



Putting  
Children  
First

# Sacramento City Unified School District BOARD OF EDUCATION MEETING AND WORKSHOP

## Board of Education Members

Jessie Ryan, President, (Trustee Area 7)  
Darrel Woo, Vice President, (Trustee Area 6)  
Michael Minnick, 2<sup>nd</sup> Vice President, (Trustee Area 4)  
Jay Hansen, (Trustee Area 1)  
Ellen Cochrane, (Trustee Area 2)  
Christina Pritchett, (Trustee Area 3)  
Mai Vang, (Trustee Area 5)  
Rachel Halbo, Student Member

**Thursday, October 4, 2018**

**4:30 p.m. Closed Session**

**6:00 p.m. Open Session**

## **Serna Center**

Community Conference Rooms  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

# AGENDA

**2018/19-7**

*Allotted Time*

4:30 p.m. **1.0 OPEN SESSION / CALL TO ORDER / ROLL CALL**

**2.0 ANNOUNCEMENT AND PUBLIC COMMENT REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**

**3.0 CLOSED SESSION**

*While the Brown Act creates broad public access rights to the meetings of the Board of Education, it also recognizes the legitimate need to conduct some of its meetings outside of the public eye. Closed session meetings are specifically defined and limited in scope. They primarily involve personnel issues, pending litigation, labor negotiations, and real property matters.*

3.1 Government Code 54957.6 (a) and (b) Negotiations/Collective Bargaining SCTA, SEIU, TCS, Teamsters, UPE, Non-Represented/Confidential Management

3.2 Government Code 54956.9 Conference with Legal Counsel – Anticipated Litigation:  
a) Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9  
b) Initiation of litigation pursuant to subdivision (d)(4) of Government Code section 54956.9

3.3 Government Code 54957 – Public Employee Discipline/Dismissal/Release/Reassignment

3.4 Government Code 54957 - Public Employee Performance Evaluation  
Title: Superintendent

3.5 Education Code Section 35146 – The Board will hear staff recommendations on the following student expulsion(s):  
a) Expulsion #1, 2018-19  
b) Expulsion #2, 2018-19

- 3.6 *Government Code 54956.8 – Conference with Real Property Negotiators:  
Property: 2718 G Street, Sacramento, CA  
Agency Negotiator: Superintendent or Designee  
Negotiating Parties: SCUSD and Mogavero/Bardis Homes  
Under Negotiation: Price and Terms For Lease/Exchange*

6:00 p.m. **4.0 CALL BACK TO ORDER/PLEDGE OF ALLEGIANCE**

- 4.1 *Broadcast Statement (Student Member Halbo)*
- 4.2 *The Pledge of Allegiance will be led by Oak Ridge Elementary Shine Students*
- *Presentation of Certificate by President Jessie Ryan*

6:05 p.m. **5.0 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

6:10 p.m. **6.0 AGENDA ADOPTION**

- 6:15 p.m. **7.0 PUBLIC COMMENT** *15 minutes*
- Members of the public may address the Board on non-agenda items that are within the subject matter jurisdiction of the Board. Please fill out a yellow card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. We ask that comments are limited to two (2) minutes with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to district staff or calendar the issue for future discussion.*

**8.0 PUBLIC HEARINGS**

- 6:30 p.m. 8.1 *Public Hearing on Resolution No. 3037: Resolution to Convey Utility Easement Entitlements to the Sacramento Municipal Utilities District for the Central Kitchen (Cathy Allen)* **Information**  
*5 minute presentation  
5 minute discussion*
- 6:40 p.m. 8.2 *Public Hearing on 2018-19 Local Control and Accountability Plan (LCAP) Revisions (Vincent Harris and Cathy Morrison)  
(The revisions are available for public inspection at the reception desk of the Serna Center, 5735 47<sup>th</sup> Avenue, Sacramento, CA 95824; or on the website: [www.scusd.edu/lcap](http://www.scusd.edu/lcap))* **Information**  
*10 minute presentation  
10 minute discussion*
- 7:00 p.m. 8.3 *Public Hearing and Approval of 2018-19 Adopted Budget Revision (Dr. John Quinto)* **Action**  
*10 minute presentation  
15 minute discussion*

**9.0 BOARD WORKSHOP/STRATEGIC PLAN AND OTHER INITIATIVES**

- 7:25 p.m. 9.1 *Credit Recovery Update (Vincent Harris and Christina Espinosa)* **Information**  
*7 minute presentation  
7 minute discussion*
- 7:39 p.m. 9.2 *Constituent Services Report (Stephan Brown)* **Information**  
*10 minute presentation  
7 minute discussion*
- 7:56 p.m. 9.3 *Volunteer Manual and Business Process Update  
(Vincent Harris, Cancy McArn and Sean Alexander)* **Information**  
*15 minute presentation  
7 minute discussion*

- |           |  |   |
|-----------|--|---|
| 8:18 p.m. | 9.4 <i>Board Policy (BP) 5145.7 Sexual Harassment<br/>(Raoul Bozio and Stephan Brown)</i>                        | <b>First Reading</b><br>10 minute presentation<br>5 minute discussion |
| 8:33 p.m. | 9.5 <i>Approve Lease/Exchange Agreement with Mogavero/Bardis<br/>Homes for Old Marshall School (Cathy Allen)</i> | <b>Action</b><br>5 minute presentation<br>5 minute discussion         |
| 8:43 p.m. | <b>10.0    CONSENT AGENDA</b>  | <b>2 minutes</b>  |

*Generally routine items are approved by one motion without discussion. The Superintendent or a Board member may request an item be pulled from the consent agenda and voted upon separately.*

**10.1    Items Subject or Not Subject to Closed Session:**

- 10.1a Approve Grants, Entitlements and Other Income Agreements, Ratification of Other Agreements, Approval of Bid Awards, Approval of Declared Surplus Materials and Equipment, Change Notices and Notices of Completion (Dr. John Quinto)*
- 10.1b Approve Personnel Transactions 10/4/18 (Cancy McArn)*
- 10.1c Approve Alice Birney K-8 School Field Trip to Ashland, Oregon October 24-26, 2018 (Dr. Iris Taylor and Tu Moua Carroz)*
- 10.1d Approve C.K. McClatchy High School Field Trip to New York, New York October 11-18, 2018 (Dr. Iris Taylor and Chad Sweitzer)*
- 10.1e Approve Rosemont High School Field Trip to Las Vegas, Nevada October 25-29, 2018 (Dr. Iris Taylor and Chad Sweitzer)*
- 10.1f Approve Staff Recommendations for Expulsion #1, 2018-19 and Expulsion #2, 2018-19 (Doug Huscher and Stephan Brown)*
- 10.1g Approve Revisions to Board Policies (BP) BP 0410 Nondiscrimination in District Programs and Activities; BP 1312.3 Uniform Complaint Procedures; BP 5111 Admission, BP 5111.1 District Residency; BP 5125 Student Records; BP 5145.3 Nondiscrimination/Harassment; BP 5145.4 Anti-Bullying (Raoul Bozio and Stephan Brown)*
- 10.1h Approve Resolution No. 3037: Resolution to Convey Utility Easement Entitlements to the Sacramento Municipal Utilities District for the Central Kitchen (Cathy Allen)*
- 10.1i Approve Resolution No. 3036 Board Stipends (Jessie Ryan)*
- 10.1j Approve Minutes of the September 20, 2018 Board of Education Meeting (Jorge A. Aguilar)*

**11.0    COMMUNICATIONS**

- |           |   |                                      |
|-----------|---|--------------------------------------|
| 8:45 p.m. | 11.1 <i>Employee Organization Reports:</i>  | <b>Information</b><br>3 minutes each |
|           | <ul style="list-style-type: none"> <li>▪ SCTA</li> <li>▪ SEIU</li> <li>▪ TCS</li> <li>▪ Teamsters</li> <li>▪ UPE</li> </ul> |                                      |

9:00 p.m.	11.2	District Parent Advisory Committees:	<b>Information</b> 3 minutes each
		<ul style="list-style-type: none"> <li>▪ Community Advisory Committee</li> <li>▪ District English Learner Advisory Committee</li> <li>▪ Local Control Accountability Plan/Parent Advisory Committee</li> </ul>	
9:09 p.m.	11.3	Superintendent's Report (Jorge A. Aguilar)	<b>Information</b> 5 minutes
9:14 p.m.	11.4	President's Report (Jessie Ryan)	<b>Information</b> 5 minutes
9:19 p.m.	11.5	Student Member Report (Rachel Halbo)	<b>Information</b> 5 minutes
9:24 p.m.	11.6	Information Sharing By Board Members	<b>Information</b> 10 minutes
9:34 p.m.	11.7	Board Committee Reports	<b>Information</b> 5 minutes
		<ul style="list-style-type: none"> <li>▪ Board Facilities Committee</li> <li>▪ Board Budget Committee</li> <li>▪ Board Governance &amp; Policy Committee</li> <li>▪ Board Evaluation Committee</li> </ul>	
9:39 p.m.	12.0	<b>BUSINESS AND FINANCIAL INFORMATION/REPORTS</b>	<b>Receive Information</b>
	12.1	Head Start/Early Head Start Reports/Early Head Start Expansion Reports	
9:41 p.m.	13.0	<b>FUTURE BOARD MEETING DATES / LOCATIONS</b>	
		<ul style="list-style-type: none"> <li>✓ October 18, 2018 4:30 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center, 5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting</li> <li>✓ November 1, 2018, 4:30 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center, 5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting</li> </ul>	
9:43 p.m.	14.0	<b>ADJOURNMENT</b>	

*NOTE: The Sacramento City Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Board of Education Office at (916) 643-9314 at least 48 hours before the scheduled Board of Education meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54953.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)] Any public records distributed to the Board of Education less than 72 hours in advance of the meeting and relating to an open session item are available for public inspection at 5735 47<sup>th</sup> Avenue at the Front Desk Counter and on the District's website at [www.scusd.edu](http://www.scusd.edu)*





# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1

**Meeting Date:** October 4, 2018

**Subject:** Public Hearing for Resolution No. 3037 Resolution of Intention to Convey Utility Easement Entitlements to the Sacramento Municipal Utilities District for the Central Kitchen

- ☒ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☒ Public Hearing

**Division:** Facilities Support Services

**Recommendation:** Conduct a Public Hearing on Resolution No. 3032, which declares the District's Intention to Convey Utility Easement Entitlements to the Sacramento Municipal Utilities District (SMUD) for the Central Kitchen construction project.

**Background/Rationale:** The District is developing the Central Kitchen and SMUD has jurisdiction over the electrical distribution facilities to serve the Central Kitchen. SMUD requires a utility easement to provide electrical services to the Central Kitchen.

Pursuant to Education Code 17557, the District adopted Resolution No. 3032 at its September 20, 2018 Board of Education Meeting. Resolution No. 3032 declared the District's intention to convey certain District property located at the perimeter of 3101 Redding Avenue, Sacramento, CA 95820, to SMUD for a utility easement.

Pursuant to Education Code 17558, copies of the adopted Resolution No. 3032 are posted in three public places within the District and a Notice of Public hearing was published in the Sacramento Bee on September 27, 2018.

**Financial Considerations:** None

**LCAP Goal(s):** Operational Excellence

**Documents Attached:**

1. Notice of Public Hearing
2. Executive Summary

**Estimated Time of Presentation:** 5 minutes

**Submitted by:** Cathy Allen, Chief Operations Officer

**Approved by:** Jorge A. Aguilar, Superintendent

**Sacramento City Unified School District**  
Compliance with Education Code Article 15 [17556-17561] Dedication of Real Property

## **NOTICE OF PUBLIC HEARING**

The Sacramento City Unified School District hereby gives notice that a  
Public Hearing will be held as follows:

### **Topic of Hearing:**

**Resolution No. 3032: Resolution of Intention to Convey Utility Easement Entitlements to the  
Sacramento Municipal Utilities District for the Central Kitchen**

Copies of this resolution may be inspected at:

**Serna Educational Center  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824**

**SCUSD Transportation Office  
3101 Redding Ave  
Sacramento, CA 95820**

**SCUSD Maintenance Office  
425 1<sup>st</sup> Ave  
Sacramento, CA 95818**

The Sacramento City Unified School District Governing Board will consider adoption of a  
Resolution to Convey Utility Easement Entitlements to the Sacramento Municipal Utilities  
District for the Central Kitchen

---

**HEARING DATE:** Thursday, October 4, 2018

**TIME:** 6:00 p.m.

**LOCATION:** Serna Educational Center  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

**FOR ADDITIONAL INFORMATION CONTACT:** SCUSD Facilities Support Services Department  
(916) 643-9233

# Board of Education Executive Summary

## Facilities Support Services

Public Hearing for Resolution No. 3037 Resolution to Convey Utility Easement Entitlements to the Sacramento Municipal Utilities District for the Central Kitchen  
October 4, 2018



### I. Overview/History of Department or Program

General Obligation Bond Measure R passed in 2012 and provided for the development of a Central Kitchen to serve the students of SCUSD. The District is currently in the construction document phase for this project, located at 3101 Redding Avenue. During this phase, the District is working with local jurisdictions to provide necessary infrastructure. The Sacramento Municipal Utilities District (SMUD) has jurisdiction over the electrical distribution facilities that will serve the Central Kitchen. SMUD requires a utility easement to provide electrical services to this facility.

To initiate the process for a utility easement, Education Code 17557 specifies that the District must provide a resolution of its intention to dedicate real property. At the September 20, 2018, Board of Education Meeting, the Governing Board adopted Resolution No. 3032 which declared the District's intention to convey certain District property located at 3101 Redding Ave, Sacramento, CA 95820, to SMUD for a utility easement.

Thereafter, Pursuant to Education Code 17558, copies of Resolution No. 3032 were posted in three public places within the District and a Notice of Public Hearing was published in the Sacramento Bee on September 27, 2018.

### II. Driving Governance:

Education Code Article 15 §17556-17561

### III. Budget:

N/A

### IV. Goals, Objectives and Measures:

Convey Utility Easement Entitlements to SMUD to provide electrical services to the Central Kitchen.

### V. Major Initiatives:

N/A

### VI. Results:

The Central Kitchen upon completion will have adequate electrical services provided by SMUD to run its operations.

### VII. Lessons Learned/Next Steps:

N/A

Adopt Resolution No. 3037, which conveys Utility Easement Entitlements to SMUD for the Central Kitchen.



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.2

**Meeting Date:** October 4, 2018

**Subject:** Public Hearing and Approval of 2018-19 Local Control and Accountability Plan (LCAP) Revisions

- ☒ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☒ Public Hearing

**Division:** Superintendent's Office and Continuous Improvement and Accountability Office

**Recommendation:** Approve revisions to the 2018-19 LCAP.

**Background/Rationale:** The LCAP is amended for these reasons: 1) Actions supported by federal funds (Title I) are added to the Local Control and Accountability Plan. These actions are new and were not included in the existing Local Education Agency (LEA) Plan. The district was advised to include these actions and expenditures in the LCAP rather than revise the LEA Plan at this time. 2) The district describes the technical, non-substantive edits requested by Sacramento County Office of Education (SCOE) for the 2018-19 LCAP.

The updated LCAP is posted on the web page: [www.scusd.edu/LCAP](http://www.scusd.edu/LCAP).

**Financial Considerations:** None

**LCAP Goals:** College, Career and Life Ready Graduates; Safe, Emotionally Healthy and Engaged Students; Family and Community Empowerment; Operational Excellence

**Documents Attached:**

1. Public Hearing Notice
2. Executive Summary
3. Edits requested by Sacramento County Office of Education (SCOE)

**Estimated Time of Presentation:** 10 minutes

**Submitted by:** Vincent Harris, Chief Continuous Improvement and Accountability Officer  
Cathy Morrison, LCAP/SPSA Coordinator

**Approved by:** Jorge A. Aguilar, Superintendent

Sacramento City Unified School District

## NOTICE OF PUBLIC HEARING

The Sacramento City Unified School District hereby gives notice that a  
Public Hearing will be held as follows:

### Topic of Hearing:

**Approval of 2018-19  
Local Control and Accountability Plan (LCAP) Revisions**  
Copies of this document may be inspected at:

**Serna Educational Center  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824**

---

**HEARING DATE:** Thursday, October 4, 2018

**TIME:** 6:00 p.m.

**LOCATION:** Serna Educational Center  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

**FOR ADDITIONAL INFORMATION CONTACT:**

SCUSD LCAP Coordinator (916) 643-9222

Or view the document online at [www.SCUSD.EDU/LCAP](http://www.SCUSD.EDU/LCAP)

# Board of Education Executive Summary

## Superintendent's Office and

## Continuous Improvement and Accountability Office

Public Hearing on 2018-19 Local Control and Accountability Plan (LCAP) Revisions  
October 4, 2018



### I. Overview/History of Department or Program

In July 2013, the state Legislature approved a new funding system for all California public schools. This new funding system, Local Control Funding Formula (LCFF), requires that every Local Education Agency (LEA) write a Local Control and Accountability Plan (LCAP).

California's Every Student Succeeds Act (ESSA) State Plan was approved by the U. S. Department of Education on July 12, 2018. The California Department of Education (CDE) and California's local educational agencies are beginning to implement the ESSA requirements.

The ESSA requires LEAs to complete an LEA Plan that addresses required provisions of ESSA programs under which an LEA applies for federal education funds. Within California, the LEAs that apply for ESSA funds are required to complete a Local Control and Accountability Plan (LCAP), LCAP Federal Addendum (Addendum) and the Consolidated Application (ConApp). The LCAP is the primary strategic planning document for each LEA. The LCAP, in conjunction with the Addendum and the ConApp, serves to meet the ESSA LEA Plan requirements. (*California State Board of Education Information Memo, August 18, 2018, Item 01*)

### II. Driving Governance:

According to California Education Code 52060, on or before July 1, annually, the Governing Board of each school district shall adopt a Local Control and Accountability Plan (LCAP) using a template adopted by the State Board of Education, effective for three years with annual updates. It will include the district's annual goals for all students and for each significant student group in regard to California's eight state priorities and any local priorities, as well as the plans for implementing actions to achieve those goals.

Ed. Code sections 52060(g), 52062, and 52063 specify the minimum requirements for school districts' engagement with the public. A revision of the LCAP must meet these requirements. At minimum, there are two public meetings where the LCAP is shared. The first meeting is a public hearing that allows for recommendations and comments from the public about the LCAP. The second meeting is the adoption meeting.

### III. Budget:

Not applicable.

### IV. Goals, Objectives and Measures:

At the CDE's request, the U. S. Department of Education has allowed the 2018-19 school year to serve as a planning year to develop the ESSA local educational agency plan. This planning year will allow LEAs to meaningfully address specific provisions and prompts within the LCAP Federal Addendum related to improvement activities and other programmatic requirements. The submission date will be on or about July 1, 2019, to better align with the school and district-level planning development process.

# Board of Education Executive Summary

## Superintendent's Office and

## Continuous Improvement and Accountability Office

Public Hearing on 2018-19 Local Control and Accountability Plan (LCAP) Revisions

October 4, 2018



SCUSD staff has noted several recently-enacted actions and services funded by Title I and II are not included in the existing LEA Plan. These actions and the associated funding are added to the LCAP to ensure appropriate transparency and adherence to federal regulations.

The added actions are:

- Item description: Class size reduction to support Mathematics and English Language Arts instruction in 9<sup>th</sup> grade at C.K. McClatchy, Hiram Johnson, John F. Kennedy High School, Luther Burbank and Rosemont High Schools
  - LCAP Goal: 1.19 (new); Funding Source: Title II
- Item description: Per diem costs for teachers to engage in professional learning for World Languages, Science, Social Science, Visual and Performing Arts, and PE/Health
  - LCAP Goal 1.2 (modified to add these standards); Funding Source: Title I
- Item description: Plan and implement a Multi-Tiered System of support (MTSS)
  - LCAP Goal 1.20 (new) Funding Source: Title I

At this time, the district is also providing the list of edits that were made to the plan after the review by the Sacramento County Office of Education. These edits are classified by the County as technical and not substantive, but they were required prior to LCAP approval.

### V. Major Initiatives:

The revised LCAP for 2018-19 maintains the district's four foundational goals.

- College, Career and Life Ready Graduates
- Safe, Emotionally Healthy and Engaged Students
- Family and Community Empowerment
- Operational Excellence

### VI. Results:

The district has reviewed federal expenditures to include description of actions and services not included in the existing LEA Plan; and incorporated technical corrections suggested by SCOE.

### VII. Lessons Learned/Next Steps:

- The revised LCAP for 2018-19 will be heard at the October 4, 2018 Board meeting and adopted at the October 18, 2018 Board meeting. The plan will be forwarded to the Sacramento County Office of Education within five days of adoption.
- The revised Board-adopted LCAP will be posted on the district's website.
- The revised Board-adopted LCAP will be forwarded to the district's Matriculation and Orientation Center for written translation into Spanish, Hmong, Vietnamese, Chinese and Russian, and posted after translation.



SCUSD 2018-19 LCAP Revisions Requested by SCOE

Orig. Pg. #	Edits	New Pg. #
4-5	Greatest Needs – Add the words “this criteria led the district to be identified eligible for differentiated assistance during the 2017-18 school year.” Revise descriptions to highlight <u>current actions the district is taking</u> to address the areas of need that led to the district’s eligibility for differentiated assistance. Suspension rate and academics (SWD, AA, Foster, Homeless).	5-7
<b>Annual Update</b>	Budgeted and actuals are the same dollar amount, revise estimated actuals to reflect amounts closer to final budget.	21 - 59
	1.1, 1.3, 1.5, 1.7, 1.8, 1.9, 1.10, 1.11 2.1, 2.2, 2.4, 2.8, 2.9, 2.11, 2.12 3.1, 3.2, 3.3, 3.5, 3.6	
14, 16	Update AP and IB metrics	15, 17
15, 37	Update Graduation rate and dropout rate data	16
16, 78	ELPI metric Delete “and/or ELPAC, if equated” in Expected column Change 2017-18 description to “Establish new baseline based on spring 2018 ELPAC results.” <u>Pg. 78</u> Metric description – change CELDT to ELPAC 2017-18 column – delete “and/or ELPAC, if equated” 18-19 and 19-20 columns – delete “maintain status or increase change”; delete extra period	79
18, 32, 79	Explain change to GATE metric – Identification rate instead of participation rate and update in Goals, Actions and Services section	19, 34, 81
46, 50	Action 2.9 – Explain material difference of 1 <sup>st</sup> budget line in analysis (Expanded Learning Action 2.9)	47, 51
50	Action 2.4 – Delete description of material difference	-
57-58, 60	Actions 3.5 and 3.6 – Estimated actuals based on “invoiced to date amount” instead of estimated actuals projected through end of fiscal year. Revise estimated actual and/or material difference description.	58-59, 62
60	Action 3.1 – Material difference explanation states “have not been fully utilized to date.” What is the estimated actual amount projected through the end of the fiscal year? Revise estimated actual and/or material difference description.	55
73	Modify ELD PL metric – Professional Learning institute discontinued (see Pg. 32)	74
84, 92, 95-986, 128, 130, 134, 136, 139	Provide more detail in the budgeted expenditures boxes about the grant funds. Actions 1.3, 1.7, 1.8, 2.6, 2.7, 2.8, 2.10, 2.12	86, 93, 94-96, 123, 125, 127, 131, 135

**Technical corrections from SCOE correspondence. Column on the right was added by SCUSD.**

SCUSD 2018-19 LCAP Revisions Requested by SCOE

Orig. Pg. #	Edits	New Pg. #
85, 87, 96, 101, 102, 104, 105, 108, 120, 122, 124, 126, 128, 138, 151, 153, 156	Delete extra Budget References boxes. (May be a DTS glitch.) Actions 1.3, 1.4, 1.8, 1.11, 1.12, 1.13, 1.14, 1.16, 2.2, 2.3, 2.4, 2.5, 2.6, 2.11, 3.2, 3.3, 3.5	Vendor corrected.
103	Action 1.13 – Delete SWDs above the OR; include required description in the Increased and Improved section	102
107, 156, 160	Actions 1.16, 3.6, 3.8 – Limited to ELs	106, 149, 152
110	Action 1.18 – Complete Students to be Served boxes below the OR; Delete budget info that has been entered into 17-18. This is a new action in 18-19.	109
111, 141	Actions 1.19, 2.14, 2.15 – DTS formatting glitch identified by SCUSD	n/a
129, 133, 162	Actions 2.7, 2.9, 4.1 – Complete Students to be Serviced below the OR	124, 128, 156
161	Delete Priority 5	n/a
166	Add language “describes how they are an effective use of funds”	159
169	Actions 2.8 and 2.10 description – add “youth in poor communities”	162
170	Action 4.1 – add “principally directed to unduplicated students”	163
179	Capital Outlay budgeted is \$5,629,361; Budget has \$5,328,452 in object code 6000. Insufficient funds in the budget to fund these actions.	172

**Technical corrections from SCOE correspondence. Column on the right was added by SCUSD.**

SCUSD 2018-19 LCAP Revisions Requested by SCOE

Orig. Pg. #	Clarifying Questions and Recommendations	New Page #
14-15, 77	Recommend adding Conditionally Ready to ELA and Math Grade 11	Done 15-16, 78
18	When will data be available for GATE PL metric?	Included 19
51	When do you anticipate the data review of SSC composition will be completed?	Done 52
52	What are your plans to reestablish the CAC?	Explanation 53
<b>Stakeholder Engagement</b>	All required groups as outlined in statute have been consulted. Student engagement consisted of consulting with Student Advisory Council, Youth Councils, and the school climate survey. Recommend integrating focus groups and/or empathy interviews with student groups and communities experiencing disparate outcomes to understand their perceptions and needs early in the LCAP development process.	No change to document; plans are underway.
<b>Increased and Improved</b>	\$9.8 million in S&C is distributed to school sites and SSCs determine how best to allocate the funds to meet the needs of unduplicated student groups. The site based actions/services that are funded and provided on schoolwide basis must be included in this section of the LCAP with the required descriptions: <i>How are these expenditures principally directed to, and an effective use of funds to support the needs of, the unduplicated student groups?</i> Currently, SCUSD provides examples of how sites are utilizing S&C funds. Recommend developing a process for school leaders to provide required descriptions for site-based expenditures of S&C funds to include in the LCAP in future years.	No change to document; process in planning stages.

**Technical corrections from SCOE correspondence. Column on the right was added by SCUSD.**



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.3

**Meeting Date:** October 4, 2018

**Subject:** Public Hearing and Approval of 2018-19 Adopted Budget Revision

- ☐ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☒ Action
- ☒ Public Hearing

**Division:** Business Services

**Recommendation:** Conduct a public hearing and adopt the proposed 2018-19 Adopted Budget Revision for All Funds by the October 8<sup>th</sup> deadline.

**Background/Rationale:** The Sacramento County Office of Education disapproved the district's adopted budget for the 2018-19 fiscal year. The adopted budget was disapproved because projected deficit spending will leave the district without resources to address the needs of students now and in the future. The County Superintendent is required by law to provide fiscal oversight to ensure the district is meeting the state mandated requirement to maintain 2% in reserve in Fiscal Years 2018-19, 2019-20 and 2020-21. Based on the budget adopted by the district in June, SCOE determined the district will have spent all of their reserves before the end of the 2019-20 school year.

In accordance with Ed Code 42127d, the District has been appointed a Fiscal Advisor. The Fiscal Advisor has been working with the District in order to address the deficiency in the subsequent fiscal year budgets.

Staff has also met with labor partners and has kept them updated on where we are at with the process. Administration is now requesting action to adopt the 2018-2019 adopted budget revision. As indicated at the prior Board meeting, the District must meet the October 8<sup>th</sup> deadline for submitting a revised budget to the Sacramento County Office of Education.

**Financial Considerations:** The proposed budget establishes expenditure authority for all funds.

**LCAP Goal(s):** Family and Community Empowerment; Operational Excellence

**Documents Attached:**

1. Public Hearing Notice
2. Executive Summary
3. Adopted Budget Summary All Funds

**Estimated Time of Presentation:** 10 minutes

**Submitted by:** John Quinto, Chief Business Officer

Gloria Chung, Director, Fiscal Services

**Approved by:** Jorge A. Aguilar, Superintendent

Sacramento City Unified School District

Business Services Office

## **NOTICE OF PUBLIC HEARING**

### **Public Hearing and Approval of 2018-19 Adopted Budget Revision**

Copies of the plan may be inspected at:

**Serna Education Center**

**5735 47<sup>th</sup> Avenue**

**Sacramento, CA 95824**

The Sacramento City Unified School District Governing Board will adopt the Proposed Fiscal Year 2018-2019 Budget Revision for All Funds at the October 4, 2018 Governing Board Meeting

### **HEARING DATE:**

Thursday, October 4, 2017

### **TIME:**

6:30 P.M.

### **LOCATION:**

Serna Center

5735 47<sup>th</sup> Avenue

Sacramento, CA 95824

### **FOR ADDITIONAL INFORMATION CONTACT:**

Business Services (916) 643-9055

## Board of Education Executive Summary

### Business Services

Public Hearing and Approval of 2018-2019 Adopted Budget Revision

October 4, 2018

#### I. OVERVIEW/HISTORY:

On June 21<sup>st</sup>, the District Adopted the Proposed Fiscal Year 2018-19 Budget. On June 7th, staff held a Public Hearing on the proposed 2018-19 Budget for All Funds. Staff presented the 2018-19 Allocation of Resources based on community engagement and LCAP Advisory Committee and Budget Committee input. Staff presented the Superintendent recommendations and listened to Board and public comments to adjust the Proposed Budget for FY 2018-19 based on the May Revise Funding. The 2018-19 Adopted Budget is based on the Governor's May Revise and recommendations from SCOE. The recommendations from the Superintendent take into consideration all input from the stakeholders. The Superintendent seriously considered the recommendations made by the LCAP Advisory Committee and the Board of Education.

On August 22, 2018, the Sacramento County Office of Education sent a letter notifying the District the 2018-19 Budget has been disapproved.

On August 29, 2018, staff met with the Sacramento County Office of Education and held a conference call with the Fiscal Crisis & Management Assistance Team (FCMAT) to discuss next steps. The District has been assigned a Fiscal Advisor by the Sacramento County Office of Education. The District has until October 8, 2018 to submit a Board Approved Budget to the County Office for approval.

On September 6, 2018, staff presented the update on the 2018-2019 disapproved budget. Staff is working closely with the Sacramento County Fiscal Advisor and will present a revised budget at the Board meeting on October 4, 2018. The 2018-2019 adopted budget revision must be resubmitted to the Sacramento County Office of Education by October 8, 2018.

#### II. Driving Governance:

- Education Code section 42127 requires the Governing Board of each school district to adopt a budget on or before July 1<sup>st</sup>. The budget to be adopted shall be prepared in accordance with Education Code section 42126. The adopted budget shall be submitted to the County Office of Education. The County Office of Education will determine if the district will be able to meet its financial obligations during the fiscal year and ensure a financial plan that will enable the district to satisfy its multi-year financial commitments.
- Per Education Code section 42127 (d), the County Superintendent may assign a fiscal advisor to the District.

## **Board of Education Executive Summary**

### **Business Services**

Public Hearing and Approval of 2018-2019 Adopted Budget Revision

October 4, 2018

### **III. Budget:**

The 2018-19 adopted budget revision will include legislation adopted budget corrections and County Superintendent assigned Fiscal Advisor recommendations.

### **IV. Goals, Objectives and Measures:**

Present a balanced 2018-19 Adopted Budget by October 8, 2018 which meets the 2% minimum reserve in two subsequent years

### **V. Major Initiatives:**

- Revise Board Approved 2018-19 budget to the Sacramento County Office of Education by October 8, 2018.
- Work with Sacramento County Fiscal Advisor on mitigation measures for reserve deficiency.

### **VI. Results:**

Continued review and updates given to the Board, staff, and community will provide information needed to make knowledgeable fiscal decisions and maintain fiscal solvency.

### **VII. Lessons Learned/Next Steps:**

- Continue to monitor the fiscal health of the district and state.
- Work closely with the Sacramento County Office of Education and Fiscal Advisor.
- FCMAT Fiscal Health Assessment in October.
- Identify and review viable options with labor partners and other stakeholders that the District could adopt to achieve cost savings and long-term financial sustainability and present viable cost savings and/or reductions to the Board on October 4, 2018.





# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.3

**Meeting Date:** October 4, 2018

**Subject:** Public Hearing and Approval of 2018-19 Adopted Budget Revision

- ☐ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☒ Action
- ☒ Public Hearing

**Division:** Business Services

**Recommendation:** Conduct a public hearing and adopt the proposed 2018-19 Adopted Budget Revision for All Funds by the October 8<sup>th</sup> deadline.

**Background/Rationale:** The Sacramento County Office of Education disapproved the district's adopted budget for the 2018-19 fiscal year. The adopted budget was disapproved because projected deficit spending will leave the district without resources to address the needs of students now and in the future. The County Superintendent is required by law to provide fiscal oversight to ensure the district is meeting the state mandated requirement to maintain 2% in reserve in Fiscal Years 2018-19, 2019-20 and 2020-21. Based on the budget adopted by the district in June, SCOE determined the district will have spent all of their reserves before the end of the 2019-20 school year.

In accordance with Ed Code 42127d, the District has been appointed a Fiscal Advisor. The Fiscal Advisor has been working with the District in order to address the deficiency in the subsequent fiscal year budgets.

Staff has also met with labor partners and has kept them updated on where we are at with the process. Administration is now requesting action to adopt the 2018-2019 adopted budget revision. As indicated at the prior Board meeting, the District must meet the October 8<sup>th</sup> deadline for submitting a revised budget to the Sacramento County Office of Education.

