

## Mesa Union School District

### ***Agenda for the Board Meeting of the Board of Trustees to be held on Tuesday, September 19, 2017, at 6:00 p.m. in the School Multi-Purpose Room located at 3901 North Mesa School Road, Somis, California 93066***

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

#### **1. CALL TO ORDER AND RECOGNITION OF A QUORUM**

Time_____	Present	Absent
Mr. Bryan Stotko, President	_____	_____
Mrs. Mary Crull, Vice President	_____	_____
Mr. Steven Sullivan, Clerk	_____	_____
Mrs. Tonya Brunett, Trustee	_____	_____
Mrs. Carolyn Rodriguez, Trustee	_____	_____
Mr. Jeff Turner, Superintendent	_____	_____
Mrs. Tami Peterson, Chief Business Official	_____	_____
Mrs. Erica Magdaleno, Executive Assistant	_____	_____

#### **2. ADOPTION OF AGENDA**

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

#### **3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

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

#### **4. CLOSED SESSION**

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

- A. Personnel as authorized by Government Code §54957 as it relates to personnel needs for the 2017-2018 school year.
- B. Negotiations as it relates to MUTA and MUST- Consult with District Negotiator Jeff Turner, Superintendent, authorized by Government Code §3549.1.
- C. Public Employee Discipline/Dismissal/Release/Complaint (Govt. Code §54957)

#### **ADJOURN FROM CLOSED SESSION**

Time: \_\_\_\_\_

#### **RECONVENE IN PUBLIC**

(Approximate time 6:30 p.m.) Time: \_\_\_\_\_

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

#### **5. OFFICIAL OPENING - PLEDGE OF ALLEGIANCE**

#### **6. MINUTES**

**Mesa Union School District**

***Agenda for the Board Meeting of the Board of Trustees to be held on Tuesday, September 19, 2017, at 6:00 p.m. in the School Multi-Purpose Room located at 3901 North Mesa School Road, Somis, California 93066***

It is the recommendation of the District Administration that the Board of Trustees approve the minutes of the Regular Board Meeting of August 15, 2017.

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

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

**8. PUBLIC HEARING**

- A. The purpose of the public hearing is for the Board to make a determination by resolution as to whether each pupil in the district has sufficient instructional materials in reading/language arts, mathematics, science, and history-social science that are consistent with the content and cycles of the curriculum frameworks. If the Board determines that the District does not meet the criteria, then information on the reasons why the District does not meet the established criteria must be provided. At the same time, the Board must outline the action that will be taken to insure that each pupil will have sufficient materials. Item 13. A. Resolution #17-18-04 Regarding the Sufficiency of Textbooks.

**9. SUPERINTENDENT'S REPORT**

- A. District of Choice
- B. Youth Truth Survey Results

**10. BOARD MEMBERS' REPORTS AND COMMUNICATIONS**

- A. Correspondence
  - 1. Ventura County Office of Education correspondence regarding the Local Control Accountability Plan (LCAP) and adopted budget of Mesa Union School District for fiscal year 2017-2018.
- B. Board members' reports and communications
- C. Board members' interests and concerns

**11. CONSENT AGENDA**

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

- A. Purchase Orders – Mesa (August 1-August 31, 2017)

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

**PLEASE SEE AGENDA ITEM 11A IN THE PACKET**

- B. Check Register – Mesa (August 1, 2017-August 31, 2017)

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

**PLEASE SEE AGENDA ITEM 11B IN THE PACKET**

- C. Statement of Revenues and Expenditures (August 1, 2017-August 31, 2017)

**Mesa Union School District**

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

**PLEASE SEE AGENDA ITEM 11C IN THE PACKET**

**D. Current Enrollment Report**

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

**PLEASE SEE AGENDA ITEM 11D IN THE PACKET**

**12. INFORMATION**

- A. Receive the Initial Proposal of the Mesa Union Support Team (MUST) to the Mesa Union School District for the 2017-2018 school year**

*In accordance with Government Code section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of a public school employer and thereafter, shall be public record. The Mesa Union Support Team (MUST) hereby presents its initial proposal to the Mesa Union School District. This proposal shall be available for public review in District Office from September 19, 2017-October 17, 2017 and the public will have an opportunity to respond to this proposal at the next scheduled Board meeting."*

**PLEASE SEE AGENDA ITEM 12A IN THE PACKET**

- B. Receive the Initial Proposal of the Mesa Union School District to the Mesa Union Teachers' Association (MUTA) for the 2017-2018 school year**

*In accordance with Government Code section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of a public school employer and thereafter, shall be public record. Mesa Union School District hereby presents its initial proposal to the Mesa Union Teachers' Association (MUTA). This proposal shall be available for public review in the District Office from September 19, 2017-October 17, 2017 and the public will have an opportunity to respond to this proposal at the next scheduled Board meeting."*

**PLEASE SEE AGENDA ITEM 12B IN THE PACKET**

- C. Golden Valley Charter School Unaudited Actual Certification**

**PLEASE SEE AGENDA ITEM 12C IN THE PACKET**

**13. ACTION/DISCUSSION ITEMS:**

- A. Consideration of adoption of Resolution #17-18-04 Regarding Sufficiency of Textbooks**

*It is the recommendation of the District Administration that the Board of Trustees adopt Resolution #17-18-04 Regarding the Sufficiency of Textbooks.*

**PLEASE SEE AGENDA ITEM 13A IN THE PACKET**

**Mesa Union School District**

***Agenda for the Board Meeting of the Board of Trustees to be held on Tuesday, September 19, 2017, at 6:00 p.m. in the School Multi-Purpose Room located at 3901 North Mesa School Road, Somis, California 93066***

- B.** Consideration of Approval of the Contract with Art 'N' You to provide a K-5 Art Program for the 2017-2018 School Year

*It is the recommendation of the District Administration that the Board of Trustees approve the contract with Art 'N' You to provide a K-5 Art Program for the 2017-2018 school year.*

**PLEASE SEE AGENDA ITEM 13B IN THE PACKET**

- C.** Consideration of Approval of the Notice of Completion for the On-Site Waste Management System with MSFG, Inc., dba Affordable Plumbing Pros

*It is the recommendation of the District Administration that the Board of Trustees approve the Notice of Completion for the On-Site Waste Management System with MSFG, Inc., dba Affordable Plumbing.*

**PLEASE SEE AGENDA ITEM 13C IN THE PACKET**

- D.** Consideration of approval of the Proposal with Affordable Plumbing Pros for the installation of the 3750 Gallon Septic Tank

*It is the recommendation of the District Administration that the Board of Trustees approve the Proposal with Affordable Plumbing Pros for the installation of the 350 Gallon Septic Tank.*

**PLEASE SEE AGENDA ITEM 13D IN THE PACKET**

- E.** Consideration of Approval of the Revised Miscellaneous Certificated Salary Schedule.

*It is the recommendation of the District Administration that the Board of Trustees approve the revised Miscellaneous Certificated Salary Schedule.*

**PLEASE SEE AGENDA ITEM 13E IN THE PACKET**

- F.** Consideration of Approval of the eighth grade field trip request to Magic Mountain on June 8, 2018

*It is the recommendation of the District Administration that the Board of Trustees approve the eighth grade field trip request to Magic Mountain on June 8, 2018.*

**PLEASE SEE AGENDA ITEM 13F IN THE PACKET**

- G.** Consideration of Adoption of July 2017 CSBA Board Policy updates for sections:

***BP 0000-Vision***

***BP 0100-Philosophy***

***E 0420.41-Charter School Oversight***

***BP 2140-Evaluation of the Superintendent***

***AR 4112.2-Certification***

***AR 4112.61/4212.61/4312.61-Employment***

***References***

***BP 6161.1-Selection and Evaluation of Instructional Materials***

***E 6161.1-Selection and Evaluation of Instructional Materials***

***BP 7212-Mello-Roos Districts***

***BB 9121-President***

***BB 9220-Governing Board Elections***

**Mesa Union School District**

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***BB 9230-Orientation***

***BB 9400-Board Self-Evaluation***

*It is the recommendation of the District Administration that the Board of Trustees adopt the July 2017 CSBA Board Policy updates in sections 0000-9000.*

**PLEASE SEE AGENDA ITEM 13G IN THE PACKET**

**14. PERSONNEL:**

- A.** Consideration of the ratification of hiring Michelle Demaria as an Hourly Intervention Specialist for the 2017-2018 school year, effective August 16, 2017

*It is the recommendation of the District Administration that the Board of Trustees approve the ratification of hiring Michelle Demaria as an Hourly Intervention Specialist for the 2017-2018 school year, effective August 16, 2017.*

- B.** Consideration of the ratification of hiring Jill Brody as an Hourly Intervention Specialist for the 2017-2018 school year, effective August 16, 2017

*It is the recommendation of the District Administration that the Board of Trustees approve the ratification of hiring Jill Brody as an Hourly Intervention Specialist for the 2017-2018 school year, effective August 16, 2017.*

- C.** Consideration of the ratification of hiring Jennifer Scott as a 6.50 hour Special Education Instructional Assistant for the 2017-2018 school year, effective August 23, 2017

*It is the recommendation of the District Administration that the Board of Trustees approve the ratification of hiring Jennifer Scott as a 6.50 hour Special Education Instructional Assistant for the 2017-2018 school year, effective August 23 2017.*

- D.** Consideration of acceptance of the resignation of Marissa Cancino, Special Education Instructional Assistant, effective September 25, 2017

*It is the recommendation of the District Administration that the Board of Trustees accept the resignation of Marissa Cancino, Special Education Instructional Assistant, effective September 25, 2017.*

**15. ITEMS FOR FUTURE CONSIDERATION:**

- A.** CAASPP State Testing Results

**16. FUTURE MEETINGS**

- A.** October 17, 2017, at 6:00 p.m., Regular Board Meeting

**17. ADJOURNMENT**

Time: \_\_\_\_\_

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

**Official Minutes of the August 15, 2017 Regular Board Meeting of the Board of Trustees of the  
Mesa Union School District**

<b>Call to Order</b>	The August 15, 2017, Regular Meeting of the Board of Trustees of the Mesa Union School District came to order at 6:00 p.m. in the multi-purpose room.
<b>Agenda</b>	<p>The Board agenda was adopted by common consent.</p> <p>Board members present were Bryan Stotko, Mary Crull, Carolyn Rodriguez, Tonya Brunett and Steven Sullivan.</p>
<b>Roll Call</b>	District administrators present were Mr. Turner, superintendent, Erica Magdaleno, executive assistant, Dr. Stephen Bluestein, principal, and Tami Peterson, chief business officer.
<b>Public Comment</b>	There were no public comments on closed session items.
<b>Closed Session</b>	At 6:02 p.m., Trustee Stotko asked for public comment on closed session items. Hearing none, he announced that the Board would go into closed session to discuss Personnel authorized by Government Code 54947 as it relates to Personnel needs for the 2017-2018 school year, and Negotiations as it relates to MUTA authorized by Government Code 3549.1.
<b>Reconvene to Open Session</b>	At 6:38 p.m., the Board of Trustees returned to open session. Trustee Stotko reported that the Board of Trustees had just returned from closed session where they discussed Personnel authorized by Government Code 54947 as it relates to Personnel needs for the 2017-2018 school year, and Negotiations as it relates to MUTA authorized by Government Code 3549.1. No action was taken.
<b>Pledge of Allegiance</b>	Trustee Stotko led the Pledge of Allegiance.
<b>Minutes</b>	<p>On motion of Trustee Crull, seconded by Trustee Brunett, the minutes of the Regular Board Meeting of August 15, 2017, were approved by common consent.</p> <p><b>Vote:</b> Brunett: <b>Aye</b>    Crull: <b>Aye</b>    Rodriguez: <b>Aye</b>    Stotko: <b>Aye</b>    Sullivan: <b>Aye</b></p>
<b>Public Comments</b>	Trustee Stotko asked if there were any public comments. There were no public comments.
<b>Superintendent's Report</b>	<p><b>New Staff Introductions:</b> Mr. Turner welcomed the Board of Trustees to another great school year and asked that Dr. Bluestein introduce new staff. Dr. Bluestein introduced Stacy Shin, Mesa's new speech therapist. Mrs. Shin has 23 years of experience and has worked at Oxnard School District and Ventura County Office of Education. Dr. Bluestein then introduced Alexander Dekok, Mesa's junior high English language arts and social science teacher. Mr. Dekok has been a teacher for one year and is coming to Mesa from Hart School District. Dr. Bluestein then introduced Spencer Goad, Mesa's new music teacher. Mr. Goad has spent the last four years teaching music to students in China. Following Mr. Goad, Dr. Bluestein introduced Kim Charnofsky, who will be the school psychologist for Mesa and Somis School Districts. Amy Williams was introduced as the new second grade teacher. Ms. Williams is coming from Moreland School District located outside the San Jose area, where she taught for 2 years. Dr. Bluestein also introduced Amy Catlett. Mrs. Catlett accepted a long-term assignment in third grade last school year, and she has accepted a probationary contract to teach</p>

fourth grade this year. Lastly, Dr. Bluestein introduced Mrs. Jennifer Scott. Mrs. Scott is coming from Rio School District and has been hired as a Special Education instructional assistant. Mr. Turner welcomed all new staff and thank the Board for their support to hire new staff and create new positions.

**Summer Update:** Mr. Turner provided an update of curriculum and instruction. Last year the English Language Arts/English Language Development instructional materials were piloted. The adopted textbooks have been delivered and will be provided to all classrooms. Mr. Turner also provided an update of the Gifted Learner program. Last year, the GATE Task Force spent the entire year studying the Gifted Learner program and this year those recommendations will be implemented. Furthermore, Mr. Turner shared that this year's professional development will focus on depth and complexity, providing teachers the support to work with student differentiation. Teachers will not only learn to support gifted students, but also with students who require more academic support. Mr. Turner also communicated that the District has been working on the Response to Intervention model. The program was evaluated last year and the intervention team has been focusing on creating a model to better support students and their academic needs. Mr. Turner also provided an update of the Special Education program. This year, Mesa has partnered with Somis School District to support a K-2 Special Day Class at Mesa. Mr. Turner thanked the Board for supporting the programs.

Mr. Turner provided an update of the Road to Electives. This past school year, students were offered selectives and currently, the District is in between selectives and electives. Students will be introduced to music this year and they will be placed in two of the three selectives being offered. Next semester students will be able to provide more feedback and select two of three electives they would like to be placed in.

Mr. Turner provided an update of the facility improvements that have been made to be first day ready. Mr. Turner shared that 26 classrooms, 11 offices, and 13 bathrooms have been cleaned. There has been 7,048 square feet of carpet installed in some of the classrooms. The MPR, library, computer lab and cafeteria have all been cleaned. All student desk and chairs have been cleaned and 72 trees on campus have been trimmed.

Trustee Stotko recommended requesting a donation to have additional artificial turf installed in the front of school. Mr. Turner informed the Board that we already have artificial grass on order and are in the process of having it installed.

Mr. Turner provided an update on the projected enrollment.

Mr. Turner provided an update of Mesa's vision, mission and core values that are on the agenda for approval. Mr. Turner informed the Board that the focus of Mesa's vision, mission and core values is to implement systems that support learning, develop foundational literacies in ELA, math, and technology and provide all students with college and career pathways and middle school electives. Mr. Turner would also like to expand Mesa's partnerships with local community members and businesses. Mr. Turner shared that Fillmore Rental recently brought a tractor to Mesa and mowed our lawns. Those are the types of partnerships that Mr. Turner would like to develop.

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Mesa Union School District**

**Summer School Report:** Mr. Turner asked Mrs. Kuklenski to provide an update of the summer school program. Mrs. Kuklenski provided a powerpoint presentation that outlined this year's summer school enrollment, staff, and areas of focus. Mrs. Kuklenski also provided a demonstration of the curriculum that was used and data to track student progress. Mrs. Kuklenski thanked the Board for approving and supporting the summer school program.

The Board recommended that Mr. Turner post Mrs. Kuklenski's summer school presentation on the school website.

**Board Reports and  
Communications**

**Board members' correspondence:** Trustee Stoko shared that the you letter from Ms. Best regarding her recognition at the last Board meeting.

Trustee Stoto shared a post card that he received from the Camarillo YMCA regarding the after school program being provided at Mesa.

**Board members' reports and communication:** Trustee Sullivan had received feedback from the community regarding the change in bell schedule. Trustee Sullivan recommended publicizing the change in the bell schedule and the purpose for the change.

Trustee Crull recommended updating and providing parents with the updated supply list. Although the supply list is on the website, it has not changed for a couple of years.

**Board members' interests and concerns:** None

**Consent Agenda**

**Consent Agenda:**

Purchase Orders \$6,285.13

Checks Totaling \$425,897.17

Fund Balances

Enrollment 611

On motion of Trustee Brunett, seconded by Trustee Crull, and carried with a 5-0-0 vote the consent agenda was adopted by common consent.

**Vote:**

Brunett: **Aye**    Crull: **Aye**    Rodriguez: **Aye**    Stotko: **Aye**    Sullivan: **Aye**

**Public Hearing**

Trustee Stotko opened the public hearing at 7:15 p.m. for purposes of taking public comments on the intention of the Governing Board of Mesa Union School District to consider entering into an energy services contract pursuant to the term of Government Code section 4217.12.

Hearing no public comments, Trustee Stotko closed the public hearing at 7:16 p.m.

Trustee Stotko opened the public hearing at 7:16 p.m. for the purpose of taking public comments on the initial proposal of the Mesa Union School District to the Mesa Union Teachers' Association (MUTA) for the 2017-2018 school year. There were no public comments.

Trustee Stotko closed the public hearing at 7:17 p.m.



**Official Minutes of the August 15, 2017 Regular Board Meeting of the Board of Trustees of the  
Mesa Union School District**

**Action/Discussion Items**  
**2016-2017 Unaudited**  
**Actuals**

On motion of Trustee Sullivan, seconded by Trustee Brunett, and carried with a 5-0-0 vote, the 2016-2017 Unaudited Actuals were accepted as presented.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Rodriguez: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **5**      Noes: **0**      Abstentions: **0**      Absent: **0**

Mrs. Tami Peterson provided a presentation on the 2016-2017 Unaudited Actuals.

**Resolution #17-18-01**

On motion of Trustee Sullivan, seconded by Trustee Brunett, and carried with a 5-0-0 vote, Emergency Resolution #17-18-01 Repair of the On-Site Waste Management System was adopted.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Rodriguez: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **5**      Noes: **0**      Abstentions: **0**      Absent: **0**

**Affordable Plumbing Pros**

On motion of Trustee Brunett, seconded by Trustee Crull, and carried with a 5-0-0 vote, the proposal from Affordable Plumbing Pros for the repair of the on-site waste management system was approved.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Rodriguez: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **5**      Noes: **0**      Abstentions: **0**      Absent: **0**

**Resolution #17-18-02**

On motion of Trustee Brunett, seconded by Trustee Rodriguez, and carried with a 5-0-0 vote, Resolution #17-18-02 for the Gann Limit was adopted.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Rodriguez: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **5**      Noes: **0**      Abstentions: **0**      Absent: **0**

**Resolution #17-18-03**

On motion of Trustee Sullivan, seconded by Trustee Brunett, and carried with a 5-0-0 vote, Resolution #17-18-03 Resolution to Enter Into an Energy Service Contract was adopted.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Rodriguez: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **5**      Noes: **0**      Abstentions: **0**      Absent: **0**

**Mesa Union School**  
**District's New Mission,**  
**Vision, and Core Values**

On motion of Trustee Rodriguez, seconded by Trustee Brunett, and carried with a 5-0-0 vote, Mesa Union School District's New Mission, Vision, and Core Values were adopted.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Rodriguez: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **5**      Noes: **0**      Abstentions: **0**      Absent: **0**

**Initial Proposal of the Mesa**  
**Union Teachers'**  
**Association (MUTA)**

The Board of Trustees discussed and acknowledged receipt of the Initial Proposal of the Mesa Union Teachers' Association (MUTA) to Mesa Union School District for the 2017-2018 school year.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Rodriguez: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **5**      Noes: **0**      Abstentions: **0**      Absent: **0**

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Mesa Union School District**

**Revised Daily Bell Schedule**

On motion of Trustee Brunett, seconded by Trustee Crull, and carried with a 5-0-0 vote, the Revised Mesa Union School Daily Bell Schedule for the 2017-2018 school year was accepted.

**Vote:**

Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Rodriguez: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>
Ayes: <b>5</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>	

**2017-2018 Agreement for Professional Services with Dannis, Woliver, Kelley, Attorneys at Law**

On motion of Trustee Brunett, seconded by Trustee Rodriguez, and carried with a 5-0-0 vote, the 2017-2018 Agreement for Professional Services with Dannis Woliver Kelley, Attorneys at Law, was approved.

**Vote:**

Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Rodriguez: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>
Ayes: <b>5</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>	

**Quarterly Report on Williams Uniform Complaints**

On motion of Trustee Brunett, seconded by Trustee Sullivan, and carried with a 5-0-0 vote, the Quarterly Report on Williams Uniform Complaints Regarding Textbooks and Instructional Materials, Teacher Vacancy of Misassignment, and Facilities Conditions was accepted.

**Vote:**

Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Rodriguez: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>
Ayes: <b>5</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>	

**Board Policies Adoption**

On motion of Trustee Brunett, seconded by Trustee Sullivan, and carried with a 5-0-0 vote, the March 2017 Board Policy updates in section AR 4161.1/4261.1/4361.1-Personal Illness/Injury Leave were adopted.

**Vote:**

Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Rodriguez: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>
Ayes: <b>5</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>	

**Board Policy Adoption**

On motion of Trustee Brunett, seconded by Trustee Crull, and carried with a 5-0-0 vote, the May 2017 CSBA Board Policy Revisions were adopted.

**Vote:**

Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Rodriguez: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>
Ayes: <b>5</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>	

**Board Policy First Read**

The Board of Trustees was provided with Board Policy and Administrative Regulations for the July 2017 CBSA Board Policy Updates for first review. Policies will be brought back in September for Board adoption.

**Personnel**

On motion of Trustee Sullivan, seconded by Trustee Crull, and carried with a 5-0-0 vote, the hiring of Dawn Cardenas as a Probationary Resource Specialist for the 2017-2018 school year, effective August 16, 2017, was approved.

**Vote:**

Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Rodriguez: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>
Ayes: <b>5</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>	

On motion of Trustee Rodriguez, seconded by Trustee Sullivan, and carried with a 5-0-0 vote, the hiring of Amy Williams as a Temporary Elementary Teacher for the 2017-2018 school year, effective August 16, 2017, was approved.

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Mesa Union School District**

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Rodriguez: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **5**      Noes: **0**      Abstentions: **0**      Absent: **0**

On motion of Trustee Rodriguez, seconded by Trustee Brunett, and carried with a 5-0-0 vote, the hiring of Alexander Dekok as a Probationary Social Science/English Language Arts Middle School Teacher for the 2017-2018 school year, effective August 16, 2017, was approved.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Rodriguez: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **5**      Noes: **0**      Abstentions: **0**      Absent: **0**

On motion of Trustee Brunett, seconded by Trustee Rodriguez, and carried with a 5-0-0 vote, the hiring of Spencer Goad as a Probationary Music Teacher for the 2017-2018 school year, effective August 16, 2017, was approved.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Rodriguez: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **5**      Noes: **0**      Abstentions: **0**      Absent: **0**

On motion of Trustee Sullivan, seconded by Trustee Brunett, and carried with a 5-0-0 vote, the increase of Michele Waggoner's FTE from a .50 FTE to a .60 FTE for the 2017-2018 school year, effective August 16, 2017, was approved.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Rodriguez: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **5**      Noes: **0**      Abstentions: **0**      Absent: **0**

**Future Items**

Public Hearing and Resolution Regarding Sufficiency of Textbooks  
Proposal for Installation of Septic Tank  
Proposal for School Fencing  
Report on Safety

**Future Meeting**

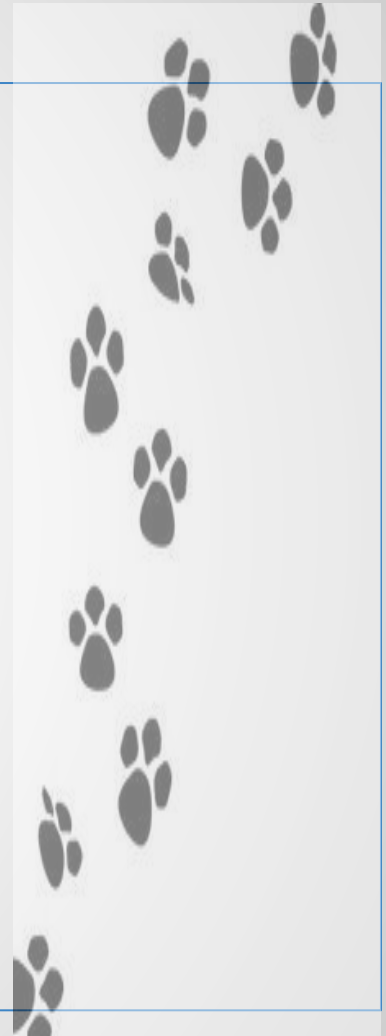
September 19, 2017, at 6:00 p.m., Regular Meeting

**Adjournment**

There being no further items of business, the Board adjourned at 8:15 p.m.

