_\_\_\_

DATE \_\_\_\_\_

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

Date Batch Released: \_\_\_\_\_

DISTRICT: 5

PACIFIC ELEMENTARY  
JOURNAL ENTRY

15/16 CLOSE

STRS on Behalf JE

	FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
1	01	7690	0	0000	0000	8590	200	7690		\$ 32,049.00	Clse: STRS on behalf JE	<a href="#">DSID: 4193</a>
2	01	7690	0	0000	7100	3101	200	7690	\$ 2,549.00			
3	01	7690	0	1110	1000	3101	200	7690	\$ 21,127.00			
4	01	7690	0	1110	2140	3101	200	7690	\$ 307.00			
5	01	7690	0	1110	2700	3101	200	7690	\$ 3,823.00			
6	01	7690	0	5770	1120	3101	200	7690	\$ 4,243.00			
7												
8												
9												
10												
11												
12												
13												
14												

**TOTAL** \$ 32,049.00 \$ 32,049.00

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch # \_\_\_\_\_

DATE \_\_\_\_\_

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

Date Batch Released: \_\_\_\_\_

DISTRICT: 5

PACIFIC ELEMENTARY

FYE 15/16

	FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	DEBIT	CREDIT	DESCRIPTION	REF #
1	01	4035	0	1110	1000	2120	200	4035		\$ 108.01	Corr Morrison Sub	DSID# 2669
2	01	4035	0	1110	1000	3312	200	4035		\$ 6.69		DSID# 2669
3	01	4035	0	1110	1000	3332	200	4035		\$ 1.56		DSID# 2669
4	01	4035	0	1110	1000	3502	200	4035		\$ 0.06		DSID# 2669
5	01	4035	0	1110	1000	3602	200	4035		2.06		DSID# 2669
6	01	1400	0	1110	1000	2120	200	2801	\$ 108.01			
7	01	1400	0	1110	1000	3312	200	2801	\$ 6.69			
8	01	1400	0	1110	1000	3332	200	2801	\$ 1.56			
9	01	1400	0	1110	1000	3502	200	2801	\$ 0.06			
10	01	1400	0	1110	1000	3602	200	2801	\$ 2.06			
11	01	0000	0	0000	2700	5800	200	3011		\$ 4,208.75	F:Techn T:8550 Core	DSID# 2670
12	01	0000	0	1110	1000	5800	200	8550	\$ 4,208.75		Ivan for instuctional	
13	13	9010	0	0000	3700	4390	200	3101		\$ 64.63	Corr Res Spooner,K	DSID#2671
14	13	9055	0	0000	3700	4300	200	3101	\$ 64.63			
15	01	6500	0	5770	1130	5808	200	1304		\$ 6,756.94	Corr func SpEd Settlement	DSID# 2670
16	01	6500	0	5770	1190	5808	200	1304	\$ 6,756.94			
17	01	6500	0	5770	1190	5808	200	1304		\$ 5,500.00	corr mgt/obj	DSID# 2670
18	01	0000	0	0000	7200	5801	200	2801	\$ 5,500.00			
19												
20												
21												
22												

**TOTAL \$ 16,648.70 \$ 16,648.70**

PREPARED BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Batch # \_\_\_\_\_

DATE \_\_\_\_\_

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

Date Batch Released: \_\_\_\_\_

\$ 373,227.73

**DI: 05 PACIFIC ELEMENTARY**

**ACCOUNTS PAYABLE**

**FYE 15/16**

**FUND:** \_\_\_\_\_

	FU	RES	Y	GOAL	FUNC	OBJ	SCHL	MGMT	TOTAL \$AMT	DSID#	DESCRIPTION	EP#	DATE PAID/"Z" OUT
1	01	0000	0	0000	0000	9521	000	0000	\$ 24,401.93			DNP Pmts	
2	01	0102	0	0000	0000	9521	000	0000	\$ 232.20				
3	01	1400	0	0000	0000	9521	000	0000	\$ 10,931.40				
4	01	5811	0	0000	0000	9521	000	0000	\$ 920.98				
5	01	6500	0	0000	0000	9521	000	0000	\$ 6,237.16				
6	12	6105	0	0000	0000	9521	000	0000	\$ 4,678.99				
7	12	9010	0	0000	0000	9521	000	0000	\$ 3,715.46				
8	13	5310	0	0000	0000	9521	000	0000	\$ 932.25				
9	13	9055	0	0000	0000	9521	000	0000	\$ 1,366.44				
10													
11													
12													
13													
14													
12													
15													
14													
12													
15													
16													
17													
<b>TOTAL</b>									<b>\$ 53,416.81</b>				

Fund	01	\$ 42,723.67
Fund	12	\$ 8,394.45
Fund	13	\$ 2,298.69
Fund	21	\$ -
		<b>\$ 53,416.81</b>

PACIFIC ELEMENATRY  
FYE 2016/17

Pacifc Elementary SD 2016/17 1st Interim

1st Interim 2016/17

RESOURCE # NAME MANAGEMENT #	SPECIAL EDUCATION				9006	6300	9010	4035	5811	6230	6264	7690	0000
	6500/3345 RSP 1304	9024 Pysch Thrp 1310	3310 PL 94-142 1320	6512 PreMental Hlth 1306	Music/Art 2341	LOT MAT 3000	Field Trips 3056	Teach Quality 4035	REAP 5811	Prop 39 6230	Ed Effect 6264	STRS OB 7690	Ind Study 1103
Deferred Revenue													
8000-8099 - Rev. Limit													
8100-8299 - Federal			24,215					9,907	11,613				
8300-8599 - State				5,110		5,615				70,367	11,043	32,049	
8600-8799 - Local	54,027						10,752						828
TOTAL REVENUE	54,027	-	24,215	5,110	-	5,615	10,752	9,907	11,613	70,367	11,043	32,049	828
1000-Certificated Salaries	55,455							4,015	-				89,498
2000-Classified Salaries	7,159				9,168			1,000	11,192				3,459
3000-Benefits	24,140				880			774	1,074			32,049	25,382
4000-Books & Supplies	199					3,582	1,204	-	-	-			1,335
5000-Service&Operating	48,228.09	27,968	24,215				7,284	4,525		51,860	5,625		1,570
6000-Capital Outlay													
7100-7200-Other out go													
7300-Indirects													
TOTAL EXPENDITURES	135,181	27,968	24,215	-	10,048	3,582.07	8,488	10,313.92	12,266	51,860	5,625.00	32,049.00	121,244.33
OTHER SOURCES:													
89XX TRANS IN													
76XX TRANS OUT													
CONTR. REST. TO REST. #8990									-				
CONTR UNRES TO UNREST #8980													120,416.33
CONTR. UNRES TO RESTR. #8980	81,153.86	27,967.50			10,048.23			406.64	653.00				
TOTAL OTHER	81,154	27,968	-	-	10,048	-	-	407	653	-	-	-	120,416
NET INCR/DECR TO FUND BALANCE	-	-	-	5,110	-	2,033	2,263	0	-	18,507	5,418		-
ACTUAL BEG. FUND BALANCE	-	-		8,404.02		3,765.81	1,574.63			50,349.00	-	-	-
END FUND BALANCE	-	-	-	13,514.02	-	5,798.79	3,837.72	0.00	-	68,856.40	5,418.00	-	-

Reserve for Economic Uncertainty  
Net Unrestricted in 2801

DF 998.29  
1,767.29

PACIFIC ELEMENATRY  
FYE 2016/17

Pacific Elementary SD 2015/16 Unaudited Actuals

1st Interim 2016/17

RESOURCE # NAME MANAGEMENT #	0000 One-Time MCR 8550	0102 LIBRARY 2391	0102 PC DONATE 2630	0000 GENERAL 2801	1400 EPA 2801	1100 LOTTERY 3000	0000 DAY CARE 3008	0000 LIFE LAB 3009	0000 REC 3010	0000 Technology 3011	FUND TOTAL	RESTRICT
Deferred Revenue											-	-
8000-8099 - Rev. Limit				716,988	173,972						890,960	-
8100-8299 - Federal				8,471							54,206	45,735.28
8300-8599 - State	54,244			2,943		15,982					197,353	124,184
8600-8799 - Local			30,324	8,328			20,309	5,231	18,888		148,686	64,779
TOTAL REVENUE	54,244	-	30,324	736,731	173,972	15,982	20,309	5,231	18,888	-	1,291,206.38	234,697.84
1000-Certificated Salaries				191,642	110,517						451,126.09	59,470
2000-Classified Salaries			10,331	86,731	10,306		8,798		13,486		161,630.48	28,519
3000-Benefits			895	94,546	48,735		6,470		2,804		237,749.91	58,917
4000-Books & Supplies		116		6,273	4,414	7,015	323	1,216	1,091		26,767.34	4,986
5000-Service&Operating	6,180	-	3,500	103,551		793		5,614	810	5,964	297,685.70	169,704
6000-Capital Outlay											-	-
7100-7200-Other out go				264							263.90	-
7300-Indirects											-	-
TOTAL EXPENDITURES	6,180.00	116	14,726	483,007	173,972	7,807.71	15,590.64	6,829.58	18,190.85	5,963.75	1,175,223.42	321,595.60
OTHER SOURCES:											115,982.96	(86,897.76)
89XX TRANS IN											-	-
76XX TRANS OUT				- 6,073					- 1,000		(7,073.00)	-
CONTR. REST. TO REST. #8990											-	-
											-	-
CONTR UNRES TO UNREST #8980				(126,380.08)						5,964	-	-
CONTR. UNRES TO RESTR. #8980			(10,048.23)	(110,181.00)							-	119,823
TOTAL OTHER	-	-	- 10,048	(242,634.08)	-	-	-	-	- 1,000	5,964	(7,073.00)	119,822.59
NET INCR/DECR TO FUND BALANCE	48,064	- 116	5,549	11,090	0	8,174	4,718	- 1,598	- 303	-	108,909.96	32,924.83
ACTUAL BEG. FUND BALANCE	6,830.00	2,609.49	26,989.76	512,755.93	-	19,904.48	25,254.52	3,451.77	19,916.93	-	681,806.34	64,093.46
END FUND BALANCE	54,894.00	2,493.61	32,539.19	523,846.12	0.00	28,078.79	29,972.38	1,853.40	19,613.88	-	790,716.30	97,424.93

790,716.30

Reserve for Economic Uncertainty

75,000.00

Net Unrestricted in 2801

448,846.12

97,018.29

**PACIFIC ELEMENATRY  
FYE 2016/17**

**1st Interim 2016/17**

RESOURCE #	
NAME	
MANAGEMENT #	UNREST
Deferred Revenue	-
8000-8099 - Rev. Limit	890,960
8100-8299 - Federal	8,471
8300-8599 - State	73,169
8600-8799 - Local	83,908
TOTAL REVENUE	1,056,508.54
1000-Certificated Salaries	391,656
2000-Classified Salaries	133,111
3000-Benefits	178,833
4000-Books & Supplies	21,782
5000-Service&Operating	127,982
6000-Capital Outlay	-
7100-7200-Other out go	264
7300-Indirects	-
TOTAL EXPENDITURES	853,627.82
	202,880.72
OTHER SOURCES:	
89XX TRANS IN	-
76XX TRANS OUT	(7,073.00)
CONTR. REST. TO REST. #8990	-
	-
CONTR UNRES TO UNREST #8980	-
CONTR. UNRES TO RESTR. #8980	- 119,823
TOTAL OTHER	(126,895.59)
NET INCR/DECR TO FUND BALANCE	75,985.13
ACTUAL BEG. FUND BALANCE	617,712.88
END FUND BALANCE	693,291.37