**Financial Considerations:** The proposed budget establishes expenditure authority for all funds.

**LCAP Goal(s):** Family and Community Empowerment; Operational Excellence

**Documents Attached:**

1. Public Hearing Notice
2. Executive Summary
3. Proposed 2018-19 Revised Adopted Budget

**Estimated Time of Presentation:** 10 minutes

**Submitted by:** John Quinto, Chief Business Officer

Gloria Chung, Director, Fiscal Services

**Approved by:** Jorge A. Aguilar, Superintendent

Sacramento City Unified School District

Business Services Office

## **NOTICE OF PUBLIC HEARING**

### **Public Hearing and Approval of 2018-19 Adopted Budget Revision**

Copies of the plan may be inspected at:

**Serna Education Center**

**5735 47<sup>th</sup> Avenue**

**Sacramento, CA 95824**

The Sacramento City Unified School District Governing Board will adopt the Proposed Fiscal Year 2018-2019 Budget Revision for All Funds at the October 4, 2018 Governing Board Meeting

### **HEARING DATE:**

Thursday, October 4, 2017

### **TIME:**

6:30 P.M.

### **LOCATION:**

Serna Center

5735 47<sup>th</sup> Avenue

Sacramento, CA 95824

### **FOR ADDITIONAL INFORMATION CONTACT:**

Business Services (916) 643-9055

## Board of Education Executive Summary

### Business Services

Public Hearing and Approval of 2018-2019 Adopted Budget Revision

October 4, 2018

#### I. OVERVIEW/HISTORY:

On June 21<sup>st</sup>, the District Adopted the Proposed Fiscal Year 2018-19 Budget. On June 7th, staff held a Public Hearing on the proposed 2018-19 Budget for All Funds. Staff presented the 2018-19 Allocation of Resources based on community engagement and LCAP Advisory Committee and Budget Committee input. Staff presented the Superintendent recommendations and listened to Board and public comments to adjust the Proposed Budget for FY 2018-19 based on the May Revise Funding. The 2018-19 Adopted Budget is based on the Governor's May Revise and recommendations from SCOE. The recommendations from the Superintendent take into consideration all input from the stakeholders. The Superintendent seriously considered the recommendations made by the LCAP Advisory Committee and the Board of Education.

On August 22, 2018, the Sacramento County Office of Education sent a letter notifying the District the 2018-19 Budget has been disapproved.

On August 29, 2018, staff met with the Sacramento County Office of Education and held a conference call with the Fiscal Crisis & Management Assistance Team (FCMAT) to discuss next steps. The District has been assigned a Fiscal Advisor by the Sacramento County Office of Education. The District has until October 8, 2018 to submit a Board Approved Budget to the County Office for approval.

On September 6, 2018, staff presented the update on the 2018-2019 disapproved budget. Staff is working closely with the Sacramento County Fiscal Advisor and will present a revised budget at the Board meeting on October 4, 2018. The 2018-2019 adopted budget revision must be resubmitted to the Sacramento County Office of Education by October 8, 2018.

#### II. Driving Governance:

- Education Code section 42127 requires the Governing Board of each school district to adopt a budget on or before July 1<sup>st</sup>. The budget to be adopted shall be prepared in accordance with Education Code section 42126. The adopted budget shall be submitted to the County Office of Education. The County Office of Education will determine if the district will be able to meet its financial obligations during the fiscal year and ensure a financial plan that will enable the district to satisfy its multi-year financial commitments.
- Per Education Code section 42127 (d), the County Superintendent may assign a fiscal advisor to the District.

## **Board of Education Executive Summary**

### **Business Services**

Public Hearing and Approval of 2018-2019 Adopted Budget Revision

October 4, 2018

---

### **III. Budget:**

The 2018-19 adopted budget revision will include legislation adopted budget corrections and County Superintendent assigned Fiscal Advisor recommendations.

### **IV. Goals, Objectives and Measures:**

Present a balanced 2018-19 Adopted Budget by October 8, 2018 which meets the 2% minimum reserve in two subsequent years

### **V. Major Initiatives:**

- Revise Board Approved 2018-19 budget to the Sacramento County Office of Education by October 8, 2018.
- Work with Sacramento County Fiscal Advisor on mitigation measures for reserve deficiency.

### **VI. Results:**

Continued review and updates given to the Board, staff, and community will provide information needed to make knowledgeable fiscal decisions and maintain fiscal solvency.

### **VII. Lessons Learned/Next Steps:**

- Continue to monitor the fiscal health of the district and state.
- Work closely with the Sacramento County Office of Education and Fiscal Advisor.
- FCMAT Fiscal Health Assessment in October.
- Identify and review viable options with labor partners and other stakeholders that the District could adopt to achieve cost savings and long-term financial sustainability and present viable cost savings and/or reductions to the Board on October 4, 2018.

# **2018-2019 Revised Adopted Budget**



## **Guiding Principle**

All students graduate with the greatest number of post-secondary choices from the widest array of options.

Board of Education  
October 4, 2018

# **Sacramento City Unified School District**

## **Board of Education**

Jessie Ryan, President, Area 7  
Darrel Woo, Vice President, Area 6  
Michael Minnick, 2<sup>nd</sup> Vice President Area 4  
Jay Hansen, Area 1  
Ellen Cochrane, Area 2  
Christina Pritchett, Area 3  
Mai Vang, Area 5  
Rachel Halbo, Student Board Member

## **Cabinet**

Jorge A. Aguilar, Superintendent  
Cathy Allen, Chief Operations Officer  
Lisa Allen, Deputy Superintendent  
Alex Barrios, Chief Communications Officer  
Vincent Harris, Chief Continuous Improvement and Accountability Officer  
Elliot Lopez, Chief Information Officer  
Cancy McArn, Chief Human Resource Officer  
John Quinto, Ed.D., MPA, Chief Business Officer  
Iris Taylor, Ed.D., Chief Academic Officer

## TABLE OF CONTENTS

	PAGE
<b>2018-19 BUDGET OVERVIEW</b> .....	1
<b>DISTRICT CERTIFICATION OF 2018-19 BUDGET REPORT</b> .....	2
<b>PROJECTION FACTORS</b> .....	6
<b>GENERAL FUND</b>	
GENERAL FUND DEFINITION .....	10
MULTIYEAR PROJECTIONS .....	11
GENERAL FUND – REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE .....	17
<b>SPECIAL REVENUE FUNDS</b>	
SPECIAL REVENUE FUND DEFINITION .....	29
CHARTER SCHOOLS – REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE .....	30
ADULT EDUCATION – REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE .....	43
CHILD DEVELOPMENT – REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE .....	55
CAFETERIA – REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE .....	65
DEFERRED MAINTENANCE - REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE .....	75
<b>CAPITAL PROJECTS FUNDS</b>	
CAPITAL PROJECTS FUND DEFINITION .....	85
BUILDING FUND – REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE .....	86
CAPITAL FACILITIES – REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE .....	97
CAPITAL PROJECT FOR BLENDED COMPONENTS UNITS .....	107
<b>DEBT SERVICE FUNDS</b>	
DEBT SERVICE FUND DEFINITION .....	118
BOND INTEREST AND REDEMPTION FUND .....	119
<b>PROPRIETARY FUNDS</b>	
PROPRIETARY FUND DEFINITION .....	128
SELF-INSURANCE – REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE .....	129
<b>AVERAGE DAILY ATTENDANCE</b> .....	140
<b>CRITERIA AND STANDARDS</b> .....	143
<b>CASH FLOW REPORT</b> .....	171



## 2018-19 BUDGET OVERVIEW

### **BUDGET OVERVIEW**

Sacramento City Unified School District financial goal is to maintain the required level of reserve, maximize district revenues and ensure district revenues are used to achieve the educational goals of the district. Based on State's Adopted Budget, these documents reflect the budget for 2018-19 and multi-year projections for 2019-20 and 2020-21.

Sacramento City Unified School District Budget is comprised of three major components: (1) Fund Balance (Ending and Beginning Balance); (2) Revenues; and (3) Expenditures.

Three conditions impact the Sacramento City Unified School District Budget:

- a. Revenue – State Budget ↑
- b. Expenditures – increases in expenditures ↑
- c. Enrollment – steady ↔

**ANNUAL BUDGET REPORT:**  
July 1, 2018 Budget Adoption

Insert "X" in applicable boxes:

☒

This budget was developed using the state-adopted Criteria and Standards. It includes the expenditures necessary to implement the Local Control and Accountability Plan (LCAP) or annual update to the LCAP that will be effective for the budget year. The budget was filed and adopted subsequent to a public hearing by the governing board of the school district pursuant to Education Code sections 33129, 42127, 52060, 52061, and 52062.

☒

If the budget includes a combined assigned and unassigned ending fund balance above the minimum recommended reserve for economic uncertainties, at its public hearing, the school district complied with the requirements of subparagraphs (B) and (C) of paragraph (2) of subdivision (a) of Education Code Section 42127.

Budget available for inspection at:

Public Hearing:

Place: SCUSD - Budget Services

Date: October 01, 2018

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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

Adoption Date: October 04, 2018

Signed: \_\_\_\_\_

Clerk/Secretary of the Governing Board  
(Original signature required)

Contact person for additional information on the budget reports:

Name: Gloria Chung

Telephone: 916-643-9405

Title: Director, Fiscal Services

E-mail: Gloria@scusd.edu

### Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review (Form 01CS). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern for fiscal solvency purposes and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Budgeted (funded) ADA has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.	X	

CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	Enrollment has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio is consistent with historical ratios for the budget and two subsequent fiscal years.	X	
4	Local Control Funding Formula (LCFF) Revenue	Projected change in LCFF revenue is within the standard for the budget and two subsequent fiscal years.		X
5	Salaries and Benefits	Projected ratios of total unrestricted salaries and benefits to total unrestricted general fund expenditures are consistent with historical ratios for the budget and two subsequent fiscal years.	X	
6a	Other Revenues	Projected operating revenues (e.g., federal, other state, and other local) are within the standard for the budget and two subsequent fiscal years.		X
6b	Other Expenditures	Projected operating expenditures (e.g., books and supplies, and services and other operating) are within the standard for the budget and two subsequent fiscal years.		X
7	Ongoing and Major Maintenance Account	If applicable, required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account) is included in the budget.	X	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard for two or more of the last three fiscal years.	X	
9	Fund Balance	Unrestricted general fund beginning balance has not been overestimated by more than the standard for two or more of the last three fiscal years.	X	
10	Reserves	Projected available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the budget and two subsequent fiscal years.		X

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Are there known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures in excess of one percent of the total general fund expenditures that are funded with one-time resources?		X
S3	Using Ongoing Revenues to Fund One-time Expenditures	Are there large non-recurring general fund expenditures that are funded with ongoing general fund revenues?	X	
S4	Contingent Revenues	Are any projected revenues for the budget or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed by more than the standard for the budget or two subsequent fiscal years?		X

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements? <ul style="list-style-type: none"><li>If yes, have annual payments for the budget or two subsequent fiscal years increased over prior year's (2017-18) annual payment?</li></ul>		X
				X
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)? <ul style="list-style-type: none"><li>If yes, are they lifetime benefits?</li><li>If yes, do benefits continue beyond age 65?</li><li>If yes, are benefits funded by pay-as-you-go?</li></ul>		X
				X
				X
			X	
S7b	Other Self-insurance Benefits	Does the district provide other self-insurance benefits (e.g., workers' compensation)?		X
S8	Status of Labor Agreements	Are salary and benefit negotiations still open for: <ul style="list-style-type: none"><li>Certificated? (Section S8A, Line 1)</li><li>Classified? (Section S8B, Line 1)</li><li>Management/supervisor/confidential? (Section S8C, Line 1)</li></ul>	X	
			X	
			X	
S9	Local Control and Accountability Plan (LCAP)	<ul style="list-style-type: none"><li>Did or will the school district's governing board adopt an LCAP or approve an update to the LCAP effective for the budget year?</li><li>Approval date for adoption of the LCAP or approval of an update to the LCAP:</li></ul>		X
			Oct 04, 2018	
S10	LCAP Expenditures	Does the school district's budget include the expenditures necessary to implement the LCAP or annual update to the LCAP as described in the Local Control and Accountability Plan and Annual Update Template, Section 3: Actions, Services, and Expenditures?		X

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior fiscal year and budget year?		X
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior fiscal year or budget year?		X
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the budget or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?		X

ADDITIONAL FISCAL INDICATORS (continued)			No	Yes
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?		X
A7	Independent Financial System	Is the district's financial system independent from the county office system?		X
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?		X

# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT - BUDGET SERVICES

## ESTIMATED FINANCIAL PROJECTION FACTORS

	2018-19	2019-20	2020-21
<b>State Statutory COLA</b>	2.71%	2.57%	2.67%
<b>GAP Funding Rate for Local Control Funding Formula (LCFF)</b>	100%	-	-
<b>California Consumer Price Index (CPI)</b>	3.66%	3.50%	3.23%

### **LCFF ENTITLEMENT FACTORS**

<b>Entitlement Factors per ADA</b>	<b>K-3</b>	<b>4-6</b>	<b>7-8</b>	<b>9-12</b>
2017-18 Initial Grants	\$7,193	\$7,301	\$7,518	\$8,712
COLA at 3.70%	\$266	\$270	\$278	\$322
2018-19 Base Grants	\$7,459	\$7,571	\$7,796	\$9,034

<b>Entitlement Factors per ADA</b>	<b>K-3</b>	<b>4-6</b>	<b>7-8</b>	<b>9-12</b>
2018-19 Base Grants	\$7,459	\$7,571	\$7,796	\$9,034
Adjustment Factors	10.4% CSR	-	-	2.6% CTE
CSR and CTE amounts	\$776	-	-	\$235
2018-19 Adjusted Base Grants	\$8,235	\$7,571	\$7,796	\$9,269

Supplemental Grants (% Adj. Base)	20%	20%	20%	20%
Concentration Grants (Above 55% Threshold)	50%	50%	50%	50%

## MULTI-YEAR BUDGET ASSUMPTIONS: 2018-19 THROUGH 2020-21

### REVENUES:

#### **Local Control Funding Formula (LCFF)**

- Fiscal Year 2018-19 is funded on 38,649.59 Average Daily Attendance (ADA).
- 2018-19 Local Control Funding Formula (LCFF) ADA is based on greater of prior year or current year ADA. Since SCUSD is in declining enrollment, 2017-18 (prior year) ADA is used for 2018-19.
- Local Control Funding Formula (LCFF) includes, formally Tier III programs, Transportation and TIIG.
- 2019-20 assumes funded on 38,559.59 ADA (prior year ADA).
- 2020-21 assumes funded on 38,469.59 ADA (prior year ADA).

## **MULTI-YEAR BUDGET ASSUMPTIONS: 2018-19 THROUGH 2020-21 (Continued)**

### **Federal Revenues**

- Federal Revenues assumes flat funding for 2018-19.
- 2019-20 and 2020-21 are maintained at the 2018-19 funding level.

### **OTHER STATE REVENUES:**

#### **Special Education & Transportation**

- Special Education is funded at the same ratio as 2017-18. It reflects the decline in ADA.
- For 2018-19, 2019-20, and 2020-21 the Special Education and Transportation contribution is fully supported by the unrestricted monies from the General Fund.
- For 2018-19, 2019-20, and 2020-21 Special Education Transportation Apportionments are maintained.

#### **State Categorical Programs**

- Includes resource funds outside the Local Control Funding Formula (LCFF).

#### **Class Size Reduction**

- 2018-19 and 2019-20 continues K-3 CSR at 24:1.

#### **Lottery**

- The expected annual funding is projected at \$204 per ADA for 2018-19 (unrestricted \$151 and \$53 restricted) and outlying years.
- 2018-19 and outlying years include reduction due to Adult Education ADA no longer funded.

### **LOCAL REVENUES:**

#### **Other Local Revenue**

- Local Revenue assumes a similar level of funding in outlying years as 2018-19. As revenues are approved by the Board, they will be incorporated.

### **EXPENDITURES:**

#### **Certificated Salaries**

- Certificated staffing for 2018-19 assume full implementation of K-3 Class Size Reduction. Class sizes are as follows:
  - Kindergarten at 24:1
  - Grades 1-3 at 24:1
  - Grades 4-6 at 33:1 (Contract maximum)
  - Grades 7-8 at 31:1 (Contract maximum)
  - Grades 9-12 at 32:1 (Contract maximum)
- 2018-19 continues additional 75 classroom teachers for implementation of K-3 Class Size Reduction.
- Salaries commensurate with approved salary schedules and contractual agreements. This includes increases for salary schedule step and column movement less attrition credit.

## **MULTI-YEAR BUDGET ASSUMPTIONS: 2018-19 THROUGH 2020-21 (Continued)**

### **Classified Salaries**

- Classified staffing for 2019-20 and 2020-21 are based on 2018-19 staffing levels.
- Salaries are commensurate with approved salary schedules and contractual agreements. This includes salary step movement, less attrition credit.

### **Employee Benefits**

- For 2018-19 estimated statutory benefits for Certificated staff is 19.46%.
- For 2018-19 estimated statutory benefits for Classified staff is 27.48%.
- Health benefits are projected to increase approximately 5% for 2019-20 and 2020-21, and will be funded dependent upon negotiated agreements with employee groups.
- Post-Retirement Health Benefits are based on 2018-19 participation. The district does not regularly pre-fund the future cost of post-retirement benefits. A negotiated agreement with all bargaining units includes a contribution from employees towards post-retirement benefits.

### **Supplies, Services, Utilities, Capital Outlay**

- 2018-19 and outlying years are projected with a 1% increase in utilities.

### **Indirect Support**

- The indirect rate is consistently applied to each program as allowed by law.
- The approved rate is 4.83% for 2018-19.

### **Other Outgo/Transfers/ Contributions**

- Contributions to Restricted Programs – The 2018-19 budget and outlying years includes contributions to cover program encroachments from the general unrestricted budget for the Special Education, Routine Restricted Maintenance, and Special Education Transportation programs.
- 2018-19 Routine Restricted Maintenance is based over 2% of GF budget.
- Routine Restricted Maintenance must be increased to no less than 2% of GF budget by 2018-19 and 3% by 2020-21.
- In Lieu Property Taxes are transferred to charter schools.

### **One-Time Revenues/Expenditures**

- 2018-19 includes \$7.1 Million one-time discretionary revenue.
- 2018-19 includes \$6 Million set aside for Textbook Adoption.



## **MULTI-YEAR BUDGET ASSUMPTIONS: 2018-19 THROUGH 2020-21 (Continued)**

### **BEGINNING BALANCE/RESERVES:**

#### **Beginning Balance**

- Based on 2017-18 estimated ending fund balance.

#### **Reserves**

- The 2018-19, 2019-20, and 2020-21 projections fund the 2% General Fund Reserve for economic uncertainty as our Board and Superintendent are working with stakeholder (Labor Partners, Community and staff) on identifying and quantifying savings/reduction plan. We have also identified from a staff analysts that our unduplicated count is low as compared to sister districts with similar demographics. Staff is working to address deficiency.
- Starting in 2017-18, expenses are greater than costs and reserves are used to cover the overage.

## GENERAL FUND

### **General Fund Definition**

The General Fund is the general operating fund of the District and accounts for all revenues and expenditures of the District not encompassed within other funds. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures and the capital improvement costs that are not paid through other funds are paid from the General Fund. The General Fund also contains categorical programs such as the School Improvement Grant, Every Student Succeeds Act (ESSA), After School Education and Safety (ASES), and others.

Description	Object Codes	2018-19 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	398,504,903.00	2.46%	408,295,516.00	2.39%	418,039,937.00
2. Federal Revenues	8100-8299	0.00	0.00%		0.00%	
3. Other State Revenues	8300-8599	14,678,544.00	-47.03%	7,775,042.94	2.67%	7,982,636.58
4. Other Local Revenues	8600-8799	3,769,621.00	0.00%	3,769,621.00	0.00%	3,769,621.00
5. Other Financing Sources						
a. Transfers In	8900-8929	1,903,369.00	2.57%	1,952,285.58	2.67%	2,004,411.61
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	(89,134,727.33)	6.48%	(94,911,743.82)	7.94%	(102,445,887.38)
6. Total (Sum lines A1 thru A5c)		329,721,709.67	-0.86%	326,880,721.70	0.76%	329,350,718.81
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				161,291,671.57		161,005,961.55
b. Step & Column Adjustment				1,550,264.98		1,545,657.23
c. Cost-of-Living Adjustment						
d. Other Adjustments				(1,835,975.00)		
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	161,291,671.57	-0.18%	161,005,961.55	0.96%	162,551,618.78
2. Classified Salaries						
a. Base Salaries				43,764,608.99		44,040,865.23
b. Step & Column Adjustment				399,093.24		400,771.87
c. Cost-of-Living Adjustment						
d. Other Adjustments				(122,837.00)		
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	43,764,608.99	0.63%	44,040,865.23	0.91%	44,441,637.10
3. Employee Benefits	3000-3999	117,076,062.65	5.29%	123,268,842.07	4.41%	128,708,234.18
4. Books and Supplies	4000-4999	10,593,088.58	-2.83%	10,293,598.58	0.00%	10,293,598.58
5. Services and Other Operating Expenditures	5000-5999	27,663,009.12	2.28%	28,293,009.12	2.23%	28,923,009.12
6. Capital Outlay	6000-6999	166,698.14	0.00%	166,698.14	0.00%	166,698.14
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	5,005,046.00	9.23%	5,467,014.00	-0.03%	5,465,334.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(4,363,225.33)	0.00%	(4,363,225.33)	0.00%	(4,363,225.33)
9. Other Financing Uses						
a. Transfers Out	7600-7629	2,875,207.00	-78.71%	612,178.00	0.00%	612,178.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		364,072,166.72	1.29%	368,784,941.36	2.17%	376,799,082.57
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)		(34,350,457.05)		(41,904,219.66)		(47,448,363.76)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01, line F1e)		60,276,634.54		25,926,177.49		(15,978,042.17)
2. Ending Fund Balance (Sum lines C and D1)		25,926,177.49		(15,978,042.17)		(63,426,405.93)
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	545,000.00		545,000.00		545,000.00
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	13,009,884.00				
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	12,242,256.19		11,306,615.00		11,551,080.00
2. Unassigned/Unappropriated	9790	129,037.30		(27,829,657.17)		(75,522,485.93)
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		25,926,177.49		(15,978,042.17)		(63,426,405.93)

Description	Object Codes	2018-19 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	12,242,256.19		11,306,615.00		11,551,080.00
c. Unassigned/Unappropriated	9790	129,037.30		(27,829,657.17)		(75,522,485.93)
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)		12,371,293.49		(16,523,042.17)		(63,971,405.93)
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
2019-20 line B1d and B2d, loss of one time funding for Expanded Learning Summer Program.						

Description	Object Codes	2018-19 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	0.00	0.00%		0.00%	
2. Federal Revenues	8100-8299	53,970,361.00	-1.77%	53,013,204.00	0.00%	53,013,204.00
3. Other State Revenues	8300-8599	52,537,248.00	-7.28%	48,710,360.27	2.67%	50,010,926.89
4. Other Local Revenues	8600-8799	2,924,500.00	0.00%	2,924,500.00	0.00%	2,924,500.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	89,134,727.33	8.18%	96,425,489.82	7.86%	104,000,050.40
6. Total (Sum lines A1 thru A5c)		198,566,836.33	1.26%	201,073,554.09	4.41%	209,948,681.29
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				48,884,140.00		49,384,523.71
b. Step & Column Adjustment				800,383.71		809,906.19
c. Cost-of-Living Adjustment						
d. Other Adjustments				(300,000.00)		
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	48,884,140.00	1.02%	49,384,523.71	1.64%	50,194,429.90
2. Classified Salaries						
a. Base Salaries				22,373,738.46		22,483,061.41
b. Step & Column Adjustment				224,489.95		224,830.61
c. Cost-of-Living Adjustment						
d. Other Adjustments				(115,167.00)		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	22,373,738.46	0.49%	22,483,061.41	1.00%	22,707,892.02
3. Employee Benefits	3000-3999	55,033,755.00	4.46%	57,489,221.26	4.46%	60,050,622.37
4. Books and Supplies	4000-4999	12,306,281.03	-8.02%	11,319,281.03	5.42%	11,932,281.03
5. Services and Other Operating Expenditures	5000-5999	54,348,575.48	-1.21%	53,691,418.48	0.00%	53,691,418.48
6. Capital Outlay	6000-6999	5,161,755.03	-97.20%	144,695.03	0.00%	144,695.03
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%		0.00%	
8. Other Outgo - Transfers of Indirect Costs	7300-7399	2,058,591.33	0.00%	2,058,591.33	0.00%	2,058,591.33
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%		0.00%	
b. Other Uses	7630-7699	0.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		200,166,836.33	-1.80%	196,570,792.25	2.14%	200,779,930.16
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)		(1,600,000.00)		4,502,761.84		9,168,751.13
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01, line F1e)		10,224,116.74		8,624,116.74		13,126,878.58
2. Ending Fund Balance (Sum lines C and D1)		8,624,116.74		13,126,878.58		22,295,629.71
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740	8,624,116.74		13,126,878.58		22,295,629.71
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789					
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		8,624,116.74		13,126,878.58		22,295,629.71

Description	Object Codes	2018-19 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)						
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
2019-20 line B2d, replacing lost grant funds for 1 year only						

Description	Object Codes	2018-19 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	398,504,903.00	2.46%	408,295,516.00	2.39%	418,039,937.00
2. Federal Revenues	8100-8299	53,970,361.00	-1.77%	53,013,204.00	0.00%	53,013,204.00
3. Other State Revenues	8300-8599	67,215,792.00	-15.96%	56,485,403.21	2.67%	57,993,563.47
4. Other Local Revenues	8600-8799	6,694,121.00	0.00%	6,694,121.00	0.00%	6,694,121.00
5. Other Financing Sources						
a. Transfers In	8900-8929	1,903,369.00	2.57%	1,952,285.58	2.67%	2,004,411.61
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	1,513,746.00	2.67%	1,554,163.02
6. Total (Sum lines A1 thru A5c)		528,288,546.00	-0.06%	527,954,275.79	2.15%	539,299,400.10
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				210,175,811.57		210,390,485.26
b. Step & Column Adjustment				2,350,648.69		2,355,563.42
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(2,135,975.00)		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	210,175,811.57	0.10%	210,390,485.26	1.12%	212,746,048.68
2. Classified Salaries						
a. Base Salaries				66,138,347.45		66,523,926.64
b. Step & Column Adjustment				623,583.19		625,602.48
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(238,004.00)		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	66,138,347.45	0.58%	66,523,926.64	0.94%	67,149,529.12
3. Employee Benefits	3000-3999	172,109,817.65	5.02%	180,758,063.33	4.43%	188,758,856.55
4. Books and Supplies	4000-4999	22,899,369.61	-5.62%	21,612,879.61	2.84%	22,225,879.61
5. Services and Other Operating Expenditures	5000-5999	82,011,584.60	-0.03%	81,984,427.60	0.77%	82,614,427.60
6. Capital Outlay	6000-6999	5,328,453.17	-94.16%	311,393.17	0.00%	311,393.17
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	5,005,046.00	9.23%	5,467,014.00	-0.03%	5,465,334.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(2,304,634.00)	0.00%	(2,304,634.00)	0.00%	(2,304,634.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	2,875,207.00	-78.71%	612,178.00	0.00%	612,178.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		564,239,003.05	0.20%	565,355,733.61	2.16%	577,579,012.73
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)						
		(35,950,457.05)		(37,401,457.82)		(38,279,612.63)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01, line F1e)		70,500,751.28		34,550,294.23		(2,851,163.59)
2. Ending Fund Balance (Sum lines C and D1)		34,550,294.23		(2,851,163.59)		(41,130,776.22)
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	545,000.00		545,000.00		545,000.00
b. Restricted	9740	8,624,116.74		13,126,878.58		22,295,629.71
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	13,009,884.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	12,242,256.19		11,306,615.00		11,551,080.00
2. Unassigned/Unappropriated	9790	129,037.30		(27,829,657.17)		(75,522,485.93)
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		34,550,294.23		(2,851,163.59)		(41,130,776.22)

Description	Object Codes	2018-19 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	12,242,256.19		11,306,615.00		11,551,080.00
c. Unassigned/Unappropriated	9790	129,037.30		(27,829,657.17)		(75,522,485.93)
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z			0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		12,371,293.49		(16,523,042.17)		(63,971,405.93)
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		2.19%		-2.92%		-11.08%
<b>F. RECOMMENDED RESERVES</b>						
1. Special Education Pass-through Exclusions						
For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	No					
b. If you are the SELPA AU and are excluding special education pass-through funds:						
1. Enter the name(s) of the SELPA(s):						
2. Special education pass-through funds (Column A: Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)		0.00		0.00		0.00
2. District ADA Used to determine the reserve standard percentage level on line F3d (Col. A: Form A, Estimated P-2 ADA column, Lines A4 and C4; enter projections)		38,487.85		38,387.56		38,297.56
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		564,239,003.05		565,355,733.61		577,579,012.73
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		564,239,003.05		565,355,733.61		577,579,012.73
d. Reserve Standard Percentage Level (Refer to Form 01CS, Criterion 10 for calculation details)		2%		2%		2%
e. Reserve Standard - By Percent (Line F3c times F3d)		11,284,780.06		11,307,114.67		11,551,580.25
f. Reserve Standard - By Amount (Refer to Form 01CS, Criterion 10 for calculation details)		0.00		0.00		0.00
g. Reserve Standard (Greater of Line F3e or F3f)		11,284,780.06		11,307,114.67		11,551,580.25
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		NO		NO



Description	Resource Codes	Object Codes	2017-18 Estimated Actuals			2018-19 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) LCFF Sources		8010-8099	373,353,837.74	0.00	373,353,837.74	398,504,903.00	0.00	398,504,903.00	6.7%
2) Federal Revenue		8100-8299	0.00	49,249,341.22	49,249,341.22	0.00	53,970,361.00	53,970,361.00	9.6%
3) Other State Revenue		8300-8599	13,566,606.82	56,483,823.41	70,050,430.23	14,678,544.00	52,537,248.00	67,215,792.00	-4.0%
4) Other Local Revenue		8600-8799	8,547,611.10	3,333,408.25	11,881,019.35	3,769,621.00	2,924,500.00	6,694,121.00	-43.7%
5) TOTAL, REVENUES			395,468,055.66	109,066,572.88	504,534,628.54	416,953,068.00	109,432,109.00	526,385,177.00	4.3%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	146,982,118.19	49,161,251.58	196,143,369.77	161,291,671.57	48,884,140.00	210,175,811.57	7.2%
2) Classified Salaries		2000-2999	41,695,333.91	21,866,751.39	63,562,085.30	43,764,608.99	22,373,738.46	66,138,347.45	4.1%
3) Employee Benefits		3000-3999	105,491,296.96	55,348,514.74	160,839,811.70	117,076,062.65	55,033,755.00	172,109,817.65	7.0%
4) Books and Supplies		4000-4999	11,070,342.96	8,077,048.29	19,147,391.25	10,593,088.58	12,306,281.03	22,899,369.61	19.6%
5) Services and Other Operating Expenditures		5000-5999	24,467,791.93	46,581,702.72	71,049,494.65	27,663,009.12	54,348,575.48	82,011,584.60	15.4%
6) Capital Outlay		6000-6999	580,566.22	1,622,262.81	2,202,829.03	166,698.14	5,161,755.03	5,328,453.17	141.9%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299							
		7400-7499	5,044,288.70	19,288.73	5,063,577.43	5,005,046.00	0.00	5,005,046.00	-1.2%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(4,035,764.63)	1,999,516.68	(2,036,247.95)	(4,363,225.33)	2,058,591.33	(2,304,634.00)	13.2%
9) TOTAL, EXPENDITURES			331,295,974.24	184,676,336.94	515,972,311.18	361,196,959.72	200,166,836.33	561,363,796.05	8.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)									
			64,172,081.42	(75,609,764.06)	(11,437,682.64)	55,756,108.28	(90,734,727.33)	(34,978,619.05)	205.8%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	1,719,653.00	0.00	1,719,653.00	1,903,369.00	0.00	1,903,369.00	10.7%
b) Transfers Out		7600-7629	1,248,026.16	0.00	1,248,026.16	2,875,207.00	0.00	2,875,207.00	130.4%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(77,506,591.67)	77,506,591.67	0.00	(89,134,727.33)	89,134,727.33	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(77,034,964.83)	77,506,591.67	471,626.84	(90,106,565.33)	89,134,727.33	(971,838.00)	-306.1%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals			2018-19 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(12,862,883.41)	1,896,827.61	(10,966,055.80)	(34,350,457.05)	(1,600,000.00)	(35,950,457.05)	227.8%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	73,139,517.95	8,327,289.13	81,466,807.08	60,276,634.54	10,224,116.74	70,500,751.28	-13.5%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			73,139,517.95	8,327,289.13	81,466,807.08	60,276,634.54	10,224,116.74	70,500,751.28	-13.5%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			73,139,517.95	8,327,289.13	81,466,807.08	60,276,634.54	10,224,116.74	70,500,751.28	-13.5%
2) Ending Balance, June 30 (E + F1e)			60,276,634.54	10,224,116.74	70,500,751.28	25,926,177.49	8,624,116.74	34,550,294.23	-51.0%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	225,000.00	0.00	225,000.00	225,000.00	0.00	225,000.00	0.0%
Stores		9712	108,722.09	0.00	108,722.09	320,000.00	0.00	320,000.00	194.3%
Prepaid Items		9713	12,729.59	0.00	12,729.59	0.00	0.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	10,224,116.74	10,224,116.74	0.00	8,624,116.74	8,624,116.74	-15.6%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	39,917,049.86	0.00	39,917,049.86	13,138,921.30	0.00	13,138,921.30	-67.1%
Textbook Adoption	0000	9780				6,000,000.00		6,000,000.00	
Lottery	1100	9780				129,037.30		129,037.30	
Education Protection Account	1400	9780				7,009,884.00		7,009,884.00	
Expanded Learning Summer Program	0000	9780	3,000,000.00		3,000,000.00				
Textbook Adoption	0000	9780	6,000,000.00		6,000,000.00				
Projected Change from State Budget Ad	0000	9780	4,156,494.00		4,156,494.00				
Cover Deficit Spending in Future Years	0000	9780	26,631,518.56		26,631,518.56				
Lottery	1100	9780	129,037.30		129,037.30				
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	20,013,133.00	0.00	20,013,133.00	12,242,256.19	0.00	12,242,256.19	-38.8%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals			2018-19 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
G. ASSETS									
1) Cash									
a) in County Treasury		9110	67,880,589.10	7,169,687.92	75,050,277.02				
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00	0.00	0.00				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Cash Account		9130	225,000.00	0.00	225,000.00				
d) with Fiscal Agent/Trustee		9135	0.00	0.00	0.00				
e) Collections Awaiting Deposit		9140	154,038.47	127,178.16	281,216.63				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	6,702,541.24	1,954,150.30	8,656,691.54				
4) Due from Grantor Government		9290	847,923.45	15,463,726.66	16,311,650.11				
5) Due from Other Funds		9310	4,108,551.18	8,705.50	4,117,256.68				
6) Stores		9320	108,722.09	0.00	108,722.09				
7) Prepaid Expenditures		9330	12,729.59	0.00	12,729.59				
8) Other Current Assets		9340	0.00	0.00	0.00				
9) TOTAL, ASSETS			80,040,095.12	24,723,448.54	104,763,543.66				
H. DEFERRED OUTFLOWS OF RESOURCES									
1) Deferred Outflows of Resources		9490	0.00	0.00	0.00				
2) TOTAL, DEFERRED OUTFLOWS			0.00	0.00	0.00				
I. LIABILITIES									
1) Accounts Payable		9500	19,015,478.38	7,899,811.36	26,915,289.74				
2) Due to Grantor Governments		9590	0.00	31,956.89	31,956.89				
3) Due to Other Funds		9610	747,982.20	250.34	748,232.54				
4) Current Loans		9640	0.00	0.00	0.00				
5) Unearned Revenue		9650	0.00	6,567,313.21	6,567,313.21				
6) TOTAL, LIABILITIES			19,763,460.58	14,499,331.80	34,262,792.38				
J. DEFERRED INFLOWS OF RESOURCES									
1) Deferred Inflows of Resources		9690	0.00	0.00	0.00				
2) TOTAL, DEFERRED INFLOWS			0.00	0.00	0.00				
K. FUND EQUITY									
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			60,276,634.54	10,224,116.74	70,500,751.28				