# **Superintendent's Report**

September 19, 2017



# District of Choice

Mesa Union has been designated a “**District of Choice**”. This designation allows the school to accept a limited number of students from outside of the attendance area. Under this option, it is not necessary to get a release from the district of residence.

# District of Choice-Enrollment History

2012 District of Choice was first implemented.	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
	30 student spaces	20 student spaces	30 student spaces	30 student spaces	20 student spaces
	24 applicants	22 applicants	29 applicants	36 applicants	15 applicants
	All applications were approved.	20 students were selected.	All applications were approved.	30 students were selected.	All applications were approved.
	No lottery was conducted.	A lottery was conducted.	No lottery was conducted.	A lottery was conducted.	No lottery was conducted.

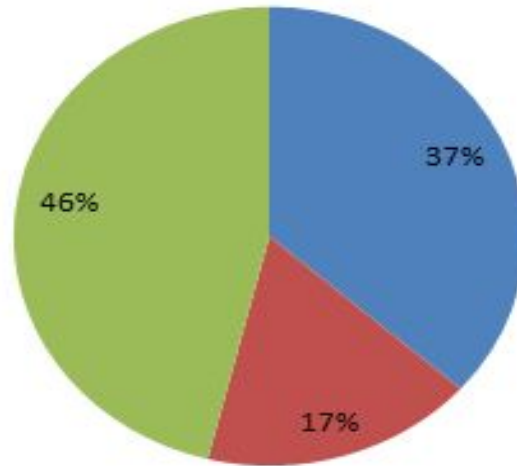
# District of Choice Steps and Procedures

1. Every year the Board approves the District of Choice application, timeline, and available spaces.
2. Applications become available once District of Choice has been approved by the Board.
3. Usually applications become available in October with a deadline to return by December 30.
4. If necessary, a lottery is held in January. The first lottery held is for students with siblings, the second lottery is for all other students.
5. Families are notified in February of acceptance status.
6. Students who are not accepted have the opportunity to apply for an inter-district transfer with their district of residence.
7. Inter-district transfers are accepted beginning the first Monday in February.

# Mesa Union Student Enrollment 2017-2018

## Student Enrollment

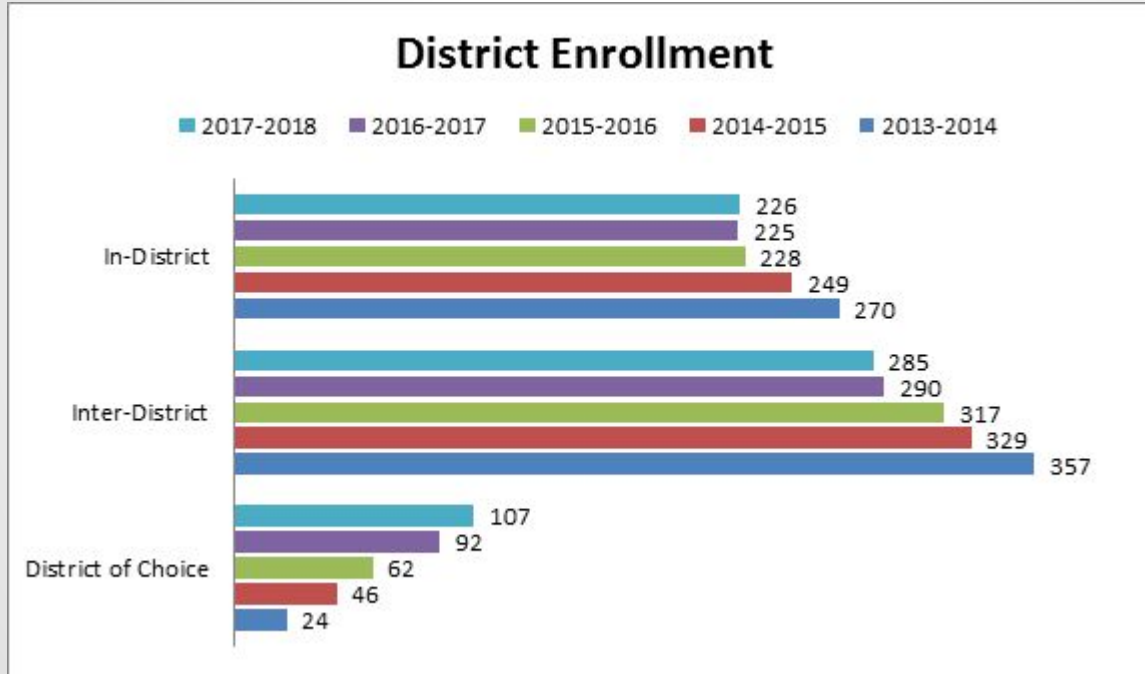
■ In-District ■ District of Choice ■ Inter-District





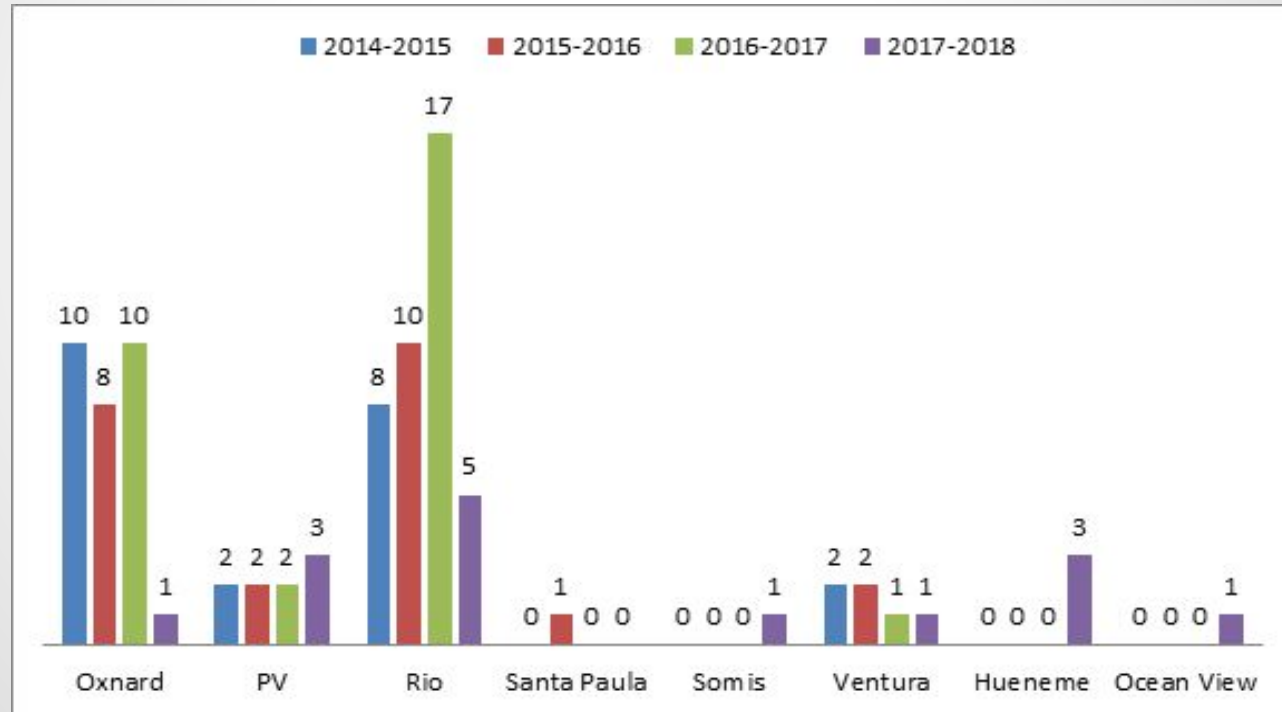
<b>Year</b>	<b>Grade</b>	<b>In-District Students</b>	<b>District of Choice Students</b>	<b>Inter-District Students</b>	<b>Total Students</b>
<b>2017-2018</b>	K	23	15	42	80
	1st	31	<b>30</b>	13	74
	2 <sup>nd</sup>	14	<b>23</b>	15	52
	3 <sup>rd</sup>	19	<b>17</b>	28	64
	4 <sup>th</sup>	33	<b>22</b>	19	74
	5 <sup>th</sup>	31	<b>0</b>	42	73
	6 <sup>th</sup>	21	<b>0</b>	50	71
	7 <sup>th</sup>	29	<b>0</b>	39	68
	8 <sup>th</sup>	25	<b>0</b>	37	62
Total		226	<b>107</b>	285	618

# Mesa Union Student Enrollment 2013-2017

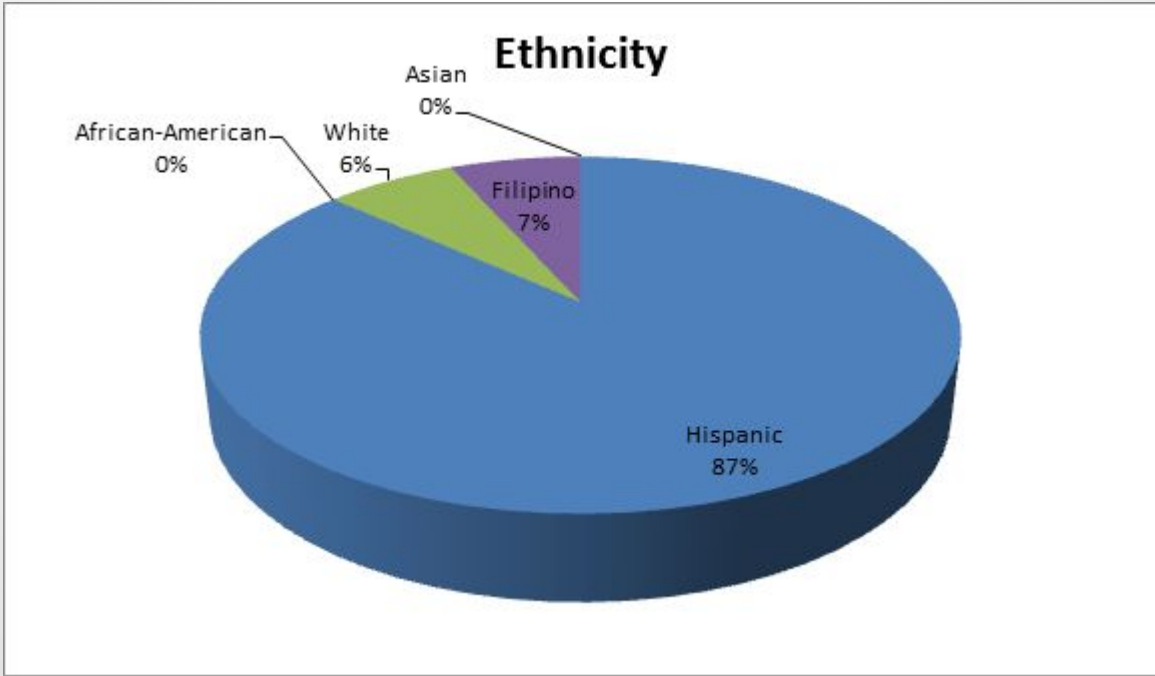


<b>Year 2013-14</b>	<b>District of Choice</b>	<b>Year 2014-15</b>	<b>District of Choice</b>	<b>Year 2015-16</b>	<b>District of Choice</b>	<b>Year 2016-17</b>	<b>District of Choice</b>	<b>Year 2017-18</b>	
<b>K</b>	<b>24</b>	<b>K</b>	<b>22</b>	<b>K</b>	<b>23</b>	<b>K</b>	<b>30</b>		<b>15</b>
<b>1</b>	<b>0</b>	<b>1</b>	<b>24</b>	<b>1</b>	<b>17</b>	<b>1</b>	<b>23</b>		<b>30</b>
<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>22</b>	<b>2</b>	<b>17</b>		<b>23</b>
<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>22</b>		<b>17</b>
<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>		<b>22</b>
<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>		<b>0</b>
<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>		<b>0</b>
<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>		<b>0</b>
<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>		<b>0</b>
<b>Total</b>	<b>24</b>	<b>Total</b>	<b>46</b>		<b>62</b>		<b>92</b>		<b>107</b>

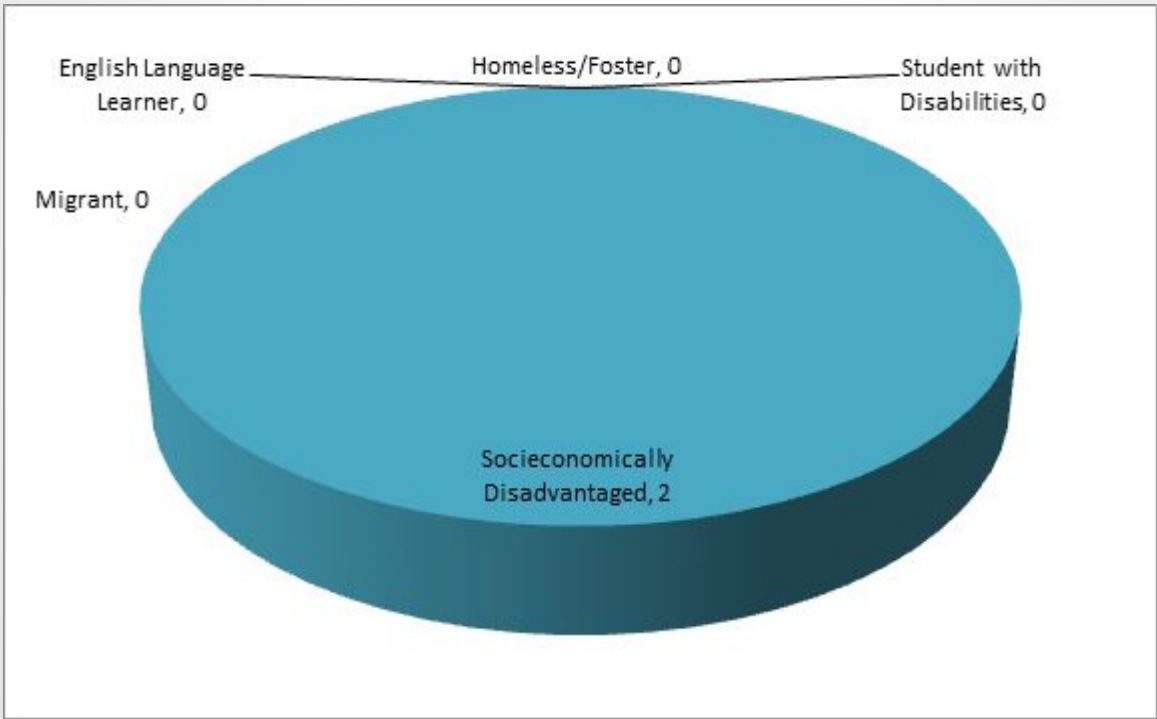
# District of Choice Residency 2014-2018



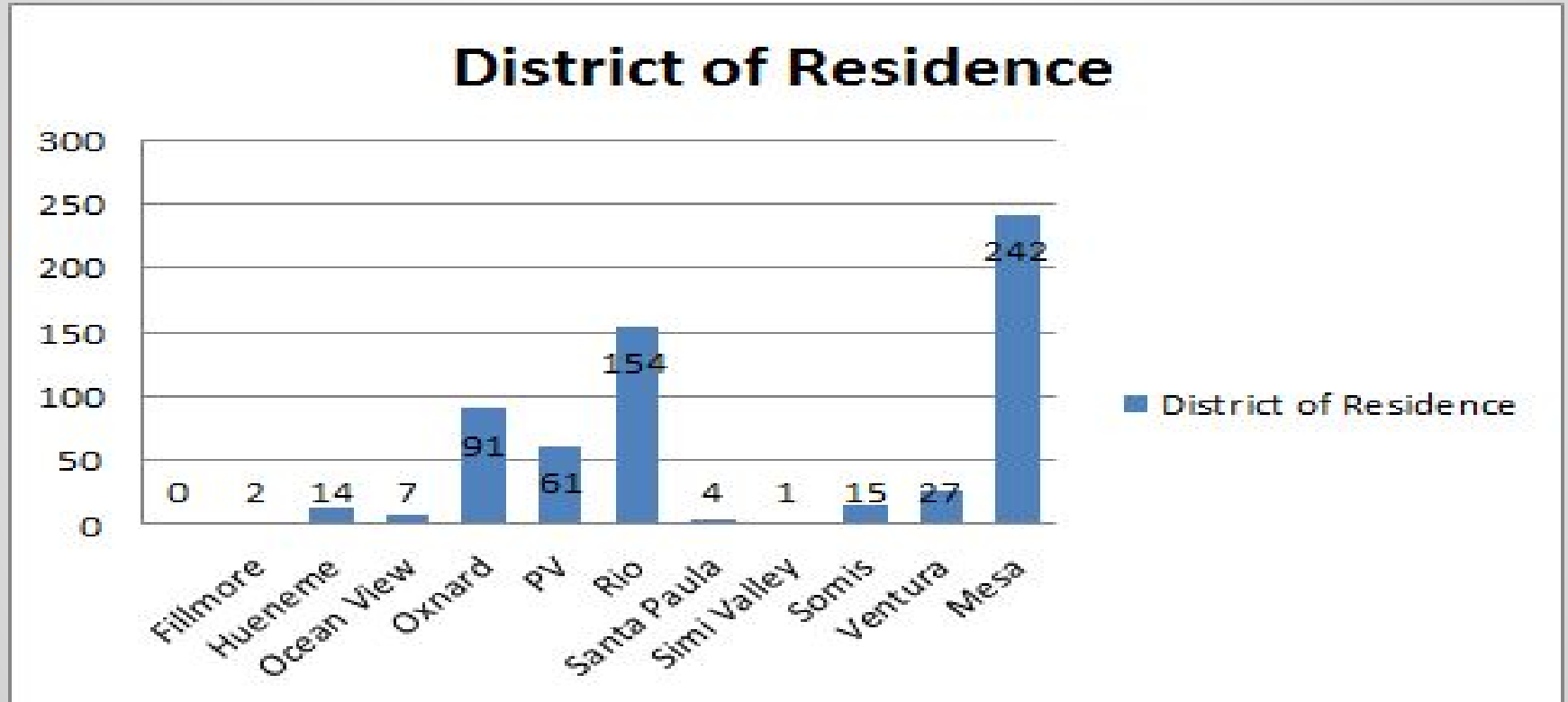
# District of Choice Student Demographics 2017-2018



# District of Choice Student Demographics

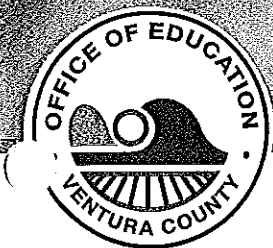


# District of Choice District of Residence



# Discussion



**Administration**

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

**VENTURA COUNTY OFFICE OF EDUCATION**

Stanley C. Mantooth, County Superintendent of Schools

August 28, 2017

Mr. Bryan Stotko  
Governing Board President  
Mesa Union School District  
3901 North Mesa School Road  
Somis, CA 93066

Dear Mr. Stotko:

In accordance with Education Code Sections 52070 and 42127, the Ventura County Office of Education has reviewed the Local Control Accountability Plan (LCAP) and adopted budget of the Mesa Union School District for fiscal year 2017-18.

Education Code requires the County Superintendent to approve the LCAP after determining all of the following:

The LCAP adheres to the template adopted by the State Board of Education pursuant to Section 52064.

The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP.

The LCAP adheres to the expenditure requirements adopted pursuant to Section 42238.07 for funds apportioned on the basis of the number and concentration of unduplicated pupils pursuant to Sections 42238.02 and 42238.03.

Education Code also requires the County Superintendent to approve, conditionally approve, or disapprove the adopted final budget for each school district after doing the following:

Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to Section 33127 and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.

Determine whether the adopted budget will allow the district to meet its financial obligations during the fiscal year and is consistent with a financial plan that will enable the district to satisfy its multiyear financial commitments.

Determine whether the adopted budget includes the expenditures necessary to implement the LCAP.

Based upon our review, the 2017-18 LCAP and adopted budget of the Mesa Union School District have been **approved**.

As you know, the Local Control Funding Formula (LCFF) made fundamental changes to how Proposition 98 revenues are allocated to schools. During the LCFF implementation period, the district should be prepared to share information with its stakeholders about the funding formula and its impact on the district's budget, and the budget development process with the LCAP.

Education Code Section 52065 requires that the approved LCAP be posted on the district's website and the county office of education is also required to post all district LCAPs on its website.

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

A complete listing of any technical corrections and recommendations relating to the LCAP and the adopted budget has been sent to the chief business official and the educational services administrator of the district. If you have any questions about the LCAP, please contact Lisa Salas Brown, Director of Local District Support Services at (805) 437-1500. If you have any questions about the adopted budget, please contact Paula Driscoll, Executive Director of School Business Advisory Services at (805) 383-1981.

Sincerely,



Stanley C. Mantooth  
Ventura County Superintendent of Schools

cc: District Superintendent  
Chief Business Official  
Educational Services Administrator

Includes Purchase Orders dated 08/01/2017 - 08/31/2017

Board Meeting Date 9/18/2017

PO Number	Vendor Name	Order Location	Object Description	Resource Description	Account Amount
B0318-00019	E.J. HARRISON & SONS, INC	MESA UNION	Rubbish	Unrestrict	11,000.00
B0318-00020	HOME DEPOT CREDIT SERVICES	MESA UNION	Mat'l's/Sup	Unrestrict	18,000.00
B0318-00021	VENTURA LAMINATING INC	MESA UNION	Mat'l's/Sup	Unrestrict	1,500.00
B0318-00022	OFFICE DEPOT	MESA UNION	Mat'l's/Sup	Unrestrict	8,000.00
B0318-00023	LOW VOLTAGE SOLUTIONS, INC	MESA UNION	Prof Svc	Unrestrict	420.00
B0318-00024	SOUTHWEST SCHOOL & OFFICE SPLY	MESA UNION	Mat'l's/Sup	Unrestrict	4,000.00
B0318-00025	RICOH USA, INC	MESA UNION	Mat'l's/Sup	Unrestrict	1,250.00
B0318-00026	SYSCO VENTURA, INC	MESA UNION	Mat'l's/Sup	ChildNutri	7,500.00
			Food	ChildNutri	45,250.00
B0318-00027	SPARKLETT'S	MESA UNION	Water	Unrestrict	800.00
B0318-00028	VTA CNTY OFFICE OF EDUCATION	MESA UNION	Prof Svc	Supp/Conc	110,000.00
B0318-00029	VTA CNTY OFFICE OF EDUCATION	MESA UNION	Prof Svc	Unrestrict	1,430.00
B0318-00030	SYSCO VENTURA, INC	MESA UNION	Food	ChildNutri	1,000.00
B0318-00031	CALIF DEPT OF EDUCATION	MESA UNION	Food	ChildNutri	1,500.00
B0318-00032	MARK-IT PLACE	MESA UNION	Mat'l's/Sup	Unrestrict	1,000.00
B0318-00033	CALIF SCHOOL BOARDS ASSN	MESA UNION	Prof Svc	Unrestrict	1,700.00
B0318-00034	EmpireTherapeutic&CreativeServ	MESA UNION	Prof Svc	Supp/Conc	15,000.00
B0318-00035	VTA CNTY OFFICE OF EDUCATION	MESA UNION	Prof Svc	SpecialEd	14,960.00
B0318-00036	VTA CNTY OFFICE OF EDUCATION	MESA UNION	Prof Svc	NCLBIPrtA	18,000.00
B0318-00037	RICOH USA, INC	MESA UNION	Prof Svc	Lottery	6,500.00
B0318-00038	ATKINSON,ANDELSON,LOYA, et al	DISTRICT	Legal	SpecialEd	12,000.00
B0318-00039	ATKINSON,ANDELSON,LOYA, et al	MESA UNION	Legal	Unrestrict	5,000.00
B0318-00040	TARANGO'S DIESEL REPAIR	MESA UNION	Mat'l's/Sup	Transportation	8,600.00
			RntRprNCap	Transportation	9,700.00
B0318-00041	ANIMAL & INSECT PEST MGMT INC	MESA UNION	PestContro	Unrestrict	7,800.00
B0318-00042	MODESTO & SON'S PUMPING	MESA UNION	RntRprNCap	Unrestrict	7,000.00
B0318-00043	NASON'S LOCK & SAFE, INC	MESA UNION	RntRprNCap	Unrestrict	1,000.00
B0318-00044	EMPIRE CLEANING SUPPLY	MESA UNION	Mat'l's/Sup	Unrestrict	12,000.00
B0318-00045	SMITH PIPE & SUPPLY INC	MESA UNION	Mat'l's/Sup	Unrestrict	3,500.00
B0318-00046	ANDERSON REFRIGERATION INC	MESA UNION	RntRprNCap	Unrestrict	6,000.00
B0318-00047	AFFORDABLE PLUMBING PROS	MESA UNION	Site Impr	Unrestrict	96,000.00
B0318-00048	PEACH HILL SOILS	MESA UNION	Mat'l's/Sup	Unrestrict	2,500.00
B0318-00049	REVOLVING ACCOUNT	MESA UNION	Prof Svc	Unrestrict	280.00
B0318-00050	1ST STOP URGENT CARE	MESA UNION	EmployFees	Unrestrict	200.00
B0318-00052	VTA CNTY OFFICE OF EDUCATION	MESA UNION	Prof Svc	Unrestrict	2,500.00
P0318-00037	ASSN OF CALIF SCHOOL ADMIN	MESA UNION	Dues/Memb	Unrestrict	220.00
P0318-00038	SUZUKI CORP	MESA UNION	Mat'l's/Sup	Unrestrict	610.31
P0318-00041	PRO-ED INC	MESA UNION	Mat'l's/Sup	SpecialEd	459.62