Reserve for Economic Uncertainty

Net Unrestricted in 2801

eb ck

PACIFIC ELEMENATRY FYE 2016/17	ALL FUNDS Pacific Elementary SD 2015/16 Unaudited Actuals									
1st Interim 2016/17	Fund 01	Fund 12	Fund 13		Fund 14	Fund 17	Fund 21	Fund 25	Fund 61	TOTAL
			FLOF	Res. 5310					FLOF	
8000-8099 - Rev. Limit	890,960				10,000					900,960
8100-8299 - Federal	54,206			21,510						75,717
8300-8599 - State	197,353	48,294		1,379						247,026
8600-8799 - Local	148,686	76,021	11,650	39,559	50	1,399	5,819	2,233	1,766	285,417
<b>TOTAL REVENUE</b>	<b>1,291,206</b>	<b>124,315</b>	<b>11,650</b>	<b>62,448</b>	<b>10,050</b>	<b>1,399</b>	<b>5,819</b>	<b>2,233</b>	<b>1,766</b>	<b>1,509,120</b>
0	451,126									451,126
2000-Classified Salaries	161,630	69,562	9,619	23,707					304	264,518
3000-Benefits	237,750	35,310	2,063	10,438					65	285,561
4000-Books & Supplies	26,767	1,820	299	37,437					1,691	66,324
5000-Service&Operating	297,686	872	560	331	4,722		156,612.76	-	1,006.14	460,783
6000-Capital Outlay	-						593,128.19	26,542		619,670
7100-7200-Other out go	264									264
7300-Indirects	-									-
<b>TOTAL EXPENDITURES</b>	<b>1,175,223</b>	<b>107,564</b>	<b>12,541</b>	<b>71,913</b>	<b>4,722</b>	<b>-</b>	<b>749,741</b>	<b>26,542</b>	<b>3,066</b>	<b>2,148,247</b>
OTHER SOURCES:										
89XX TRANS IN	-		10,743.98	8,273					-	19,017
76XX TRANS OUT	- 7,073	- 1,200							(10,743.98)	- 19,017
CONTR. REST. TO REST. #8990	-									-
	-									-
CONTR UNRES TO UNREST #8980	-									-
CONTR. UNRES TO RESTR. #8981	-									-
<b>TOTAL OTHER</b>	<b>- 7,073</b>	<b>- 1,200</b>	<b>10,744</b>	<b>8,273</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- 10,744</b>	<b>-</b>
NET INCR/DECR TO FUND BALANCE	108,910	15,550.57	9,853	- 1,192	5,328	1,399	- 743,922	- 24,309	- 12,045	- 628,383
ACTUAL BEG. FUND BALANCE	681,806.34	12,105.69	-	9,176.88	843.01	213,720.87	1,043,461.10	26,624.63	12,045	1,987,739
<b>Unaudited Actuals BALANCE</b>	<b>790,716.30</b>	<b>27,656.26</b>	<b>9,852.80</b>	<b>7,984.81</b>	<b>6,170.68</b>	<b>215,119.62</b>	<b>299,539.19</b>	<b>2,315.49</b>	<b>-</b>	<b>1,359,355.15</b>
<b>RESTRICTED/DESIGNATED FUNDS</b>	211,976									
<b>ECONOMIC UNCERTAINTY RESERV</b>	75,000									
<b>UNRESTRICTED FUND BALANCE</b>	503,740									



PACIFIC ELEMENATRY  
FYE 2016/17  
1st Interim 2016/17

Pacific Elementary SD 2016/17 1st Interim Projected Budget

RESOURCE # NAME MANAGEMENT #	SPECIAL EDUCATION				9006	6300	4035	5811	6230	6264	9010	7690	0000	0000
	6500 RSP 1304	9024 Psych Thrp 1310	3310 PL 94-142 1320	6512 MENTAL HLTH 1306	Music/Art 2341	LOT MAT 3000	TeachQuality 4035	REAP 5811	Prop 39 6230	Ed. Effect 6264	Field Trips 3056	STRS On-Behalf 7690	Ind Study 1103	OTMC/CC 8550
Deferred Revenue														
8000-8099 - Rev. Limit														
8100-8299 - Federal			24,215				8,125	12,496						
8300-8599 - State				5,895		4,242			55,000	-		43,025		21,614
8600-8799 - Local	52,952	2,145			2,000						7,500			
TOTAL REVENUE	52,952	2,145	24,215	5,895	2,000	4,242	8,125	12,496	55,000	-	7,500	43,025	-	21,614
1000-Certificated Salaries	85,399						3,500	-					91,146	
2000-Classified Salaries	22,320				14,000			11,849					3,721	
3000-Benefits	53,421				1,333		557	1,834				43,025	27,381	
4000-Books & Supplies	150					4,469	365		-		4,000		1,200	
5000-Service&Operating	33,875	18,940	24,215	4,950			3,935	-	55,000	3,600	6,500		1,000	
6000-Capital Outlay									-					
7100-7200-Other out go														
7300-Indirects														
TOTAL EXPENDITURES	195,165.21	18,940	24,215	4,950	15,333	4,469	8,357	13,682	55,000	3,600	10,500	43,025	124,448	-
OTHER SOURCES:														
89XX TRANS IN														
76XX TRANS OUT														
CONTR. REST. TO REST. #8990		-						-						
CONTR UNRES TO UNREST #8980													124,447.99	
CONTR. UNRES TO RESTR. #8981	142,213.21	16,795			13,350		231.64	1,186.18						
TOTAL OTHER	142,213	16,795	-	-	13,350	-	232	1,186	-	-	-	-	124,448	-
NET INCR/DECR TO FUND BALANCE	-	-	-	945	17	- 227	-	-	-	- 3,600	- 3,000	-	-	21,614
ACTUAL BEG. FUND BALANCE	-	-	-	13,514.02	-	5,798.79	0.00	-	68,856.40	5,418	3,838	-	-	54,894.00
END FUND BALANCE	-	-	-	14,459	17	5,572	0	-	68,856	1,818	837.72	-	-	76,508

Min. ECONOMIC UNCERTAINTY RESERVE  
LCFF Difference BASC vs SCC reserve  
Net Unrestricted Mgmt 2801

PACIFIC ELEMENATRY  
FYE 2016/17  
1st Interim 2016/17

Pacific Elementary SD 2016/17 1st Interim Projected Budget

RESOURCE # NAME MANAGEMENT #	0102 LIBRARY 2391	0102 PC DONATE 2630	0000 GENERAL 2801	1400 EPA 2801	1100 LOTTERY 3000	0000 DAY CARE 3008	0000 Life Lab 3009	0000 REC 3010	FUND TOTAL	RESTRICT	UNRESTRICT
Deferred Revenue									-	-	-
8000-8099 - Rev. Limit			749,780	169,936					919,716	-	919,716
8100-8299 - Federal			-						44,836	44,836	-
8300-8599 - State			3,154		14,342				147,272	108,162	39,110
8600-8799 - Local		32,024	8,400			16,110	4,500	14,765	140,396	64,597	75,799
TOTAL REVENUE	-	32,024	761,334	169,936	14,342	16,110	4,500	14,765	1,252,220	217,595	1,034,625
1000-Certificated Salaries	-		218,570.6	102,519					501,134	88,899	412,235
2000-Classified Salaries		9,450	111,209.8	8,330		10,088		12,727	203,693	48,168	155,525
3000-Benefits		901	111,592.9	42,870		6,962		2,985	292,862	100,170	192,692
4000-Books & Supplies	2,200		5,600.0	10,218	8,650	300	1,900	1,160	40,212	8,984	31,228
5000-Service&Operating	-	8,300	75,600.0	6,000	1,200	3,000	4,100	4,000	254,215	151,015	103,200
6000-Capital Outlay									-	-	-
7100-7200-Other out go			250.0						250	-	250
7300-Indirects									-	-	-
TOTAL EXPENDITURES	2,200	18,651	522,823	169,936	9,850	20,350	6,000	20,872	1,292,366	397,236	895,130
OTHER SOURCES:											
89XX TRANS IN									-	-	-
76XX TRANS OUT			- 6,073					- 1,000	(7,073)	- -	7,073
CONTR. REST. TO REST. #8990			-						-	-	-
									-	-	-
CONTR UNRES TO UNREST #8980			(124,447.99)						-	-	-
CONTR. UNRES TO RESTR. #8981	-	13,350	- 160,426						-	173,545 -	173,545
TOTAL OTHER	-	- 13,350	- 290,947	-	-	-	-	- 1,000	- 7,073	173,776 -	180,849
NET INCR/DECR TO FUND BALANCE	- 2,200	23	- 52,437	-	4,492	- 4,240	- 1,500	- 7,107	- 47,219	- 5,865 -	41,354
ACTUAL BEG. FUND BALANCE	2,493.61	32,539.19	523,846.12	0.00	28,078.79	29,972.38	1,853.40	19,613.88	790,716.30	97,424.93	693,291.37
END FUND BALANCE	293.61	32,562	471,409.43	0.00	32,570.79	25,732.47	353.40	12,507.38	743,496.83	91,559.57	651,937.26

Min. ECONOMIC UNCERTAINTY RESERVE  
LCFF Difference BASC vs SCC reserve  
Net Unrestricted Mgmt 2801

Min EU  
Max EU  
Excess of max

75,000.00  
  
396,409.43

<b>PACIFIC ELEMENATRY FYE 2016/17</b>	<b>ALL FUNDS</b>									
	<b>Pacific Elementary SD 2016/17 1st Interim Projected Budget</b>									
	<b>Fund 01</b>	<b>Fund 12</b>	<b>Fund 13</b>		<b>Fund 14</b>	<b>Fund 17</b>	<b>Fund 21</b>	<b>Fund 25</b>	<b>Fund 61</b>	<b>TOTAL</b>
			FLOF	Res 5310					FLOF	
8000-8099 - Rev. Limit	919,716				10,000					929,716
8100-8299 - Federal	44,836	-		19,755						64,591
8300-8599 - State	147,272	50,000		1,530	-					198,802
8600-8799 - Local	140,396	69,050	11,000	34,220	25	1,000	1,000	260	-	256,951
<b>TOTAL REVENUE</b>	<b>1,252,220</b>	<b>119,050</b>	<b>11,000</b>	<b>55,505</b>	<b>10,025</b>	<b>1,000</b>	<b>1,000</b>	<b>260</b>	<b>-</b>	<b>1,450,060</b>
1000-Certificated Salaries	501,134									501,134
2000-Classified Salaries	203,693	70,750	11,433	22,998					-	308,874
3000-Benefits	292,862	37,576	2,536	10,675					-	343,648
4000-Books & Supplies	40,212	2,900	3,200	37,000					-	83,312
5000-Service&Operating	254,215	750	1,500	850	10,000		61,000	5	-	328,320
6000-Capital Outlay	-						175,000			175,000
7100-7200-Other out go	250									250
7300-Indirects	-									-
<b>TOTAL EXPENDITURES</b>	<b>1,292,366</b>	<b>111,976</b>	<b>18,669</b>	<b>71,523</b>	<b>10,000</b>	<b>-</b>	<b>236,000</b>	<b>5</b>	<b>-</b>	<b>1,740,538</b>
OTHER SOURCES:										
89XX TRANS IN	-		-	8,273					-	8,273
76XX TRANS OUT	7,073	1,200							-	8,273
CONTR. REST. TO REST. #8990	-									-
										-
CONTR UNRES TO UNREST #8980	-									-
CONTR. UNRES TO RESTR. #8981	-									-
<b>TOTAL OTHER</b>	<b>- 7,073</b>	<b>- 1,200</b>	<b>-</b>	<b>8,273</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
NET INCR/DECR TO										
FUND BALANCE	- 47,219	5,875	- 7,669	- 7,745	25	1,000	- 235,000	255	-	- 290,478
ACTUAL BEG. FUND BALANCE	790,716.30	27,656	9,853	7,985	6,171	215,120	299,539	2,315	-	1,359,355
<b>EST. END FUND BALANCE</b>	<b>743,497</b>	<b>33,531</b>	<b>2,184</b>	<b>240</b>	<b>6,196</b>	<b>216,120</b>	<b>64,539</b>	<b>2,570</b>	<b>-</b>	<b>1,068,877</b>
<b>RESTRICTED/DESIGNATED FUNDS</b>	272,087									
<b>Min. ECONOMIC UNCERTAINTY RESERV</b>	75,000									
<b>Max. ECONOMIC UNCERTAINTY RESERV</b>	129,944									
<b>UNRESTRICTED FUND BALANCE</b>	341,466					216,120				

