

Business Services Handbook

August 2013

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Sacramento
City Unified
School District

A School Guide

[www.scusd.edu/About Us/Financial Presentations & Reports](http://www.scusd.edu/About%20Us/Financial%20Presentations%20&%20Reports)

Accounting

Associated Student Body (ASB) Funds

Principal Breakout Sessions
August 13, 2013

Amari Watkins
Accounting Services

- **Importance of ASB Accounting**
- **Authority, Purpose, and General Principles**
- **Principal's Responsibilities**
- **Management of ASB Funds**
- **Resources**

- **Total ASB Assets on 6/30/12: \$1,593,796**
- **Receipts in FY 2011-12: \$2.96 million**
 - Close to \$1.66 million at the six comprehensive high schools
- **Majority of receipts are cash**
 - Risk for fraud
 - Personal liability
 - Many individuals involved requires strong internal controls

- **Audit findings every year**
 - **Failure to maintain adequate documentation and oversight**
 - *Receipts lack supporting documentation*
 - e.g., No receipts issued or tally sheets maintained
 - *No evidence of review of financial statements or bank reconciliations*
 - *Disbursements not preapproved or lack supporting documentation*
 - **Don't be an Audit Exception**
 - *Reported by school name in the annual financial audit report presented to the District Governing Board and available to the public*

- **Defined by Education Code sections 48930 et seq and Board Policy 3452**
 - **A student body organization is not a political subdivision of the State and therefore does not have the status nor governmental immunity of a school district**
 - **District Governing Board serves as the controlling authority for Student Body, similar to other district funds**

- To promote the general welfare, morale, and educational experiences of the students

- **Funds must be used to promote and finance a program of worthwhile co-curricular activities BEYOND those provided by the District**
- **Fundraising projects must contribute to sound educational principles and must not be in conflict with the ideals of the educational program**
- **Funds must be expended for the benefit of those students currently enrolled who have contributed to the raising of the funds**
 - **Large reserves are discouraged**
- **Prior approval by the Student Governing Body must be obtained for both the raising and expenditure of funds**

- **Funds must be managed in accordance with sound business practices**
- **Competition with local business firms must be kept to a minimum**
- **Food sales on campus are limited, must not compete with the Nutrition Services program, and must meet nutritional requirements (Board Policy/Administrative Regulation 3554)**
- **ASB accounts are not a pass through for other funds or other organizations, including parent teacher groups and boosters**

- **Principals are directly responsible for the proper conduct of student body activities and financial affairs in accordance with the policies and procedures established by the State, the District Governing Board, the Superintendent, and Business Services**

- The principal has the following responsibilities:
 - *To inform and explain policies and procedures impacting the student body organization to the faculty and students*
 - *To ensure that a student council is established and that each club has a certificated advisor (applicable to organized ASB, grades 7-12)*
 - *To provide supervision to the school controller/bookkeeper*
 - *To review and approve the monthly bank reconciliations and the financial statements*

- **The principal has the following responsibilities (cont.):**
 - *To respond to the audits of student body funds*
 - *To replace funds spent improperly in one of the following ways:*
 - If the expenditure is a legal expenditure of the District, the school may use some of its District funds to reimburse the student body organization
 - If the expenditure is not a legal expenditure of the District, the Principal must reimburse the student body organization from their own personal funds
 - *To inform Accounting Services if a former principal authorized inappropriate expenditures*
 - *To obtain proper approval for fundraising events and disbursements*

- Signed disbursement requests
(Education Code section 48933 (b))
 - *The funds shall be expended subject to such procedure as may be established by the student body organization subject to the approval of each of the following three persons, which shall be obtained each time before any of the funds may be expended: an employee or official of the school district designated by the governing board, the certificated employee who is the designated adviser of the particular student body organization, and a representative of the particular student body organization*

- **Receipts**

- All money collected from any source must be substantiated by auditable records (receipts, ticket reconciliations, deposit forms, student lists, etc.)
 - *In auditing the funds and the related controls, auditors will want to determine whether all of the money deposited was all of the money that should have been deposited*
 - *Without appropriate documentation, there is uncertainty and potential for audit findings and fraud*

- **Receipts**

- Receipts should be issued or documentation created every time cash transfers custody
- Cash should always be counted in the presence of two people
 - *Each individual should document and sign off on the count*
 - *This control is for everyone's protection more than a means to mitigate fraud*
- Overages and shortages must be reported with as much detail as possible

- **Receipts**

- **Cash receipts should be deposited timely**
 - *If daily deposits are not feasible, money should be secured in a safe or other locked place*
 - *A district-wide courier schedule is being developed to eliminate staff transportation of funds to the bank*
 - More information will be distributed in the coming weeks regarding this new process

- **Disbursements**

- Disbursements must be supported by the appropriate documents and authorized by the required individuals
- Requests must be submitted for prior approval by the student body organization or principal
- Student Body is not obligated to pay for an expenditure ordered by a teacher, student, or other person who has not first received authorization in the form of an approved disbursement request/purchase order

- **Disbursements**

- Payments must be made only after evidence of receipt of goods/services, supported by invoices, using pre-numbered checks signed by two individuals
- Payments should never be made directly from receipts collected
- Gifts, donations, and cash awards are not allowable

- **Reconciliations and Financial Reports**
 - **Ensure an adequate separation of duties so that any one individual does not have responsibility for preparing the documents and reconciling the accounts without appropriate review and oversight**
 - **ASB financial reports should be reviewed by the principals and the clubs or classes**

- **Cash controls are designed to help protect all innocent parties from allegations of fraud as well as help identify who has committed fraud**
- **In addition to the controls mentioned previously:**
 - *Never leave money unattended*
 - *Always retain duplicate cash count forms for the club's records*
 - *Whenever possible, have two people transport deposits*
 - *Double check bank reconciliations, cancelled/cleared checks, and check endorsements*
 - *Compare the advisor's copies of club transactions with the financial reports*
 - *Empower your ASB bookkeeper to question incorrect deposits and improper authorizations for disbursement*

- **PRIOR District Approval Required**
 - **District Governing Board Approval**
 - *Equipment purchases*
 - Student body is responsible for repair, maintenance, upkeep, and insurance
 - *Responsibility for insurance is delegated to Business Services as a part of our overall insurance coverage, but paid for by ASB*
 - *Solicitation on school premises (Education Code section 51520, Board Policy/Administrative Regulation 1321)*
 - *Fundraising projects*
 - Require prior approval by Governing Board or designee (Education Code section 51521)

- **PRIOR District Approval Required**
 - **Accounting Department Approval**
 - *Establishment of bank accounts*
 - *Carryover greater than 20% of available balances*
 - **Facility Support Services (FSS) Approval**
 - *ASB funded facility improvements*
 - Must be coordinated and approved by FSS
 - **Contracts Office Approval**
 - *Contracts over \$5,000*

- **Student Body Employees and Independent Contractors**
 - Since the Student Body Fund is controlled by the District Governing Board, the District is the employer, not the student body organization
 - Individuals hired to perform work for the student body organization function under regulations, salary schedules and benefits, et cetera, that apply to all District employees and independent contractors

- **Illegal Fundraisers**
 - **California Penal Code prohibits lottery, games of chance, including BINGO, and other forms of gambling**

- **The above information only highlights the many requirements, procedures, and best practices related to ASB**
- **Our primary goal is to support you as a resource in this work**

- **Accounting Services**

- *Unorganized ASB – Elementary, Middle, and Small High Schools*

Elizabeth Arizanga ArizangE@scusd.edu 916-643-7877

- *Organized ASB – Comprehensive High and Adult Schools*

Lynne Geist Lynne-Geist@scusd.edu 916-643-7876

- *ASB Policy*

Amari Watkins Amari-Watkins@scusd.edu 916-643-7837

- **District Student Body Procedures Manual**

- **Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference, FCMAT, 2012**

<http://wwwstatic.kern.org/gems/fcmat/ASBManual2012finalinteractiv.pdf>

- Questions?
- Thank you for your time and effort

EDUCATION CODE

SECTION 48930-48938

48930. Any group of students may organize a student body association within the public schools with the approval and subject to the control and regulation of the governing board of the school district. Any such organization shall have as its purpose the conduct of activities on behalf of the students approved by the school authorities and not in conflict with the authority and responsibility of the public school officials. Any student body organization may be granted the use of school premises and properties without charge subject to such regulations as may be established by the governing board of the school district.

48931. The governing board of any school district or any county office of education may authorize any pupil or adult entity or organization to sell food on school premises, subject to policy and regulations of the State Board of Education. The State Board of Education shall develop policy and regulations for the sale of food by any pupil or adult entity or organization, or any combination thereof, which shall ensure optimum participation in the school district's or the county office of education's nonprofit food service programs and shall be in consideration of all programs approved by the governing board of any school district or any county office of education. The policy and regulations shall be effective the first of the month following adoption by the State Board of Education.

Nothing in this section shall be construed as exempting from the California Uniform Retail Food Facilities Law (Chapter 4 (commencing with Section 113700) of Part 7 of Division 104 of the Health and Safety Code), food sales that are authorized pursuant to this section and that would otherwise be subject to the California Uniform Retail Food Facilities Law.

48932. The governing board of any school district may authorize any organization composed entirely of pupils attending the schools of the district to maintain such activities, including fund-raising activities, as may be approved by the governing board.

The governing board of any school district may, by resolution, authorize any student body organization to conduct fund-raising activities on school property during school hours provided that the governing board has determined that such activities will not interfere with the normal conduct of the schools.

48933. (a) The funds of any student body organization established in the public schools of any school district shall, subject to approval of the governing board of the school district, be deposited or invested in one or more of the following ways:

(1) Deposits in a bank or banks, or other institution, whose accounts are federally insured.

(2) Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, provided those associations are doing business in this state and have their accounts insured by

the Federal Savings and Loan Insurance Corporation.

(3) Purchase of repurchase agreements issued by savings and loan associations or banks.

(4) Purchase of bonds, notes, bills, certificates, debentures, or any other obligations issued by the United States of America.

(5) Shares or certificates for funds received or any form of evidence of interest or indebtedness issued by any credit union in this state, organized under the provisions of Division 5 (commencing with Section 14000) of the Financial Code or the statutes of the United States relating to credit unions insured by the administrator of the National Credit Union Administration or a comparable agency as provided by a state government.

(b) The funds shall be expended subject to such procedure as may be established by the student body organization subject to the approval of each of the following three persons, which shall be obtained each time before any of the funds may be expended: an employee or official of the school district designated by the governing board, the certificated employee who is the designated adviser of the particular student body organization, and a representative of the particular student body organization.

48934. The funds of a student body organization established in the public schools for kindergarten and grades 1 to 6, inclusive, of any school district maintaining kindergarten and grades 1 to 6, inclusive, may be used to finance activities for noninstructional periods or to augment or to enrich the programs provided by the district.

48936. In addition to deposit or investment pursuant to Section 48933, the funds of a student body organization may be loaned or invested in any of the following ways:

(a) Loans, with or without interest, to any student body organization established in another school of the district for a period not to exceed three years.

(b) Invest money in permanent improvements to any school district property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where such facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when such improvements are for the benefit of the student body. Such investment shall be made on condition that the principal amount of the investment plus a reasonable amount of interest thereon shall be returned to the student body organization as provided herein. Any school district approving such an investment shall establish a special fund in which moneys derived from the rental of school district property to student body organizations shall be deposited. Moneys shall be returned to the student body organization as contemplated by this section exclusively from such special fund and only to the extent that there are moneys in such special fund. Whenever there are no outstanding obligations against the special fund, all moneys therein may be transferred to the general fund of the school district by action of the local governing board.

Two or more student body organizations of the same school district may join together in making such investments in the same manner as is authorized herein for a single student body. Nothing herein shall be construed so as to limit the discretion of the local governing board in charging rental for use of school district property by student body organizations as provided in Section 48930.

48937. The governing board of any school district shall provide for the supervision of all funds raised by any student body or student organization using the name of the school.

The cost of supervision may constitute a proper charge against the funds of the district.

The governing board of a school district may also provide for a continuing audit of student body funds with school district personnel.

48938. In schools or classes for adults, regional occupational centers or programs, or in elementary, continuation, or special education schools in which the student body is not organized, the governing board may appoint an employee or official to act as trustee for student body funds and to receive these funds in accordance with procedures established by the board. These funds shall be deposited in a bank, a savings and loan association, a credit union, or any combination of these financial institutions, approved by the board and shall be expended subject to the approval of the appointed employee or official and also subject to the procedure that may be established by the board.

Sacramento City USD | BP 3452 Business and Noninstructional Operations

Student Activity Funds

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the district. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

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

(cf. 3554 - Other Food Sales)

Student funds shall be managed in accordance with sound business procedures, documented in the district's Student Body Procedures Manual, designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

With Governing Board approval, student funds shall be held or invested in one of the ways allowed by law. (Education Codes 48933, 48936)

Student funds shall be disbursed according to procedures established by the district's Student Body Procedures Manual.

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The Superintendent or designee shall periodically review the organizations' general financial structures and accounting procedures.

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. Auditing cost shall be paid from district funds. (Education Code 41020)

Legal Reference:

EDUCATION CODE

41020 Requirement for annual audit

48930-48938 Student body organization

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

revised: November 5, 2001

Sacramento City USD | 3000 | BP 3554 Business and Noninstructional Operations

Other Food Sales

The sale of food items and beverages outside the district's food services program, including, but not limited to sales by student or adult organizations, sales through vending machines and/or sales at secondary school student stores for fundraising purposes shall meet nutritional standards specified in law, Governing Board policy and administrative regulations and shall not impair student participation in the district's food service program nor be sold in food service areas during breakfast and lunch periods.

(cf. 3550 - Food Service/Child Nutrition Program)

Sanitation and safety procedures shall comply with the requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455.

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3553 - Free and Reduced Price Meals)

Food sales are prohibited one-half hour before school begins until one-half hour after school ends, unless the organization is legally organized as a nonpartisan, charitable organization, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved in accordance with Board policy. (Education Code 51520)

(cf. 1230 - School-Connected Organizations)

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

The district will encourage and support healthy eating habits by providing balanced, appealing, and nutritious foods and beverages at every site based on recommendations of the nutrition task force.

Legal Reference:

EDUCATION CODE

38085 Sale of specified food items

48931 Authorization and sale of food

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

51520 School premises; prohibited solicitations

CODE OF REGULATIONS, TITLE 5

15500 Food sales in elementary schools

15501 Sales in high schools and junior high schools

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

HEALTH AND SAFETY CODE

113700-114455 California Uniform Retail Food Facilities Law, including:

114200-114245 Vending machines

UNITED STATES CODE, TITLE 42

1751-1769h National School Lunch Act

1771-1791 Child Nutrition

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

Healthy Food Policy Resource Guide, 2003

CDC PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide for Elementary and Middle/High Schools, 2000

NASBE PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

USDA PUBLICATIONS

Team Nutrition, Food and Nutrition Services, Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

FCMAT PUBLICATIONS

Associated Student Body Accounting Manual and Desk Reference, 2002

WEB SITES

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

CDE, Nutrition Services Division/SHAPE California: <http://www.cde.ca.gov/nsd>

California Project LEAN (Leaders Encouraging Activity and Nutrition): <http://www.californiaprojectlean.org>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

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

California Association of School Business Officials: <http://www.casbo.org>

National School Boards Association: <http://www.schoolhealth@nsba.org>

National Association of State Boards of Education (NASBE): <http://www.boards@nasbe.org>

US Dept. of Agriculture, Food and Nutrition Information Center (FNIC): <http://www.nal.usda.gov/fnic>

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

approved: August 5, 2004

Sacramento City USD | 3000 | AR 3554 Business and Noninstructional Operations

Other Food Sales

Effective July 1, 2004, the Superintendent or designee shall ensure that all beverage and food sales held by school-related groups, including but not limited to students, teachers, parents/guardians and booster groups, at least one-half hour before school begins until one-half hour after school ends--shall be in compliance with state and federal regulations and the nutrition standards set forth by Administrative Regulations 3554. This includes but is not limited to the student stores, al-la-carte sales, snack bars, fundraisers, and vending machines.

Such food sales shall not impair student participation in the district's food service program. The sale of foods during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school food service program, or the student organization(s) sponsoring the sale. (7 CFR 210.11, 220.12)

The Child Nutrition and Physical Activity Advisory Committee (CNPAAC) will annually review district nutritional standards; update the list of pre-approved foods and beverages; and provide the approved list to schools.

(cf. 1230 - School-Connected Organizations)

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

(cf. 3550 - Food Service/Child Nutrition Program)

Elementary School Nutritional Standards

Elementary school nutritional standards are as follows:

1. Promote fruit and vegetables and make them available at all locations where food is sold.
2. Sell foods that meet the following standards for fat and sugar:
 - a. Total calories from fat shall not exceed 35 percent per food item, excluding nuts or seeds
 - b. Total calories from fat shall not to exceed 10 percent per food item
 - c. Total sugar by weight shall not exceed 35 percent per food item, excluding fruits or vegetables
3. Ensure that portion sizes of entrees and side dishes offered for sale meet National School Lunch and School Breakfast guidelines.
4. The approved list of beverages sold at schools include:
 - a. Water
 - b. Milk--Not to exceed 1% fat except in special childcare programs.
 - c. Fruit and Vegetable Juice
 - (1) 50%-100% strength fruit and/or vegetable juice
 - (2) Not to exceed 12-ounce servings

(3) No added sweetener

Elementary School Fundraising

An elementary school may permit the sale of food and beverage items that do not meet the standards recommended above only if the items are sold by students of the school and the sale of food items takes place off school premises or takes place at least one-half hour before the beginning of the school day and/or one-half hour after the end of the school day. (Education Code 49431)

In addition, up to a maximum of four days per school per year, an elementary school may designate organizations to conduct the sale of any food and beverage items that do not meet the standards recommended above. (5CCR 15500)

Middle School Nutritional Standards

Middle school nutritional standards are as follows:

1. Promote fruit and vegetables and make them available at all locations where food is sold.
2. Sell foods that meet the following standards for fat and sugar:
 - a. Total calories from fat shall not exceed 35 percent per food item, excluding nuts or seeds
 - b. Total calories from fat shall not to exceed 10 percent per food item
 - c. Total sugar by weight shall not exceed 35 percent per food item, excluding fruits or vegetables
3. Ensure that portion sizes of entrees and side dishes offered for sale meet National School Lunch and School Breakfast guidelines.
4. The approved list of beverages sold at schools include:
 - a. Water
 - b. Milk--Not to exceed 1% fat except in special childcare programs.
 - c. Fruit and Vegetable Juice
 - (1) 50%-100% strength fruit and/or vegetable juice
 - (2) Not to exceed 12-ounce servings
 - (3) No added sweetener
 - d. Electrolyte replacement beverages shall also meet these nutritional standards:
 - (1) Not to exceed 42 grams of added sweetener per 20-ounce serving
 - (2) Not to exceed 20-ounce servings

Middle School Fundraising

A middle school may permit the sale of food and beverage items that do not meet the standards recommended above if the sale occurs during a school-sponsored event and takes place at the location of the event at least one-half hour before the beginning of the school day and/or one-half hour after the end of the school day.

A middle school may permit the sale of food and beverage items in vending machines, student stores, cafeterias and other venues that do not meet the standards above if the sale occurs at least one-half hour before the beginning of the school day and/or one-half hour after the end of the school day. (Education Code 49431)

In the middle schools, only one organization each school day may sell no more than three types of food or beverage items that do not meet the above nutritional standards from one-half hour before school begins until one-half hour after school ends. In addition, up to four days during the school year may be designated on which organizations may conduct the sale of any food and beverage items. (5 CCR 15501)

High School Nutritional Standards

High school nutritional standards are as follows:

1. Promote fruit and vegetables and make them available at all locations where food is sold.
2. Sell foods that meet the following standards for fat and sugar:
 - a. Total calories from fat shall not exceed 35 percent per food item, excluding nuts or seeds
 - b. Total calories from fat shall not to exceed 10 percent per food item
 - c. Total sugar by weight shall not exceed 35 percent per food item, excluding fruits or vegetables
3. Ensure that portion sizes of entrees and side dishes offered for sale meet National School Lunch and School Breakfast guidelines.
4. The approved list of beverages sold at schools include:
 - a. Water
 - b. Milk--Not to exceed 1% fat except in special childcare programs.
 - c. Fruit & Vegetable Juice
 - (1) 50%-100% strength fruit and/or vegetable juice
 - (2) Not to exceed 12-ounce servings
 - (3) No added sweetener
 - d. Electrolyte replacement beverages shall also meet these nutritional standards:
 - (1) Not to exceed 42 grams of added sweetener per 20-ounce serving
 - (2) Not to exceed 20-ounce servings

All high schools will be required to incrementally reduce the amount of foods and beverages that do not meet the above nutritional standards sold from one-half hour before the school day begins until one-half hour after the school day ends by 40% each year over a period of 2 years. At the end of two years, 80% of the foods and beverages sold will comply with the High School Nutritional Standards.