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ESCAPE ONLINE

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Includes Purchase Orders dated 08/01/2017 - 08/31/2017

Board Meeting Date 9/18/2017

PO Number	Vendor Name	Order Location	Object Description	Resource Description	Account Amount
P0318-00042	ACADEMIC THERAPY PUBLICATIONS	MESA UNION	Mat'ls/Sup	SpecialEd	572.21
P0318-00043	BUSINESS SERVICES AUTHORITY	MESA UNION	Prof Svc	Unrestrict	320.00
P0318-00044	BROOKES PUBLISHING CO	MESA UNION	Mat'ls/Sup	SpecialEd	146.64
P0318-00045	PRO-ED INC	MESA UNION	Mat'ls/Sup	SpecialEd	737.61
P0318-00046	LAKESHORE LEARNING MATERIALS	MESA UNION	NonCapEqui	Unrestrict	610.03
P0318-00047	ACADEMIC COMM ASSOC, INC	MESA UNION	Mat'ls/Sup	SpecialEd	145.39
P0318-00048	WORTHINGTON DIRECT	MESA UNION	Mat'ls/Sup	Unrestrict	532.87
P0318-00049	B F HURLEY MAT COMPANY, INC	MESA UNION	NonCapEqui	Unrestrict	573.14
P0318-00050	HOWARD'S RUG CO	MESA UNION	Bldgs	Unrestrict	32,910.00
P0318-00052	J TAYLOR EDUCATION	MESA UNION	Mat'ls/Sup	Unrestrict	632.78
P0318-00053	CALIFORNIA MECHANICAL CO	MESA UNION	RntRprNCap	Unrestrict	5,419.42
P0318-00054	MJP TECHNOLOGIES, INC	MESA UNION	NonCapEqui	Unrestrict	2,463.53
P0318-00055	VTA CNTY OFFICE OF EDUCATION	MESA UNION	Mat'ls/Sup	Unrestrict	976.50
P0318-00056	ANDERSON REFRIGERATION INC	MESA UNION	RntRprNCap	Unrestrict	3,149.50
P0318-00057	CENTRAL DRUG SYSTEM	MESA UNION	EmployFees	Unrestrict	297.00
P0318-00058	MJP TECHNOLOGIES, INC	MESA UNION	NonCapEqui	Unrestrict	1,020.19
P0318-00059	CAROLINA BIOLOGICAL SUPPLY CO	MESA UNION	Mat'ls/Sup	Unrestrict	479.74
P0318-00060	HOWARD'S RUG CO	MESA UNION	RntRprNCap	Unrestrict	2,086.00
P0318-00061	APPLE COMPUTER, INC	MESA UNION	Mat'ls/Sup	Unrestrict	3,251.96
P0318-00062	BANK OF AMERICA	MESA UNION	Mat'ls/Sup	Unrestrict	156.87
P0318-00063	COUNTY OF VENTURA	MESA UNION	Prof Svc	Unrestrict	610.00
P0318-00064	GOLD COAST GLASS, INC	MESA UNION	RntRprNCap	Unrestrict	3,427.27
P0318-00065	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	658.04
P0318-00066	NASCO	MESA UNION	Mat'ls/Sup	Unrestrict	335.37
P0318-00067	McGRAW-HILL EDUCATION	MESA UNION	Textbooks	LotteryIM	1,480.31
P0318-00068	CONSERV FLAG COMPANY	MESA UNION	Mat'ls/Sup	Unrestrict	24.97
P0318-00069	VTA CNTY OFFICE OF EDUCATION	MESA UNION	STAFF DEV	SpecialEd	175.00
P0318-00070	HOUGHTON MIFFLIN HARCOURT	MESA UNION	Mat'ls/Sup	SpecialEd	185.22
P0318-00071	VENTURA COUNTY SCHOOLS	MESA UNION	OtherInsur	Unrestrict	20,415.33
				Transportation	2,621.55
P0318-00072	VENTURA COUNTY SCHOOLS	MESA UNION	OtherInsur	Unrestrict	8,985.00
				Transportation	910.96
P0318-00073	HANDWRITING WITHOUT TEARS	MESA UNION	Othr Books	LotteryIM	743.24
P0318-00074	BANK OF AMERICA	MESA UNION	Mat'ls/Sup	Unrestrict	343.70
P0318-00075	APPLE COMPUTER, INC	MESA UNION	NonCapEqui	Unrestrict	1,612.68
P0318-00076	ECHO LEE	MESA UNION	Prof Svc	Unrestrict	3,316.50
P0318-00077	VTA CNTY OFFICE OF EDUCATION	MESA UNION	EmployFees	Unrestrict	123.00
P0318-00078	TRAFFIC TECHNOLOGIES LLC	MESA UNION	Mat'ls/Sup	Unrestrict	676.21

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ESCAPE ONLINE

Page 2 of 3

Includes Purchase Orders dated 08/01/2017 - 08/31/2017

Board Meeting Date 9/18/2017

PO Number	Vendor Name	Order Location	Object Description	Resource Description	Account Amount
P0318-00079	MJP TECHNOLOGIES, INC	MESA UNION	Mat'ls/Sup	Unrestrict	245.07
P0318-00080	VTA CNTY OFFICE OF EDUCATION	MESA UNION	STAFF DEV	NCLBIPrtA	120.00
P0318-00081	CENTRAL RESTAURANT PRODUCTS	MESA UNION	Mat'ls/Sup	ChildNutri	191.28
P0318-00082	MJP TECHNOLOGIES, INC	MESA UNION	Mat'ls/Sup	Unrestrict	2,811.10
P0318-00083	MJP TECHNOLOGIES, INC	MESA UNION	Mat'ls/Sup	Unrestrict	4,573.14
P0318-00084	MJP TECHNOLOGIES, INC	MESA UNION	Prof Svc	Unrestrict	500.00
P0318-00085	MJP TECHNOLOGIES, INC	MESA UNION	Mat'ls/Sup	Unrestrict	294.94
P0318-00086	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	60.02
P0318-00087	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	171.39
P0318-00088	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	54.28
P0318-00089	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	275.10
P0318-00090	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	93.41
P0318-00091	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	482.46
P0318-00092	VTA CNTY OFFICE OF EDUCATION	MESA UNION	STAFF DEV	SpecialEd	335.00
P0318-00093	NATIONAL COUNCIL OF	MESA UNION	Dues/Memb	Unrestrict	119.00
P0318-00094	NICK RAIL MUSIC	MESA UNION	Mat'ls/Sup	Unrestrict	1,405.68
P0318-00096	SUPER SEAL & STRIPE	MESA UNION	RntRprNCap	Unrestrict	6,700.00
P0318-00097	MJP TECHNOLOGIES, INC	MESA UNION	Prof Svc	Unrestrict	2,750.00
P0318-00098	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	28.99
P0318-00099	HOUGHTON MIFFLIN HARCOURT	MESA UNION	Textbooks	LotteryIM	563.55
P0318-00100	SUPERDUPER, INC	MESA UNION	Mat'ls/Sup	SpecialEd	1,109.74
Total Number of POs			93	Total	570,189.81

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	88	481,838.53
130	Cafeteria Fund	4	55,441.28
140	Deferred Maintenance Fund	1	32,910.00
Total			570,189.81

## PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
B0318-00009	2,000.00	010-5600	General Fund/RntRprNCap	27.28
Total PO Changes				27.28

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Checks Dated 08/01/2017 through 08/31/2017

Board Meeting Date 9/18/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5003810380	08/01/2017	HOUGHTON MIFFLIN HARCOURT	010-4100		24,796.21
5003810381	08/01/2017	OFFICE SUPPLY.COM	010-4300		56.36
5003810382	08/01/2017	VTA CNTY OFFICE OF EDUCATION	010-9510		115,220.88
5003810383	08/02/2017	GOLDEN VALLEY CHARTER SCHOOL	010-9510		14,277.16
5003810384	08/02/2017	State Teachers Retirement Sys	010-3101		797.49
5003810385	08/03/2017	DEL NORTE WATER CO	010-9510		3,242.16
5003810386	08/03/2017	E.J. HARRISON & SONS, INC	010-5505		799.10
5003810387	08/03/2017	RICOH USA, INC	010-5600		2,535.13
5003810388	08/03/2017	SO CA EDISON CO	010-5502		4,965.96
5003810389	08/03/2017	SO CA GAS CO	010-5501		149.06
5003810390	08/04/2017	ALL COMMUNICATIONS	010-5600		809.93
5003810391	08/04/2017	ALTA DENA DAIRY	130-4700		188.55
5003810392	08/04/2017	CALIF DEPT OF EDUCATION	130-4700		109.20
5003810393	08/04/2017	DIAL SECURITY	010-5800		57.88
5003810394	08/04/2017	EXCEL LD	010-5901		16.45
5003810395	08/04/2017	POOLE OIL COMPANY	010-4310		69.56
5003810396	08/04/2017	SELF-INSURED SCHOOLS OF CALIF	010-3701	1,538.93	
			010-9534	43,800.45	
			010-9537	2,411.47	47,750.85
5003810397	08/04/2017	SYSCO VENTURA	130-4300	88.21	
			130-4700	672.20	760.41
5003810398	08/07/2017	Jill Brody	010-4300		39.25
5003810399	08/07/2017	Erica G. Magdaleno	010-4300		47.96
5003810400	08/07/2017	Stephen B. Bluestein	010-4300		26.45
5003810401	08/07/2017	SYSCO VENTURA	130-4300	356.26	
			130-4700	193.12	549.38
5003810402	08/11/2017	Taylor D. Moore	010-4300		25.47
5003810403	08/11/2017	ACADEMIC COMM ASSOC, INC	010-4300		145.39
5003810404	08/11/2017	BUSINESS SERVICES AUTHORITY	010-5800		320.00
5003810405	08/11/2017	CALIF SCHOOL BOARDS ASSN	010-5300		4,730.00
5003810406	08/11/2017	CALIF SCHOOL BOARDS ASSN	010-5800		1,700.00
5003810407	08/11/2017	CALIFORNIA MECHANICAL CO	010-5600		5,419.42
5003810408	08/11/2017	DIAL SECURITY	010-5800		395.00
5003810409	08/11/2017	EDGEWOOD PRESS, INC	010-4300		493.54
5003810410	08/11/2017	EMPIRE CLEANING SUPPLY	010-4300		211.65
5003810411	08/11/2017	FRANCISCO RAMOS	010-5600		4,000.00
5003810412	08/11/2017	GREEN THUMB INTL, INC	010-4300		349.51
5003810413	08/11/2017	HOME DEPOT CREDIT SERVICES	010-4300		295.94
5003810414	08/11/2017	LOW VOLTAGE SOLUTIONS, INC	010-5800		420.00
5003810415	08/11/2017	MISSION LINEN SUPPLY	130-5600		55.70
5003810416	08/11/2017	MJP TECHNOLOGIES, INC	010-5800		3,304.91
5003810417	08/11/2017	REVOLVING ACCOUNT	010-5903		316.20
5003810418	08/11/2017	SPARKLETTS	010-5504		87.12
5003810419	08/11/2017	SUZUKI MUSIC USA	010-4300		610.31
5003810420	08/11/2017	TARANGO'S DIESEL REPAIR	010-4300	4,208.17	

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

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Checks Dated 08/01/2017 through 08/31/2017

Board Meeting Date 9/18/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5003810420	08/11/2017	TARANGO'S DIESEL REPAIR	010-5600	3,109.05	7,317.22
5003810421	08/14/2017	BANK OF AMERICA	010-4300		106.31
5003810422	08/14/2017	DIAL SECURITY	010-5800		57.88
5003810423	08/14/2017	LEARNING WITHOUT TEARS	010-4200		325.63
5003810424	08/14/2017	HOUGHTON MIFFLIN HARCOURT	010-4100		79,675.26
5003810425	08/15/2017	HOWARD'S RUG CO	140-6200		32,910.00
5003810426	08/15/2017	VERIZON WIRELESS	010-5901	141.21	
			010-8699	17.03-	124.18
5003810427	08/17/2017	ALL COMMUNICATIONS	010-5600		972.72
5003810428	08/17/2017	ANIMAL & INSECT PEST MGMT INC	010-5506		175.00
5003810429	08/17/2017	DUNN-EDWARDS CORP	010-4300		284.96
5003810430	08/17/2017	J TAYLOR EDUCATION	010-4300		632.78
5003810431	08/17/2017	NASON'S LOCK & SAFE, INC	010-5600		470.64
5003810432	08/17/2017	SCHOLASTIC INC	010-4200		451.28
5003810433	08/18/2017	RICOH USA, INC	010-4300		75.00
5003810434	08/18/2017	AFFORDABLE PLUMBING PROS	010-6170		31,033.34
5003810435	08/18/2017	POOLE OIL COMPANY	010-4310		85.94
5003810436	08/18/2017	PRO-ED INC	010-4300	459.62	
			Unpaid Tax	28.42-	431.20
5003810437	08/18/2017	SCHOOL HEALTH CORP	010-4200	1,252.51	
			010-4300	1,002.03	2,254.54
5003810438	08/21/2017	VTA CNTY OFFICE OF EDUCATION	010-5800		1,430.00
5003810439	08/21/2017	AFFORDABLE PLUMBING PROS	010-6170		26,884.04
5003810440	08/21/2017	AFFORDABLE PLUMBING PROS	010-6170		33,282.62
5003810441	08/22/2017	ACADEMIC THERAPY PUBLICATIONS	010-4300		572.21
5003810442	08/22/2017	BROOKES PUBLISHING CO	010-4300	118.43	
			Unpaid Tax	7.14-	111.29
5003810443	08/22/2017	HOUGHTON MIFFLIN HARCOURT	010-4100		2,818.43
5003810444	08/22/2017	LAKESHORE LEARNING MATERIALS	010-4400		610.03
5003810445	08/22/2017	VENTURA COUNTY SCHOOLS	010-5450		23,036.88
5003810446	08/22/2017	VENTURA COUNTY SCHOOLS	010-5450		9,895.96
5003810447	08/24/2017	Stacy M. Shin	010-5220		470.00
5003810448	08/24/2017	ANDERSON REFRIGERATION INC	010-5600		3,149.50
5003810449	08/24/2017	BROOKES PUBLISHING CO	010-4300	28.21	
			Unpaid Tax	1.70-	26.51
5003810450	08/24/2017	CALIF DEPT OF EDUCATION	130-4700		31.20
5003810451	08/24/2017	CENTRAL DRUG SYSTEM	010-5804		297.00
5003810452	08/24/2017	CONSERV FLAG COMPANY	010-4300		24.97
5003810453	08/24/2017	COUNTY OF VENTURA	010-5800		610.00
5003810454	08/24/2017	FOLLETT SCHOOL SOLUTIONS, INC	010-5800		1,075.50
5003810455	08/24/2017	GREEN THUMB INTL, INC	010-4300		371.05
5003810456	08/24/2017	PRO-ED INC	010-4300	750.12	
			Unpaid Tax	46.39-	703.73
5003810457	08/24/2017	REVOLVING ACCOUNT	010-5800	19.00	
			010-5903	252.00	271.00
5003810458	08/28/2017	E.J. HARRISON & SONS, INC	010-5505		2,348.01

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

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Checks Dated 08/01/2017 through 08/31/2017

Board Meeting Date 9/18/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5003810459	08/28/2017	RICOH USA, INC	010-5600		2,535.13
5003810460	08/28/2017	SO CA GAS CO	010-5501		122.78
5003810461	08/28/2017	Irene G. Ramirez	010-4300		127.33
5003810462	08/28/2017	Michele N. Waggoner	010-4300		21.50
5003810463	08/28/2017	Deborah Sussex	130-4300		156.47
5003810464	08/28/2017	Francisco J. Rodriguez	010-4300		33.40
5003810465	08/28/2017	Christina L. Jahr	010-4300		27.13
5003810466	08/28/2017	ATKINSON,ANDELSON,LOYA, et al	010-5899		360.94
5003810467	08/28/2017	EMPIRE CLEANING SUPPLY	010-4300		70.36
5003810468	08/28/2017	HOWARD'S RUG CO	010-5600		2,086.00
5003810469	08/28/2017	ECHO LEE	010-5800		3,316.50
5003810470	08/28/2017	MODESTO & SON'S PUMPING	010-5600		6,500.00
5003810471	08/28/2017	PEACH HILL SOILS	010-4300		1,617.33
5003810472	08/28/2017	REVOLVING ACCOUNT	010-4300		141.68
5003810473	08/28/2017	SMITH PIPE & SUPPLY INC	010-4300		1,318.05
5003810474	08/28/2017	SMITH PIPE & SUPPLY INC	010-4300		1,194.69
5003810475	08/28/2017	SOUTHWEST SCHOOL & OFFICE SPLY	010-4300		2,441.21
5003810476	08/28/2017	TARANGO'S DIESEL REPAIR	010-4300	145.08	
			010-5600	287.75	432.83
5003810477	08/28/2017	TAX DEFERRED SERVICES	010-9539		250.00
5003810478	08/28/2017	VTA CNTY OFFICE OF EDUCATION	010-5220		125.00
5003810479	08/28/2017	VCOE-GRAPHIC SERVICES	010-4300		976.50
5003810480	08/28/2017	WORTHINGTON DIRECT	010-4300		532.87
5003810481	08/30/2017	Michele N. Waggoner	010-4300		96.10
5003810482	08/30/2017	Leticia E. Cousino	010-4300		107.74
5003810483	08/30/2017	1ST STOP URGENT CARE	010-5804		25.00
5003810484	08/30/2017	ALL COMMUNICATIONS	010-5600		120.00
5003810485	08/30/2017	DIAL SECURITY	010-5800		469.06
5003810486	08/30/2017	TARANGO'S DIESEL REPAIR	010-4300	32.00	
			010-5600	609.55	641.55
5003810487	08/31/2017	EXCEL LD	010-5901		21.45
5003810488	08/31/2017	SO CA EDISON CO	010-5502		5,840.67
Total Number of Checks			109		537,258.62

## Fund Recap

Fund	Description	Check Count	Expensed Amount
010	General Fund	101	502,581.36
130	Cafeteria Fund	7	1,850.91
140	Deferred Maintenance Fund	1	32,910.00
Total Number of Checks		109	537,342.27
Less Unpaid Tax Liability			83.65-
Net (Check Amount)			537,258.62

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

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## Fund 010 - General Fund

Fiscal Year 2017/18 Through August 2017

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>LCFF Revenue Sources</b>						
8011	Rev Lim/LCFF	3,037,780.00	3,037,780.00	298,960.00	2,738,820.00	9.84
8012	Education Protection Act	714,054.00	714,054.00		714,054.00	
8021	Homeowners' Exemption	17,234.00	17,234.00		17,234.00	
8041	Secured Rolls Tax	2,100,507.00	2,100,507.00		2,100,507.00	
8042	Unsecured Roll Taxes	67,030.00	67,030.00		67,030.00	
8043	Prior Years' Taxes	4,558.00	4,558.00	10,018.76	5,460.76	219.81
8044	Supplemental Taxes	53,984.00	53,984.00	23,087.49	30,896.51	42.77
8045	Education Rev Augmentation Fd	72,198.00	72,198.00	68.48	72,129.52	0.09
8096	Charter School Trans In Lieu P	1,201,094.00	1,201,094.00		1,201,094.00	
<b>Total LCFF Revenue Sources</b>		<b>4,866,251.00</b>	<b>4,866,251.00</b>	<b>332,134.73</b>	<b>4,534,116.27</b>	<b>6.83</b>
<b>Federal Revenue</b>						
8181	Special Education Entitlement	212,327.00	212,327.00		212,327.00	
8182	Special Education Discretionary	2,117.00	2,117.00		2,117.00	
8290	All Other Federal Revenue	79,916.00	79,916.00		79,916.00	
<b>Total Federal Revenue</b>		<b>294,360.00</b>	<b>294,360.00</b>	<b>.00</b>	<b>294,360.00</b>	
<b>Other State Revenues</b>						
8550	Mandated Cost Reimbursements	45,008.00	45,008.00		45,008.00	
8560	State Lottery Revenue	117,227.00	117,227.00		117,227.00	
8590	All Other State Revenues	213,957.00	213,957.00	545.00	213,412.00	0.25
<b>Total Other State Revenues</b>		<b>376,192.00</b>	<b>376,192.00</b>	<b>545.00</b>	<b>375,647.00</b>	<b>0.14</b>
<b>Other Local Revenue</b>						
8601	InterDistrict Transfers			113,937.00	113,937.00	NO BDGT
8650	Leases and Rentals			300.00	300.00	NO BDGT
8660	Interest	11,901.00	11,901.00		11,901.00	
8677	Interagency Services Between L	53,397.00	53,397.00		53,397.00	
8689	All Other Fees and Contracts	19,443.00	19,443.00		19,443.00	
8699	All Other Local Revenue	74,392.00	74,392.00	13,883.62	60,508.38	18.66
8792	Transfers of Apportionments Fr	509,307.00	509,307.00	50,076.00	459,231.00	9.83
<b>Total Other Local Revenue</b>		<b>668,440.00</b>	<b>668,440.00</b>	<b>178,196.62</b>	<b>490,243.38</b>	<b>26.66</b>
<b>Total Year To Date Revenues</b>		<b>6,205,243.00</b>	<b>6,205,243.00</b>	<b>510,876.35</b>	<b>5,694,366.65</b>	<b>8.23</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 2, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

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## Fund 010 - General Fund

Fiscal Year 2017/18 Through August 2017

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Certificated Salaries</b>							
1100	Teachers' Salaries	2,001,856.00	2,001,856.00	1,809,810.40	180,981.04	11,064.56	9.04
1110	Substitute Teacher	28,500.00	28,500.00			28,500.00	
1130	Stipend	21,225.00	21,225.00			21,225.00	
1140	Extra Duty	56,353.00	56,353.00		15,171.25	41,181.75	26.92
1200	Certificated Pupil Support Sal			75,695.50	7,569.55	83,265.05-	NO BDGT
1301	Superintendent	164,850.00	164,850.00	137,375.00	27,475.00		16.67
1303	Principal	111,013.00	111,013.00	92,510.80	18,502.16	.04	16.67
1940	Extra Duty-Parent Technology	105.00	105.00		70.00	35.00	66.67
<b>Total Certificated Salaries</b>		<b>2,383,902.00</b>	<b>2,383,902.00</b>	<b>2,115,391.70</b>	<b>249,769.00</b>	<b>18,741.30</b>	<b>10.48</b>
<b>Classified Salaries</b>							
2100	Instructional Aides' Salaries	136,513.00	136,513.00	115,141.96	11,637.18	9,733.86	8.52
2110	Substitute Aide	2,485.00	2,485.00			2,485.00	
2130	Extra Duty Aide	2,250.00	2,250.00		4,154.31	1,904.31-	184.64
2200	Classified Support Salaries	350,560.00	350,560.00	290,393.48	42,123.21	18,043.31	12.02
2214	Substitute Maintenance	1,785.00	1,785.00			1,785.00	
2216	Substitute Bus Driver	427.00	427.00			427.00	
2218	Substitute Lib/Comp Res	448.00	448.00			448.00	
2250	Classified Support Overtime	11,000.00	11,000.00		240.64	10,759.36	2.19
2400	Clerical and Office Salaries	172,111.00	172,111.00	138,408.10	23,701.49	10,001.41	13.77
2410	Clerical Sub				341.91	341.91-	NO BDGT
2450	Clerical/Office Overtime	10,000.00	10,000.00		4,057.43	5,942.57	40.57
2900	Other Classified Salaries	54,315.00	54,315.00	38,145.66	3,873.89	12,295.45	7.13
<b>Total Classified Salaries</b>		<b>741,894.00</b>	<b>741,894.00</b>	<b>582,089.20</b>	<b>90,130.06</b>	<b>69,674.74</b>	<b>12.15</b>
<b>Employee Benefits</b>							
3101	STRS, certificated positions	343,997.00	343,997.00	305,251.10	36,036.83	2,709.07	10.48
3102	STRS, classified positions	4,557.00	4,557.00	4,142.80	414.28	.08-	9.09
3202	PERS, classified positions	104,847.00	104,847.00	80,968.90	12,491.44	11,386.66	11.91
3301	OASDI/Medicare/Alternative, ce	41,674.00	41,674.00	29,227.60	3,630.31	8,816.09	8.71
3302	OASDI/Medicare/Alternative, cl	52,357.00	52,357.00	40,308.72	6,716.95	5,331.33	12.83
3401	Health & Welfare Benefits, cer	308,281.00	308,281.00	315,892.30		7,611.30-	
3402	Health & Welfare Benefits, cla	130,591.00	130,591.00	130,591.20		.20-	
3501	SUI, certificated positions	1,151.00	1,151.00	1,008.00	125.22	17.78	10.88
3502	SUI, classified positions	354.00	354.00	273.67	45.07	35.26	12.73
3601	Work Comp Ins, certificated po	57,087.00	57,087.00	50,650.80	5,986.35	449.85	10.49
3602	Work Comp Ins, classified posi	17,738.00	17,738.00	13,917.52	2,155.01	1,665.47	12.15