			2017-18 Estimated Actuals			2018-19 Budget			
		Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
Description	Resource Codes								
LCFF SOURCES									
Principal Apportionment									
State Aid - Current Year		8011	233,657,699.00	0.00	233,657,699.00	259,531,043.00	0.00	259,531,043.00	11.1%
Education Protection Account State Aid - Current Year		8012	53,322,476.00	0.00	53,322,476.00	53,190,208.00	0.00	53,190,208.00	-0.2%
State Aid - Prior Years		8019	566,286.00	0.00	566,286.00	0.00	0.00	0.00	-100.0%
Tax Relief Subventions									
Homeowners' Exemptions		8021	725,933.41	0.00	725,933.41	725,933.00	0.00	725,933.00	0.0%
Timber Yield Tax		8022	15.99	0.00	15.99	16.00	0.00	16.00	0.1%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes									
Secured Roll Taxes		8041	66,735,179.39	0.00	66,735,179.39	66,735,179.00	0.00	66,735,179.00	0.0%
Unsecured Roll Taxes		8042	2,452,507.34	0.00	2,452,507.34	2,452,507.00	0.00	2,452,507.00	0.0%
Prior Years' Taxes		8043	783,033.50	0.00	783,033.50	783,033.00	0.00	783,033.00	0.0%
Supplemental Taxes		8044	1,781,678.24	0.00	1,781,678.24	1,781,678.00	0.00	1,781,678.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	17,559,924.27	0.00	17,559,924.27	17,559,924.00	0.00	17,559,924.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	6,719,760.26	0.00	6,719,760.26	6,719,760.00	0.00	6,719,760.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604)									
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	10,256.72	0.00	10,256.72	10,257.00	0.00	10,257.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	(5,128.36)	0.00	(5,128.36)	(5,128.00)	0.00	(5,128.00)	0.0%
Subtotal, LCFF Sources			384,309,621.76	0.00	384,309,621.76	409,484,410.00	0.00	409,484,410.00	6.6%
LCFF Transfers									
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00		0.00	0.00		0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	(10,955,784.02)	0.00	(10,955,784.02)	(10,979,507.00)	0.00	(10,979,507.00)	0.2%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			373,353,837.74	0.00	373,353,837.74	398,504,903.00	0.00	398,504,903.00	6.7%
FEDERAL REVENUE									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	8,173,293.89	8,173,293.89	0.00	8,247,400.00	8,247,400.00	0.9%
Special Education Discretionary Grants		8182	0.00	1,655,805.68	1,655,805.68	0.00	1,488,874.00	1,488,874.00	-10.1%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	2,365.53	2,365.53	0.00	0.00	0.00	-100.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290		19,702,427.65	19,702,427.65		19,376,825.00	19,376,825.00	-1.7%
Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290		2,441,164.86	2,441,164.86		1,950,879.00	1,950,879.00	-20.1%
Title III, Part A, Immigrant Education Program	4201	8290		368.18	368.18		84,864.00	84,864.00	22949.6%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals			2018-19 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Title III, Part A, English Learner Program	4203	8290		660,058.60	660,058.60		854,898.00	854,898.00	29.5%
Public Charter Schools Grant Program (PCSGP)	4610	8290		0.00	0.00		0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3185, 4050, 4123, 4124, 4126, 4127, 5510, 5630	8290		13,227,002.10	13,227,002.10		17,102,221.00	17,102,221.00	29.3%
Career and Technical Education	3500-3599	8290		449,822.00	449,822.00		412,464.00	412,464.00	-8.3%
All Other Federal Revenue	All Other	8290	0.00	2,937,032.73	2,937,032.73	0.00	4,451,936.00	4,451,936.00	51.6%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	49,249,341.22	49,249,341.22	0.00	53,970,361.00	53,970,361.00	9.6%
<b>OTHER STATE REVENUE</b>									
Other State Apportionments									
ROC/P Entitlement Prior Years	6360	8319		0.00	0.00		0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311		21,970,579.00	21,970,579.00		21,146,965.00	21,146,965.00	-3.7%
Prior Years	6500	8319		9,456.00	9,456.00		0.00	0.00	-100.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	7,161,306.00	0.00	7,161,306.00	8,597,462.00	0.00	8,597,462.00	20.1%
Lottery - Unrestricted and Instructional Materials		8560	6,258,936.48	2,214,817.42	8,473,753.90	6,081,082.00	2,134,420.00	8,215,502.00	-3.0%
Tax Relief Subventions Restricted Levies - Other									
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590		7,038,376.60	7,038,376.60		7,038,377.00	7,038,377.00	0.0%
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590		232,126.57	232,126.57		721,260.00	721,260.00	210.7%
California Clean Energy Jobs Act	6230	8590		4,752,576.00	4,752,576.00		0.00	0.00	-100.0%
Career Technical Education Incentive Grant Program	6387	8590		332,416.04	332,416.04		5,177,095.00	5,177,095.00	1457.4%
American Indian Early Childhood Education	7210	8590		0.00	0.00		0.00	0.00	0.0%
Specialized Secondary	7370	8590		0.00	0.00		0.00	0.00	0.0%
Quality Education Investment Act	7400	8590		0.00	0.00		0.00	0.00	0.0%
Common Core State Standards Implementation	7405	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	146,364.34	19,933,475.78	20,079,840.12	0.00	16,319,131.00	16,319,131.00	-18.7%
<b>TOTAL, OTHER STATE REVENUE</b>			13,566,606.82	56,483,823.41	70,050,430.23	14,678,544.00	52,537,248.00	67,215,792.00	-4.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals			2018-19 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
OTHER LOCAL REVENUE									
Other Local Revenue									
County and District Taxes									
Other Restricted Levies									
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes									
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds									
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sales									
Sale of Equipment/Supplies		8631	80,510.17	0.00	80,510.17	47,000.00	0.00	47,000.00	-41.6%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	1,920,928.18	0.00	1,920,928.18	1,400,003.00	0.00	1,400,003.00	-27.1%
Interest		8660	1,728,039.54	0.00	1,728,039.54	681,112.00	0.00	681,112.00	-60.6%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts									
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	1,707,980.76	0.00	1,707,980.76	879,693.00	0.00	879,693.00	-48.5%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue									
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	5,128.36	0.00	5,128.36	5,128.00	0.00	5,128.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	2,519,238.09	3,068,355.04	5,587,593.13	756,685.00	2,924,500.00	3,681,185.00	-34.1%
Tuition		8710	0.00	265,053.21	265,053.21	0.00	0.00	0.00	-100.0%
All Other Transfers In		8781-8783	585,786.00	0.00	585,786.00	0.00	0.00	0.00	-100.0%
Transfers of Apportionments									
Special Education SELPA Transfers									
From Districts or Charter Schools	6500	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6500	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6500	8793		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers									
From Districts or Charter Schools	6360	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments									
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			8,547,611.10	3,333,408.25	11,881,019.35	3,769,621.00	2,924,500.00	6,694,121.00	-43.7%
TOTAL, REVENUES			395,468,055.66	109,066,572.88	504,534,628.54	416,953,068.00	109,432,109.00	526,385,177.00	4.3%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals			2018-19 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
CERTIFICATED SALARIES									
Certificated Teachers' Salaries		1100	121,497,989.46	30,720,110.30	152,218,099.76	133,440,339.00	31,072,554.00	164,512,893.00	8.1%
Certificated Pupil Support Salaries		1200	6,593,314.33	5,742,316.92	12,335,631.25	6,758,735.57	7,102,184.00	13,860,919.57	12.4%
Certificated Supervisors' and Administrators' Salaries		1300	17,377,541.25	3,755,645.64	21,133,186.89	18,985,378.00	3,026,577.00	22,011,955.00	4.2%
Other Certificated Salaries		1900	1,513,273.15	8,943,178.72	10,456,451.87	2,107,219.00	7,682,825.00	9,790,044.00	-6.4%
TOTAL, CERTIFICATED SALARIES			146,982,118.19	49,161,251.58	196,143,369.77	161,291,671.57	48,884,140.00	210,175,811.57	7.2%
CLASSIFIED SALARIES									
Classified Instructional Salaries		2100	1,526,154.10	8,720,473.11	10,246,627.21	1,421,919.00	9,264,315.00	10,686,234.00	4.3%
Classified Support Salaries		2200	17,355,284.95	7,708,383.81	25,063,668.76	17,661,624.00	7,594,435.46	25,256,059.46	0.8%
Classified Supervisors' and Administrators' Salaries		2300	6,206,311.56	2,821,401.29	9,027,712.85	6,392,274.00	2,953,504.00	9,345,778.00	3.5%
Clerical, Technical and Office Salaries		2400	14,853,576.06	1,754,776.88	16,608,352.94	15,956,153.99	1,780,865.00	17,737,018.99	6.8%
Other Classified Salaries		2900	1,754,007.24	861,716.30	2,615,723.54	2,332,638.00	780,619.00	3,113,257.00	19.0%
TOTAL, CLASSIFIED SALARIES			41,695,333.91	21,866,751.39	63,562,085.30	43,764,608.99	22,373,738.46	66,138,347.45	4.1%
EMPLOYEE BENEFITS									
STRS		3101-3102	20,255,036.79	21,647,930.44	41,902,967.23	26,363,496.00	18,647,371.00	45,010,867.00	7.4%
PERS		3201-3202	5,851,210.60	3,307,564.08	9,158,774.68	7,238,339.06	4,086,120.00	11,324,459.06	23.6%
OASDI/Medicare/Alternative		3301-3302	5,378,223.75	2,443,622.22	7,821,845.97	5,686,799.70	2,582,167.00	8,268,966.70	5.7%
Health and Welfare Benefits		3401-3402	52,323,255.59	20,420,267.46	72,743,523.05	55,373,528.28	21,582,819.00	76,956,347.28	5.8%
Unemployment Insurance		3501-3502	94,390.50	35,043.06	129,433.56	101,877.01	43,883.00	145,760.01	12.6%
Workers' Compensation		3601-3602	3,197,617.27	1,193,100.31	4,390,717.58	3,427,838.60	1,235,966.00	4,663,804.60	6.2%
OPEB, Allocated		3701-3702	15,330,291.75	6,278,400.96	21,608,692.71	15,818,263.00	6,833,729.00	22,651,992.00	4.8%
OPEB, Active Employees		3751-3752	3,000,000.00	0.00	3,000,000.00	3,000,000.00	0.00	3,000,000.00	0.0%
Other Employee Benefits		3901-3902	61,270.71	22,586.21	83,856.92	65,921.00	21,700.00	87,621.00	4.5%
TOTAL, EMPLOYEE BENEFITS			105,491,296.96	55,348,514.74	160,839,811.70	117,076,062.65	55,033,755.00	172,109,817.65	7.0%
BOOKS AND SUPPLIES									
Approved Textbooks and Core Curricula Materials		4100	4,946,294.53	1,747,981.48	6,694,276.01	1,282,898.00	2,168,246.00	3,451,144.00	-48.4%
Books and Other Reference Materials		4200	44,414.24	174,561.47	218,975.71	79,931.00	34,593.00	114,524.00	-47.7%
Materials and Supplies		4300	5,169,100.00	4,403,912.33	9,573,012.33	7,905,977.29	9,540,056.57	17,446,033.86	82.2%
Noncapitalized Equipment		4400	910,534.19	1,750,593.01	2,661,127.20	1,324,282.29	563,385.46	1,887,667.75	-29.1%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			11,070,342.96	8,077,048.29	19,147,391.25	10,593,088.58	12,306,281.03	22,899,369.61	19.6%
SERVICES AND OTHER OPERATING EXPENDITURES									
Subagreements for Services		5100	1,613,125.39	40,500,917.88	42,114,043.27	728,500.00	42,156,028.00	42,884,528.00	1.8%
Travel and Conferences		5200	449,382.54	694,175.60	1,143,558.14	359,651.26	374,757.39	734,408.65	-35.8%
Dues and Memberships		5300	136,455.90	10,616.94	147,072.84	64,271.00	2,400.00	66,671.00	-54.7%
Insurance		5400 - 5450	1,422,948.90	175.00	1,423,123.90	1,642,410.00	0.00	1,642,410.00	15.4%
Operations and Housekeeping Services		5500	9,923,899.19	13,426.81	9,937,326.00	10,983,201.00	7,142.56	10,990,343.56	10.6%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	1,234,657.56	339,384.90	1,574,042.46	1,545,616.50	299,042.43	1,844,658.93	17.2%
Transfers of Direct Costs		5710	(394,379.17)	394,379.17	0.00	(243,002.00)	243,002.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(1,349,277.40)	(57,238.16)	(1,406,515.56)	(1,395,402.00)	(53,000.00)	(1,448,402.00)	3.0%
Professional/Consulting Services and Operating Expenditures		5800	10,605,068.72	4,668,230.37	15,273,299.09	12,928,248.36	11,291,863.10	24,220,111.46	58.6%
Communications		5900	825,910.30	17,634.21	843,544.51	1,049,515.00	27,340.00	1,076,855.00	27.7%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			24,467,791.93	46,581,702.72	71,049,494.65	27,663,009.12	54,348,575.48	82,011,584.60	15.4%

			2017-18 Estimated Actuals			2018-19 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Description	Resource Codes	Object Codes							
CAPITAL OUTLAY									
Land		6100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	131,980.42	92,896.30	224,876.72	90,000.00	27,231.03	117,231.03	-47.9%
Buildings and Improvements of Buildings		6200	224,484.17	962,657.00	1,187,141.17	0.00	5,022,060.00	5,022,060.00	323.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	195,891.67	566,709.51	762,601.18	20,117.14	112,464.00	132,581.14	-82.6%
Equipment Replacement		6500	28,209.96	0.00	28,209.96	56,581.00	0.00	56,581.00	100.6%
TOTAL, CAPITAL OUTLAY			580,566.22	1,622,262.81	2,202,829.03	166,698.14	5,161,755.03	5,328,453.17	141.9%
OTHER OUTGO (excluding Transfers of Indirect Costs)									
Tuition									
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	4,013.00	0.00	4,013.00	0.00	0.00	0.00	-100.0%
Tuition, Excess Costs, and/or Deficit Payments									
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	655,813.96	0.00	655,813.96	0.00	0.00	0.00	-100.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues									
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments									
To Districts or Charter Schools	6500	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers of Apportionments									
To Districts or Charter Schools	6360	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service									
Debt Service - Interest		7438	2,184,917.01	422.15	2,185,339.16	2,626,713.00	0.00	2,626,713.00	20.2%
Other Debt Service - Principal		7439	2,199,544.73	18,866.58	2,218,411.31	2,378,333.00	0.00	2,378,333.00	7.2%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			5,044,288.70	19,288.73	5,063,577.43	5,005,046.00	0.00	5,005,046.00	-1.2%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS									
Transfers of Indirect Costs		7310	(1,999,516.68)	1,999,516.68	0.00	(2,058,591.33)	2,058,591.33	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(2,036,247.95)	0.00	(2,036,247.95)	(2,304,634.00)	0.00	(2,304,634.00)	13.2%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(4,035,764.63)	1,999,516.68	(2,036,247.95)	(4,363,225.33)	2,058,591.33	(2,304,634.00)	13.2%
TOTAL, EXPENDITURES			331,295,974.24	184,676,336.94	515,972,311.18	361,196,959.72	200,166,836.33	561,363,796.05	8.8%



Description	Resource Codes	Object Codes	2017-18 Estimated Actuals			2018-19 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
INTERFUND TRANSFERS									
INTERFUND TRANSFERS IN									
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	1,719,653.00	0.00	1,719,653.00	1,903,369.00	0.00	1,903,369.00	10.7%
(a) TOTAL, INTERFUND TRANSFERS IN			1,719,653.00	0.00	1,719,653.00	1,903,369.00	0.00	1,903,369.00	10.7%
INTERFUND TRANSFERS OUT									
To: Child Development Fund		7611	502,295.70	0.00	502,295.70	2,345,207.00	0.00	2,345,207.00	366.9%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	60,771.28	0.00	60,771.28	0.00	0.00	0.00	-100.0%
Other Authorized Interfund Transfers Out		7619	684,959.18	0.00	684,959.18	530,000.00	0.00	530,000.00	-22.6%
(b) TOTAL, INTERFUND TRANSFERS OUT			1,248,026.16	0.00	1,248,026.16	2,875,207.00	0.00	2,875,207.00	130.4%
OTHER SOURCES/USES									
SOURCES									
State Apportionments									
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds									
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources									
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds									
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
USES									
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS									
Contributions from Unrestricted Revenues		8980	(77,506,591.67)	77,506,591.67	0.00	(89,134,727.33)	89,134,727.33	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(77,506,591.67)	77,506,591.67	0.00	(89,134,727.33)	89,134,727.33	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES									
(a - b + c - d + e)			(77,034,964.83)	77,506,591.67	471,626.84	(90,106,565.33)	89,134,727.33	(971,838.00)	-306.1%

			2017-18 Estimated Actuals			2018-19 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Description	Function Codes	Object Codes							
<b>A. REVENUES</b>									
1) LCFF Sources		8010-8099	373,353,837.74	0.00	373,353,837.74	398,504,903.00	0.00	398,504,903.00	6.7%
2) Federal Revenue		8100-8299	0.00	49,249,341.22	49,249,341.22	0.00	53,970,361.00	53,970,361.00	9.6%
3) Other State Revenue		8300-8599	13,566,606.82	56,483,823.41	70,050,430.23	14,678,544.00	52,537,248.00	67,215,792.00	-4.0%
4) Other Local Revenue		8600-8799	8,547,611.10	3,333,408.25	11,881,019.35	3,769,621.00	2,924,500.00	6,694,121.00	-43.7%
5) TOTAL, REVENUES			395,468,055.66	109,066,572.88	504,534,628.54	416,953,068.00	109,432,109.00	526,385,177.00	4.3%
<b>B. EXPENDITURES (Objects 1000-7999)</b>									
1) Instruction	1000-1999		200,668,900.24	125,199,158.04	325,868,058.28	216,864,458.19	133,186,622.00	350,051,080.19	7.4%
2) Instruction - Related Services	2000-2999		44,855,269.36	22,542,148.55	67,397,417.91	52,791,219.47	24,358,451.00	77,149,670.47	14.5%
3) Pupil Services	3000-3999		23,297,488.85	20,075,366.55	43,372,855.40	24,702,539.57	21,984,192.00	46,686,731.57	7.6%
4) Ancillary Services	4000-4999		2,867,271.17	188,791.26	3,056,062.43	3,335,558.00	49,931.00	3,385,489.00	10.8%
5) Community Services	5000-5999		264,937.31	0.00	264,937.31	7,614.53	0.00	7,614.53	-97.1%
6) Enterprise	6000-6999		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) General Administration	7000-7999		20,862,879.72	2,498,594.00	23,361,473.72	22,923,440.86	2,262,641.33	25,186,082.19	7.8%
8) Plant Services	8000-8999		33,434,938.89	14,152,989.81	47,587,928.70	35,567,083.10	18,324,999.00	53,892,082.10	13.2%
9) Other Outgo	9000-9999	Except 7600-7699	5,044,288.70	19,288.73	5,063,577.43	5,005,046.00	0.00	5,005,046.00	-1.2%
10) TOTAL, EXPENDITURES			331,295,974.24	184,676,336.94	515,972,311.18	361,196,959.72	200,166,836.33	561,363,796.05	8.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>									
			64,172,081.42	(75,609,764.06)	(11,437,682.64)	55,756,108.28	(90,734,727.33)	(34,978,619.05)	205.8%
<b>D. OTHER FINANCING SOURCES/USES</b>									
1) Interfund Transfers									
a) Transfers In		8900-8929	1,719,653.00	0.00	1,719,653.00	1,903,369.00	0.00	1,903,369.00	10.7%
b) Transfers Out		7600-7629	1,248,026.16	0.00	1,248,026.16	2,875,207.00	0.00	2,875,207.00	130.4%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(77,506,591.67)	77,506,591.67	0.00	(89,134,727.33)	89,134,727.33	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(77,034,964.83)	77,506,591.67	471,626.84	(90,106,565.33)	89,134,727.33	(971,838.00)	-306.1%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals			2018-19 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(12,862,883.41)	1,896,827.61	(10,966,055.80)	(34,350,457.05)	(1,600,000.00)	(35,950,457.05)	227.8%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	73,139,517.95	8,327,289.13	81,466,807.08	60,276,634.54	10,224,116.74	70,500,751.28	-13.5%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			73,139,517.95	8,327,289.13	81,466,807.08	60,276,634.54	10,224,116.74	70,500,751.28	-13.5%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			73,139,517.95	8,327,289.13	81,466,807.08	60,276,634.54	10,224,116.74	70,500,751.28	-13.5%
2) Ending Balance, June 30 (E + F1e)			60,276,634.54	10,224,116.74	70,500,751.28	25,926,177.49	8,624,116.74	34,550,294.23	-51.0%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	225,000.00	0.00	225,000.00	225,000.00	0.00	225,000.00	0.0%
Stores		9712	108,722.09	0.00	108,722.09	320,000.00	0.00	320,000.00	194.3%
Prepaid Items		9713	12,729.59	0.00	12,729.59	0.00	0.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	10,224,116.74	10,224,116.74	0.00	8,624,116.74	8,624,116.74	-15.6%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments (by Resource/Object)		9780	39,917,049.86	0.00	39,917,049.86	13,138,921.30	0.00	13,138,921.30	-67.1%
Textbook Adoption	0000	9780				6,000,000.00		6,000,000.00	
Lottery	1100	9780				129,037.30		129,037.30	
Education Protection Account	1400	9780				7,009,884.00		7,009,884.00	
Expanded Learning Summer Program	0000	9780	3,000,000.00		3,000,000.00				
Textbook Adoption	0000	9780	6,000,000.00		6,000,000.00				
Projected Change from State Budget Ac	0000	9780	4,156,494.00		4,156,494.00				
Cover Deficit Spending in Future Years	0000	9780	26,631,518.56		26,631,518.56				
Lottery	1100	9780	129,037.30		129,037.30				
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	20,013,133.00	0.00	20,013,133.00	12,242,256.19	0.00	12,242,256.19	-38.8%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Resource	Description	2017-18 Estimated Actuals	2018-19 Budget
5640	Medi-Cal Billing Option	1,372,262.78	1,372,262.78
6230	California Clean Energy Jobs Act	6,750,363.17	5,150,363.17
6300	Lottery: Instructional Materials	999,576.26	999,576.26
7085	Learning Communities for School Success Program	299,751.67	299,751.67
7338	College Readiness Block Grant	614,682.31	614,682.31
9010	Other Restricted Local	187,480.55	187,480.55
Total, Restricted Balance		10,224,116.74	8,624,116.74

## **SPECIAL REVENUE FUNDS**

### **Special Revenue Funds Definition**

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. This classification includes the Charter Schools, Adult Education, Child Development, Cafeteria and Deferred Maintenance Funds.

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	16,549,485.83	18,116,054.00	9.5%
2) Federal Revenue		8100-8299	324,262.57	277,410.00	-14.4%
3) Other State Revenue		8300-8599	1,559,458.75	806,972.52	-48.3%
4) Other Local Revenue		8600-8799	64,029.26	0.00	-100.0%
5) TOTAL, REVENUES			18,497,236.41	19,200,436.52	3.8%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	8,098,191.59	7,174,276.00	-11.4%
2) Classified Salaries		2000-2999	1,293,224.21	1,074,328.00	-16.9%
3) Employee Benefits		3000-3999	5,530,743.36	6,104,715.68	10.4%
4) Books and Supplies		4000-4999	644,981.38	531,197.84	-17.6%
5) Services and Other Operating Expenditures		5000-5999	2,085,148.87	1,875,103.00	-10.1%
6) Capital Outlay		6000-6999	10,768.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	10,047.73	0.00	-100.0%
9) TOTAL, EXPENDITURES			17,673,105.14	16,759,620.52	-5.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			824,131.27	2,440,816.00	196.2%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	239,697.59	300,000.00	25.2%
b) Transfers Out		7600-7629	1,719,653.00	1,903,369.00	10.7%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,479,955.41)	(1,603,369.00)	8.3%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(655,824.14)	837,447.00	-227.7%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,020,811.70	3,364,987.56	-16.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,020,811.70	3,364,987.56	-16.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,020,811.70	3,364,987.56	-16.3%
2) Ending Balance, June 30 (E + F1e)			3,364,987.56	4,202,434.56	24.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	747,179.97	747,179.97	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	2,617,807.59	3,455,254.59	32.0%
Charter Schools	0000	9780		3,455,254.59	
Charter Schools	0000	9780	2,617,807.59		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	3,318,674.53		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	11,235.97		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	24,557.25		
4) Due from Grantor Government		9290	186,968.06		
5) Due from Other Funds		9310	237,843.49		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			3,779,279.30		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	236,981.27		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	152,513.22		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	24,797.25		
6) TOTAL, LIABILITIES			414,291.74		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			3,364,987.56		



Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>LCFF SOURCES</b>					
Principal Apportionment					
State Aid - Current Year		8011	10,693,087.00	16,183,836.00	51.3%
Education Protection Account State Aid - Current Year		8012	2,255,704.00	1,932,218.00	-14.3%
State Aid - Prior Years		8019	250,430.83	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	3,350,264.00	0.00	-100.0%
Property Taxes Transfers		8097	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			16,549,485.83	18,116,054.00	9.5%
<b>FEDERAL REVENUE</b>					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	324,165.77	277,410.00	-14.4%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	0.00	0.00	0.0%
Title III, Part A, Immigrant Education Program	4201	8290	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
	3020, 3040, 3041, 3045, 3060, 3061, 3150, 3155, 3180, 3181, 3185, 4124,				
Other NCLB / Every Student Succeeds Act	4126, 4127, 5510, 5630	8290	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	96.80	0.00	-100.0%
TOTAL, FEDERAL REVENUE			324,262.57	277,410.00	-14.4%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>OTHER STATE REVENUE</b>					
Other State Apportionments					
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	308,442.00	0.00	-100.0%
Lottery - Unrestricted and Instructional Materials		8560	368,308.75	330,300.52	-10.3%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	237,202.00	0.00	-100.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.0%
Common Core State Standards Implementation Funds	7405	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	645,506.00	476,672.00	-26.2%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>1,559,458.75</b>	<b>806,972.52</b>	<b>-48.3%</b>

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>OTHER LOCAL REVENUE</b>					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	17,651.26	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	46,378.00	0.00	-100.0%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>64,029.26</b>	<b>0.00</b>	<b>-100.0%</b>
<b>TOTAL, REVENUES</b>			<b>18,497,236.41</b>	<b>19,200,436.52</b>	<b>3.8%</b>

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	7,007,103.74	6,221,674.00	-11.2%
Certificated Pupil Support Salaries		1200	157,176.85	85,689.00	-45.5%
Certificated Supervisors' and Administrators' Salaries		1300	746,797.93	776,843.00	4.0%
Other Certificated Salaries		1900	187,113.07	90,070.00	-51.9%
TOTAL, CERTIFICATED SALARIES			8,098,191.59	7,174,276.00	-11.4%
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	107,344.32	122,932.00	14.5%
Classified Support Salaries		2200	460,937.67	331,522.00	-28.1%
Classified Supervisors' and Administrators' Salaries		2300	102,328.54	65,869.00	-35.6%
Clerical, Technical and Office Salaries		2400	458,827.99	451,592.00	-1.6%
Other Classified Salaries		2900	163,785.69	102,413.00	-37.5%
TOTAL, CLASSIFIED SALARIES			1,293,224.21	1,074,328.00	-16.9%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	1,782,035.74	1,640,732.00	-7.9%
PERS		3201-3202	166,888.78	155,165.00	-7.0%
OASDI/Medicare/Alternative		3301-3302	215,344.37	186,212.00	-13.5%
Health and Welfare Benefits		3401-3402	2,454,959.47	3,204,265.00	30.5%
Unemployment Insurance		3501-3502	4,653.30	4,886.68	5.0%
Workers' Compensation		3601-3602	156,935.85	138,579.00	-11.7%
OPEB, Allocated		3701-3702	747,223.54	770,358.00	3.1%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	2,702.31	4,518.00	67.2%
TOTAL, EMPLOYEE BENEFITS			5,530,743.36	6,104,715.68	10.4%
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	6,616.63	82,723.84	1150.2%
Books and Other Reference Materials		4200	3,787.22	12,024.00	217.5%
Materials and Supplies		4300	442,056.24	436,450.00	-1.3%
Noncapitalized Equipment		4400	192,521.29	0.00	-100.0%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			644,981.38	531,197.84	-17.6%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	20,000.00	0.00	-100.0%
Travel and Conferences		5200	46,113.15	912.00	-98.0%
Dues and Memberships		5300	5,768.00	0.00	-100.0%
Insurance		5400-5450	350.00	0.00	-100.0%
Operations and Housekeeping Services		5500	357,293.50	427,587.00	19.7%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	50,057.10	31,000.00	-38.1%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	1,299,932.21	1,309,552.00	0.7%
Professional/Consulting Services and Operating Expenditures		5800	302,659.53	93,004.00	-69.3%
Communications		5900	2,975.38	13,048.00	338.5%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>2,085,148.87</b>	<b>1,875,103.00</b>	<b>-10.1%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	10,768.00	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>10,768.00</b>	<b>0.00</b>	<b>-100.0%</b>

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	10,047.73	0.00	-100.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			10,047.73	0.00	-100.0%
TOTAL, EXPENDITURES			17,673,105.14	16,759,620.52	-5.2%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	239,697.59	300,000.00	25.2%
(a) TOTAL, INTERFUND TRANSFERS IN			239,697.59	300,000.00	25.2%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	1,719,653.00	1,903,369.00	10.7%
(b) TOTAL, INTERFUND TRANSFERS OUT			1,719,653.00	1,903,369.00	10.7%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(1,479,955.41)	(1,603,369.00)	8.3%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	16,549,485.83	18,116,054.00	9.5%
2) Federal Revenue		8100-8299	324,262.57	277,410.00	-14.4%
3) Other State Revenue		8300-8599	1,559,458.75	806,972.52	-48.3%
4) Other Local Revenue		8600-8799	64,029.26	0.00	-100.0%
5) TOTAL, REVENUES			18,497,236.41	19,200,436.52	3.8%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		12,478,567.12	11,739,413.52	-5.9%
2) Instruction - Related Services	2000-2999		3,168,572.91	2,309,924.00	-27.1%
3) Pupil Services	3000-3999		422,227.85	310,407.00	-26.5%
4) Ancillary Services	4000-4999		14,746.55	1,554.00	-89.5%
5) Community Services	5000-5999		1,609.82	0.00	-100.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		10,047.73	842,137.00	8281.4%
8) Plant Services	8000-8999		1,577,333.16	1,556,185.00	-1.3%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			17,673,105.14	16,759,620.52	-5.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			824,131.27	2,440,816.00	196.2%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	239,697.59	300,000.00	25.2%
b) Transfers Out		7600-7629	1,719,653.00	1,903,369.00	10.7%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,479,955.41)	(1,603,369.00)	8.3%



Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(655,824.14)	837,447.00	-227.7%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,020,811.70	3,364,987.56	-16.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,020,811.70	3,364,987.56	-16.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,020,811.70	3,364,987.56	-16.3%
2) Ending Balance, June 30 (E + F1e)			3,364,987.56	4,202,434.56	24.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	747,179.97	747,179.97	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	2,617,807.59	3,455,254.59	32.0%
Charter Schools	0000	9780		3,455,254.59	
Charter Schools	0000	9780	2,617,807.59		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2017-18	2018-19
		Estimated Actuals	Budget
6230	California Clean Energy Jobs Act	404,377.00	404,377.00
6300	Lottery: Instructional Materials	97,208.18	97,208.18
7338	College Readiness Block Grant	111,680.08	111,680.08
9010	Other Restricted Local	133,914.71	133,914.71
Total, Restricted Balance		747,179.97	747,179.97