High School Fundraising

A high school may permit the sale of food and beverage items that do not meet the above standards if the sale occurs during a school-sponsored event and takes place at the location of the event at least one-half hour before the beginning of the school day and/or one-half hour after the end of the school day.

A high school may permit the sale of food and beverage items in vending machines, student stores, cafeterias and other venues that do not meet the above standards if the sale occurs at least one-half hour before the beginning of the school day and/or one-half hour after the end of the school day. (Education Code 49431)

In high schools, only one organization each school day may sell no more than three types of food or beverage items that do not meet the above nutritional standards from one-half hour before school begins until one-half hour after school ends. In addition, up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food and beverage items. (5 CCR 15501)

Regulation SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

approved: November 16, 1998 Sacramento, California

approved: August 5, 2004

Sacramento City USD | 3000 | E 3554 Business and Noninstructional Operations

Other Food Sales

EDUCATION CODE 39876

SALE OF SPECIFIED FOOD ITEMS

Other than foods reimbursed under 42 USC 1751 et seq. and 42 USC 1771 et seq., a minimum of 50 percent of the items offered for sale each school day at any school site by any entity or organization during regular school hours shall be selected from the following list:

1. Milk and dairy products, including cheese, yogurt, frozen yogurt and ice cream
2. Full-strength fruit and vegetable juices and fruit drinks containing 50 percent or more full-strength fruit juice, and fruit nectars containing 35 percent or more full-strength fruit juice
3. Fresh, frozen, canned and dried fruits and vegetables
4. Nuts, seeds and nut butters
5. Nonconfection grain products, as defined by regulation of the United States Food and Drug Administration, including crackers, bread sticks, tortillas, pizza, pretzels, bagels, muffins and popcorn
6. Meat, poultry and fish, and their products, including beef jerky, tacos, meat turnovers, pizza, chili and sandwiches
7. Legumes and legume products, including bean burritos, chili beans, bean dip, roasted soy beans and soups
8. Any foods which would qualify as one of the required food components of the Type A lunch which is defined in and reimbursable under the National School Lunch Act (42 USC 1751 et seq.)

For the purposes of this section, "item" shall be defined as each separate kind of food offered for sale as a separate unit.

Exhibit SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

version: June 11, 2002 Sacramento, California

CODE OF FEDERAL REGULATIONS, TITLE 7

APPENDIX B TO PART 210

Categories of Foods of Minimal Nutritional Value

1. Soda Water: A class of beverages made by absorbing carbon dioxide in potable water. The amount of carbon dioxide used is not less than that which will be absorbed by the beverage at a pressure of one atmosphere and at a temperature of 60 degrees Fahrenheit. It either contains no alcohol or only such alcohol, not in excess of 0.5 percent by weight of the finished beverage, as is contributed by the flavoring ingredient used. No product shall be excluded from this definition because it contains artificial sweeteners or discrete nutrients added to the food such as vitamins, minerals and protein.

2. Water Ices: As defined by 21 CFR 135.160 Food and Drug Administration Regulations except that water ices which contain fruit or fruit juices are not included in this definition
3. Chewing Gum: Flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing
4. Certain Candies: Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:
 - a. Hard Candy: A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops
 - b. Jellies and Gums: A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit- flavored slices
 - c. Marshmallow Candies: An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added
 - d. Fondant: A product consisting of microscopic-sized sugar crystals which are separated by a thin film of sugar and/or invert sugar in solution, such as candy corn or soft mints
 - e. Licorice: A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root
 - f. Spun Candy: A product that is made from sugar that has been boiled at high temperature and spun at a high speed on a special machine
 - g. Candy Coated Popcorn: Popcorn which is coated with a mixture made predominantly from sugar and corn syrup

Exhibit SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

version: June 11, 2002 Sacramento, California

CODE OF REGULATIONS, TITLE 5

FOOD SALES BY STUDENT ORGANIZATIONS

15500. Food Sales in Elementary Schools

(a) Except as provided in subsection (b) and Section 15501, no school providing kindergarten or any grades one through eight shall permit the sale of food by pupil organizations if such school is participating in the National School Lunch, School Breakfast or Food Distribution program.

(b) The Governing Board of a school district or a County Superintendent of Schools may permit a student organization to sell not more than one food item per sale when all of the following conditions are met:

(1) The specific nutritious food item is approved by the Governing Board.

- (2) The food sales do not begin until after the close of the regularly scheduled midday food service period.
- (3) The sales during the regular school day are not of food items prepared on the premises.
- (4) There are no more than four such sales per year per school.
- (5) The food item sold is a dessert type food, such as pastry, ice cream or fruit.
- (6) The food item sold is not one sold in the food service program at that school during that school day.

15501. Sales in High Schools and Junior High Schools

The Governing Board of any district or a County Superintendent of Schools maintaining a high school or a junior high school may permit an organization consisting solely of pupils of such school to sell food items during or after the regular school day if the following conditions are met:

- (a) The specific nutritious food items are approved by the Governing Board.
- (b) A student organization or organizations may be approved to sell food anytime during the school day, including the regularly scheduled food service period(s), as provided in (1) and/or (2):
 - (1) Only one such organization each school day selling no more than three types of food or beverage items such as confections, popcorn, nuts, fruit or soft drinks; and/or
 - (2) Any one or more student organizations may conduct no more than four food sales of any food items during a school year in each school, but such sales shall be held on the same four days for any or all organizations.
- (c) The sales during the regular school day are not of food prepared on the premises.
- (d) The food items sold during the regular school day are not those sold by the district in the food service program at that school during that school day.

Exhibit SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

version: June 11, 2002 Sacramento, California

EDUCATION CODE

SECTION 51520-51521

51520. (a) During school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute to the funds of, to become members of, or to work for, any organization not directly under the control of the school authorities, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an act of Congress or under the laws of the state, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved by the county board of education or by the governing board of the school district in which the school is located.

(b) A licensed dentist who provides voluntary dental health screening programs for pupils on school premises, shall not solicit a pupil, or the pupil's parent or guardian, or encourage, or advise treatment or consultation for the pupil by the licensed dentist, or any entity in which the licensed dentist has a financial interest, for any condition discovered in the course of the dental health screening. It is the intent of the Legislature that no licensed dentist use voluntary dental health screening programs for the generation of referrals or for financial benefit. The Legislature does not intend to deny or limit freedom of choice in the selection of an appropriate dental provider for treatment or consultation.

(c) A licensed optometrist who provides voluntary vision testing programs for pupils on school premises, shall not solicit a pupil, or the pupil's parent or guardian, or encourage, or advise treatment or consultation for the pupil by the licensed optometrist, or any entity in which the licensed optometrist has a financial interest, for any condition discovered in the course of the vision testing. It is the intent of the Legislature that no licensed optometrist use voluntary vision testing programs for the generation of referrals or for financial benefit. The Legislature does not intend to deny freedom of choice in the selection of an appropriate vision care provider for treatment or consultation.

(d) Nothing in this section shall be construed as prohibiting the solicitation of pupils of the public school on school premises by pupils of that school for any otherwise lawful purpose.

51521. No person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.

The prohibitions of this section shall not apply with respect to any solicitation or contribution the total proceeds of which are delivered to a public school, nor to a solicitation of a transfer to be effected by a testamentary act.

Sacramento City USD | 1000 | BP 1321 Community Relations

Solicitation Of Funds From And By Students

Schools should encourage an adult to accompany students going door-to-door soliciting on behalf of a district or school for fund raising or other purposes.

Solicitations on Behalf of Charitable Organizations

The Governing Board recognizes that participation in fund-raising for nonprofit, nonpartisan charitable organizations can help students develop a sense of social responsibility.

When approved in advance by the Board, funds may be solicited or materials distributed for those nonprofit, nonpartisan organizations that are properly chartered or licensed by state or federal law. (Education Code 51520)

Solicitations on Behalf of the School

With the approval of the Superintendent or designee, official school-related organizations may organize fund-raising events involving students.

(cf. 1230 - School-Connected Organizations)

All Solicitations

Whether solicitations are made on behalf of the school or on behalf of another charitable organization, the Board particularly desires that no students shall be made to feel uncomfortable or pressured to provide funds. Staff is expected to emphasize the fact that donations are always voluntary. No students shall be barred from an activity because they did not participate in fund-raising.

Legal Reference:

EDUCATION CODE

51520 Prohibited solicitations on school premises (except such nonpartisan, charitable organizations as approved by the governing board)

51521 Unlawful solicitations of contribution or purchase of personal property for benefit of public school or student body; exception

BUSINESS AND PROFESSIONS CODE

17510-17510.7 Charitable solicitations

REVENUE AND TAX CODE

6361 Sales tax exemption for certain sales

CODE OF REGULATIONS, TITLE 8

11706 Dangerous activities and occupations

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

revised: November 5, 2001

Sacramento City USD | 1000 | AR 1321 Community Relations

Solicitation Of Funds From And By Students

All selling or soliciting activities must be approved at least 15 days before the activity. If the event involves a contract with a commercial vendor, the contract shall be reviewed by the Superintendent or designee.

In order to minimize interruptions to regularly scheduled instruction, staff shall limit fund-raising activities to appropriate time periods designated by the principal.

(cf. 6116 - Classroom Interruptions)

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses, whatever the outcome of the solicitation may be.

Door-to-Door Sales

The California Code of Regulations, Title 8, Section 11706 allows minors under 16 to engage in door-to-door sales only under the following conditions:

1. The minors must work in pairs, as a team, on the same or opposite side of the street.
2. The minors must be supervised by an adult, with one adult for every crew of 10 or fewer minors.
3. The minors must be within the sight or sound of their adult supervisor at least once every 15 minutes.
4. The minors must be returned to their respective homes or meeting places after each day's work.

Letters sent to parents/guardians regarding such activities may include the following additional suggestions:

1. Students should not be out after dark selling or soliciting funds for school activities.
2. Students are not to sell or solicit funds outside of their immediate neighborhood.

Regulation SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

approved: November 16, 1998 Sacramento, California

reviewed: June 11, 2002

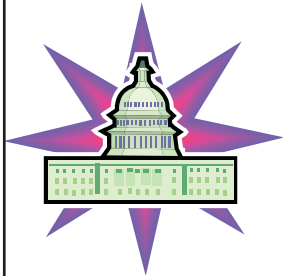
Budget



Understanding SACS Reports and Compliance -

Sponsored by
Budget Services
August 13, 2013

1

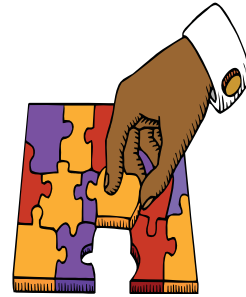


- What is Standardized Account Code Structure (SACS)?
- Why do we use SACS?

2

SACS Components or “Code String”

- AA-BBBB-C-DDDD-EE-FFFF-GGGG-HHH-IIII-JJJ
- A - Fund – 2 digit
- B - Resource – 4 digit
- C - Project Year – 1 digit
- D - Object – 4 digit
- E - Unit – 2 digit
- F - Goal – 4 digit
- G - Function – 4 digit
- H - Responsibility – 3 digit
- I - Location – 4 digit
- J - Reserved for Future use – 3 digit
- 31 Digits, 10 fields (columns)
- All are important; RESOURCE and OBJECT will be the focus



3

Fund

- The Fund is an accounting entity with a self-balancing set of accounts recording financial resources and liabilities
- It is like a separate banking account
 - The **General Fund** (01) is used for school site revenue and expenses
 - The **Charter Fund** (09) is used for dependent charter school site revenue and expenditures



4

Resource

- The Resource tracks revenues that have restrictions on how funds are to be spent
 - Also tracks activities that have financial reporting requirements.
- Separates Restricted from Unrestricted funds
 - Restricted funds have “strings attached”
 - Must be spent according to certain criteria or “rules”
 - Unrestricted may be spent on general expenses
- Unrestricted resources are numbered 0000-0999
- Unrestricted resources that require reporting or special reporting are numbered 1000-1999
- Restricted resources are 2000-9999
 - Also called “categorical”



5

Object

Classifies expenditures by items purchased or services obtained:

- 1000 -1999 = Certificated Salaries
- 2000-2999 = Classified Salaries
- 3000-3999 = Employee Benefits
- 4000-4999 = Books and Supplies
- 5000-5999 = Services and Other Operating Expenses
- 6000-6999 = Capital Outlay (Above \$5,000 per item)



Object codes identify expenditure **accounts**

6

Other Components in the “Code String”

Used to provide more information:

- Unit – identifies the bargaining unit
- Goal – defines instructional setting or population
- Function – defines type of activity
- Responsibility – defines the administrator that is responsible for these funds
- Location – Designates a specific physical school structure or department



Function Code 2495 = Parent Participation

7

SACS/Escape Reports

Column Headings:

Adopted Budget

As approved by the Board by June 30 and does not change.

Revised Budget

Budget at the time the report is run (this column will constantly change).

Encumbrances

“Promises” to pay for salary or other commitments (they cease to be encumbrances when paid and become expenditures).

8

SACS/Escape Reports

Column Headings continued:

Expenditure

Actual payments and charges incurred.

Account Balance

Revised budget minus encumbrances minus expenditure. Available funds to spend as of a specific period in time.

→May see negative amounts - don't panic!

9

Report Sample

- Account Component Summary Balance – Fiscal16

Balances through June		Fiscal16a Account Component Summary-Balance					Fiscal Year 2011/12
Resource	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance	
0000	Unresd NR	3,094,327.00	3,094,327.00	2,437,535.13	692,294.67	35,502.50-	
0002	ARTMUSICIT				780.71	780.71-	
0054	SCHLIMPROV		33.00		414.30	381.30-	
0055	DISCR B- SCH		28.00		238.30	208.30-	
0812	Donations		8.85			8.85-	
3010	JASATLow	136,911.00	152,525.00	104,347.13	33,673.06	14,504.81	
3011	NCLB-ARRA T I		3,693.00	3,590.84	1,491.14	1,368.96-	
3017	JASATLow		3,500.00			2,500.00	
6286	ELLStrfr		20,545.00			20,545.00	
6500	SpecialEd	95,993.00	95,993.00	86,249.97	10,342.78	599.75-	
7060	EIA	133,190.00	172,152.00	80,869.90	23,413.09	67,769.01	
7061	EIA-LEP	82,408.00	122,495.00	58,116.33	27,341.62	37,036.15	
Total for Org 097 and Expense accounts		3,542,830.00	3,664,295.85	2,770,808.30	789,967.82	103,503.93	

Selection Filtered by User Permissions (Org = 97, Online/Offline = N, Fiscal Year = 2012, Period = 12, Unposted JEY = N, Assets and Liabilities? = N, Revised Accts? = Y, Fund = 01, Object = 1-7, Location = 0104, SACS? = N, Page Break? = N, Cnly Dgts = 0).

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Report Sample

- Account Summary by Object Balance – Fiscal02

Fiscal02a		Account Summary by Object-Balance				
Balances through June		Fiscal Year 2011/12				
Fd- Rse- Y- Obj I - Uk - Desc - Func- Rsp- Loca- Typ	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General						
01- 2010- 0- 4310- 00- 1110- 1000- 121- 0104- 000	InstMatls, RglEdK12, Instr	9,880.00	17,581.50	5,547.38	1,356.56	10,677.56
01- 3010- 0- 4320- 00- 0000- 2485- 121- 0104- 000	NoninstMat, Undistrib, Pa	700.00	700.00	387.90		312.10
01- 3010- 0- 5230- 00- 1110- 2140- 121- 0104- 000	Travel, RglEdK12, Instrat	2,000.00	2,000.00			2,000.00
01- 3010- 0- 5810- 00- 1110- 1000- 121- 0104- 000	EquipMnt, RglEdK12, Instru	1,800.00	1,800.00	2,580.00		680.00
01- 3010- 0- 5690- 00- 1110- 1000- 121- 0104- 000	OffCont, RglEdK12, Instru		212.50		212.50	
01- 3010- 0- 5745- 00- 0000- 2485- 121- 0104- 000	DuplIncs, Unsubs, Para	869.00	869.00			716.56
01- 3010- 0- 5745- 00- 1110- 1000- 121- 0104- 000	DuplIncs, RglEdK12, Instru		7,700.00		7,691.89	8.11
01- 3010- 0- 5690- 00- 0000- 2485- 121- 0104- 000	OffCont, Undistrib, Para	700.00	700.00			700.00
01- 3010- 0- 5810- 00- 0000- 2485- 121- 0104- 000	TolxFees, Undistrib, Para	900.00	900.00			900.00
01- 3010- 0- 5011- 00- 0000- 2485- 121- 0104- 000	Postage, Undistrib, Para	908.00	908.00			908.00
01- 3010- 0- 5011- 00- 0000- 2700- 121- 0104- 000	Postage, Undistrib, School			300.00		300.00
Total for Org 097, Fund 01 and Expense Accounts		17,857.00	33,471.00	8,915.28	9,413.39	15,242.33

selection

Grouped by Account Type, Filtered by User Permissions, and (Org = 97, Online/Offline = N, Fiscal Year = 2012, Unposted JE's? = N, Assets and Liabilities? = N, Restricted? = Y, Fund = 01, Object = 4310, Resource = 3010, Location = 0104, Object Digits = 0, Page Break Lvl = 1)

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Report Sample

- Account Balance Transaction Detail by Object – Fiscal03

Fiscal03a				Account Transaction Detail by Object-Balance					
Detail for Dates 07/01/2011 to 06/30/2012				Fiscal Year 2011/12					
Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General									
01-3010-0-4310-00-1110-1000-121-0104-000	InstMatls, RglEdK12, Instr								
	BA12-00001	Model OB12-08 Fund 01 Adopted	07/01/11		9,880.00	9,880.00			9,880.00
CH13-00179	U S BANK/SCUSD	EN12-01162	INSTRUCTIONAL SUPPLIES	07/01/11			5,000.00		4,880.00
P12-00235	SCHOLASTIC INC/SUB	EN12-01244	SCHOLASTIC NEWS - GRADE 1	07/01/11			131.87		4,748.33
P12-00221	PRENTICE HALL SCHC	EN12-01262	D'NEALIAN HANDWRITING GRA1	07/01/11			1,057.21		3,691.12
P11-05452	KAPLAN EARLY LEARN	EN12-02301	Year End Closing	07/01/11			38.18		3,651.94
P11-05528	U S BANK/SCUSD	EN12-02307	Year End Closing	07/01/11			7.62		3,644.12
P11-04786	BORDERS BOOKS/ANE	EN12-02316	Year End Closing	07/01/11			66.98		3,577.14
P11-04754	BARNES & NOBLE BOX	EN12-02321	Year End Closing	07/01/11			79.87		3,477.47
P11-06069	U S BANK/SCUSD	EN12-02443	Year End Closing	07/01/11			116.10		3,356.37
P11-06069	U S BANK/SCUSD	EN12-03041	DOT-TO-DOT SUPER CHALLENGE	07/15/11			1.04		3,360.41
P12-00235	SCHOLASTIC INC/SUB	EN12-04023	SCHOLASTIC NEWS - GRADE 1	07/26/11			8.58		3,351.83
P11-05452	KAPLAN EARLY LEARN	AN12-00050		08/01/11				94.	3,352.77
P11-05452	KAPLAN EARLY LEARN	EN12-04147	5TH GRADE SCIENCE/MATH	08/01/11			39.18		3,391.85
P11-05452	KAPLAN EARLY LEARN	EX12-02052	5TH GRADE SCIENCE/MATH	08/01/11				30.71	3,361.24
P12-00235	SCHOLASTIC INC/SUB	EN12-04456	SCHOLASTIC NEWS - GRADE 1	08/04/11			140.25		3,501.49
P12-00235	SCHOLASTIC INC/SUB	EX12-02275	SCHOLASTIC NEWS - GRADE 1	08/04/11				140.25	3,361.24
P12-00221	PRENTICE HALL SCHC	EN12-06189	D'NEALIAN HANDWRITING GRA1	08/16/11			1,057.21		4,418.45
P12-00221	PRENTICE HALL SCHC	EX12-04519	D'NEALIAN HANDWRITING GRA1	08/16/11				1,054.49	3,363.96
	BT12-00281	TRANSFER FUNDS	08/25/11				212.50		3,151.46
P11-04786	BORDERS BOOKS/ANE	EN12-08124	5TH GRADE BOOKS	09/02/11				78.01	3,229.47
P11-04754	BARNES & NOBLE BOX	EN12-08132	1ST GRADE SUPPLEMENTAL M	09/02/11				78.01	3,308.28
P11-04786	BORDERS BOOKS/ANE	EX12-05724	5TH GRADE BOOKS	09/02/11				78.01	3,230.27
P11-04754	BARNES & NOBLE BOX	EX12-00732	1ST GRADE SUPPLEMENTAL M	09/02/11				78.61	3,151.46
P12-00203	RIGO PRODUCTS OF E	EN12-12278	RIGO MASTERS & INK	10/03/11			387.90		2,763.56
P11-04754	BARNES & NOBLE BOX	EN12-13358	1ST GRADE SUPPLEMENTAL M	10/06/11			24.77		2,738.79
P11-04754	BARNES & NOBLE BOX	EX12-00294	1ST GRADE SUPPLEMENTAL M	10/06/11					2,763.56
	BT12-00036	SET UP 2010/11 NCLB CARRYOV	10/10/11				15,614.00	24.77	18,377.56
	BT12-01355	COVER DUPLICATING CHARGE	10/20/11						10,677.56
Account Total					06/30/12		7,700.00		
Total for Org 097, Fund 01, Expense accounts, and Object 4310						9,880.00	17,581.50	5,547.38	1,356.56
						9,880.00	17,581.50	5,547.38	10,677.56

selection

Filtered by User Permissions, (Org = 97, Online/Offline = N, Fiscal Year = 2012, Unposted JE's? = N, Assets and Liabilities? = N, Restricted? = Y, Fund = 01, Object = 4310, Resource = 3010, Location = 0104, Object Digits = 4, Page Break Lvl = 1)

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Ruth Dixon, Fund Specialist (916) 643-7868

Fund Specialist Serve Schools

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Phone: (916) 643-9402
 Fax: (916) 399-2039

DOCUMENT

Escape Training Schedule 2013-2014
 June 20, 2013
 Download 2013-14 (ESGAPE) Training Schedule

DOCUMENT

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THANK YOU!