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 2, Stmt Option? = R,  
Zero Amounts? = N, SACS? = N, Restricted? = Y)

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## Fund 010 - General Fund

Fiscal Year 2017/18 Through August 2017

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Employee Benefits (continued)</b>							
3701	Retiree Benefits, certificated	10,037.00	10,037.00		3,077.86	6,959.14	30.67
	<b>Total Employee Benefits</b>	<b>1,072,671.00</b>	<b>1,072,671.00</b>	<b>972,232.61</b>	<b>70,679.32</b>	<b>29,759.07</b>	<b>6.59</b>
<b>Books and Supplies</b>							
4100	Textbooks	117,000.00	116,256.00	1,948.88	107,289.90	7,017.22	92.29
4200	Books Other Than Textbooks	8,000.00	10,247.00	938.50	2,029.42	7,279.08	19.81
4300	Materials and Supplies	155,625.00	152,789.00	78,859.86	23,491.45	50,437.69	15.38
4310	Bus Fuel	13,250.00	13,250.00	11,429.32	335.29	2,155.97	-2.53
4319	Supplies Undesignated	51,124.00	51,124.00			51,124.00	
4400	Non-Capitalized Equipment		643.00	5,669.54	1,312.30	6,338.84	204.09
	<b>Total Books and Supplies</b>	<b>344,999.00</b>	<b>344,309.00</b>	<b>98,846.10</b>	<b>133,787.78</b>	<b>111,675.12</b>	<b>38.86</b>
<b>Services and Other Operating Expenditures</b>							
5100	Sub Agreements for Prof Serv	131,924.00	131,924.00			131,924.00	
5200	Travel and Conferences	1,100.00	1,100.00			1,100.00	
5201	Car Allowance	2,400.00	2,400.00	2,000.00	400.00		16.67
5220	STAFF DEVELOPMENT	9,500.00	9,500.00	1,263.00	595.00	7,642.00	6.26
5300	Dues and Memberships	8,160.00	8,160.00	3,160.11	5,180.00	180.11	63.48
5450	Other Insurance	32,178.00	32,178.00		32,932.84	754.84	102.35
5501	Natural Gas	6,350.00	6,350.00	6,178.16	271.84	100.00	4.28
5502	Electricity	56,900.00	56,900.00	44,193.37	10,806.63	1,900.00	18.99
5504	Water	6,400.00	7,200.00	7,112.88	87.12		1.21
5505	Rubbish	10,300.00	10,300.00	7,852.89	3,147.11	700.00	30.55
5506	Pest Control	9,000.00	9,000.00	7,625.00	175.00	1,200.00	1.94
5600	Rentals,Leases,Repairs & Nonca	108,730.00	108,730.00	53,823.70	35,139.95	19,766.35	32.32
5800	Professnl/Consult Serv & Opera	629,207.00	631,000.00	174,773.56	18,772.08	437,454.36	2.97
5801	Audit	19,625.00	19,625.00	13,875.00		5,750.00	
5803	Business Services Authority	123,087.00	123,087.00			123,087.00	
5804	Employment Fees	3,180.00	3,180.00	798.00	322.00	2,060.00	10.13
5899	Legal Services	17,000.00	17,000.00	16,639.06	360.94		2.12
5901	Phone Services	5,570.00	5,570.00	5,308.65	379.11	117.76	6.81
5902	Internet Services	41,100.00	41,100.00			41,100.00	
5903	Postage	2,430.00	2,430.00		568.20	1,861.80	23.38
	<b>Total Services and Other Operating Expenditures</b>	<b>1,224,141.00</b>	<b>1,226,734.00</b>	<b>344,603.38</b>	<b>109,137.82</b>	<b>772,992.80</b>	<b>8.90</b>
<b>Capital Outlay</b>							
6170	Site Improvement			4,800.00	101,000.00	105,800.00	NO BDGT
6210	Architect/Engineering Fees				3,300.00	3,300.00	NO BDGT

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 2, Stmt Option? = R,  
Zero Amounts? = N, SACS? = N, Restricted? = Y)

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## Fiscal13a

## Financial Statement

Fund 010 - General Fund		Fiscal Year 2017/18 Through August 2017					
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Capital Outlay (continued)</b>							
6500	Equipment Replacement		48,823.00			48,823.00	
	<b>Total Capital Outlay</b>	<b>.00</b>	<b>48,823.00</b>	<b>4,800.00</b>	<b>104,300.00</b>	<b>60,277.00-</b>	<b>213.63</b>
<b>Tuition</b>							
7141	Other Tuition/Excess Costs to	104,857.00	104,857.00			104,857.00	
7142	Other Tuition/Excess Costs to	125,099.00	125,099.00		1,216.00	123,883.00	0.97
	<b>Total Tuition</b>	<b>229,956.00</b>	<b>229,956.00</b>	<b>.00</b>	<b>1,216.00</b>	<b>228,740.00</b>	<b>0.53</b>
<b>Other Transfers Out</b>							
7221	Transfers of Apportionments to	368,375.00	368,375.00			368,375.00	
	<b>Total Other Transfers Out</b>	<b>368,375.00</b>	<b>368,375.00</b>	<b>.00</b>	<b>.00</b>	<b>368,375.00</b>	
<b>Transfers of Indirect/direct support costs</b>							
7350	Direct Support/Indirect Costs	3,460.00-	3,460.00-			3,460.00-	
	<b>Total Transfers of Indirect/direct support costs</b>	<b>3,460.00-</b>	<b>3,460.00-</b>	<b>.00</b>	<b>.00</b>	<b>3,460.00-</b>	
	<b>Total Year To Date Expenditures</b>	<b>6,362,478.00</b>	<b>6,413,204.00</b>	<b>4,117,962.99</b>	<b>759,019.98</b>	<b>1,536,221.03</b>	<b>11.84</b>

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## Financial Statement

Fund 010 - General Fund		Fiscal Year 2017/18 Through August 2017				
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	6,205,243.00	6,205,243.00		510,876.35	5,694,366.65	8.23
B. Expenditures	6,362,478.00	6,413,204.00	4,117,962.99	759,019.98	1,536,221.03	11.84
C. Subtotal (Revenue LESS Expense)	157,235.00-	207,961.00-		248,143.63-	4,158,145.62	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	157,235.00-	207,961.00-		248,143.63-	4,158,145.62	
F. Fund Balance:						
Beginning Balance (9791)	1,629,670.00	1,629,670.00		1,874,890.61		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,629,670.00	1,629,670.00		1,874,890.61		
G. Calculated Ending Balance	1,472,435.00	1,421,709.00		1,626,746.98		
*Components of Ending Fund Balance						
Legally Restricted (9740)	87,722.00	87,722.00				
Other Designations (9780)						
Undesig/Unapprop (9790)	1,066,589.00	1,015,863.00				
Other	318,124.00	318,124.00		4,117,962.99		

Fund 130 - Cafeteria Fund		Fiscal Year 2017/18 Through August 2017				
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Federal Revenue</b>						
8220	Child Nutrition Programs	108,869.00	108,869.00		108,869.00	
	<b>Total Federal Revenue</b>	<b>108,869.00</b>	<b>108,869.00</b>	<b>.00</b>	<b>108,869.00</b>	
<b>Other State Revenues</b>						
8520	Child Nutrition Programs	8,716.00	8,716.00		8,716.00	
	<b>Total Other State Revenues</b>	<b>8,716.00</b>	<b>8,716.00</b>	<b>.00</b>	<b>8,716.00</b>	
<b>Other Local Revenue</b>						
8634	Food Services Sales	58,610.00	58,610.00		58,610.00	
8660	Interest	312.00	312.00		312.00	
	<b>Total Other Local Revenue</b>	<b>58,922.00</b>	<b>58,922.00</b>	<b>.00</b>	<b>58,922.00</b>	
	<b>Total Year To Date Revenues</b>	<b>176,507.00</b>	<b>176,507.00</b>	<b>.00</b>	<b>176,507.00</b>	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Classified Salaries</b>							
2200	Classified Support Salaries	46,705.00	46,705.00	39,888.11	3,958.72	2,858.17	8.48
2212	Substitute Cafeteria Worker	4,740.00	4,740.00			4,740.00	
2250	Classified Support Overtime	3,600.00	3,600.00		1,503.75	2,096.25	41.77
2400	Clerical and Office Salaries	5,840.00	5,840.00	4,987.50	498.75	353.75	8.54
	<b>Total Classified Salaries</b>	<b>60,885.00</b>	<b>60,885.00</b>	<b>44,875.61</b>	<b>5,961.22</b>	<b>10,048.17</b>	<b>9.79</b>
<b>Employee Benefits</b>							
3202	PERS, classified positions	9,456.00	9,456.00	6,969.62	925.84	1,560.54	9.79
3302	OASDI/Medicare/Alternative, cl	4,067.00	4,067.00	2,841.85	456.03	769.12	11.21
3402	Health & Welfare Benefits, cl	9,991.00	9,991.00	9,990.60		.40	
3502	SUI, classified positions	27.00	27.00	18.58	2.99	5.43	11.07
3602	Work Comp Ins, classified post	1,455.00	1,455.00	1,073.01	142.54	239.45	9.80
	<b>Total Employee Benefits</b>	<b>24,996.00</b>	<b>24,996.00</b>	<b>20,893.66</b>	<b>1,527.40</b>	<b>2,574.94</b>	<b>6.11</b>
<b>Books and Supplies</b>							
4300	Materials and Supplies	9,510.00	9,510.00	7,246.81	600.94	1,662.25	6.32
4700	Food	65,114.00	65,114.00	56,055.73	1,194.27	7,864.00	1.83
	<b>Total Books and Supplies</b>	<b>74,624.00</b>	<b>74,624.00</b>	<b>63,302.54</b>	<b>1,795.21</b>	<b>9,526.25</b>	<b>2.41</b>
<b>Services and Other Operating Expenditures</b>							
5600	Rentals,Leases,Repairs & Nonca	5,000.00	5,000.00	1,832.90	167.10	3,000.00	3.34
5800	Professnl/Consult Serv & Opera	821.00	821.00			821.00	

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 2, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

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## Fund 130 - Cafeteria Fund

Fiscal Year 2017/18 Through August 2017

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
	Total Services and Other Operating Expenditures	5,821.00	5,821.00	1,832.90	167.10	3,821.00	2.87
Transfers of Indirect/direct support costs							
7350	Direct Support/Indirect Costs	3,460.00	3,460.00			3,460.00	
	Total Transfers of Indirect/direct support costs	3,460.00	3,460.00	.00	.00	3,460.00	
	Total Year To Date Expenditures	169,786.00	169,786.00	130,904.71	9,450.93	29,430.36	5.57

Fund 130 - Cafeteria Fund		Fiscal Year 2017/18 Through August 2017				
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	176,507.00	176,507.00			176,507.00	
B. Expenditures	169,786.00	169,786.00	130,904.71	9,450.93	29,430.36	5.57
C. Subtotal (Revenue LESS Expense)	6,721.00	6,721.00		9,450.93-	147,076.64	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	6,721.00	6,721.00		9,450.93-	147,076.64	
F. Fund Balance:						
Beginning Balance (9791)	81,550.00	81,550.00		83,581.21		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	81,550.00	81,550.00		83,581.21		
G. Calculated Ending Balance	88,271.00	88,271.00		74,130.28		
*Components of Ending Fund Balance						
Legally Restricted (9740)	88,271.00	88,271.00				
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other				130,904.71		



## Fund 140 - Deferred Maintenance Fund

Fiscal Year 2017/18 Through August 2017

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
8660	Interest	650.00	650.00		650.00	
	<b>Total Other Local Revenue</b>	<b>650.00</b>	<b>650.00</b>	<b>.00</b>	<b>650.00</b>	
	<b>Total Year To Date Revenues</b>	<b>650.00</b>	<b>650.00</b>	<b>.00</b>	<b>650.00</b>	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Services and Other Operating Expenditures</b>							
5600	Rentals,Leases,Repairs & Nonca	15,000.00	15,000.00			15,000.00	
	<b>Total Services and Other Operating Expenditures</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>.00</b>	<b>.00</b>	<b>15,000.00</b>	
<b>Capital Outlay</b>							
6200	Buildings and Improvement of B		33,000.00		32,910.00	90.00	99.73
	<b>Total Capital Outlay</b>	<b>.00</b>	<b>33,000.00</b>	<b>.00</b>	<b>32,910.00</b>	<b>90.00</b>	<b>99.73</b>
	<b>Total Year To Date Expenditures</b>	<b>15,000.00</b>	<b>48,000.00</b>	<b>.00</b>	<b>32,910.00</b>	<b>15,090.00</b>	<b>68.56</b>

## Fund 140 - Deferred Maintenance Fund

Fiscal Year 2017/18 Through August 2017

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	650.00	650.00			650.00	
B. Expenditures	15,000.00	48,000.00		32,910.00	15,090.00	68.56
C. Subtotal (Revenue LESS Expense)	14,350.00-	47,350.00-		32,910.00-	14,440.00-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	14,350.00-	47,350.00-		32,910.00-	14,440.00-	
F. Fund Balance:						
Beginning Balance (9791)	52,202.00	52,202.00		52,492.14		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	52,202.00	52,202.00		52,492.14		
G. Calculated Ending Balance	37,852.00	4,852.00		19,582.14		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	37,852.00	4,852.00				

## Fund 150 - Pupil Transportation Equipment

Fiscal Year 2017/18 Through August 2017

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
8660	Interest	150.00	150.00		150.00	
<b>Total Other Local Revenue</b>		<b>150.00</b>	<b>150.00</b>	<b>.00</b>	<b>150.00</b>	
<b>Total Year To Date Revenues</b>		<b>150.00</b>	<b>150.00</b>	<b>.00</b>	<b>150.00</b>	

## Fund 150 - Pupil Transportation Equipment

Fiscal Year 2017/18 Through August 2017

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	150.00	150.00			150.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	150.00	150.00		.00	150.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	150.00	150.00		.00	150.00	
F. Fund Balance:						
Beginning Balance (9791)	20,017.00	20,017.00		20,118.42		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	20,017.00	20,017.00		20,118.42		
G. Calculated Ending Balance	20,167.00	20,167.00		20,118.42		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	20,167.00	20,167.00				

## Fund 171 - S/R Capital Outlay-Technology

Fiscal Year 2017/18 Through August 2017

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)	50,036.00	50,036.00		50,212.93		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	50,036.00	50,036.00		50,212.93		
G. Calculated Ending Balance	50,036.00	50,036.00		50,212.93		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	50,036.00	50,036.00				

## Fund 173 - S/R Capital Outlay-Equipment

Fiscal Year 2017/18 Through August 2017

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
8660	Interest	80.00	80.00		80.00	
<b>Total Other Local Revenue</b>		<b>80.00</b>	<b>80.00</b>	<b>.00</b>	<b>80.00</b>	
<b>Total Year To Date Revenues</b>		<b>80.00</b>	<b>80.00</b>	<b>.00</b>	<b>80.00</b>	

## Fund 173 - S/R Capital Outlay-Equipment

Fiscal Year 2017/18 Through August 2017

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	80.00	80.00			80.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	80.00	80.00		.00	80.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	80.00	80.00		.00	80.00	
F. Fund Balance:						
Beginning Balance (9791)	10,634.00	10,634.00		10,688.14		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	10,634.00	10,634.00		10,688.14		
G. Calculated Ending Balance	10,714.00	10,714.00		10,688.14		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	10,714.00	10,714.00				

## Fund 251 - Developer Fees

Fiscal Year 2017/18 Through August 2017

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
8660	Interest	560.00	560.00		560.00	
<b>Total Other Local Revenue</b>		<b>560.00</b>	<b>560.00</b>	<b>.00</b>	<b>560.00</b>	
<b>Total Year To Date Revenues</b>		<b>560.00</b>	<b>560.00</b>	<b>.00</b>	<b>560.00</b>	



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## Financial Statement

## Fund 251 - Developer Fees

Fiscal Year 2017/18 Through August 2017

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	560.00	560.00			560.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	560.00	560.00		.00	560.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	560.00	560.00		.00	560.00	
F. Fund Balance:						
Beginning Balance (9791)	79,581.00	79,581.00		82,931.76		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	79,581.00	79,581.00		82,931.76		
G. Calculated Ending Balance	80,141.00	80,141.00		82,931.76		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)	80,141.00	80,141.00				
Undesig/Unapprop (9790)						
Other						

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 2, Stmt Option? = R,  
Zero Amounts? = N, SACS? = N, Restricted? = Y)

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## Fund 355 - School Facilities Hardship

Fiscal Year 2017/18 Through August 2017

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
8660	Interest	390.00	390.00		390.00	
<b>Total Other Local Revenue</b>		<b>390.00</b>	<b>390.00</b>	<b>.00</b>	<b>390.00</b>	
<b>Total Year To Date Revenues</b>		<b>390.00</b>	<b>390.00</b>	<b>.00</b>	<b>390.00</b>	

Fund 355 - School Facilities Hardship		Fiscal Year 2017/18 Through August 2017				
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	390.00	390.00			390.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	390.00	390.00		.00	390.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	390.00	390.00		.00	390.00	
F. Fund Balance:						
Beginning Balance (9791)	52,525.00	52,525.00		52,758.50		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	52,525.00	52,525.00		52,758.50		
G. Calculated Ending Balance	52,915.00	52,915.00		52,758.50		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	52,915.00	52,915.00				
Other						

## Fund 510 - Bond Interest &amp; Redem 67117056

Fiscal Year 2017/18 Through August 2017

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other State Revenues</b>						
8571	Voted Indebtedness Levies, HOP	1,513.00	1,513.00		1,513.00	
	<b>Total Other State Revenues</b>	<b>1,513.00</b>	<b>1,513.00</b>	<b>.00</b>	<b>1,513.00</b>	
<b>Other Local Revenue</b>						
8611	Voted Indebtedness Levies, Sec	280,445.00	280,445.00		280,445.00	
8613	Voted Indebtedness Levies, P/Y			80.08	80.08-	NO BDGT
8614	Voted Indebtedness Levies, Sup			1,011.96	1,011.96-	NO BDGT
8660	Interest	1,000.00	1,000.00		1,000.00	
	<b>Total Other Local Revenue</b>	<b>281,445.00</b>	<b>281,445.00</b>	<b>1,092.04</b>	<b>280,352.96</b>	<b>0.39</b>
	<b>Total Year To Date Revenues</b>	<b>282,958.00</b>	<b>282,958.00</b>	<b>1,092.04</b>	<b>281,865.96</b>	<b>0.39</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Debt Service</b>							
7433	Bond Redemptions	145,000.00	145,000.00		145,000.00		100.00
7434	Bond Interest and Other Serv	142,600.00	142,600.00		72,750.00	69,850.00	51.02
	<b>Total Debt Service</b>	<b>287,600.00</b>	<b>287,600.00</b>	<b>.00</b>	<b>217,750.00</b>	<b>69,850.00</b>	<b>75.71</b>
	<b>Total Year To Date Expenditures</b>	<b>287,600.00</b>	<b>287,600.00</b>	<b>.00</b>	<b>217,750.00</b>	<b>69,850.00</b>	<b>75.71</b>

## Fund 510 - Bond Interest &amp; Redem 67117056

Fiscal Year 2017/18 Through August 2017

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	282,958.00	282,958.00		1,092.04	281,865.96	0.39
B. Expenditures	287,600.00	287,600.00		217,750.00	69,850.00	75.71
C. Subtotal (Revenue LESS Expense)	4,642.00-	4,642.00-		216,657.96-	212,015.96	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	4,642.00-	4,642.00-		216,657.96-	212,015.96	
F. Fund Balance:						
Beginning Balance (9791)	273,091.00	273,091.00		281,487.95		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	273,091.00	273,091.00		281,487.95		
G. Calculated Ending Balance	268,449.00	268,449.00		64,829.99		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	268,449.00	268,449.00				

## Fund 511 - Bond Interest &amp; Redem 67118381

Fiscal Year 2017/18 Through August 2017

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other State Revenues</b>						
8571	Voted Indebtedness Levies, HOP	1,534.00	1,534.00		1,534.00	
	<b>Total Other State Revenues</b>	<b>1,534.00</b>	<b>1,534.00</b>	<b>.00</b>	<b>1,534.00</b>	
<b>Other Local Revenue</b>						
8611	Voted Indebtedness Levies, Sec	284,409.00	284,409.00		284,409.00	
8613	Voted Indebtedness Levies, P/Y			81.78	81.78-	NO BDGT
8614	Voted Indebtedness Levies, Sup			1,014.36	1,014.36-	NO BDGT
8660	Interest	1,000.00	1,000.00		1,000.00	
	<b>Total Other Local Revenue</b>	<b>285,409.00</b>	<b>285,409.00</b>	<b>1,096.14</b>	<b>284,312.86</b>	<b>0.38</b>
	<b>Total Year To Date Revenues</b>	<b>286,943.00</b>	<b>286,943.00</b>	<b>1,096.14</b>	<b>285,846.86</b>	<b>0.38</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Debt Service</b>							
7433	Bond Redemptions	125,000.00	125,000.00		125,000.00		100.00
7434	Bond Interest and Other Serv	157,888.00	157,888.00		80,443.75	77,444.25	50.95
	<b>Total Debt Service</b>	<b>282,888.00</b>	<b>282,888.00</b>	<b>.00</b>	<b>205,443.75</b>	<b>77,444.25</b>	<b>72.62</b>
	<b>Total Year To Date Expenditures</b>	<b>282,888.00</b>	<b>282,888.00</b>	<b>.00</b>	<b>205,443.75</b>	<b>77,444.25</b>	<b>72.62</b>

## Fund 511 - Bond Interest &amp; Redem 67118381

Fiscal Year 2017/18 Through August 2017

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	286,943.00	286,943.00		1,096.14	285,846.86	0.38
B. Expenditures	282,888.00	282,888.00		205,443.75	77,444.25	72.62
C. Subtotal (Revenue LESS Expense)	4,055.00	4,055.00		204,347.61-	208,402.61	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	4,055.00	4,055.00		204,347.61-	208,402.61	
F. Fund Balance:						
Beginning Balance (9791)	255,675.00	255,675.00		263,973.76		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	255,675.00	255,675.00		263,973.76		
G. Calculated Ending Balance	259,730.00	259,730.00		59,626.15		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	259,730.00	259,730.00				

## MESA UNION SCHOOL DISTRICT

## ENROLLMENT REPORT

9/11/2017

Teacher	Subject	Period	Total Enrolled	
Morgan	Transitional		12	
Morgan	Kinder		8	
Ainsworth	Kinder		19	
Puga	Kinder		20	
White	Kinder		19	
Torres	SDC		2	
		Total	80	
Garza	First		25	
Vollmert	First		25	
Reyes	First		23	
Torres	SDC		1	
		Total	74	
Williams	Second		25	
Torres	SDC		2	
Webster	Second		24	
		Total	51	
Muhltnr	Third		21	
Ford	Third		21	
Mayes	Third		21	
Torres	SDC		1	
		Total	64	
Kuklenski	Fourth		14	
Mitchell	Fourth		30	
Catlett	Fourth		29	
		Total	73	
Demaria	Fifth		30	
Grogan	Fifth		29	
Kuklenski	Fifth		14	
		Total	73	
			415	
Sixth Grade			71	
Seventh Grade			68	
Eighth Grade			62	
			201	
			616	
Mckenna	Homeroom	0	23	
McKenna	Science 6	1	24	
McKenna	Social Studies 6	2	23	
McKenna	Science 6	3	24	
McKenna	Social Studies 6	4	24	
Mckenna	Agriculture 6	5	25	
Mckenna	Agrigulture 6	6		



Wiley	Homeroom	0	<b>23</b>	
Wiley	Social Studies -6	1	24	
Wiley	English Lang 6	2	24	
Wiley	English-Lang 6	3	24	
Wiley	English-Lang 6	4	<b>23</b>	
Wiley	PE 6	5	<b>35</b>	
Wiley	PE-6	6	<b>36</b>	
Poole	Homeroom	0	<b>25</b>	
Poole	Science 6	1	23	
Poole	Math 6	2	24	
Poole	Math-6	3	23	
Poole	Math-6	4	24	
Poole	Robotics 6	5	29	
Poole	Robotics-6	6		
Dekok	Homeroom	0	<b>35</b>	
Dekok	Language 7	1	35	
Dekok	Social Studies 7	2	35	
Dekok	Poetry	3	17	
Dekok	Poetry	4		
Dekok	Language 7	5	33	
Dekok	Social Studies 7	6	<b>33</b>	
Jahr	Homeroom	0	<b>33</b>	
Jahr	Science 8	1	31	
Jahr	Science 7	2	33	
Jahr	Science 8	3	31	
Jahr	Science 7	4	35	
Jahr	Ocean 7	5	19	
Jahr	Ocean 7	6		
Dwork	Homeroom	0	<b>31</b>	
Dwork	Language 8	1	31	
Dwork	Social Studies	2	31	
Dwork	Drama	3	24	
Dwork	Drama	4		
Dwork	Language 8	5	31	
Dwork	Social Studies	6	31	
Nguyen	Homeroom	0	31	
Nguyen	Math 7	1	33	
Nguyen	Math 8	2	31	
Nguyen	Math 7	3	35	
Nguyen	Math 8	4	31	
Nguyen	Coding	5	26	

Nguyen	Coding 8	6		
Rosen	7/8 PE	3	34	
Rosen	7/8 PE	4	34	
Rosen	7/8 PE	5	31	
Rosen	7/8 PE	6	31	
Goad	Music 7	3	17	
Goad	Music 8	4	7	
Goad	Music 7	5	16	
Goad	Music 6	5	17	
Goad	Music 6	6		
Goad	Music 8	6	6	

September 8, 2017

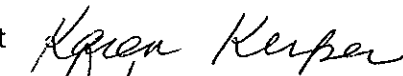
Dear Mesa Union School Board and Mr. Turner,

For the 2017 -2018 school year, MUST will be Sunshining the following:

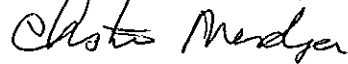
- ❖ Article 16: Compensation & Benefits
- ❖ Stipend for Higher Education
- ❖ Anniversary year increments on salary schedule

Thank you,

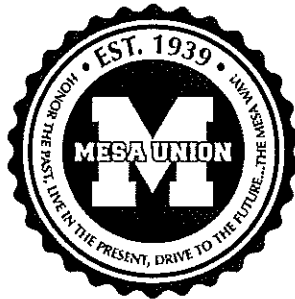
Karen Kerper, Acting President



Christina Mendoza, Treasurer



**Board of Trustees:**  
Tonya Brunett  
Mary Crull  
Carolyn Rodriguez-Quddus  
Bryan Stotko  
Steven Sullivan



**Superintendent**  
Jeff Turner  
**Principal**  
Dr. Stephen Bluestein

*"Honor the Past, Live in the Present, Drive to the Future....The Mesa Way!"*

**TO:** Cindy Davis, Co-president  
Annie Morgan, Co-president

**From:** Jeffery Turner, Superintendent  
Mesa Union School District

**Date:** September 19, 2017

**RE:** Initial Reopener Proposal

The Mesa Union School District ("District") hereby presents its initial proposal for reopener negotiations for the 2017-2018 school year to the Mesa Union Teachers' Association ("Association" or "MUTA"). The proposal is submitted pursuant to the Educational Employment Relations Act, Government Code section 3547, and incorporates the specific articles that the District wishes to include in its reopener contract negotiations with MUTA.