	P-2							P-2	P-2
ENROLLMENT/ADA EST FOR MYP	2014/15	2015/16	2016/17	2017/18	2018/19			2013/14	2012/13
K & TK	15	22	19	17	17			15	17
1	13	17	19	19	17			16	17
2	18	16	16	19	19			15	13
3	15	17	13	16	19			13	15
4	14	16	20	13	16			16	13
5	16	13	14	19	13			17	14
6	17	14	5	7	9			14	16
ENROLLMENT ESTIMATES	108	115	106	110	110			106	105
ADA ESTIMATE @ 94% OF ENROLL	95%	96%	96%	96%	0.96			0.96	0.96
K - 3	58.34	68.3	64.2	68.0	68.9			57.5	59.1
4- 6	44.15	41.8	37.3	37.3	36.4			44.6	41.8
ADA	102.49	110.11	101.49	105.32	105.32			102.14	100.84
CLASS SIZE K-3	59	65.4	46	50	51			54	55
# OF TEACHERS	3	3	3	3	3			3	3
EST AVERAGE CLASS SIZE	19.7	21.8	15.3	16.7	17.0			18.0	18.3
Unduplicated count estimates	38	35	25	22	22				
Unduplicated count est. %	35%	30%	24%	20%	20%				
EB meeting w/Eric & Elizabeth		Take out IS for GSA		Take out IS for GSA					
sed 2016/17; Molly CBEDs @ 11/16/17	IS Grades	K	1	2	3				
	21	4	7	6	4				

The purpose of this tab is to allow the user to make individual changes to specific resource/management combination changes to future year projections should occur here that fall outside the global assumptions. The future year project sheets are designed to pull the current year budget and take into account both the global assumption changes as well as changes found here. Also, Column M contains a formula - Make sure not to delete it. **EB Notes: The exceptions adds 1 amount from the prior year...after the global increases**

**Important Note: Transfers Out (7600-7629) and Other Source (7630-7699) need to be entered as NEGATIVE numbers to increases in expense. Also, Column M contains a formula - do not delete this.**

Description	Resource	Management	Object	Future Year One		Future Y
				% Incr	Value	% Incr
1103 Independ Study Contrib frm Unrest	0000	1103	8980	-100.00%	\$ 129,161	-100.00%
1304 reduce cert staff cuz student grads	6500	1304	1000		\$ (26,325)	
1304 Contrib frm unrest 0000-2801	6500	1304	8981	-100.00%	\$ 96,551	-100.00%
1309 Contrib frm unrest 0000-2801	6500	1309	8981	-100.00%	\$ -	-100.00%
1310 reduce 10 days in Pyscho contract	9024	1310	5800		\$ (5,000)	
1310 Contrib frm unrest 0000-2801	9024	1310	8981	-100.00%	\$ 14,887	-100.00%
1320 Speech inc mv to 1304	3310	1320	5000	-100.00%	\$ 24,215	-100.00%
1306 Reduce 12 days counseling	6512	1306	5000	-100.00%		
1304 reduce onetime settlement& OT inc	6500	1304	5000		\$ (26,500)	
2341 Music/Art frm PC donate 2630	9006	2341	8981	-100.00%	\$ 13,654	-100.00%
2391 LIBRY reduce supplies (4000's) to bal	0102	2391	4000	-100.00%	\$ 294	-100.00%
4035 Title II take out mentor/add wkshps to bal	4035	4035	5000	-100.00%	\$ 3,535	-100.00%
4035 Title II contrib from 2801	4035	4035	8981	-100.00%		
5811 REAP contrib frm unrest 0000-2801	5811	5811	8981	-100.00%	\$ 1,752	-100.00%
1310 Pyscho reduce COE transfer of rev	9024	1310	8600	-100.00%		
2630 PC Donations reduced Theater & Aides	0102	2630	8600		\$ (13,170)	
2630 PC Donate to Music	0102	2630	8981	-100.00%	\$ (13,654)	-100.00%
2630 PC Donate reduce services	0102	2630	5000		\$ (4,000)	
0000-2801 LCFF see Global assump tab	0000	2801	8011	-100.00%	\$ 758,070	-100.00%
0000-2801 reduce misc reve (Harmony/bus/S4C)	0000	2801	8600		\$ (2,250)	
1400-2801 EPA used calcs in Global assump tab	1400	2801	8012	-100.00%	\$ 149,525	-100.00%
1400-2801 EPA mv Salary to balance	1400	2801	1100		\$ (7,873)	
0000-2801 increase by EPA's decrease	0000	2801	1100		\$ 7,873	
1400-2801 reduce instructional supp	1400	2801	4000	-100.00%		-100.00%
1400-2801 take out technology svc	1400	2801	5000	-100.00%		
0000-2801-8981 unrest to rest	0000	2801	8981	-100.00%	\$ (113,190)	-100.00%
0000-2801-8980 Unrest to Unrest	0000	2801	8980	-100.00%	\$ (129,161)	-100.00%
0000-2801 mv instruct tech svc to 2801	0000	2801	5000		\$ 6,000	
3056 Field trip supplies reduced	9010	3056	4000		\$ (3,000)	
3056 Field trip services reduced	9010	3056	5000			
3009 Science reduce supplies (4000's) to bal	0000	3009	4000	-100.00%	\$ 500	-100.00%
3009 Science reduce supplies (5000's) to bal	0000	3009	5000	-100.00%	\$ 4,000	-100.00%
3010 Rec take out mats to bal grant	0000	3010	4000			-100.00%
3010 Rec take out svcs to bal grant	0000	3010	5000			-100.00%
6230 Prop 39 Revenues 8000's takeout	6230	6230	8500	-100.00%		
6230 Prop 39 expenditures 5000's takeout	6230	6230	5000	-100.00%	\$ 25,000	
6264 FYE 17/18 reduce to ending bal	6264	6264	5000	-100.00%	\$ 1,818	-100.00%

1100-3000 mv supp reduct in 1400-2801 to lott	1100	3000	4000		\$	5,000	
1100-3000 move EPA reduction to lottery	1100	3000	5000		\$	5,000	
7690 STRS on BEHALF	7690	7690	8500		\$	2,151	
8550 Add book adopt & Tech for Students	0000	8550	4400		\$	60,000	-100.00%
8550 Elim One-time CC/ mandated Cst revenue	0000	8550	8550	-100.00%			

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Year Two
Value
\$ 134,558
\$ 104,366
\$ -
\$ 15,631
\$ 24,215
\$ 17,967
\$ 3,364
\$ 2,141
\$ 8,000
\$ (17,967)
\$ 4,000
\$ 856,832
\$ 71,512
\$ (70,851)
\$ 70,851
\$ (122,138)
\$ (134,558)
\$ (1,000)
\$ 500
\$ 4,000
\$ 500
\$ 500

\$	5,000
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\$	2,259
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Di Pays	15/16	2016/17	17/18 Inc	2017/18	18/19 Inc	2018/19										
Vis	9.70	9.70		9.70		9.70										
Den	55.67	56.78	3% Inc	58.48	3% Inc	60.24										
Medi	975.00	977.00	5% Inc	1,025.85	10% Inc	1,128.44										
Monthly	1,040.37	1,043.48		1,094.03		1,198.37										
Totals	12,484.44	12,521.76		13,128.40		14,380.47										
			funded													2016/17
	EE that receive Benefits		1103	1304	1400-2801			2801	3008		5811	fund12	fund13	total		
2015/16	1 Barsanti		1.00	-	-			-	-		-	-	-	100%	12,521.76	
	1 Postie		-	0.95	-			0.05	-		-	-	-	100%	12,521.76	
	1 Hartje		-	-	-			1.00	-		-	-	-	100%	12,521.76	
	1 Tschirky		-	-	-			1.00	-		-	-	-	100%	12,521.76	
	1 Cicchinelli		-	-	1.00			-	-		-	-	-	100%	12,521.76	
	1 Hattenhausen		-	-	1.00			-	-		-	-	-	100%	12,521.76	
	1 Bird, J		-	0.70					-		-	-	-	70%	8,765.23	
	2 Gagnier		-	-				-	0.15		-	0.85	-	100%	12,521.76	
	2 Miguel, E		-	-				0.40	-		-	0.10	0.50	100%	12,521.76	
	2 Reynolds		-	-				0.15	-		-	0.85	-	100%	12,521.76	
	2 Tanner clerk		-	-	-			0.78	-		-	-	-	78%	9,737.88	
	2 Pellerin,L		-	0.70				-	-		-	-	-	70%	8,765.23	
	2 Chomimn, T		-	0.70				-	-		-	-	-	70%	8,765.23	
	2 Andrews							-	-		-	-	-	0%	-	
	1 Gross							1.4401			-	-	-	144%	18,032.46	
169,063.30	15/16 totals		12,521.76	38,191.36	25,043.52	-	-	-	60,375.07	1,926.42	-	-	22,442.85	6,260.89	166,761.87	
182,671.81															166,761.87	
	2017/18		13,128.40	40,041.62	26,256.80	-	-		57,522.38	2,019.75	-	-	23,530.14	6,564.21	169,063.30	
	2018/19		14,380.47	43,860.44	28,760.95	-	-		60,493.08	2,212.38	-	-	25,774.24	7,190.25	182,671.81	
	Inc							1.00					2016/17	2017/18	2018/19	
												cert	83,895.79	78,770.40	86,282.85	
												class	64,833.62	70,893.36	77,654.56	
												mgmt	18,032.46	13,128.40	14,380.47	
													166,761.87	162,792.17	178,317.88	

[illegible]