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June 20, 2013

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[Meuy Saechin](#), Fund Specialist (916) 643-7867

[Ruth Dixon](#), Fund Specialist (916) 643-7868

Fund Specialist
Serve Schools

2013-14 BUDGET SERVICES Staff Assignments

Effective: July 1, 2013

MERILEE CARRASCO 643-7869	RUTH DIXSON 643-7868	MEUY SAECHIN 643-7867	HOLLY HU 643-7861
<ul style="list-style-type: none"> - Site/Department Budgets - Site/Department Position/Per Diem Reqs - Site/Department On-Line Approvals - One Stop Staffing - Noon Duty Tracking - Sub Sheets - Billing Forms (Catering, Trans, Security) - Grants (Budget set up/Aprvls/Rpts) - Labor Statements - Superintendent's Priority Schools (P) <p>ELEMENTARY/K-8</p> <p>0173 ALICE BIRNEY WALDORF-INSPIRED K-8 0035 CAMELLIA BASIC 0108 ETHEL I. BAKER 0139 H. W. HARKNESS 0277 PETER BURNETT 0101 SUSAN B. ANTHONY</p> <p>MIDDLE</p> <p>0431 FERN BACON BASIC (P) 0420 ROSA PARKS (P) 0495 WILL C. WOOD (P)</p> <p>HIGH</p> <p>0525 JOHN F. KENNEDY 0530 LUTHER BURBANK</p> <p>CENTRAL</p> <p>0712 AREA ASSISTANT SUPERINTENDENTS 0716 AREA ASSISTANT SUPERINTENDENTS 0718 ATTENDANCE AND DROPOUT PREV. 0718 CHIEF ACCOUNTABILITY OFFICE 0720 AREA ASSISTANT SUPERINTENDENTS 0721 CHIEF ACADEMIC OFFICE 0735 FAMILY & COMMUNITY ENGAGEMENT 0743 OFFICE OF INNOVATION 0745 MATRICULATION & ORIENTATION CNTR 0810 NUTRITION SERVICES 0835 DISTRIBUTION SERVICES</p>	<ul style="list-style-type: none"> - Site/Department Budgets - Site/Department Position/Per Diem Reqs - Site/Department On-Line Approvals - One Stop Staffing - Noon Duty Tracking - Sub Sheets - Billing Forms (Catering, Trans, Security) - Grants (Budget set up/Aprvls/Rpts) - Labor Statements - Superintendent's Priority Schools (P) <p>ELEMENTARY/K-8</p> <p>0029 BRET HARTE 0350 GENEVIEVE DIDION K-8 0142 HOLLYWOOD PARK 0235 MARK TWAIN 0265 OAK RIDGE (P) 0354 SUTTERVILLE 0363 THEODORE JUDAH 0384 WILLIAM LAND</p> <p>MIDDLE</p> <p>0415 CALIFORNIA</p> <p>HIGH</p> <p>0562 ACCELERATED ACADEMY 0520 HIRAM JOHNSON (P) 0521 WEST CAMPUS</p> <p>CENTRAL</p> <p>0717 LEGAL COUNSEL 0730 ACADEMIC ACHVMT/ SUM SCH 0740 ENROLLMENT CENTER 0759 TRUANCY & PUBLIC SAFETY 0760 STUDENT SERVICES/ALTERNATIVE ED 0772 EMPLOYEE COMPENSATION 0800 ADMINISTRATIVE SERVICES 0802 ACCOUNTING SERVICES 0804 BUDGET SERVICES 0840 RISK MANAGEMENT</p>	<ul style="list-style-type: none"> - ATTENDANCE ACCOUNTING/REPORTING - Site/Department Budgets - Site/Department Position/Per Diem Reqs - Site/Department On-Line Approvals - One Stop Staffing - Noon Duty Tracking - Sub Sheets - Billing Forms (Catering, Trans, Security) - Grants (Budget set up/Aprvls/Rpts) - Labor Statements <p>ELEMENTARY/K-8</p> <p>0097 ABRAHAM LINCOLN 0032 CALEB GREENWOOD K-8 0110 ETHEL PHILLIPS 0144 HUBERT H. BANCROFT 0146 ISADOR COHEN 0151 LEONARDO DA VINCI K-8 0267 O. W. ERLEWINE 0269 PACIFIC</p> <p>MIDDLE</p> <p>0410 ALBERT EINSTEIN</p> <p>0557 SCHOOL OF ENGINEERING & SCIENCE</p> <p>CENTRAL</p> <p>0757 STUDENT FAMILY ASSISTANCE CNTR 0806 FACILITIES PLANNING & CONSTR 0807 DISTRICT OPERATIONS 0815 ADMINISTRATION BUILDING 0821 SAFE SCHOOLS OFFICE 0822 BLDG & GROUNDS 0823 SECURITY SERVICES 0824 OPERATIONS SERVICES 0842 REPRODUCTION 0844 TRANSPORTATION</p>	<ul style="list-style-type: none"> - Site/Department Budgets - Site/Department Position/Per Diem Reqs - Site/Department On-Line Approvals - One Stop Staffing - Noon Duty Tracking - Sub Sheets - Billing Forms (Catering, Trans, Security) - Grants (Budget set up/Aprvls/Rpts) - Labor Statements - Superintendent's Priority Schools (P) <p>ELEMENTARY/K-8</p> <p>0037 CAROLINE WENZEL 0098 CESAR CHAVEZ INTERMEDIATE 0059 DAVID LUBIN 0100 EDWARD KEMBLE 0117 FATHER KEITH B. KENNY (P) 0163 JOHN CABRILLO 0168 JOHN D. SLOAT 0262 NICHOLAS 0272 PARKWAY</p> <p>MIDDLE</p> <p>0480 SAM BRANNAN</p> <p>HIGH</p> <p>0571 CAPITAL CITY SCHOOL 0540 ROSEMONT</p> <p>CENTRAL</p> <p>0715 CHILDREN'S CENTERS 0724 MUSIC SECTION 0727 MULTILINGUAL/MULTICULTURAL MED 0728 MATERIALS DEVELOPMENT LAB 0729 TARGETED INSTR. IMPR. PROG 0734 EDUCATIONAL TECHNOLOGY 0737 CURRICULUM & PROF DEVL MNT 0739 LINKED LEARNING 0754 GATE 0808 INFORMATION SERVICES ALL CHILDREN CENTER RESOURCES</p>
ANNE MARETTI 643-7845	CARL BEERMANN 643-7856	BUDGET ANALYST GLORIA CHUNG 643-7870	SUPERVISOR MIKE SMITH 643-7866
<ul style="list-style-type: none"> - ATTENDANCE ACCOUNTING/REPORTING - Site/Department Budgets - Site/Department Position/Per Diem Reqs - Site/Department On-Line Approvals - One Stop Staffing - Noon Duty Tracking - Sub Sheets - Billing Forms (Catering, Trans, Security) - Grants (Budget set up/Aprvls/Rpts) - Labor Statements <p>ELEMENTARY/K-8</p> <p>0010 A. M. WINN 0300 CROCKER/RIVERSIDE 0095 EARL WARREN 0130 GOLDEN EMPIRE 0282 PHEBE HEARST 0285 PONY EXPRESS 0327 SEQUOIA 0359 TAHOE</p> <p>MIDDLE</p> <p>0450 KIT CARSON</p> <p>HIGH</p> <p>0510 C. K. MCCLATCHY</p> <p>CENTRAL</p> <p>0701 BOARD OF EDUCATION 0703 SUPERINTENDENT OFFICE 0704 COMMUNICATIONS 0726 INSTRUCTIONAL MATERIALS 0731 AMERICAN INDIAN EDUCATION 0741 STRATEGIC PLAN INITIATIVES 0770 PERSONNEL SERVICES 0776 STAFF DEVELOPMENT 0780 ASSESSMENT, RESEARCH AND EVAL 0825 EDUCATION CENTER 0830 PURCHASING SERVICES</p>	<ul style="list-style-type: none"> - Site/Department Budgets - Site/Department Position/Per Diem Reqs - Site/Department On-Line Approvals - One Stop Staffing - Noon Duty Tracking - Sub Sheets - Billing Forms (Catering, Trans, Security) - Grants (Budget set up/Aprvls/Rpts) - Labor Statements - Superintendent's Priority Schools (P) <p>ELEMENTARY/K-8</p> <p>0104 ELDER CREEK 0305 JAMES W. MARSHALL 0153 JOHN BIDWELL 0445 JOHN H. STILL K-8 0148 LEATAATA FLOYD (P) 0138 MARTIN LUTHER KING K-8 0242 MATSUYAMA 0178 SUCCESS ACADEMY 0390 WOODBINE</p> <p>MIDDLE</p> <p>0490 SUTTER MIDDLE</p> <p>HIGH</p> <p>0570 AMERICAN LEGION 0517 HEALTH PROFESSIONS HIGH SCHOOL 0563 THE ACADEMY</p> <p>CENTRAL</p> <p>0111 JOHN MORSE THERAPEUTIC CENTER K-8 0705 EMPLOYEE RELATIONS 0708 INTEGRATED SERVICES 0713 ADULT/VOC ED 0725 STATE AND FEDERAL PROGRAMS 0732 VOCATIONAL EDUCATION 0750 SPECIAL EDUCATION 0758 ISS (INTEGRATED SUPPORT SVS) 0764 HEALTH SERVICES 0766 PSYCH & SOCIAL SERVICES 0813 MEDI-CAL, SPEC ED 0900 PRIVATE SCHOOLS ALL ADULT ED RESOURCES</p>	<ul style="list-style-type: none"> - Budget Development - Charter Billing/Oversight - CON APPS - J90 Report - R30 Report - Salary Projections - Year End Closing - Labor Statements - Site/Department Position/Per Diem Reqs - Site/Department On-Line Approvals - Billing Forms (Catering, Trans, Security) - Budget Book <p>CHARTER SCHOOLS</p> <p>0025 BOWLING GREEN - CHACON (D) 0024 BOWLING GREEN - MCCOY (D) 0210 CALIF MONTESSORI PROJ CAPITAL (I) 0213 CAPITOL COLLEGIATE ACADEMY (I) 0215 CAPITOL HEIGHTS ACADEMY (I) 0505 GEORGE WASHINGTON CARVER (D) 0200 LANGUAGE ACADEMY (I) 0535 NEW TECH (D) 0270 OAK PARK PREP (I) 0290 PUBLIC SCHOOL 7 (PS7) (I) 0190 SOL AUREUS COLLEGE PREP (I) 0555 ST. HOPE SACRAMENTO CHARTER (I) 0560 THE MET (D) 0295 YAV PEM SUAB ACADEMY (I)</p> <p><i>(D) Dependent Charter (I) Independent Charter</i></p> <p>CENTRAL</p> <p>0733 SCHOOL, FAMILY & COMMUNITY 0752 YOUTH ENGAGEMENT SERVICES 0755 AFTER SCHOOL SERVICES 0759 YES - 21st CENTURY 0762 EXPANDED LEARNING SERVICES 0763 FOSTER YOUTH SERVICES 0765 POSITIVE YOUTH DEVELOPMENT 0767 YOUTH DEVELOPMENT</p>	<ul style="list-style-type: none"> - STAFF SUPERVISION - BALANCING 5700'S - BUDGET REVISIONS - CAT FORM (Categorical Audited Actuals) - DRAW DOWNS - REVENUE - UNASSIGN POSITION REQS. - WORKING OUT OF CLASS FORMS - YEAR END CLOSING - INTERIM REPORTS - ESCAPE UPDATES - SPECIAL REPORTS - STAFF TRAINING - BUDGET DEVELOPMENT - BUDGET LIAISON FOR FINANCIAL/ PERSONNEL SOFTWARE EVALUATION AND IMPLEMENTATION - SPECIAL PROJECTS - BALANCING 7300'S - BUDGET BOOK



Kindergarten Continuance Form

Parental Agreement for Pupil to Continue in Kindergarten

Reflects amendments to Education Code Sections 46300 and 48011, effective January 1, 1992

Name of Pupil: Joe Doe

Kindergarten Attendance Anniversary Date: September 4, 2013
(One year from Kindergarten start date, mm/dd/yy)

Name of School Official Approving for District: Great Principal

Information for Parent or Guardian

California law provides that after a child has been lawfully admitted to kindergarten and has attended for a year, the child shall be promoted to the first grade unless the school district and the child's parent/guardian agree to having the child continue to attend kindergarten for not longer than one additional year. This rule applies whether a child begins kindergarten at the beginning of a school year or at some later date, so that a child who begins kindergarten in January, for example, shall be promoted the following January unless there is a formal agreement to have him or her continue in kindergarten. Because kindergarten-age children do not develop at steady or predictable rates, the California Department of Education recommends that approval for a child to continue not be given until near the anniversary of a child's admittance to kindergarten.

I agree to having my child (named above) continue in kindergarten until 06 / 12 / 14
(may not be more than one year beyond anniversary) (Date, mm/dd/yy)

Signature of Parent/Guardian: _____ **Must Complete** 06 / 10 / 13
(Signature Date)

Printed/typed name of Parent/Guardian: _____ **Must Complete**

Address: _____ **Must Complete**

Telephone number: _____ **Must Complete**

Contracts



CONTRACTS OFFICE

Approval of Consultants & Other Contracted Services

Did you know that you may be personally liable for services performed before the approval and authorization process is completed? All requests for consultants and other services must be submitted on a Service Agreement (SA) requisition for approval ***prior to*** the service(s) being performed. The Contracts Office will process your requests, and submit them for signature and Board approval.

Be prudent – spend wisely. Due to on-going budget constraints, our Board of Education will be closely monitoring what they perceive to be extravagant use of costly consultant services. Administrators are encouraged to review their requirements carefully and use due restraint before submitting an SA requisition.

- All SA requisitions are approved on-line by funding approvers. SA requisitions over \$10,000 typically require written contracts which the Contracts Office prepares. The Superintendent or the Chief Business Officer must approve/sign these contracts before a purchase order is printed and payment is issued. No other signature is authorized.
- SA requisitions that exceed \$81,000 require Board approval.
- Student Body funded contracts over \$5,000 must be reviewed by the Contracts Office.

Independent Contractor or Employee?

This section is to help staff determine whether to hire someone as an “Independent Contractor” by issuing a Services Agreement requisition to pay for the services; or as an “Employee” and processing through Human Resources and paying through Payroll. Following are some examples:

Scenario 1: Principal Shmidlap just bought a new computerized diagnostics analyzer for the high school’s auto shop. Jack Fizzlwhizard, a recent retiree from the high school, is an expert on this machine and was eager to submit his proposal for \$1,500 to set up the system, configure the computer and provide two weeks of training on the use of the analyzer. Is Mr. Fizzlwhizard an Independent Contactor, or an Employee?

Scenario 2: Janice Terwiliger is in charge of setting up a new Honors Science & Math program at all middle and high schools in the District. Janice asks a friend of hers, Fred Fernpacker, a retired NASA engineer, to join her team for the upcoming school year to help develop and implement the program. Fred submits a proposal for \$27.50 per hour, plus expenses for his District-wide travels. Janice sets up a workstation and computer for Fred next to her office, and asks Fred to provide regular updates on the program implementation progress at her weekly staff meetings. Is Fred an Independent Contractor, or Employee?

This section provides important guidelines to help you help the District in complying with the many laws and regulations regarding worker classifications. The IRS, STRS, and a number of other agencies closely scrutinize employers, including school districts, regarding independent contractor hiring practices. Non-compliance with these laws and regulations can result in assessment of significant fees and penalties, and the courts are becoming increasingly strict in their decisions as more and more “contractors” are being ruled as employees.

Contractors are not covered by unemployment and workers' compensation insurance, and the courts are concerned that injured workers are losing important protection.

Determining worker classifications can be complex, but there are three distinct circumstances when an individual **MUST** be paid as an employee (through payroll):

- An individual is an employee of the District in any capacity and in any location.
- An individual is performing the work of an existing job (employee) classification
- An individual is a retired District employee returning to perform work for the district.

SO, Mr. Fizzlwhizard cannot work as an Independent Contractor in our first scenario – he can provide the services, but only on a per diem basis.

Generally, workers who provide personal services under the following conditions are treated as employees, not independent contractors: If the prospective contractor fits one or more of these criteria, they may need to be set up on a per diem basis.

- Perform *ongoing* services at our facilities.
- Use our equipment and/or supplies (instead of providing their own).
- Operate under staff's supervision and control.
- Paid an hourly rate.
- Reimbursed for business expenses (mileage, meals, etc).
- Regularly attend staff meetings and/or staff training.
- Perform services that we pay other employees to perform.

Based on these conditions, Fred Fernpacker in Scenario 2 cannot be an Independent Contractor. He is providing ongoing services, using the District's workstation and office space, being paid an hourly rate, plus reimbursements, *and* he is expected to attend regular staff meetings. Fred can only be hired as an employee.

The IRS has classified the following educational workers as employees:

Administrators	Parent Advisors	Teachers/Instructors
Substitutes	Examination Monitors	Librarians
School Bus Drivers	Nurses	Psychologists
Clerical Staff	Athletic Coaches	Tutors
Intern Psychologists	Interim Workers	Cafeteria Workers

If you are unsure as to whether to classify a worker as an employee (processed through Human Resources) or an independent contractor (processed through the Contracts Office), please contact the Contracts Office at 643-2464; or Accounting Services at 643-7837.

And PLEASE remember - an individual cannot legally perform paid services until they have been processed through either Human Resources (as an employee) or the Contracts Office (as an independent contractor). Work may not start until required district processes are complete.

If you instruct a worker to begin work before a service agreement or per diem contract has been processed, you may be personally liable for any costs incurred.

Please call the Contracts Office at 643-2464, or email Kimt@scusd.edu for questions related to any of the above information.

HR & Compensation



Human Resource & Employee Compensation



***Sacramento City Unified
School District***

2013-2014

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HUMAN RESOURCES

For Current Employees

[Annual Employee Notifications](#)

[Bulletins/Other Information](#)

[Classified Champions](#)

[Credentials](#)

[Evaluation](#)

[Guest Teachers and Classified Substitutes](#)

[Leave of Absence/ FMLA](#)

[Position Classification](#)

[Professional Development](#)

[Resignation and Retirement](#)

[Teacher Appreciation](#)

For Current Employees

Resources/Information for Employees

New Employee Orientation

Probationary/Per Diem Employees and Day-to-Day Substitutes (Ongoing)



New Employee Orientations are facilitated by Human Resource Services staff for new hire employment processing and training.

- [PSL-F001 Sign-in Sheet](#)
- [PSL-F086 Authorization for Electronic Money Transfer/Direct Deposit](#)
- [PSL-F027 Change of Address Form](#)
- [PSL-F210 Training Evaluation Survey Form](#)
- [Professional Development 2012-13.pdf](#)

Professional Development Series of Seminars 2012-13
(Classified Employees)



Human Resource Services is administered by staff members who provide expertise in the areas of organizational business management, recruitment and selection, retention, classification and compensation, staffing, employee recognition, application processing, performance evaluation, credentialing, new employee orientation, new teacher induction, investigations, employee discipline, fingerprinting, uniform complaints, mandated trainings, classified professional development, labor relations and contract administration.

The Human Resource Services Department works collaboratively with the district's five bargaining units to maintain a positive and safe environment for students and employees. This dedicated team is strongly committed to the recruitment effort and works diligently to attract and retain talented instructional, administrative and non-instructional personnel for our schools and offices. This department is continuously improving the recruitment process to propel *Sacramento City Unified School District* as an employer of choice.

Contact Us Anytime!