Article XVI: Salary

Article XVII: Benefits

Article VIII: Evaluations

Article XXII: Peer Assistance and Review Program

The District proposes that any article not listed above remain status quo and be included as is in the parties' successor contract.

The District's bargaining team looks forward to working with MUTA and its bargaining team.

Sincerely,

Jeff Turner

CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017

CHARTER SCHOOL CERTIFICATION

Charter School Name: Golden Valley Charter  
CDS #: 56724705630363  
Charter Approving Entity: Mesa Union Elementary  
County: Ventura  
Charter #: 356

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

For County Fiscal Contact:	For Approving Entity:	For Charter School:
Name: <u>Paula Driscoll</u>	Name: <u>Jeff Turner</u>	Name: <u>Jodi Jones</u>
Executive Director	Superintendent	DMS COO
Title	Title	Title
805-363-1981	805-465-1411	918-649-6461 Ext 115
Telephone	Telephone	Telephone
<u>pdriscoll@vcso.org</u>	<u>jturner@mesaschool.org</u>	<u>jodi@charteradmin.com</u>
E-mail address	E-mail address	E-mail address

To the entity that approved the charter school:

- ( X ) 2016-17 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Charter School Official  
(Original signature required)

Printed Name: Toni Schlavonna Title: Executive Director

To the County Superintendent of Schools

- ( X ) 2016-17 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: Jeff Turner Date: 8/24/17  
Authorized Representative of  
Charter Approving Entity  
(Original signature required)

Printed Name: Jeff Turner Title: Superintendent

To the Superintendent of Public Instruction

- ( X ) 2016-17 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)

**Mesa Union School District  
Board of Trustees  
Resolution #17-18-04**

**RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

**Whereas**, the Governing Board of the Mesa Union School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 19, 2017, at 6:30p.m., which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

**Whereas**, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

**Whereas**, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

**Whereas**, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the Mesa Union School District, and;

**Whereas**, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

**Whereas**, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Mesa Union School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

**Whereas**, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core Standards adopted pursuant to Education Code 60605.8;

**Finding of Sufficient Textbooks or Instructional Materials**

**Whereas**, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects:

**\*Mathematics:** K-5 Houghton Mifflin Harcourt-Math Expressions 2016-2023  
6-8 CPM Educational Program-College Preptory Mathematics 2014-2021

**\*Science:** K-5 MacMillian/McGraw-Hill 2007-2014  
6-8 Glencoe/McGraw-Hill 2007-2014

**\*History-social science:** K-5 Houghton Mifflin Harcourt 2007-2014  
6-8 Prentice Hall 2007-2014

**\*English language arts, including the English language development component of an adopted program:**

K-5 Houghton Mifflin Harcourt-Journeys 2017-2025

6-8 Houghton Mifflin Harcourt-Collections 2017-2025

**\*Foreign language:** N/A

**\*Health:** N/A

**Therefore,** it is resolved that for the 2017-2018 school year, the Mesa Union School District has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

**PASSED AND ADOPTED THIS 19th day of September, 2017 at a meeting, by the following vote:**

**AYES:**\_\_\_\_\_ **NOES:**\_\_\_\_\_ **ABSENT:**\_\_\_\_\_

**Attest:**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**President**



## MESA UNION SERVICES AGREEMENT

Requisition Number \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

Contract Number \_\_\_\_\_

This Services Agreement (the "Agreement") is made and entered into this 31st day of August, 2017 by Mesa Union School District and Art N' You between Mesa Union School District (hereinafter referred to as "District") and Art N' You, (hereinafter referred to as "Provider.")

### PROVIDER.

Art N' You  
Provider

805-443-1555  
Telephone Number

930 Hickory View Circle  
Street Address

\_\_\_\_\_  
Fax Number

Camarillo, Ca 93012  
City, State, Zip code

Michelle@art-n-you.com  
E-mail Address

548-33-9049  
Tax Identification or Social Security Number

\_\_\_\_\_  
License Number (if applicable)

#### Type of Business

☒ Individual

☐ Sole Proprietorship

☐ Partnership

☐ Corporation

☐ Other \_\_\_\_\_

- A. District desires to engage Provider services as more particularly described on "Statement of Work" which is attached hereto and incorporated herein by this reference ("Services").
- B. Provider has the necessary qualifications by reason of training, experience, preparation and organization, and is agreeable to performing and providing such Services, upon and subject to the terms and conditions as set forth below in this Agreement.



NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **CONDITIONS.** Provider will have no obligation to provide services until District returns a signed copy of this Agreement.
2. **NATURE OF RELATIONSHIP.** The parties agree the relationship created by this Agreement is that of independent contractor. In performing all of the Services, Provider shall be, and at all times is, acting and performing as an independent contractor with District, and not as a partner, coventurer, agent, or employee of District, and nothing contained herein shall be construed to be inconsistent with this relationship or status. and is not granted any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of or in the name of District or to bind the District in any manner. Except for any materials, procedures, or subject matter agreed upon between Provider and District, Provider shall have complete control over the manner and method of performing the Services.

Provider understands and agrees to independent contractor status. Provider understands and agrees that the filing and acceptance of this Agreement creates a rebuttable presumption and that the Provider, officers, agents, employees, or subcontractors of Provider are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance, Health Insurance, Pension Plans, or any other benefits normally offered or conveyed to District employees. Provider will be responsible for payment of all Provider employee wages, payroll taxes, employee benefits, and any amounts due for federal and state income taxes and Social Security taxes. These taxes will not be withheld from payments under this agreement.

3. **NON-EXCLUSIVITY.**
  - a. During the term of this agreement Provider may, independent of Provider's relationship with the District, without breaching this Agreement or any duty owed to the District, act in any capacity, and may render services for any other entity.
  - b. During the term of this Agreement the District may, independent of its relationship with the Provider, without breaching this Agreement or any duty owed to the Provider contract with other individuals and entities to render the same or similar services to the District.
4. **SERVICES.** Provider shall provide District with the services, which are described on the "Statement of Work" (the "Work" or "Service") attached hereto and incorporated herein by this reference. The Statement of Work shall contain a timetable for completion of the Work or if the Work is an ongoing service, the Statement of Work shall set forth the mutually agreed schedule for providing such services. Provider shall use its best efforts to complete all phases of the Work according to such timetable. In the event that there is any delay in completion of the Work arising as a result of a problem within the

control of District, Provider and District shall cooperate with each other to work around such delay. However, District shall not be responsible for any additional cost or expense to Provider as a result of such delay unless specifically agreed to in writing by the District. In addition to the specifications and/or requirements contained in the Statement of Work and any warranty given by Provider hereunder, the Statement of Work may set forth those performance criteria agreed between District and Provider whereby the District can evaluate whether Provider has satisfactorily completed the Work ("Performance Criteria").

Provider, at Provider's sole cost and expense, shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to meet its obligations under this Agreement. No substitutions of materials or service from those specified in this section shall be made without the prior written consent of the District.

5. **TIME OF PERFORMANCE.** The term of this Agreement shall commence on September 5th, 2017, and terminate on June 15th, 2017. All work and services contracted for under the terms of this Agreement shall be undertaken and completed in such sequence as to assure their full completion in accordance with the terms and conditions set forth in this Agreement.

6. **PAYMENT AND EXPENSES.** All payments due to Provider are set forth in the "Schedule of Fees" attached hereto and incorporated herein by this reference.

Provider shall send District periodic statements indicating Provider's fees and costs incurred and their basis and any current balance owed. If no Provider's fees or costs are incurred for a particular time period, or if they are minimal, the statement may be held by the Provider and combined with that for the following time period unless a statement is requested by the District.

All payments due Provider are set forth in "Schedule of Fees" and shall be paid by the District within 30 days of receipt of a proper invoice from Provider, which invoice shall set forth in reasonable detail the services performed. The District reserves the right, in its sole and absolute discretion, to reject any invoice that is not submitted in compliance with the District's standards and procedures. In the event that any portion of an invoice submitted by a Provider to the District is disputed, the District shall only be required to pay the undisputed portion of such invoice at that time, and the parties shall meet to try to resolve any disputed portion of any invoice.

The rates set forth in "Schedule of Fees" are not set by law, but are negotiable between Provider and District.

7. **ASSIGNMENT AND SUBCONTRACTORS.** Provider shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the prior written consent of the District, which may be withheld by the District in its sole and absolute discretion for any reason. Nothing contained herein shall prevent Provider from employing independent associates, subcontractors, and subconsultants as Provider may

deem appropriate to assist in the performance of services herein, subject to the prior written approval of the District. Any attempted assignment, sublease, or transfer in violation of this Agreement shall be null and void, and of no force and affect. Any attempted assignment, sublet, or transfer in violation of this Agreement shall be grounds for the District, in its sole discretion, to terminate the Agreement

8. **TERMINATION OR AMENDMENT.** This Agreement may be terminated or amended in writing at any time by mutual written consent of all of the parties to this Agreement, and may be terminated by either party for any reason by giving the other party 60 days advance written notice. In the event of cancellation prior to completion of the specified services, all finished or unfinished projects, documents, data, studies, and reports prepared by the Provider under this agreement shall, at the option of the District, become District property. The Provider shall be entitled to receive just and equitable compensation for any satisfactory work completed on such items prior to termination of the Agreement.

The parties to this Agreement shall be excused from performance thereunder during the time and to the extent they are prevented from obtaining, delivering, or performing due to act(s) of God. Satisfactory evidence thereof to the other party is required, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

9. **NOTICE.** Any notices required or permitted to be given under this Agreement shall be deemed fulfilled by written notice, demand or request personally served on (with proof of service endorsed thereon, or mailed to, or hereinafter provided) the party entitled thereto or on its successors and assigns. If mailed, such notice, demand, or request shall be mailed certified or registered mail, return receipt requested, and deposited in the United States mail addressed to such party at its address set forth below or to such address as either party hereto shall direct by like written notice and shall be deemed to have been made on the third (3<sup>rd</sup>) day following posting; or if sent by a nationally recognized overnight express carrier, prepaid, such notice shall be deemed to have been made on the next business day following deposit with such carrier. For the purposes herein, notices shall be sent to the District and the Provider as follows:

Mesa Union School District  
District

Attn: Jeff Turner \_\_\_\_\_

3901 North Mesa School Rd.  
Street

Somis, Ca 93066  
City, State, Zip Code

Art N' You  
Provider

Attn: Michelle Honles \_\_\_\_\_

930 Hickory View Circle  
Street

Camarillo, Ca 93012  
City, State, Zip Code

10. **WARRANTY.** Provider hereby warrants to District that the Work shall be performed in a professional and workmanlike manner consistent with the highest industry standards. For a period of one (1) year following completion of the Work, Provider shall correct or make arrangements to correct any breach of the warranty for the Work within ten (10) business days of notice from District of same.
11. **ADDITIONAL WORK.** If changes in the work seem merited by the Provider or the District, and informal consultations with the other party indicate that a change is warranted, it shall be processed by the District in the following manner:
- a. A letter outlining the changes shall be forwarded to the District by the Provider with a statement of estimated changes in fee and/or time schedule.
  - b. A written amendment to this Agreement shall be prepared by the District and executed by all of the parties before any performance of such services or the District shall not be required to pay for the increased cost incurred for the changes in the scope of work.

Any such amendment to the Agreement shall not render ineffective or invalidate unaffected portions of this Agreement.

12. **COMPLIANCE WITH LAWS.** Provider hereby agrees that Provider, officers, agents, employees, and subcontractors of Provider shall obey all local, state, and federal laws and regulations in the performance of this Agreement, including, but not limited to minimum wages laws and/or prohibitions against discrimination.

Provider, officers, agents, employees and/or subcontractors of Provider shall secure and maintain in force for the full term of this Agreement, at Provider's sole cost and expense, such licenses and permits as are required by law, in connection with the furnishing of all the Services, materials, or supplies necessary for completion of the Services described.

Provider shall be responsible for all costs of clean up and/or removal of spilled regulated substances as a result of Provider's services or operations performed under this Agreement, including, but not limited to:

- ✓ Hazardous and toxic substances,
- ✓ Hazardous waste,
- ✓ Universal waste,
- ✓ Medical waste,
- ✓ Biological waste,
- ✓ Sharps waste.

13. **PREVAILING WAGE.** Provider shall comply with the California Labor Code regarding the payment of the general prevailing per diem wage rates for public work (construction) projects of more than one thousand dollars (\$1,000).
14. **NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**  
Provider represents and agrees that it does not and shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin.
15. **INDEMNIFICATION.** Provider agrees to defend, indemnify, and hold harmless District, its officers, agents, employees, and/or volunteers from any and all claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property, or any other loss, sustained or claimed to have been sustained arising out of activities of the Provider or those of any of its officers, agents, employees, or subcontractors of Provider, whether such act or omission is authorized by this Agreement or not. Provider shall also pay for any and all damage to the Real and Personal Property of the District, or loss or theft of such Property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on District premises by Provider, Provider's agents, employees or subcontractors. Provider further hereby waives any and all rights of subrogation that it may have against the District. The provisions of this Indemnification do not apply to any damage or losses caused solely by the negligence of the District or any of its officers, agents, employees, and/or volunteers.
16. **INSURANCE.** Provider, at its own cost and expense, shall procure and maintain during the term of this Agreement, policies of insurance for the following types of coverage:
- ☒ Workers' Compensation Insurance. Provider shall procure and maintain, during the term of this Agreement, Workers' Compensation Insurance, as required by California law, on all of its employees engaged in work related to the performance of this Agreement. In the case of any such work which is subcontracted, Provider shall require all subcontractors to provide Workers' Compensation Insurance for all of the subcontractor's employees to be engaged in such work unless such employees are covered by the protection afforded by the Provider's Workers' Compensation Insurance.
  - ☒ Commercial General Liability Insurance. Provider shall procure and maintain, during the term of this Agreement, not less than the following General Liability Insurance coverage:

	Each Occurrence	Aggregate
Individual, Sole Proprietorship, Partnership, Corporation, or Other	\$ 1,000,000.00	\$ 2,000,000.00
High risk events or activities	\$ 2,000,000.00	\$ 4,000,000.00
Severe risk events or activities	\$ 5,000,000.00	\$ 10,000,000.00

Commercial General Liability insurance shall include products/completed operations, broad form property damage, and personal and advertising injury coverage.

Any and all subcontractors hired by Provider in connection with the Services described in this Agreement shall maintain such insurance unless the Provider's insurance covers the subcontractor and its employees.

- ☒ Automobile Liability. If vehicles will be driven on district property, Provider shall procure and maintain, during the full term of this Agreement following Automobile Liability Insurance with the following minimum coverage limits:

Personal vehicles:	\$ 500,000.00 combined single limit or \$100,000.00 per person / \$300,000.00 per accident
Commercial vehicles:	\$1,000,000.00 combined single limit
Student Transportation	\$5,000,000.00 combined single limit

Provider's and any and all subcontractor's Commercial Automobile Liability Insurance shall name the District, its employees, and school board members as additional insureds.

- ☒ Errors and Omissions Insurance. Provider shall procure and maintain, during the term of this Agreement, Professional Liability/Errors and Omissions Insurance in an amount of not less than the following:

Accountants, attorneys, education consultants, nurses, therapists	\$1,000,000.00
Architects	\$1,000,000.00 or \$2,000,000.00
Physicians and medical corporations	\$5,000,000.00

- ☐ Other Coverage as Dictated by the District. Provider shall procure and maintain, during the term of this Agreement, the following other Insurance coverage:

	<u>Each Occurrence</u>	<u>Aggregate</u>
<input type="checkbox"/> Abuse and Molestation	\$ 1,000,000.00	\$2,000,000.00
<input type="checkbox"/> Pollution Liability	\$ 1,000,000.00	\$ 2,000,000.00
<input type="checkbox"/> Other: _____	\$ _____	\$ _____

Certificates of Insurance. Provider and any and all subcontractors working for Provider shall provide certificates of insurance to the District as evidence of the insurance coverage required herein, not less than Fifteen (15) days prior to commencing work for the District, and at any other time upon the request of the District. Certificates of such insurance shall be filed with the District on or before commencement of the services under this Agreement.

Provider's and any and all Provider subcontractor's Commercial General Liability insurance and Abuse and Molestation coverage shall name the District, its employees, and school board members as additional insureds.

Insurance written on a "claims made" basis is to be renewed by the Provider and all Provider subcontractors for a period of five (5) years following termination of this Agreement. Such insurance must have the same coverage and limits as the policy that was in effect during the term of this agreement, and will cover the provider for all claims made.

Failure to Procure Insurance. Failure on the part of Provider, or any of its subcontractors, to procure or maintain required insurance shall constitute a material breach of contract under which the District may immediately terminate this Agreement.

17. **SAFETY AND SECURITY.** Provider shall be responsible for ascertaining from the District all of the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

Certain entities that contract with a school district are required to comply with Education Code section 45125.1 regarding fingerprinting requirements unless the district determines that the Provider will have limited contact with students.

- ☒ Provider and any and all subcontractors are required to comply with Education Code section 45125.1, Fingerprint certification requirements. Provider must provide proof that fingerprint certification requirements have been fulfilled prior to commencing any services for the District under this Agreement.

☐ Provider and its subcontractors are not required to comply with Education Code section 45125.1, Fingerprint certification requirements.

☐ Transportation Providers are required to comply with Education Code section 49406, Examination for Tuberculosis requirements. Provider must cause to be on file with the District a certificate from the examining physician showing the Provider, employees and/or subproviders of Provider have been examined and found free from active tuberculosis.

18. **PROTECTION OF WORK AND PROPERTY.** Provider and all of its subcontractors shall maintain at all times, as required by conditions and progress of work, all necessary safeguards for the protection of employees and the public. In an emergency affecting life and safety of life or work or of adjoining property, Provider is permitted, without special instruction or authorization from the District, to act at its discretion to prevent such threatened loss or injury.

19. **GOVERNING LAW AND VENUES.** Provider hereby acknowledges and agrees that District is a public entity, which is subject to certain requirements and limitations. This Agreement and the obligations of District hereunder are subject to all applicable federal, state and local laws, rules, and regulations, as currently written or as they may be amended from time to time.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California. Provider hereby waives and expressly agrees not to assert, in any way, any claim or allegation that it is not personally subject to the jurisdiction of the courts named above. Provider further agree to waive any claim or allegation that the suit, action, or proceeding is either brought in an inconvenient forum or that the related venue is improper."

20. **ARBITRATION.** Any dispute arising under this Agreement, including, without limitation, all disputes relating in any manner to the performance or enforcement of this Agreement shall be resolved by binding arbitration in Ventura County pursuant to the rules of the American Arbitration Association (AAA), as amended or as augmented in this Agreement (the "Rules"). The parties acknowledge that one of the purposes of utilizing arbitration is to avoid lengthy and expensive discovery and allow for prompt resolution of the dispute.

Arbitration shall be initiated as provided by the Rules, although the written notice to the other party initiating arbitration shall also include a description of the claim(s) asserted and the facts upon which the claim(s) are based. Arbitration shall be final and binding upon the parties and shall be the exclusive remedy for all claims subject hereto, including



any award of attorneys' fees and costs. Either party may bring an action in court to compel arbitration under this Agreement and to enforce an arbitration award.

All disputes shall be decided by a single arbitrator. The arbitrator shall be selected by mutual agreement of the parties within 30 days of the effective date of the notice initiating the arbitration. If the parties cannot agree on an arbitrator, then the complaining party shall notify the AAA and request selection of an arbitrator in accordance with the Rules. The arbitrator shall have only such authority to award equitable relief, damages, costs, and fees as a court would have for the particular claim(s) asserted. In no event shall the arbitrator award punitive damages of any kind.

The arbitrator shall have the power to limit or deny a request for documents or a deposition if the arbitrator determines that the request exceeds those matters, which are directly relevant to the claims in controversy. The document demand and response shall conform to Code of Civil Procedure section 2031. The deposition notice shall conform to Code of Civil Procedure section 2025. The parties may make a motion for protective order or motion to compel before the arbitrator with regard to the discovery, as provided in Code of Civil Procedure sections 2025 and 2031.

21. **ATTORNEYS FEES.** In the event of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or arbitrator, shall be entitled to recover its reasonable attorneys fees and costs incurred in connection with such actions or proceeding
22. **DOCUMENT RETENTION.** After Provider's services to District conclude, Provider shall, upon the District's request, deliver all documents for all matter in which Provider has provided services to the District, along with any property of the District in Provider's possession and/or control. If the District does not request District's document(s) for a particular service, Provider will retain document(s) for a period of two (2) years after the service has ended. If District does not request delivery of the document(s) for the service before the end of the two (2) year period, Provider will have no further obligation to retain the document(s) and may, at Provider's discretion, destroy it without further notice to the District. At any point during the two (2) year period, District may request delivery of the document(s).

Exceptions: Attorney work-product and medical records shall not be destroyed by provider without the prior written consent of the District.

23. **NATURE OF AGREEMENT.** This Agreement constitutes a binding expression of the understanding of the parties with respect to the services to be provided hereunder and is the sole contract between the parties with respect to the subject matter thereof. There are no collateral understandings or representations or agreements other than those contained herein. This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the

parties hereto with respect to the subject matter hereof. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the parties hereto.

24. **BINDING EFFECT.** This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.
25. **WAIVER.** No claim or right arising out of a breach of this Agreement can be discharged in whole or in part by a waiver or renunciation of the claim or right unless such waiver is in writing.
26. **SEVERABILITY.** It is intended that each paragraph of this Agreement shall be treated as separate and divisible, and in the event that any paragraphs are deemed unenforceable, the remainder shall continue to be in full force and effect so long as the primary purpose of this Agreement is unaffected.
27. **PARAGRAPH HEADINGS.** The headings of paragraphs hereof are inserted only for the purpose of convenient reference. Such headings shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement or any part or portion thereof, nor shall they otherwise be given any legal effect whatsoever.
28. **AUTHORITY.** Provider represents and warrants that Provider has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.
29. **COUNTERPART EXECUTION: ELECTRONIC DELIVERY.** This Agreement may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by PDF email or electronic facsimile transmission, and shall have the same legal effect as an "ink-signed" original.

<u>Mesa Union School District</u>	<u>Art N'You</u>
<u>District</u>	<u>Provider</u>
By: <u>Jeff Turner</u>	<u>Michelle Honles</u>
<u>Signature</u>	<u>Signature</u>
<u>Jeff Turner</u>	<u>Michelle Honles</u>
<u>Name</u>	<u>Name</u>
<u>Superintendent</u>	<u>Owner</u>
<u>Title</u>	<u>Title</u>

Signature \_\_\_\_\_

Name \_\_\_\_\_

District Counsel \_\_\_\_\_

## **STATEMENT OF WORK**

### **DESCRIPTION OF WORK:**

Art N' You will provide a comprehensive K-5 art program in addition Art N' You will provide the following activities:

- Ceramic project
- Art Show
- Middle School Mural

### **WORK SCHEDULE:**

See Attached

## SCHEDULE OF FEES

### FEES:

Compensation for Services	\$ _____
K-5 Art (Classes paid by MEF)	\$ 15,182
District Sponsored Art Activities (Activities paid by District)	\$4,535
Actual and Necessary Travel Expenses	\$ _____
Other Expenses	\$ _____
Total Amount not to Exceed	\$ _____
Deposit	\$ _____
Balance Due after Completion of Services	\$ <u>19,717</u>

Proper invoicing is required. Receipts for expenses are required. Canceled checks are not accepted as receipts.