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	1,879,942.30	673,114.00	-64.2%
3) Other State Revenue		8300-8599	1,884,371.25	1,792,827.00	-4.9%
4) Other Local Revenue		8600-8799	4,051,471.60	4,353,279.00	7.4%
5) TOTAL, REVENUES			7,815,785.15	6,819,220.00	-12.8%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	2,366,532.31	2,201,272.00	-7.0%
2) Classified Salaries		2000-2999	1,677,776.63	1,590,172.00	-5.2%
3) Employee Benefits		3000-3999	2,418,582.80	2,499,992.00	3.4%
4) Books and Supplies		4000-4999	314,990.85	68,481.00	-78.3%
5) Services and Other Operating Expenditures		5000-5999	1,844,230.00	625,106.00	-66.1%
6) Capital Outlay		6000-6999	29,003.04	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	77,608.88	64,197.00	-17.3%
9) TOTAL, EXPENDITURES			8,728,724.51	7,049,220.00	-19.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(912,939.36)	(230,000.00)	-74.8%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	445,261.59	230,000.00	-48.3%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			445,261.59	230,000.00	-48.3%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(467,677.77)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	467,677.77	0.00	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			467,677.77	0.00	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			467,677.77	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
Adult Education Fund	0000	9780		0.00	
Adult Education Fund	0000	9780			
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	11,551.28		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	168,770.72		
4) Due from Grantor Government		9290	349,449.68		
5) Due from Other Funds		9310	450,141.20		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			979,912.88		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	230,170.20		
2) Due to Grantor Governments		9590	563.70		
3) Due to Other Funds		9610	748,178.98		
4) Current Loans		9640			
5) Unearned Revenue		9650	1,000.00		
6) TOTAL, LIABILITIES			979,912.88		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			0.00		

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>LCFF SOURCES</b>					
LCFF Transfers					
LCFF Transfers - Current Year		8091	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.0%
<b>FEDERAL REVENUE</b>					
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	322,491.00	256,771.00	-20.4%
All Other Federal Revenue	All Other	8290	1,557,451.30	416,343.00	-73.3%
TOTAL, FEDERAL REVENUE			1,879,942.30	673,114.00	-64.2%
<b>OTHER STATE REVENUE</b>					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
Adult Education Block Grant Program	6391	8590	1,424,043.25	1,277,617.00	-10.3%
All Other State Revenue	All Other	8590	460,328.00	515,210.00	11.9%
TOTAL, OTHER STATE REVENUE			1,884,371.25	1,792,827.00	-4.9%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	(20,228.73)	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Adult Education Fees		8671	2,750,983.35	3,028,279.00	10.1%
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	1,320,716.98	1,325,000.00	0.3%
Tuition		8710	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			4,051,471.60	4,353,279.00	7.4%
TOTAL, REVENUES			7,815,785.15	6,819,220.00	-12.8%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	1,822,749.29	1,815,619.00	-0.4%
Certificated Pupil Support Salaries		1200	115,782.97	115,886.00	0.1%
Certificated Supervisors' and Administrators' Salaries		1300	428,000.05	269,767.00	-37.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			2,366,532.31	2,201,272.00	-7.0%
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	166,496.41	177,708.00	6.7%
Classified Support Salaries		2200	613,763.60	586,003.00	-4.5%
Classified Supervisors' and Administrators' Salaries		2300	315,197.63	260,627.00	-17.3%
Clerical, Technical and Office Salaries		2400	464,454.52	495,488.00	6.7%
Other Classified Salaries		2900	117,864.47	70,346.00	-40.3%
TOTAL, CLASSIFIED SALARIES			1,677,776.63	1,590,172.00	-5.2%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	457,391.26	491,662.00	7.5%
PERS		3201-3202	232,855.42	265,826.00	14.2%
OASDI/Medicare/Alternative		3301-3302	155,916.74	151,020.00	-3.1%
Health and Welfare Benefits		3401-3402	1,147,334.76	1,175,755.00	2.5%
Unemployment Insurance		3501-3502	1,977.93	1,861.00	-5.9%
Workers' Compensation		3601-3602	67,944.57	63,052.00	-7.2%
OPEB, Allocated		3701-3702	353,977.20	349,604.00	-1.2%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	1,184.92	1,212.00	2.3%
TOTAL, EMPLOYEE BENEFITS			2,418,582.80	2,499,992.00	3.4%
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	279,934.72	68,481.00	-75.5%
Noncapitalized Equipment		4400	35,056.13	0.00	-100.0%
TOTAL, BOOKS AND SUPPLIES			314,990.85	68,481.00	-78.3%



Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	300,981.40	269,647.00	-10.4%
Travel and Conferences		5200	18,785.65	0.00	-100.0%
Dues and Memberships		5300	5,930.00	0.00	-100.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	217,959.36	189,009.00	-13.3%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	39,414.09	36,200.00	-8.2%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,260,187.90	130,250.00	-89.7%
Communications		5900	971.60	0.00	-100.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>1,844,230.00</b>	<b>625,106.00</b>	<b>-66.1%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	29,003.04	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>29,003.04</b>	<b>0.00</b>	<b>-100.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	77,608.88	64,197.00	-17.3%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			77,608.88	64,197.00	-17.3%
TOTAL, EXPENDITURES			8,728,724.51	7,049,220.00	-19.2%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	445,261.59	230,000.00	-48.3%
(a) TOTAL, INTERFUND TRANSFERS IN			445,261.59	230,000.00	-48.3%
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			445,261.59	230,000.00	-48.3%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	1,879,942.30	673,114.00	-64.2%
3) Other State Revenue		8300-8599	1,884,371.25	1,792,827.00	-4.9%
4) Other Local Revenue		8600-8799	4,051,471.60	4,353,279.00	7.4%
5) TOTAL, REVENUES			7,815,785.15	6,819,220.00	-12.8%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		5,293,940.48	3,884,024.00	-26.6%
2) Instruction - Related Services	2000-2999		1,937,489.12	1,729,290.00	-10.7%
3) Pupil Services	3000-3999		715,479.19	727,454.00	1.7%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		77,608.88	64,197.00	-17.3%
8) Plant Services	8000-8999		704,206.84	644,255.00	-8.5%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			8,728,724.51	7,049,220.00	-19.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			(912,939.36)	(230,000.00)	-74.8%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	445,261.59	230,000.00	-48.3%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			445,261.59	230,000.00	-48.3%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(467,677.77)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	467,677.77	0.00	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			467,677.77	0.00	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			467,677.77	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
Adult Education Fund	0000	9780		0.00	
Adult Education Fund	0000	9780			
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2017-18	2018-19
		Estimated Actuals	Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	12,065,918.00	11,516,327.00	-4.6%
3) Other State Revenue		8300-8599	8,620,556.57	8,543,128.00	-0.9%
4) Other Local Revenue		8600-8799	2,336,865.64	1,887,092.00	-19.2%
5) TOTAL, REVENUES			23,023,340.21	21,946,547.00	-4.7%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	8,013,571.90	7,328,619.00	-8.5%
2) Classified Salaries		2000-2999	5,515,147.98	5,110,080.00	-7.3%
3) Employee Benefits		3000-3999	9,602,345.79	9,579,272.00	-0.2%
4) Books and Supplies		4000-4999	361,880.86	715,012.00	97.6%
5) Services and Other Operating Expenditures		5000-5999	342,929.64	566,721.00	65.3%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	971,347.34	992,050.00	2.1%
9) TOTAL, EXPENDITURES			24,807,223.51	24,291,754.00	-2.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(1,783,883.30)	(2,345,207.00)	31.5%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	502,295.70	2,345,207.00	366.9%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			502,295.70	2,345,207.00	366.9%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(1,281,587.60)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,297,883.25	16,295.65	-98.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,297,883.25	16,295.65	-98.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,297,883.25	16,295.65	-98.7%
2) Ending Balance, June 30 (E + F1e)			16,295.65	16,295.65	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	16,295.65	16,295.65	0.0%
Child Development Fund	0000	9780		16,295.65	
Child Development Fund	0000	9780	16,295.65		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%



Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	1,171,088.07		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	766,470.90		
4) Due from Grantor Government		9290	1,512,497.43		
5) Due from Other Funds		9310	10.56		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			3,450,066.96		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	167,512.38		
2) Due to Grantor Governments		9590	366,615.07		
3) Due to Other Funds		9610	2,197,260.47		
4) Current Loans		9640			
5) Unearned Revenue		9650	702,383.39		
6) TOTAL, LIABILITIES			3,433,771.31		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			16,295.65		

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	12,065,918.00	11,516,327.00	-4.6%
<b>TOTAL, FEDERAL REVENUE</b>			<b>12,065,918.00</b>	<b>11,516,327.00</b>	<b>-4.6%</b>
<b>OTHER STATE REVENUE</b>					
Child Nutrition Programs		8520	0.00	0.00	0.0%
Child Development Apportionments		8530	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
State Preschool	6105	8590	7,958,133.16	8,112,975.00	1.9%
All Other State Revenue	All Other	8590	662,423.41	430,153.00	-35.1%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>8,620,556.57</b>	<b>8,543,128.00</b>	<b>-0.9%</b>
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
Interest		8660	(25,491.00)	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	1,160,637.12	900,000.00	-22.5%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	1,201,719.52	987,092.00	-17.9%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>2,336,865.64</b>	<b>1,887,092.00</b>	<b>-19.2%</b>
<b>TOTAL, REVENUES</b>			<b>23,023,340.21</b>	<b>21,946,547.00</b>	<b>-4.7%</b>

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	6,379,616.38	5,948,469.00	-6.8%
Certificated Pupil Support Salaries		1200	709,071.75	654,628.00	-7.7%
Certificated Supervisors' and Administrators' Salaries		1300	889,021.56	707,119.00	-20.5%
Other Certificated Salaries		1900	35,862.21	18,403.00	-48.7%
TOTAL, CERTIFICATED SALARIES			8,013,571.90	7,328,619.00	-8.5%
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	2,103,500.75	2,063,298.00	-1.9%
Classified Support Salaries		2200	1,496,468.56	1,293,701.00	-13.5%
Classified Supervisors' and Administrators' Salaries		2300	178,749.01	89,167.00	-50.1%
Clerical, Technical and Office Salaries		2400	944,718.84	907,345.00	-4.0%
Other Classified Salaries		2900	791,710.82	756,569.00	-4.4%
TOTAL, CLASSIFIED SALARIES			5,515,147.98	5,110,080.00	-7.3%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	1,576,919.80	1,619,789.00	2.7%
PERS		3201-3202	819,375.09	852,251.00	4.0%
OASDI/Medicare/Alternative		3301-3302	566,808.61	531,219.00	-6.3%
Health and Welfare Benefits		3401-3402	5,073,339.39	5,038,988.00	-0.7%
Unemployment Insurance		3501-3502	6,783.61	7,378.00	8.8%
Workers' Compensation		3601-3602	227,258.31	208,145.00	-8.4%
OPEB, Allocated		3701-3702	1,327,635.62	1,307,366.00	-1.5%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	4,225.36	14,136.00	234.6%
TOTAL, EMPLOYEE BENEFITS			9,602,345.79	9,579,272.00	-0.2%
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	325,839.61	665,512.00	104.2%
Noncapitalized Equipment		4400	36,041.25	49,500.00	37.3%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			361,880.86	715,012.00	97.6%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	45,280.48	70,000.00	54.6%
Dues and Memberships		5300	459.00	2,500.00	444.7%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	12,490.10	25,000.00	100.2%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	31,156.38	42,550.00	36.6%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	170,717.70	201,017.00	17.7%
Professional/Consulting Services and Operating Expenditures		5800	80,302.72	213,869.00	166.3%
Communications		5900	2,523.26	11,785.00	367.1%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>342,929.64</b>	<b>566,721.00</b>	<b>65.3%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	971,347.34	992,050.00	2.1%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>971,347.34</b>	<b>992,050.00</b>	<b>2.1%</b>
<b>TOTAL, EXPENDITURES</b>			<b>24,807,223.51</b>	<b>24,291,754.00</b>	<b>-2.1%</b>

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: General Fund		8911	502,295.70	2,345,207.00	366.9%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			502,295.70	2,345,207.00	366.9%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			502,295.70	2,345,207.00	366.9%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	12,065,918.00	11,516,327.00	-4.6%
3) Other State Revenue		8300-8599	8,620,556.57	8,543,128.00	-0.9%
4) Other Local Revenue		8600-8799	2,336,865.64	1,887,092.00	-19.2%
5) TOTAL, REVENUES			23,023,340.21	21,946,547.00	-4.7%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		14,561,945.47	14,413,067.00	-1.0%
2) Instruction - Related Services	2000-2999		5,710,745.25	5,462,755.00	-4.3%
3) Pupil Services	3000-3999		2,619,004.23	2,544,188.00	-2.9%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		107,240.31	0.00	-100.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		971,347.34	992,050.00	2.1%
8) Plant Services	8000-8999		836,940.91	879,694.00	5.1%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			24,807,223.51	24,291,754.00	-2.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			(1,783,883.30)	(2,345,207.00)	31.5%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	502,295.70	2,345,207.00	366.9%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			502,295.70	2,345,207.00	366.9%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(1,281,587.60)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,297,883.25	16,295.65	-98.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,297,883.25	16,295.65	-98.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,297,883.25	16,295.65	-98.7%
2) Ending Balance, June 30 (E + F1e)			16,295.65	16,295.65	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	16,295.65	16,295.65	0.0%
Child Development Fund	0000	9780		16,295.65	
Child Development Fund	0000	9780	16,295.65		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2017-18	2018-19
		Estimated Actuals	Budget
Total, Restricted Balance		0.00	0.00



Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	22,320,550.35	23,632,900.00	5.9%
3) Other State Revenue		8300-8599	1,432,825.93	1,457,636.00	1.7%
4) Other Local Revenue		8600-8799	1,242,027.30	2,010,000.00	61.8%
5) TOTAL, REVENUES			24,995,403.58	27,100,536.00	8.4%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	7,324,896.97	7,381,166.00	0.8%
3) Employee Benefits		3000-3999	4,488,673.90	4,832,827.00	7.7%
4) Books and Supplies		4000-4999	10,883,798.17	13,357,310.00	22.7%
5) Services and Other Operating Expenditures		5000-5999	279,084.96	201,581.00	-27.8%
6) Capital Outlay		6000-6999	742,330.45	79,265.00	-89.3%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	977,244.00	1,248,387.00	27.7%
9) TOTAL, EXPENDITURES			24,696,028.45	27,100,536.00	9.7%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			299,375.13	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	60,771.28	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			60,771.28	0.00	-100.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			360,146.41	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	10,846,641.93	11,206,788.34	3.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			10,846,641.93	11,206,788.34	3.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			10,846,641.93	11,206,788.34	3.3%
2) Ending Balance, June 30 (E + F1e)			11,206,788.34	11,206,788.34	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	2,000.00	0.00	-100.0%
Stores		9712	450,717.64	0.00	-100.0%
Prepaid Items		9713	650.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	10,535,232.84	10,987,950.48	4.3%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	218,187.86	218,837.86	0.3%
Cafeterial Fund	0000	9780		218,837.86	
Cafeteria Fund	0000	9780	218,187.86		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	4,871,760.30		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	406,496.53		
c) in Revolving Cash Account		9130	2,000.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	32,140.94		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	6,865,011.42		
4) Due from Grantor Government		9290	749.24		
5) Due from Other Funds		9310	75,646.60		
6) Stores		9320	450,717.64		
7) Prepaid Expenditures		9330	650.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			12,705,172.67		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	461,448.25		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	1,030,224.54		
4) Current Loans		9640			
5) Unearned Revenue		9650	6,711.54		
6) TOTAL, LIABILITIES			1,498,384.33		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			11,206,788.34		

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
Child Nutrition Programs		8220	22,320,550.35	23,632,900.00	5.9%
Donated Food Commodities		8221	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			22,320,550.35	23,632,900.00	5.9%
<b>OTHER STATE REVENUE</b>					
Child Nutrition Programs		8520	1,424,968.93	1,452,000.00	1.9%
All Other State Revenue		8590	7,857.00	5,636.00	-28.3%
TOTAL, OTHER STATE REVENUE			1,432,825.93	1,457,636.00	1.7%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	965,327.59	1,700,000.00	76.1%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	64,019.27	60,000.00	-6.3%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	212,680.44	250,000.00	17.5%
TOTAL, OTHER LOCAL REVENUE			1,242,027.30	2,010,000.00	61.8%
TOTAL, REVENUES			24,995,403.58	27,100,536.00	8.4%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	6,596,752.94	6,616,938.00	0.3%
Classified Supervisors' and Administrators' Salaries		2300	419,725.44	432,203.00	3.0%
Clerical, Technical and Office Salaries		2400	308,415.44	332,025.00	7.7%
Other Classified Salaries		2900	3.15	0.00	-100.0%
TOTAL, CLASSIFIED SALARIES			7,324,896.97	7,381,166.00	0.8%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	21,690.18	5,636.00	-74.0%
PERS		3201-3202	722,405.04	889,522.00	23.1%
OASDI/Medicare/Alternative		3301-3302	483,746.84	508,676.00	5.2%
Health and Welfare Benefits		3401-3402	2,454,716.97	2,610,488.00	6.3%
Unemployment Insurance		3501-3502	3,526.21	3,631.00	3.0%
Workers' Compensation		3601-3602	123,030.36	124,002.00	0.8%
OPEB, Allocated		3701-3702	677,570.66	688,770.00	1.7%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	1,987.64	2,102.00	5.8%
TOTAL, EMPLOYEE BENEFITS			4,488,673.90	4,832,827.00	7.7%
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	959,725.00	1,155,949.00	20.4%
Noncapitalized Equipment		4400	96,741.81	104,057.00	7.6%
Food		4700	9,827,331.36	12,097,304.00	23.1%
TOTAL, BOOKS AND SUPPLIES			10,883,798.17	13,357,310.00	22.7%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	9,920.00	0.00	-100.0%
Travel and Conferences		5200	10,101.71	7,300.00	-27.7%
Dues and Memberships		5300	1,440.00	0.00	-100.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	934.30	0.00	-100.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	97,316.89	67,188.00	-31.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(64,134.35)	(66,167.00)	3.2%
Professional/Consulting Services and Operating Expenditures		5800	221,935.11	192,820.00	-13.1%
Communications		5900	1,571.30	440.00	-72.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>279,084.96</b>	<b>201,581.00</b>	<b>-27.8%</b>
<b>CAPITAL OUTLAY</b>					
Buildings and Improvements of Buildings		6200	649,406.55	7,340.00	-98.9%
Equipment		6400	92,923.90	71,925.00	-22.6%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>742,330.45</b>	<b>79,265.00</b>	<b>-89.3%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	977,244.00	1,248,387.00	27.7%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>977,244.00</b>	<b>1,248,387.00</b>	<b>27.7%</b>
<b>TOTAL, EXPENDITURES</b>			<b>24,696,028.45</b>	<b>27,100,536.00</b>	<b>9.7%</b>

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: General Fund		8916	60,771.28	0.00	-100.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			60,771.28	0.00	-100.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			60,771.28	0.00	-100.0%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	22,320,550.35	23,632,900.00	5.9%
3) Other State Revenue		8300-8599	1,432,825.93	1,457,636.00	1.7%
4) Other Local Revenue		8600-8799	1,242,027.30	2,010,000.00	61.8%
5) TOTAL, REVENUES			24,995,403.58	27,100,536.00	8.4%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		23,023,495.46	25,835,100.00	12.2%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		977,244.00	1,248,387.00	27.7%
8) Plant Services	8000-8999		695,288.99	17,049.00	-97.5%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			24,696,028.45	27,100,536.00	9.7%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			299,375.13	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	60,771.28	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			60,771.28	0.00	-100.0%



Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			360,146.41	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	10,846,641.93	11,206,788.34	3.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			10,846,641.93	11,206,788.34	3.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			10,846,641.93	11,206,788.34	3.3%
2) Ending Balance, June 30 (E + F1e)			11,206,788.34	11,206,788.34	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	2,000.00	0.00	-100.0%
Stores		9712	450,717.64	0.00	-100.0%
Prepaid Items		9713	650.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	10,535,232.84	10,987,950.48	4.3%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	218,187.86	218,837.86	0.3%
Cafeteria Fund	0000	9780		218,837.86	
Cafeteria Fund	0000	9780	218,187.86		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2017-18	2018-19
		Estimated Actuals	Budget
5310	Child Nutrition: School Programs (e.g., School Lunch, School I	2,247,155.95	2,699,873.59
5320	Child Nutrition: Child Care Food Program (CCFP) Claims-Cen	8,261,722.02	8,261,722.02
5330	Child Nutrition: Summer Food Service Program Operations	26,354.87	26,354.87
Total, Restricted Balance		10,535,232.84	10,987,950.48

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,386.00	0.00	-100.0%
5) TOTAL, REVENUES			1,386.00	0.00	-100.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	21,348.10	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	52,455.66	0.00	-100.0%
6) Capital Outlay		6000-6999	88,195.61	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			161,999.37	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(160,613.37)	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(160,613.37)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	160,613.37	0.00	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			160,613.37	0.00	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			160,613.37	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
Deferred Maintenance Fund	0000	9780			
Deferred Maintenance Fund	0000	9780	0.00		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	5,383.05		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	538.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			5,921.05		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	5,383.05		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	538.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			5,921.05		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			0.00		

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>LCFF SOURCES</b>					
LCFF Transfers					
LCFF Transfers - Current Year		8091	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	1,386.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,386.00	0.00	-100.0%
TOTAL, REVENUES			1,386.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	21,348.10	0.00	-100.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			21,348.10	0.00	-100.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	52,455.66	0.00	-100.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			52,455.66	0.00	-100.0%
<b>CAPITAL OUTLAY</b>					
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	78,826.57	0.00	-100.0%
Equipment		6400	9,369.04	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			88,195.61	0.00	-100.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			161,999.37	0.00	-100.0%



Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,386.00	0.00	-100.0%
5) TOTAL, REVENUES			1,386.00	0.00	-100.0%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		161,999.37	0.00	-100.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			161,999.37	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			(160,613.37)	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(160,613.37)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	160,613.37	0.00	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			160,613.37	0.00	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			160,613.37	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
Deferred Maintenance Fund	0000	9780			
Deferred Maintenance Fund	0000	9780	0.00		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2017-18	2018-19
		Estimated Actuals	Budget
Total, Restricted Balance		0.00	0.00

## CAPITAL PROJECTS FUNDS

### **Capital Projects Funds Definition**

The Capital Projects Funds are used to account for resources used for the acquisition or construction of capital facilities by the District. This classification includes the Building, Capital Facilities Funds and Capital Project for Blended Components Units.

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,531,861.51	0.00	-100.0%
5) TOTAL, REVENUES			2,531,861.51	0.00	-100.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	921,832.31	697,455.00	-24.3%
3) Employee Benefits		3000-3999	293,039.33	301,024.00	2.7%
4) Books and Supplies		4000-4999	332,851.35	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	437,676.15	0.00	-100.0%
6) Capital Outlay		6000-6999	37,141,559.45	82,001,521.00	120.8%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			39,126,958.59	83,000,000.00	112.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(36,595,097.08)	(83,000,000.00)	126.8%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	179,572.01	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			179,572.01	0.00	-100.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(36,415,525.07)	(83,000,000.00)	127.9%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	183,598,721.84	147,183,196.77	-19.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			183,598,721.84	147,183,196.77	-19.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			183,598,721.84	147,183,196.77	-19.8%
2) Ending Balance, June 30 (E + F1e)			147,183,196.77	64,183,196.77	-56.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	135,591,697.61	52,591,697.61	-61.2%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	11,591,499.16	11,591,499.16	0.0%
Building Fund	0000	9780		11,591,499.16	
Building Fund	0000	9780	11,591,499.16		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	27,011,469.32		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	223.07		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	124,929,860.31		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	606,219.38		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			152,547,772.08		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	5,364,575.31		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			5,364,575.31		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			147,183,196.77		



Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	2,473,106.47	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	58,755.04	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,531,861.51	0.00	-100.0%
TOTAL, REVENUES			2,531,861.51	0.00	-100.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	710,844.29	427,070.00	-39.9%
Clerical, Technical and Office Salaries		2400	210,988.02	270,385.00	28.2%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			921,832.31	697,455.00	-24.3%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	112,160.79	125,347.00	11.8%
OASDI/Medicare/Alternative		3301-3302	64,733.04	49,251.00	-23.9%
Health and Welfare Benefits		3401-3402	66,593.05	82,487.00	23.9%
Unemployment Insurance		3501-3502	457.41	344.00	-24.8%
Workers' Compensation		3601-3602	15,487.02	11,717.00	-24.3%
OPEB, Allocated		3701-3702	32,823.00	31,248.00	-4.8%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	785.02	630.00	-19.7%
TOTAL, EMPLOYEE BENEFITS			293,039.33	301,024.00	2.7%
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	158,106.34	0.00	-100.0%
Noncapitalized Equipment		4400	174,745.01	0.00	-100.0%
TOTAL, BOOKS AND SUPPLIES			332,851.35	0.00	-100.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
Professional/Consulting Services and Operating Expenditures		5800	437,676.15	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			437,676.15	0.00	-100.0%
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	9,339,026.44	0.00	-100.0%
Buildings and Improvements of Buildings		6200	23,651,753.01	82,001,521.00	246.7%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	4,150,780.00	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			37,141,559.45	82,001,521.00	120.8%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			39,126,958.59	83,000,000.00	112.1%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Proceeds					
Proceeds from Sale of Bonds		8951	0.00	0.00	0.0%
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	179,572.01	0.00	-100.0%
Other Sources					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			179,572.01	0.00	-100.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			179,572.01	0.00	-100.0%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,531,861.51	0.00	-100.0%
5) TOTAL, REVENUES			2,531,861.51	0.00	-100.0%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		39,126,958.59	83,000,000.00	112.1%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			39,126,958.59	83,000,000.00	112.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			(36,595,097.08)	(83,000,000.00)	126.8%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	179,572.01	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			179,572.01	0.00	-100.0%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(36,415,525.07)	(83,000,000.00)	127.9%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	183,598,721.84	147,183,196.77	-19.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			183,598,721.84	147,183,196.77	-19.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			183,598,721.84	147,183,196.77	-19.8%
2) Ending Balance, June 30 (E + F1e)			147,183,196.77	64,183,196.77	-56.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	135,591,697.61	52,591,697.61	-61.2%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	11,591,499.16	11,591,499.16	0.0%
Building Fund	0000	9780		11,591,499.16	
Building Fund	0000	9780	11,591,499.16		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

<b>Resource</b>	<b>Description</b>	<b>2017-18 Estimated Actuals</b>	<b>2018-19 Budget</b>
9010	Other Restricted Local	135,591,697.61	52,591,697.61
Total, Restricted Balance		135,591,697.61	52,591,697.61



Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	6,499,081.43	2,000,000.00	-69.2%
5) TOTAL, REVENUES			6,499,081.43	2,000,000.00	-69.2%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	11,087.23	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	13,562.79	0.00	-100.0%
6) Capital Outlay		6000-6999	324,383.32	11,300,000.00	3383.5%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	1,130,374.00	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,479,407.34	11,300,000.00	663.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			5,019,674.09	(9,300,000.00)	-285.3%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			5,019,674.09	(9,300,000.00)	-285.3%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	9,644,267.22	14,663,941.31	52.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			9,644,267.22	14,663,941.31	52.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			9,644,267.22	14,663,941.31	52.0%
2) Ending Balance, June 30 (E + F1e)			14,663,941.31	5,363,941.31	-63.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	14,663,941.31	5,363,941.31	-63.4%
Capital Facilities Fund	0000	9780		5,363,941.31	
Capital Facilities Fund	0000	9780	14,663,941.31		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	13,248,125.29		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	1,288,033.92		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	131,664.68		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			14,667,823.89		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	3,882.58		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			3,882.58		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			14,663,941.31		

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	1,748,062.22	0.00	-100.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	147,220.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts Mitigation/Developer Fees		8681	4,758,306.71	2,000,000.00	-58.0%
Other Local Revenue All Other Local Revenue		8699	(154,507.50)	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			6,499,081.43	2,000,000.00	-69.2%
TOTAL, REVENUES			6,499,081.43	2,000,000.00	-69.2%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	9,191.79	0.00	-100.0%
Noncapitalized Equipment		4400	1,895.44	0.00	-100.0%
TOTAL, BOOKS AND SUPPLIES			11,087.23	0.00	-100.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	13,562.79	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			13,562.79	0.00	-100.0%
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	224,136.32	0.00	-100.0%
Buildings and Improvements of Buildings		6200	100,247.00	11,300,000.00	11172.2%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			324,383.32	11,300,000.00	3383.5%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	930,374.00	0.00	-100.0%
Other Debt Service - Principal		7439	200,000.00	0.00	-100.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,130,374.00	0.00	-100.0%
TOTAL, EXPENDITURES			1,479,407.34	11,300,000.00	663.8%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Proceeds					
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	6,499,081.43	2,000,000.00	-69.2%
5) TOTAL, REVENUES			6,499,081.43	2,000,000.00	-69.2%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		349,033.34	11,300,000.00	3137.5%
9) Other Outgo	9000-9999	Except 7600-7699	1,130,374.00	0.00	-100.0%
10) TOTAL, EXPENDITURES			1,479,407.34	11,300,000.00	663.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			5,019,674.09	(9,300,000.00)	-285.3%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%



Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			5,019,674.09	(9,300,000.00)	-285.3%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	9,644,267.22	14,663,941.31	52.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			9,644,267.22	14,663,941.31	52.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			9,644,267.22	14,663,941.31	52.0%
2) Ending Balance, June 30 (E + F1e)			14,663,941.31	5,363,941.31	-63.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	14,663,941.31	5,363,941.31	-63.4%
Capital Facilities Fund	0000	9780		5,363,941.31	
Capital Facilities Fund	0000	9780	14,663,941.31		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2017-18	2018-19
		Estimated Actuals	Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,722,257.78	0.00	-100.0%
5) TOTAL, REVENUES			1,722,257.78	0.00	-100.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	71,583.78	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	13,466.81	0.00	-100.0%
6) Capital Outlay		6000-6999	541,354.99	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			626,405.58	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			1,095,852.20	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			1,095,852.20	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,409,063.03	3,504,915.23	45.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,409,063.03	3,504,915.23	45.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,409,063.03	3,504,915.23	45.5%
2) Ending Balance, June 30 (E + F1e)			3,504,915.23	3,504,915.23	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	3,504,915.23	3,504,915.23	0.0%
Capital Project Fund for Blended Componen	0000	9780		3,504,915.23	
Capital Project Fund For Blended Componer	0000	9780	3,504,915.23		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	3,512,683.86		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	21,094.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			3,533,777.86		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	28,862.63		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			28,862.63		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			3,504,915.23		

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
All Other Federal Revenue		8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	1,685,043.17	0.00	-100.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	37,214.61	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			1,722,257.78	0.00	-100.0%
<b>TOTAL, REVENUES</b>			1,722,257.78	0.00	-100.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	31,617.26	0.00	-100.0%
Noncapitalized Equipment		4400	39,966.52	0.00	-100.0%
TOTAL, BOOKS AND SUPPLIES			71,583.78	0.00	-100.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
Professional/Consulting Services and Operating Expenditures		5800	13,466.81	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			13,466.81	0.00	-100.0%
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	76,500.00	0.00	-100.0%
Buildings and Improvements of Buildings		6200	464,854.99	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			541,354.99	0.00	-100.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			626,405.58	0.00	-100.0%



			2017-18	2018-19	Percent
Description	Resource Codes	Object Codes	Estimated Actuals	Budget	Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Proceeds					
Proceeds from Sale of Bonds		8951	0.00	0.00	0.0%
Other Sources					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,722,257.78	0.00	-100.0%
5) TOTAL, REVENUES			1,722,257.78	0.00	-100.0%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		626,405.58	0.00	-100.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			626,405.58	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			1,095,852.20	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			1,095,852.20	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,409,063.03	3,504,915.23	45.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,409,063.03	3,504,915.23	45.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,409,063.03	3,504,915.23	45.5%
2) Ending Balance, June 30 (E + F1e)			3,504,915.23	3,504,915.23	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	3,504,915.23	3,504,915.23	0.0%
Capital Project Fund for Blended Componen	0000	9780		3,504,915.23	
Capital Project Fund For Blended Componer	0000	9780	3,504,915.23		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2017-18	2018-19
		Estimated Actuals	Budget
Total, Restricted Balance		0.00	0.00

## DEBT SERVICE FUNDS

### **Debt Service Funds Definition**

The Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. This classification includes the Bond Interest and Redemption Fund.