CUSTOMER
SERVICE



Bobbie Jo Argo	Personnel Tech II (Substitute Office)	643-9493	Bobbie-Jo-Argo
Joyce Compton	Personnel Specialist	643-7492	joycec
Gabe Estrada	Lead Payroll Technician	643-7469	Gabe-Estrada
Chris Daily	Customer Service Specialist	643-7449	Chris-Daily
Kelly Dunkley	Coordinator II, New Teacher Induction	643-2156	Kelly-Dunkley
Michelle Du Paty	Lead Payroll/ Benefits	643-9064	Michele Du Paty
Roxanne Findlay	Director III, Human Resource Svc. Team 1	643-9046	Roxannfi
Phyllis Fogg	Employee Benefits Technician	643-7907	FoggP
Monica Garland	HR/Labor Relations Assistant, Team 2/3	643-9024	MonicaGa
Jonathan Griggs	Personnel Technician II, Team 2	643-7477	Jonathan-Griggs
Emily Hanisits	Fiscal Technician I	643-7468	Emily-Hanisits
Jake Hansen	HRS Analyst, Team 2	643-7495	Jake-Hansen
Kim Hebert	Administrative Assistant	643-7474	Kimh
Bill Jaramillo	Personnel Technician II, Team 3	643-7481	JaramiW
Billie Johnson	Employee Benefits Technician	643-7906	Billie-Johnson
Lori Kane	Customer Service Specialist	643-7455	Lori-Kane
Sandy Kiser-Stodden	Lead Payroll Technician	643-2331	Sandy Kiser-Stodden
Linda Leavelle	Customer Service Specialist	643-7456/643-7400	Linda-Leavelle
Valerie Levin	Customer Service Specialist	643-7400 / 643-7456	Valerie Levin
Brandon Lillard	Personnel Technician II, Team 1	643-9257	Brandon-Lillard
Cancy McArn	Assistant Superintendent, Human Resources & Employee Compensation	643-7496	Cancy-McArn
Carol Mignone Stephen	Director II, Human Resources	643-9058	CarolM
Tami Mora	Fiscal Technician I	643-7467	Tami-Mora
Cindy Nguyen	Human Resource Svcs Analyst, Team 3	643-7489	Cindy-Nguyen
Sarah Perez	Personnel Technician II, Team 1	643-7440	Sarahp
Marjorie Petralli	Office Technician III, BTSA	643-2152	Marjorie-Petralli
Clarissa Ramirez	Human Resource Svcs Analyst, Teams 1-3 Classification & Compensation Specialist	643-7473	Clarissa Ramirez
Kae Saefong	Personnel Technician II, Team 2	643-7480	Kae-Saefong
Tiffany Snowdon	Fiscal Technician I	643-7470	Tiffany Snowdon
Aleksandr Spitsyn	Lead Payroll Technician	643-7466	Aleksasp
Edith Sun-Rudolph	Human Resource Svcs Analyst, Team 1	643-7490	Ediths
Tanisha Turner	Coordinator II, Employee Compensation Services	643-7465	Tanishtu
Barbara Valdez	Personnel Technician II, Team 3	643-7479	Barbara Valdez
Christina Villegas	HR/Labor Relations Assistant, Team 1/3	643-7488	Chrisvi

Support Our Novice Teachers!



The Beginning Teacher Support and Assessment (BTSA) Induction program will guide and support participating teachers by providing flexible individualized support, implementing a structured curriculum (Formative Assessment for California Teachers) and offering guidance through induction specific standards; yet will remain flexible enough to address unique issues faced by beginning teachers. The BTSA Induction Program is designed to improve the support and induction services to eligible novice and experienced teachers in order to enhance teacher quality, improve student achievement, offer equitable learning opportunities, and to retain quality teachers in the District.

VISION STATEMENT

SCUSD's BTSA Induction program will guide and support participating teachers by providing flexible individualized support, implementing a structured curriculum and offering guidance through induction specific standards; yet will remain flexible enough to address unique issues faced by beginning teachers.

The Peer Assistance and Review (PAR) program will provide an opportunity for veteran teachers to improve their performance as related to the California Standards for the Teaching Profession.

Kelly Dunkley
BTSA Induction Coordinator
Phone: 916-643-2156
email: kelly-dunkley@scusd.edu

Use Performance Evaluations to Grow Your Staff



Human Resources & Employee Compensation Services

Evaluation Timelines and Delivery

Refer to the applicable bargaining unit contract under Evaluation.

Evaluation forms can be downloaded from the SCUSD Temporary Intranet (ISO Forms).

Unit	Notification Sent	Pre-Evaluation Deadline	Email: Final Evaluation Reminder	Final Evaluation Deadline	Eval Due to Chief/Area/Asst Supt	Eval Due to HR
Certificated Teacher (Content Standard) ISO Forms: PSL-F106 , PSL-F106A , PSL-F107A , PSL-F108A	October	November 1	March 1	April 1	April 1	May 31
Certificated Teacher Special Ed (Content Standard) Listed Below ISO Forms: PSL-F106 , PSL-F106A PLUS Mild-Moderate Special Day Class PSL-F107B , PSL-F108B Moderate-Severe Special Day Class PSL-F107C , PSL-F108C Resource Specialist (Spec Ed-RSP) PSL-F107D , PSL-F108D	October	November 1	March 1	April 1	April 1	May 31
Certificated Teacher ISO Forms: PSL-F109 through PSL-F174	October	November 1	March 1	April 1	April 1	May 31
Certificated Teacher Charter School ISO Form: PSL-F105	October	November 1	March 1	April 1	April 1	May 31

Unit	Notification Sent	Pre-Evaluation Deadline	Email: Final Evaluation Reminder	Final Evaluation Deadline	Eval Due to Chief/Area/Asst Supt	Eval Due to HR
Classified Probationary ISO Form: PSL-F099	Terms of Employment	Within 30 Calendar Days First Evaluation: 90 Days From Probationary Status Date	Ongoing	60 Days Prior to Permanent Date	Ongoing	Ongoing
Classified Permanent ISO Forms: PSL-F102 and PSL-F102A if applicable	October	November 30	March 31	April 30	N/A	May 15
Management ISO Form: PSL-F104	October	October 28	May 31	June 30	July 15	July 31

Refer to [Probationary Status](#) in the contract.

Certificated Substitutes ISO Form: PSL-F100	Classified Substitutes ISO Form: PSL-F101	As Requested by Substitute <u>OR</u> Prepared As Needed by Administrator
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Evaluation Delivery and Review

Certificated	<ul style="list-style-type: none"> Site/Department Returns Completed Evaluation to Area Assistant Superintendent Area Assistant Superintendent Returns to Human Resources & Employee Compensation Services for Review by Director Human Resources & Employee Compensation Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation
Classified	<ul style="list-style-type: none"> Site/Department Returns Completed Evaluation to Human Resources & Employee Compensation Services for Review by Director Human Resources & Employee Compensation Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation
Management	<ul style="list-style-type: none"> Site/Department Returns Completed Evaluation to Reviewing Administrator (Chief Officer, Area Assistant Superintendent, Assistant Superintendent, etc.) Reviewing Administrator Returns to Human Resource Services for Review by Assistant Superintendent Human Resources & Employee Compensation for Human Resources & Employee Compensation Services. Human Resources & Employee Compensation Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation

Revised: 08-08-13

Progressive Discipline: **Do you know your *FRISK*?**

Typical Steps

Oral Warning/Conference

Written Warning

Letter of Concern

Letter of Reprimand

Unsatisfactory Evaluation

45-day Notice
Unprofessional Conduct

90-day Notice
Unsatisfactory Performance

Suspension

Demotion or Termination

Certificated Employees

*Notice of Unprofessional Conduct &
Notice of Unsatisfactory Performance*

45-Day Notice

Prerequisite to Dismissal or Suspension
for Unprofessional Conduct

Specify Misconduct and List
Specific Instances

Purpose:

Give Employee Chance to Correct

Must attach most recent evaluation of teacher
Ed. Code § 44938(a)

Negative Material in Personnel Files

Notice to Employee

Employee Review / Comment Prior to
Placement in File

Right to Attach a Response

If No Notice to Employee,
May Not Use Negative material

Collective Bargaining Agreements
(Articles 10 & 15)

Letters of Concern/Reprimand/ Summary Memos

Use Guidelines for Effective Documentation -
FRISK

Timely, Factual, Proportionate

Contract Language

90-Day Notice

Prerequisite to Dismissal or Suspension
for Unsatisfactory Performance

Specify Nature of Poor Performance
and List Specific Instances

Purpose: give employee chance to correct

Must attach most recent evaluation of teacher
Ed. Code § 44938(b)(2)

45-Day and 90-Day Notices Practical Tips

Opportunity to correct =

Return to the Classroom

Strongest tool short of termination

Who, What, Where, When, Why & How?

Typical Duties of an Administrator

Document the Complaint
Report to the Appropriate Administrator
Review District Policies
Investigate
Maintain Confidentiality

Decide Whether to Investigate

If in doubt, lean towards investigating
Avoid perception that employee complaints are not addressed or that favoritism is present

Take Immediate Action, if Necessary

Priority is student, employee safety
Consider short-term administrative leave with pay where appropriate
Check collective bargaining agreement, consult Human Resources Dept.
Conclude investigation promptly and return employee to work

Interview & Gather Documents- Evidence

Consider order of interviews - alleged perpetrator last?
Ask detailed, specific questions
Respect privacy
Do not promise confidentiality

Evaluate Evidence

What makes sense, what does not?
What is consistent, what is inconsistent?
Is there enough evidence to determine what happened?

Take Action

Consult Human Resource Services -- and perhaps legal counsel -- on appropriate action
Student Discipline
Personnel Action
Corrective Action regarding instructional materials, facilities, assignments
Counseling
Training
Change in Practices / Procedures

Document the Investigation

Who, What, Where, Why, When, How
Use Template Forms or Standard Format
Don't Hesitate to Write Down What Happened - Avoid the Ostrich Effect
Document Conclusions / Actions Taken
Investigator is often not person to decide what action will be taken
Respect Employee / Student Confidentiality - Do not publicly discuss discipline taken

Follow Up

Speak to Employees / Students about Effectiveness of Investigation
Employ your Listening Skills
Take more Corrective Action as needed



Evaluation VS. Discipline

Questions and Comparison Chart

Articles VI (6) and X (10) - SCTA

Articles XIV (14) and XV (15)- SEIU

	EVALUATION ARTICLE 6	PERSONNEL ARTICLE 10	EVALUATION ARTICLE 14	PERSONNEL FILES ARTICLE 15
1. What is the nature of the problem?	Performance related	Misconduct/ behavior (unless non-evaluation year)	Performance related (in non-evaluation year then special evaluation)	Misconduct/ behavior
2. How frequently to monitor?	Every 2 years based on social security number	Only as conduct/behavior continues	Every 2 years based on social security number	Only as conduct/ behavior continues
3. How do you document?	-Pre-evaluation -Observation -Notice of deficiency -Improvement plan -Evaluation	-Investigation -Validation -Conference with employee -Letter: "FRISK" -Personnel file	-Pre-evaluation -Employee meetings -Progressive discipline -Evaluation	-Investigation -Conference with employee -Letter: "FRISK" -Personnel File
4. What time-lines do you need to be aware of?	-Pre-evaluation before Nov. 1 -Notice of deficiency no later than 6 days after observation -Evaluation due by April 1	-Validate within 30 days of your knowledge of the incident -Employee allowed 14 days to respond	-Pre-evaluation before Nov. 30 -Evaluation due by April 30	-Need to provide any derogatory letters to employee as close to the incident's occurrence as possible.
5. How do you follow up?	-Continued observation and improvement plan -Consult with Administrator -Personnel file April 1 -No surprises	-Consult with HR -Monitor suggestions given to employee -Continue steps of progressive discipline.	-Continue to meet with employee -Document continued problems -Personnel file April 30 -No surprises!	-Consult with HR -Monitor suggestions given to employee -Continue steps of progressive discipline.

Employee Compensation Department

Main Line: 916-643-9421

Fax: 916-399-2056

Hours: Monday – Friday 8:00 a.m. to 5:00 p.m.

Coordinator: Tanisha Turner 643-7465

West – Team 1

Lead Payroll Technician: Gabe Estrada 643-7469

Fiscal Services Technician: Tiffany Snowden 643-7470

Central – Team 2

Lead Payroll Technician: Sandy Kiser- Sodden 643-2331

Fiscal Services Technician: Emily Hanisits 643-7468

East Team – Team 3

Lead Payroll Technician: Alex Spitsyn 643-7466

Fiscal Services Technician: Tami Mora 643-7467



The Employee Compensation Department's goals are to provide exceptional customer service to our employees, customers, students and community.

General Payroll Information

Current permanent district employees will be paid on the last working day of each month for the pay period of the first day of the month to the last working day of the month.

Substitutes / Per Diem employees pay date will be the 15th of each month for pay period of 26th of the previous month to the 25th of the current month.

(example: hours worked during 9/26-10/25 will pay 11/15)

If the 15th falls on a weekend or holiday the pay date will be the previous business day.

Employee Compensation Department provides information and resources to assist faculty, staff, students and department administrators in every aspect of the payroll process.

Employee Benefits Department

Main Line 916-643-9432

www.scusd.edu/health-benefits

West Area- Team 1

Billie Johnson, Benefits Technician, 916-643-7906

Billie-johnson@scusd.edu

Central - Team 2

Phyllis Fogg, Benefits Technician, 643-7907

foogp@scusd.edu

East - Area 3

Michelle DuPaty, Lead Benefits Technician, 643-9064

Michele-dupaty@scusd.edu



The Sacramento City Unified School District provides eligible employees a comprehensive benefit package that includes group medical, dental, vision, term life insurances, behavioral health services, employee assistance program and flexible saving account.

The Employee Compensation Department provides information and resources to assist faculty, staff, students and department administrators in every aspect of the payroll & benefit processes.

Benefits Services provides health benefit, enrollment and information to all staff and including retirees and their families. The quality of life for employees and their families has a direct effect on the quality of the educational process for students.

All Permanent full-time employees are eligible to enroll themselves and their dependents in the health benefit programs. New employees must sign up for health insurance within thirty days of their date of hire to participate.

Benefit Services Provided:

New Hire Enrollments
SCUSD Benefits per Bargaining Unit Agreements
Employee Assistant Program
Retirement Information/Annuity Retirement
Medicare Requirements
Cobra Information
Carrier Wellness Programs
Annual Open Enrollment/SCUSD Health Fair
Flexible Savings Accounts

TOP Reasons to Work at Sacramento City Unified School District



Our students! We believe our students always come first!

Excellent health benefits package.

Competitive teacher salary/longevity pay/doctorate pay.

Ongoing professional development/employee enrichment opportunities that are practical and have a high impact on student learning.

Beginning Teacher Support and Assessment (BTSA) Induction Program.

We have terrific teachers and staff, wonderfully supportive parents, and strong community partners.

Employees are committed to making a difference by engaging all students in learning. Our “no-excuses” culture is focused on results and continuous improvement.

Our Board-adopted mission statement promises the community that our students will “graduate as globally competitive lifelong learners, prepared to succeed in a career and higher education institution of their choice to secure gainful employment and contribute to society.”

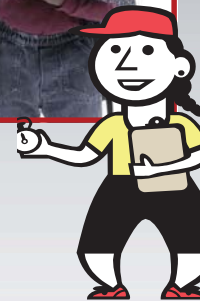
SCUSD has launched several initiatives to meet commitments to the community in three focus areas: Career- and College-Ready Students; Family and Community Engagement; and Organizational Transformation.

These initiatives include: *Project Green; Early Kinder; Language Immersion; Common Core Standards; Linked Learning; Integrated Thematic Instruction; and Family Academy.*

The Civil Rights Project at Harvard University, in conjunction with Time Magazine, has named Sacramento “*America’s Most Integrated City*,” a place where everyone is a minority.

The future of the Sacramento City Unified School District depends on the people chosen to provide a solid education to tomorrow’s students. We strive to recruit, train, retain, and support a motivated, capable, and diverse workforce.

If you are interested in diversity, challenges, and opportunities, we may have one perfect position for you. The Sacramento City Unified School District invites you to apply to become a part of our team of dedicated professionals.



Sacramento City Unified School District
Human Resource
&
Employee Compensation Services
Serna Center 5735 47th Ave Sacramento, CA 95824

Nutrition

Our commitment to good nutrition for your kids just keeps getting stronger.

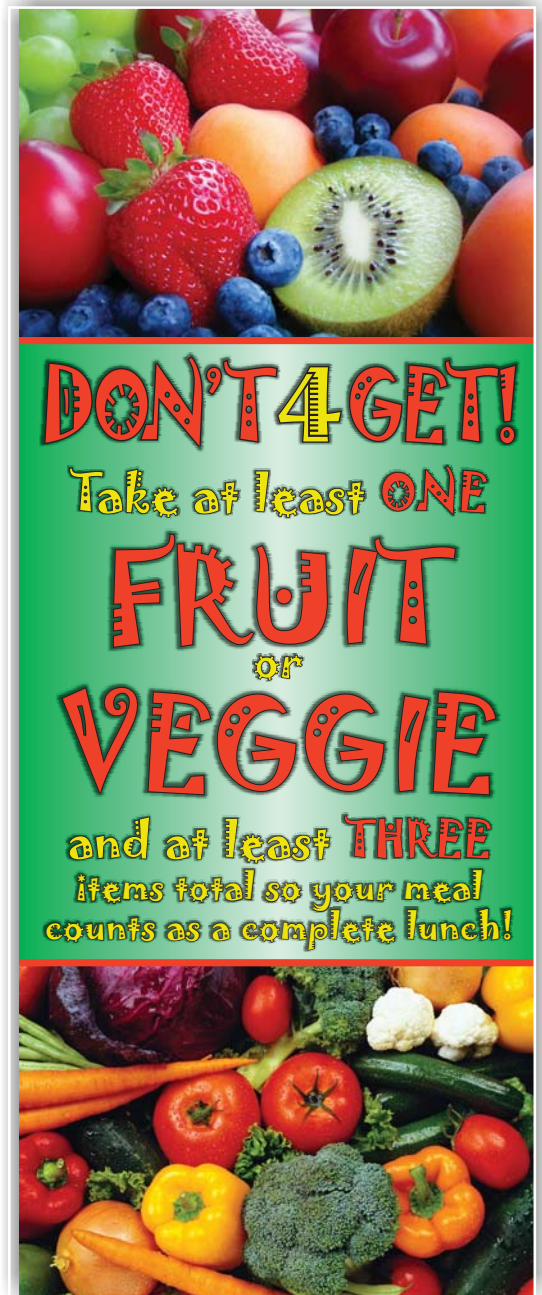
This school year, we're reinforcing our commitment to new USDA guidelines for even healthier meals for your kids.

We're using the message pictured here to keep reminding kids of the basic change they still need to be aware of -- **that they must choose at least one fruit or vegetable among the three meal components they need to take for a complete lunch** -- but there's more to the on-going changes that we want to share with parents. Here are the major differences:

- * Calorie maximums per average meal were new at the start of last school year. Since then, **USDA has given us more flexibility within the calorie maximums, so that we can serve more grains and proteins** when that makes more sense in a given day's menu. The calories maximums per average meal have not changed, but we're able to serve more grains and proteins within the maximums.
- * Students still must **choose at least one fruit or veggie serving**, and we encourage them to choose more if they like.
- * Students have a **greater selection and variety of fruits and veggies** to choose from, too. Every day, we're offering at least $\frac{3}{4}$ -1 cup of veggies **PLUS** $\frac{1}{2}$ -1 cup of fruit.
- * We're **emphasizing the healthiest veggies** more often, with weekly offerings of healthy dark green and red/orange vegetables, as well as beans and other legumes.
- * **Whole grains are up again.** At least 50% of all grain foods we serve are whole-grain rich, and within another year, all of the grains we serve will be whole-grain rich.
- * **Bad fats are down.** Meals average less than 10% calories from saturated fat, and every item contains zero grams per serving of trans fat.
- * We're serving only **fat-free unflavored, 1% unflavored, and fat-free flavored milks.**
- * We're meeting new standards for **limiting sodium** until we reach a final maximum of 740 mg sodium per meal on average.

Putting these changes in place over the last year has required careful planning on our part, especially as we (and our customers!) have been getting used to the new guidelines. But the end result is healthier meals for our kids -- and **well-nourished kids do better in school!**

Please visit **www.traytalk.org** for more details



School Meals
We serve education every day™

This institution is an equal opportunity provider and employer.