### PAYMENT SCHEDULE:

Payment to be made monthly upon receipt of monthly invoice of \$1971.70

### ADDITIONAL COSTS OF EXPENSES:

## Art Schedule

Tuesdays		Fridays	
9/5		9/8	
8:30-9:30	Morgan K	8:30-9:30	Ainsworth K
9:50-10:50	Puga K	9:50-10:50	White K
		12:15-1:15	Torres 1, 2, 3, 4
9/12		9/15	
8:30-9:30	Steele 1	8:30-9:30	Vollmert 1
9:50-10:50	Garza - owl 1	10:05-11:05	Williams 2
		12:15-1:15	Webster 2
9/19		9/22	
8:40-9:40	Mayes 3	8:45-9:45	Ford (Tiger) 3
10:05-11:05	Muhlitrner 3 tiger	10:15-11:15	Demaria (tiger fine) 5
		11:15-12:15	Mitchell 4 Tiger
		9/29	
		8:45-9:45	Catlett 4
		10:15-11:15	Grogan 5
		11:15-12:15	Kuklenski/Hocamp 4/5

\* Art will be held in the computer lab/ maker space

## NOTICE OF COMPLETION

Notice is hereby given that the Mesa Union School District, a school district in Ventura County, is the owner in fee of the following described real property, to wit:

Description:

3901 N. Mesa School Road, Somis, CA 93066

That on or about the 16 day of August, 2017, the said Mesa Union School District of Ventura County entered into a contract with MSFG, Inc. dba Affordable Plumbing Pros

for the  
Septic Tank Project

on that certain real property hereinbefore described; that said building(s) and improvements were actually completed on the 18 day of August, 2017; that the address of said Mesa Union School District is 3901 N. Mesa School Road, Somis, CA 93066, Ventura County, California.

Mesa Union School District

Clerk of its Board of Trustees

Agent  
of the Board of Trustees

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA } ss:  
COUNTY OF VENTURA

, being first duly sworn deposes and says:  
that he/she is clerk/agent of the Board of Trustees of the \_\_\_\_\_ School District, a school district of Ventura County, California; that he therefore verifies the foregoing Notice of Completion on behalf of said \_\_\_\_\_ School District; that the \_\_\_\_\_ School District of Ventura County, California, is owner of the property described in the foregoing notice; that he has read the foregoing notice and knows the contents thereof; that he has personal knowledge of the facts therein stated; that the same are true.



### Scope of Work

The following will be four of four proposals:

Affordable Plumbing Pros will abandon and install new 3750 non-traffic rated septic tank with concrete rings and bolt down cast iron frames and covers. In order to properly abandon the existing 2500-gallon septic tank Affordable Plumbing Pros will need to saw-cut asphalt from inlet side to the out-let side of tank this asphalt will be removed and the existing septic tank lid will be jackhammered to gain access to install new 4" SDR 35 sewer pipe. Once plumbing is installed the bottom of the tank will need to be broken. Then we will backfill and compact tank with native soil to ground level. Asphalt will be replaced with new asphalt. The tank will not be abandoned until new 3750 gallon septic tank is installed which would require excavating a pit that measures approximately 11ft deep X 8ft wide X 42ft in length. This would accommodate the septic tank that would be built on site consisting of 5 separate battery tanks. Once tank is installed at predetermined location per engineer. The concrete access rings and bolt down cast-iron manhole frames and covers will be installed. The tank will then be connected to new seepage system. Tank will then be backfilled with native soil to original grade.

### Warranty

Newly installed material and labor as described in this proposal – 5 Years

### Exclusions

Affordable Plumbing Pros will not be responsible for any underground utilities not marked by dig alert services. Also, affordable plumbing pros will not be responsible for any landscaping. To include grass, irrigation lines that may need to be cut to perform installation of pits. A change order will be provided once all underground irrigation lines that needed to be removed are exposed and accounted for.

This proposal excludes any prevailing wage requirement if required by district. If required addition cost would be encored

### Cost of Project

Affordable Plumbing Pros will perform all work indicated above in a workman like manner and in accordance with all City and State building & safety codes and will meet or exceed industry standards for the price of \$32,915.00 (Thirty-Three Thousand Nine Hundred Fifteen Dollars).

### Schedule of Progress Payments

\$1,000 deposit upon acceptance of proposal  
\$10,638.40 progress payment upon arrival of equipment and commencement of work  
\$10,638.40 progress payment upon setting of new septic tank  
\$10,638.40 retention/ final payment upon completion of project





I have attached the specification sheets for the septic tanks proposed. Thank you for the opportunity to provide you with our services. Should you have any questions or concerns regarding this proposal, please feel free to contact me at 805-483-1600 or directly at 805-207-9566.

Best regards,

Richard Svestka  
Operations Manager  
MSFG, INC DBA Affordable Plumbing Pros

**MESA UNION SCHOOL DISTRICT  
MISCELLANEOUS CERTIFICATED SALARY SCHEDULE  
2017 - 2018**

<b>SUBSTITUTE TEACHER</b>	<b>SCHEDULE</b>	<b>RATE</b>
SUBSTITUTE ONE TO 10 DAYS	09/1	\$125.00
SUBSTITUTE 11 OR MORE DAYS/LONG TERM	09/1	\$130.00
SUBSTITUTE HOURLY RATE	08/1	\$25.00

<b>PSYCHOLOGISTS</b>	<b>SCHEDULE</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
DAILY	10/A	\$350.62	\$375.31	\$400.01	\$424.70	\$449.40	\$474.10

<b>SPEECH THERAPIST</b>	<b>SCHEDULE</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
DAILY	10/B	\$333.92	\$355.62	\$378.74	\$403.36	\$429.58	\$457.50	\$487.24

<b>CERTIFICATED MISCELLANEOUS HOURLY</b>	<b>SCHEDULE</b>	<b>RATE</b>
MISCELLANEOUS/ EXTRA DUTY SUMMER SCHOOL TEACHER	08/2	\$35.00
SPECIALIST	08/2	\$35.00
COORDINATOR	08/2	\$35.00
SUMMER SCHOOL TEACHER IN CHARGE	08/3	\$40.00

<b>CERTIFICATED MISCELLANEOUS STIPENDS</b>	<b>STIPEND AMOUNT</b>
ACCELERATED READER COORDINATOR	\$500.00
ASB - ELEMENTARY	\$1,000.00
ASB - MIDDLE SCHOOL	\$1,000.00
BTSA MENTOR	\$1,365.00
CONSULTING TEACHER	\$2,500.00
EIGHTH GRADE ADVISOR	\$1,000.00
ENGLISH LANGUAGE COORDINATOR	\$1,200.00
K-8 YEARBOOK ADVISOR	\$1,000.00
LEAD TEACHER	\$1,200.00
SCIENCE COORDINATOR	\$750.00

EFFECTIVE: July 1, 2017  
BOARD ADOPTED:  
REVISED: September 8, 2017

( )

( )

( )

# Field Trip Request Form

DISTRICT/CHARTER MESA UNION SCHOOL DISTRICT

Trip Date 6-8-18

Destination 26101 Magic Mountain Parkway, Magic Mountain Valencia

Type of Activity: ☐ Learning Activity ☐ Athletic Activity ☒ Other (please describe) grad. activity

Academic Focus/Purpose of Trip graduation activity

Lunch Request Sack Cafeteria Other

Transportation: ☐ Walking ☒ Vehicle: Bus ☒ Contract Bus ☐ Van \* ☐ Private Car \*

Number of Students 62 Chaperones 10 Drivers 1

Departure time from School 8:30 am Departure time from Destination 5:30 pm

Bus to remain with group? ☐ Yes ☐ No Driver's Proof of Liability on File \_\_\_\_\_

List any other planned stops None

Teacher(s) J. Duwork Grade(s) 8

Cost \_\_\_\_\_ Funding Source PFO Bill to \_\_\_\_\_ Account # \_\_\_\_\_

Approved ☒ Yes ☐ No Board Action ☐ Yes ☐ No Date of Board Action \_\_\_\_\_

Applicant's Signature Joann Duwork Principal's or Superintendent's Signature Bar B. Brown

.....

Vehicle Number \_\_\_\_\_ Driver's Use Only  
Ending Odometer \_\_\_\_\_ Check in Time \_\_\_\_\_  
Beginning Odometer \_\_\_\_\_ Departure time from school \_\_\_\_\_  
Odometer difference \_\_\_\_\_ Return time to school \_\_\_\_\_  
Check out time \_\_\_\_\_

Driver's Signature \_\_\_\_\_

.....

Vehicle Number \_\_\_\_\_ Use for Split Trips Only  
Ending Odometer \_\_\_\_\_ Departure time from school \_\_\_\_\_  
Beginning Odometer \_\_\_\_\_ Return time to school \_\_\_\_\_  
Odometer difference \_\_\_\_\_ Check out time \_\_\_\_\_

Driver's Signature \_\_\_\_\_

.....

District's Routing Instructions  
\_\_\_\_ Teacher(s) mark your calendars to avoid conflicts  
\_\_\_\_ School Office Staff  
\_\_\_\_ Kitchen Staff  
\_\_\_\_ Other (List) \_\_\_\_\_

BSA Office Use Only		
Miles	X	Rate
TOTAL		

\* Driver of his/her personal vehicle must submit an Employee/Volunteer Personal Vehicle Use form to the district office prior to trip.  
White - Transportation Department Yellow - BSA Office Pink - District Approved Copy Gold - Originator's Copy  
R:\Group\BSA\Julie\ERIKAF\field Trip Request Form.doc Rev. 11/09

# CSBA Sample

## Board Policy

### Vision

BP 0000

#### Philosophy, Goals, Objectives and Comprehensive Plans

~~\*\*\*Note: The following optional policy uses the term "vision" in a general sense to describe the overall direction that the Governing Board sets for the district. The vision may include a mission statement and district goals that are aligned with the local control and accountability plan.\*\*\*~~

The Governing Board believes that a clearly stated purpose and direction for the district provide the foundation for continuous improvement and accountability. The Board shall adopt a long-range vision for district programs and activities that focuses on the achievement and well-being of all students and reflects the importance of preparing students for the future academically, professionally, and personally. The vision shall recognize the unique role of students, parents/guardians, staff, and community partners in contributing to a high-quality education for all students. The district's vision may be incorporated into its mission or purpose statement, philosophy or motto, long-term goals, short-term objectives, and comprehensive plans such as the local control and accountability plan (LCAP).

(cf. 0100 - Philosophy)  
(cf. 0200 - Goals for the School District)  
(cf. 0400 - Comprehensive Plans)  
(cf. 0460 - Local Control and Accountability Plan)  
(cf. 9000 - Role of the Board)

The Superintendent or designee shall recommend an appropriate process, with clearly defined procedures, timelines, and responsibilities, for establishing, reviewing, and updating the district's vision statements. This process shall include a review of relevant district documents and data including, but not limited to, information about student demographics, student achievement, current programs, and emerging educational issues. The process shall incorporate an analysis and identification of district strengths and areas in which growth is needed. Input shall be solicited from parents/guardians, students, staff, and community members through methods such as surveys, focus groups, advisory committees, and/or public meetings and forums.

(cf. 1220 - Citizen Advisory Committees)  
(cf. 2230 - Representative and Deliberative Groups)  
(cf. 6020 - Parent Involvement)

The Board shall review the district's vision statements annually, in conjunction with the update to the LCAP, to ensure consistency among all documents that set direction for the district. Following these reviews, the Board may revise or reaffirm the direction it has established for the district.

The Superintendent or designee shall communicate the district's vision to staff, parents/guardians, and the community.

(cf. 1113 - District and School Web Sites)  
(cf. 1100 - Communication with the Public)

Board decisions regarding curriculum, policies, the budget, collective bargaining agreements, and other district operations shall be aligned with the district's vision. In addition, the Superintendent or designee shall ensure that staff's implementation of district programs and activities supports attainment of the district's vision.

The Superintendent or designee shall regularly report to the Board regarding district progress toward the vision.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

52060-52077 Local control and accountability plan

Management Resources:

CSBA PUBLICATIONS

The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research, May 2017

Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014

Defining Governance, Issue 4: Governance Decisions, Governance Brief, June 2014

Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014

WEB SITES

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

# CSBA Sample

## Board Policy

### Philosophy

BP 0100

### Philosophy, Goals, Objectives and Comprehensive Plans

In order to establish and support a guiding vision for the district, the Governing Board shall develop, articulate, and regularly review an overarching set of fundamental principles which describe the district's core beliefs, values, and tenets. The Board and district staff shall incorporate these principles into all programs, activities, and operations of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9000 - Role of the Board)

~~\*\*\*Note: The thought process and collaborative effort required of the Governing Board in articulating district philosophy are crucial to the creation and evolution of philosophy reflective of local ideologies. Districts are strongly encouraged to engage in thoughtful discussions and to replace or supplement the philosophical statements below with those that reflect their own locally developed philosophical statements.\*\*\*~~

It is the philosophy of the district that:

1. All students can learn and succeed.
2. Every student should have an opportunity to receive a quality education regardless of his/her social, cultural, or economic background.

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

3. Every student in the district has a right to be free from discrimination, harassment, intimidation, and bullying, as prohibited by law or district policy.
4. The future of our nation and community depends on students possessing the skills to be lifelong learners, collaborative and creative problem solvers, and effective, contributing members of a global and technologically advanced society.
5. Highly skilled and dedicated teachers and educational support staff have the capacity to guide students toward individual achievement and growth, and have a direct and powerful influence on student learning and life experiences.
6. A safe, nurturing environment and positive school climate are necessary for learning,

academic achievement, and student development.

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

7. Parents/guardians have a right and an obligation to be engaged in their child's education and to be involved in the intellectual, physical, emotional, and social development and well-being of their child.

(cf. 6020 - Parent Involvement)

8. The needs of the whole child must be addressed, as the ability of children to learn is affected by social, health, and economic conditions and other factors outside the classroom.

9. Early identification of learning and behavioral difficulties and timely and appropriate support and intervention contribute to student success.

10. Students and staff are encouraged and motivated by high expectations and recognition for their accomplishments.

11. School improvement is a dynamic process requiring flexibility and innovation to meet the needs of students in a changing world.

12. Professional development for the Board and district staff is essential for the growth and success of the district and its students.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 9240 - Board Training)

13. The diversity of the student body and school staff enriches the learning experience, promotes cultural awareness and acceptance, and serves as a model for citizenship in a global society.

14. A common set of norms and protocols is crucial to effective governance.

15. Communication, trust, respect, collaboration, and teamwork strengthen the relationship among Board members and between the Board and Superintendent, and contribute to the effectiveness of the governance team.

16. The community and district are inextricably connected partners, wherein the community's engagement in issues that impact the schools enhances the district's programs and student learning.

(cf. 1000 - Concepts and Roles)



17. Two-way communication with all stakeholders is essential for establishing continuity, support, and shared goals both within the district and with the surrounding community.

18. The Board has a responsibility to advocate on behalf all students, keep current on legislative issues affecting education, and build positive relationships with local, state, and federal representatives.

19. A fiscally sound budget which is reflective of the district's vision is imperative to the financial stability of the district and to the attainment of its goals.

20. Responsibility for district programs and operations is shared by the entire educational community, with ultimate accountability resting with the Board as the basic embodiment of representative government.

Legal Reference:

EDUCATION CODE

51002 Local development of programs based on stated philosophy and goals

51019 Definition of philosophy

51100-51101 Parental involvement

Management Resources:

CSBA PUBLICATIONS

The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research, May 2017

Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014

Defining Governance, Issue 2: Governing Commitments, Governance Brief, February 2014

WEB SITES

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

National School Climate Center: <http://schoolclimate.org>

# CSBA Sample

## Exhibit

### Charter School Oversight

E 0420.41

### Philosophy, Goals, Objectives and Comprehensive Plans

#### REQUIREMENTS FOR CHARTER SCHOOLS

~~\*\*\*Note: Pursuant to Education Code 47610, charter schools are exempt from Education Code provisions governing school districts unless otherwise specified in law. The following Exhibit lists some, but not necessarily all, legal requirements that apply to charter schools and may be used by districts to monitor a charter school's compliance with law. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607; see BP 0420.43, Charter School Revocation.\*\*\*~~

Charter schools shall be subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements that are expressly applicable to charter schools, including, but not limited to, requirements that each charter school:

1. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
2. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
3. Not charge tuition (Education Code 47605)

~~\*\*\*Note: Education Code 47605 specifically prohibits a charter school from charging tuition, but does not mention fees or other charges. As clarified in the California Department of Education's (CDE) advisory Pupil Fees, Deposits, and Other Charges, because charter schools are subject to the California Constitution, the free school guarantee of the California Constitution, Article 9, Section 5, applies to charter schools. Charter schools may only charge fees which are explicitly authorized by law for charter schools. For example, charter schools may charge fees for meals and field trips pursuant to Education Code 35330, 38082, and 38084, because those provisions apply to charter schools, but charter schools may not necessarily charge other fees authorized by law for school districts. In addition, Education Code 49011 prohibits all public schools from requiring services or donations as a condition of enrollment or continued enrollment.\*\*\*~~

4. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools

5. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)

6. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)

~~\*\*\*Note: Education Code 56145 requires charter schools to serve students with disabilities in the same manner as other public schools. Pursuant to Education Code 47646, districts must ensure that each charter school that is deemed to be a public school of the district, and is not its own local educational agency (LEA) for special education purposes, receives an equitable share of special education funding and services for students with disabilities who are enrolled in the charter school.\*\*\*~~

~~\*\*\*Note: If a charter school is operating as a public school of the district for purposes of special education, the district retains responsibility and must determine how to ensure that students with disabilities receive a free appropriate public education (FAPE). However, as indicated in the California Office of Administrative Hearings ruling in Student v. Horizon Instructional Systems Charter School, a charter school operating as its own LEA for purposes of special education, including a charter school offering an independent study program, is the entity responsible for providing FAPE.\*\*\*~~

7. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)

8. Admit all students who wish to attend the school, according to the following criteria and procedures:

a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance, except for existing students of the charter school, shall be determined by a public random drawing. Preference shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)

c. Other admission preferences may be permitted by the chartering district on an individual school basis consistent with law. (Education Code 47605)

9. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)

10. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)

11. If the school offers a kindergarten program: (Education Code 48000)

a. Offer a transitional kindergarten (TK) program to students whose fifth birthday is from September 2 through December 2

b. Ensure that any credentialed teacher first assigned to teach a TK class after July 1, 2015 meets the qualifications specified in Education Code 48000 by August 1, 2020

12. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)

13. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)

~~\*\*\*Note: Education Code 44830.1 and 45122.1 prohibit charter schools from hiring any person who has been convicted of a violent or serious felony as defined in Penal Code 667.5 and TI92.7, unless that person has received a certificate of rehabilitation and a pardon. Schools also may not retain in employment any temporary, substitute, or probationary employee who has been convicted of a violent or serious felony. See AR 4112.5/4212.5/4312.5 - Criminal Record Check. Education Code 45125.1 requires a criminal background check for certain employees of an entity contracting with a charter school. See AR 3515.6 - Criminal Background Checks for Contractors.\*\*\*~~

14. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the school contracts with an entity for specified services, verify that any employee of that entity who will have contact with students has had a criminal background check (Education Code 44830.1, 45122.1, 45125.1)

~~\*\*\*Note: Education Code 44030.5 requires charter schools to report to the CTC any change in employment status due to an allegation of misconduct. See AR 4117.7/4317.7 - Employment Status Reports for further information about these reports.\*\*\*~~

15. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of

( misconduct or while an allegation of misconduct is pending (Education Code 44030.5)

16. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)

17. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)

~~\*\*\*Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), requires charter schools that serve students in grades 7-12 to adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components. See BP/AR 5141.52. Suicide Prevention for further information regarding these requirements. Also see the CDE's Model Youth Suicide Prevention Policy.\*\*\*~~

18. If the school serves students in grades 7-12, adopt a policy on suicide prevention, intervention, and postvention with specified components (Education Code 215)

19. If the school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)

20. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605, 60850-60859)

( 21. Until July 31, 2018, grant a high school diploma to any student who completed grade 12 in the 2003-04 school year or a subsequent school year and who has met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 60851.6)

~~\*\*\*Note: Education Code 47612.5 specifies, by grade level, the minimum number of instructional minutes that must be offered each fiscal year. Any charter school that fails to meet the requirement will have its state apportionment reduced in proportion to the percentage of instructional minutes that the school fails to offer. Education Code 47612.5 and 47612.6 provide that neither the State Board of Education nor the Superintendent of Public Instruction may waive the required number of instructional minutes but may waive the fiscal penalties under specified conditions.\*\*\*~~

22. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)

( ~~\*\*\*Note: Education Code 47612.5 provides that charter schools offering independent study are subject to Education Code 51745-51749.3. Education Code 51745 requires that no course included among the courses required for graduation may be offered solely through independent study. However, pursuant to 5 CCR 11705, a charter school offering grades 9-12 shall be deemed to be an "alternative school" for purposes of independent study and thus, according to the CDE, would comply with this provision because students in such alternative schools are enrolled voluntarily and, if they wished, could attend any other district high school in which the courses~~

~~were offered via classroom instruction.\*\*\*~~

23. If the school provides independent study, meet the requirements of Education Code 51745-51749.3, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)

24. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)

25. If the school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)

~~\*\*\*Note: Education Code 33479.1 and 33479.3, as added by AB 1639 (Ch. 792, Statutes of 2016), require charter schools that elect to conduct athletic activities to provide student athletes and their parents/guardians with information on the nature and warning signs of sudden cardiac arrest. This information is available from the California Interscholastic Federation (CIF) or, if the athletic activity is not governed by the CIF, on the CDE's web site. Additionally, Education Code 33479.5, as added by AB 1639, and CIF bylaws provide for a student's removal from participation in an athletic activity if he/she passes out or faints. See BP/AR 6145.2 - Athletic Competition.\*\*\*~~

26. If the school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)

27. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)

~~\*\*\*Note: Education Code 48907 requires charter schools to establish a written "publications code" related to students' rights to freedom of speech and of the press. These written rules and regulations must include reasonable provisions for the time, place, and manner in which free expression may take place within the charter school's jurisdiction.\*\*\*~~

28. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications

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(Education Code 48907, 48950)

29. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)

30. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)

31. If the school serves high school students, submit to the Student Aid Commission, for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

~~\*\*\*Note: Education Code 39831.3, as amended by SB 1072 (Ch. 721, Statutes of 2016), requires charter schools to develop a transportation plan that includes procedures to ensure that a student is not left unattended on a bus. See AR 3543 - Transportation Safety and Emergencies, for more information regarding transportation safety plans.\*\*\*~~

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~~\*\*\*Note: In addition, pursuant to Vehicle Code 28160, as added by SB 1072, on or before the beginning of the 2018-19 school year, each school bus, school activity bus, youth bus, and child care motor vehicle, as defined, must be equipped with a "child safety alert system" (i.e., a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle).\*\*\*~~

32. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus (Education Code 39831.3)

33. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)

a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.

b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

(  
34. Provide reasonable accommodations on campus to a lactating student to express breast

milk, breastfeed an infant child, or address other needs related to breastfeeding (Education Code 222)

35. Ensure the availability and proper use of emergency epinephrine auto-injectors by: (Education Code 49414)

- a. Providing school nurses or other voluntary, trained personnel with at least one regular and one junior device for elementary schools and, for secondary schools, one regular device if there are no students who require a junior device
- b. Distributing a notice at least once per school year to all staff requesting volunteers and describing the training that volunteers will receive
- c. Providing defense and indemnification to volunteers for any and all civil liability from such administration

\*\*\*Note: Education Code 49414.3, as added by AB 1748 (Ch. 557, Statutes of 2016), authorizes charter schools to make emergency naloxone hydrochloride or another opioid antagonist available to school nurses or trained personnel who have volunteered to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. See BP/AR 5141.21 - Administering Medication And Monitoring Health Conditions.\*\*\*

36. If the school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

37. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the school's financial records (Education Code 47604.3)

38. Annually prepare and submit financial reports to the district Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:

- a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
- b. By July 1 each year, an update of the school's goals and the actions to achieve those goals as identified in the charter, developed using the local control and accountability plan template adopted by the State Board of Education. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5, 52064)



When conducting this review, the governing body of the school may consider qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. To the extent practicable, data shall be reported in a manner consistent with how information is reported on a school accountability report card. The update shall be developed in consultation with teachers, principals, administrators, other school personnel, parents/guardians and students. (Education Code 47606.5)

c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)

d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)

e. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)

f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and the California Department of Education. (Education Code 47605)

~~\*\*\*Note: Education Code 221.61, as added by SB-1375 (Ch. 655, Statutes of 2016), requires charter schools to post specified information related to the prohibition against discrimination, under Title IX (20 USC 1681-1688) on school web sites. Required information includes the name and contact information of the Title IX coordinator for the school, the rights of a student and the public and the responsibilities of the charter school under Title IX, and a description of how to file a complaint under Title IX. See AR 5145.3 - Nondiscrimination/Harassment. \*\*\*~~

39. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator (Education Code 221.61)

~~\*\*\*Note: Pursuant to 5 CCR 4600, direct-funded charter schools are subject to state requirements to adopt uniform complaint procedures for investigating and resolving specified types of complaints in accordance with 5 CCR 4600-4670. See BP/AR 1312.3 - Uniform Complaint Procedures for further information about types of complaints addressed through these procedures, required notifications, timelines, and other requirements. \*\*\*~~

40. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)

41. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article 16, Section 8.5)

~~\*\*\*Note: Districts should consult with legal counsel regarding the applicability of state law other than the Education Code to charter schools.\*\*\*~~

In addition, charter schools shall comply with the state and federal constitutions, applicable federal laws, and state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963 and the conflict of interest laws in Government Code 1090-1099 and 87100-91014.