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	418,376.00	2,415,601.00	477.4%
4) Other Local Revenue		8600-8799	47,047,777.00	45,681,140.00	-2.9%
5) TOTAL, REVENUES			47,466,153.00	48,096,741.00	1.3%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	47,598,088.00	49,281,755.00	3.5%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			47,598,088.00	49,281,755.00	3.5%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(131,935.00)	(1,185,014.00)	798.2%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(131,935.00)	(1,185,014.00)	798.2%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	44,603,567.50	39,273,247.22	-12.0%
b) Audit Adjustments		9793	(3,651,495.25)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			40,952,072.25	39,273,247.22	-4.1%
d) Other Restatements		9795	(1,546,890.03)	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			39,405,182.22	39,273,247.22	-0.3%
2) Ending Balance, June 30 (E + F1e)			39,273,247.22	38,088,233.22	-3.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	39,273,247.22	38,088,233.22	-3.0%
Bond Interest and Redemption Fund	0000	9780		38,088,233.22	
Bond Interest and Redemption Fund	0000	9780	39,273,247.22		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%



Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	49,754,401.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	4,160,726.00		
3) Accounts Receivable		9200	271,994.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			54,187,121.00		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	13,615,905.75		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	1,297,968.03		
6) TOTAL, LIABILITIES			14,913,873.78		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			39,273,247.22		

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
All Other Federal Revenue		8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions Voted Indebtedness Levies					
Homeowners' Exemptions		8571	418,376.00	408,829.00	-2.3%
Other Subventions/In-Lieu Taxes		8572	0.00	2,006,772.00	New
<b>TOTAL, OTHER STATE REVENUE</b>			418,376.00	2,415,601.00	477.4%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue County and District Taxes Voted Indebtedness Levies Secured Roll		8611	40,902,336.00	44,064,435.00	7.7%
Unsecured Roll		8612	1,488,384.00	1,616,705.00	8.6%
Prior Years' Taxes		8613	392,315.00	0.00	-100.0%
Supplemental Taxes		8614	1,613,770.00	0.00	-100.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	8,068.00	0.00	-100.0%
Interest		8660	1,903,460.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue All Other Local Revenue		8699	739,444.00	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			47,047,777.00	45,681,140.00	-2.9%
<b>TOTAL, REVENUES</b>			47,466,153.00	48,096,741.00	1.3%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Debt Service					
Bond Redemptions		7433	0.00	0.00	0.0%
Bond Interest and Other Service Charges		7434	0.00	17,000.00	New
Debt Service - Interest		7438	20,363,088.00	20,363,088.00	0.0%
Other Debt Service - Principal		7439	27,235,000.00	28,901,667.00	6.1%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			47,598,088.00	49,281,755.00	3.5%
TOTAL, EXPENDITURES			47,598,088.00	49,281,755.00	3.5%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: General Fund		7614	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	418,376.00	2,415,601.00	477.4%
4) Other Local Revenue		8600-8799	47,047,777.00	45,681,140.00	-2.9%
5) TOTAL, REVENUES			47,466,153.00	48,096,741.00	1.3%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	47,598,088.00	49,281,755.00	3.5%
10) TOTAL, EXPENDITURES			47,598,088.00	49,281,755.00	3.5%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			(131,935.00)	(1,185,014.00)	798.2%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(131,935.00)	(1,185,014.00)	798.2%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	44,603,567.50	39,273,247.22	-12.0%
b) Audit Adjustments		9793	(3,651,495.25)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			40,952,072.25	39,273,247.22	-4.1%
d) Other Restatements		9795	(1,546,890.03)	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			39,405,182.22	39,273,247.22	-0.3%
2) Ending Balance, June 30 (E + F1e)			39,273,247.22	38,088,233.22	-3.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	39,273,247.22	38,088,233.22	-3.0%
Bond Interest and Redemption Fund	0000	9780		38,088,233.22	
Bond Interest and Redemption Fund	0000	9780	39,273,247.22		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2017-18	2018-19
		Estimated Actuals	Budget
Total, Restricted Balance		0.00	0.00

## PROPRIETARY FUNDS

### **Proprietary Funds Definition**

Proprietary Funds are used to account for activities that are more business-like than government-like in nature. Business-type activities include those for which a fee is charged to external users or to other organizational units of the LEA, normally on a full cost-recovery basis. Proprietary funds are generally intended to be self-supporting. This classification includes the Self-Insurance fund, which includes the Dental/Vision fund.



Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	16,058,809.10	15,305,317.00	-4.7%
5) TOTAL, REVENUES			16,058,809.10	15,305,317.00	-4.7%
<b>B. EXPENSES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	296,200.39	345,399.00	16.6%
3) Employee Benefits		3000-3999	150,336.09	223,055.00	48.4%
4) Books and Supplies		4000-4999	10,559.24	41,500.00	293.0%
5) Services and Other Operating Expenses		5000-5999	13,833,805.97	14,695,363.00	6.2%
6) Depreciation		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			14,290,901.69	15,305,317.00	7.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			1,767,907.41	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			1,767,907.41	0.00	-100.0%
<b>F. NET POSITION</b>					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	9,862,313.84	11,630,221.25	17.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			9,862,313.84	11,630,221.25	17.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			9,862,313.84	11,630,221.25	17.9%
2) Ending Net Position, June 30 (E + F1e)			11,630,221.25	11,630,221.25	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	11,630,221.25	11,630,221.25	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	10,349,432.09		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	250,000.00		
e) Collections Awaiting Deposit		9140	693.32		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	1,581,306.61		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
10) TOTAL, ASSETS			12,181,432.02		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	547,259.99		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	3,950.78		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	0.00		
b) Total/Net OPEB Liability		9664	0.00		
c) Compensated Absences		9665	0.00		
d) COPs Payable		9666	0.00		
e) Capital Leases Payable		9667	0.00		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			551,210.77		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. NET POSITION</b>					
Net Position, June 30					
(G10 + H2) - (I7 + J2)			11,630,221.25		

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>OTHER STATE REVENUE</b>					
STRS On-Behalf Pension Contributions	7690	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	98,220.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
In-District Premiums/ Contributions		8674	15,960,524.89	15,305,317.00	-4.1%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	64.21	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			16,058,809.10	15,305,317.00	-4.7%
<b>TOTAL, REVENUES</b>			16,058,809.10	15,305,317.00	-4.7%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	89,215.21	88,643.00	-0.6%
Clerical, Technical and Office Salaries		2400	206,985.18	256,756.00	24.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			296,200.39	345,399.00	16.6%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	43,756.46	61,995.00	41.7%
OASDI/Medicare/Alternative		3301-3302	12,756.95	25,158.00	97.2%
Health and Welfare Benefits		3401-3402	66,818.18	99,294.00	48.6%
Unemployment Insurance		3501-3502	65.09	164.00	152.0%
Workers' Compensation		3601-3602	2,433.34	5,802.00	138.4%
OPEB, Allocated		3701-3702	24,315.87	30,447.00	25.2%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	190.20	195.00	2.5%
TOTAL, EMPLOYEE BENEFITS			150,336.09	223,055.00	48.4%
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	10,559.24	26,000.00	146.2%
Noncapitalized Equipment		4400	0.00	15,500.00	New
TOTAL, BOOKS AND SUPPLIES			10,559.24	41,500.00	293.0%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENSES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	1,300.44	11,000.00	745.9%
Dues and Memberships		5300	0.00	2,000.00	New
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	4,000.00	New
Professional/Consulting Services and Operating Expenditures		5800	13,832,505.53	14,678,363.00	6.1%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			13,833,805.97	14,695,363.00	6.2%
<b>DEPRECIATION</b>					
Depreciation Expense		6900	0.00	0.00	0.0%
TOTAL, DEPRECIATION			0.00	0.00	0.0%
TOTAL, EXPENSES			14,290,901.69	15,305,317.00	7.1%

Description	Resource Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.0%



Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	16,058,809.10	15,305,317.00	-4.7%
5) TOTAL, REVENUES			16,058,809.10	15,305,317.00	-4.7%
<b>B. EXPENSES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		14,290,901.69	15,305,317.00	7.1%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			14,290,901.69	15,305,317.00	7.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			1,767,907.41	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2017-18 Estimated Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			1,767,907.41	0.00	-100.0%
<b>F. NET POSITION</b>					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	9,862,313.84	11,630,221.25	17.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			9,862,313.84	11,630,221.25	17.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			9,862,313.84	11,630,221.25	17.9%
2) Ending Net Position, June 30 (E + F1e)			11,630,221.25	11,630,221.25	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	11,630,221.25	11,630,221.25	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	0.00	0.00	0.0%

Resource	Description	2017-18	2018-19
		Estimated Actuals	Budget
Total, Restricted Net Position		0.00	0.00

Description	2017-18 Estimated Actuals			2018-19 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>A. DISTRICT</b>						
<b>1. Total District Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	38,577.85	38,577.85	38,673.62	38,487.85	38,487.85	38,577.85
<b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
<b>3. Total Basic Aid Open Enrollment Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
<b>4. Total, District Regular ADA (Sum of Lines A1 through A3)</b>	38,577.85	38,577.85	38,673.62	38,487.85	38,487.85	38,577.85
<b>5. District Funded County Program ADA</b>						
a. County Community Schools	39.00	43.49	39.00	39.00	39.00	39.00
b. Special Education-Special Day Class	30.34	31.39	30.34	30.34	30.34	30.34
c. Special Education-NPS/LCI						
d. Special Education Extended Year	2.40	2.40	2.40	2.40	2.40	2.40
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
<b>g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)</b>	71.74	77.28	71.74	71.74	71.74	71.74
<b>6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)</b>	38,649.59	38,655.13	38,745.36	38,559.59	38,559.59	38,649.59
<b>7. Adults in Correctional Facilities</b>						
<b>8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

Description	2017-18 Estimated Actuals			2018-19 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>B. COUNTY OFFICE OF EDUCATION</b>						
<b>1. County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
<b>d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>2. District Funded County Program ADA</b>						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
<b>g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4. Adults in Correctional Facilities</b>						
<b>5. County Operations Grant ADA</b>						
<b>6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

Description	2017-18 Estimated Actuals			2018-19 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>C. CHARTER SCHOOL ADA</b>						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA						
<b>FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.</b>						
<b>1. Total Charter School Regular ADA</b>						
<b>2. Charter School County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
<b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>3. Charter School Funded County Program ADA</b>						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
<b>f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.</b>						
<b>5. Total Charter School Regular ADA</b>	1,778.30	1,778.30	1,778.30	1,768.24	1,768.24	1,768.24
<b>6. Charter School County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
<b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>7. Charter School Funded County Program ADA</b>						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
<b>f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)</b>	1,778.30	1,778.30	1,778.30	1,768.24	1,768.24	1,768.24
<b>9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)</b>	1,778.30	1,778.30	1,778.30	1,768.24	1,768.24	1,768.24

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the approval of the budget.

## CRITERIA AND STANDARDS

### 1. CRITERION: Average Daily Attendance

STANDARD: Funded average daily attendance (ADA) has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

Percentage Level	District ADA		
3.0%	0	to	300
2.0%	301	to	1,000
1.0%	1,001	and	over

District ADA (Form A, Estimated P-2 ADA column, lines A4 and C4):

District's ADA Standard Percentage Level:

### 1A. Calculating the District's ADA Variances

DATA ENTRY: For the Third, Second, and First Prior Years, enter Estimated Funded ADA in the Original Budget Funded ADA column; enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the Third, Second, and First Prior Years. All other data are extracted.

Fiscal Year	Original Budget Funded ADA (Form A, Lines A4 and C4)	Estimated/Unaudited Actuals Funded ADA (Form A, Lines A4 and C4)	ADA Variance Level (If Budget is greater than Actuals, else N/A)	Status
Third Prior Year (2015-16)				
District Regular	38,925	38,904		
Charter School				
<b>Total ADA</b>	<b>38,925</b>	<b>38,904</b>	<b>0.1%</b>	<b>Met</b>
Second Prior Year (2016-17)				
District Regular	38,837	38,913		
Charter School				
<b>Total ADA</b>	<b>38,837</b>	<b>38,913</b>	<b>N/A</b>	<b>Met</b>
First Prior Year (2017-18)				
District Regular	38,686	38,674		
Charter School		0		
<b>Total ADA</b>	<b>38,686</b>	<b>38,674</b>	<b>0.0%</b>	<b>Met</b>
Budget Year (2018-19)				
District Regular	38,578			
Charter School	0			
<b>Total ADA</b>	<b>38,578</b>			

### 1B. Comparison of District ADA to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Funded ADA has not been overestimated by more than the standard percentage level for the first prior year.

**Explanation:**  
(required if NOT met)

1b. STANDARD MET - Funded ADA has not been overestimated by more than the standard percentage level for two or more of the previous three years.

**Explanation:**  
(required if NOT met)

**2. CRITERION: Enrollment**

STANDARD: Projected enrollment has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

Percentage Level	District ADA		
3.0%	0	to	300
2.0%	301	to	1,000
1.0%	1,001	and	over

District ADA (Form A, Estimated P-2 ADA column, lines A4 and C4): District's Enrollment Standard Percentage Level: **2A. Calculating the District's Enrollment Variances**

DATA ENTRY: Enter data in the Enrollment, Budget, column for all fiscal years and in the Enrollment, CBEDS Actual column for the First Prior Year; all other data are extracted or calculated. CBEDS Actual enrollment data preloaded in the District Regular lines will include both District Regular and Charter School enrollment. Districts will need to adjust the District Regular enrollment lines and the Charter School enrollment lines accordingly. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	Budget	Enrollment CBEDS Actual	Enrollment Variance Level (If Budget is greater than Actual, else N/A)	Status
Third Prior Year (2015-16)				
District Regular	40,605	41,027		
Charter School				
<b>Total Enrollment</b>	<b>40,605</b>	<b>41,027</b>	<b>N/A</b>	<b>Met</b>
Second Prior Year (2016-17)				
District Regular	40,603	41,079		
Charter School				
<b>Total Enrollment</b>	<b>40,603</b>	<b>41,079</b>	<b>N/A</b>	<b>Met</b>
First Prior Year (2017-18)				
District Regular	40,940	40,855		
Charter School				
<b>Total Enrollment</b>	<b>40,940</b>	<b>40,855</b>	<b>0.2%</b>	<b>Met</b>
Budget Year (2018-19)				
District Regular	40,610			
Charter School				
<b>Total Enrollment</b>	<b>40,610</b>			

**2B. Comparison of District Enrollment to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Enrollment has not been overestimated by more than the standard percentage level for the first prior year.

Explanation:  
(required if NOT met)

- 1b. STANDARD MET - Enrollment has not been overestimated by more than the standard percentage level for two or more of the previous three years.

Explanation:  
(required if NOT met)



**3. CRITERION: ADA to Enrollment**

**STANDARD:** Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the budget year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

**3A. Calculating the District's ADA to Enrollment Standard**

**DATA ENTRY:** All data are extracted or calculated. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	P-2 ADA Estimated/Unaudited Actuals (Form A, Lines A4 and C4)	Enrollment CBEDS Actual (Criterion 2, Item 2A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2015-16)			
District Regular	38,837	41,027	
Charter School		0	
<b>Total ADA/Enrollment</b>	<b>38,837</b>	<b>41,027</b>	<b>94.7%</b>
Second Prior Year (2016-17)			
District Regular	38,737	41,079	
Charter School			
<b>Total ADA/Enrollment</b>	<b>38,737</b>	<b>41,079</b>	<b>94.3%</b>
First Prior Year (2017-18)			
District Regular	38,578	40,855	
Charter School	0		
<b>Total ADA/Enrollment</b>	<b>38,578</b>	<b>40,855</b>	<b>94.4%</b>
Historical Average Ratio:			94.5%
District's ADA to Enrollment Standard (historical average ratio plus 0.5%):			95.0%

**3B. Calculating the District's Projected Ratio of ADA to Enrollment**

**DATA ENTRY:** Enter data in the Estimated P-2 ADA column for the two subsequent years. Enter data in the Enrollment column for the two subsequent years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund only, for all fiscal years. All other data are extracted or calculated.

Fiscal Year	Estimated P-2 ADA Budget (Form A, Lines A4 and C4)	Enrollment Budget/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Budget Year (2018-19)				
District Regular	38,488	40,610		
Charter School	0			
<b>Total ADA/Enrollment</b>	<b>38,488</b>	<b>40,610</b>	<b>94.8%</b>	<b>Met</b>
1st Subsequent Year (2019-20)				
District Regular	38,398	40,610		
Charter School				
<b>Total ADA/Enrollment</b>	<b>38,398</b>	<b>40,610</b>	<b>94.6%</b>	<b>Met</b>
2nd Subsequent Year (2020-21)				
District Regular	38,308	40,610		
Charter School				
<b>Total ADA/Enrollment</b>	<b>38,308</b>	<b>40,610</b>	<b>94.3%</b>	<b>Met</b>

**3C. Comparison of District ADA to Enrollment Ratio to the Standard**

**DATA ENTRY:** Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Projected P-2 ADA to enrollment ratio has not exceeded the standard for the budget and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

**4. CRITERION: LCFF Revenue**

**STANDARD:** Projected local control funding formula (LCFF) revenue for any of the budget year or two subsequent fiscal years has not changed from the prior fiscal year by more than the change in population, plus the district's gap funding or cost-of-living adjustment (COLA)<sup>1</sup> and its economic recovery target payment, plus or minus one percent.

For basic aid districts, projected LCFF revenue has not changed from the prior fiscal year by more than the percent change in property tax revenues plus or minus one percent.

For districts funded by necessary small school formulas, projected LCFF revenue has not changed from the prior fiscal year amount by more than the district's gap funding or COLA<sup>1</sup> and its economic recovery target payment, plus or minus one percent.

<sup>1</sup>Districts that are already at or above their LCFF target funding as described in Education Code Section 42238.03(d) receive no gap funding. These districts have a COLA applied to their LCFF target, but their year-over-year revenue increase might be less than the statutory COLA due to certain local factors and components of the funding formula.

**4A. District's LCFF Revenue Standard**

Indicate which standard applies:

LCFF Revenue

Basic Aid

Necessary Small School

The District must select which LCFF revenue standard applies.

LCFF Revenue Standard selected: LCFF Revenue

**4A1. Calculating the District's LCFF Revenue Standard**

DATA ENTRY: Enter LCFF Target amounts for the budget and two subsequent fiscal years.  
Enter data in Step 1a for the two subsequent fiscal years. All other data is extracted or calculated.  
Enter data for Steps 2a through 2d. All other data is calculated.

**Projected LCFF Revenue**

Has the District reached its LCFF target funding level?

Yes

If Yes, then COLA amount in Line 2b2 is used in Line 2e Total calculation.  
If No, then Gap Funding in Line 2c is used in Line 2e Total calculation.  
Note: For 2018-19 transitional year, both COLA and Gap will be included in Line 2e Total calculation.

		Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
LCFF Target (Reference Only)		398,504,902.00	408,295,516.00	418,039,937.00

		Prior Year (2017-18)	Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Step 1 - Change in Population					
a.	ADA (Funded) (Form A, lines A6 and C4)	38,745.36	38,649.59	38,559.59	38,469.59
b.	Prior Year ADA (Funded)		38,745.36	38,649.59	38,559.59
c.	Difference (Step 1a minus Step 1b)		(95.77)	(90.00)	(90.00)
d.	Percent Change Due to Population (Step 1c divided by Step 1b)		-0.25%	-0.23%	-0.23%

		Prior Year LCFF Funding	COLA percentage (if district is at target)	COLA amount (proxy for purposes of this criterion)	Gap Funding (if district is not at target)	Economic Recovery Target Funding (current year increment)	Total (Lines 2b2 or 2c, as applicable, plus Line 2d)	Percent Change Due to Funding Level (Step 2e divided by Step 2a)
Step 2 - Change in Funding Level		373,014,199.00	3.70%	0.00	14,744,681.37	23,321,191.00	23,321,191.00	6.25%
a.	Prior Year LCFF Funding	373,014,199.00	3.70%	0.00	14,744,681.37	23,321,191.00	23,321,191.00	6.25%
b1.	COLA percentage (if district is at target)		3.70%	0.00	14,744,681.37	23,321,191.00	23,321,191.00	6.25%
b2.	COLA amount (proxy for purposes of this criterion)			0.00	14,744,681.37	23,321,191.00	23,321,191.00	6.25%
c.	Gap Funding (if district is not at target)				14,744,681.37	23,321,191.00	23,321,191.00	6.25%
d.	Economic Recovery Target Funding (current year increment)					23,321,191.00	23,321,191.00	6.25%
e.	Total (Lines 2b2 or 2c, as applicable, plus Line 2d)				14,744,681.37	23,321,191.00	23,321,191.00	6.25%
f.	Percent Change Due to Funding Level (Step 2e divided by Step 2a)				3.70%	2.57%		2.57%

		6.00%	3.47%	2.34%
Step 3 - Total Change in Population and Funding Level (Step 1d plus Step 2f)		6.00%	3.47%	2.34%
LCFF Revenue Standard (Step 3, plus/minus 1%):		5.00% to 7.00%	2.47% to 4.47%	1.34% to 3.34%

**4A2. Alternate LCFF Revenue Standard - Basic Aid**

DATA ENTRY: If applicable to your district, input data in the 1st and 2nd Subsequent Year columns for projected local property taxes; all other data are extracted or calculated.

**Basic Aid District Projected LCFF Revenue**

	Prior Year (2017-18)	Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Projected Local Property Taxes (Form 01, Objects 8021 - 8089)	96,763,160.76	96,763,159.00		
Percent Change from Previous Year		N/A	N/A	N/A
Basic Aid Standard (percent change from previous year, plus/minus 1%):		N/A	N/A	N/A

**4A3. Alternate LCFF Revenue Standard - Necessary Small School**

DATA ENTRY: All data are extracted or calculated.

**Necessary Small School District Projected LCFF Revenue**

	Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Necessary Small School Standard (Gap Funding or COLA, plus Economic Recovery Target Payment, Step 2f, plus/minus 1%):	N/A	N/A	N/A

**4B. Calculating the District's Projected Change in LCFF Revenue**

DATA ENTRY: Enter data in the 1st and 2nd Subsequent Year columns for LCFF Revenue; all other data are extracted or calculated.

	Prior Year (2017-18)	Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)	383,743,335.76	409,484,410.00	415,785,559.00	425,512,638.00
District's Projected Change in LCFF Revenue:		6.71%	1.54%	2.34%
LCFF Revenue Standard:		5.00% to 7.00%	2.47% to 4.47%	1.34% to 3.34%
Status:		Met	Not Met	Met

**4C. Comparison of District LCFF Revenue to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected change in LCFF revenue is outside the standard in one or more of the budget or two subsequent fiscal years. Provide reasons why the projection(s) exceed the standard(s) and a description of the methods and assumptions used in projecting LCFF revenue.

**Explanation:**  
(required if NOT met)

BASC calculator used in conjunction with State Adopted budget and projected COLA. Factors in declining ADA.

**5. CRITERION: Salaries and Benefits**

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the budget year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

**5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures**

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Estimated/Unaudited Actuals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2015-16)	265,639,953.31	292,595,339.11	90.8%
Second Prior Year (2016-17)	285,047,901.25	314,545,462.26	90.6%
First Prior Year (2017-18)	294,168,749.06	331,295,974.24	88.8%
	Historical Average Ratio:		90.1%

District's Reserve Standard Percentage (Criterion 10B, Line 4): <b>District's Salaries and Benefits Standard</b> (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):	Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
	2.0%	2.0%	2.0%
	<b>87.1% to 93.1%</b>	<b>87.1% to 93.1%</b>	<b>87.1% to 93.1%</b>

**5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures**

DATA ENTRY: If Form MYP exists, Unrestricted Salaries and Benefits, and Total Unrestricted Expenditures data for the 1st and 2nd Subsequent Years will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Fiscal Year	Budget - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures	Status
	Salaries and Benefits (Form 01, Objects 1000-3999) (Form MYP, Lines B1-B3)	Total Expenditures (Form 01, Objects 1000-7499) (Form MYP, Lines B1-B8, B10)		
Budget Year (2018-19)	322,132,343.21	361,196,959.72	89.2%	Met
1st Subsequent Year (2019-20)	328,315,668.85	368,172,763.36	89.2%	Met
2nd Subsequent Year (2020-21)	335,701,490.06	376,186,904.57	89.2%	Met

**5C. Comparison of District Salaries and Benefits Ratio to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Ratio of total unrestricted salaries and benefits to total unrestricted expenditures has met the standard for the budget and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

**6. CRITERION: Other Revenues and Expenditures**

STANDARD: Projected operating revenues (including federal, other state, and other local) or expenditures (including books and supplies, and services and other operating), for any of the budget year or two subsequent fiscal years, have not changed from the prior fiscal year amount by more than the percentage change in population and the funded cost-of-living adjustment (COLA) plus or minus ten percent.

For each major object category, changes that exceed the percentage change in population and the funded COLA plus or minus five percent must be explained.

**6A. Calculating the District's Other Revenues and Expenditures Standard Percentage Ranges**

DATA ENTRY: All data are extracted or calculated.

	Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. District's Change in Population and Funding Level (Criterion 4A1, Step 3):	6.00%	3.47%	2.34%
<b>2. District's Other Revenues and Expenditures Standard Percentage Range (Line 1, plus/minus 10%):</b>	<b>-4.00% to 16.00%</b>	<b>-6.53% to 13.47%</b>	<b>-7.66% to 12.34%</b>
3. District's Other Revenues and Expenditures Explanation Percentage Range (Line 1, plus/minus 5%):	1.00% to 11.00%	-1.53% to 8.47%	-2.66% to 7.34%

**6B. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range (Section 6A, Line 3)**

DATA ENTRY: If Form MYP exists, the 1st and 2nd Subsequent Year data for each revenue and expenditure section will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Change Is Outside Explanation Range
<b>Federal Revenue (Fund 01, Objects 8100-8299) (Form MYP, Line A2)</b>			
First Prior Year (2017-18)	49,249,341.22		
Budget Year (2018-19)	53,970,361.00	9.59%	No
1st Subsequent Year (2019-20)	53,013,204.00	-1.77%	Yes
2nd Subsequent Year (2020-21)	53,013,204.00	0.00%	No

**Explanation:**  
(required if Yes)

2017-18 and 2018-19 Federal Revenue includes SIG funds and carryover.

<b>Other State Revenue (Fund 01, Objects 8300-8599) (Form MYP, Line A3)</b>			
First Prior Year (2017-18)	70,050,430.23		
Budget Year (2018-19)	67,215,792.00	-4.05%	Yes
1st Subsequent Year (2019-20)	56,485,403.21	-15.96%	Yes
2nd Subsequent Year (2020-21)	57,993,563.47	2.67%	No

**Explanation:**  
(required if Yes)

2018-19 and 2019-20 State Revenue includes one-time discretionary funds and Career Tech Incentive Grant.

<b>Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYP, Line A4)</b>			
First Prior Year (2017-18)	11,881,019.35		
Budget Year (2018-19)	6,694,121.00	-43.66%	Yes
1st Subsequent Year (2019-20)	6,694,121.00	0.00%	No
2nd Subsequent Year (2020-21)	6,694,121.00	0.00%	No

**Explanation:**  
(required if Yes)

2017-18 Local Revenue includes one-time funds received late in the year and will carryover to 2018-19.

<b>Books and Supplies (Fund 01, Objects 4000-4999) (Form MYP, Line B4)</b>			
First Prior Year (2017-18)	19,147,391.25		
Budget Year (2018-19)	22,899,369.61	19.60%	Yes
1st Subsequent Year (2019-20)	21,612,879.61	-5.62%	Yes
2nd Subsequent Year (2020-21)	22,225,879.61	2.84%	No

**Explanation:**  
(required if Yes)

2017-18 Books and Supplies includes one-time discretionary funds. 2018-19 Adopted Budget includes a lesser amount of one-time funds. Projected 2019-20 budget does not include one-time funds.

**Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYP, Line B5)**

First Prior Year (2017-18)	71,049,494.65		
Budget Year (2018-19)	82,011,584.60	15.43%	Yes
1st Subsequent Year (2019-20)	81,984,427.60	-0.03%	No
2nd Subsequent Year (2020-21)	82,614,427.60	0.77%	No

**Explanation:**  
(required if Yes)

2018-19 Increasing support for students with disabilities

**6C. Calculating the District's Change in Total Operating Revenues and Expenditures (Section 6A, Line 2)**

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Status
<b>Total Federal, Other State, and Other Local Revenue (Criterion 6B)</b>			
First Prior Year (2017-18)	131,180,790.80		
Budget Year (2018-19)	127,880,274.00	-2.52%	Met
1st Subsequent Year (2019-20)	116,192,728.21	-9.14%	Not Met
2nd Subsequent Year (2020-21)	117,700,888.47	1.30%	Met
<b>Total Books and Supplies, and Services and Other Operating Expenditures (Criterion 6B)</b>			
First Prior Year (2017-18)	90,196,885.90		
Budget Year (2018-19)	104,910,954.21	16.31%	Not Met
1st Subsequent Year (2019-20)	103,597,307.21	-1.25%	Met
2nd Subsequent Year (2020-21)	104,840,307.21	1.20%	Met

**6D. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range**

DATA ENTRY: Explanations are linked from Section 6B if the status in Section 6C is not met; no entry is allowed below.

- 1a. STANDARD NOT MET - Projected total operating revenues have changed by more than the standard in one or more of the budget or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

**Explanation:**

Federal Revenue  
(linked from 6B  
if NOT met)

2017-18 and 2018-19 Federal Revenue includes SIG funds and carryover.

**Explanation:**

Other State Revenue  
(linked from 6B  
if NOT met)

2018-19 and 2019-20 State Revenue includes one-time discretionary funds and Career Tech Incentive Grant.

**Explanation:**

Other Local Revenue  
(linked from 6B  
if NOT met)

2017-18 Local Revenue includes one-time funds received late in the year and will carryover to 2018-19.

- 1b. STANDARD NOT MET - Projected total operating expenditures have changed by more than the standard in one or more of the budget or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating expenditures within the standard must be entered in Section 6A above and will also display in the explanation box below.

**Explanation:**

Books and Supplies  
(linked from 6B  
if NOT met)

2017-18 Books and Supplies includes one-time discretionary funds. 2018-19 Adopted Budget includes a lesser amount of one-time funds. Projected 2019-20 budget does not include one-time funds.

**Explanation:**

Services and Other Exps  
(linked from 6B  
if NOT met)

2018-19 Increasing support for students with disabilities

**7. CRITERION: Facilities Maintenance**

**STANDARD:** Confirm that the annual contribution for facilities maintenance funding is not less than the amount required pursuant to Education Code Section 17070.75, if applicable, and that the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

**Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)**

**NOTE:** The Proposition 51 school facility program requires the district to deposit a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year (as EC Section 17070.75 read on January 1, 2015).

For all other school facility programs, AB 104 (Chapter 13, Statutes of 2015, effective January 1, 2016) requires the district to deposit into the account, for the 2017-18 to 2019-20 fiscal years, a minimum that is the greater of the following amounts:

- A. The lesser of three percent of the total general fund expenditures and other financing uses for that fiscal year or the amount that the district deposited into the account for the 2014-15 fiscal year; or
- B. Two percent of the total general fund expenditures and other financing uses for that fiscal year.

**7A. District's School Facility Program Funding**

Indicate which School Facility Program funding applies:

Proposition 51 Only

Proposition 51 and All Other School Facility Programs

All Other School Facility Programs Only

Funding Selection: All Other School Facility Programs Only

**7B. Calculating the District's Required Minimum Contribution**

**DATA ENTRY:** Click the appropriate Yes or No button for special education local plan area (SELPA) administrative units (AUs); all other data are extracted or calculated. If standard is not met, enter an X in the appropriate box and enter an explanation, if applicable.

Note: If "Proposition 51 and All Other School Facility Programs" is selected, then Line 2 will be used to calculate the required minimum contribution.

1. a. For districts that are the AU of a SELPA, do you choose to exclude revenues that are passed through to participating members of the SELPA from the OMMA/RMA required minimum contribution calculation? No
- b. Pass-through revenues and apportionments that may be excluded from the OMMA/RMA calculation per EC Section 17070.75(b)(2)(D) (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223) 0.00

2. Proposition 51 Required Minimum Contribution

a. Budgeted Expenditures and Other Financing Uses (Form 01, objects 1000-7999)	564,239,003.05			
b. Plus: Pass-through Revenues and Apportionments (Line 1b, if line 1a is No)	0.00	3% Required Minimum Contribution (Line 2c times 3%)	Budgeted Contribution <sup>1</sup> to the Ongoing and Major Maintenance Account	Status
c. Net Budgeted Expenditures and Other Financing Uses	564,239,003.05	16,927,170.09	12,207,044.00	N/A

3. All Other School Facility Programs Required Minimum Contribution

a. Budgeted Expenditures and Other Financing Uses (Form 01, objects 1000-7999)	564,239,003.05			
b. Plus: Pass-through Revenues and Apportionments (Line 1b, if line 1a is No)	0.00	3% of Total Current Year General Fund Expenditures and Other Financing Uses (Line 3c times 3%)	Amount Deposited <sup>1</sup> for 2014-15 Fiscal Year	Lesser of: 3% or 2014-15 amount
c. Net Budgeted Expenditures and Other Financing Uses	564,239,003.05	16,927,170.09	9,292,258.00	9,292,258.00

d. Required Minimum Contribution

2% of Total Current Year General  
Fund Expenditures and Other  
Financing Uses  
(Line 3c times 2%)

Required Minimum  
Contribution/  
Greater of: Lesser of 3% or  
2014-15 amount or 2%

11,284,780.06	11,284,780.06
---------------	---------------

Budgeted Contribution <sup>1</sup>  
to the Ongoing and Major  
Maintenance Account

Status

12,207,044.00	Met
---------------	-----

e. OMMA/RMA Contribution

<sup>1</sup> Fund 01, Resource 8150, Objects 8900-8999

4. Required Minimum Contribution

11,284,780.06
---------------

If standard is not met, enter an X in the box that best describes why the minimum required contribution was not made:

<input type="checkbox"/>	Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998)
<input type="checkbox"/>	Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
<input type="checkbox"/>	Other (explanation must be provided)

**Explanation:**  
(required if NOT met  
and Other is marked)

--



**8. CRITERION: Deficit Spending**

STANDARD: Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in two out of three prior fiscal years.

**8A. Calculating the District's Deficit Spending Standard Percentage Levels**

DATA ENTRY: All data are extracted or calculated.

	Third Prior Year (2015-16)	Second Prior Year (2016-17)	First Prior Year (2017-18)
1. District's Available Reserve Amounts (resources 0000-1999)			
a. Stabilization Arrangements (Funds 01 and 17, Object 9750)	0.00	0.00	0.00
b. Reserve for Economic Uncertainties (Funds 01 and 17, Object 9789)	18,763,133.00	20,013,133.00	0.00
c. Unassigned/Unappropriated (Funds 01 and 17, Object 9790)	0.00	0.00	20,013,133.00
d. Negative General Fund Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999)	0.00	0.00	0.00
e. Available Reserves (Lines 1a through 1d)	18,763,133.00	20,013,133.00	20,013,133.00
2. Expenditures and Other Financing Uses			
a. District's Total Expenditures and Other Financing Uses (Fund 01, objects 1000-7999)	475,125,587.04	493,892,482.98	517,220,337.34
b. Plus: Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)			0.00
c. Total Expenditures and Other Financing Uses (Line 2a plus Line 2b)	475,125,587.04	493,892,482.98	517,220,337.34
3. District's Available Reserve Percentage (Line 1e divided by Line 2c)	3.9%	4.1%	3.9%
<b>District's Deficit Spending Standard Percentage Levels (Line 3 times 1/3):</b>	<b>1.3%</b>	<b>1.4%</b>	<b>1.3%</b>

<sup>1</sup>Available reserves are the unrestricted amounts in the Stabilization Arrangement, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup>A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

**8B. Calculating the District's Deficit Spending Percentages**

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Net Change in Unrestricted Fund Balance (Form 01, Section E)	Total Unrestricted Expenditures and Other Financing Uses (Form 01, Objects 1000-7999)	Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
Third Prior Year (2015-16)	28,042,465.84	294,355,399.11	N/A	Met
Second Prior Year (2016-17)	4,770,279.06	315,746,226.34	N/A	Met
First Prior Year (2017-18)	(12,862,883.41)	332,544,000.40	3.9%	Not Met
Budget Year (2018-19) (Information only)	(34,350,457.05)	364,072,166.72		

**8C. Comparison of District Deficit Spending to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Unrestricted deficit spending, if any, has not exceeded the standard percentage level in two or more of the three prior years.