SACRAMENTO CITY UNIFIED SCHOOLS ♦ NUTRITION SERVICES ♦ 2013-2014

Brenda Padilla, M.S. ♦ Director, Nutrition Services ♦ 916-277-6715

Nutrition Services - Contacts



Main-277-6716 Supper/Summer Kitchen 643-7898
Brenda Padilla.....Director II....277-6715
Diana Flores.....Nutrition Supervisor
Elesia Dixson.....Inventory Control/Distribution
Nancy Ortiz.....Office Technician III
Carolyn Reynolds.....Account Clerk
Stella Reyes.....Program Technician, Accounting
Tim Robertson.....Nutrition Equipment Repair
Greg West.....Computer Support

Area Supervisors - Lead Contact

David Edgar...Supper & Summer Kitchen/Catering
Sue Garcia.....Free/Reduced Eligibility/Meal Applications
Sherida Diederich.....Special Meals/Diet Accommodations
Stephanie Danis.....High/Middle School Menu
Rebecca Penland....Cafeteria Substitutes/Child Care Program
Hurst Philpot.....High/Middle School Menu/Child Care Program

Nutrition Services

2013-14 Meal Prices



Adult Prices

Breakfast	\$2.50
Lunch w/Milk & Salad Bar	\$3.50
Lunch Entrée	\$3.00
Salad Bar	\$3.00
Milk	\$.50

Student Prices

Full Price

Reduced

Elementary Breakfast	\$1.00	No Charge
Elementary Lunch	\$2.00	No Charge
Secondary Breakfast	\$1.25	No Charge
Secondary Lunch	\$2.50	No Charge

School Meals
We serve education every day™

1. **Apply for SCHOOL MEALS FOR 2013-2014!**
Households Can Apply for Free & Reduced Price Meals On-Line @www.scusd.edu/applyformeals
 - Only **ONE** application is necessary per **HOUSEHOLD.**
 - **Students must qualify for meals every year.**
Last year's meal eligibility **WILL EXPIRE.**
To avoid accruing negative meal charges and to ensure students are qualified for free and/or reduced priced meals for the new school year -- 2013-2014, please help Households promptly return meal applications.
2. **Students qualifying for Free Lunch also **AUTOMATICALLY** qualify for Free Breakfast.**
 - **NEW FOR 2013-2014:** Students qualifying for reduced-priced Breakfast & Lunch will receive their meals for No Charge.
3. **Lunch Prices:**
K-6 & K-8 = \$2.00 Middle = \$2.50 High = \$2.50 Adult/Non-Student = \$3.50
4. **Student Meal Numbers:**
 - **New this Year – Student Meal numbers will be the same as the Student's I.D. number in Zangle.**
5. **Charge Policy** – we extend three meal charges to elementary students. Nutrition Service sends negative meal charge balance notices and negative charges carry-over every year.
6. **Prepayments** – Households may make payments at www.EZSchoolPay.com

Nutrition Services – Cafeteria Computer Upgrade Information



For Non-Provisions2 Sites (see list below) we are updating the cafeteria point of sale computer system.

Some features that are exciting and new about this upgrade include:

- **Meal I.D. numbers** are now the **same as** the district Student I.D. numbers in Zangle – so students will only need enter that number for their meal.
 - o No need to post and have students remember a different number!
 - o I.D. numbers will remain with the student the entire time in this district regardless of movement between schools.
 - o Students visiting other schools and eating there will simply use their own Student I.D. number and get a meal. (Please do continue to let the cafeteria know when visiting student will eat meals so they prepare enough food, though.)
 - o **Sixth graders** going into middle school only need to learn one I.D. number.
 - o **Eighth graders** going into high school will use the same I.D. number they used in middle school.

More new features:

- **Meal Prepayments** will move with the students regardless of them transferring between district sites.
 - o MySchoolBucks will no longer exist for SCUSD and we will use EZSchoolPay (more info to come on that) to ensure faster prepayment service to Households paying online.
 - o Less Cash in line – speeds up lunch line.
- **Meal Applications** – we will continue to offer online meal applications as well as paper. With the new system, meal applications completed online, however, will update meal eligibilities faster in almost real time -- within 10 minutes of a meal eligibility application approval for free or reduced meals -- and this will transfer to the school site within the same about of time without cafeteria staff having to transfer the data.
- **Reduce-Priced Eligible students** – We will **no longer collect money** from the reduce-priced students **both at breakfast and lunch!**

Non-Provision 2 sites (collecting meal applications):

Abraham Lincoln A Warren McClaskey American Legion Cap City Caleb Greenwood Camellia Caroline Wenzel Crocker/Riverside David Lubin Golden Empire Hollywood Park Hubert Bancroft Isador Cohen	James Marshall John Cabrillo Mark Twain Matsuyama O.W. Erlewine Phoebe A. Hearst Pony Express Sequoia Sutterville Tahoe Theodore Judah William Land A.M. Winn	Alice Birney Genevieve Didion Leonardo da Vinci Martin Luther King, Jr. Albert Einstein California Sacramento Accelerated Sam Brannan Success Sutter Health Professions C.K. McClatchy Hiram Johnson	J. F. Kennedy Rosemont SES West Campus George Washington Carver The MET New Technology
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Meal Charge Policy

Nutrition Services

Sacramento City USD

Administrative Regulation

Food Service Operations/Cafeteria Fund

AR 3551

Business and Noninstructional Operations

Credit Accounts for Students Who Pay Full Price for Meals

The Governing Board recognizes that some students who do not qualify for free or reduced-price meals may not have a meal or money for a meal at the point of meal service and wishes to provide an option for those students to receive adequate, nourishing food in order to grow, learn and maintain good health without resulting in a loss of funds for the district.

The Nutrition Services Department will establish credit accounts for all students who pay full price for meals at K-6 and K-8 schools. Parents will be encouraged to place pre-payments on their student's account. The Nutrition Services Department will extend up to three days of credit (three days each for both breakfast and lunch) for students whose account balance is below the cost of three meals. The Nutrition Services Department will promptly notify parents of the negative balance on their student's account and make the principal aware so that he or she may provide the family with information about the free and reduced-price meal program.

The Nutrition Services Department will establish credit accounts for all students who pay full price for meals at middle and high schools. Parents will be encouraged to place pre-payments on their student's account. Students at these grade levels will be made aware of their account balances on a daily basis and credit will not be extended. Any student who does not have a meal or money for a meal will be given fruit and milk and the parents shall be notified.

Regulation **SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

approved: November 16, 1998 Sacramento, California

reviewed: June 11, 2002

Revised: August __, 2011

Nutrition Standards for Foods & Beverages Sold Outside the Nutrition Services Meal Program



The following pages summarize state and federal regulations governing food and beverage Sales in Schools.

For further information contact the Nutrition Office or, the www.cde.ca.gov website and search for Competitive Foods - Frequently Asked Questions
<http://www.cde.ca.gov/ls/nu/he/compfoodsfaq.asp>

ELEMENTARY SCHOOL – FOOD RESTRICTIONS

References: *Education Code* sections 49430, 49431, 49431.7, *California Code of Regulations* sections 15575, 15577, 15578

An **elementary school** contains no grade higher than grade 6.

Effective during school hours to one-half hour after school.

Applies to ALL foods sold to pupils by all entities.

Compliant foods are:

1. A full meal that meets the United State Department of Agriculture's meal pattern requirements
2. An exempt item which includes individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, non-fried vegetables, and legumes.
[Please note: Dried blueberries, cranberries, cherries, and tropical fruit that contain added sugar are exempt from nutrition standards. All other exempt foods in # 2 above are no longer exempt if they contain added fat or sugar **OR** if they are mixed with other non-exempt ingredients.]
3. A **dairy food item** (food made from milk with the exception of cheese packaged for individual sale) or a **whole grain food item** that contains:
 - a. \leq 35% calories from fat, **and**
 - b. \leq 10% calories from saturated fat, **and**
 - c. \leq 35% sugar by weight*, **and**
 - d. \leq 175 calories per item/container
4. A purchased whole grain bread or grain product contains:
 - a. The statement "Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease..." **or**
 - b. The first listed grain ingredient is whole grain, **or**
 - c. A combination of whole grain ingredients is at least 51% of the total grain weight (manufacturer must verify).
5. A whole grain bread or grain product prepared from scratch:
 - a. The weight of the whole grain must be at least 51% of the total grain weight of the product.
6. Artificial trans-fat foods prohibited on K – 12 school campuses in effect from one-half hour prior through one-half hour after the end of the school day. Applies to:
 - a. Foods sold or provided in vending machines, and
 - b. Foods sold or provided at a place that regularly sells or serves foods on the school campus

Non-compliant foods may be sold at least one-half hour after school and must be sold by pupils of the school.

ELEMENTARY SCHOOL – BEVERAGE RESTRICTIONS

References: *Education Code* Section 49431.5, *California Code of Regulations* Section 15576

An **elementary school** contains no grade higher than grade 6.

Effective during school hours up through one-half hour after school.

Applies to ALL beverages sold to students by any entity.

Compliant beverages are:

1. Fruit juice:
 - a. \geq 50% juice **and**
 - b. No added sweeteners
2. Vegetable juice:
 - a. \geq 50% juice **and**
 - b. No added sweeteners
3. Milk:
 - a. Cow's or goat's milk, **and**
 - b. 2%, 1%, nonfat, **and**
 - c. Contains Vitamins A & D, **and**
 - d. \geq 25% of the calcium Daily Value per 8 fl. oz, **and**
 - e. \leq 28 grams of total sugar per 8 fl. oz.

Non-dairy milk:

- a. Contains Vitamins A & D, **and**
 - b. \geq 25% of the calcium Daily Value per 8 fl. oz., **and**
 - c. \leq 28 grams of total sugar per 8 fl. oz, **and**
 - d. \leq 5 grams fat per 8 fl. oz.
4. Water:
 - a. No added sweeteners

Non-compliant beverages may be sold ONLY by students if sold at least one-half hour after school.

ELEMENTARY SCHOOL – STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15500

Effective during school hours.

Applies to food and beverage sales by student organizations.

Student organization sales must meet **all** of the following:

1. Only **one food or beverage item** per sale.
2. The food or beverage item must be **pre-approved** by the **governing board** of the school district.
3. The sale must occur **after the lunch period** has ended.
4. The food or beverage item **cannot be prepared on campus**.
5. Each school is allowed **four sales** per year.
6. The food or beverage item cannot be the same item **sold in the food service program** at that school during the same school day.

ELEMENTARY SCHOOL – FOODS OF MINIMAL NUTRITIONAL VALUE

Reference: *Code of Federal Regulations*, Title 7, Section 210.11, Appendix B

Prohibited foods and beverages sold to pupils.

Effective during the meal period on the entire school campus where the federally reimbursable meal(s) may be served and/or eaten.

Applies to the following foods sold to students by any entity:

1. Carbonated and aerated beverages
2. Water ices – except if contains any fruit or fruit juice
3. Chewing gum
4. Hard candies
5. Jelly and gum candies
6. Marshmallow candies
7. Fondant
8. Licorice
9. Spun candy
10. Candy coated popcorn

START HERE, and then continue clockwise.**MIDDLE/HIGH SCHOOL – FOOD RESTRICTIONS**

References: *Education Code* sections 49430, 49431.2, 49431.7, *California Code of Regulations* sections 15575, 15577, 15578

A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.

A **high school** contains any of grades 10 to 12.

Effective during school hours up through one-half hour after school.

Applies to ALL foods sold to students by any entity.

Compliant foods must meet the following criteria:

1. “**Snack**” food items must be:
 - a. ≤ 35% calories from fat, **and**
 - b. ≤ 10% calories from saturated fat, **and**
 - c. ≤ 35% sugar by weight, **and**
 - d. ≤ 250 calories per item/container
2. “**Entrée**” food items must be:
 - a. ≤ 400 calories, and
 - b. ≤ 4 grams fat per 100 calories, and

Must either consist of:

 - Two or more groups (meat/meat alternate, fruit/vegetable, grain/bread), **or**
 - A meat/meat alternate alone
3. Exemptions:
 - a. Nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, non-fried vegetables, and legumes are exempt from the fat restriction.
 - b. Eggs and cheese packaged for individual sale are exempt from the saturated fat restriction.
 - c. Fruit and non-fried vegetables are exempt from the sugar restriction.
 - d. Dried blueberries cranberries, cherries, and tropical fruit that contain added sugar are exempt from the sugar restriction
 - e. Mixed foods containing **ONLY** exempt items are exempt from all restrictions.
 - f. Food items containing a mixture of exempt ingredients **and** at least one non-exempt ingredient must meet the nutrition restrictions set for either snacks or entrees (see 1 & 2 above).
4. Artificial trans-fat foods prohibited on K – 12 school campuses in effect from one-half hour prior through one-half hour after the end of the school day. Applies to:
 - a. Foods sold or provided in vending machines, and
 - b. Foods sold or provided at a place that regularly sells or serves foods on the school campus.

NON-COMPLIANT FOODS MAY BE SOLD AT A SCHOOL-SPONSORED EVENT DIRECTLY AFTER SCHOOL OR MAY BE SOLD BY ANY ENTITY AT LEAST ONE-HALF HOUR AFTER THE END OF THE SCHOOL DAY.

MIDDLE/HIGH SCHOOL – BEVERAGE RESTRICTIONS

References: *Education Code* Section 49431.5, *California Code of Regulations* Section 15576

A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.

A **high school** contains any of grades 10 to 12.

Effective from one-half hour before to one-half hour after school.

Applies to ALL beverages sold to students by any entity.

Compliant beverages are:

1. Fruit juice:
 - a. ≥ 50% juice **and**
 - b. No added sweeteners
2. Vegetable juice:
 - a. ≥ 50% juice **and**
 - b. No added sweeteners
3. Milk:
 - a. Cow's or goat's milk, **and**
 - b. 2%, 1%, nonfat, **and**
 - c. Contains Vitamins A & D, **and**
 - d. ≥ 25% of the calcium Daily Value per 8 fl. oz., **and**
 - e. ≤ 28 grams of total sugar per 8 fl. oz.

Non-dairy milk:

 - a. Contains Vitamins A & D, **and**
 - b. ≥ 25% of the calcium Daily Value per 8 fl. oz., **and**
 - c. ≤ 28 grams of total sugar per 8 fl. oz., **and**
 - d. ≤ 5 grams fat per 8 fl. oz.
4. Water:
 - a. No added sweeteners
5. Electrolyte replacement beverage:
 - a. Water as first ingredient, **and**
 - b. ≤ 2.1 grams added sweetener per 1 fl. oz., **and**
 - c. At least 10 but no more than 150 milligrams of sodium per 8 fl. oz., **and**
 - d. At least 10 but no more than 90 milligrams of potassium per 8 fl. oz., **and**
 - e. No added caffeine

NON-COMPLIANT BEVERAGES MAY BE SOLD BY ANY ENTITY STARTING ONE-HALF HOUR AFTER THE END OF THE SCHOOL DAY.

MIDDLE/HIGH SCHOOLS – STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15501

Effective during or after school hours.

Applies ONLY to food and beverage sales by student organizations.

1. Up to **three categories** of foods or beverages *may* be sold each day (e.g., chips, sandwiches, juices, etc.).
2. Food or beverage item(s) must be **pre-approved** by governing board of school district.
3. Only **one student organization** *may* be allowed to sell each day.
4. Food(s) or beverage(s) **cannot** be **prepared on the campus**.
5. The food or beverage categories sold **cannot** be the same as the categories **sold in the food service program** at that school during the same school day.
6. In addition to one student organization sale each day, any and **all student organizations** may sell on the **same four designated days** per year. School administration determines these dates.

MIDDLE/HIGH SCHOOL – FOODS OF MINIMAL NUTRITIONAL VALUE

Reference: *Code of Federal Regulations*, Title 7, Section 210.11, Appendix B

Prohibited foods and beverages sold to pupils.

Effective during the meal period on the entire school campus where the federally reimbursable meal may be served and/or eaten.

Applies to the following foods sold to students by any entity:

1. Carbonated and aerated beverages
2. Water ices – except if contains any fruit or fruit juice
3. Chewing gum
4. Hard candies
5. Jelly and gum candies
6. Marshmallow candies
7. Fondant
8. Licorice
9. Spun candy
10. Candy coated popcorn

Purchasing

*****PURCHASING SERVICES*****

REFERENCE GUIDE

Purchasing Services

In order to assist school sites, Office Managers and Principals to make the purchasing process more seamless, Purchasing Services is providing this information as a guideline to buying. If you have any question regarding products, cost limits or anything which falls under the purchasing arena, please call us at 277-6662.

- Always purchase products or supplies with a Purchase Order. A requisition should not be used or given to a vendor to make a purchase. The Purchase Order is our only avenue to purchase products or supplies.
- Be alert to telephone scams. Fly-by-night vendors will call many unsuspecting schools or departments and provide them with a great product to sample. Unknowingly they will charge you the cost of shipping which will be 3 or 4 times the cost of the product. They will also send the incorrect item and charge you for the item to be returned. Always call Purchasing Services for assistance; we will direct you to approved vendors at a cost savings to you. Reliable companies do not use these tactics.
- If it sounds too good to be true, it just might be. Be alert to free computers, iPads etc. for buying certain products or services. Contact Purchasing Services for assistance.
- E-waste collections are very good for the schools and can provide some needed funds. But, items which are purchased using District funds **cannot** be given away. It is illegal to give, sell, donate computers, furniture, chairs etc. Education Code dictates to us the manner in which we must surplus or salvage these items. Contact Purchasing Services for assistance.

CONTACTS

Dan Sanchez, Purchasing Manager II
Telephone 277-6662 Fax 277-7110
dan-sanchez@scusd.edu

Taneshia Evans, Buyer II
Telephone 277-6667 Fax 277-6659
taneshia-evans@scusd.edu

Marina Miller, Buyer I
Telephone 277-6664 Fax 277-6659
marina-miller@scusd.edu

Karen Bowman, Office Tech III
Telephone 277-6663 Fax 277-7110
bowmank@scusd.edu

Steve Meyer, Warehouse Supervisor
Telephone 277-6661 Fax 277-6659
meyers@scusd.edu

Janet Stern, Warehouse Records Clerk
Telephone 277-6661 Fax 277-6659
janet-stern@scusd.edu
Hours: 8:00 – Noon

COMMODITIES ASSIGNMENTS

DAN SANCHEZ

Blanket Orders
Vehicles
Operations Support
Confirming Requisitions (Dan/Karen)
Furniture (Dan/Taneshia)

TANESHIA EVANS

Forms: 40
Audio Visual Equipment/Office & Technical Equipment
Computers & Peripherals
Custodial Supplies & Equipment
Science
Special Education

MARINA MILLER

Books/Textbooks
Sports Equipment
Music Supplies & Equipment
Classroom Educational Materials
Subscriptions
JIT
Nutrition
Child Development
Office Depot Cal Card Reconciliation

KAREN BOWMAN

Travel-Airline/Car/Hotel
IKON Copier Program/Ray Morgan
All Blanket Increases/Decreases
Elevator Services

Requisition Management Report

Life Cycle From: Requisition to Purchase Order

**Once Approved*

\$ Limits	Days to Process	
\$250-\$7,499	4	Requisition Quote
\$7,500-\$19,999	7	(2) Phone/Fax Quotes
\$20,000-\$80,000	10	(3) Written Quotes (over \$83,400 + Formal Bid/RFP required)
\$175,000+	30	Formal Bidding Labor & Public Works

Constraints (which will cause delay in processing):

System: Escape down due to Revisions & Updates being installed.

Work Flow: Requisitions created and not submitted in a timely manner for approval; required documents for "completed purchase orders" not being attached to the requisition and/or accessible for view/print; no Vendor listed (preferred vendors file); no item(s) and/or item #(s) listed.

New Vendor setup: All documentation must be obtained (W9, Issue to & Remit Address', phone & fax #'s) prior to adding a new vendor

***Note: To avoid any delays in having your requisitions processed in a timely manner, please be sure you follow and understand the Purchasing Guidelines & Processes. If you need assistance and/or have any questions or concerns, please feel free to contact the Purchasing Department @ (916) 277-6663 or 6662.*

IMPORTANT: Technology requisitions are to be created for ALL computer equipment, peripherals and software/licenses. Please verify with your Site Technician and/or the Technology department with any software or licensing questions prior to creating a requisition for purchase. This way you will be sure if what you are requesting to order will functionally be compatible with the District's network.

Make sure all technology equipment housed at your School Site has been inventoried and an asset tag/number has been issued for auditing reasons. If for some reason a number hasn't been attached to your component, please contact the Warehouse @ ext. 6660 for assistance. Thank you!!

***** TRAVEL PROGRAM*****
(Travel Made Simple)

All District Travel is centrally made through Purchasing Services.

In order to process Travel Requests you must have the following:

- ❖ Travel Request Form (#ACC-F014) SIGNED by all approvers.
- ❖ Escape on-line Conference/Travel Requisitions are created and submitted and APPROVED by Budget.
- ❖ Backup (flyers, registration forms etc.) scanned and attached to the registrations.
- ❖ Send the total packet to Karen Bowman, Purchasing Box 830, or Faxed to x 7110, or E-mailed (BowmanK) FOR PROCESSING. (Please note any special instructions)
- ❖ This is for all PRE-PAYMENTS to be charged to the District Travel Credit Card.

IMPORTANT INFORMATION

AIRFARE RESERVATIONS

- ❖ Names must be LEGAL NAMES (what is on the driver's license)- No Exceptions
- ❖ BIRTHDATES are required
- ❖ Choose times and dates for arrivals and returns. The earlier it is booked the better the price. We always try to use Southwest Airlines for travel in California.

REGISTRATIONS

- ❖ Complete registration form with all information. Most vendors will accept credit card payments; otherwise A/P may issue a check.