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# CSBA Sample

## Board Policy

### Evaluation Of The Superintendent

BP 2140

Administration

~~\*\*\*Note: The following optional policy should be revised to ensure consistency with specific evaluation provisions in the Superintendent's contract. Information and training on effective superintendent evaluation are available through CSBA's Governance Consulting Services.\*\*\*~~

The Governing Board recognizes its responsibility to establish an evaluation system that enables a fair assessment of the Superintendent's effectiveness in leading the district toward established goals, serves to support his/her continued growth in leadership and management skills, and provides a basis for Board decisions regarding contract extension and compensation. The Board shall annually conduct a formal evaluation of the Superintendent's performance and may provide additional opportunities throughout the year to review the Superintendent's progress toward meeting established goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 2121 - Superintendent's Contract)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

~~\*\*\*Note: In Duval v. Board of Trustees, the court held that a board could meet in closed session to select the criteria for the superintendent's evaluation, establish a fact-gathering mechanism, and designate particular areas of emphasis because these actions might reflect the board's initial perception of the superintendent's performance since the last evaluation. District legal counsel should be consulted with questions regarding the permissible scope of closed session discussions regarding superintendent evaluation.\*\*\*~~

The Board shall determine, with the Superintendent's input, the criteria, schedule, method(s), and instrument(s) to be used for the Superintendent's evaluation. Evaluation criteria shall include, but are not limited to, district goals and success indicators; educational, management, and community leadership skills; and the Superintendent's professional relationship with the Board.

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 2111 - Superintendent Governance Standards)

Prior to the evaluation, the Superintendent shall provide to the Board for its review a report of progress toward district goals, the Superintendent's self-appraisal of accomplishments and performance, and a statement of actions taken to address any Board recommendations from the

previous evaluation.

~~\*\*\*Note: Typically, each Board member individually evaluates the Superintendent and those individual evaluations are then summarized into one document. In some districts, the Board president is given the authority to develop this composite document while, in others, the Board appoints a subcommittee or another Board member to develop it. The full Board takes action on the composite document that is provided to the Superintendent. The following paragraph is optional and may be modified to reflect district practice.\*\*\*~~

Each Board member shall independently evaluate the Superintendent's performance based upon the evaluation criteria, after which the Board shall produce a single document that integrates the individual evaluations and represents the consensus of the Board.

(cf. 9121 - President)

The evaluation shall provide commendations in areas of strength and achievement and recommendations for improving effectiveness in any areas of need, concern, or unsatisfactory performance.

~~\*\*\*Note: Pursuant to Government Code 54957, the Board and Superintendent may meet in closed session to discuss the Superintendent's evaluation, but must not use the public employee performance evaluation exception for discussion or action on any proposed change in compensation other than a reduction in compensation that results from the imposition of discipline. In addition, the Board may meet in closed session with its negotiator pursuant to the labor negotiations exception to discuss any proposed change in compensation for unrepresented employees, including the Superintendent. See BP 2121 - Superintendent's Contract and BB 9321 - Closed Session Purposes and Agendas.\*\*\*~~

The Board shall meet in closed session with the Superintendent to discuss the evaluation.  
(Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)  
(cf. 9321.1 - Closed Session Actions and Reports)

At this meeting, the Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional information regarding his/her performance or district progress.

The discussion shall include the establishment of performance goals for the next year and may identify professional development opportunities for the Superintendent and/or the entire governance team to address areas of concern, strengthen the relationship between the Superintendent and Board, or enhance the Superintendent's knowledge of current educational issues and leadership and management skills.

(cf. 9240 - Board Training)  
(cf. 9400 - Board Self-Evaluation)

~~\*\*\*Note: The following paragraph may be revised to reflect district practice. In Versaci v. Superior Court, the court of appeals held that, if the Superintendent's personal performance goals are not incorporated into his/her employment contract, then they are not subject to disclosure under the California Public Records Act (Government Code 6254.8). According to the court's ruling, a general statement in the contract referring to goal setting in conjunction with performance evaluations does not clearly and unequivocally evidence the parties' intent to incorporate the future goals into the contract.\*\*\*~~

After the Board and Superintendent have discussed the evaluation, the Board president and Superintendent shall sign the evaluation and it shall be placed in the Superintendent's personnel file. The evaluation, including personal performance goals, shall be confidential to the extent permitted by law.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:

GOVERNMENT CODE

6254.8 Public Records Act; employment contracts

54957 Closed session, personnel matters

COURT DECISIONS

Versaci v. Superior Court, (2005) 127 Cal.App.4th 805

Duval v. Board of Trustees, (2001) 93 Cal.App.4th 902

Management Resources:

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

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# CSBA Sample

## Administrative Regulation

### Certification

AR 4112.2  
Personnel

#### Verification of Credentials

~~\*\*\*Note: The following optional section may be revised to reflect district practice. Pursuant to Education Code 44330, 44332.5, and 44857, each person employed in a position requiring certification qualifications must register a valid credential not later than 60 days after beginning employment in the district or not later than 60 days after renewing a credential. A district with over 10,000 average daily attendance (ADA) may provide for the registration of its own certificated employees' credentials. If it does not do so, or if the district has 10,000 ADA or less, certificated employees' credentials must be registered with the county office of education. The following section may be revised to reflect district practice.\*\*\*~~

~~\*\*\*Note: The Commission on Teacher Credentialing (CTC) does not provide credentials in a paper format. Pursuant to 5 CCR 80001, the official record of a credential is information obtained from the CTC web site. If an applicant has indicated a county of employment on his/her application, the county office of education will receive a download of credential information for that applicant. For all other certificated staff, the district must obtain verification of its employees' certification through the CTC's online service and may print the displayed information.\*\*\*~~

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

(cf. 4112.21 - Interns)  
(cf. 4112.22 - Staff Teaching English Learners)  
(cf. 4112.23 - Special Education Staff)  
(cf. 4121 - Temporary/Substitute Personnel)  
(cf. 5148 - Child Care and Development)  
(cf. 6178 - Career Technical Education)  
(cf. 6200 - Adult Education)

~~\*\*\*Note: Pursuant to Education Code 44332, 44332.5, and 44332.6, an individual may be employed while his/her application is being processed by the CTC if he/she holds a temporary certificate issued by a district with over 10,000 ADA or the county office of education, indicating that he/she has passed the state assessment of teachers' basic skills and completed a criminal record check. As amended by AB 1918 (Ch. 127, Statutes of 2016), Education Code~~

44332, 44332.5, and 44332.6 require the district or county office of education, prior to issuing a temporary certificate, to obtain a certificate of clearance (fingerprint clearance) from the CTC to satisfy the criminal record check requirement.\*\*\*

The Superintendent or designee shall verify that any person who is employed by the district while his/her application for certification is being processed by the CTC possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

#### Basic Skills Proficiency

~~\*\*\*Note: Education Code 44830 provides that a district cannot employ an individual in a position requiring certification unless that person has met the basic skills proficiency requirement or is exempted from the requirement by law. Such exemptions are specified in Education Code 44252 and 44830. Unless exempted, persons who have been granted a credential by the CTC have met the basic skills proficiency requirement as a condition of obtaining the credential. According to CTC leaflet CL-667, Basic Skills Requirement, the basic skills proficiency requirement also may be met by passage of the California Basic Educational Skills Test, California Subject Examinations for Teachers: Multiple Subject Plus Writing Skills Examination, California State University Early Assessment Program, California State University Placement Examinations, or a basic skills examination from another state.\*\*\*~~

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test, provided that he/she takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency)  
(cf. 6162.5 - High School Exit Examination)

~~\*\*\*Note: Pursuant to Education Code 44252 and 44830, persons holding or applying for a "designated subjects special subjects" credential must be assessed with a district basic skills proficiency test, unless their credential requires possession of a bachelor's degree in which case they are required to meet the state basic skills proficiency requirement. When such persons are employed by a consortium of districts or a joint powers agreement, the test may instead be established by the boards of those entities.\*\*\*~~

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

#### Short-Term Staff Permit

~~\*\*\*Note: 5 CCR 80021 establishes the short-term staff permit (STSP) to immediately fill teacher vacancies based on unforeseen circumstances. Pursuant to 5 CCR 80021, the CTC will issue the STSP to an individual only once and for no more than one year. The STSP will expire no later than July 1, unless the STSP is for a summer school assignment in which case the STSP will expire no later than September 1.\*\*\*~~

The district may request that the CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved intern program
4. Inability of the applicant to enroll in an approved intern program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an intern program or the applicant's withdrawal from an intern program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single



subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to the CTC:  
(5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested
2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

3. Written justification for the permit signed by the Superintendent or designee

~~\*\*\*Note: 5 CCR 80021 provides that a holder of the STSP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). 5 CCR 80021 provides that all STSPs will also include an English learner authorization allowing the holder to provide services in English language development (ELD) or specially designed academic instruction in English (SDAIE); see AR 4112.22 - Staff Teaching English Learners. Upon request by the district and verification of the applicant's target language proficiency, the STSP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE.\*\*\*~~

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

#### Provisional Internship Permit

~~\*\*\*Note: 5 CCR 80021.1 establishes the provisional internship permit (PIP) to staff classrooms when appropriately credentialed teachers cannot be found after a diligent search. 5 CCR 80021.1 provides that the PIP will be issued for one calendar year and may not be renewed.\*\*\*~~

Before requesting that the CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

(cf. 4111/4211/4311 - Recruitment and Selection)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that the CTC issue a PIP to an applicant who possesses a

bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience.

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an intern program.

~~\*\*\*Note: 5 CCR 80021.1 provides that a holder of the PIP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). In addition, 5 CCR 80021.1 provides that all PIPs will include an English learner authorization allowing the holder to provide services in ELD or SDAIE; see AR 4112.22 Staff Teaching English Learners. Upon request by the district and~~

~~verification of the applicant's target language proficiency, the PIP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE.\*\*\*~~

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

#### Teaching Permit for Statutory Leave

~~\*\*\*Note: 5 CCR 80022, as added by Register 2016, No. 34, establishes the Teaching Permit for Statutory Leave (TPSL), which authorizes the holder to serve as the interim teacher of record when a teacher takes a statutory leave. The applicable statutory leaves are specified in 5 CCR 80022 and, as clarified by CTC Coded Correspondence 16-10, exclude administrative leave. The TPSL is valid for one calendar year from the first day of the month immediately following the date of issuance, but may be renewed on an annual basis provided that the holder completes additional requirements as specified and the district verifies that it will provide continued mentoring and support.\*\*\*~~

~~\*\*\*Note: Qualifications required for the TPSL include possession of a bachelor's or higher degree, completion of the basic skills requirement, completion of a subject matter requirement, and 45 hours of preservice preparation in the content areas listed in 5 CCR 80022. The design and delivery of the preservice preparation are at the discretion of the district and, as described in CTC Coded Correspondence 16-10, may include existing training and development programs, new preparation courses or modules, and/or partnerships with the county office of education, neighboring districts, colleges and universities, or private companies. The CTC does not accredit or oversee any TPSL preparation. The following paragraph may be revised to reflect district practice.\*\*\*~~

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that the CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to the CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

(cf. 4161.1 - Personal Illness and Injury Leave)  
(cf. 4161.11 - Industrial Accident/Illness Leave)  
(cf. 4161.8 - Family Care and Medical Leave)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to the CTC that it will provide the interim teacher: (5 CCR 80022)

1. An orientation to the assignment before or during the first month of service in the statutory leave assignment
2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment
3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs

~~\*\*\*Note: The TPSL authorizes the interim teacher of record to serve for the full length of the statutory leave. CTC Coded Correspondence 16-10 clarifies that, when more than one acceptable leave is taken consecutively, the holder of the TPSL may continue to serve as the interim teacher of record for the entire length of those leaves.\*\*\*~~

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022. He/she shall annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

(cf. 4113 - Assignment)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with items #2-3 above. (5 CCR 80022)

#### Long-Term Emergency Permits

~~\*\*\*Note: Pursuant to Education Code 44225.7, the district may request that the CTC grant an applicant a one-year emergency permit (Education Code 44300; 5 CCR 80023-80026.6) when a "fully prepared teacher," defined as a teacher who has completed a teacher preparation program, is unavailable to the district. Emergency permits may only be issued for the resource specialist permit (5 CCR 80024.3.1), teacher librarian services permit (5 CCR 80024.6), crosscultural, language and academic development permit (5 CCR 80024.8), and bilingual authorization permit (5 CCR 80024.7).\*\*\*~~

~~\*\*\*Note: Pursuant to 5 CCR 80023.1, an emergency permit may be renewed for up to two additional one-year periods (for a maximum of three years of service).\*\*\*~~

~~\*\*\*Note: In order to request an emergency permit, the district must first demonstrate that it has made reasonable efforts to recruit candidates who are enrolled in an intern program or are scheduled to complete preliminary credential requirements within six months and must submit a Declaration of Need for Fully Qualified Educators; see the accompanying Board policy.\*\*\*~~

As necessary, the Superintendent or designee may request that the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit, or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

#### Substitute Teaching Permits

The district may employ a person whose credential or permit authorizes substitute teaching services, provided that:

~~\*\*\*Note: 5 CCR 80025.3, as amended by Register 2016, No. 34, authorizes the holder of the STSP, PIP, or TPSL to provide day-to-day substitute teaching services for up to 30 days for a general education teacher or 20 days for a special education teacher.\*\*\*~~

1. A person holding an emergency 30-day substitute teaching permit, STSP, PIP, TPSL, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the California Basic Educational Skills Test, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)

2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)

3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)

4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

~~\*\*\*Note: 5 CCR 80025 and 80025.5 require the district to have a Statement of Need on file before employing a person with an emergency substitute permit pursuant to item #1 or 4 above. The CTC form for the Statement of Need may be found in the CTC's online Credential Information Guide, which may be accessed only by employers.\*\*\*~~

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

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# CSBA Sample

## Board Policy

### Selection And Evaluation Of Instructional Materials

BP 6161.1

#### Instruction

~~\*\*\*Note: Pursuant to Education Code 60200 and 60400, the Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in Education Code 60010, for use in district schools. See the accompanying administrative regulation for required and optional criteria for the selection of instructional materials. See BP 6161.11 - Supplementary Instructional Materials and BP 6163.1 - Library Media Centers for selection processes regarding supplementary materials.\*\*\*~~

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

(cf. 0440 - District Technology Plan)  
(cf. 6000 - Concepts and Roles)  
(cf. 6011 - Academic Standards)  
(cf. 6141 - Curriculum Development and Evaluation)  
(cf. 6143 - Courses of Study)  
(cf. 6146.1 - High School Graduation Requirements)  
(cf. 6161.11 - Supplementary Instructional Materials)  
(cf. 6162.5 - Student Assessment)  
(cf. 6163.1 - Library Media Centers)

~~\*\*\*Note: The following paragraph is for use by districts that maintain any of grades K-8 and may be revised to reflect the grade levels offered by the district. Pursuant to Education Code 60200, the State Board of Education (SBE) is required to adopt basic instructional materials in specified subjects that districts may select for use in grades K-8. As amended by AB 575 (Ch. 550, Statutes of 2016), Education Code 60200 provides that the SBE may adopt materials in any of the specified subject areas at least once, but not more than twice, every eight years.\*\*\*~~

~~\*\*\*Note: Education Code 60210 authorizes the Board to select materials that have not been approved by the SBE, provided they are aligned with state academic content standards or Common Core State Standards. In addition, if the district uses materials not adopted by the SBE, the majority of participants in the review process must be teachers assigned to the subject area or~~

~~grade level for which the materials will be used, see section below entitled "Review Process."\*\*\*~~

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

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

~~The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)~~

#### Review Process

~~\*\*\*Note: The following optional section may be revised to reflect district practice.\*\*\*~~

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.

(cf. 1220 - Citizen Advisory Committees)

~~\*\*\*Note: Pursuant to Education Code 60002, the Board must provide for "substantial" teacher involvement in the selection of instructional materials and must promote the involvement of parents/guardians and other members of the community in the selection of instructional materials. The Education Code does not define "substantial."\*\*\*~~

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

(cf. 6020 - Parent Involvement)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

~~\*\*\*Note: The following paragraph is for use by districts that maintain any of grades K-8.\*\*\*~~

If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.



(cf. 9270 - Conflict of Interest)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

~~\*\*\*Note: SBE Policy on Guidelines for Piloting Textbooks and Instructional Materials provides a sample process for piloting instructional materials that addresses the selection of materials to pilot, a chronology of the process, and additional considerations, such as conflict of interest, contacts with publishers, and consideration of standards maps.\*\*\*~~

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

#### Public Hearing on Sufficiency of Instructional Materials

~~\*\*\*Note: As a condition of receiving funds for instructional materials from any state source, Education Code 60119 requires the Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in English/language arts (including English language development), mathematics, science, and history-social science that are consistent with the content and cycles of the curriculum framework adopted by the SBE. As clarified in the California Department of Education's (CDE) Instructional Materials FAQ, state funding sources for instructional materials include local control funding formula funds and Proposition 20 (2000) lottery funds. The Board must also make a written determination during the hearing as to the sufficiency of textbooks or instructional materials in foreign language and health courses, as well as science laboratory equipment in science laboratory courses, although the provision of the materials or the equipment in these courses is not a condition for receipt of state funding.\*\*\*~~

~~\*\*\*Note: Education Code 1240 requires the County Superintendent of Schools to review the textbooks and instructional materials of underperforming schools and, if he/she determines that a school does not have sufficient materials, to prepare a report outlining the noncompliance and give the district a chance to remedy the deficiency. If the deficiency is not remedied by the second month of the school year, the County Superintendent may request that the CDE purchase textbooks or materials for the district, and the cost must be repaid by the district. The CDE will issue a public statement at an SBE meeting indicating the district's failure to provide instructional materials.\*\*\*~~

The Board shall annually conduct one or more public hearings on the sufficiency of the district's

textbooks and other instructional materials. (Education Code 60119)

~~\*\*\*Note: Education Code 60119 specifies that the hearing must be held within eight weeks of the beginning of the school year. Option 1 is for use by districts without any schools on a multitrack year-round calendar. Option 2 is for use by districts with schools on a multitrack year-round calendar.\*\*\*~~

~~OPTION 1:~~ The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

~~OPTION 2:~~ The hearing shall be held on or before the end of the eighth week from the first day of the school year of any district school that operates on a multitrack year-round calendar that begins its school year in August or September. (Education Code 60119)

~~\*\*\*Note: The remainder of this policy applies to all districts.\*\*\*~~

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

~~\*\*\*Note: Education Code 60119 requires the Board to adopt a resolution indicating whether or not each student in each school has sufficient standards-aligned textbooks or instructional materials for the subjects specified in items #1-6 below. See the accompanying Exhibit for a sample resolution.\*\*\*~~

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History-social science

(  
(cf. 6142.94 - History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 - English/Language Arts Instruction)  
(cf. 6174 - Education for English Learners)

5. World/foreign language

(cf. 6142.2 - World/Foreign Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

~~\*\*\*Note: The following paragraph is for use by districts that maintain any of grades 9-12.\*\*\*~~

~~The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)~~

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In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

~~\*\*\*Note: Pursuant to Education Code 60119, if the Board makes a determination that there are insufficient textbooks or instructional materials, the Board must take action to ensure that the materials are provided within two months of the beginning of the school year. The CDE's Instructional Materials FAQ states that, if a district has submitted purchase orders to the publisher to purchase materials to remedy the insufficiency, these materials should be received and made available to students by the end of the second month of the school year. Thus, districts are strongly encouraged to hold the public hearing as early in the school year as possible, in order to provide sufficient time to correct any deficiencies.\*\*\*~~

(  
If the Board determines that there are insufficient textbooks or instructional materials, it shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that

each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

(cf. 0460 - Local Control and Accountability Plan)

#### Complaints

~~\*\*\*Note: Complaints regarding the contents of instructional materials are addressed in BP/AR 1312.2 - Complaints Concerning Instructional Materials. See AR 1312.4 - Williams Uniform Complaint Procedures for language regarding complaints about deficiencies in instructional materials.\*\*\*~~

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

#### Legal Reference:

##### EDUCATION CODE

220 Prohibition against discrimination  
1240 County superintendent, general duties  
33050-33053 General waiver authority  
33126 School accountability report card  
35272 Education and athletic materials  
44805 Enforcement of course of studies; use of textbooks, rules and regulations  
49415 Maximum textbook weight  
51501 Nondiscriminatory subject matter  
52060-52077 Local control and accountability plan  
60000-60005 Instructional materials, legislative intent  
60010 Definitions  
60040-60052 Instructional requirements and materials  
60060-60063.5 Requirements for publishers and manufacturers  
60070-60076 Prohibited acts (re instructional materials)  
60110-60115 Instructional materials on alcohol and drug education  
60119 Public hearing on sufficiency of materials  
60200-60210 Elementary school materials  
60226 Requirements for publishers and manufacturers  
60350-60352 Core reading program instructional materials  
60400-60411 High school textbooks

60510-60511 Donation for sale of obsolete instructional materials  
60605 State content standards  
60605.8 Common Core State Standards  
60605.86-60605.88 Supplemental instructional materials aligned with Common Core State Standards  
CODE OF REGULATIONS, TITLE 5  
9505-9530 Instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Instructional Materials FAQ

01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

Association of American Publishers: <http://www.publishers.org>

California Academic Content Standards Commission, Common Core State Standards:

<http://www.scoe.net/castandards>

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

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# CSBA Sample

## Exhibit

### Selection And Evaluation Of Instructional Materials

E 6161.1

#### Instruction

#### Resolution On Sufficiency Of Instructional Materials

~~\*\*\*Note: Education Code 60119 requires that the Governing Board hold an annual public hearing regarding the sufficiency of textbooks or other instructional materials and determine through a resolution whether each student has sufficient materials; see the accompanying Board policy. "Sufficient textbooks or instructional materials," as defined in Education Code 60119, means that each student in the district, including each English learner, has a standards-aligned textbook or instructional materials, which may include materials in a digital format under specified conditions, to use in class and to take home.\*\*\*~~

~~\*\*\*Note: The following sample resolution is based on the 2008 sample resolution developed by the California Department of Education (CDE) but has been updated to reflect new law. This resolution may be used to certify compliance with Education Code 60119.\*\*\*~~

Whereas, the Governing Board of the (name of school district), in order to comply with the requirements of Education Code 60119, held a public hearing on (date), at (time) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the (name of school district), and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with

state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core State Standards adopted pursuant to Education Code 60605.8;

#### Finding of Sufficient Textbooks or Instructional Materials

~~\*\*\*Note: The following section is for use when the Board is making a finding that the district has "sufficient" materials. According to the CDE, Education Code 60119 requires documentation of sufficiency of textbooks or instructional materials to be presented at the public hearing. Survey forms are available on the CDE's web site which may be used as a self-study and county office validation tool for grades K-12.\*\*\*~~

Whereas, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects:

~~\*\*\*Note: To provide complete information about the basis for the Board's determination of sufficiency, the district may wish to include the names of the textbooks or instructional materials provided to students, as well as the applicable state adoption cycle.\*\*\*~~

\* Mathematics: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

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\* Science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

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\* History-social science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

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\* English language arts, including the English language development component of an adopted program: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

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\* World/foreign language: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

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\* Health: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

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~~\*\*\*Note: The following paragraph is for use by districts that maintain grades 9-12. The Board may provide a list of the science laboratory classes offered in grades 9-12 and details on the science laboratory equipment available for these classes.\*\*\*~~

~~Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;~~

~~Therefore, it is resolved that for the (year) school year, the (name of school district) has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.~~

#### Finding of Insufficient Textbooks or Instructional Materials

~~\*\*\*Note: The following section is for use when the Board is making a finding of "insufficient" materials. Education Code 60119 requires that the Board's resolution list, for each school for which an insufficiency exists, the percentage of students at each grade level who lack sufficient materials in each of the subject areas listed below.\*\*\*~~

~~Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, world/foreign language, and health.)~~

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~~Whereas, sufficient textbooks or instructional materials were not provided at each school listed above due to the following reasons: (For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.)~~

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~~Therefore, it is resolved, that for the (year) school year, the (name of school district) has not provided each student with sufficient textbooks or instructional materials that are consistent with the cycles and content of the curriculum framework, and;~~

~~Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of~~



the school year in which this determination is made. (List actions to be taken to resolve insufficiency.)