**PACIFIC ELEMENATRY**
**FYE 2016/17**
**1st Interim 2016/17**
**Pacific Elementary SD 2017/18 Projected Budget**

RESOURCE # NAME MANAGEMENT #	SPECIAL EDUCATION					9006	6300	4035	5811	6230	6264	9010	7690	0000	0000
	6500 RSP 1304	6500 Speech 1309	9024 Psych Thrp 1310	3310 PL 94-142 1320	6512 MENTAL HLTH 1306	Music/Art 2341	LOT MAT 3000	TeachQuality 4035	REAP 5811	Prop 39 6230	Ed. Effect 6264	Field Trips 3056	STRS On-Behalf 7690	Ind Study 1103	OTMC/CC 8550
Deferred Revenue															
8000-8099 - Rev. Limit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8100-8299 - Federal	-	-	-	24,215	-	-	-	8,125	12,496	-	-	-	-	-	-
8300-8599 - State	-	-	-	-	5,895	-	4,242	-	-	-	-	-	45,176	-	-
8600-8799 - Local	52,952	-	-	-	-	2,000	-	-	-	-	-	7,500	-	-	-
TOTAL REVENUE	52,952	-	-	24,215	5,895	2,000	4,242	8,125	12,496	-	-	7,500	45,176	-	-
1000-Certificated Salaries	60,782	-	-	-	-	-	-	3,570	-	-	-	-	-	92,969	-
2000-Classified Salaries	22,766	-	-	-	-	14,280	-	-	12,086	-	-	-	-	3,795	-
3000-Benefits	56,729	-	-	-	-	1,374	-	637	2,162	-	-	-	45,176	30,087	-
4000-Books & Supplies	158	-	-	-	-	-	4,692	383	-	-	-	1,200	-	1,260	60,000
5000-Service&Operating	9,069	-	14,887	24,215	-	-	-	3,535	-	25,000	1,818	6,825	-	1,050	-
6000-Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7100-7200-Other out go	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7300-Indirects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	149,503	-	14,887	24,215	-	15,654	4,692	8,125	14,248	25,000	1,818	8,025	45,176	129,161	60,000
OTHER SOURCES:															
89XX TRANS IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
76XX TRANS OUT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTR. REST. TO REST. #8990	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTR UNRES TO UNREST #8980	-	-	-	-	-	-	-	-	-	-	-	-	-	129,161	-
CONTR. UNRES TO RESTR. #8981	96,551	-	14,887	-	-	13,654	-	-	1,752	-	-	-	-	-	-
TOTAL OTHER	96,551	-	14,887	-	-	13,654	-	-	1,752	-	-	-	-	129,161	-
NET INCR/DECR TO FUND BALANCE	-	-	-	-	5,895	-	450	-	-	25,000	1,818	525	-	-	60,000
BEG. FUND BALANCE	-	-	-	-	14,459	17	5,572	0	-	68,856	1,818	838	-	-	76,508
EST. END FUND BALANCE	-	-	-	-	20,354	17	5,121	0	-	43,856	-	313	-	-	16,508

**PACIFIC ELEMENATRY**
**FYE 2016/17**
**1st Interim 2016/17**
**Pacific Elementary SD 2017/18 Projected Budget**

RESOURCE # NAME MANAGEMENT #	0102 LIBRARY 2391	0102 PC DONATE 2630	0000 GENERAL 2801	1400 EPA 2801	1100 LOTTERY 3000	0000 DAY CARE 3008	0000 Life Lab 3009	0000 REC 3010	0000 Technology 3011	FUND TOTAL	RESTRICT	UNRESTRICT
Deferred Revenue										-	-	-
8000-8099 - Rev. Limit	-	-	758,070	149,525	-	-	-	-	-	907,595	-	907,595
8100-8299 - Federal	-	-	-	-	-	-	-	-	-	44,836	44,836	-
8300-8599 - State	-	-	3,154	-	14,342	-	-	-	-	72,809	55,313	17,496
8600-8799 - Local	-	18,854	6,150	-	-	16,110	4,500	14,765	-	122,831	62,452	60,379
TOTAL REVENUE	-	18,854	767,374	149,525	14,342	16,110	4,500	14,765	-	1,148,071	162,601	985,470
1000-Certificated Salaries	-	-	230,815	96,696	-	-	-	-	-	484,832	64,352	420,480
2000-Classified Salaries	-	9,639	113,434	8,496	-	10,290	-	12,981	-	207,767	49,132	158,636
3000-Benefits	-	927	118,060	44,333	-	4,500	-	3,331	-	307,316	106,078	201,238
4000-Books & Supplies	294	-	5,880	-	14,083	315	500	1,218	-	89,982	6,433	83,549
5000-Service&Operating	-	4,715	85,380	-	6,260	3,150	4,000	4,200	-	194,103	85,348	108,755
6000-Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
7100-7200-Other out go	-	-	250	-	-	-	-	-	-	250	-	250
7300-Indirects	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	294	15,281	553,819	149,525	20,343	18,254	4,500	21,730	-	1,284,251	311,343	972,907
OTHER SOURCES:												
89XX TRANS IN	-	-	-	-	-	-	-	-	-	-	-	-
76XX TRANS OUT	-	-	6,073	-	-	-	-	1,000	-	7,073	-	7,073
CONTR. REST. TO REST. #8990	-	-	-	-	-	-	-	-	-	-	-	-
CONTR UNRES TO UNREST #8980	-	-	129,161	-	-	-	-	-	-	-	-	-
CONTR. UNRES TO RESTR. #8981	-	13,654	113,190	-	-	-	-	-	-	-	126,843	126,843
TOTAL OTHER	-	13,654	248,424	-	-	-	-	1,000	-	7,073	126,843	133,916
NET INCR/DECR TO FUND BALANCE	- 294	- 10,081	- 34,869	- 0	- 6,001	- 2,144	-	- 7,965	-	- 143,252	- 21,898	- 121,354
BEG. FUND BALANCE	294	32,562	471,409	0	32,571	25,732	353	12,507	-	743,497	91,560	651,937
EST. END FUND BALANCE	-	22,481	436,540	0	26,570	23,588	353	4,542	-	600,245	69,661	530,583

**PACIFIC ELEMENATRY**
**FYE 2016/17**

1st Interim 2016/17

**Pacific Elementary SD 2018/19 Projected Budget**

RESOURCE # NAME MANAGEMENT #	SPECIAL EDUCATION					9006	6300	4035	5811	6230	6264	9010	7690	0000
	6500 RSP 1304	6500 Speech 1309	9024 Psych Thrp 1310	3310 PL 94-142 1320	6512 MENTAL HLTH 1306	Music/Art 2341	LOT MAT 3000	TeachQulity 4035	REAP 5811	Prop 39 6230	Ed. Effect 6264	Field Trips 3056	STRS On-Behalf 7690	Ind Study 1103
Deferred Revenue														
8000-8099 - Rev. Limit	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8100-8299 - Federal	-	-	-	24,215	-	-	-	8,125	12,496	-	-	-	-	-
8300-8599 - State	-	-	-	-	5,895	-	4,242	-	-	-	-	-	47,435	-
8600-8799 - Local	52,952	-	-	-	-	2,000	-	-	-	-	-	7,500	-	-
TOTAL REVENUE	52,952	-	-	24,215	5,895	2,000	4,242	8,125	12,496	-	-	7,500	47,435	-
1000-Certificated Salaries	61,998	-	-	-	-	-	-	3,641	-	-	-	-	-	94,828
2000-Classified Salaries	23,221	-	-	-	-	14,566	-	-	12,327	-	-	-	-	3,871
3000-Benefits	62,411	-	-	-	-	1,401	-	717	2,310	-	-	-	47,435	33,433
4000-Books & Supplies	165	-	-	-	-	-	4,927	402	-	-	-	1,260	-	1,323
5000-Service&Operating	9,522	-	15,631	24,215	-	-	-	3,364	-	26,250	-	6,166	-	1,103
6000-Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7100-7200-Other out go	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7300-Indirects	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	157,318	-	15,631	24,215	-	15,967	4,927	8,125	14,637	26,250	-	7,426	47,435	134,558
OTHER SOURCES:														
89XX TRANS IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-
76XX TRANS OUT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTR. REST. TO REST. #8990	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTR UNRES TO UNREST #8980	-	-	-	-	-	-	-	-	-	-	-	-	-	134,558
CONTR. UNRES TO RESTR. #8981	104,366	-	15,631	-	-	17,967	-	-	2,141	-	-	-	-	-
TOTAL OTHER	104,366	-	15,631	-	-	17,967	-	-	2,141	-	-	-	-	134,558
NET INCR/DECR TO FUND BALANCE	-	-	-	-	5,895	4,000	- 685	-	-	- 26,250	-	74	-	-
BEG. FUND BALANCE	-	-	-	-	20,354	17	5,121	0	-	43,856	-	313	-	-
EST. END FUND BALANCE	-	-	-	-	26,249	4,017	4,436	0	-	17,606	-	386	-	-

**PACIFIC ELEMENATRY**
**FYE 2016/17**

1st Interim 2016/17

**Pacific Elementary SD 2018/19 Projected Budget**

RESOURCE # NAME MANAGEMENT #	0000	0102	0102	0000	1400	1100	0000	0000	0000	0000			
	OTMC/CC	LIBRARY	PC DONATE	GENERAL	EPA	LOTTERY	DAY CARE	Life Lab	REC	Technology	FUND TOTAL	RESTRICT	UNRESTRICT
	8550	2391	2630	2801	2801	3000	3008	3009	3010	3011			
Deferred Revenue											-	-	-
8000-8099 - Rev. Limit	-	-	-	856,832	71,512	-	-	-	-	-	928,344	-	928,344
8100-8299 - Federal	-	-	-	-	-	-	-	-	-	-	44,836	44,836	-
8300-8599 - State	-	-	-	3,154	-	14,342	-	-	-	-	75,068	57,572	17,496
8600-8799 - Local	-	-	26,854	6,150	-	-	16,110	4,500	14,765	-	130,831	62,452	68,379
TOTAL REVENUE	-	-	26,854	866,136	71,512	14,342	16,110	4,500	14,765	-	1,179,079	164,860	1,014,219
1000-Certificated Salaries	-	-	-	306,282	27,779	-	-	-	-	-	494,529	65,639	428,890
2000-Classified Salaries	-	-	9,832	115,703	8,666	-	10,495	-	13,241	-	211,923	50,114	161,808
3000-Benefits	-	-	946	141,437	35,067	-	4,898	-	3,616	-	333,671	114,274	219,396
4000-Books & Supplies	-	-	-	6,174	-	19,787	331	500	500	-	35,369	6,755	28,614
5000-Service&Operating	-	-	8,951	89,649	-	6,573	3,308	4,000	500	-	199,231	85,149	114,083
6000-Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-
7100-7200-Other out go	-	-	-	250	-	-	-	-	-	-	250	-	250
7300-Indirects	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	19,728	659,495	71,512	26,360	19,032	4,500	17,857	-	1,274,973	321,931	953,041
OTHER SOURCES:													
89XX TRANS IN	-	-	-	-	-	-	-	-	-	-	-	-	-
76XX TRANS OUT	-	-	-	6,073	-	-	-	-	1,000	-	7,073	-	7,073
CONTR. REST. TO REST. #8990	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTR UNRES TO UNREST #8980	-	-	-	134,558	-	-	-	-	-	-	-	-	-
CONTR. UNRES TO RESTR. #8981	-	-	17,967	122,138	-	-	-	-	-	-	-	140,105	140,105
TOTAL OTHER	-	-	17,967	262,769	-	-	-	-	1,000	-	7,073	140,105	147,178
NET INCR/DECR TO FUND BALANCE	-	-	10,841	56,129	0	12,018	2,922	-	4,092	-	102,967	16,966	86,000
BEG. FUND BALANCE	16,508	-	22,481	436,540	0	26,570	23,588	353	4,542	-	600,245	69,661	530,583
EST. END FUND BALANCE	16,508	-	11,641	380,412	0	14,553	20,667	353	450	-	497,278	52,695	444,583