HOTELS

- ❖ Need hotel name and phone number
- ❖ Check in date and check out date
- ❖ Sharing rooms, any special accommodations
- ❖ District pays of room & tax and parking only, incidentals are not covered

CAR RENTAL

- ❖ Need driver name and size of car needed
- ❖ Need pick-up date and time and location, also drop-off date and time

PLEASE NOTE: Reservations cannot be made until all documents are approved. Please don't wait the last minute to book.

Vendor Quick Reference

[illegible]

HELPFUL HINTS- ESCAPE ON-LINE

Purchasing Services

- ❖ Escape On-Line requisitions must be in **CAPS**.
- ❖ Detailed description **REQUIRED** for each line item for all requisition types. Please include item number, product number, ISBN, etc.
- ❖ Instructions for the vendors: Create a message in the requisition. Do not insert in note tab. Please utilize the note tab for Buyer Instructions.
- ❖ For **Blanket Order Requisition**:
 - Select:
 - Vendor Requisition
 - Department: Purchasing
 - Change Order Type to **Blanket Order**
- ❖ For **Chargeback Blanket Orders**:
 - Select:
 - Vendor Requisition
 - Department: Chargeback
 - Comments" Specify Vendor- **Office Depot, School Specialty, Ray Morgan or Cleansource- (these are the only chargeback vendors.)**
 - Vendor ID: Use #118487 (U S Bank)
- ❖ Some vendors have multiple addresses in the vendor file. Please select the correct address. To select a vendor:
 - Type 1st three characters in the vendor ID Field
 - F4 or click on the drop down
- ❖ All backup documentation is scanned into the "Attachment" tab of each requisition.
- ❖ All confirming requisitions must have invoices, receipts; sign-in sheets etc., scanned and attached in the Attachment tab. Send all original receipts to Accounts Payable, Box 802B. Once scanned it is not necessary to send backup to Budget Services or Purchasing Services.
- ❖ **Confirming requisitions must be under \$400.00.** If over, please submit "R" requisition with notation under comments to "Treat as Confirming".
- ❖ For food purchases- agenda, sign-in sheets and receipts must be scanned and attached in the attachment tab and must be approved by Ken A. Forrest. Purchasing Services contacts Ken A. Forrest directly for all food purchases. Please allow extra time for processing.

- ❖ Please **“DO NOT”** use the Misc. Vendor ID unless a New Vendor set-up. If so please list vendor information in the note tab. Name, address, phone number & fax number.
- ❖ **Service Agreements**
School Sites and Departments should not pay presenters directly and then require a reimbursement. A services agreement requisition must be created and submitted. All vendors are required a submittal of an IRS W9 form and 1099. Please notify Kim Teague ext. 244 for assistance.
- ❖ JIT Requisitions- where to order, vendor name and vendor code. The following vendors are **the only ones for JIT orders.**
 - Office Depot, Business Division **#11390**
 - Cleansource **#123460**
 - Grainger **#035831**
 - School Specialty **#009743**
- ❖ **Reminder: It is crucial that you keep track of your requisition status from start to finish.** Please do so before contracting Purchasing Services.
- ❖ To expedite your requisition please make sure your pricing is correct. In addition, be sure to include shipping costs when applicable.
- ❖ All Purchase Orders (when the order is sent directly to your site) must be Received Online (ROL) once you receive the merchandise.
- ❖ When requesting a **“RUSH”** in approving your requisition, please remember all requisitions are approved in approval order.
- ❖ All computer, peripherals, and software must be created on a **Technology Requisition.**
- ❖ **U.S.Mailings:**

FOR ALL MAILINGS you must submit a “Request For Central Administration of U.S. Mail” (form #40-20372). It must have your budget code, and authorized signature and number of pieces being mailed and must go through the mailroom at Serna. All mail being returned from the Post Office using the Pre-sort permit and Return Service Requested is now being charged by the Post Office at full price “First Class”. **The return fee will be charged to your budget code.** This includes using Metro Mail and other out- side mail services. Please update your mailing lists or data base to avoid these extra charges.

Requisition Process A&Q

Who Creates my Requisition...Site Responsibility?

1. Create Requisition (specific to product needed) and attach all backup documentation.
2. Submit requisition. Note: Remember to check status of all of your requisitions and follow-up with the appropriate department.

Who Approves Your Requisition?

1. Categorical Staff, where applicable
2. Budget Department (Technicians, Supervisor and Director)
3. Technology Services for computers and technology related items
4. Literacy and Curriculum (Text book requisitions only)
5. Purchasing Department for final approval on all requisitions

What Does Purchasing Do with Your Requisition?

1. Process requisition: review and determine accurate description & product number, cost, delivery location, preferred vendor
2. Determine appropriate purchase limits, where applicable
3. Print Purchase Order and forward to vendor (email/fax/us mail)

What will vendor do with your Purchase Order?

1. They will process and fill your order according to purchase order
 2. They will ship to the delivery location on the purchase order i.e. your school site, Central Warehouse, or other location listed on the PO
- Note:** All changes to the purchase order must come from the Purchasing Department only verbal changes with the vendor are not acceptable

What does the Warehouse do with your Purchase Order?

1. If delivery is to the Warehouse, they will receive and inspect your order for completeness; it will be received online and delivered on your next available delivery date.

What if the delivery is to the School Site?

1. Receive on-line after your order has been received at your site.
Note: check for completeness of order and note any discrepancy with the carton/item with the carrier
 2. Attach all packing slips and receiving documentation to the requisition/purchase order
- Note:** It is very important to receive your order when you receive it. Not receiving online will cause your vendor to not get paid and they will levy late fees for delay in payment

What does Accounts Payable do after I receive my order online?

1. They will enter invoice from the vendor for your order
2. They will review and check that the order has been received fully
3. They will issue a check to pay the vendor

2013-2014 Computer Equipment Pricing List Standards
NWN - Western Blue

Brand, Item & Mfg. #	Vendor's	Price Includes	
Desktops	Part Number	Shipping	Vendor, ID
HP Compaq 6300 Pro Small Form Factor PC	QV985AV	\$500.00	#115320
Upgrade Options - Costs will be added to the \$500			
Intel Core i5-2400 Proc		\$120.00	
4 GB PC3-10600 Memory		\$38.00	
Monitors			
17" HP LE1711 LCD Display	EM886AA#ABA	\$150.00	eWaste Fee \$4.00
19" HP LA1956x LED Backlit LCD Display	A9S75A8#ABA	\$200.00	eWaste Fee \$4.00
Notebooks			
HP ProBook 657b	D0L72US#ABA	\$839.00	eWaste Fee \$4.00
HP 3125 Notebook	D3H56UA#ABA	\$499.00	eWaste Fee \$4.00
Printers			
HP Officejet Pro 8100 Inkjet ePrinter	CM752A#ABA	\$147.00	
*HP 940 Black Officejet Ink Cartridge	CN049AN	\$29.00	
*HP 940 Cyan " " "	CN050AN	\$17.00	
*HP 940 Magenta " " "	CN051AN	\$17.00	
*HP 940 Yellow " " "	CN052AN	\$17.00	
Printer Cable Options			
*HP Parallel Cable (2M)	F3U133-02	\$13.00	
*HP USB Cable (5M)	F3U133-06	\$6.00	
HP LaserJet Pro m401dn Printer	CF278A#BGJ	\$407.00	
*HP 80A black LaserJet Toner Cartridge	CF280A	\$89.00	
HP LaserJet P3015DN Printer	CE528A	\$873.00	
*HP 55A Black LaserJet Toner Cartridge	CE255A	\$117.00	
HP LaserJet Enterprise 600 Printer	CE990A	\$935.00	
*HP LaserJet Black Print Cartridge	CE390A	\$147.00	
HP LaserJet Pro 200 Color Printer	CF147A	\$325.00	
*HP 131A Black LaserJet Toner	CF210A	\$59.00	
*HP 131A Cyan " " "	CF211A	\$74.00	
*HP 131A Yellow " " "	CF212A	\$74.00	
*HP 131A Magenta " " "	CF213A	\$74.00	
HP LaserJet Enterprise 500 Color Printer	CF081A#AAZ	\$707.00	
*HP Laser Jet 500 Color MFP M551 Black Cartridge	CE400A	\$130.00	
*HP Cyan " " "	CE401A	\$193.00	
*HP Yellow " " "	CE402A	\$193.00	
*HP Magenta " " "	CE403A	\$193.00	
Projectors			
Epson Powerlite 93+ LCD Projector	V11H382120	\$600.00	
Fax Machines			
Brother Intellifax 4100e	Fax-4100E	\$298.00	
Toner & Accessories			
*Standard Yield Toner Cartridge	TN430	\$41.00	
*High Yield Toner Cartridge	TN460	56.00	
*Replacement Drum Unit	DR400	107.00	
*Second Lower Paper Tray Unit	LT400	115.00	

****Ordering Information:** No Shipping charges & CA Sales Tax Not included

***Note:** Special Pricing Per ID#0385360001 and WSCA II Contract #A63309. Reference Big Deal #10328957

To obtain a Quote for purchase, contact Taneshia Evans @ Taneshia-Evans@scusd.edu (916) 277-6667

Risk Management



Risk Management

Gail Richardson, Director, gail-richardson@scusd.edu, 643-7836

Martine Kruger, Risk Management Technician, krugerm@scusd.edu, 643-9421

Keyshawn Marshall, Lead Disability Technician, Keyshado@scusd.edu, 643-7901

Jane Numazu, Safety Technician Jane-Numazu@scusd.edu, 643-7895

~ HOT TOPICS ~

Sacramento City Unified School District (SCUSD) is a member of the Schools Insurance Authority a Joint Powers Authority, (JPA) Self-Insured Risk Pool. This is NOT “insurance”, and therefore SCUSD Administrators, Principals, and staff should be extremely careful not to refer to SIA’s coverage as “insurance” partially in contracts containing insurance clauses and indemnity agreements. The Memorandum of Coverage, (MOC) provided by JPAs create special rights that can be lost if coverage is improperly described. The School Insurance Authority Joint Powers Agreement item S. states:

Any liability arising from, or in any manner related to, claims for which actual or alleged liability would have been waived, released, minimized, or reduced if the Named Covered Member had used Pre-Approved Forms, but this Exclusion only applies to the first \$5,000 deductible Loss. Pre-Approved Forms appended as Endorsements to this Memorandum of Coverage, MOC, including (a) and participation agreement, release, or waiver; (b) any pre-approved or required provisions or language to be included by a Named Covered Member in any contract or agreement that may give rise to potential liability under this MOC; and (c) any facilities use or lease.

As a risk management and avoidance tool, SIA has developed standardized field trip, sport/activity participation, and facility use forms. These forms provide comprehensive participation and release language important in the best insulating Covered Parties from liability Claims.

The SIA Executive Committee has approved, failure to use the aforementioned forms or relevant language (which will be translated in all necessary languages), resulting in liability exposures that could have been avoided will result in a proposed Claim fine of \$5,000, on top of the \$5,000 deductible. This additional fee is seen as a financial incentive to move Named Covered Members toward the use and improvement of these important forms.

Accidents. All accidents/incidents/losses **MUST** be properly documented, investigated and reported to Risk Management regardless of severity.

Worker’s Compensation Claims Management. SCUSD’s premiums are based on numerous factors; one important one is injury loss rate. With our active safety program in place and our return to work program, we have been successful in reducing both the number of accidents and the time of rehabilitation. We need your help to continue this effective approach to reducing the districts costs of workers compensation claims, which results in healthier people and keeps dollars in our budget and classrooms. Remember by accommodating your injured workers through the Return to Work program at your site, and not using unbudgeted substitutes to cover for your injured staff elsewhere in the district; you are assisting in the budget issue for the entire district.

Safety Programs. Risk Management’s Safety Technician will provide monthly safety topics with handouts at the district monthly safety meeting; which your site safety coordinator should attend. They should in turn cover topic with your staff at your monthly meeting. Your safety coordinator then needs to attach safety presentation along with attendance staff sign-in roster and return them to Risk Management. Each site is required to have an active safety committee headed by a safety coordinator in place by the end of September each new school year. Let us work together to keep our students, staff and school sites safe.

Hand Sanitizers. Guidance from the California Department of Education dated January 07, 2013 on the use of hand sanitizers in California public schools.

- Good hand hygiene is vitally important in preventing the spread of the flu. The Centers for Disease Control and Prevention (CDC) recommends that students and staff wash their hands

often with soap and water for 20 seconds or use a hand sanitizer, especially after coughing or sneezing.

- California's Department of Public Health (CDPH) and the CDC recommend alcohol-based sanitizers as being effective to kill the flu virus. The CDC states other hand sanitizers that do not contain alcohol may be useful; however there is less evidence on their effectiveness compared to that on hand washing and alcohol-based sanitizers. Therefore, CDPH recommends alcohol-based sanitizers for use in schools.
- There is no statute or regulation which prohibits schools from providing hand sanitizers for use by students and staff, especially in settings where soap and water are not readily available, such as portable classrooms. Many California schools are making hand sanitizers available to their students and staff.
- Provisions of the *Education Code* relating to alcoholic beverages do not apply to alcohol-based sanitizers. Schools with "zero tolerance" or other policies forbidding alcohol are recommended to make an exception for alcohol-based sanitizers. Appropriate instruction and supervision in the use of sanitizers should, of course, always be given.
- As always, school districts must cooperate with and follow orders issued by a local or state public health officer to protect public health.

Guidance from State of California –Health and Human Services Agency, California Department of Public Health for School Administrators for School (K-12) the use of alcohol-based hand sanitizers (gels, foams, or wipes) containing at least 60% alcohol should be promoted in California schools.

RISK MANAGEMENT

DISABILITY MANAGEMENT

Gail Richardson--Director, gail-richardson@scusd.edu, 643-7836
Keyshawn Marshall, keyshado@scusd.edu, 643- 7901

Although it is reasonable for employees to be excused for occasional absences due to illness or injury, the challenge is to manage absenteeism so that the departmental goals are still achieved. The goal is to create a work environment where employees are motivated to return to work as soon as medically possible because they feel supported and they know their work is valued.

In recent years, laws have evolved into a complex maze of rules and regulations that influence how absences are managed. Some of this legislation includes:

- Americans with Disability Act of 1990 (ADA)
- Family and Medical Leave Act of 1993 (FMLA)
- Rehabilitation Act of 1973
- California Fair Employment and Housing Act (FEHA)
- California Family Rights Act (CFRA)
- California Pregnancy Disability Leave Act (PDLA)
- California Workers' Compensation Act

Guiding Principles

- Disability and absenteeism results in human and financial costs to the employee, school site and the district.
- Management of disability and absenteeism is required by Federal/State laws, district policies, and collective bargaining agreements.
- Injuries can be prevented through safety, awareness, and training.
- Importance of creating a work environment where employees are motivated to return to work as soon as medically possible.
- Disability and absenteeism can be prevented/minimalized through the provision of Reasonable Accommodation through the Return to Work Program.

Principal's Role

As a principal, you play a vital role in managing disability and absenteeism by:

- Preventing injuries
- Reporting work-related injuries timely
- Participating in the Interactive Process
- Providing Reasonable Accommodation through the Return to Work Program
- Requesting Return-to-Work Reviews
- Industrial Disability (Work-Related)

An employee with a work-related disability may be eligible for Workers' Compensation benefits, as well as District benefits that supplement Workers' Compensation. Steps to Follow:

1. If injury /illness is life threatening Call **911**, do not have staff transport
2. Staff must report injury/illness to supervisor
3. Instruct staff to call Schools Insurance Authority's Early Intervention Nurse at **916-643-9299**
4. Notify Risk Management's Disability Management as soon as possible, and complete the "Incident/Accident Report" within 24 hours and forwarding to Keyshawn Marshall by email to keyshado@scusd.edu.
5. Work with Schools "Insurance Authority's Claims and Risk Management's Disability Management during all "Interactive Process", "Stay-at-Work" or "Return-to-Work" processes.
 - a.) Stay at work part time during the initial phases of a disability. This will help an employee who has not yet become totally disabled and can work part time;
 - b.) Return to work consists of part time or modified duty, with the goal of increasing the employee's work hours and/or job duties to his/her previous work schedule

- **Non-Industrial Disability (Non-Work-Related)**

An employee with a non-work related disability may be eligible for benefits if the employee is unable to work. Steps to follow:

1. Staff should notify Supervisor of any long-term non-work related injury/illness, especially contagious disease being treated by a licensed practitioner.
2. If staff is unable to work notify Human Resources to secure substitute
3. Notify Risk Management's Disability Management by completing the "Incident/Accident Report" as soon as possible, and forwarding to Keyshawn Marshall by email to keyshado@scusd.edu.
4. Instruct injured or ill staff to contact Human Resources for information of all leaves types available to them during this period.
5. Work with Risk Management's Disability Management and Human Resources during all "Interactive Process" "Stay-at-Work" or "Return-to-Work"
 - a.) Stay at work part time during the initial phases of a disability. This will help an employee who has not yet become totally disabled and can work part time;
 - b.) Return to work consists of part time or modified duty, with the goal of increasing the employee's work hours and/or job duties to his/her previous work schedule
6. Staff member may NOT return to work without a release from the licensed practitioner who is the treating physician of the condition

Return to Work, Modified Work Accommodation

Temporary Transitional Work allows an employee with temporary restrictions to work in a modified, alternative, or reduced-hours capacity, for a defined period of time, while recuperating from an illness or injury.

The District strives to return an injured/disabled employee to work as soon as the employee's condition permits. Allowing an employee with a disability to perform transitional work enables the employee to return to maximum health and productivity much faster than if required to stay off work.

- Modified Work - Changing or eliminating specific job duties within the employee's regular job to meet the temporary work restrictions;
- Alternative Work - Offering the employee a position other than his/her regular job to meet the temporary work restrictions;
- Reduced-Hours Work - Less than full-time work to meet the temporary restrictions.

Interactive Process

If an employee has prolonged or permanent disabilities that impair the employee's ability to perform his/her job, an effort must be made to provide accommodation to enable the employee to work in a modified capacity or change to a more suitable position. In this way, the District can keep valued, experienced and trained employees, while complying with our obligations under the Americans with Disabilities Act and the Fair Employment and Housing Act.

The district should engage an employee in an interactive process to evaluate whether job modifications can be made which enable the employee to continue to perform the essential functions of the job when:

- An employee is out for a prolonged disability leave;
- An employee discloses that s/he has a disability impacting his/her job;
- An employee provides medical information describing prolonged or permanent impairments.

In addressing a Reasonable Accommodation request, it is imperative that an interactive process and exchange take place between Risk Management, Human Resources, the Principal and the employee. During this interactive process, the parties will discuss whether or not accommodations are necessary for the employee to be able to perform the essential functions of the job. Reasonable accommodations must be made on a case-by-case basis, but could include job restructuring, initiating part-time or modified work schedules, and providing assistive devices. Accommodations should not create a new position or a financial hardship for the District.

When a Reasonable Accommodation is needed, please contact Risk Management's Disability Management s to facilitate this interactive process.

It is important to note that accommodations are based on the unique needs of the employee's disability and the necessity to perform the essential functions of the job and not necessarily on the employee's preferences. On the other hand, if reasonable, primary consideration should be given to the employee's preferences. The department does have the discretion to select between equally effective accommodations in terms of cost and ease of implementation.

If the interactive process is thorough and complete, yet concludes that the employee cannot be reasonably accommodated within the department, the employee can then participate in the Priority Reassignment process. Please see the Priority Reassignment section for further details.

The employee's benefits under the disability plan and from all other sources of income may not exceed 100% of eligible earnings prior to the employee's disability.

Typically, Risk Management's Disability Management Interactive Process will begin with the first notice of injury/illness absence and will involve the following:

- Meet or speak with the employee to learn the history of the case and discuss options;
- Give or send, and go over with employee the "Request for Accommodation" Packet;
- Communicate with the principal or supervisor to determine if accommodations can be;
- Communicate with the department to determine if alternative work, based on the work restrictions, is available;
- Assist the employee to search for alternative work within the entire district, if the employee's department is unable to accommodate the work restrictions. Please see the Priority Reassignment section (below) for further details.

Priority Reassignment

Priority Reassignment is a preferential employment process whereby an employee with a disability may be selected for another position within the district without the requirement that the position be publicized. This Priority Reassignment process does not provide a right to guaranteed re-employment.

Eligibility for Priority Reassignment is based on medical information from the employee's treatment provider documenting that the employee is precluded from returning to work in his/her regular position, but is able to participate in a search for alternative work.