**Explanation:**  
(required if NOT met)

2017-18 Fund Balance reserves used to cover deficit spending.

## 9. CRITERION: Fund Balance

STANDARD: Budgeted beginning unrestricted general fund balance has not been overestimated for two out of three prior fiscal years by more than the following percentage levels:

Percentage Level <sup>1</sup>	District ADA
1.7%	0 to 300
1.3%	301 to 1,000
1.0%	1,001 to 30,000
0.7%	30,001 to 400,000
0.3%	400,001 and over

<sup>1</sup> Percentage levels equate to a rate of deficit spending which would eliminate recommended reserves for economic uncertainties over a three year period.

District Estimated P-2 ADA (Form A, Lines A6 and C4):

District's Fund Balance Standard Percentage Level:

### 9A. Calculating the District's Unrestricted General Fund Beginning Balance Percentages

DATA ENTRY: Enter data in the Original Budget column for the First, Second, and Third Prior Years; all other data are extracted or calculated.

Fiscal Year	Unrestricted General Fund Beginning Balance <sup>2</sup> (Form 01, Line F1e, Unrestricted Column)		Beginning Fund Balance Variance Level (If overestimated, else N/A)	Status
	Original Budget	Estimated/Unaudited Actuals		
Third Prior Year (2015-16)	26,345,804.00	40,326,773.05	N/A	Met
Second Prior Year (2016-17)	56,035,061.48	68,369,238.89	N/A	Met
First Prior Year (2017-18)	70,999,739.85	73,139,517.95	N/A	Met
Budget Year (2018-19) (Information only)	60,276,634.54			

<sup>2</sup> Adjusted beginning balance, including audit adjustments and other restatements (objects 9791-9795)

### 9B. Comparison of District Unrestricted Beginning Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Unrestricted general fund beginning fund balance has not been overestimated by more than the standard percentage level for two or more of the previous three years.

Explanation:  
(required if NOT met)

**10. CRITERION: Reserves**

**STANDARD:** Available reserves<sup>1</sup> for any of the budget year or two subsequent fiscal years are not less than the following percentages or amounts<sup>2</sup> as applied to total expenditures and other financing uses<sup>3</sup>:

**DATA ENTRY:** Budget Year data are extracted. If Form MYP exists, 1st and 2nd Subsequent Year data will be extracted. If not, enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	District ADA	
5% or \$67,000 (greater of)	0	to 300
4% or \$67,000 (greater of)	301	to 1,000
3%	1,001	to 30,000
2%	30,001	to 400,000
1%	400,001	and over

<sup>1</sup> Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

<sup>3</sup> A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
District Estimated P-2 ADA (Budget Year, Form A, Lines A4 and C4. Subsequent Years, Form MYP, Line F2, if available.)	38,488	38,388	38,298
<b>District's Reserve Standard Percentage Level:</b>	<b>2%</b>	<b>2%</b>	<b>2%</b>

**10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)**

**DATA ENTRY:** For SELPA AUs, if Form MYP exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Budget Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYP, Lines F1a, F1b1, and F1b2):

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
2. If you are the SELPA AU and are excluding special education pass-through funds:
  - a. Enter the name(s) of the SELPA(s):

No

- b. Special Education Pass-through Funds  
(Fund 10, resources 3300-3499 and 6500-6540,  
objects 7211-7213 and 7221-7223)

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
0.00	0.00	0.00

**10B. Calculating the District's Reserve Standard**

**DATA ENTRY:** If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 and 2 will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

	Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. Expenditures and Other Financing Uses (Fund 01, objects 1000-7999) (Form MYP, Line B11)	564,239,003.05	565,355,733.61	577,579,012.73
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)	0.00	0.00	0.00
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	564,239,003.05	565,355,733.61	577,579,012.73
4. Reserve Standard Percentage Level	2%	2%	2%
5. Reserve Standard - by Percent (Line B3 times Line B4)	11,284,780.06	11,307,114.67	11,551,580.25
6. Reserve Standard - by Amount (\$67,000 for districts with 0 to 1,000 ADA, else 0)	0.00	0.00	0.00
7. <b>District's Reserve Standard (Greater of Line B5 or Line B6)</b>	<b>11,284,780.06</b>	<b>11,307,114.67</b>	<b>11,551,580.25</b>

**10C. Calculating the District's Budgeted Reserve Amount**

DATA ENTRY: If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 through 7 will be extracted; if not, enter data for the two subsequent years.  
All other data are extracted or calculated.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4):	Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYP, Line E1a)	0.00		
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYP, Line E1b)	12,242,256.19	11,306,615.00	11,551,080.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYP, Line E1c)	129,037.30	(27,829,657.17)	(75,522,485.93)
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYP, Line E1d)	0.00	0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYP, Line E2a)	0.00		
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYP, Line E2b)	0.00		
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYP, Line E2c)	0.00		
8. District's Budgeted Reserve Amount (Lines C1 thru C7)	12,371,293.49	(16,523,042.17)	(63,971,405.93)
9. District's Budgeted Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	2.19%	-2.92%	-11.08%
<b>District's Reserve Standard (Section 10B, Line 7):</b>	<b>11,284,780.06</b>	<b>11,307,114.67</b>	<b>11,551,580.25</b>
Status:	Met	Not Met	Not Met

**10D. Comparison of District Reserve Amount to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected available reserves are below the standard in one or more of the budget or two subsequent fiscal years. Provide reasons for reserves falling below the standard and what plans and actions are anticipated to be taken to increase reserves to, or above, the standard.

**Explanation:**  
(required if NOT met)

---

**SUPPLEMENTAL INFORMATION**

---

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

**S1. Contingent Liabilities**

- 1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?

No

- 1b. If Yes, identify the liabilities and how they may impact the budget:

**S2. Use of One-time Revenues for Ongoing Expenditures**

- 1a. Does your district have ongoing general fund expenditures in the budget in excess of one percent of the total general fund expenditures that are funded with one-time resources?

Yes

- 1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

Our Board and Superintendent are assessing the viability of a budgeting allocation methodology that focuses greater attention on the use of metrics that result in increased student achievement while eliminating the structural deficit.

**S3. Use of Ongoing Revenues for One-time Expenditures**

- 1a. Does your district have large non-recurring general fund expenditures that are funded with ongoing general fund revenues?

No

- 1b. If Yes, identify the expenditures:

**S4. Contingent Revenues**

- 1a. Does your district have projected revenues for the budget year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

No

- 1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

**S5. Contributions**

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the budget year and two subsequent fiscal years. Provide an explanation if contributions have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether contributions are ongoing or one-time in nature.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the budget year and two subsequent fiscal years. Provide an explanation if transfers have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether transfers are ongoing or one-time in nature.

Estimate the impact of any capital projects on the general fund operational budget.

District's Contributions and Transfers Standard: -10.0% to +10.0%  
or -\$20,000 to +\$20,000

**S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund**

DATA ENTRY: For Contributions, enter data in the Projection column for the 1st and 2nd Subsequent Years. Contributions for the First Prior Year and Budget Year will be extracted. For Transfers In and Transfers Out, enter data in the First Prior Year. If Form MYP exists, the data will be extracted for the Budget Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Budget Year, 1st and 2nd subsequent Years. Click the appropriate button for item 1d; all other data will be calculated.

Description / Fiscal Year	Projection	Amount of Change	Percent Change	Status
<b>1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)</b>				
First Prior Year (2017-18)	(77,506,591.67)			
Budget Year (2018-19)	(89,134,727.33)	11,628,135.66	15.0%	Not Met
1st Subsequent Year (2019-20)	(94,911,743.82)	5,777,016.49	6.5%	Met
2nd Subsequent Year (2020-21)	(102,445,887.38)	7,534,143.56	7.9%	Met
<b>1b. Transfers In, General Fund *</b>				
First Prior Year (2017-18)	1,502,069.00			
Budget Year (2018-19)	1,903,369.00	401,300.00	26.7%	Not Met
1st Subsequent Year (2019-20)	1,952,285.58	48,916.58	2.6%	Met
2nd Subsequent Year (2020-21)	2,004,411.61	52,126.03	2.7%	Met
<b>1c. Transfers Out, General Fund *</b>				
First Prior Year (2017-18)	2,333,397.12			
Budget Year (2018-19)	2,875,207.00	541,809.88	23.2%	Not Met
1st Subsequent Year (2019-20)	612,178.00	(2,263,029.00)	-78.7%	Not Met
2nd Subsequent Year (2020-21)	612,178.00	0.00	0.0%	Met

**1d. Impact of Capital Projects**

Do you have any capital projects that may impact the general fund operational budget?

No

\* Include transfers used to cover operating deficits in either the general fund or any other fund.

**S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects**

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for item 1d.

- 1a. NOT MET - The projected contributions from the unrestricted general fund to restricted general fund programs have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify restricted programs and amount of contribution for each program and whether contributions are ongoing or one-time in nature. Explain the district's plan, with timeframes, for reducing or eliminating the contribution.

**Explanation:**  
(required if NOT met)

Negotiated bargaining agreements exceed projected revenues. Contributions to Special Education will be used to cover deficit spending. Also includes one time funds for summer 2018 expanded learning summer program.

- 1b. NOT MET - The projected transfers in to the general fund have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify the amount(s) transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timelines, for reducing or eliminating the transfers.

**Explanation:**  
(required if NOT met)

Increasing statutory costs and negotiated agreements have increased costs.

- 1c. NOT MET - The projected transfers out of the general fund have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify the amount(s) transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timeframes, for reducing or eliminating the transfers.

**Explanation:**  
(required if NOT met)

Negotiated bargaining agreements exceed projected revenues. Contributions to Child Development will be used to cover deficit spending. The Board and Superintendent will take action to reduce spending in 2019-20.

- 1d. NO - There are no capital projects that may impact the general fund operational budget.

**Project Information:**  
(required if YES)


**S6. Long-term Commitments**

Identify all existing and new multiyear commitments<sup>1</sup> and their annual required payments for the budget year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also explain how any decrease to funding sources used to pay long-term commitments will be replaced.

<sup>1</sup> Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

**S6A. Identification of the District's Long-term Commitments**

DATA ENTRY: Click the appropriate button in item 1 and enter data in all columns of item 2 for applicable long-term commitments; there are no extractions in this section.

1. Does your district have long-term (multiyear) commitments?  
(If No, skip item 2 and Sections S6B and S6C)

Yes

2. If Yes to item 1, list all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2018
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Capital Leases	2	General Fund/Various Resources		32,452
Certificates of Participation				
General Obligation Bonds	29	BIRF	Buildings	487,612,966
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences		Various Funds/Sources	Vacation Earned	5,936,694

Other Long-term Commitments (do not include OPEB):

Lease Revenue Bonds	22	Developer Fees/General Fund Unrestricted	Buildings	65,565,000
Net Pension Liability		State Funding Sources	Pension	405,079,000
TOTAL:				964,226,112

Type of Commitment (continued)	Prior Year (2017-18) Annual Payment (P & I)	Budget Year (2018-19) Annual Payment (P & I)	1st Subsequent Year (2019-20) Annual Payment (P & I)	2nd Subsequent Year (2020-21) Annual Payment (P & I)
Capital Leases	69,312	30,393	2,867	
Certificates of Participation				
General Obligation Bonds	47,598,089	54,364,276	44,008,126	41,926,601
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (continued):				
Lease Revenue Bonds	5,466,824	5,462,444	5,467,014	5,465,334
Net Pension Liability				
Total Annual Payments:	53,134,225	59,857,113	49,478,007	47,391,935
Has total annual payment increased over prior year (2017-18)?		Yes	No	No



---

**S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment**

---

DATA ENTRY: Enter an explanation if Yes.

- 1a. Yes - Annual payments for long-term commitments have increased in one or more of the budget or two subsequent fiscal years. Explain how the increase in annual payments will be funded.

**Explanation:**  
(required if Yes  
to increase in total  
annual payments)

The General Fund will pay a portion of the Lease Revenue bonds, increasing over two subsequent years. The Bond Interest and Redemption Fund will cover the other increases in annual payments due to the sale of Measure Q and R Bonds.

---

**S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments**

---

DATA ENTRY: Click the appropriate Yes or No button in item 1; if Yes, an explanation is required in item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

- 2.

No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment annual payments.

**Explanation:**  
(required if Yes)

**S7. Unfunded Liabilities**

Estimate the unfunded liability for postemployment benefits other than pensions (OPEB) based on an actuarial valuation, if required, or other method; identify or estimate the actuarially determined contribution (if available); and indicate how the obligation is funded (pay-as-you-go, amortized over a specific period, etc.).

Estimate the unfunded liability for self-insurance programs such as workers' compensation based on an actuarial valuation, if required, or other method; identify or estimate the required contribution; and indicate how the obligation is funded (level of risk retained, funding approach, etc.).

**S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other than Pensions (OPEB)**

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section except the budget year data on line 5b.

1. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 2-5)

Yes

2. For the district's OPEB:  
a. Are they lifetime benefits?

Yes

- b. Do benefits continue past age 65?

Yes

- c. Describe any other characteristics of the district's OPEB program including eligibility criteria and amounts, if any, that retirees are required to contribute toward their own benefits:

The district provides post-employment health care benefits for certain retiree groups depending on hire/retirement date. The majority of the certificated retiree's health plans are paid 100% by the District. Classified and Management employees have varying medical retirement benefits based on hire date. Classified and Management with hire dates after 1996 have limited district contributions.

3. a. Are OPEB financed on a pay-as-you-go, actuarial cost, or other method?

Other

- b. Indicate any accumulated amounts earmarked for OPEB in a self-insurance or governmental fund

Self-Insurance Fund

Governmental Fund

0

0

4. OPEB Liabilities

- a. Total OPEB liability  
b. OPEB plan(s) fiduciary net position (if applicable)  
c. Total/Net OPEB liability (Line 4a minus Line 4b)  
d. Is total OPEB liability based on the district's estimate or an actuarial valuation?  
e. If based on an actuarial valuation, indicate the date of the OPEB valuation

647,189,172.00

54,757,952.00

592,431,220.00

Actuarial

Jul 01, 2015

5. OPEB Contributions

- a. OPEB actuarially determined contribution (ADC), if available, per actuarial valuation or Alternative Measurement Method  
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (funds 01-70, objects 3701-3752)  
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)  
d. Number of retirees receiving OPEB benefits

Budget Year  
(2018-19)1st Subsequent Year  
(2019-20)2nd Subsequent Year  
(2020-21)

56,770,807.00	56,770,807.00	56,770,807.00
28,829,785.00	28,971,064.00	28,971,064.00
16,500,000.00	16,500,000.00	16,500,000.00
3,114	3,114	3,114

## S7B. Identification of the District's Unfunded Liability for Self-Insurance Programs

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section.

1. Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB, which is covered in Section S7A) (If No, skip items 2-4)

Yes

2. Describe each self-insurance program operated by the district, including details for each such as level of risk retained, funding approach, basis for valuation (district's estimate or actuarial), and date of the valuation:

The District has established a Self-insurance fund to account for employee vision, dental and worker's compensation benefits. The plans are self-insured and contract with a third party administrator for benefits processing. The District belongs to a Joint Power Association (JPA) that helps manage claims to maintain lower costs.

3. Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs
- b. Unfunded liability for self-insurance programs

15,305,317.00

15,305,317.00

4. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs
- b. Amount contributed (funded) for self-insurance programs

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
15,305,317.00	15,305,317.00	15,305,317.00
15,305,317.00	15,305,317.00	15,305,317.00

**S8. Status of Labor Agreements**

Analyze the status of all employee labor agreements. Identify new labor agreements, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues, and explain how these commitments will be funded in future fiscal years.

**If salary and benefit negotiations are not finalized at budget adoption, upon settlement with certificated or classified staff:**

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards, and may provide written comments to the president of the district governing board and superintendent.

**S8A. Cost Analysis of District's Labor Agreements - Certificated (Non-management) Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2017-18)	Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of certificated (non-management) full-time-equivalent (FTE) positions	2,244.0	2,263.0	2,263.0	2,263.0

**Certificated (Non-management) Salary and Benefit Negotiations**

1. Are salary and benefit negotiations settled for the budget year?

Yes

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 6 and 7.

**Negotiations Settled**

- 2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

Dec 07, 2017

- 2b. Per Government Code Section 3547.5(b), was the agreement certified by the district superintendent and chief business official?

Yes

If Yes, date of Superintendent and CBO certification:

Dec 07, 2017

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the agreement?

Yes

If Yes, date of budget revision board adoption:

Dec 07, 2017

4. Period covered by the agreement:

Begin Date:

End Date:

5. Salary settlement:

Budget Year  
(2018-19)

1st Subsequent Year  
(2019-20)

2nd Subsequent Year  
(2020-21)

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

**One Year Agreement**

Total cost of salary settlement

% change in salary schedule from prior year  
or

**Multiyear Agreement**

Total cost of salary settlement

% change in salary schedule from prior year  
(may enter text, such as "Reopener")

Identify the source of funding that will be used to support multiyear salary commitments:

**Negotiations Not Settled**

6. Cost of a one percent increase in salary and statutory benefits

--

7. Amount included for any tentative salary schedule increases

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Certificated (Non-management) Health and Welfare (H&W) Benefits**

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Certificated (Non-management) Prior Year Settlements**

Are any new costs from prior year settlements included in the budget?

If Yes, amount of new costs included in the budget and MYPs

If Yes, explain the nature of the new costs:


--

**Certificated (Non-management) Step and Column Adjustments**

- Are step & column adjustments included in the budget and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Certificated (Non-management) Attrition (layoffs and retirements)**

- Are savings from attrition included in the budget and MYPs?
- Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Certificated (Non-management) - Other**

List other significant contract changes and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):


**S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2017-18)	Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of classified (non-management) FTE positions	1,196.2	1,202.0	1,202.0	1,202.0

**Classified (Non-management) Salary and Benefit Negotiations**

1. Are salary and benefit negotiations settled for the budget year?

If Yes, and the corresponding public disclosure documents  
have been filed with the COE, complete questions 2 and 3.

Yes

If Yes, and the corresponding public disclosure documents  
have not been filed with the COE, complete questions 2-5.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 6 and 7.

Negotiations Settled

- 2a. Per Government Code Section 3547.5(a), date of public disclosure
- 
- board meeting:

Feb 01, 2018

- 2b. Per Government Code Section 3547.5(b), was the agreement certified
- 
- by the district superintendent and chief business official?

Yes

If Yes, date of Superintendent and CBO certification:

Feb 01, 2018

3. Per Government Code Section 3547.5(c), was a budget revision adopted
- 
- to meet the costs of the agreement?

Yes

If Yes, date of budget revision board adoption:

Mar 15, 2018

4. Period covered by the agreement:

Begin Date:

End Date:

5. Salary settlement:

Budget Year  
(2018-19)1st Subsequent Year  
(2019-20)2nd Subsequent Year  
(2020-21)Is the cost of salary settlement included in the budget and multiyear  
projections (MYPs)?**One Year Agreement**

Total cost of salary settlement

% change in salary schedule from prior year

or

**Multiyear Agreement**

Total cost of salary settlement

% change in salary schedule from prior year  
(may enter text, such as "Reopener")

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

6. Cost of a one percent increase in salary and statutory benefits

7. Amount included for any tentative salary schedule increases

Budget Year  
(2018-19)1st Subsequent Year  
(2019-20)2nd Subsequent Year  
(2020-21)

**Classified (Non-management) Health and Welfare (H&W) Benefits**

1. Are costs of H&W benefit changes included in the budget and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Classified (Non-management) Prior Year Settlements**

- Are any new costs from prior year settlements included in the budget?
- If Yes, amount of new costs included in the budget and MYPs
- If Yes, explain the nature of the new costs:


--

**Classified (Non-management) Step and Column Adjustments**

1. Are step & column adjustments included in the budget and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Classified (Non-management) Attrition (layoffs and retirements)**

1. Are savings from attrition included in the budget and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Classified (Non-management) - Other**

List other significant contract changes and the cost impact of each change (i.e., hours of employment, leave of absence, bonuses, etc.):


**S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2017-18)	Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of management, supervisor, and confidential FTE positions	269.8	268.0	268.0	268.0

**Management/Supervisor/Confidential  
Salary and Benefit Negotiations**

1. Are salary and benefit negotiations settled for the budget year?

Yes

If Yes, complete question 2.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 3 and 4.

--

If n/a, skip the remainder of Section S8C.

**Negotiations Settled**

2. Salary settlement:

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

Total cost of salary settlement

% change in salary schedule from prior year  
(may enter text, such as "Reopener")

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	No	No
1,083,337	0	0
2.7%	0.0%	0.0%

**Negotiations Not Settled**

3. Cost of a one percent increase in salary and statutory benefits

--

4. Amount included for any tentative salary schedule increases

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Management/Supervisor/Confidential  
Health and Welfare (H&W) Benefits**

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Management/Supervisor/Confidential  
Step and Column Adjustments**

- Are step & column adjustments included in the budget and MYPs?
- Cost of step and column adjustments
- Percent change in step & column over prior year

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Management/Supervisor/Confidential  
Other Benefits (mileage, bonuses, etc.)**

- Are costs of other benefits included in the budget and MYPs?
- Total cost of other benefits
- Percent change in cost of other benefits over prior year

Budget Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)



### S9. Local Control and Accountability Plan (LCAP)

Confirm that the school district's governing board has adopted an LCAP or an update to the LCAP effective for the budget year.

DATA ENTRY: Click the appropriate Yes or No button in item 1, and enter the date in item 2.

1. Did or will the school district's governing board adopt an LCAP or approve an update to the LCAP effective for the budget year?

Yes

2. Approval date for adoption of the LCAP or approval of an update to the LCAP.

Oct 04, 2018

### S10. LCAP Expenditures

Confirm that the school district's budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.

DATA ENTRY: Click the appropriate Yes or No button.

Does the school district's budget include the expenditures necessary to implement the LCAP or annual update to the LCAP as described in the Local Control and Accountability Plan and Annual Update Template, Section 3: Actions, Services and Expenditures?

Yes

## ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A1 through A9 except item A3, which is automatically completed based on data in Criterion 2.

A1. Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?	No
A2. Is the system of personnel position control independent from the payroll system?	No
A3. Is enrollment decreasing in both the prior fiscal year and budget year? (Data from the enrollment budget column and actual column of Criterion 2A are used to determine Yes or No)	Yes
A4. Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior fiscal year or budget year?	Yes
A5. Has the district entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	Yes
A6. Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	Yes
A7. Is the district's financial system independent of the county office system?	Yes
A8. Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education)	No
A9. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?	Yes

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

**Comments:**  
(optional)

A9. New Chief Business Officer, Dr. John Quinto, joined the District on August 27, 2018, replacing Gerardo Castillo.

## End of School District Budget Criteria and Standards Review

# **CASH FLOW REPORT**

## **FORTHCOMING**



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1

**Meeting Date:** October 4, 2018

**Subject:** Credit Recovery Update

- ☒ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Continuous Improvement and Accountability

**Recommendation:** Receive information student groups most at risk on a variety of district outcome indicators with a focus on African American and other at-risk student groups.

**Background/Rationale:** This presentation serves as an update on the efforts being made to support students getting back on track for graduation and A-G via a credit recovery business process. The Credit Recovery Business Process depends on cross departmental collaboration and will serve also as an update on some lessons learned from the 2017-2018 academic year.

**Financial Considerations:** None

**LCAP Goal(s):** College, Career and Life Ready Graduates

**Documents Attached:**

1. Executive Summary

**Estimated Time of Presentation:** 7 minutes

**Submitted by:** Vincent Harris, Chief Continuous Improvement  
and Accountability

**Approved by:** Jorge A. Aguilar, Superintendent



## **I. Overview/History of Department or Program**

Sacramento City Unified School District's (SCUSD) Equity, Access, and Social Justice Guiding Principle is to ensure every student has an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options. Graduation serves as the foundation of achieving the guiding principle. Ideally, we expect all students to graduate within 4 years and demonstrate the competencies to be eligible for a college or university of their choice whether they attend or not. However, we know that some population of students struggle to graduate and so the guiding principle calls out the importance of intervening on their behalf. The district's credit recovery program provides the mechanism to do so. This report serves as a review of the Credit Recovery Business Process as we enter year two of implementation.

A key component to an effective and equity centered credit recovery program is to ensure that it operates with fidelity throughout the district no matter which school a student attends. Standard work processes ensure this fidelity. During the 2017-2018 academic year we launched a credit recovery standard work process with mixed results. We learned that standard work processes require a tremendous amount of cross departmental collaboration and a great deal of discipline in order for effective implementation. Using an improvement mindset, we identified three key areas to focus on as we enter the 2018-2019 academic year.

- There is a recognized need for the development of appropriate communication protocols across departments.
- More intentional professional learning is needed for stakeholders responsible for components within a comprehensive business process.
- Fidelity in the implementation and monitoring of business processes and related deadlines is also needed.

In response to the needs above, the Credit Recovery Business Process was shared with the Instructional Assistant Superintendents in mid-September to ensure there was a solid understanding and expectations were made clear in an effort to better support sites. The Credit Recovery Business Process was shared with Counselors and Mentor teachers on 9/20. It is critical for all stakeholders involved to understand the role they play in the implementation of such a process as each step is interdependent. From an accountability perspective, articulated measures of success have been developed and have been assigned a review date. The timeliness of the reviews are critical as often times a student's graduation is dependent on their success in this course(s). We believe that it is through a disciplined approach in the implementation of the Credit Recovery Business Process that we will see more students actualize our guiding principle.



## **II. Driving Governance:**

The overarching governance is the Equity, Access and Social Justice Guiding principle which states that *all students will have an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.*

## **III. Budget:**

The online platform used for credit recovery is Accelerate Education whose contract costs the district \$270,600 annually for a total of 1,500 student seats. During the 2017-2018 academic year a mentor teacher was hired to support students in the online credit recovery courses which amounted to a total cost of \$73, 570.77. A grand total of \$344,170.77 was expended during the 2017-2018 academic year.

## **IV. Goals, Objectives and Measures:**

The district has developed and/or identified several measures to assess if its efforts to impact the academic achievement are resulting in improvements:

### Articulated Measures of Success

- Number and percentage of Subject Borderline and Off -Track students (A-G and Graduation Status) identified to take an online credit recovery course by 10/5/18
- Number and percentage of students scheduled in credit recovery in Accelerated Ed (Vendor) *and appropriately scheduled in Infinite Campus using online course codes* by 09/28/18
- Number and percentage of students with an attendance rate less than 50% in an online credit recovery course (check in dates: (10/12/18, 11/2/18, 12/7/18)
- Number and percentage of students with less than 50% of the credit recovery course completed by (10/12/18, 11/2/18, 12/7/18)
- Number and percentage of students who were identified, registered, and completed an online credit recovery course by 1/25/18
- Number and percentage of A-G Subject Borderline and Off- Track students who are On Track for A-G as a result of taking an online credit recovery course and have submitted a college application to UC/CSU by 11/30/2018

## **V. Major Initiatives:**

- 1) Counselor Meetings
- 2) Meetings with Matt Niblock or his weekly report
- 3)

## **VI. Results:**

- Pending



**VII. Lessons Learned/Next Steps:**

- There is a recognized need for the development of appropriate communication protocols across departments
- More intentional professional learning is needed for stakeholders responsible for components within a comprehensive business process
  - Provide Counselors with course selection strategies based on a student's profile and unique academic needs
- Fidelity in the implementation and monitoring of business processes and related deadlines is also needed
- Enhance the teacher best practice guide to include more strategies around getting students engaged in the course curriculum
- Share articulated measure of success milestones broadly across the system
- Build intervention plans where sites are struggling with either scheduling students or students are struggling to complete credit recovery courses



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.2

**Meeting Date:** October 4, 2018

**Subject:** Constituent Services Report

- ☒ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Deputy Superintendent's Office

**Recommendation:** Receive information and updates from the Constituent Services Office.

**Background/Rationale:** The Board of Education and Superintendent are committed to ensuring that District staff is accountability for helping constituents receive the services they request in a timely manner. As a result of this commitment, the Constituent Services Office was established in 2017 to assist with ensuing information and requests are fulfilled. The CSO plays a leading role in resolving any conflicts with constituents, school sites, and district departments.

**Financial Considerations:** None

**LCAP Goal(s):** College, Career and Life Ready Graduates, Safe, Emotionally Healthy and Engaged Students, Family and Community Empowerment Operational Excellence

**Documents Attached:**

1. Executive Summary

**Estimated Time of Presentation:** 10 minutes

**Submitted by:** Stephan Brown, Director

**Approved by:** Jorge A. Aguilar Superintendent



# Board of Education Executive Summary

## Constituent Services

Constituent Services Report

October 4, 2018



### I. Overview/History of Department or Program

The Governing Board and the Superintendent are committed to ensuring that management take responsibility for helping constituents receive the services they request and in a timely manner. The SCUSD CSO was established in 2017 to play a leading role in ensuring our constituents request for assistance and information are fulfilled.

The purpose of the presentation is to provide and update to the Board on CSO activities from mid July 2018 through September 2018.

### II. Driving Governance:

The Board of Education develops policies and initiatives that support Operational Excellence across the District as outlined in the Strategic Plan and Local Control Accountability Plan. The Board of Education also realizes that its role in appropriate constituent service is to facilitate management's ability to resolve problems efficiently and effectively without becoming personally involved in solving problems or handling management issues.

### III. Budget:

N/A

### IV. Goals, Objectives and Measures:

The policy update is consistent with the district's commitment to receive complaints and requests and respond in a timely manner.

1. Facilitate Complaint Resolution
2. Support School Sites and Department
3. Identify, Track and Report Trends
4. Develop and Propose Ideas for Goal Achievement

### V. Major Initiatives:

1. Quarterly Report to Board
2. Strengthen Communication with Constituents
3. Provide Timely Information to Constituents

### VI. Results:

Informational

### VII. Lessons Learned/Next Steps:

Policies that ensure District responses to constituent interest and complaints ensure transparency and awareness of the importance for public confidence.



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.3

**Meeting Date:** October 4, 2018

**Subject:** Volunteer Manual and Business Process Update

- ☐ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☒ Action
- ☐ Public Hearing

**Division:** Continuous Improvement and Accountability Office

**Recommendation:** Approval of Volunteer Procedures and Business Protocol draft

**Background/Rationale:** Parent volunteers have long been an active and effective resource for school sites. These volunteers spend countless hours supporting field trips, class assignments, end of year celebrations and many other school activities. They are a vital resource for our school communities. Given the importance of our volunteers it is important to have processes which support active volunteer engagement and promote a safe and secure environment for all children. A cross department team has reviewed our volunteer processes and procedures and revised them as appropriate to ensure that all students and volunteers are safe on our school sites. There was an intentional attempt to balance the need for safety with inclusiveness.

**Financial Considerations:** Minimal funding for site badges which should come from the long established Title 1 funding.

**LCAP Goal(s):** Family and Community Empowerment

**Documents Attached:**

1. Executive Summary
2. Volunteer Procedures draft
3. Business Protocol draft

**Estimated Time of Presentation:** 15 Minutes

**Submitted by:** Vincent Harris, Chief Continuous Improvement and Accountability Officer  
Cancy McArn, Chief of Human Resources  
Sean Alexander, Supervisor, Family and Community Empowerment

**Approved by:** Jorge A. Aguilar, Superintendent

# Board of Education Executive Summary

## Continuous Improvement and Accountability Office

Volunteer Procedures and Business Protocol Update

October 4, 2018



### I. Overview/History of Department or Program

Parent volunteers have long been an active and effective resource for school sites. These volunteers spend countless hours supporting field trips, class assignments, end of year celebrations and many other school activities. They are a vital resource for our school communities. Given the importance of our volunteers it is important to have processes which support active volunteer engagement and promote a safe and secure environment for all children. A cross department team has reviewed our volunteer processes and procedures and revised them as appropriate to ensure that all students and volunteers are safe on our school sites. There was an intentional attempt to balance the need for safety with inclusiveness.

At the January 18, 2018 SCUSD Board meeting, Board Member Pritchett made a request to Superintendent Aguilar for an extensive audit of all sports program coaches and volunteers to make sure that anyone who has regular access to our students is being fingerprinted and has a background check.

Under the direction of Cancy McArn, Chief of Human Resources and Vincent Harris, Chief Continuous Improvement and Accountability Officer, a cross department workgroup was formed to review and amend the SCUSD Volunteer Process and develop a Business Protocol. The workgroup consists of representatives from:

- Continuous Improvement and Accountability Office
- Human Resource Services
- Academic Office
- Risk and Disability Management
- Deputy Superintendent's Office - Athletic Department
- Family and Community Empowerment (FACE)

This cross department representation was critical given the importance of balancing the need to create safe and secure environments for all students and offer an inclusiveness experience as possible for all families. We know that our families come from a very diverse set of backgrounds and it is typically more difficult for immigrant families and families where some members have criminal records to participate. We thought it was important to strike the appropriate balance.

Equally important, we researched volunteer process procedures in our neighboring California districts and national districts with similar demographics indicated that, with the exception of Oakland, all volunteers in these districts undergo fingerprint vetting. We adopted best practices as appropriate.

In an attempt to create the appropriate opportunities for family engagement, we created a new category of volunteer. We have the traditional volunteer who is now fingerprinted in all cases and can serve as a teacher helper, chaperone and other major volunteer

## Board of Education Executive Summary

### Continuous Improvement and Accountability Office

Volunteer Procedures and Business Protocol Update

October 4, 2018



duties. The new role is called a visitor. This formal title applies to parents who may not qualify to be a volunteer and thus cannot chaperone or supervise children over than their own. However, this provides a vital opportunity for parents to be with their children on field trips and other school activities without having to undergo fingerprinting. It is important to note that visitors are supervised and at no time have the same autonomy as volunteers.