PACIFIC ELEMENATRY	SUMMARY OF PACIFIC ELEMENTARY											
FYE 2016/17	MULTIPLE YEARS FUND 01 FYE 2016/17 1ST INTERIM BUDGET											
1st Interim 2016/17	Pacific Elementary SD 2015/16 Unaudited Actuals			Pacific Elementary SD 2016/17 1st Interim Projected			Pacific Elementary SD 2017/18 Projected Budget			Pacific Elementary SD 2018/19 Projected Budget		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	-	-	-	-	-	-	-	-	-	-	-	-
8000-8099 - Rev. Limit	890,960	-	890,960	919,716	-	919,716	907,595	-	907,595	928,344	-	928,344
8100-8299 - Federal	8,471	45,735	54,206	-	44,836	44,836	-	44,836	44,836	-	44,836	44,836
8300-8599 - State	73,169	124,184	197,353	39,110	108,162	147,272	17,496	55,313	72,809	17,496	57,572	75,068
8600-8799 - Local	83,908	64,779	148,686	75,799	64,597	140,396	60,379	62,452	122,831	68,379	62,452	130,831
TOTAL REVENUE	1,056,509	234,698	1,291,206	1,034,625	217,595	1,252,220	985,470	162,601	1,148,071	1,014,219	164,860	1,179,079
1000-Certificated Salaries	391,656	59,470	451,126	412,235	88,899	501,134	420,480	64,352	484,832	428,890	65,639	494,529
2000-Classified Salaries	133,111	28,519	161,630	155,525	48,168	203,693	158,636	49,132	207,767	161,808	50,114	211,923
3000-Benefits	178,833	58,917	237,750	192,692	100,170	292,862	201,238	106,078	307,316	219,396	114,274	333,671
4000-Books & Supplies	21,782	4,986	26,767	31,228	8,984	40,212	83,549	6,433	89,982	28,614	6,755	35,369
5000-Service&Operating	127,982	169,704	297,686	103,200	151,015	254,215	108,755	85,348	194,103	114,083	85,149	199,231
6000-Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
7100-7200-Other out go	264	-	264	250	-	250	250	-	250	250	-	250
7300-Indirects	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	853,628	321,596	1,175,223	895,130	397,236	1,292,366	972,907	311,343	1,284,251	953,041	321,931	1,274,973
OTHER SOURCES:												
89XX TRANS IN	-	-	-	-	-	-	-	-	-	-	-	-
76XX TRANS OUT	- 7,073	-	7,073	- 7,073	-	7,073	- 7,073	-	7,073	- 7,073	-	7,073
CONTR. REST. TO REST. #8990	-	-	-	-	-	-	-	-	-	-	-	-
CONTRIB FLEX - #8998/8995	-	-	-	-	-	-	-	-	-	-	-	-
CONTR UNRES TO UNREST #8980	-	-	-	-	-	-	-	-	-	-	-	-
CONTR. UNRES TO RESTR. #8981	- 119,823	119,823	-	- 173,545	173,545	-	- 126,843	126,843	-	- 140,105	140,105	-
TOTAL OTHER	- 126,896	119,823	7,073	- 180,849	173,776	7,073	- 133,916	126,843	7,073	- 147,178	140,105	7,073
NET INCR/DECR TO												
FUND BALANCE	75,985	32,925	108,910	- 41,354	- 5,865	47,219	- 121,354	- 21,898	143,252	- 86,000	- 16,966	102,967
ACTUAL BEG. FUND BALANCE	617,713	64,093	681,806	693,291	97,425	790,716	651,937	91,560	743,497	530,583	69,661	600,245
EST. END FUND BALANCE	693,291	97,425	790,716	651,937	91,560	743,497	530,583	69,661	600,245	444,583	52,695	497,278
09.12.2016												
RESTRICTED/DESIGNATED FUNDS			211,976			272,087			163,704			116,866
ECONOMIC UNCERTAINTY RESERVE			75,000			75,000			75,000			75,000
Max. ECONOMIC UNCERTAINTY RESERVE			-			129,944			129,132			128,205
UNRESTRICTED FUND BALANCE			503,740			341,466			307,408			252,207

FUND 17 EST BALANCE @ .5%			215,120			216,120			217,200			218,286
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[illegible]

		FYE 2015/16															
		GENERAL FUND															
	2015/16	ACTUALS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	ACCRUALS	TOTAL	
A. BEGINNING CASH			708,717.09	708,717.09	747,009.66	762,965.71	822,160.66	809,679.59	736,917.45	816,127.05	799,961.07	746,725.74	760,903.94	813,005.05	772,255.13		708,717
B. RECEIPTS																	
Revenue Limit:																	
State Aid:	8010-8019	705,151	81,117.00	79,483.00	119,154.00	79,483.00	0.00	39,672.00	31,793.00	38,744.00	92,551.00	38,744.00	38,744.00	66,122.00			705,607
Property Tax	8020-8079	186,532	542.78	0.00	1,093.73	0.00	3,182.38	79,983.16	1,857.92	48.76	480.06	72,281.12	1,087.87	35,251.57			195,809
Other	8080-8099	(10,000)	0.00		0.00	-10,000.00											-10,000
Federal Revenues	8100-8299	54,206	-10,271.72	0.00	4,138.00	0.00	5,256.43	7,132.00	3,214.58	769.00	3,374.00	0.00	11,613.00	0.00	28,981.00		54,206.29
Other State Rev	8300-8599	197,353	-3,316.00	65.00	768.00	4,646.05	2,913.00	32,044.00	26,876.50	0.00	6,439.00	10,279.89	0.00	103,617.0	13,020.9		197,353.31
Other Local Rev	8600-8799	148,686	-15,022.28	3,937.70	18,514.81	4,750.92	8,648.94	11,379.58	16,303.96	4,582.56	17,678.44	38,226.45	17,842.01	15,338.33	9,311.01		142,181.42
Interfund Transfers	8910-8929	-											0.00	0.00			0
All Other Financing	8931-8979									0.00	0.00	0.00	0.00	0.00			0
TOTAL RECEIPTS			1,281,929.03	53,049.78	83,485.70	143,668.54	78,879.97	20,000.75	170,210.74	80,045.96	44,144.32	120,522.50	159,531.46	69,286.88	220,328.90	51,312.88	1,285,157.37
C. DISBURSEMENTS																	
Certificated Salary	1000-1999	451,126	8,750.00	8,750.00	35,846.10	43,038.19	45,828.19	51,544.34	42,276.52	42,641.52	42,696.52	44,226.52	42,821.52	42,706.67			451,126
Classified Salary	2000-2999	161,630	0.00	5,484.03	17,497.49	14,987.89	13,876.35	14,553.63	13,765.01	14,570.33	15,043.29	16,098.27	16,973.81	18,780.38			161,630
Employee Benefits	3000-3999	237,750	11,644.74	12,503.30	14,054.80	15,068.67	15,142.96	19,472.42	18,752.06	19,529.43	19,630.56	19,940.00	19,814.13	52,196.84			237,750
Supplies	4000-4999	26,767	142.52	512.48	9,129.86	1,741.52	2,178.49	2,771.70	972.77	1,699.16	2,110.88	1,378.37	1,512.89	2,616.7			26,767
Services	5000-5999	297,686	-8,277.04	18,993.64	14,332.54	23,989.37	20,235.74	7,450.24	21,210.96	24,667.87	36,277.97	34,509.69	22,721.49	81,573.23			297,686
Capital Outlays	6000-6599	-								0.00	0.00	7,420.00	32,167.60	-39,587.60			0
Other Outgo	7000-7499	264	-165.00				0.00	163.90	0.00	0.00	0.00	0.00	0.00	265.00			264
Interfund Transf Out	7600-7629	7,073	0.00	0.00			0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	2,073.00			7,073
Other Financing Uses	7630-7699		0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0
TOTAL DISBURSEMENTS			1,182,296.42	12,095.22	46,243.45	90,860.79	98,825.64	97,261.73	95,956.23	96,977.32	103,108.31	120,759.22	123,572.85	136,011.44	160,624.22	0	1,182,296
Cash Not in Treas	9111-9199	300															
Accts Receivable	9200-9299	35,010	35,009.71		-1,575.00	1,574.41	0.00	0.00								51,312.88	51,312.29
Due from Other Funds	9310						0.00	0.00							0.00		0.00
Stores/prepaid Exp	9320/9330																
Other Current Assets	9,340																
Subtotal Assets		35,310	35,010	-	(1,575)	1,574	-	-	-	-	-	-	-	-	51,313		51,312
Accts Payable	9500-9599	61,616	36,673.42	21,286.20	-7,962.20	-5,890.19	-4,498.84	-4,955.09	-765.38	-5,728.66	-14,414.92	-16,142.50	-25,974.64	-25,758.57	118,314.98		-110,830.15
Due to Other Funds	9610													0.00			0.00
current Loans	9640	998	998.28														
Deferred Rev	9650								*								
Subtotal Liabilities		62,614	37,672	21,286	(7,962)	(5,890)	(4,499)	(4,955)	(765)	(5,729)	(14,415)	(16,143)	(25,975)	(25,759)	(118,315)		(110,830)
Total Bal Sheet		(27,305)	(2,662)	(21,286)	6,387	7,465	4,499	4,955	765	5,729	14,415	16,143	25,975	25,759			
D. NET CASH FLOW			72,328	38,292.57	15,956.05	59,194.95	-12,481.07	-72,762.14	79,209.60	-16,165.98	-53,235.33	14,178.20	52,101.11	-40,749.92	85,463.25	-67,002	43,343
E. ENDING CASH			781,045	747,009.66	762,965.71	822,160.66	809,679.59	736,917.45	816,127.05	799,961.07	746,725.74	760,903.94	813,005.05	772,255.13	857,718.38	-67,002.10	790,716.28

Beg Bal

			2015/16	2016/17	2016/17	2016/17
		DS ---->	2nd Intr	July 1st	1st Intrm	2nd Intr
			15/16	16/17	16/17	16/17
1AD	Gross,E		1.0000	1.0000	1.0000	
				0.0000		
2AD2	ANDREWS, E	aa054	0.4938	0.4938	0.4937	
1TE1	HARTJE,SAMIRA H	aa001	0.8000	0.8000	0.8000	
1TE2	Tschirky	aa002	1.0000	1.0000	1.0000	
1speech	Foster leaves 7/1/15			0.0000		
1TE3	Hattnhausn/Walker	aa003	1.0000	1.0000	1.0000	
1TE4	Cicchinelli/Shore	aa004	1.0000	1.0000	1.0000	
1TEIND	BARSANTI,TERRA	aa005	1.0000	1.0000	1.0000	
1TEIND2	CROSS,JENNIFER G	aa006	0.5000	0.5000	0.5000	
new SpEd	Bird, Jennifer Eff 12/1/16				0.6000	
1TERSP	POSTIE,LORI A		0.9000	0.9000	0.9000	
			6.2000	6.2000	6.8000	0.0000
EWA	Huala (Strings Instruc)	aa009	0.1000	0.1000	0.1000	
EWA	BRATT,RENATA L	aa010	0.0560	0.0560	0.0560	
EWA	Allen-Farmer/was Bogner	aa011	0.0625	0.0625	0.1625	
mgmt 3008	GAGNIER,MARTHA B	aa016	0.1250	0.1250	0.1250	
mgmt 3008	REYNOLDS,STACEY	aa017	0.1250	0.1250	0.1250	
mgmt 3008	LAW,VIOLETA M	aa067	0.0625	0.0625	0.0625	
mgmt 3008	MIGUEL,E 2801 fund 01			0.3500	0.3500	
fu13	LAW fun 13-9055	aa015	0.5312	0.5312	0.5312	
fu13	CORNEJO,MARIA D	aa019	0.3125	0.3125	0.3125	
fu13	MIGUEL,E Fund 13	aa020	0.8750	0.4380	0.4375	
0000-2801	MCDUGAL,HEATHER	aa021	0.1000	0.1000	0.1000	
fu12	MIGUEL,E Fund 12			0.0880	0.0875	
fu12	GAGNIER,MARTHA B	aa022	0.6875	0.6875	0.6875	
fu12	REYNOLDS,STACEY	aa023	0.6875	0.6875	0.6875	
fu12	VALLE-ERAZO,MARIA JL	aa024	0.4063	0.4063	0.4063	
2REC	ADAME,JERRY	aa025	0.3875	0.3875	0.3875	
2SCTY	Tierney, M	aa026	0.6562	0.6562	0.7187	
SpEdAide	Pellerin/was aguila	aa074	0.6250	0.6250	0.6250	
SpEdAide	chomentowski/ was Ball, K	aa072	0.0000	0.6250	0.6250	
custodian	Aguilera, Lucia	aa075	0.0000	0.4690	0.4875	
aide	Macedo, Cara	aide	0.0000	0.4040		
2TA1	Scheuermann/ was Darby	aa031	0.3250	0.3250	0.3250	
clerk	Tanner	aa073			0.7812	
aide	Lawrence/ was Tanner	aa029	0.7812	0.7812	0.4000	
2TA3	Glogovac, A	aa028	0.4625	0.4630	0.3750	
2TA4	Cruz	aa030	0.4625	0.4040	0.4042	
2TAIS	Bennett, Natalie	aa027	0.4500	0.4500	0.4020	
aide	McDougal	aa032	0.1625	0.1625	0.1625	
			8.4434	9.8844	9.9246	0.0000
	Fund 13		-1.7187	-1.2817	-1.2812	0.0000
	Fund 12		-1.7813	-1.8693	-1.8688	0.0000
	Total Fund 01		4.9434	6.7334	6.7746	0.0000