During Priority Reassignment, the employee will work closely with Risk Management's Disability Management

PLEASE POST



ALL WORK RELATED INJURIES
MUST BE REPORTED TO OUR
SCHOOLS INSURANCE AUTHORITY INTAKE NURSE AT:

916-643-9299

MEDICAL EMERGENCIES REQUIRING IMMEDIATE TREATMENT BY EMERGENCY PERSONNEL CALL **911**
OR REPORT TO **NEAREST** MEDICAL HOSPITAL

Workers' Compensation Injury-Reporting Procedures

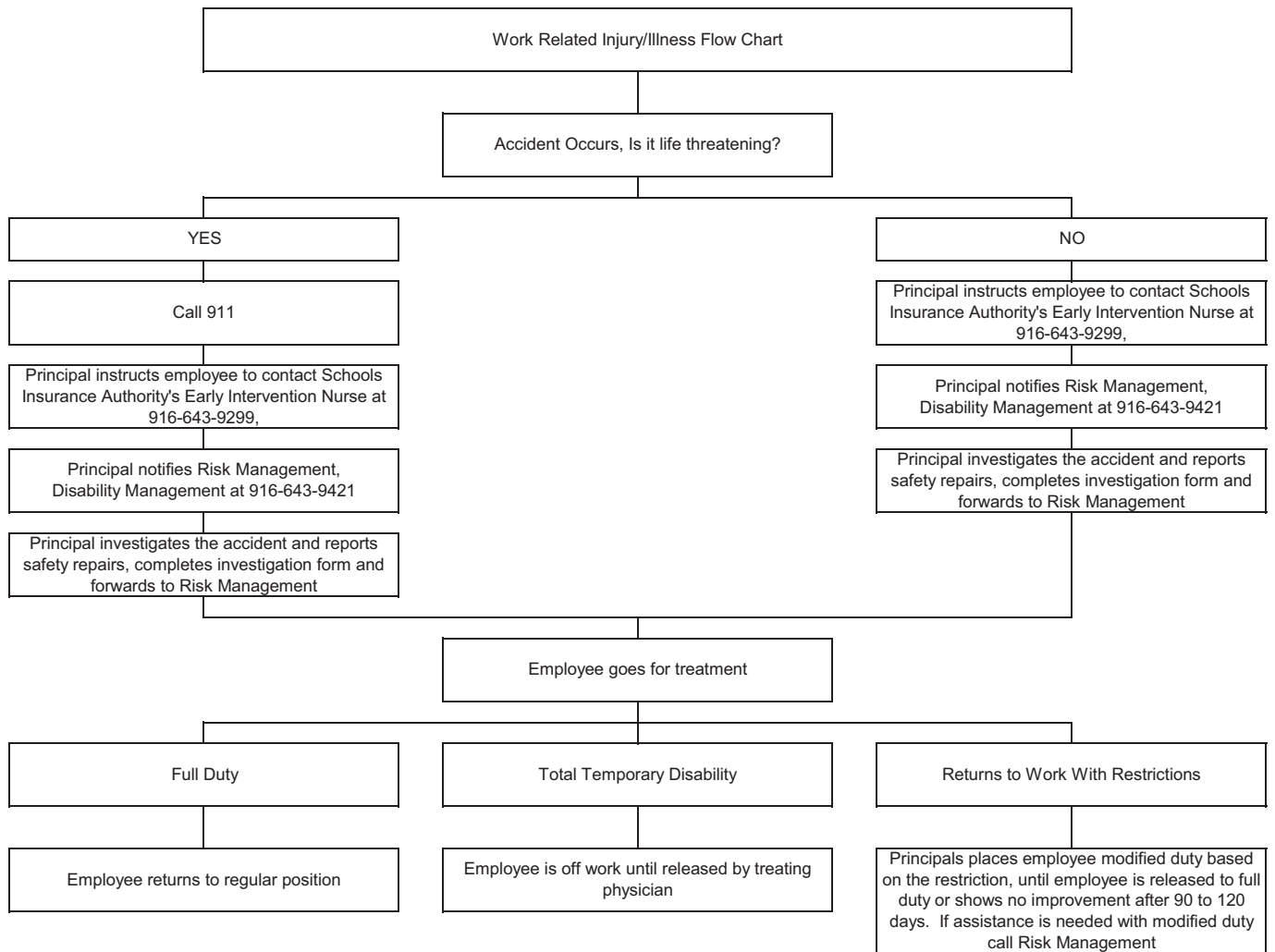
PLEASE NOTIFY YOUR PRINCIPAL.

Calls will be answered in the order they are received. If the injury is life threatening, please direct the injured employee to go to the nearest medical facility and advise the nurse of the location.

The employee's medical condition will be evaluated by the SIA nurse. Because the nurse will need to know specific information, it would be preferable to have the injured worker speak directly with the nurse, if at all possible. The nurse will send an Employee's Claim Form (DWC-1) to the injured employee. Should an employee decide not to see a doctor at the time of the incident, a written report will be completed by the nurse and a copy sent the Risk Management Department.

Each time an employee sees a physician, he or she **must** submit a copy of the doctor's report to his/her principal and to Risk Management Department.

Industrial injury time is paid for 60 days commencing the first day your treating physician declares you temporarily or permanently **unable** to work. If you are not declared unable to work you will need to use your sick or personal time for treatment and doctor visits. The treatment and/or doctor appointment and mileage will be paid by the District's worker's compensation program.



RISK MANAGEMENT

Insurance and Loss Control

Gail Richardson—Director, gail-richardson@scusd.edu, 643-7836
Martine Kruger—Risk Management Technician, krugerm@scusd.edu, 643-9421

Services provided:

Americans with Disabilities Act (ADA)
Certificates of Insurance of District Coverage's
Compliance
Employment Practices Liability
Employee Health and Wellness
Ergonomics
Field Trip and Athletic Waiver Forms
Low Cost Student Insurance
Process District Asset Damage or Loss Claim and Subpoenas
Process Injury or Damage Claims Against the District
Special Event Additional Insurance

Americans with Disabilities Act (ADA)

Federal and state law requires equal access for all individuals to physical facilities, programs, services and activities at our schools. Risk Management offers information, support and resources to all aspects of ADA Title II compliance including building standards and school site accessibility, Transition Plans, administrative evaluation of programs.

Accessible Design and Building Standards

The 2010 California Building Code and the federal 2010 ADA Standards for Accessible Design are both utilized in providing the “most stringent” accessibility standards in the creation and maintenance of school facilities. Risk Management stays current with the latest information and resources on both of these accessibility standards.

Emergency Evacuation for Students, Staff and Visitors with Access and Functional Needs

Emergency preparedness is critical for all students, staff and visitors at your school, but even more so for individuals who require assistance during an evacuation. There are a significant number of considerations for the evacuation process which must be planned in advance in order to be effectively implemented in the midst of an emergency situation.

Playgrounds and Play areas

The newly revised 2010 ADA Standards for Accessible Design now detail more specific provisions on play equipment, accessible routes, transfer systems and more.

Accessible Swimming pools

Pool lifts, sloped entries and transfer steps are all means of providing accessibility to a school swimming pool.

Administrative ADA rules and policies

The Risk Management Director is the SCUSD ADA Coordinator.

Certificate of Insurance for District Coverage

The purpose of a certificate of insurance is to demonstrate proof of insurance coverage to the parties involved.

Request Procedure

1. Fill out the request form provided by SCUSD Risk Management.
2. Attach the **entire signed** agreement/documentation.
3. All requests for a certificate of insurance should be processed through SCUSD Risk Management for review.
4. All completed forms and supporting documents must be forwarded through SCUSD Risk Management to Schools Insurance Authority.

Please allow Schools Insurance Authority 10 business days to issue a certificate of insurance.

1. Once the form is completed and the signed agreement/documentation is received at SIA, the documents are reviewed. If any information is missing, Risk Management district will be contacted.
2. The request is processed and sent to our broker. The certificate of insurance is issued, sent to SIA and mailed to the certificate holder.
3. The certificate of insurance will then be forwarded to SCUSD Risk Management.

Compliance

School districts are required to comply with numerous state and federal regulations. It is a challenge to understand and maintain all of the requirements including documentation, training, and personnel responsibilities.

Bloodborne Pathogens

A procedure is in place for those that may come in contact with blood or other bodily fluids or are exposed to potentially infectious materials, and the plan requires annual training.

Emergency Preparedness

School district personnel must be prepared for a variety of emergencies that can occur on the campus and in the community, and requires drills of plan be exercised regularly.

Hazard Communication

Chemicals are used throughout the school district including maintenance shops, science labs, art and shop classes and more. Hazard communication increases awareness about the chemicals school staff work with every day and outlines safe work practices.

Heat Illness Prevention Plan

The California Code of Regulations requires all employers, including districts, to have a heat illness prevention plan.

Injury and Illness Prevention

All California employers, including school districts, are required to have an Injury and Illness Prevention Program (IIPP) in place and it is often requested when Cal/OSHA visits.

Underground Storage Tanks

Additional coverage for underground storage tanks is available to member districts to meet environmental concerns regarding potential hazards.

Storm Water

The SIA Storm Water Group Monitoring Program helps SCUSD meet state storm water regulations for school transportation sites. The program requires completing monthly, quarterly and annual inspection and report.

Employment Practices Liability

The appropriate and professional management of staff is necessary for district success and efficiency. Education and proper documentation will assist administrators in reducing costly mistakes.

Sexual Harassment Training

Sexual harassment continues to be a widespread problem encountered by women and men in the work force today. Sexual harassment can cover a wide range of behaviors and involve co-workers, supervisors and independent contractors.

California regulation requires harassment training for all employees. Although the Human Resources must provide this training, Risk Management can work with Schools Insurance that offers training sessions to assist our staff to attend sessions that meet the regulatory requirements for staff that may have missed their district training.

Employee Health and Wellness

SCUSD firmly believes in promoting a culture of health and wellness for our employees. We offer a variety of tools, resources, programs and presentations to encourage staff to live safe and health lives, on and off the job.

Asthma - The number of staff and students with asthma has increased in recent years. Understanding asthma in our schools will make staff and students more comfortable.

Bloodborne Pathogens - Those that may come in contact with blood or other bodily fluids are exposed to potentially infectious materials.

Concussions in Youth Sports - All concussions are serious and can occur in a variety of school settings and activities. Know your concussion ABCs.

Diabetes - Education and understanding the risk factors of diabetes will help prevent it or reduce its complications.

Employee Assistance Program (EAP) - Our Employee Assistance Program (EAP) is designed to help school employee's deal with personal problems that seriously affect job performance.

Fitness - Regular exercise and good physical fitness are important for long-term health and well-being

Health Awareness - Good health is a combination of many factors. To live a healthy life, we must understand health risks, disease prevention and health management.

Mental Health Management - Mental health involves emotional well-being, the capacity to live a full and creative life, and the flexibility to deal with life's inevitable challenges.

Nutrition - Proper nutrition is necessary for providing energy to accomplish our daily tasks as well as our life goals.

Personal Safety - Awareness of the hazards around you and the ability to focus on the task at hand will help protect you both on and off the job.

Smoking Cessation - Breaking a smoking habit is a difficult but the long term advantages are worth the challenge.

Wellness Culture - To assist our staff in promoting messages of good health, we have created a series of reproducible handouts on a variety of wellness topics.

Ergonomics

A safe, comfortable and efficient work environment is beneficial for all employees. When employees use good ergonomic practices, they reduce their potential for injury. SIA has established a comprehensive ergonomics program for our member districts complete with a variety of services, tools and resources. We also provide purchasing tips all tailored to meet the needs of today's school employees and district budgets. All of these services are available to SIA member district employees at low or no cost.

For additional information regarding Ergonomics, Martine Kruger, krugerm@scusd.edu

The following ergonomic equipment is available, free of charge, to SIA member district employees (workers' compensation pool only) who will be utilizing the equipment on the job.

- Back Belts: Sizes – Small, Medium, Large, X-Large, XX-Large, XXX-Large
- Lumbar Supports: Rounded or Angular

Printed Materials:

- Ergonomics 101 – Fixes on a Shoestring: Keyboard Tray Extensions
- Ergonomics 101 – Fixes on a Shoestring: Monitor Risers and Footrests
- Ergonomics 101 – Fixes on a Shoestring: Pinch Grip and Mouse Shortcuts
- Arranging Your Workstation to Fit You (*booklet*)
- Comfort at the Computer (*booklet*)
- Ergonomics and You – A Common Sense Approach to Reducing CTD Risks (*booklet*)
- Industrial Ergonomics: Protecting Your Elbow and Forearms (*brochure*)
- Industrial Ergonomics: Protecting Your Neck and Shoulders from CTDs (*brochure*)
- Office Ergonomics: Understanding Ergonomics (*brochure*)
- Preventing Keyboard Injuries and Fatigue (*booklet*)
- Preventing Repetitive Strain at the Keyboard - Comfortable Computing for Your Wrist and Hands (*booklet*)

To obtain any of the above materials contact Martine Kruger, krugerm@scusd.edu

Field Trip and Athletic Waivers Participation Forms

Agreement for Activity Participation (Students K-12)

Used for all Student Activities, Clubs, and/or Special Classes (including after-school programs or classes involving special risks of harm or injury, including ROP/work experience classes). Before a K-12 student participates in extra-curricular or risky/"dangerous" curricular classes, this form should be executed acknowledging the risks associated with such activities (including risks of injury during transportation to and from off-site events), the student's and parent's agreed compliance with districts safety rules, and the authorization to administer emergency care in the case of injury.

Contract for Adult Activity Participation

Used for all Adult Education/Vocational Rehabilitation, etc. Classes involving special risks of harm or injury, including off-site training or work experience activities. Before an adult education student participates in a class or program involving potentially "risky"/"dangerous" activities, this form should be executed acknowledging the risks associated with such activities (including risks of injury during transportation to and from off-site events), the adult student's agreed compliance with districts safety rules, and the authorization to administer emergency care in the case of injury.

Agreement for Team Participation

Used for all Team Sports (CIF and Intramural), Band, Cheerleading, and Dance Team. Before a student tries out for, participates in practices or training sessions, or is actually involved in team/group events, this form must be signed acknowledging the risks associated with such activities (including risks of injury during transportation to and from off-site events), the student's and parent's agreed compliance with districts safety rules, and the authorization to administer emergency care in the case of injury. The form also requires information regarding statutorily required insurance the student must provide, absent financial circumstances requiring that such insurance/coverage be obtained through other sources.

Sports Physical Examination Form

Used for all Team Sports (CIF and Intramural), Band, Cheerleading, and Dance Team. Before a student tries out for, or participates in, any of the listed extra-curricular activities, the student must have (a) a parent or legal guardian complete the medical history, and (b) a medical doctor, doctor of osteopathy, or doctor-supervised nurse practitioner or physician's assistant conduct the examination and execute the form.

Student Field Trip Authorization

Used for all In-State Field Trips (Whether or not Overnight). While the Education Code provides immunity for field trip activities, the form requires parents to acknowledge the immunity laws, and the risks associated with the activity, as well as providing authorization to administer emergency care in the case of injury.

Student Field Trip (Outside California) Authorization

Used for all Out-of-State/Foreign Field Trips In addition to the issues covered under the standard field trip form, this form also notes the limitations on payment for travel-related costs and expenses and the risks of financial loss to the student/parent if the trip is cancelled for some reason.

Transportation Forms

Volunteer Personal Automobile Use Form

Used for all Adult Volunteer/Employee Drivers (For Curricular/Extra-Curricular Events). Before an adult is allowed to operate a private passenger vehicle (or a District-owned vehicle, should that ever be allowed), this form should be completed identifying their insurance and vehicle information, further confirming that the driver's insurance coverage will be primary to any insurance coverage available to the District. The form also notes the driver's obligation to maintain a safe vehicle and to operate that vehicle in a safe manner at all times. The form does not require the District to conduct "pull-notice" or other background checks, but it does authorize the District to conduct such reviews if it deems it appropriate to do so.

Student Personal Automobile Use Form

Used for all Student Drivers Transporting Themselves to/from Curricular/Extra-Curricular Events. This is the first form that must be completed before a student can drive himself/herself to a District-sponsored curricular or extra-curricular activity. This form contains basic information regarding the student's license, insurance and vehicle information. The form also acknowledges that the driver's insurance coverage will be primary to any insurance coverage available to the District. The form also notes the student's obligation to maintain a safe vehicle and to operate that vehicle in a safe manner at all times. It does not require the District to conduct "pull-notice" or other background checks, but it does authorize the District to conduct such reviews if it deems it appropriate to do so.

Student Alternate Transportation Form

Used for all Student Drivers Transporting Themselves to/from Curricular/Extra-Curricular Events. This is the second form to be completed when a student is allowed to drive himself/herself to a District-sponsored curricular or extra-curricular activity. The Student Personal Automobile Use Form is used as a general screening form, making sure the student will be able to safely transport himself/herself to an event. This form must be signed by the supervising coach/teacher, and serves the separate purpose of gaining their approval for the student to transport himself/herself to the event. Some coaches/students do not want students to engage in such activities, so this form ensures that all involved parties agree to the self-transportation and the accountability of the student for such self-transportation.

Van Rentals

Vans may be rented or leased from vendors as long as they meet the 10 passenger or less (including the driver) rating. The rental of a van that has the capability of carrying more than 10 passengers (including driver) is an unauthorized purchase and cannot be reimbursed with District funds. K-12 schools in California MAY NOT use a 15 passenger van to transport students even if seating capacity is reduced to 10 occupants or less.

Low Cost Student Insurance Program

Sacramento City Unified School District Does not carry medical or dental insurance for students should they suffer an injury/illness at school. This means that the parents should have medical insurance or pay their child's medical bills if their child is hurt or becomes ill during school activities. Parent/Guardian and staff mistakenly believe that the school carries such student coverage's. Principals must instruct staff to never imply that the school or district has coverage or is in any way responsible for treatment costs.

Parents/Guardians may wish to purchase the low-cost insurance that the district provides information regarding. Neither the school nor district has any financial interest in this program or company. The district merely seeks to provide parents or guardians with the opportunity to obtain low-cost insurance protection. Any student participation in interscholastic sports is required by state laws to have adequate medical insurance. There are coverage plans that provide coverage for 9th, 10th, 11th, and 12th grade interscholastic football only coverage.

Brochure and application are on line and should be available in every school main office. Parents/guardians should be told that they need to work directly with the company, if they have any questions regarding coverage or claims. The district cannot collect payments nor speak for the company.

Property/General and Auto Liability

Property

Schools Insurance Authority, SIA provides first party physical property damage coverage for SCUSD. SCUSD is self-insured and claims are administered by SIA claims staff. The District has a \$25,000 deductible on property coverage.

General and Auto Liability

SIA provides comprehensive legal liability and automobile liability coverage for SCUSD, as well as coverage for physical damage involving collision and comprehensive incidents to district vehicles. As a member, the District being self-insured has the benefit of SIA in-house claims administration.

Claim Reporting Procedures

If you need a claim form or incident report form in connection with an automobile accident, school property damage or a non-automobile incident, please see SCUSD Risk Management, Martine Kruger, krugerm@scusd.edu

All claims against the district or school district employee, the claim form must be obtained from Risk Management, Martine Kruger, krugerm@scusd.edu. Once completed this form must be presented directly to the SCUSD Board of Education. No claims can be presented directly to SIA.

ALL ACCIDENTS AND INCIDENTS **MUST** BE REPORTED TO:

- Site officials, directors, managers, school office personnel, and the District Insurance and Emergency Preparedness Department
- Compile documents for claim submission
- Ensure ALL required Safety Reports are investigated and returned to Insurance and Emergency Preparedness Department
- Conduct Monthly Site and Department Safety checks
- Conduct Monthly Safety Committees Meeting making sure our school and work sites are all safe

Subpoenas

Responding to subpoenas

1. If you have received a subpoena by mail or have inadvertently accepted service of Subpoena you should notify Risk Management immediately. You should discuss the Subpoena with the Risk Management Director before responding in any way, even if no documents exists or the person named in the Subpoena is not available to testify. The Director of Risk Management will promptly notify the Legal Department and delegate responsibilities for responding to the Subpoena that may involve more than one organizational unit.
2. If you receive a subpoena that request Sacramento City Unified School District records that pertain to a particular individual and the issuing court, agency, or government attorney requests the Sacramento City Unified School District not notify such and was individual, you may disclose the Subpoena or the fact of its receipt only to the Risk Management and Legal Departments.
3. If the Subpoena request is for student records, you must notify the student's parents several days prior to providing the documents requested. This is the student's Parent/guardian time to file a motion with the court to block the Subpoena, if he or she does so.

RISK MANAGEMENT

Safety

Gail Richardson—Director, gail-richardson@scusd.edu, 643-7836
Jane Numazu—Safety Technician, jane-numazu@scusd.edu, 643-7895

Services provided:

Compliance
Driving Safety
Fire Safety and Arson Prevention
Playground Safety
Workplace Safety
Material Safety Data Sheet, M.S.D.S

Compliance

Schools are required to comply with numerous state and federal regulations. It is a challenge to understand and maintain all the requirements including documentation, training, and personnel responsibilities.

Emergency Preparedness - School district personnel must be prepared for a variety of emergencies that can occur on the campus and in the community.

Hazard Communication – Chemicals are used throughout the school district including maintenance shops, science labs, art and shop classes and more. Hazard communication increases awareness about the chemicals school staff work with every day and outlines safe work practices.

Heat Illness Prevention Plan - The California Code of Regulations requires all employers, including districts, to have a heat illness prevention plan.