Given the significance of the fingerprint challenge in addition, the Volunteer Process draft was shared with the following district stakeholders for input:

- SCUSD Cabinet
- Instructional Area Superintendents
- SCTA
- UPE
- SEIU
- Teamsters
- Athletic Directors
- Office Managers
- LCAP PAC
- Risk Management
- Safe Schools
- Business Office
- Legal
- HR Directors

The feedback so far has been very positive and encouraging. We have tweaked the policy based on feedback but so far we have not been requested to make wholesale changes. The draft will also be shared with DELAC; CAC; students and parents at upcoming meetings.

### II. Driving Governance:

Over 50 years of research shows that, regardless of family income or background, students whose parents are involved in their schooling are more likely to have higher grades and test scores, attend school regularly, have better social skills, show improved behavior, adapt well to school, and are more likely to pursue post-secondary education.

The Local Control Funding Formula (LCFF) lists parent involvement as one of the eight state priorities, plus other priorities identified locally.

In the SCUSD Local Control Accountability Plan, the district has committed to “providing tools and family empowerment opportunities that are linked to supporting student academic achievement and social emotional competencies in order for families to be

## **Board of Education Executive Summary**

### **Continuous Improvement and Accountability Office**

Volunteer Procedures and Business Protocol Update

October 4, 2018



equal and active partners in their child's educational success."

Volunteer opportunities for parents, guardians and community members are key to establishing ongoing, consistent engagement at school sites.

### **III. Budget:**

The SCUSD Board allocation of \$25,000.00 to underwrite fingerprint costs for volunteers who may need this assistance was also addressed by the workgroup. A weighted system, based on Title 1 allocations per school site, was developed to determine equitable distribution.

### **IV. Goals, Objectives and Measures:**

- Create a more streamlined process of application with stakeholder input
- Establish a clear vetting process for all volunteers
- Create additional avenues of engagement for SCUSD parents
- Establish a Business Protocol for the Volunteer Process
- Systematize volunteer data input district-wide
- Establish a weighted allocation for subsidized fingerprint costs.

### **V. Major Initiatives:**

- Revision of the Volunteer Process and development of a Business Protocol for use district-wide
- Development of a volunteer input and data tracking system through Infinite Campus to ensure accountability and student safety

### **VI. Results:**

The draft Volunteer Process and Business Protocol eliminates the prior three-level system and provides a clear application and vetting process and a better system of accountability. The draft also includes a description and provision for Parent/Guardian Visitors, who may not be able to volunteer on a regular and consistent basis for a variety of reasons, so that they can participate in special school events and activities.

### **VII. Lessons Learned/Next Steps:**

- Upon approval of the draft by the Board, an Implementation Timeline will need to be established to allow time for training of key SCUSD staff and outreach to our parent/guardians.
- As this new system eliminates the three levels, current Level II volunteers will need to fingerprint. The Implementation Timeline will need to reflect the 2-3

## Board of Education Executive Summary

### Continuous Improvement and Accountability Office

#### Volunteer Procedures and Business Protocol Update

October 4, 2018



week clearance process to keep volunteer service interruption to a minimum.

- An effective volunteer policy must balance the need for all students to be in safe and secure environment while at the same time providing a reasonable opportunity for all families to engage with their children at school.
- Implementation of the Volunteer Procedures will be a collaborative effort among several district departments. Roles and responsibilities as follow:

DEPARTMENT ROLE	REPONSIBILITIES
School Site Office Staff	Accept volunteer paperwork; administrator approval signature; refer volunteer to SCUSD Live Scan for fingerprinting; upon clearance input volunteer data in Infinite Campus; scan copy of application to the Family and Community Empowerment (FACE) Department for district file
Human Resource Services	Oversight of fingerprint process; notification of volunteer clearance to school site; list of clearances to Family and Community Empowerment (FACE) Department for file; co-facilitate Volunteer Process training to SCUSD staff and parents/guardians with FACE Department
Family and Community Empowerment (FACE) Department	Facilitate Volunteer Process training for SCUSD staff and parents/guardians; maintain application files; serve as main contact for volunteer program
Continuous Improvement and Accountability Office	Oversight of Volunteer Fingerprint Support funding



September 28, 2018

Dear Volunteer,

We are pleased that you have decided to participate in the Sacramento City Unified School District (SCUSD) Volunteer Program! As parents, grandparents, neighbors and community members you have valuable ideas, talents and time to share with our students and our schools. As a volunteer, your deeper engagement directly supports the District's guiding principle:

"Ensuring every student has an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options."

It is our belief that our volunteer programs are beneficial to everyone involved. Volunteers help foster stronger school/community relationships by creating a common ownership in the success of our schools, as well as, demonstrating the importance of community service to our students. All SCUSD Volunteer Program requirements are designed with student and adult safety in mind.

The SCUSD Volunteer Program provides support and guidance to schools to help them facilitate their parent and community engagement programs. Currently, volunteers work in a variety of capacities: doing work from home; acting as tutors/mentors; providing assistance in the classroom; participating on business/community partnership advisory boards; assisting in a school's main office or library/media centers and organizing fundraising efforts for school foundations, scholarships, field trips and extra-curricular activities.

**This packet includes:**

- Definition of the role of a parent visitor
- Definition of the role of a volunteer
- Volunteer Registration Process
- Volunteer Registration Form (maintained at site with a copy to Volunteer Office)
- Code of Conduct (maintained at site with a copy to Volunteer Office)
- Volunteer Fingerprinting and Criminal Background Check Authorization
- Volunteer Interest Form (maintained at site)
- Volunteer Rules and Regulations –Administrative Regulation (AR 1240) and School Board Policy (BP 1240)

**If you have any questions, please direct them to the District Volunteer Office at (916) 643-7924.**

## Definition of a Parent/Guardian Visitor

### Parent/Guardian Visitors\*

Sacramento City Unified School District wants to encourage parents/guardians to be active participants in their child's education. While some parents/ guardians may not be able to volunteer on a regular basis, there are still opportunities to be involved at the school site.

#### **Parent Visitors do not have the same definition as a volunteer.**

A Parent/Guardian Visitor is a parent /guardian who visits the school on an intermittent basis, **no more than 10 days out of the 180 day school year**, to participate in activities in view of school staff and are never alone with students.

#### **Parent/Guardian Visitors may:**

- Attend a classroom/school event, school fair, recognition ceremony or school celebration.
- Visit the classroom or lunchroom on a limited basis.
- Act as a presenter for a classroom/school event such as Career Day.
- Participate in school beautification projects such as a School Garden Day.

#### **Parent/Guardian Visitors on field trips:**

- Limited to day field trips only, **no overnights.**
- Parent/Guardian visitors are allowed to take only their own child on field trip with prior approval from Administrator.
- Parent/Guardian visitors must also make arrangements with their child's teacher to be on the field trip list prior to the event.
- Parent/Guardian visitor must wear a **visitor identification badge** at all times.
- Parent/Guardian visitor must remain with their own child throughout the field trip.
- Parent/Guardian visitor must never be alone with other children.
- Teachers must not allow visitors to supervise children other than their own.



## Visitor Identification

**All visitors must sign-in at the front office and wear an identification badge at all times.**

**\*For more information on school/classroom visitation, please refer to the SCUSD Annual Parent and Student Rights Notification and Standards of Behavior.**

## **SCUSD Visitor Code of Conduct**

As a Visitor, we ask that you follow our SCUSD Visitor Code of Conduct:

- Understand that your role is a supportive one. The teacher and principal are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. **You must not be left in charge of a classroom. You may not be alone with students.**
- As a courtesy, please notify your child's teacher, if you plan to visit the classroom.
- Remember, visitors in a classroom for observation of their student may not interrupt teaching. If you have questions for the teacher, please ask them outside of class time.
- Maintain student confidentiality at all times. Do not discuss any student other than your own.
- Use good judgment and avoid any compromising situations. Never be left alone with students out of view of other people. Always use adult bathrooms.
- Please do not take pictures or videos of students, other than you own, without permission.
- Please maintain a constructive attitude. Don't make negative comments about the school, its personnel or the students in front of students.
- Sign in each time you visit.
- Please dress and act as a role model.
- Remember, SCUSD has a zero tolerance policy. Never be under the influence of drugs or alcohol when with students on or off school grounds.
- Do not smoke on school grounds or at any time around students.
- Do not use cellphones in the classroom or at any time around students.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Definition of a SCUSD Volunteer**

### **Volunteer Definition\***

A volunteer is a parent/guardian, community member or other adult who assists at a school site or program on a regular or semi-regular basis. Also, parents/guardians who observe or visit their child at school on a scheduled basis and stay more than 15 minutes each time are considered volunteers.

Authorized parents/guardians are not prohibited from visiting their child's classroom or school campus, if that visit is in compliance with Board Policy, school rules and applicable law. A parent/guardian picking up their child from school or occasionally observing or visiting their child's school is not considered a volunteer.

### **Volunteer activities include, but are not limited to:**

1. Coaching
2. Short term supervision of students
3. One on one tutoring or mentoring outside the classroom or other supervised setting
4. Attending or chaperoning school sponsored trips
5. Transporting students in private vehicle
6. Student observation as part of a formal teacher preparation program
7. Any other volunteer activity, including that done by parents in child care and developmental programs, where there is a possibility of unsupervised contact with children
8. Any other volunteer activity where the funding agency requires such a criminal record clearance

### **Volunteers who chaperone field trips:**

Refer to site administrator for direction and clearance.

**Volunteer Drivers (Optional):**

If you wish to volunteer to drive students other than you own to a field trip or event, please fill out the Driver's Form included in this packet.

**Exclusion of Volunteers:**

- Any person who is required to register as a sex offender shall not serve as a volunteer.
- Any person who has been convicted of a serious or violent felony shall not serve as a volunteer.
- Any person arrested for a serious or violent crime shall not serve as a volunteer.
- For any other conviction, the Superintendent or designee has the discretion to deny volunteer service depending on the nature of the conviction.

**Volunteer Identification:**

- Volunteers are required to sign in at the front office and wear Identification badges.

**Tuberculosis Testing:**

- No volunteer will be allowed to provide supervision or instruction to students without proof of a TB examination within the past 60 days indicating that she/he is free of active tuberculosis.
- Per Education Code, a volunteer who has volunteered or has been employed in another school district will be approved to volunteer if they can provide written verification from the former district that they were examined within the past four years and found to be free of communicable tuberculosis.
- A volunteer who has a negative skin test is required to re-take a tuberculosis test every four years.
- A prospective volunteer who has a positive skin test must provide proof of a clear chest x ray indicating she/he is free of active tuberculosis prior to being allowed to provide supervision or instruction of students. An annual questionnaire is required to be completed by the volunteer and reviewed by the District's Health Services Department.

**Workers' Compensation:**

Unsalaries volunteers may be considered employees of the district for worker's compensation insurance purposes. If injured while serving as a volunteer in the district they must call the workers' compensation reporting line at: (916) 643-9299 or (916) 643-9421.

\*For additional information about SCUSD Volunteer Policy, please refer to the summary of Administrative Regulation (AR 1240) and School Board Policy (BP 1240) that are relevant to SCUSD volunteers.

DRAFT

## SCUSD Volunteer Registration Process

In order to start volunteering, you need to have the following items on file with your school:

1. A current and completed volunteer registration form.
2. Copy of a recent TB Test or chest x-ray form/ card indicating a negative result.
3. A completed and cleared Volunteer Criminal Background Check Authorization Form (BC-1).
4. Have participated in a volunteer orientation conducted at your school.

- **SCUSD Volunteer Registration Form**

**This must be completed each school year. This form will be maintained at your school site.**

**Mandatory tracking in Infinite Campus by school site Office Manager.**

- **TB Testing**

TB tests can be done through your doctor, or various Medical Clinics. **All TB tests are a two-step process; administered and then read two days later.** If you ever had a “positive” skin reading, please bring in a clear chest x-ray card or form. You will be asked to complete an annual TB questionnaire.

No volunteer will be allowed to provide supervision or instruction to students without proof of a TB examination within the past 60 days indicating that she/he is free of active tuberculosis.

Per Education Code, a volunteer who has volunteered or has been employed in another school district will be approved to volunteer if they can provide written verification from the former district that they were examined within the past four years and found to be free of communicable tuberculosis.

A volunteer who has a negative skin test is required to re-take a tuberculosis test every four years.

A prospective volunteer who has a positive skin test must provide proof of a clear chest x ray indicating she/he is free of active tuberculosis prior to being allowed to provide supervision or instruction of students. An annual questionnaire is required to be completed by the volunteer and reviewed by SCUSD Health Services Department.

- **Fingerprinting**

Fingerprinting must be done at the SCUSD Serna Center or at another site using the SCUSD Fingerprint Form which includes: CODE ASSIGNED BY DOJ – “A0283”; and MAIL CODE ASSIGNED BY DOJ – “A3353”. You must have a completed Volunteer Fingerprinting and Criminal Background Check Authorization (BC-1) form, signed by the school site administrator (Principal), with you. **The cost for volunteer fingerprinting at SCUSD is \$47.00. This can be paid by personal check, money order or cash (exact change only), debit or credit card.** Fingerprints are “good” for the duration of “uninterrupted” volunteering in the District. If you have fingerprints on file with SCUSD you do not need to complete this process again.

**Call the Fingerprinting Office at 643-7449 for more information. Hours of operation are Monday – Friday 8:00 a.m. – 4:30 p.m. Processing takes 3-4 weeks.**

- **Volunteer Orientation**

Vetted volunteers must meet with school staff to review Volunteer Rules and Regulations and site policy and procedures.

**Reminder:** In order to ensure safety and minimize distractions to the learning environment, please do not bring infants or non- school age children to school with you when you are volunteering in the classroom. Volunteers are asked to make arrangements for off-campus child care.

## SCUSD Volunteer Registration Form

Thank you for your time and interest in becoming a Sacramento City School District Volunteer! Volunteers are welcomed in our District and are valuable members of our learning community. As part of the pre-volunteer process, you are required to undergo a Fingerprint Background Check (BC-1) and have a TB clearance. **You are not authorized to volunteer on any campus until the mandatory requirements have been fulfilled and you have been notified.** If you will be a volunteer driver for any student activities, you must also complete the "Personal Automobile Use" form and fulfill the requirements of that process.

### Personal Information

I hereby certify that the information contained in this Registration Form is true and correct to the best of my knowledge and agree to have any of these statements checked by the District, unless I have indicated to the contrary. Furthermore, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the District as well as from the use or disclosure of such information by the District, or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this Registration Form may result in my failure to volunteer.

---

Signature of Volunteer

---

Date

---

**Signature of Site Administrator REQUIRED** (print & sign)

---

Date

### **NOTE: Site Administrator Signature is mandatory to apply as a SCUSD Volunteer**

Education Code §3502 prohibits the District from allowing a person required to register as a sex offender under Penal Code §290 to serve in a volunteer capacity as an aide or supervisor of students. Accordingly, the District will, before authorizing a person to serve as a volunteer conduct an automated records check pursuant to Education Code §35021.1 and/or call the Department of Justice or the Sheriff's Office to inquire whether the individual is a registered sex offender pursuant to the process set forth in Penal Code § 290.4

## SCUSD Volunteer Code of Conduct

### **As a Volunteer, Your Role and Responsibilities in the School Are Unique**

- **Understand** that your role is a supportive one. The teacher and principal are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. You must not be left in charge of a classroom.
- **Remember** volunteers are only permitted to work with students on school grounds and under the supervision of certificated staff. Have no outside contact with an individual student unless authorized by administration or parents.
- **Maintain** student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and volunteer coordinators.
- **Don't** make promises you can't keep. Avoid saying things like *"study hard and you'll definitely pass the test."*
- **Use** good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open. Always use adult bathrooms.
- **Strictly** follow volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher and volunteer coordinating staff for assistance with problematic student behavior.
- **Report** immediately to a staff person any physical abuse or sexual exploitive behavior towards a student.
- **Don't** engage students on any social media site, email, texts or take or show your picture or student's pictures/videos on your phone or other media devices

### **Volunteers Take Pride in Being Professional**

- **Maintain** a constructive attitude. Don't make negative comments about the school, its personnel or the students to other volunteers or individuals outside the school.
- **Be Prompt** and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more, especially on field trips. Notify your school as soon as possible if you are late or absent.
- **Keep** an accurate record of your attendance by signing in each day you volunteer.
- **Dress** and act professionally.
- **Establish** and maintain good and frequent communication with your classroom teacher or volunteer coordinator.
- **Never** be under the influence of drugs or alcohol when with students on or off school grounds.
- **Do not** smoke on school grounds or at any time around students.
- **Do not** lend money, contribute or solicit money for organizations while on school grounds.
- **Do not** use the internet inappropriately by going to websites that are not conducive to a professional or educational environment.
- **Do not** use cellphone in the classroom or at any time around students.



### Health and Safety Are Always Important

- **Adhere** to District, school, and classroom policies rules and regulations.
- **Refer** any student in need of first aid or any type of medication to the teacher or front office.
- **Learn** and follow fire drill emergency procedures and all school rules.
- **Notify** the principal of any accident you had on school grounds. A written form must be submitted to the principal within 24 hours.

**I agree to adhere to the above code of conduct at all times when I am a volunteer at a SCUSD school site or program. I understand that my volunteer status can be revoked at any time.**

---

Signature

---

Site

---

Date

## CRIMINAL BACKGROUND CHECK

FOR SITE/PROGRAM: \_\_\_\_\_

\_\_\_\_\_  
SITE ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
DATE

**\*Site Administrator's signature is mandatory to apply as a SCUSD Volunteer PRIOR to bringing packet to Serna Center.**

PRINT NAME \_\_\_\_\_ PHONE: \_\_\_\_\_

BUDGET CODE \_\_\_\_\_ --- 0 --- 5800 --- \_\_\_\_\_ ---  
\_\_\_\_\_

**IMPORTANT:** This form is for **ALL VOLUNTEERS** or those working in programs where such screening is required. The prospective volunteer is instructed to bring this form, along with a valid California Driver's License or California Identification Card, plus their Social Security number to the Customer Service Specialist in the Serna Center in order to initiate the fingerprint and background check process. There is a fee of \$47 for this process. If the site is paying the cost, please add budget code above. If the volunteer is paying for the cost, we accept cash (only exact change), check or money orders, debit or credit card.

**Prior to beginning any assignment, SCUSD Board policy requires that all volunteers be cleared to work by the Department of Justice.**

I understand this requirement and **will not volunteer** with the District until clearance is received from the SCUSD Human Resources Office.

I have received a copy of the SCUSD rules and regulations for volunteers [BP1240 and AR 1240].

I hereby fully release and discharge the Sacramento City Unified School District, its officers, employees, agents and volunteers from any and all liability arising out of or in connection with this background check and all liabilities associated with and all claims related to this background check. For the purpose of this release, "liability" means all claims, demands, losses, causes of action, suits or judgements of any and every kind that arise as a result of the above named activity and resulting from any cause other than gross negligence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CRIMINAL BACKGROUND CHECK

### PLEASE PRINT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Other Names You Have Been known by: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

A conviction may not necessarily disqualify you from the volunteer job for which you have applied. Convictions include diversionary offenses, or other offenses that have been plea-bargained, or for which you have pleaded no contest. Failure to reveal convictions is grounds for immediate termination. For security reasons, a screening will be done according to the level of volunteerism (See Volunteer Rules and Regulations).

References may be requested. Volunteer service may be terminated if service is unsatisfactory or no longer needed by the District. District policy is available on the website: [www.scusd.edu](http://www.scusd.edu)

Have you ever been convicted of a felony or misdemeanor?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain:



**RISK & DISABILITY MANAGEMENT**  
5735 47<sup>th</sup> Avenue - Sacramento, CA 95824  
Risk Management Main: (916) 643-9421  
Disability Management Main: (916) 643-7895  
Fax: (916) 399-2071  
*Keyshun Marshall, Coordinator II*

**This form is required and must be completed and returned to Risk Management. The information below will be submitted to the Department of Motor Vehicle (DMV) in accordance with Title 8, California Code of Regulations.**

### RELEASE OF DRIVER RECORD INFORMATION

I \_\_\_\_\_ authorize Sacramento City Unified School District to review driving, motor vehicle related information periodically for the duration of my employment.

I understand that my driving privileges are contingent upon the Sacramento City Unified School District's review of such information.

I understand my signature is confirmation that I have read and understand the above information.

**Organization:** Sacramento City Unified School District

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name (as it appears on driver license):** \_\_\_\_\_

**Driver License Number:** \_\_\_\_\_ **State** \_\_\_\_\_ **Circle Gender: M or F**

**Birth Date (Month/Day/Year):** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_

**Department/Site:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Volunteer:** ☐ **Substitute/PerDeim:** ☐

## VOLUNTEER INTEREST FORM

Name \_\_\_\_\_ Site/Program \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Child's Teacher: \_\_\_\_\_

I am interested in volunteering in the following areas (check all that apply):

☐ Classroom Helper

☐ Reading to Children

☐ Share hobby or career information

☐ Field Trip chaperone

☐ At-home work for classroom

☐ Yard/Cafeteria Assistance

☐ Volunteer Coordination

☐ Library Assistance

☐ Photograph events

☐ Child care during on-site event

☐ Mentor Students

☐ Tutor Students

☐ Community Gardens

☐ Assist with fundraising

☐ One-time family events

☐ other \_\_\_\_\_

### Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

### PHOTO RELEASE

I, \_\_\_\_\_, authorize the use of my photograph for school/district publicity purposes. I hereby fully release and discharge the Sacramento City Unified School District, its officers, employees, agents, and volunteers from any and all liability arising out of or connection with the use of my photograph and all liabilities associated with any and all claims related to such use of my photograph. For the purposes of this release, 'liability' means all claims, demands, losses, causes of actions, suits or judgments of any and every kind that arise as a result of the above described activity and resulting from any cause other than the District's gross negligence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Regulation: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Approved: November 16, 1998 Sacramento, California

Reviewed: June 11, 2002

Revised: May 23, 2006

Revised: March 15, 2011

Revised: September 12, 2011

Revised: December 20, 2012

Revised: September 9, 2014

Revised: April 25, 2018

Revised: May 2, 2018

Revised: May 21, 2018

Revised: June 6, 2018

**Revised: August 1, 2018**

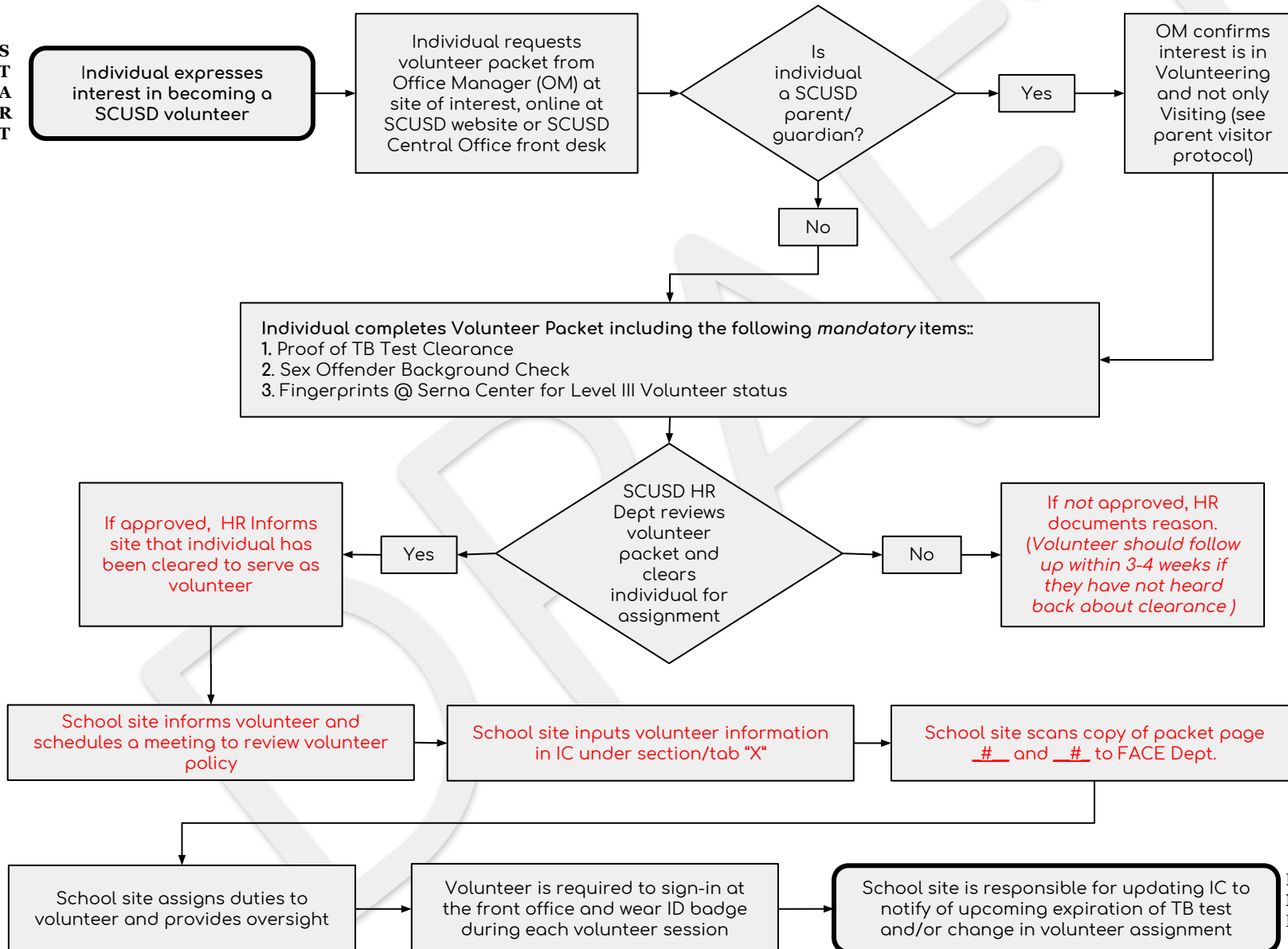
DRAFT



## Volunteer Protocol

Sacramento City Unified School District wants to encourage parents/guardians to be active participants in their child's education. While some parents/guardians may not be able to volunteer on a regular basis, there are still opportunities to be involved at the school site. Below are the definitions and protocols for SCUSD Volunteers and SCUSD Parent Visitors. If further information is required, please call the SCUSD Family and Community Empowerment Department at (916) 643-7924

S  
T  
A  
R  
T



### Parent Visitor Protocol

Parent Visitors meeting the following criteria are not considered volunteers and should not perform volunteer duties as described in the Volunteer Packet:

- ❖ Visitation is intermittent (1x month or a classroom or lunchroom, a few times a year.
- ❖ Participate in school beautification projects
- ❖ Field Trips
- ❖ Limited to day field trips, no overnights
- ❖ Can only take their own child on field trip with prior approval from Admin
- ❖ Must make arrangements with their child's teacher
- ❖ Must wear Visitor ID Badge
- ❖ Must remain with their own child
- ❖ Teachers must not allow parents to supervise children other than their own

All visitors must sign in at front office, wear ID at all times and follow Visitor Code of Conduct



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.4

**Meeting Date:** October 4, 2018

**Subject:** Board Policy (BP) 5145.7 Sexual Harassment

- ☐ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☒ Conference/First Reading (Action Anticipated: October 18, 2018)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Legal Services

**Recommendation:** Approval of the revised policy 5145.7 on October 18, 2018.

**Background/Rationale:** The Governing Board is committed to maintaining a safe learning environment that is free from harassment and discrimination. Revisions to Board Policy ("BP") 5145.7, Student Sexual Harassment, are designed to ensure the continuing compliance with state and federal law that will result in maintaining safe learning environments for all students of the District. In creating the proposed revised BP, District staff worked collaboratively with the community to make improvements. Improvements to the BP include clarification on what constitutes sexual harassment and the complaint investigation responsibilities of the District as well as improved trainings for staff and students on the subject.

**Financial Considerations:** None

**LCAP Goal(s):** Safe, Emotionally Healthy and Engaged Students

**Documents Attached:**

1. Executive Summary
2. BP 5145.7 Red line version
3. BP 5145.7 Clean version

**Estimated Time of Presentation:** 10 minutes

**Submitted by:** Raoul Bozio, In-House Counsel  
Stephan Brown, Director II

**Approved by:** Jorge A. Aguilar, Superintendent



# Board of Education Executive Summary

## Legal Services

Board Policy (BP) 5145.7 Sexual Harassment



### I. Overview/History of Department or Program

The Governing Board is committed to maintaining a safe learning environment that is free from harassment and discrimination. Revisions to Board Policy ("BP") 5145.7, Student Sexual Harassment, are designed to ensure the continuing compliance with state and federal law that will result in maintaining safe learning environments for all students of the District. In creating the proposed revised BP, District staff worked collaboratively with the community to make improvements. Substantial input was provided from a number of interested groups and individuals, including District students, and the civil rights firm Equal Rights Advocates.

The proposed revisions make a number of important improvements to the BP, including:

- Clearly defining sexual harassment under state and federal law, and providing examples of prohibited conduct. The revised policy sends a clear and unambiguous message that students do not have to endure sexual harassment.
- Strongly encouraging all persons (students, staff, and parents) to report any incidents of sexual harassment of which they may become aware. The policy contains detailed information about the District's procedure for investigating complaints, including the formal procedures of the uniform complaint policy. The policy designates a school site Title IX administrator and the District Title IX Officer to conduct investigations, and directs that investigation procedures will be further detailed in the administrative regulation.
- Clarifying that incidents involving students off campus - including cyber harassment/on-line/social media activity – also may require actions be taken by site administration to ensure that no hostile environment occurs on campus and that students maintain their rights to an education free from harassment.
- Detailing training for District administration, staff, and students regarding rights to be free from harassment and discrimination and the process for submitting and investigating complaints.
- Outlining recordkeeping and audit procedures.

### II. Driving Governance:

The Board prohibits, sexual harassment targeted at any student by any person pursuant to UNITED STATES CODE, TITLE 42, Sections 2000d & 2000e et seq. Title VI & Title VII, Civil Rights

# Board of Education Executive Summary

## Legal Services

Board Policy (BP) 5145.7 Sexual Harassment



Act of 1964, and California Education Code Sections 200-262.4, Prohibition of discrimination on the basis of sex.

### III. Budget:

No appreciable impact.

### IV. Goals, Objectives and Measures:

This policy update is consistent with the District's emphasis on providing a safe and secure school environment, and providing the District's community with full notice of complaint rights and procedures.

### V. Major Initiatives:

Safe, Emotionally Healthy and Engaged Students  
Operational Excellence

### VI. Results:

Proposed Revised Board Policy 5145.7

### VII. Lessons Learned/Next Steps:

Policies relating to student rights to be free from harassment and discrimination should continue to be frequently reviewed and updated, and include community input.

# Sacramento City USD

## Board Policy

### Sexual Harassment

BP 5145.7

#### Students

The Governing Board is committed to maintaining a safe learning environment that is free of harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by any person. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

The District strongly encourages any student who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment, including cyber harassment/on-line/social media activity and/or sexual violence, that has a continuing effect on campus, to immediately contact their teacher, the principal, or any other available school employee. Any district employee who receives a report or observes an incident of sexual harassment shall notify the principal, Site Designated Title IX Administrator or a District Title IX Compliance Officer. Once notified, the Site Designated Title IX Administrator or District Title IX Compliance Officer shall take the steps to promptly investigate and address the allegation, as specified in the accompanying administrative regulation. District and site personnel shall take immediate steps to intervene when safe to do so when she or he witnesses an act of discrimination, harassment, intimidation, retaliation, and/or bullying. While the district has promulgated a written complaint form, there is no requirement that the reporting student provide their complaint in writing in order for an investigation to occur.

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed by a fellow student, or staff member, or other person. District and site Sstaff shall promptly report complaints of sexual harassment to the- Site Designated Title IX Administrator or the District Title IX Compliance Officer designated in AR 5145.7 and AR 1312.3. District and site Sstaff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The Superintendent through the District Title IX Compliance Officer shall take appropriate actions to reinforce the District's sexual harassment policy.

Prohibited sexual harassment includes, but is not limited to, sexual violence, unwelcome sexual advances,

requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment. The conduct is sufficiently severe, persistent, pervasive or objectively offensive, so as to create a hostile or abusive educational or working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any District program or activity.:-

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures or obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex or gender identity or expression

10. Displaying sexually suggestive objects

11. Sexual assault, sexual battery, sexual violence, or sexual coercion

12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus and outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of District policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

#### Instruction/Information

The Superintendent ~~or designee~~ and District Title IX Compliance Officer shall ensure that students receive age-appropriate information related to sexual harassment. ~~Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.~~ Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence;

2. A clear message that students do not have to endure sexual harassment under any circumstance;

3. That any and all students are encouraged to immediately report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained;

4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved;

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements of a uniform complaint, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students;

6. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made;

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the District investigation of a sexual harassment complaint is ongoing; and

8. A clear message that, when needed, the District will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

The District Title IX Compliance Officer shall receive training and shall oversee appropriate trainings for District staff, including management as well as certificated and non-certificated staff. Each Site Designated Title IX Administrator shall receive initial and on-going training, as appropriate, to carry out their duties.

(cf. 5131.5 - Vandalism, Theft and Graffiti)  
(cf. 5137 - Positive School Climate)  
(cf. 5141.41 - Child Abuse Prevention)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 6142.1 - Family Life/Sex Education)

#### Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law, this policy, Administrative Regulation 5145.7, and the District's Uniform Complaint Procedures specified in BP and AR 1312.3. Principals and Site Designated Title IX Administrators are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under BP/AR 1312.3, and where to obtain a copy of the procedures.

#### (cf. 1312.3 - Uniform Complaint Procedures)

The ~~principal or designee~~ Site Designated Title IX Administrator shall promptly investigate any report of the sexual harassment of a student pursuant to the processes outlined in AR 5145.7. Upon verifying that sexual harassment occurred, they shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the ~~Superintendent or designee~~ District's Title IX Compliance Officer in accordance with the ~~district~~ District's Uniform Complaint Procedures.