PACIFIC ELEMENTARY

STATE REVENUES	UA 15/16	July 1st 16/17	1st Interim 16/17	Change	YR 1 17/18	YR 2 18/19
8011 LCFF	716,988	573,217	537,590	(35,627)	545,880	644,642
8012 EPA	173,972	169,164	169,936	772	149,525	71,512
80XX Local Taxes	222,190	186,532	222,190	35,658	222,190	222,190
8091 Deferred Maint Fu 14	(10,000)	(20,000)	(10,000)	10,000	(10,000)	(10,000)
Subtotal 80XXs	1,103,150	908,913	919,716	10,803	907,595	928,344
1306 Mental Hlth	5,110	4,797	5,895	1,098	5,895	5,895
2801 Mandate Csts+Star	2,943	3,092	3,154	62	3,154	3,154
3000 Lottery Prop 20	5,615	4,469	4,242	(227)	4,242	4,242
3001 Lottery Unrest	15,982	15,260	14,342	(918)	14,342	14,342
8550 OTMC/ CC-Mandte Cst	54,244	16,350	21,614	5,264	-	-
6230 Prop 39	70,367	50,349	55,000	4,651	-	-
6264 Educator Effectiveness	11,043	-	-	-	-	-
7690 STRS OnBehalf	32,049	43,025	43,025	-	45,176	47,435
				-		
Fund 01 State	197,353	137,342	147,272	9,930	72,809	75,068
FEDERAL REVENUES	UA 15/16	July 1st 16/17	1st Interim 16/17	Change	YR 1 17/18	YR 2 18/19
1320 SpEd 3310	24,215	24,215	24,215	-	24,215	24,215
2382 Title II 4035	9,907	8,125	8,125	-	8,125	8,125
2343 REAP 5811	11,613	8,125	12,496	4,371	12,496	12,496
2801 MAA	8,471	-	-	-	-	-
Fund 01 Federal	54,206	40,465	44,836	4,371	44,836	44,836
LOCAL REVENUES	UA 15/16	July 1st 16/17	1st Interim 16/17	Change	YR 1 17/18	YR 2 18/19
1304 SpEd AB602	54,027	52,952	52,952	-	52,952	52,952
1310 DS COE PyschSvc	-	-	2,145	2,145	-	-
1103 IS	828	-	-	-	-	-
2341 Music		3,000	2,000	(1,000)	2,000	2,000
2630 PC Donate	30,324	18,200	32,024	13,824	18,854	26,854
2801 General	8,328	4,750	8,400	3,650	6,150	6,150
3008 Day Care	20,309	16,110	16,110	-	16,110	16,110
3009 Science	5,231	4,500	4,500	-	4,500	4,500
3010 Recreation	18,888	14,765	14,765	-	14,765	14,765
3056 Field Trips	10,752	7,500	7,500	-	7,500	7,500
				-		
	148,686	121,777	140,396	18,619	122,831	130,831

PACIFIC ELEMENTARY

4XXX's	UA 15/16	July 1st 16/17	1st Interim 16/17	Change	YR 1 17/18	YR 2 18/19
1304 RSP	199	150	150	-	158	165
1320 PL94-142	-	-	-	-	-	-
2341 Music	-	-	-	-	-	-
3000 Lottery Prop 20	3,582	4,469	4,469	-	4,692	4,927
3100 Common Core	-	-	-	-	-	-
1103 IS	1,335	1,200	1,200	-	1,260	1,323
2391 Library	116	1,200	2,200	1,000	294	-
2630 PC Donate	-	-	-	-	-	-
0000-2801 General	6,273	4,600	5,600	1,000	5,880	6,174
1400-2801 EPA	4,414	10,218	10,218	-	-	-
3000 Lottery Unrest	7,015	8,600	8,650	50	14,083	19,787
3009 DayCare	323	300	300	-	315	331
3009 Science	1,216	950	1,900	950	500	500
3010 Recreation	1,091	1,160	1,160	-	1,218	500
3011 Technology	-	-	-	-	-	-
3056 Field Trips	1,204	1,000	4,000	3,000	1,200	1,260
4035 Title II		-	365	365	-	
8550 OTMC/CC/MCR	-	-	-	-	60,000	-
Fund 01 4xxx	26,767	33,847	40,212	6,365	89,599	34,967
5XXX's	UA 15/16	July 1st 16/17	1st Interim 16/17	Change	YR 1 17/18	YR 2 18/19
1304 RSP	48,228	8,050	33,875	25,825	9,069	9,522
1309 SPEECH	-	-	-	-	-	-
1310 PYSCH	27,968	13,000	18,940	5,940	14,887	15,631
1320 PL-94-142	24,215	24,215	24,215	-	24,215	24,215
1306 Mental Health	-	-	4,950	4,950	-	-
2341 Music	-	-	-	-	-	-
3000 Lottry Pro 20	-	-	-	-	-	-
6264 Education Effect	5,625	3,600	3,600	-	1,818	-
4035 Tittle II	4,525	4,300	3,935	(365)	3,535	3,364
5811 REAP	-	-	-	-	-	-
6230 Prop 39	51,860	25,000	55,000	30,000	25,000	26,250
1103 IS	1,570	1,000	1,000	-	1,050	1,103
2630 PC Donate	3,500	3,500	8,300	4,800	4,715	8,951
1400-2801 Prop 30	-	6,000	6,000	-	-	-
0000-2801 General	103,551	75,529	75,600	71	85,380	89,649
3000 Lottery Unrest	793	1,200	1,200	-	6,260	6,573
3008 DayCare	-	3,000	3,000	-	3,150	3,308
3009 LifeLab/Science	5,614	4,500	4,100	(400)	4,000	4,000
3010 Recreation	810	4,000	4,000	-	4,200	500
3011 Technology	5,964	-	-	-	-	-
3056 Field Trips	7,284	6,500	6,500	-	6,825	6,166
8550 OTMC/CC/MCR	6,180	-	-	-	-	-
	297,686	183,394	254,215	70,821	194,103	199,231

**PACIFIC ELEMENATRY**  
**FYE 2015/16**  
**2nd Interim 2015/16**

**Pacific Elementary SD 2015/16 2nd Ir**

RESOURCE # NAME MANAGEMENT #	SPECIAL EDUCATION			
	6500 RSP 1304	6500 Speech 1309	9024 Psych Thrp 1310	3310 PL 94-142 1320
Deferred Revenue				
8000-8099 - Rev. Limit				
8100-8299 - Federal				24,215
8300-8599 - State				
8600-8799 - Local	52,952	-		
<b>TOTAL REVENUE</b>	<b>52,952</b>	<b>-</b>	<b>-</b>	<b>24,215</b>
1000-Certificated Salaries	55,435			
2000-Classified Salaries	5,500			
3000-Benefits	25,589			
4000-Books & Supplies	150			
5000-Service&Operating	69,156		15,000	24,215
6000-Capital Outlay				
7100-7200-Other out go				
7300-Indirects				
<b>TOTAL EXPENDITURES</b>	<b>155,830</b>	<b>-</b>	<b>15,000</b>	<b>24,215</b>
OTHER SOURCES:				
89XX TRANS IN				
76XX TRANS OUT				
CONTR. REST. TO REST. #8990			-	
CONTR UNRES TO UNREST #8980				
CONTR. UNRES TO RESTR. #8981	102,878	-	15,000	
<b>TOTAL OTHER</b>	<b>102,878</b>	<b>-</b>	<b>15,000</b>	<b>-</b>
NET INCR/DECR TO FUND BALANCE	-	-	-	-

ACTUAL BEG. FUND BALANCE	-	-	-	0
END FUND BALANCE	-	-	-	0

Min. ECONOMIC UNCERTAINTY RESERVE  
LCFF Difference BASC vs SCC reserve  
Net Unrestricted Mgmt 2801

## Interim Projected Budget

6512 MENTAL HLTH 1306	9006 Music/Art 2341	6300 LOT MAT 3000	4035 TeachQuality 4035	5811 REAP 5811	6230 Prop 39 6230	6264 Ed. Effect 6264	9010 Field Trips 3056
			8,125	11,613			
4,797		3,502				11,043	
							9,100
4,797	-	3,502	8,125	11,613	-	11,043	9,100
			3,500	-			
	13,731			10,715			
	1,319		505	1,055			
		3,509			-		1,061
			4,120	-	25,000	3,600	8,000
					25,349		
-	15,050	3,509	8,125	11,770	50,349	3,600	9,061
				-			
	15,050		-	157			
-	15,050	-	-	157	-	-	-
4,797	-	-	7	-	-	50,349	7,443
							39



8,404.02	-	3,765.81	-	-	50,349.00	-	1,575
13,201	-	3,759	-	-	-	7,443	1,613.63

## Pacific Elementary SD 2015/16 2

7690 STRS On-Behalf 7690	0000 Ind Study 1103	0000 CC/MCR 8550	0102 LIBRARY 2391	0102 PC DONATE 2630	0000 GENERAL 2801	1400 EPA 2801
					715,492	169,229
					8,470	
25,541		54,246			2,943	
	828			27,774	5,600	
25,541	828	54,246	-	27,774	732,505	169,229
	90,271		-		205,008.0	99,950
	3,690			10,812	79,495.0	15,543
25,541	25,856			1,038	100,295.0	48,066
	1,200	5,000	1,394		4,600.0	5,670
	1,828	6,500	-	4,100	100,571.0	
					256.0	
25,541	122,845	11,500	1,394	15,950	490,225	169,229
					- 6,073	
					-	
	122,017				- 127,017	
				- 15,050	- 118,035	
-	122,017	-	-	- 15,050	- 251,125	-
-	-	42,746	- 1,394	- 3,226	- 8,845	-

-	-	6,830.00	<b>2,609.49</b>	26,989.76	512,755.93	-
-	-	49,576	1,215.58	23,764	503,910.93	-

Min EU

75,000.00

Max EU

Excess of max

428,910.93

@20.30/hr

Emelia

4,007.00

Benefits

2,325.00

2nd Interim Projected Budget

1100 LOTTERY 3000	0000 DAY CARE 3008	0000 Life Lab 3009	0000 REC 3010	0000 Technology 3011	FUND TOTAL
					-
					884,721
					52,423
13,184				-	115,256
	21,360	4,500	18,845		140,959
13,184	21,360	4,500	18,845	-	1,193,359
					454,164
	9,220		12,682		161,388
	7,337		2,668		239,269
6,400	300	1,000	1,175		31,459
2,400	3,000	6,000	6,450	3,000	282,940
					25,349
					256
					-
8,800	19,857	7,000	22,975	3,000	1,194,825
					-
			- 1,000		(7,073)
					-
					-
				5,000	-
					-
-	-	-	- 1,000	5,000	- 7,073
4,384	1,503	- 2,500	- 5,130	2,000	- 8,539

19,904.48	25,254.52	3,451.77	19,916.93	-	681,806.34
24,288.48	26,757.52	951.77	14,786.93	2,000	673,267.47
					673,267

RESTRICT	UNRESTRICT		
-	-		
-	884,721	884,721	
43,953	8,470	52,423	
44,883	70,373	115,256	-
62,052	78,907	140,959	
150,888	1,042,471	1,193,359	-
58,935	395,229	454,164	
29,946	131,442	161,388	
54,009	185,260	239,269	
4,720	26,739	31,459	
149,091	133,849	282,940	
25,349	-	25,349	
-	256	256	
-	-		
322,050	872,775	1,194,825	
-	-		
-	7,073	7,073	-
-	-	-	
-	-	-	
-	-	-	
133,085	- 133,085	-	
133,085	- 140,158	7,073	-
- 38,077	29,538	8,539	-

64,093.46	617,712.88	681,806
26,016.50	647,250.97	673,267

## 2016/17 Budget Adoption Reserves

Substantiation of need for reserves greater than the state required minimum reserve for economic uncertainty

District: Pacific Elementary School District

CDS #: 44-69781

The governing board of a school district that proposes to adopt a budget that includes a combined assigned and unassigned ending fund balance in excess of the minimum recommended reserve for economic uncertainties, shall, at the Budget Adoption public hearing, provide:

The minimum recommended reserve for economic uncertainties;

The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve for economic uncertainties for each fiscal year identified in the budget; and

A statement of reasons to substantiate the need for reserves that are higher than the minimum recommended reserve.