Injury and Illness Prevention - Injury and Illness Prevention Program provides the essential elements of the plan. All California employers, including school districts, are required to have an Injury and Illness Prevention Program (IIPP) in place and it is often requested when Cal/OSHA visits

Underground Storage Tanks - Additional coverage for underground storage tanks is available to member districts to meet environmental concerns regarding potential hazards.

Storm Water - The Storm Water Group Monitoring Program helps districts meet state storm water regulations for school transportation sites.

Lead Exposure Testing - Blood lead tests may be ordered to screen people in the workplace if lead contamination is a possibility

Asbestos and Lead Training – Custodial and Maintenance workers

- Environmental training such as [AHERA](#) training for **Asbestos Awareness** is for **all employees who come into contact** with Asbestos but **do not disturb it**. They must have the Two Hour Asbestos Awareness Training annually. This is almost all workers because over 3000 products are still in use, many not banned.
- **Lead Awareness Training** is also required annually. Lead classes are required under the Hazard Communication standard and [OSHA](#) standards. Employers are required to provide annual training to **employees who encounter hazards in the workplace**, including Lead, which is found in many common workplace products from keys to paint.

Driving Safety

Risk Management offers resources including training videos, access to defensive driver training programs and helpful checklists and guidelines.

After An Accident

The moments after an accident can be tense and confusing. We know we must gather information but it can be difficult to be focused. To assist, Risk Management has accident information brochures that can be kept in a vehicle and used to gather the appropriate facts. These brochures should be put into district vehicles and can also be used by employees using their personal vehicle on district business. The brochures are not to be used in place of the official accident report form but should be attached to the signed form and turned into Risk Management.

Fire Safety and Arson Prevention

School staff has the ability to prevent devastating fires on campus. Good housekeeping, proper electrical usage and awareness of arson opportunities are just a few of the precautions that can be taken to reduce the chance for fire. Risk Management can provide tips and tools to assist with fire prevention efforts.

1. Arson Prevention Tips
2. Site Administrator's Guide to Fire and Intrusion
3. School Fire and Life Safety Guidelines
4. Stay Fire-Safe in the Classroom
5. Summer Fire Safety
6. 30 Ways to Prevent School Arson

Playground Safety

Playgrounds are an essential element of child development and education. The State of California requires all public playgrounds meet the Consumer Product Safety Commission (CPSC) guidelines and the American Society for Testing and Materials (ASTM) standards.

Risk Management's Safety Services works to meet these requirements and keeping playgrounds available and safe for our students. Jane Numazu is now enrolled to become a Certified Playground Safety Inspector.

Playground Signage

School playgrounds are often available for use by the public during non-school hours. These labels were designed to help the public use your equipment safely. The labels indicate the appropriate age range of the user, suggestions for safe play and direction for adult supervision and concerns. Each label is 5x7 inches and can be affixed directly onto the equipment. There are three age range options 2 to 5 years, 5 to 12 years and 2 to 12 years. Select the label that is most appropriate for the design of your equipment.

Low Frequency Inspection Form - Use this checklist to conduct your low frequency inspections.

High Frequency Inspection Form - Use this checklist to conduct your high frequency inspections.

IPEMA third-party certification of playground equipment/surface materials

The International Play Equipment Manufacturers Association (IPEMA) provides a third-party certification service in which an independent laboratory validates the manufacturer's claims of conformance. The IPEMA website provides an easy and free service to search by manufacturer, product line and specific product to identify and print out IPEMA Certificates of Compliance for play equipment and surface materials.

Installation and maintenance of engineered wood fiber (EWF) to meet ADA requirements

Correctly installing and maintaining your EWF surface in playground areas is critical to keeping your surfacing both safe and ADA compliant. This two-page document provides step-by-step information for both the original install and ongoing maintenance at your playgrounds.

School, Employee and Workplace Safety

Preventing losses is an effective way to protect school district resources. Risk management offers a variety of services and tools to assist district staff in keeping staff safe and worksites protected.

Science Safety Handbook for California Public Schools – This publication by the California Department of Education provides information to help make your kindergarten through 12th grade science program safe. It is recommended that all science program instructors have a copy of the handbook.

Emergency Preparedness - School district personnel must be prepared for a variety of emergencies that can occur on the campus and in the community.

Employee Entrance Evaluation (E3) - Most classified jobs within the district are physically demanding; requiring individuals to lift and carry on a regular basis. Before entering into a position, it is reasonable and appropriate to determine that there is a match between what a position requires physically and the physical ability of the candidate. This is a pre-employment, post offer physical ability test that enables the candidate and the district to screen in candidates whom can perform the job tasks within a position before they begin working.

Injury and Illness Prevention – Risk Management has issued each site with a compliance plan manual in which includes the Injury and Illness Prevention. All California employers, including school districts, are required to have an Injury and Illness Prevention Program (IIPP) in place and it is often requested when Cal/OSHA visits.

CPR and First Aid – Upon the request of Risk Management, SIA has CPR mannequins, videos and first aid equipment available to assist certified instructors to conduct training.

Property Protection - The protection of school property is necessary for the safety of school district staff and students. It is also important to protect district property from costly damage.

Material Safety Data Sheets, M.S.D.S.

A material safety data sheet, M.S.D.S. is a document that gives detailed information about the nature of a chemical, such as physical and chemical properties, health, safety, fire, and environmental hazards of the chemical product. In addition to giving information about the nature of a chemical, an M.S.D.S. also tells how to work safely with a chemical and what to do if there is an accidental spill or leakage.

The Federal Occupational Safety and Health Administration, OSHA Hazardous Communication Standard (29 CFR 1910.1200) requires manufacturers or distributors of chemicals to issue material safety data sheets (MSDS) with the first shipment of any hazardous chemical product, and the employer is responsible for having them available to staff.

They are designed for:

- Workers and may be exposed to hazardous materials
- Emergency personnel(for example, firefighters and police officer) who may have to clean up the spill or release

Material Safety Data Sheets, M.S.D.S. must contain the same basic information such as:

- **Chemical Identity** :Name of product
- **Manufacturer's Information**: Name, address, phone number and emergency phone number of manufacturer
- **Hazardous Ingredients/Identity Information**: List of hazardous chemicals according to OSHA standards. The chemicals are often known by different names, all common trade names should be listed. The OSHA Permissible Exposure Limit (PEL) for each hazardous ingredient must be listed
- **Physical/Chemical Characteristics**: Boiling point, vapor pressure and density, melting point, evaporation rate, etc.
- **Fire and Explosion Hazard Data**: Flashpoint, flammability limits, ways to extinguish, special fire-fighting procedures, unusual fire and explosion hazards
- **Reactive Data**: how certain materials react with others when mixed or stored together
- **Health Hazard Data**: Health effects (acute=immediate; chronic=long-term), ways the hazard can enter the body (lungs, skin, or mouth), symptoms of exposure emergency and first aid procedures
- **Precautions of Safe Handling And Use**: What to do in case materials spill or leak, and how to dispose of waste safely, how to handle and store material in a safe manner
- **Control Measures**: ventilation (local, general, etc.), type of respirator/filter to use, protective gloves, clothing and equipment, etc.

Forms at www.scusd.edu

<u>Title</u> ▼	<u>ID</u>
<u>Use of Non-Education Facilities Agreement</u>	RSK-F110B
<u>Use of Facilities Between Public Agencies</u>	RSK-F110C
<u>Use of Education Facilities Agreement (Computer Enter)</u>	RSK-F110A
<u>Student Activity Waiver Form</u>	RSK-F100D
<u>Incident or Student Accident Report Form (Computer Enter)</u>	RSK-F103A
<u>Field Trip Information</u>	RSK-F106F
<u>Concussion Head Injury Report Form and Medical Release</u>	RSK-F100G
<u>Concussion Head Injury Information Sheet</u>	RSK-F100F

Technology Services

TECHNOLOGY SERVICES

SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT



Support and Services

Monday-Friday 7 a.m. to 5 p.m.

P. 916-643-9445

F. 916-399-2038

COMMITMENT TO TECHNOLOGY ADVANCEMENTS FOR ALL STAFF, STUDENTS AND COMMUNITY

Who we are:

The **Technology Services Department** is comprised of District network, data/software systems and help desk specialists dedicated to supporting and improving the technology environment for staff, students, parents, and citizens to access needed information resources.

Our **vision** is to be the leading provider of state of the art technologies and support to all of our community.

Our **mission** is to provide quality customer service, technology support and expert application development for staff, students and community members.

What we do:

The **Customer Support Help Desk** provides technology support to school sites on a regular schedule both in person and through remote tools.

Network Support provides connectivity and security to the district wide network in connecting our customers to network services and to Internet resources.

Our **Application Support Specialists** provide support to **Escape**, the finance, human resources and payroll system, the **Zangle Student Information System** for student registration, attendance, report cards and similar administrative tasks among other and all District data collection and reporting systems.

Telephone Services supports the District's telephone, cellular phone and internet connectivity relationships and can assist your school sites & departments with all of your telecommunications needs.

How we support you:

For all District technology related issues and support needs:

- Submit an automatic Help Desk work-order by emailing support@scusd.edu
- Call the Help Desk at (916) 643-9445 where you can receive assistance by creating a work-order
- Visit our webpage, <http://www.scusd.edu/technology-services>, to view current help desk documentation, announcements and links to "how-to-videos"
- Helping school sites and District Departments purchase the right technology solutions: <http://www.scusd.edu/pod/purchase-computers-laptops-printers>

For more information on Technology Services, including forms and other helpful information, visit our page on the district's website at www.scusd.edu/technology-services.



Assistant Superintendent

Information Education Technology

Terry Kritsepis

Director III

Network, Telecommunications &

Technical Support

Nick Saechow

Help Desk Technicians

Anne Jirasritumrong

Gita Halderman (*Zangle* Support)

Patty Nielsen

William Hendricks

Site Technicians

Aron Jones

David Thom

Justin Fahndrich

Lawrence Williams

Steve Bythell

Tim Gamble

Vincent Flores

Network Support Specialist

Ron Queensbury

Application Support Specialists

Joanne Corby

Jon Rudolph

Lance Lawrence

Sam Chamreun

Steve Bruno

**NEW!!!**

ATOMIC LEARNING

ONLINE, ON-DEMAND TECHNOLOGY TRAINING

In addition to the support listed above, Sacramento City Unified School District employees, students and families now have free access to **atomiclearning.com**—a secure, online and on-demand technology training tool that provides video trainings on thousands of technology tools ranging from basic to advanced.

Our district has partnered with **Atomic Learning** to provide the highest technology training resources available. **Atomic Learning** resources offer all teachers and staff the opportunity to access technology-focused training resources 24 hours a day, seven days a week—giving you the answers you need, exactly when and where you need them.

Teachers can use it in the classroom in a variety of ways, Administrators can assign trainings to employees, and parents and families can use it to advance their technology skills.

Employees and students can access

Atomic Learning by going to

www.scusd.edu/atomic and

logging in with their district user-

name and password. Members of the

community can access **Atomic**

Learning by logging in with a generic username and password.

Questions?

Contact the Technology Services Help

Desk at **support@scusd.edu** or 643-

9445.



Transportation



TRANSPORTATION SERVICES 2013-2014

This Document was created to communicate some of the departments most frequently asked questions, trip information and contact information within the department. More information may be obtained by going to www.scusd.edu/transportation.

*Principal
Information*

TRANSPORTATION SERVICES

PRINCIPAL INFORMATION 13/14 SCHOOL YEAR



Additional information and FAQ's regarding transportation can be found in the Transportation Safety Plan and on the district web site.

CONTACTS:

Ron Hill, Fleet Supervisor:	277-6498	Dispatch:	277-6701, 277-6700
Linda Chastain, Fleet Supervisor:	277-6678	Chuck Ernst, Director:	277-6475
Lucy Becker, Trip Scheduler:	277-6703	HOTLINE:	<u>(916) 643-7999</u>

FREQUENTLY ASKED QUESTIONS

Transportation Services established a Hotline to announce any delays in service over 15 minutes. You may call (916) 643-7999 to receive an announcement regarding late buses. This line will be updated 2-3 times a day. Otherwise you may contact a transportation dispatcher at **(916) 277-6701**.

Hours for Transportation Services

Transportation morning shift starts at 5:00 A.M. and ends at 5:30 PM. **Emergencies after hours please call 916-643-7444.**

Kindergarten Students

All Kindergarten students are considered **"must be met"** and these students must have a parent, guardian or older sibling present at the bus stop and at the designated time of drop off. Kindergarten Students will be returned directly to the school without a parent, guardian or older sibling at the stop to receive the student.

I have a question regarding a bus stop, location or time. Whom do I call?

Please contact transportation services at (916) 277-6701 and speak to a Dispatcher or Fleet Supervisor.

Students receiving citations for bus rule infractions?

Students may receive citations for certain infractions while riding on a school bus. When a driver issues a citation the document will be sent to the school site for the site to contact the family regarding the student's infraction. More serious or frequent infractions shall require the principal to issue a suspension of riding privileges. If a student is suspended the driver will wait for confirmation from the site that the family was contacted before denial of service. Please contact a Fleet Supervisor if you have any questions.

Can I appeal the location of a bus stop?

Yes. Staff will form a committee to review any written requests that identify other serious safety hazards and will work with the City and County Transportation Engineering departments if additional safety concerns arise and make the appropriate recommendations to the Superintendent or designee.

What time do students need to arrive at the bus stop in the morning?

Due to the variances between individual clocks, students are asked to arrive at their stop 5 minutes before their actual pick up time. Regular buses do not wait for late students. The bus will depart at the scheduled time if no students are at the stop. If your student is late, **DO NOT** have them run after the bus. This is a dangerous practice and puts your student at risk of serious injury. If a parent is at the stop and the bus is more than 15 minutes late, please call our Hotline at (916) 643-7999 to see how late the bus is running. If there is no information please call our office at (916)277-6701 and speak to a Dispatcher or Supervisor. If a student misses the bus and is able to get to school by other means the bus will return them to the stop in the afternoon. If a bus stop is not utilized for 10 days and deemed unnecessary, the stop may be removed from the route. **Notifications of Changes in stops and times will be given to the students and the school with a 3 day advance warning.**

Can I require that students only be released to a designated person at the stop?

Only certain designated students whose needs are addressed through an IEP or 504 plans are eligible for this service. ***Kindergarten students are required to have a parent, Guardian or older sibling be at the stop to receive the student.*** All others students unload at their designated bus stops. Kindergarten students without a designated parent/ guardian at the stop will not be allowed off the bus and will be taken back to school. Correct information needs to be on file with the transportation department so we can service your student and his/her needs. A Ridership application will be required for regular education students.

K-6 Students eligible for Home to School Transportation

- Special Education students with an Individualized Education Program (IEP) in which Transportation is part of their Instructional Program.
- Students attending a school of choice through federal No Child Left Behind policy
- Students who qualify for the following Safety Routes:
 - All students who need to cross railroad tracks on their route to Cesar Chavez, Edward Kemble, David Lubin, Theodore Judah, William Land and Woodbine Elementary Schools
 - AM Winn students living east of Bradshaw Road
 - Caleb Greenwood students living near Cal Expo

- Sequoia students from the Camellia Basic boundary area
- Abraham Lincoln students living north of Hwy 50 (Routier Light Rail area and south of AM Winn)
- Students from the following schools impacted by 2013 school closures:
 - Fruit Ridge Elementary (transportation to Oak Ridge and Father Keith B. Kenny)
 - Maple Elementary (transportation to Ethel Phillips)
 - Joseph Bonnheim Elementary (transportation to Peter Burnett)
 - Washington Elementary (transportation to Theodore Judah and William Land)
 - CP Huntington Elementary (transportation to Harkness and Hollywood Park).

Color coded neighborhood maps and routes for families at closing schools are available at your current school site so you can locate your route for your new school. This information is also available on the district's transportation web site: www.scusd.edu/transportation.

*Students being transported on one of these routes will need to complete the **Transportation Ridership application** which will be available on the web site under Transportation Safety Plan or from your driver. This will need to be returned to SCUSD Transportation Department within 5 days after starting services.*

How many bus stops can a student have?

Bus stops are based on the students address and one bus stop is assigned. A ridership application will need to be filled out. If the family needs a different stop in the afternoon, that should be identified on the application. Please contact a Supervisor for prior authorization. If the request is last minute, the school Administrator will need to be contacted to authorize the change. That information must be sent to transportation to communicate to the driver.

What is the policy for special needs students to be let off at home unattended?

SCUSD does not release special needs students unless the student is received into the custody of a parent or guardian. If the students' information form indicates that the student can be left home alone, signed by the parent or guardian, a student will be let off the bus unattended.

Contact Information for additional questions or comments:

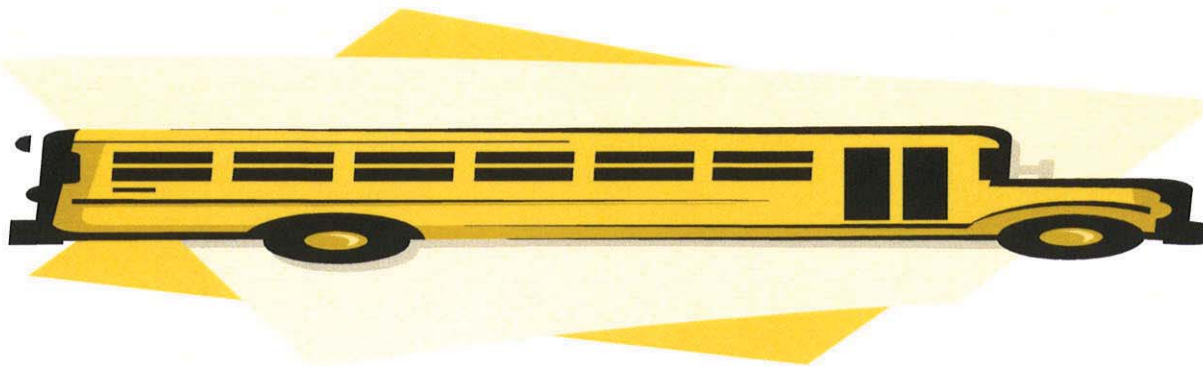
- Automated Transportation Hotline – (916) 643-7999
- Transportation Department - (916) 277-6701/6705
- Special Education Department - (916) 643-9174
- District Enrollment Center - (916) 643-2400
- State and Federal Programs – (916) 643-9051
- District Transportation Website: www.scusd.edu/transportation

Change in Bus schedules

From time to time based on the number of bus stops required for a particular route the pick-up and drop off times may change. In case of a change in times your site will be notified of the time change and when it will go in to effect.

Transportation Information

The Transportation Safety Plan, Frequently Asked Questions, Hotline and the Rider-ship application is available in several languages on the Transportation Web Site.



TRIP PLANNING for Athletic, Study and Extracurricular

A field trip or an athletic trip can make a significant contribution to the learning experiences of students. Such trips encourage new interests and enrich classroom learning. There are many choices of destinations for trips and Transportation Services will help in making this experience safe and enjoyable. If your staff is planning a trip that requires Transportation they should review the appropriate forms and instructions on the district web site and call **Lucy Becker, Trip Scheduler (916-277-6703)** for additional details on the process that they will need to follow in order to have a safe and enjoyable experience. There are many protocols and safety regulations to follow for busing students in California. Rules and Regulations are developed in order to maintain compliance with Federal, State and Local Laws.

Things to remember when planning for Trips:

- A. Call Transportation Services at 277-6703 to verify the availability of buses for the date of your trip before submitting the request.
- B. Completed requests **must be received at least 15 days in advance of the trip**. The further out you plan the better chance of guaranteeing your bus request.
- C. April, May, and June are typically the peak times for transportation. Last minute trips (under 15 days) submitted will not be accommodated.
- D. Many trips can be accommodated between the hours of a 9:30 departure and a 1:00 PM return. Trips are usually not accommodated during times that school buses are servicing home to school routes in the morning and afternoon. Typically athletic transportation will need to depart directly after school while our buses are servicing home to school routes. **Contact Lucy Becker, Transportation Trip Scheduler at 277-6703 if you need transportation during these times.**
- E. If a trip cannot be accommodated by a district school bus **do not contact a Common Carrier bus service on your own. Contact Lucy Becker at 277-6703** who will contact a bus service that is pre-approved and is on our list of approved Common Carriers. There are special requirements for transporting students on a common carrier bus and other labor contractual requirements to comply with.
- F. Basic costs for services: Regular time is \$33.51 per hour and \$2.47 per mile. If your trip goes into an overtime status the hourly charge will be \$50.30 per hour. Overtime is usually charged on weekends and evenings or if your mid-day trip goes beyond 12:30 PM. Charges will not incur for

last minute cancellations, prior to the driver reporting for duty. The cost for last minute cancellations after the driver reports for duty is 2 hours and any mileage incurred on the bus.

- G. If your request for services requires special equipment such as wheelchair lift, luggage storage or anything else please make this known when you call.
- H. Drivers are required to give Emergency Instructions to their passengers prior to departure of each trip and the chaperone will be requested to sign off that the driver gave the instructions. This will only take a few short minutes prior to departure but it will be important information to know in case of an emergency.