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PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at a meeting, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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# CSBA Sample

## Board Bylaw

### President

BB 9121

### Board Bylaws

~~\*\*\*Note: Education Code 35022 requires any board with five or more members to elect a president from among its members. The election of the Governing Board president at the annual organizational meeting is addressed in BB 9100 - Organization.\*\*\*~~

~~\*\*\*Note: The law does not specify the duties of a Board president. The following optional bylaw details some typical duties of a Board president and should be modified to reflect district practice.\*\*\*~~

The Governing Board shall elect a president from among its members to provide leadership on behalf of the governance team and the educational community it serves.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9100 - Organization)

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

2. Consult with the Superintendent or designee on the preparation of Board meeting agendas

(cf. 9322 - Agenda/Meeting Materials)

3. Call the meeting to order at the appointed time and preside over the meeting

4. Announce the business to come before the Board in its proper order

5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act

6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference

7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused

8. Rule on issues of parliamentary procedure

9. Put motions to a vote, and clearly state the results of the vote

(cf. 9323 - Meeting Conduct)

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board

2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information

3. Subject to Board approval, appointing and dissolving all committees

(cf. 9130 - Board Committees)

4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media

(cf. 1112 - Media Relations)

5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

~~\*\*\*Note: The following paragraph is optional. See CSBA's web site for information about CSBA's Board President's Workshop and other education opportunities that could assist board presidents in fulfilling their responsibilities, such as the Brown Act workshop, Annual Education Conference and Trade Show, and Masters in Governance program.\*\*\*~~

~~The president shall participate in the California School Boards Association's Board President's Workshop and other professional development opportunities to enhance his/her leadership skills.~~

(cf. 9240 - Board Training)

~~\*\*\*Note: Districts should select the appropriate option below.\*\*\*~~

OPTION 1: ~~When the president resigns or is absent, the clerk shall perform the president's duties. When both the president and clerk are absent, the Board shall choose a president pro tempore to perform the president's duties.~~

OPTION 2: ~~When the president resigns or is absent, the vice president shall perform the president's duties. When both the president and vice president are absent, the clerk shall perform the president's duties.~~

(cf. 9123 - Clerk)

Legal Reference:

EDUCATION CODE

35022 President of the board

35143 Annual organizational meetings; dates and notice

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

WEB SITES

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

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# CSBA Sample

## Board Bylaw

### Governing Board Elections

BB 9220

#### Board Bylaws

##### Board Member Qualifications

~~\*\*\*Note: Education Code 35107 and Elections Code 20 detail eligibility for Governing Board membership as specified below. In 81 Ops. Cal. Atty. Gen. 94 (1998), the Attorney General opined that the residency requirement in Education Code 35107 is a continuing requirement for holding the office during the entire term of the Board member.\*\*\*~~

~~\*\*\*Note: A person is ineligible to hold public office if he/she is not registered to vote. Elections Code 2201 lists the causes for cancelling an individual's voter registration and making him/her ineligible to hold public office, including, but not limited to, legally established mental incompetency, proof that the person is presently imprisoned or on parole for conviction of a felony, or official notification that the voter is registered to vote in another country or state.\*\*\*~~

Any person is eligible to be a member of the Governing Board, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or elected as a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

~~\*\*\*Note: Pursuant to Education Code 35107, a district employee elected to serve on the district Board must resign his/her employment before being sworn into office as a Board member.\*\*\*~~

~~\*\*\*Note: Pursuant to Education Code 1006, employees of a school district are eligible to run for the county board of education seat as long as their school district employer is not within the jurisdiction of the county board.\*\*\*~~

A district employee elected to the Board shall resign his/her employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

(cf. 9224 - Oath of Affirmation)

(cf. 9270 - Conflict of Interest)

~~\*\*\*Note: Note: The following paragraph is optional. See CSBA's web site for information/~~

~~about school board service that may be shared with candidates.\*\*\*~~

The Board encourages all candidates to become knowledgeable about the role of board members. The Superintendent or designee shall provide all candidates with information that will enable them to understand the responsibilities and expectations of being a Board member, including information regarding available workshops, seminars, and/or training. The Superintendent or designee shall provide all candidates with the county election official's contact information and general information about school programs, district operations, and Board responsibilities.

(cf. 9230 - Orientation)

(cf. 9240 - Board Training)

#### Consolidation of Elections

~~\*\*\*Note: The following optional section is for districts that currently hold their Board elections at a time that is not concurrent with municipal or statewide elections.\*\*\*~~

~~\*\*\*Note: Education Code 5000 and Elections Code 1302 require the regular election of Board members to be held on the first Tuesday after the first Monday in November of each odd-numbered year. However, in accordance with Elections Code 1302 and 10404.5, districts are authorized to request consolidation of their Board elections with the local municipal or state primary or general election by adopting a Board resolution and submitting it to the County Board of Supervisors for approval. Within 30 days following approval by the County Board of Supervisors, the elections official will notify all registered voters in the district of the change of election date.\*\*\*~~

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election in accordance with Elections Code 1302.

~~\*\*\*Note: Pursuant to Elections Code 14051-14052, as added by SB 415 (Ch. 235, Statutes of 2015), districts are required to hold elections concurrent with statewide elections if holding nonconcurrent elections has previously resulted in a "significant decrease" in voter turnout. Pursuant to Elections Code 14051, a significant decrease has occurred when voter turnout for a regularly scheduled election held on a nonconcurrent date is at least 25 percent less than the average local turnout for the previous four statewide general elections. A district that holds Board elections other than on a statewide elections date may only delay the consolidation may only delay the consolidation if, by January 1, 2018, it has adopted a plan to consolidate elections by November 8, 2022. It is recommended that districts with nonconcurrent elections review the voter turnout for their recent elections, consult with legal counsel, and, as necessary, prepare and approve a plan by January 1, 2018 to move their election to a statewide election date. For a further analysis of SB 415, see CSBA's Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections.\*\*\*~~

~~\*\*\*Note: Districts consolidating their elections due to low voter turnout should follow the procedures specified in Elections Code 1302, including the adoption of a Board resolution.\*\*\*~~

In addition, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections. The district shall move its election to the next state statewide election date, unless the Board has adopted a plan by January 1, 2018 to consolidate Board elections not later than the November 8, 2022 statewide general election. (Elections Code 14051, 14052)

In order to consolidate elections based on either circumstance described above, the Board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled district election. (Elections Code 10404.5)

Whenever a regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

(cf. 9110 - Terms of Office)

#### Elections Process and Procedures

~~\*\*\*Note: Pursuant to Education Code 5019, except in a school district governed by a board of education subject to a city or city and county charter, the county committee on school district organization is authorized to establish trustee areas, rearrange boundaries of trustee areas, increase, decrease, or abolish trustee areas, and recommend any of three alternate methods of electing Board members as specified below and in Education Code 5030. In addition, Education Code 5019 specifies that each county committee may approve or disapprove a proposal to decrease the membership of a board from five to three for any district whose average daily attendance during the preceding year was less than 300. A proposal for any of these purposes may be initiated by the county committee, by a petition filed by voters, or by the Board.\*\*\*~~

~~\*\*\*Note: Option 1 below is for districts that use the "by trustee area" method to elect Board members (i.e., voters in each trustee area elect the candidate to represent their area), Option 2 is for districts that use the "at-large" method (i.e., all voters cast ballots for all candidates within the district), and Option 3 is for districts that use the "from trustee area" or "hybrid" method (i.e., Board members must reside within designated trustee areas but are elected by voters throughout the district "at-large").\*\*\*~~

#### ~~OPTION 1: (Election by trustee area)~~

~~The district is divided into trustee areas and each trustee area shall be represented by a Board member who resides in and is elected by voters residing within that trustee area. Trustee areas shall be balanced by population as required by state and federal law.~~

~~Prior to March 1 following the year in which the results of each decennial federal census are released, the Board shall adjust the boundaries of the district's trustee areas based on population~~

figures as validated by the Population Research Unit of the Department of Finance. (Education Code 5019.5)

~~\*\*\*Note: Any district that selects Option 2 or 3 should ensure that its decision is consistent with Elections Code 14025-14032 (the California Voting Rights Act (CVRA)) which prohibits the use of the "at-large" voting method for elections within jurisdictions with a history of "racially polarized voting" (i.e., difference between voters of a protected class and voters in the rest of the jurisdiction in the choice of candidates preferred). Any district seeking more information about the CVRA and its possible effects should consult legal counsel.\*\*\*~~

#### ~~OPTION 2: (Election using "at-large" voting method)~~

Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.

~~\*\*\*Note: The extent, if any, to which a district using the "from trustee area/hybrid" method (Option 3) is required to balance its trustee areas by population is unclear; see Dusch v. Davis. Any district using Option 3 should consult with legal counsel regarding whether to balance its trustee areas by population.\*\*\*~~

#### ~~OPTION 3: (Election from trustee area/hybrid method)~~

~~Each Board member shall reside within the trustee area that he/she represents but shall be elected by all voters in the district.~~

~~\*\*\*Note: The remainder of this section is for districts using Option 2 or 3 and may be revised to reflect district practice. Such districts should periodically monitor the demographics within their geographical boundaries to ensure that no violation of the CVRA occurs. Any district found in violation of the CVRA could be held liable for attorneys' fees and legal costs. Elections Code 10010, as amended by AB 350 (Ch. 737, Statutes of 2016), requires that a prospective plaintiff send written notice to the district prior to filing a complaint alleging that the method of election violates the CVRA so that the district will have the chance to cure any potential violations before the commencement of litigation. Even if the district cures the alleged violations, it may be required to pay reasonable costs incurred in supporting the written notice.\*\*\*~~

To ensure ongoing compliance with the California Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.

~~\*\*\*Note: Converting from an "at-large" (Option 2) to a "by trustee area" (Option 1) voting method involves complex issues of law regarding matters such as the redrawing of maps, required approvals, and transition dates. Elections Code 10010, as amended by AB 350 (Ch. 737, Statutes of 2016), requires the Board to hold hearings before and after drawing maps of the proposed district boundaries to allow for public input. If Board members will be elected at~~



~~different times for staggered terms of office, hearings held after publishing the draft map(s) are required to include public input regarding the proposed sequence of elections. Any district that is considering switching to a "by trustee area" election method should consult legal counsel as necessary.\*\*\*~~

If the Board determines that a change is necessary, it shall hold public hearings in accordance with Elections Code 10100 before adopting a resolution at an open meeting specifying the change(s), and shall, in accordance with Education Code 5019, obtain approval from the county committee on school district organization having jurisdiction over the district.

(cf. 9320 - Meetings and Notices)

### Campaign Conduct

~~\*\*\*Note: Education Code 35177 has long authorized boards, by resolution, to limit campaign expenditures and/or contributions for candidates in board elections. However, in June 2006, the U.S. Supreme Court held in *Randall v. Sorrell* that limits on campaign expenditures are unconstitutional and violate a candidate's right to free speech. The court did hold that limits on contributions to candidates could be constitutional if such limits are not overly restrictive, allow candidates to compete in the race, and do not operate to protect incumbents. However, because Education Code 35177 provides no mechanism for the district to enforce any contribution limits set by the Board, such limits would be completely voluntary, and other candidates and/or the Board would have no recourse in the event of noncompliance by a candidate. It is strongly recommended that, before adopting voluntary contribution limits under the authority granted in Education Code 35177, the Board consult legal counsel in order to ensure that the district's limits satisfy legal restrictions.\*\*\*~~

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign donations, funding, and expenditures.

~~\*\*\*Note: The following paragraph is optional. Government Code 85300 generally prohibits the expenditure of public funds for the purpose of seeking elective office. However, as amended by SB 1107 (Ch. 837, Statutes of 2016), Government Code 85300 permits a candidate to expend or accept public funds for the purpose of seeking elective office if the Board establishes a dedicated fund for that purpose, provided that both (1) the public funds are available to all qualified, voluntarily participating candidates for the same office without regard to incumbency or political party preference, and (2) the Board has established criteria for determining a candidate's qualifications. For school board elections, candidate qualifications are specified in state law (see section "Board Member Qualifications" above), and districts should not establish additional qualification requirements. It is recommended that the district consult legal counsel when establishing a dedicated fund for those seeking election to the Board.\*\*\*~~

~~A Board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office. However, the district may establish a dedicated fund for those seeking election to the Board, provided that the funds are available to all candidates who are~~

qualified pursuant to Education Code 35107 without regard to incumbency or political preference. (~~Government Code 85300~~)

~~\*\*\*Note: Pursuant to Elections Code 20440, county election officials are required to present each candidate running for public office with a voluntary Code of Fair Campaign Practices for the candidate to sign. The pledge states the candidate's intent to conduct his/her campaign openly and fairly and provides that the candidate may not use or permit negative prejudice based on another candidate's race, religion, physical or mental disability, sex, gender, gender identity, gender expression, sexual orientation, or any other prohibited category of discrimination listed in Government Code 12940. Although neither the district nor opposing candidates have authority to enforce the pledge if it is violated, a candidate's signature is a matter of public record. The following optional paragraph expresses the Board's desire that candidates for Board membership sign and abide by the terms of the pledge.\*\*\*~~

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 9005 - Governance Standards)

#### Statement of Qualifications

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

(cf. 9223 - Filling Vacancies)

~~\*\*\*Note: Pursuant to Elections Code 13307, the candidate statement is limited to 200 words (Option 1 below), unless the Board has authorized an increase to a 400-word maximum (Option 2 below).\*\*\*~~

OPTION 1: Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

OPTION 2: Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 400 words. (Elections Code 13307)

~~\*\*\*Note: The following optional paragraph is for use by any district that authorizes electronic distribution of candidate statements in addition to or instead of the mailed voter's pamphlet. Pursuant to Elections Code 13307, a voter may receive by mail a voter's pamphlet that contains candidate statements or, when authorized by the elections official, may opt to obtain the voter's pamphlet and related materials electronically (i.e., from the elections official's web site or via email). If a candidate chooses to submit a statement for electronic distribution only, it will not appear in the mailed voter's pamphlet.\*\*\*~~

~~\*\*\*Note: When electronic distribution is authorized by the elections official, districts may choose, pursuant to Elections Code 13307, as amended by AB 2010 (Ch. 128, Statutes of 2016), whether or not to permit Board candidates to prepare a statement for electronic distribution. The following paragraph may be revised to reflect district practice.\*\*\*~~

When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

~~\*\*\*Note: Prior to the beginning of the nominating period, Elections Code 13307, as amended by AB 2010 (Ch. 128, Statutes of 2016), requires the Board to determine whether to have the district assume the costs of producing candidate statements or to charge candidates for the costs, regardless of whether the statements are for hard copy or electronic distribution. In 85 Ops. Cal. Atty. Gen. 49 (2002), the Attorney General opined that Elections Code 13307, which authorizes the district to pay for the distribution of candidate statements, does not conflict with Education Code 7054, which prohibits the use of district resources for campaign purposes. According to the Attorney General, distributing campaign statements cannot be considered campaigning for any particular candidate in a partisan manner so as to conflict with the Education Code prohibition.\*\*\*~~

~~\*\*\*Note: Option 1 below is for districts that assume the costs associated with producing candidate statements, and Option 2 is for districts that charge candidates for the costs. The following options may be revised to reflect the method of distribution (i.e., electronic and/or hard copy) used by the district.\*\*\*~~

~~OPTION 1: In order to help defray the costs of campaigning for the Board, the district shall pay the cost of printing, handling, translating, mailing, and/or electronically distributing candidate statements filed pursuant to Elections Code 13307.~~

~~OPTION 2: The district shall assume no part of the cost of printing, handling, translating, mailing, or electronically distributing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the hard copy and/or electronic voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.~~

Tie Votes in Board Member Elections

~~\*\*\*Note: Education Code 5016 requires the Board to decide, before conducting any election, whether a potential tie will be resolved by lot or by a runoff election. Option 1 provides for the use of lots to determine the winner in case of a tie in every election; Option 2 provides for a runoff election in every election, and Option 3 is for use by districts that will make this determination prior to each election.\*\*\*~~

~~\*\*\*Note: Education Code 5016 requires the County Superintendent of Schools to provide certification of a tie vote in an election to the district Board.\*\*\*~~

~~OPTION 1: Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)~~

~~OPTION 2: Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall schedule a runoff election in accordance with law. (Education Code 5016)~~

~~OPTION 3: Before each election, the Board shall decide whether to resolve a potential tie by lot or by a runoff election. If the Board has decided to resolve a tie by lot, the Board shall, immediately after the election, notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. If the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law. (Education Code 5016)~~

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office, county board of education

5000-5033 Elections

5220-5231 Elections

5300-5304 General provisions (conduct of elections)

5320-5329 Order and call of elections

5340-5345 Consolidation of elections

5360-5363 Election notice

5380 Compensation (of election officer)

5390 Qualifications of voters

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions

7054 Use of district property

35107 Eligibility; school district employees

35177 Campaign expenditures or contributions

35239 Compensation of governing board member of districts with less than 70 ADA  
ELECTIONS CODE

20 Public office eligibility

1302 Local elections, school district election

2201 Grounds for cancellation

4000-4008 Elections conducted wholly by mail

10010 District boundaries

10400-10418 Consolidation of elections

10509 Notice of election by secretary

10600-10604 School district elections

13307 Candidate's statement

13308 Candidate's statement contents

13309 Candidate's statement, indigence

14025-14032 California Voting Rights Act

14050-14057 California Voter Participation Rights Act

20440 Code of Fair Campaign Practices

GOVERNMENT CODE

1021 Conviction of crime

1097 Illegal participation in public contract

12940 Nondiscrimination, Fair Employment and Housing Act

81000-91014 Political Reform Act

PENAL CODE

68 Bribes

74 Acceptance of gratuity

424 Embezzlement and falsification of accounts by public officers

661 Removal for neglect or violation of official duty

CALIFORNIA CONSTITUTION

Article 2, Section 2 Voters, qualifications

Article 7, Section 7 Conflicting offices

Article 7, Section 8 Disqualification from office

UNITED STATES CODE, TITLE 52

10301-10508 Voting Rights Act

COURT DECISIONS

Rey v. Madera Unified School District, (2012) 203 Cal. App. 4th 1223

Randall v. Sorrell, (2006) 126 S.Ct. 2479

Sanchez v. City of Modesto, (2006) 145 Cal. App. 4th 660

Dusch v. Davis, (1967) 387 U.S. 112

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 49 (2002)

83 Ops.Cal.Atty.Gen. 181 (2000)

81 Ops.Cal.Atty.Gen. 94 (1998)

69 Ops.Cal.Atty.Gen. 290 (1986)

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections, January 2017

WEB SITES

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

California Secretary of State's Office: <http://www.sos.ca.gov>

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

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

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# CSBA Sample

## Board Bylaw

### Orientation

BB 9230

#### Board Bylaws

~~\*\*\*Note: The following optional bylaw may be revised to reflect district practice. In addition to providing new Governing Board members with information about district programs and operations, it is recommended that new Board members be provided information and professional development regarding the roles and responsibilities of the Board (see BB 9000 - Role of the Board) and professional governance standards agreed upon by the Board (see BB 9005 - Governance Standards). The provision of information to Board candidates regarding the district and/or Board responsibilities is addressed in BB 9220 - Governing Board Elections.\*\*\*~~

The Governing Board recognizes the importance of providing all newly elected or appointed Board members with support and information to assist them in becoming effective members of the Board. Incoming Board members shall be provided an orientation designed to build their knowledge of the district and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct.

(cf. 9000 - Role of the Board)

(cf. 9220 - Governing Board Elections)

(cf. 9223 - Filling Vacancies)

~~\*\*\*Note: Pursuant to Government Code 54952.2, if a majority of Board members congregate at the same time and location to hear or discuss matters within the jurisdiction of the Board, the meeting must be open to the public and proper notice provided; see BB 9320 - Meetings and Notices. The following optional paragraph provides for orientation meetings to be held with all members of the Board during a public Board meeting and may be revised to reflect district practice.\*\*\*~~

As early as possible following the election or appointment of Board members, one or more orientation sessions shall be held during open meeting(s) of the Board. The Board president and the Superintendent or designee shall develop an agenda for the meeting(s) and shall identify resources that may be useful for incoming Board members.

(cf. 9121 - President)

~~\*\*\*Note: The following optional paragraph may be revised to reflect district practice. Pursuant to Government Code 54952.7, the Board may require that a copy of the Brown Act be given to each member of the Board and any person elected to the Board who has not yet assumed the duties of office. Government Code 54952.1 states that persons elected to serve as Board~~

~~members, even if they have not yet assumed office, are subject to the requirements of the Brown Act as soon as they are elected.\*\*\*~~

Upon their election or appointment, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with district staff, members of the public, and the media; and publications on effective governance practices.

(cf. 1112 - Media Relations)  
(cf. 1160 - Political Processes)  
(cf. 9005 - Governance Standards)  
(cf. 9010 - Public Statements)  
(cf. 9011 - Disclosure of Confidential/Privileged Information)  
(cf. 9012 - Board Member Electronic Communications)  
(cf. 9200 - Limits of Board Member Authority)  
(cf. 9270 - Conflict of Interest)  
(cf. 9323 - Meeting Conduct)

In addition, the Superintendent or designee shall provide incoming Board members with specific background information regarding the district, including, but not limited to, the district's vision and goals statements, local control and accountability plan and other comprehensive plans, student demographic data, student achievement data, district policy manual, district budget, and minutes of recent open Board meetings.

(cf. 0000 - Vision)  
(cf. 0200 - Goals for the School District)  
(cf. 0400 - Comprehensive Plans)  
(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee may offer incoming Board members a tour of district schools and facilities, and may introduce them to district and school site administrators and other staff.

~~\*\*\*Note: See CSBA's web site for information about CSBA conferences and workshops that address the needs of new Board members, including its Orientation for New Trustees, Institute for New and First-Term Board Members, and other education opportunities related to governance basics.\*\*\*~~

~~\*\*\*Note: Pursuant to Government Code 54952.2, a "meeting" subject to Brown Act requirements does not include the attendance of a majority of the Board's members at a conference or similar public gathering, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the Board. See BB 9240 - Board Training and BB 9320 - Meetings and Notices.\*\*\*~~



Incoming members are encouraged, at district expense and with approval of the Board, to attend the California School Boards Association's Orientation for New Trustees, Institute for New and First-Term Board Members, and workshops and conferences relevant to the needs of the individual member, the Board as a whole, or the district.

(cf. 9240 - Board Training)

(cf. 9320 - Meetings and Notices)

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops

33362-33363 Reimbursement of expenses; board member or member-elect

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body

54952.2 Open meeting laws; posting agenda; board actions

54952.7 Copies of Brown Act to board members

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards for School Boards

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

WEB SITES

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

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# CSBA Sample

## Board Bylaw

### Board Self-Evaluation

BB 9400

#### Board Bylaws

~~\*\*\*Note: The following optional bylaw may be revised to reflect district practice.\*\*\*~~

The Governing Board shall annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that district governance effectively supports student achievement and the attainment of the district's vision and goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 2140 - Evaluation of the Superintendent)

The evaluation may address any area of Board responsibility, including, but not limited to, Board performance in relation to vision setting, curriculum, personnel, finance, policy development, collective bargaining, community relations, and advocacy. The evaluation may also address objectives related to Board meeting operations, relationships among Board members, relationship with the Superintendent, understanding of Board and Superintendent roles and responsibilities, communication skills, or other governance or boardsmanship skills.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

The Board shall evaluate itself as a whole. Individual Board members are also expected to use the evaluation process as an opportunity to assess and set goals for their own personal performance.

~~\*\*\*Note: CSBA offers an online self-evaluation tool which can be accessed and completed electronically through the CSBA web site. Electronically generated results identifying areas of strength and growth are available to the district within a few days of completion by all Governing Board members.\*\*\*~~

Each year, the Board, with assistance from the Superintendent, shall determine an evaluation method or instrument that measures key components of board responsibility and previously identified performance objectives. Visual and/or audio recordings of a Board meeting may only be used as an evaluation tool when consent is given by all Board members.

~~\*\*\*Note: Pursuant to Government Code 54962, the Board may hold a closed session only for purposes expressly authorized by the Brown Act (Government Code 54950-54963) or by a provision of the Education Code. Neither code authorizes closed session discussions for the~~

~~purpose of board self-evaluations; see BB 9321 - Closed Session Purposes and Agendas. Government Code 54957, which authorizes closed sessions for personnel matters such as evaluations, specifically excludes elected officers or members of a legislative body.\*\*\*.~~

Any discussion involving the Board's self-evaluation shall be conducted in open session.

~~\*\*\*Note: CSBA representatives are available to facilitate board self-evaluations and workshops that include the use of CSBA's self-evaluation tool. Boards that use a facilitator other than a CSBA representative should note that there is a proprietary right attached to CSBA's self-evaluation tool.\*\*\*~~

At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Superintendent or other individual(s) with pertinent information to provide input into the evaluation process.

Following the evaluation, the Board shall set goals, define and/or refine protocols, and establish priorities and objectives for the following year's evaluation. The Board shall also develop strategies for strengthening Board performance based on identified areas of need, including, but not limited to, Board trainings such as those offered by the California School Boards Association.

(cf. 9230 - Orientation)  
(cf. 9240 - Board Training)

Legal Reference:

GOVERNMENT CODE

54950-54963 Brown Act; board self-evaluations not covered

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards

Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014

WEB SITES

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

CSBA Board Self-Evaluation: <http://bse.csba.org>

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