	2016-17	2017-18	2018-19
Total General Fund Expenditures & Other Uses	\$ 1,292,366	\$ 1,284,251	\$ 1,274,973
Minimum Reserve requirement 5%	\$ 66,000	\$ 66,000	\$ 66,000
General Fund Combined Ending Fund Balance	\$ 743,497	\$ 600,245	\$ 497,278
Special Reserve Fund Ending Fund Balance	\$ 216,120	\$ 217,120	\$ 218,120
Components of ending balance:			
Nonspendable (revolving, prepaid, etc.)	\$ -	\$ -	\$ -
Restricted	\$ 91,560	\$ 69,661	\$ 52,695
Committed	\$ 32,571	\$ 26,570	\$ 14,553
Assigned	\$ 760,486	\$ 646,133	\$ 573,150
Reserve for economic uncertainties	\$ 75,000	\$ 75,000	\$ 75,000
Unassigned and Unappropriated	\$ -	\$ -	\$ -
Subtotal Assigned, Unassigned & Unappropriated	\$ 868,057	\$ 721,133	\$ 648,150
Total Components of ending balance	\$ 959,616	\$ 817,364	\$ 715,397
	WAHR	WAHR	WAHR
Assigned & Unassigned balances above the minimum reserve requirement	\$ 802,057	\$ 655,133	\$ 582,150

Statement of Reasons
<b>The District's Fund Balance includes assigned, unassigned and unappropriated components, that in total are greater than the Minimum Recommended Reserve for Economic Uncertainties because:</b>
<i>Reserve for changes in Personnel</i>
<i>Reserve for increased enrollment in future years</i>
<i>Reserve held for Special Education</i>
<i>Reserve held for Major Maintenance issues</i>
<i>Reserve held for future PERS/STRS and H/W increases</i>



Total of Substantiated Needs		
Remaining Unsubstantiated Balance	\$	-

FUND 21  
(as of 8/29/13)

Description of Activity	Function	Object#	Name of Project RES or MGMT Budget given	Project #1	Project #2	Project #3	Project #4	Project #5
				ROOF 9001 Est Total 25.0%	PreSchool 9002 Est Total 25.0%	Multipurpose Rm 9003 Est Total 25.0%	Portable Day Care 9004 Est Total 25.0%	Technology 9005
Programming		5800	4,500.00	1,125.00	1,125.00	1,125.00	1,125.00	
Geotech/Survey Feasiblity		5800	12,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
Construction	8500	6200	530,000.00	132,500.00	132,500.00	132,500.00	132,500.00	
IOR and Testing		5800	72,000.00	18,000.00	18,000.00	18,000.00	18,000.00	
Planng/Schematic Design	8500	5800	12,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
Coastal Commission		5800	10,000.00	2,500.00	2,500.00	2,500.00	2,500.00	
Calf Dept of Ed		5800	3,000.00	750.00	750.00	750.00	750.00	
Planning	8500	6200	7,500.00	1,875.00	1,875.00	1,875.00	1,875.00	
Design Development	8500	6200	30,000.00	7,500.00	7,500.00	7,500.00	7,500.00	
DSA Processing	8500	5800	6,000.00	1,500.00	1,500.00	1,500.00	1,500.00	
concstruction Documents	8500	5800	40,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
Pre-Construction	8500	6200	2,500.00	625.00	625.00	625.00	625.00	
Printing		5800	10,000.00	2,500.00	2,500.00	2,500.00	2,500.00	
Portable Daycare drawings	8500	5800	14,000.00				14,000.00	
Portable Daycare DSA		5800	50,000.00				50,000.00	
Technology (comnputers?)		4400	24,950.00	-	-	-	-	24,950.00
Total given as of 8/29/13			828,450.00	184,875.00	184,875.00	184,875.00	248,875.00	24,950.00

[illegible]

Mellon	total	vis	den
JUL	124.50	17.88	106.62
AUG	124.50	17.88	106.62
SEP	124.50	17.88	106.62
OCT	128.24	18.42	109.82
NOV	128.24	18.42	109.82
DEC	128.24	18.42	109.82
JAN	128.24	18.42	109.82
FEB	128.24	18.42	109.82
MAR	128.24	18.42	109.82
APR	128.24	18.42	109.82
MAY	128.24	18.42	109.82
JUN	128.24	18.42	109.82
	1,527.66		
14/15 AR			

**ATTACHMENT II - SCHEDULE OF INTERFUND ACTIVITY**  
**2014/15**

**DISTRICT NAME** \_\_\_\_\_

**DUE TO / DUE FROMS**

Due To Fund:	Due from Fund:
<b>Total:</b>	

**The total above needs to agree to each of the following:**

**Total balances of object 9310**     \$ \_\_\_\_\_

Please also use SACS Form SIAA, summary of Interfund Activity for \_\_\_\_\_

**NOTE:** Do not include more than one fund in a cell. Use multiple sheets if necessary.

\* Purpose should be written in 'report ready' language, that it will be used for reporting purposes.

**REFUND BALANCES: DUE TO / DUE FROM  
YEAR-END**

---

Amount	Purpose *

**Total balances of object 9610**     \$ 

---

all Funds when completing this attachment.

ets if necessary.

nderstood by the user of the financial statements which includes but is not

**ATTACHMENT III - SCHEDULE OF INTERFUND BALANCES: TRANSFERS IN / TRANSFER OUT  
2015/16 YEAR-END**

**DISTRICT NAME** PACIFIC ELEMENTARY SCHOOL DISTRICT

**Item: C-22**

**TRANSFERS IN / TRANSFERS OUT**

Transfer In:	Transfer Out:	Amount	Purpose *
<b>13-5310-8916 (Fund 13)</b>	<b>01-0000-7616-3010 (Fund 01)</b>	<b>1,000.00</b>	Trnsfer Recreation \$ to Cafeteria fund per budget
<b>139055-8916 (Fund 13)</b>	<b>61-9055-7619 (Fund 61)</b>	<b>10,743.98</b>	Transfer FOFL back to Fund 13
<b>13-5310-8916 (Fund 13)</b>	<b>01-0856-7619 (Fund 01)</b>	<b>6,073.00</b>	Trnsfer Old TIIBG amt to Café Fund
<b>13-5310-8919 (Fund 13)</b>	<b>12-9010-7619 (Fund 12)</b>	<b>1,200.00</b>	Trnsfer frm Child Dev to Café Fund for breakfasts
<b>Total:</b>		<b>19,016.98</b>	

The total above needs to agree to each of the following:

<b>Total balances of objects</b>		<b>Total balances of objects</b>	
<b>8900 - 8929</b>	<b>\$ 19,016.98</b>	<b>7600 - 7629</b>	<b>\$ 19,016.98</b>

Please also use SACS Form SIAA, summary of Interfund Activity for all Funds when completing this attachment.

**NOTE:** Do not include more than one fund in a cell. Use multiple sheets if necessary.

\* Purpose should be written in 'report ready' language, that it will be understood by the user of the financial statements which includes but is not limited to the Board, County Office of Education, State Controller's Office and California Department of Education.

**PACIFIC ELEMENATRY  
FYE 2014/15**

**2nd Interim PB FYE 14/15**

**Pacific Elementary SD 2014/15 2nd In**

RESOURCE # NAME MANAGEMENT #	SPECIAL EDUCATION			
	6500 RSP 1304	6500 Speech 1309	9024 Psych Thrp 1310	3310 PL 94-142 1320
Deferred Revenue				
8000-8099 - Rev. Limit				
8100-8299 - Federal				28,650
8300-8599 - State				
8600-8799 - Local	43,556	-	7,000	
TOTAL REVENUE	43,556	-	7,000	28,650
1000-Certificated Salaries	55,435	23,000		
2000-Classified Salaries	1,200			
3000-Benefits	18,997	3,007		
4000-Books & Supplies	153			7,750
5000-Service&Operating	35,000		7,000	20,900
6000-Capital Outlay				
7100-7200-Other out go				
7300-Indirects				
TOTAL EXPENDITURES	110,785	26,007	7,000	28,650
OTHER SOURCES:				
89XX TRANS IN				
76XX TRANS OUT				
CONTR. REST. TO REST. #8990			-	
CONTR UNRES TO UNREST #8980				
CONTR. UNRES TO RESTR. #8981	67,229	26,007	-	
TOTAL OTHER	67,229	26,007	-	-
NET INCR/DECR TO FUND BALANCE	-	-	-	-



ACTUAL BEG. FUND BALANCE	-	-	2,628.22	-
END FUND BALANCE	-	-	2,628.22	-

ECONOMIC UNCERTAINTY RESERVE  
LCFF Difference BASC vs SCC reserve  
Net Unrestricted Mgmt 2801

## Interim Projected Budget

6512 MENTAL HLTH 1306	9006 Music/Art 2341	6300 LOT MAT 3000	7405 comm core 3100	4035 TeachQulity 4035	5811 REAP 5811	6230 Prop 39 6230
				8,144	11,191	
8,107		2,370	-			50,000
8,107	-	2,370	-	8,144	11,191	50,000
			-	3,500	-	
	14,890		-	1,000	15,000	
	1,454		-	644	3,217	
		6,370	13,121			-
5,631			-	3,000	-	75,000
						25,349
5,631	16,344	6,370	13,121	8,144	18,217	100,349
					-	
	16,344			-	7,026	
-	16,344	-	-	-	7,026	-
2,476	-	-	4,000	-	-	- 50,349

889.50	-	4,006.96	<b>13,121.30</b>	-	-	50,349.00
3,366	-	6.96	0	-	-	-

## Pacific Elementary SD 2014/15 2

9010 Field Trips 3056	0000 Ind Study 1103	0000 One-Time MCR 8550	0102 LIBRARY 2391	0102 PC DONATE 2630	0000 GENERAL 2801	1400 EPA 2801
					653,355	139,117
					2,960	
		6,156			2,890	
6,500	200			38,979	3,650	
6,500	200	6,156	-	38,979	662,855	139,117
	88,728		-		196,277.0	105,873
	3,503			9,083	97,944.4	
	23,684			888	110,513.6	33,244
500	1,200		1,400	800	5,250.0	
1,000	1,000		-	8,100	93,012.0	
					256.0	
1,500	118,115	-	1,400	18,870	503,253	139,117
					345,000	
					- 345,000	
					-	
	117,915			- 5,500	- 117,915	
				- 16,344	- 100,262	
-	117,915	-	-	- 21,844	- 218,177	-
5,000	-	6,156	- 1,400	- 1,735	- 58,575	-

-	-	-	<b>2,793.91</b>	19,418.81	523,397.50	-
5,000.00	-	6,156	1,393.91	17,683.36	464,822.47	-

- 80,000.00

-

384,822.47

## 2nd Interim Projected Budget

1100 LOTTERY 3000	0000 DAY CARE 3008	0000 Life Lab 3009	0000 REC 3010	0000 Technology 3011	FUND TOTAL
					-
					792,472
					50,945
12,050				-	81,573
	16,896	1,700	18,718		137,199
12,050	16,896	1,700	18,718	-	1,062,189
					472,813
	9,050		13,930		165,600
	5,077		2,893		203,618
8,950	300	1,735	1,175	7,000	55,704
7,635		4,965	3,450	3,000	268,693
					25,349
					256
					-
16,585	14,427	6,700	21,448	10,000	1,192,033
			- 1,000		345,000 (346,000)
					-
					-
		5,500	- 10,000	10,000	-
					-
-	-	5,500	- 11,000	10,000	- 1,000
- 4,535	2,469	500	- 13,730	-	- 130,844

18,232.45	21,134.04	3,564.58	31,964.23	-	691,500.50
13,697.45	23,603.04	4,064.58	18,234.23	-	560,656.02
					560,656

RESTRICT		UNRESTRICT	
-	-		
-	792,472	792,472	
47,985	2,960	50,945	
60,477	21,096	81,573	
57,056	80,143	137,199	
165,518	896,671	1,062,189	-
81,935	390,878	472,813	
32,090	133,510	165,600	
27,319	176,299	203,618	
27,894	27,810	55,704	
147,531	121,162	268,693	
25,349	-	25,349	
-	256	256	
-	-		
342,118	849,915	1,192,033	
-	345,000		
- -	346,000	- 346,000	
-	-	-	
-	-	-	
-	-	-	
116,606 -	116,606	-	
116,606 -	117,606	- 1,000	
- 59,994 -	70,850	- 130,844	



70,994.98	620,505.52	691,501
11,000.98	549,655.04	560,656

















































































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## For Fund 01, Resource 1400 Education Protection Account

2016/17 BUDGET

Projected Revenue Expenditures through: June 30, 2017

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	169,936.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
<b>TOTAL AVAILABLE</b>		<b>169,936.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>		
Instruction	1000-1999	169,936.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>169,936.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>

**Note to user:**

Specific cells in column C have been protected so that you can't enter data. The "Amount" column is protected for the following revenues: Federal Revenue, Other State Revenue, Other Local Revenue, and All Other Financing Sources and Contributions.

The "Amount" column is protected for the following expenditure functions: 2100-2150, 2200, 2700, 6000-6999, and 7000-7999.

Pacific	FYE	2016/17		
Elizabeth	Tues Only	8:30 - 2:00	Cell	440-6401
	plus 14 hrs @ hm		Hm	420-1451
Molly	M-F	8:30-2:00		
Candace	M-F	8:30-3:00		
Weds Min Day : 1:30 day ends				09.12.2016



## Payables Prelist

11/29/2016 ()

PSD

## Check

266 - Adam Chan		
PO 17-00369-Tutoring	01-6500-0-5770-1190-5808-200-1304	\$950.00
		<b>\$950.00</b>
161 - Alta Coffee		
PO 17-00373-Coffee	01-0000-0-0000-2700-4350-200-2801	\$36.00
		<b>\$36.00</b>
69 - CIT TECHNOLOGY FIN SERV INC		
PO 17-00375-Copier rental	01-0000-0-0000-7200-5650-200-2801	\$203.51
		<b>\$203.51</b>
38 - INC TRIAD ELECTRIC		
PO 17-00361-8.19.16 proposal for pole lighting	01-6230-0-0000-8500-6200-200-6230	\$1,620.00
		<b>\$1,620.00</b>
66 - Emelia Miguel		
PO 17-00367-11/15/16, 11/28/16 reimbursement requests	13-5310-0-0000-3700-4700-200-3101	\$264.49
PO 17-00367-11/15/16, 11/28/16 reimbursement requests	01-0000-0-0000-2700-4350-200-2801	\$11.87
PO 17-00367-11/15/16, 11/28/16 reimbursement requests	13-5310-0-0000-3700-4390-200-3101	\$7.98
		<b>\$284.34</b>
269 - North Santa Cruz County SELPA		
PO 17-00363-Best Practices EL training	01-6264-0-1110-1000-5800-200-6264	\$75.00
		<b>\$75.00</b>
2 - Candace Tanner		
PO 17-00365-11/21/16 request	01-0000-0-0000-8100-4370-200-2801	\$211.74
PO 17-00365-11/21/16 request	01-1400-0-1110-1000-4300-200-2801	\$129.25
PO 17-00365-11/21/16 request	01-9010-0-1110-1000-4300-204-3056	\$67.42
		<b>\$408.41</b>
61 - TRI-COUNTY BUSINESS SYSTEM INC		
PO 17-00371-Quarterly copy charge	01-0000-0-0000-7200-5650-200-2801	\$205.78
		<b>\$205.78</b>
<b>Payment Type Check Total</b>		<b>\$3,783.04</b>

**Payables Prelist****11/29/2016 ()****PSD****Grand Total :****\$3,783.04****Amount**

Fund 01

\$3,510.57

Fund 13

\$272.47

**Grand Total :****\$3,783.04**-----  
PRESIDENT-----  
SECRETARY

PREPARED BY: ----- DATE: -----

REVIEWED BY: ----- DATE: -----

**RESOLUTION TO ESTABLISH FUND BALANCE POLICIES  
AS REQUIRED BY GASB 54  
Resolution #2017-10**

At a regular meeting of the Pacific School District Board of Trustees held on December 15, 2016, on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, the Board adopts the following resolution:

**WHEREAS**, the Governmental Accounting Standards Board (GASB) has adopted Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, that is effective as of fiscal year 2010-2011, and

**WHEREAS**, the Pacific School District wishes to comply with GASB 54 as required;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees hereby adopts the following policy:

***FUND BALANCE POLICY***

Fund balance measures the net financial resources available to finance expenditures of future periods. The District's Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The Unassigned General Fund Balance may only be appropriated by resolution of the Board of Trustees.

Fund Balance of the District may be committed for a specific source by formal action of the Board of Trustees. Amendments or modification to the committed fund balance must also be approved by formal action of the Board of Trustees. Committed fund balance does not lapse at year-end. The formal action required to commit fund balance shall be by board resolution or majority vote.

The Board of Trustees delegates authority to assign fund balance for a specific purpose to the Chief Business Official of the District.

For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first and then unrestricted. Expenditures incurred in the unrestricted fund balances shall be reduced first from the committed fund balance, then from the assigned fund balance and lastly, the unassigned fund balance.

The Board of Trustees recognizes that good fiscal management comprises the foundational support of the entire District. To make that support as effective as possible, the Board intends to maintain a minimum fund balance of 10% of the District's general fund annual operating expenditures. If a fund balance drops below 10%, it shall be recovered at a rate of 1% minimally, each year. This policy should be revisited each year for review.

The above Resolution is adopted this 15<sup>th</sup> day of December 2016.

Ayes:

Nays:

Abstain:

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**RESOLUTION #2017-13**

**RESOLUTION OF THE GOVERNING BOARD OF THE  
PACIFIC ELEMENTARY SCHOOL DISTRICT  
REGARDING ACCOUNTING OF DEVELOPMENT FEES  
FOR 2015-2016 FISCAL YEAR  
IN THE FOLLOWING FUND OR ACCOUNT:  
FUND 25  
(Government Code sections 66001(d) & 66006(b))**

**1. Authority and Reasons for Adopting this Resolution.**

A. This District has levied school facilities fees pursuant to various resolutions, the most recent of which is dated 12/18/14, and is referred to herein as the “School Facilities Fee Resolution” and is hereby incorporated by reference into this Resolution. These resolutions were adopted under the authority of Education Code section 17620. These fees have been deposited in the following fund or account:

**Fund 25 (the “Fund”);**

B. Government Code sections 66001(d) and 66006(b) require this District to make an annual accounting of the Fund and to make additional findings every five years if there are any funds remaining in the Fund at the end of the prior fiscal year;

C. Government Code sections 66001(d) and 66006(b) further require that the annual accounting of the Fund and those findings be made available to the public no later than December 26, 2016, that this information be reviewed by this Board at its next regularly scheduled board meeting held no earlier than 15 days after they become available to the public, and that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) be mailed at least 15 days prior to this meeting to anyone who has filed a written request for it.

D. The Superintendent has informed this Board that a draft copy of this Resolution (along with Exhibits A and B which are hereby incorporated by reference into this Resolution) was made available to the public on November 28<sup>th</sup>, 2016. The Superintendent has further informed this Board that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) was mailed at least 15 days prior to this meeting to anyone who had filed a written request for it.

E. The Superintendent has also informed this Board that there is no new information that would adversely affect the validity of any of the findings made by this Board in its School Facilities Fee Resolution.

## **2. What This Resolution Does.**

This Resolution makes various findings and takes various actions regarding the Fund as required by and in accordance with Government Code sections 66001(d) and 66006(b).

## **3. Findings Regarding the Fund.**

Based on all findings and evidence contained in, referred to, or incorporated into this Resolution, as well as the evidence presented to this Board at this meeting, the Board finds each of the following with respect to the Fund for the 2015-2016 Fiscal Year:

- A. In reference to Government Code section 66006(b)(2), the information identified in section 1 above is correct;
- B. In further reference to Government Code section 66006(b)(2), this Board has reviewed the annual accounting for the Fund as contained in Exhibit A and determined that it meets the requirements set forth in Government Code section 66006(b)(1);
- C. In reference to Government Code section 66001(d)(1)(A), and with respect only to that portion of the Fund remaining unexpended at the end of the 2015-2016 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified in Exhibit B;
- D. In reference to Government Code section 66001(d)(1)(B), and with respect only to that portion of the Fund remaining unexpended at the end of the 2015-2016 Fiscal Year, the findings and evidence referenced above demonstrate that there is a reasonable relationship between the fees and the purpose for which it is charged as more specifically identified in Exhibit B;
- E. In reference to Government Code section 66001(d)(1)(C), and with respect only to that portion of the Fund remaining unexpended at the end of the 2015-2016 Fiscal Year, all of the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified as the use to which the fees are to be put is identified in Exhibit B;
- F. In reference to Government Code section 66001(d)(1)(D), and with respect only to that portion of the Fund remaining unexpended at the end of the 2015-2016 Fiscal Year, the approximate dates on which the funding referred to in paragraph E above is expected to be deposited into the appropriate account or fund is designated in Exhibit B; and
- G. In reference to the last sentence of Government Code section 66006(d),

because all of the findings required by that subdivision have been made in the fees that were levied in paragraphs C-F above, the District is not required to refund any moneys in the Fund as provided in Government Code section 66001(e).

**4. Superintendent Authorized to Take Necessary and Appropriate Action.**

The Board further directs and authorizes the Superintendent to take on its behalf such further action as may be necessary and appropriate to effectuate this Resolution.

**5. Certificate of Resolution.**

I, \_\_\_\_\_, President of the Governing Board of the Pacific Elementary School District of Santa Cruz County, State of California, certify that this Resolution proposed by \_\_\_\_\_, seconded by \_\_\_\_\_, was duly passed and adopted by the Board, at an official and public meeting this 15<sup>th</sup> day of December, 2016, by the following vote:

AYES:

NOES:

ABSENT:

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Eric Gross  
Secretary of the Board  
of the Pacific Elementary School District  
of Santa Cruz County, California