#### (cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, a ~~Any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to appropriate disciplinary and/or other corrective action or interventions. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved.~~ For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. Students in grades K-3 may not be suspended or recommended for expulsion pursuant to Education Code 48900.2, however appropriate restorative discipline and/or other corrective actions will be provided based upon the totality of the circumstances involved.

#### (cf. 5144 – Discipline)

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

Upon investigation of a sexual harassment complaint, a ~~Any employee who engages in, permits or fails to report sexual harassment or sexual violence toward any student shall be subject to appropriate disciplinary action up to and including dismissal in accordance with law and the applicable collective bargaining agreement. District personnel shall take immediate steps to intervene when safe to do so when she or he witnesses an act of discrimination, harassment, intimidation, retaliation, or bullying.~~ In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a

violation of laws relating to child abuse.

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5141.4 - Child Abuse Reporting Procedures)

(cf. 1312.3 - Uniform Complaint Procedures)

The ~~district~~District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be kept confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

### Record-Keeping

The District's Title IX Compliance Officer shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in District schools.

(cf. 3580 - District Records)

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex\

~~200-240 Prohibition of discrimination on the basis of sex, especially:~~

212.5 Sexual harassment

212.6 Sexual harassment policy

~~230 Particular practices prohibited~~

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

#### CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

#### UNITED STATES CODE, TITLE 20

1681-1688 Title IX, 1972 Education Act Amendments

#### UNITED STATES CODE, TITLE 42

2000d & 2000e et seq. Title VI & Title VII, Civil Rights Act of 1964 as amended

Franklin v. Gwinnet County Schools ~~—~~(1992) 112 S. Ct. 1028

Doe v. Petaluma City School ~~District~~District (1995, 9th Cir.) 54 F.3d 1447

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

~~Clyde K. v. Puyallup School District~~~~District #3~~ (1994) 35 F.3d 1396

Oona R.-S. etc. v. Santa Rosa City Schools et al (N.D. Cal. 1995) 890 F.Supp. 1452

Patricia H. v. Berkeley Unified School ~~District~~District (N.D. Cal. 1993) 830 F.Supp. 1288

~~Rosa H. v. San Elizario Ind. School District~~~~District~~, 887 F. Supp. 140, 143 ~~(W.D. Tex. 1995)~~

Davis v. Monroe County Board of Education (1999) 526 U.S. 629(1996, 11th Cir.) 74 F.3d 1186—  
~~Kelson v. City of Springfield, Oregon (1985, 9th Cir.) 767 F.2d 651~~

#### CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Q&A on Campus Sexual Misconduct, September 2017

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

#### WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy SACRAMENTO CITY UNIFIED SCHOOL ~~DISTRICT~~DISTRICT

adopted: November 16, 1998                      Sacramento, California

revised: April 15, 2002

revised: 2018



# Sacramento City USD

## Board Policy

### Sexual Harassment

BP 5145.7

#### Students

The Governing Board is committed to maintaining a safe learning environment that is free of harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by any person. The Board also prohibits retaliatory behavior or action against any person who reports, submits a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The District strongly encourages any student who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment, including cyber harassment/on-line/social media activity and/or sexual violence, that has a continuing effect on campus, to immediately contact their teacher, the principal, or any other available school employee. Any district employee who receives a report or observes an incident of sexual harassment shall notify the principal, Site Designated Title IX Administrator or a District Title IX Compliance Officer. Once notified, the Site Designated Title IX Administrator or District Title IX Compliance Officer shall take the steps to promptly investigate and address the allegation, as specified in the accompanying administrative regulation. District and site personnel shall take immediate steps to intervene when safe to do so when she or he witnesses an act of discrimination, harassment, intimidation, retaliation, and/or bullying. While the district has promulgated a written complaint form, there is no requirement that the reporting student provide their complaint in writing in order for an investigation to occur.

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed by a fellow student, staff member, or other person. District and site staff shall promptly report complaints of sexual harassment to the Site Designated Title IX Administrator or the District Title IX Compliance Officer designated in AR 5145.7 and AR 1312.3. District and site staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The Superintendent through the District Title IX Compliance Officer shall take appropriate actions to reinforce the District's sexual harassment policy.

Prohibited sexual harassment includes, but is not limited to, sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment. The conduct is sufficiently severe, persistent, pervasive or objectively offensive, so as to create a hostile or abusive educational or working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any District program or activity.

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures or obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex or gender identity or expression
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, sexual violence, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus and outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of District policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

#### Instruction/Information

The Superintendent and District Title IX Compliance Officer shall ensure that students receive age-appropriate information related to sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence;
2. A clear message that students do not have to endure sexual harassment under any circumstance;
3. That any and all students are encouraged to immediately report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained;
4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved;
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements of a uniform complaint, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the

harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students;

6. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made;

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the District investigation of a sexual harassment complaint is ongoing; and

8. A clear message that, when needed, the District will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment. The District Title IX Compliance Officer shall receive training and shall oversee appropriate trainings for District staff, including management as well as certificated and non-certificated staff. Each Site Designated Title IX Administrator shall receive initial and ongoing training, as appropriate, to carry out their duties.

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5137 - Positive School Climate)

(cf. 5141.41 - Child Abuse Prevention)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Family Life/Sex Education)

#### Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law, this policy, Administrative Regulation 5145.7, and the District's Uniform Complaint Procedures specified in BP and AR 1312.3. Principals and Site Designated Title IX Administrators are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under BP/AR 1312.3, and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

The Site Designated Title IX Administrator shall promptly investigate any report of the sexual harassment of a student pursuant to the processes outlined in AR 5145.7. Upon verifying that sexual harassment occurred, they shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the District's Title IX Compliance Officer in accordance with the District's Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to appropriate disciplinary and/or other corrective action or interventions. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. Students in grades K-3 may not be suspended or recommended for expulsion pursuant to Education Code 48900.2, however appropriate restorative discipline and/or other corrective actions will be provided based upon the totality of the circumstances involved.

(cf. 5144 – Discipline)

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

Upon investigation of a sexual harassment complaint, any employee who engages in, permits or fails to report sexual harassment or sexual violence toward any student shall be subject to appropriate disciplinary action up to and including dismissal in accordance with law and the applicable collective bargaining agreement. District personnel shall take immediate steps to intervene when safe to do so when she or he witnesses an act of discrimination, harassment, intimidation, retaliation, or bullying. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5141.4 - Child Abuse Reporting Procedures)

(cf. 1312.3 - Uniform Complaint Procedures)

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be kept confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

#### Record-Keeping

The District's Title IX Compliance Officer shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in District schools.

(cf. 3580 - District Records)

Legal Reference:  
EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex\  
 212.5 Sexual harassment  
 212.6 Sexual harassment policy  
 48900 Grounds for suspension or expulsion  
 48900.2 Additional grounds for suspension or expulsion; sexual harassment  
 48904 Liability of parent/guardian for willful student misconduct  
 48980 Notice at beginning of term  
 CIVIL CODE  
 51.9 Liability for sexual harassment; business, service and professional relationships  
 1714.1 Liability of parents/guardians for willful misconduct of minor  
 UNITED STATES CODE, TITLE 20  
 1681-1688 Title IX, 1972 Education Act Amendments  
 UNITED STATES CODE, TITLE 42  
 2000d & 2000e et seq. Title VI & Title VII, Civil Rights Act of 1964 as amended  
 Franklin v. Gwinnet County Schools (1992) 112 S. Ct. 1028  
 Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447  
 Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567  
 Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274  
 Oona R.-S. etc. v. Santa Rosa City Schools et al (N.D. Cal. 1995) 890 F.Supp. 1452  
 Patricia H. v. Berkeley Unified School District (N.D. Cal. 1993) 830 F.Supp. 1288  
 Davis v. Monroe County Board of Education (1999) 526 U.S. 629  
 CSBA PUBLICATIONS  
 Providing a Safe, Nondiscriminatory School Environment for Transgender and  
 Gender-Nonconforming Students, Policy Brief, February 2014  
 Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011  
 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
 Q&A on Campus Sexual Misconduct, September 2017  
 Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016  
 Dear Colleague Letter: Title IX Coordinators, April 2015  
 Sexual Harassment: It's Not Academic, September 2008  
 Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other  
 Students, or Third Parties, January 2001  
 WEB SITES  
 CSBA: <http://www.csba.org>  
 California Department of Education: <http://www.cde.ca.gov>  
 U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 adopted: November 16, 1998          Sacramento, California  
 revised: April 15, 2002  
 revised: 2018



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.5

**Meeting Date:** October 4, 2018

**Subject:** Approve Lease/Exchange Agreement with Mogavero/Bardis Homes for Old Marshall School

- ☐ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☒ Action
- ☐ Public Hearing

**Division:** Facilities Support Services

**Recommendation:** Approve Ground Lease/Exchange Agreement.

**Background/Rationale:** In November of 2016, Sacramento City Unified School District's Board of Education directed District staff to begin negotiations with a potential developer for the Old Marshall School site in Midtown.

Mogavero Architects and Bardis Homes submitted a proposal to renovate the 113-year-old school into 16 to 20 condominium units and to build two new structures on the site, each housing 16 condominiums.

**Financial Considerations:** If approved, the Agreement will generate rental income which will be a nominal amount until construction of the condominium units and commercial/retail occurs.

**LCAP Goal(s):** Family and Community Empowerment

**Documents Attached:**

1. Executive Summary

**Estimated Time of Presentation:** 5 minutes

**Submitted by:** Cathy Allen, Chief Operations Officer

**Approved by:** Jorge A. Aguilar, Superintendent

# Board of Education Executive Summary

## Facilities Support Services

Approve Lease/Exchange Agreement with Mogavero/Bardis Homes for Old Marshall School  
October 4, 2018



### I. Overview/History of Department or Program

In November of 2016, Sacramento City Unified School District's Board of Education directed District staff to begin negotiations with a potential developer for the Old Marshall School site in Midtown.

Mogavero Architects and Bardis Homes submitted a proposal to renovate the 113-year-old school into condominium units and to construct new buildings on the site providing for approximately 35 to 50 for-sale condominiums.

The District has been negotiating with the development team of Mogavero/Bardis for the development of the Old Marshall school site. Assuming a proposed final draft ground lease/exchange agreement is available for the Board and the public to review and consider for approval, it will be presented in open session at the Board meeting on October 4, 2018.

### II. Driving Governance:

BP 7150

Education Code §17385 et seq.

Education Code §17400-17429 et seq.

### III. Budget

Final terms and conditions will be determined in Closed Session and shared and discussed in Open Session on October 4, 2018.

### IV. Goals, Objectives and Measures:

Allow for public comment on negotiated lease terms and conditions. Reasons must be considered to support approval.

### V. Major Initiatives:

N/A

### VI. Results:

SCUSD Board to either approve or disapprove the Draft Lease/Exchange Agreement with Mogavero/Bardis.

### VII. Lessons Learned/Next Steps:

Execute appropriate documents if applicable.





# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1a

**Meeting Date:** October 4, 2018

**Subject:** Approval of Grants, Entitlements, and Other Income Agreements  
Ratification of Other Agreements  
Approval of Bid Awards  
Approval of Declared Surplus Materials and Equipment  
Change Notices  
Notices of Completion

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Business Services

**Recommendation:** Recommend approval of items submitted.

**Background/Rationale:** None

**Financial Considerations:** See attached.

**LCAP Goal(s):** College, Career and Life Ready Graduates; Safe, Emotionally Healthy, Engaged Students; Operational Excellence

**Documents Attached:**

1. Grants, Entitlements, and Other Income Agreements
2. Expenditure and Other Agreements
3. Notices of Completion – Facilities Projects

**Estimated Time of Presentation:** N/A

**Submitted by:** Dr. John Quinto, Chief Business Officer

Jessica Sulli, Contract Specialist

**Approved by:** Jorge A. Aguilar, Superintendent

## **GRANTS, ENTITLEMENTS AND OTHER INCOME AGREEMENTS – REVENUE**

<u>Contractor</u>	<u>New Grant</u>	<u>Amount</u>
<b><u>NUTRITION SERVICES</u></b>		
California Department of Education A19-00028	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, received grant in 2017/18	\$61,313 No Match
10/1/18 – 6/30/19: Fresh Fruit and Vegetable Program Grant. This federal assistance program provides an additional free fresh fruit or vegetable snack to students during the school day as a supplement to (and not part of) the School Breakfast Program and National School Lunch Program; and teaches students about nutrition and making healthy choices. Sites that will receive this funding are Cesar Chavez Elementary and John Still K-8.		
<b><u>YOUTH DEVELOPMENT</u></b>		
California Department of Education A19-00029	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, received grant in 2017/18	\$7,038,377 33% Match
7/1/18-6/30/19: One After School Education and Safety (ASES) Grant. Program Components include educational and enrichment elements focusing on activities that reinforce and complement the academic programs, as well as recreational and youth development. ASES grant provides funding for programming at 50 program sites. \$6,761,987 for After School and \$276,389 for Supplemental (Summer) programs.		
California Department of Education A19-00030	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, received grant in 2017/18	\$1,829,500 No Match
7/1/18 – 6/30/19: Two 21st Century Community Learning Centers K- 8 Core Grants (21 <sup>st</sup> CCLC); Two After School Safety and Enrichment for Teens (ASSETs) Grants. Program components include educational and literacy elements focusing on activities that reinforce and complement the academic programs, as well as recreational and youth development. Programs provide expansion of number of students served at elementary school sites, summer enrichment and before school programs at two sites. These programs compliment the After School Education and Safety (ASES) Core programs.		
21 <sup>st</sup> CCLC funding of \$604,500 is used at the following sites: Cesar Chavez, Ethel Phillips, Isador Cohen, Leataata Floyd and Martin Luther King, Jr.		
ASSETs funding of \$1,225,000 is used at the following sites: Arthur A. Benjamin Health Professions, Luther Burbank, Rosemont, Hiram Johnson, American Legion and Sacramento Charter High.		
California Department of Education A19-00031	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, received grant in 2017/18	\$20,000 No Match
7/1/18 – 6/30/19: One ASSETs - Family Literacy Grant provides for family literacy program at Luther Burbank High School.		
California Department of Education A19-00032	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, received grant in 2017/18	\$100,000 No Match
7/1/18 – 6/30/19: One 21st Century K-8 grant and two 21st Century High School After School Safety and Enrichment for Teens (ASSETs) grants provide funds for supplementing the core grant funds at Cesar Chavez, Health Professions, Luther Burbank and Hiram Johnson. Funds are to be used to provide exposure, equitable access and participation in 21st Century after school programs.		

## **EXPENDITURE AND OTHER AGREEMENTS**

<u>Contractor</u>	<u>Description</u>	<u>Amount</u>
<b><u>SAFE SCHOOLS</u></b>		
City of Sacramento Police Department SA19-00215	7/1/18 – 6/30/20: Two-year agreement with the City of Sacramento Police Department to assign eight (8) City Police Officers and one (1) Supervising Sergeant to provide security services at various District school campuses. The Police Officers, also known as "School Resource Officers" (SROs), will maintain a highly visible and open presence on each campus to encourage positive student interaction. Each officer will closely monitor the various functions within the school and youth community and work with staff in identifying problem areas with a focus on long-term solutions. SROs may respond to any campus where security is required. Six SROs will be assigned to American Legion, C.K. McClatchy, Hiram Johnson, John F. Kennedy, Luther Burbank, and Rosemont High Schools; two SROs will be floaters for all other school sites.	Year One: \$1,473,235  Year Two: \$1,514,066  Total: \$2,987,301 General Funds
<b><u>YOUTH DEVELOPMENT</u></b>		
Boys & Girls Club SA19-00191	8/1/18 – 6/30/19: Develop, maintain and sustain programs that offer expanded learning programming at Edward Kemble and Teichert Branch community site.	\$168,805 After School Education & Safety and Title I Funds
Center for Fathers & Families SA19-00192	8/1/18 – 6/30/19: Develop, maintain and sustain the Before & After School Programs at Fr. Keith B. Kenny, H.W. Harkness and Isador Cohen and New Joseph Bonnheim Schools.	\$524,182 21 <sup>st</sup> Century Community Learning Center; After School Education & Safety Funds
City of Sacramento Teen Services SA19-00193	8/1/18 – 6/30/19: Develop, maintain and sustain programs that offer expanded learning programming at Sam Brannan Middle School	\$139,230 After School Education & Safety Funds
Rose Family Creative Empowerment Center SA19-00188	8/1/18 – 6/30/19: Develop, maintain and sustain programs that offer expanded learning programming at John Still K-8 School, Parkway and Susan B. Anthony Elementary Schools, Luther Burbank High School and Phoenix Park community site.	\$653,559 After School Education & Safety and LCFF S&C Funds
Leaders for Tomorrow SA19-00194	8/1/18 – 6/30/19: Develop, maintain and sustain programs that offer expanded learning programming at John Sloat Elementary	\$126,023 After School Education & Safety and LCFF S&C Funds
New Hope Community Development Corp. SA19-00196	8/1/18 – 6/30/19: Develop, maintain and sustain programs that offer expanded learning programming at Hollywood Park, Sol Aureus after school programs, and William Land before school program.	\$249,308 After School Education & Safety and LCFF S&C Funds

Roberts Family Development Center SA19-00190	8/1/18 – 6/30/19: Develop, maintain and sustain programs that offer expanded learning programming at Leataata Floyd Elementary School.	\$214,930 21 <sup>st</sup> Century Community Learning Center and After School Education & Safety Funds
Target Excellence SA19-00189	8/1/18 – 6/30/19: Develop, maintain and sustain programs that offer expanded learning programming at Bret Harte, Cesar Chavez, Elder Creek, Ethel I. Baker, James Marshall, Mark Twain, and Oak Ridge Elementary Schools and Rosa Parks K-8 School.	\$1,291,583 21 <sup>st</sup> Century Community Learning Center; After School Education & Safety; LCFF S&C Funds
Sacramento Chinese Community Service Center SA19-00195	8/1/18 – 6/30/19: Develop, maintain and sustain programs that offer expanded learning programming at A.M. Winn, Abraham Lincoln, Albert Einstein, Bowling Green, California, Camellia Basic, Caroline Wenzel, David Lubin, Earl Warren, Ethel Phillips, Fern Bacon, Golden Empire, Hubert H. Bancroft, John Bidwell, John Cabrillo, Kit Carson International Academy, Martin Luther Jr., Nicholas, O.W. Erlewine, Oak Park Preparatory Academy, Pacific, Peter Burnett, Pony Express, St. Hope Public School 7, Tahoe, Theodore Judah, Will C. Wood, William Land, Woodbine, Arthur A. Benjamin Health Professions, Rosemont, American Legion, C.K. McClatchy, Hiram Johnson, John F. Kennedy, and Sacramento Charter High.	\$4,392,285 21 <sup>st</sup> Century Community Learning Center; After School Education & Safety; LCFF S&C Funds

## **NOTICES OF COMPLETION – FACILITIES PROJECTS**

Contract work is complete and Notices of Completion may be executed.

<b>Contractor</b>	<b>Project</b>	<b>Completion Date</b>
Takehara Landscape, Inc.	Earl Warren, John Bidwell & Tahoe ES Irrigation Improvements	9/20/18

## Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Gerardo Castillo, Chief Business Officer Sacramento City Unified School District PO Box 246870 Sacramento, CA 95824				<b>CDE GRANT NUMBER</b>			
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
				18	14968	6743	01
<b>Attention</b> Diana Flores				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b> Nutrition Services				<b>Resource Code</b>		<b>Revenue Object Code</b>	Sacramento
<b>Telephone</b> 916-277-6712				5370		8220	<b>INDEX</b>
<b>Name of Grant Program</b> Fresh Fruit and Vegetable Program							0190
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$61,313.05		\$61,313.05	0	10-1-18	6-30-19	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		
10.582	7CA310CA1	Fresh Fruit and Vegetable Program			USDA		
<p>Dear Chief Business Officer Castillo:</p> <p>I am pleased to inform you that you have been funded for the Fresh Fruit and Vegetable Program.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) within 10 days to:</p> <p style="text-align: center;">Saucerae Gans, Analyst Nutrition Services Division California Department of Education 1430 N Street, Suite 4503 Sacramento, CA 95814-5901</p>							
<b>California Department of Education Contact</b> Saucerae Gans				<b>Job Title</b> Analyst			
<b>E-mail Address</b> sgans@cde.ca.gov					<b>Telephone</b> 916-323-6775		
<b>Signature of the State Superintendent of Public Instruction or Designee</b> Tom Tonkinson					<b>Date</b> August 8, 2018		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>							
<p><i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i></p>							
<b>Printed Name of Authorized Agent</b> John Quinto				<b>Title</b> Chief Business Officer			
<b>E-mail Address</b> john-quinto@scusd.edu					<b>Telephone</b> 916-643-9055		
<b>Signature</b> 					<b>Date</b> 7/21/18		

SEP 13 2018

**Grant Award Notification**OFFICE OF THE SUPERINTENDENT  
Unified School District

<b>GRANTEE NAME AND ADDRESS</b> Jorge Aguilar, Superintendent Sacramento City Unified P.O. Box 246870 Sacramento, CA 95824-6870				<b>CDE GRANT NUMBER</b>			
				<b>FY</b> 18	<b>PCA</b> 23939	<b>Vendor Number</b> 67439	<b>Suffix</b> EZ
<b>Attention</b> Expanded Learning Programs Coordinator				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>		<b>COUNTY</b> 34	
<b>Program Office</b> Expanded Learning Office				<b>Resource Code</b> 6010	<b>Revenue Object Code</b> 8590		<b>INDEX</b>
<b>Telephone</b> (916) 643-9000							
<b>Name of Grant Program</b> After School Education and Safety Grant (ASES)							0150
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$7,038,376.60		\$7,038,376.60		7/1/2018	6/30/2019	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>				<b>Federal Agency</b>	
I am pleased to inform you that you have been funded for the After School Education and Safety Grant (ASES).  This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.  Please return the original, signed Grant Award Notification (AO-400) to:  <div style="text-align: center;">           Veronica Maestas, Associate Governmental Program Analyst            Expanded Learning Division            California Department of Education            1430 N Street, Room 3400            Sacramento, CA 95814-5901         </div>							
<b>California Department of Education Contact</b> Veronica Maestas				<b>Job Title</b> Associate Governmental Program Analyst			
<b>E-mail Address</b> vmaestas@cde.ca.gov					<b>Telephone</b> 916-319-0540		
<b>Signature of the State Superintendent of Public Instruction or Designee</b> 					<b>Date</b> September 6, 2018		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b> <i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>E-mail Address</b>					<b>Telephone</b>		
<b>Signature</b> 					<b>Date</b>		

RECEIVED

SEP 13 2018

OFFICE OF THE SUPERINTENDENT  
Sacramento City Unified School District

## Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Jorge Aguilar, Superintendent Sacramento City Unified PO Box 246870 Sacramento, CA 95824-6870				<b>CDE GRANT NUMBER</b>			
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
				18	14349	67439	1A
<b>Attention</b> After School Coordinator				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b> Expanded Learning/After School Office				<b>Resource Code</b>	<b>Revenue Object Code</b>		34
<b>Telephone</b> 916-643-9000				4124	8290		<b>INDEX</b>
<b>Name of Grant Program</b> 21st Century Community Learning Centers - Core							0150
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$438,000.00		\$438,000.00		7/1/2018	6/30/2019	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		
84.287C	S287C180005	21st Century Community Learning Centers Program			U.S. Dept. of Education		
I am pleased to inform you that you have been funded for the 21st Century Community Learning Centers - Core.  The grant is from July 1, 2018, through June 30, 2023. The grant may be reviewed after one year based on the federal allocation. Grant Award Notifications are sent annually. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.  Please return the original, signed Grant Award Notification (AO-400) to:  <div style="text-align: center;">           Expanded Learning Division            California Department of Education            1430 N Street, Suite 3400            Sacramento, CA 95814-5901         </div>							
<b>California Department of Education Contact</b>				<b>Job Title</b>			
Veronica Maestas				Associate Governmental Program Analyst			
<b>E-mail Address</b>					<b>Telephone</b>		
vmaestas@cde.ca.gov					916-319-0540		
<b>Signature of the State Superintendent of Public Instruction or Designee</b>					<b>Date</b>		
					September 6, 2018		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>E-mail Address</b>					<b>Telephone</b>		
<b>Signature</b>					<b>Date</b>		
							

RECEIVED

SEP 13 2018

California Department of Education  
Fiscal Administrative Services Division  
AO-400 (REV. 09/2014)

OFFICE OF THE SUPERINTENDENT  
Sacramento City Unified School District

**Grant Award Notification**

<b>GRANTEE NAME AND ADDRESS</b> Jorge Aguilar, Superintendent Sacramento City Unified PO Box 246870 Sacramento, CA 95824-6870				<b>CDE GRANT NUMBER</b>			
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
				18	14349	67439	0A
<b>Attention</b> After School Coordinator				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b> Expanded Learning/After School Office				<b>Resource Code</b>	<b>Revenue Object Code</b>	34	
<b>Telephone</b> 916-643-9000				4124	8290	<b>INDEX</b>	
<b>Name of Grant Program</b> 21st Century Community Learning Centers - Core							0150
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$166,500.00		\$166,500.00		7/1/2018	6/30/2019	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		
84.287C	S287C180005	21st Century Community Learning Centers Program			U.S. Dept. of Education		
I am pleased to inform you that you have been funded for the 21st Century Community Learning Centers - Core.  The grant is from July 1, 2018, through June 30, 2023. The grant may be reviewed after one year based on the federal allocation. Grant Award Notifications are sent annually. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.  Please return the original, signed Grant Award Notification (AO-400) to:  <div style="text-align: center;">           Expanded Learning Division            California Department of Education            1430 N Street, Suite 3400            Sacramento, CA 95814-5901         </div>							
<b>California Department of Education Contact</b>				<b>Job Title</b>			
Veronica Maestas				Associate Governmental Program Analyst			
<b>E-mail Address</b>					<b>Telephone</b>		
vmaestas@cde.ca.gov					916-319-0540		
<b>Signature of the State Superintendent of Public Instruction or Designee</b>					<b>Date</b>		
					September 6, 2018		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>E-mail Address</b>					<b>Telephone</b>		
<b>Signature</b>					<b>Date</b>		
							



RECEIVED

SEP 13 2018

California Department of Education  
Fiscal Administrative Services Division  
AO-400 (REV. 09/2014)

OFFICE OF THE SUPERINTENDENT  
Sacramento City Unified School District

**Grant Award Notification**

<b>GRANTEE NAME AND ADDRESS</b> Jorge Aguilar, Superintendent Sacramento City Unified P.O. Box 246870 Sacramento, CA 95824-6870				<b>CDE GRANT NUMBER</b>			
FY		PCA		Vendor Number	Suffix		
18		14535		67439	1A		
<b>Attention</b> After School Coordinator				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>		<b>COUNTY</b>	
<b>Program Office</b> After School Program Office				<b>Resource Code</b>	<b>Revenue Object Code</b>	34	
<b>Telephone</b> 916-643-9000				4124	8290	<b>INDEX</b>	
<b>Name of Grant Program</b> 21st Century High School After School Safety and Enrichment for Teens, Core.						0150	
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$975,000.00		\$975,000.00		07/01/2018	06/30/2019	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		
84.287C	S287C180005	21st Century Community Learning Centers Program			U. S. Dept. of Education		
<p>I am pleased to inform you that you have been funded for the 21st Century High School After School Safety and Enrichment for Teens program.</p> <p>The grant is from July 1, 2018 through June 30, 2023. The grant may be reviewed after one year based on the federal allocation. Grant Award Notifications are sent annually. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">Expanded Learning Division California Department of Education 1430 N Street, Suite 3400 Sacramento, CA 95814-5901</p>							
<b>California Department of Education Contact</b> Veronica Maestas				<b>Job Title</b> Associate Governmental Program Analyst			
<b>E-mail Address</b> vmaestas@cde.ca.gov					<b>Telephone</b> 916-319-0540		
<b>Signature of the State Superintendent of Public Instruction or Designee</b> 					<b>Date</b> August 31, 2018		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>E-mail Address</b>					<b>Telephone</b>		
<b>Signature</b> 					<b>Date</b>		

RECEIVED

SEP 13 2018

California Department of Education  
Fiscal Administrative Services Division  
AO-400 (REV. 09/2014)

OFFICE OF THE SUPERINTENDENT  
Sacramento City Unified School District

**Grant Award Notification**

<b>GRANTEE NAME AND ADDRESS</b> Jorge Aguilar, Superintendent Sacramento City Unified P.O. Box 246870 Sacramento, CA 95824-6870				<b>CDE GRANT NUMBER</b>			
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
				18	14535	67439	9A
<b>Attention</b> After School Coordinator				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b> After School Program Office				<b>Resource Code</b>	<b>Revenue Object Code</b>		34
<b>Telephone</b> 916-643-9000				4124	8290		<b>INDEX</b>
<b>Name of Grant Program</b> 21st Century High School After School Safety and Enrichment for Teens, Core.							0150
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$250,000.00		\$250,000.00		07/01/2018	06/30/2019	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		
84.287C	S287C180005	21 <sup>st</sup> Century Community Learning Centers Program			U. S. Dept. of Education		
<p>I am pleased to inform you that you have been funded for the 21st Century High School After School Safety and Enrichment for Teens program.</p> <p>The grant is from July 1, 2018 through June 30, 2023. The grant may be reviewed after one year based on the federal allocation. Grant Award Notifications are sent annually. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">Expanded Learning Division California Department of Education 1430 N Street, Suite 3400 Sacramento, CA 95814-5901</p>							
<b>California Department of Education Contact</b>				<b>Job Title</b>			
Veronica Maestas				Associate Governmental Program Analyst			
<b>E-mail Address</b>					<b>Telephone</b>		
vmaestas@cde.ca.gov					916-319-0540		
<b>Signature of the State Superintendent of Public Instruction or Designee</b>					<b>Date</b>		
					August 31, 2018		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>E-mail Address</b>					<b>Telephone</b>		
<b>Signature</b>					<b>Date</b>		
							

RECEIVED

SEP 13 2018

# Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Jorge Aguilar, Superintendent Sacramento City Unified P.O. Box 246870 Sacramento, CA 95824-6870				<b>CDE GRANT NUMBER</b> <small>Sacramento City Unified School District</small>			
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
				18	14604	67439	9A
<b>Attention</b> After School Coordinator				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b> After School Program Office				<b>Resource Code</b>		<b>Revenue Object Code</b>	
<b>Telephone</b> 916-643-9000				4124		8290	
<b>Name of Grant Program</b> 21st Century High School After School Safety and Enrichment for Teens, Family Literacy						0150	
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$20,000.00		\$20,000.00		07/01/2018	06/30/2019	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		
84.287C	S287C180005	21st Century Community Learning Centers Program			U. S. Dept. of Education		
<p>I am pleased to inform you that you have been funded for the 21st Century High School After School Safety and Enrichment for Teens program.</p> <p>The grant is from July 1, 2018 through June 30, 2023. The grant may be reviewed after one year based on the federal allocation. Grant Award Notifications are sent annually. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">Expanded Learning Division California Department of Education 1430 N Street, Suite 3400 Sacramento, CA 95814-5901</p>							
<b>California Department of Education Contact</b> Veronica Maestas				<b>Job Title</b> Associate Governmental Program Analyst			
<b>E-mail Address</b> vmaestas@cde.ca.gov					<b>Telephone</b> 916-319-0540		
<b>Signature of the State Superintendent of Public Instruction or Designee</b> 					<b>Date</b> September 4, 2018		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b> <i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>E-mail Address</b>					<b>Telephone</b>		
<b>Signature</b> 					<b>Date</b>		

RECEIVED

SEP 13 2018

California Department of Education  
Fiscal Administrative Services Division  
AO-400 (REV. 09/2014)

OFFICE OF THE SUPERINTENDENT  
Sacramento City Unified School District

**Grant Award Notification**

<b>GRANTEE NAME AND ADDRESS</b> Jorge Aguilar, Superintendent Sacramento City Unified P.O. Box 246870 Sacramento, CA 95824-6870				<b>CDE GRANT NUMBER</b>			
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
				18	14603	67439	1A
<b>Attention</b> After School Coordinator				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b> After School Program Office				<b>Resource Code</b>	<b>Revenue Object Code</b>		34
<b>Telephone</b> 916-643-9000				4124	8290		<b>INDEX</b>
<b>Name of Grant Program</b> 21st Century High School After School Safety and Enrichment for Teens, Equitable Access							0150
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$50,000.00		\$50,000.00		07/01/2018	06/30/2019	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		
84.287C	S287C180005	21st Century Community Learning Centers Program			U. S. Dept. of Education		
<p>I am pleased to inform you that you have been funded for the 21st Century High School After School Safety and Enrichment for Teens program.</p> <p>The grant is from July 1, 2018 through June 30, 2023. The grant may be reviewed after one year based on the federal allocation. Grant Award Notifications are sent annually. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">Expanded Learning Division California Department of Education 1430 N Street, Suite 3400 Sacramento, CA 95814-5901</p>							
<b>California Department of Education Contact</b>				<b>Job Title</b>			
Veronica Maestas				Associate Governmental Program Analyst			
<b>E-mail Address</b>					<b>Telephone</b>		
vmaestas@cde.ca.gov					916-319-0540		
<b>Signature of the State Superintendent of Public Instruction or Designee</b>					<b>Date</b>		
					August 31, 2018		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>E-mail Address</b>					<b>Telephone</b>		
<b>Signature</b>					<b>Date</b>		
							

RECEIVED

SEP 13 2018

California Department of Education  
Fiscal Administrative Services Division  
AO-400 (REV. 09/2014)

OFFICE OF THE SUPERINTENDENT  
Sacramento City Unified School District

**Grant Award Notification**

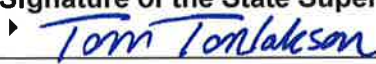

<b>GRANTEE NAME AND ADDRESS</b> Jorge Aguilar, Superintendent Sacramento City Unified P.O. Box 246870 Sacramento, CA 95824-6870				<b>CDE GRANT NUMBER</b>			
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
				18	14603	67439	9A
<b>Attention</b> After School Coordinator				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b> After School Program Office				<b>Resource Code</b>	<b>Revenue Object Code</b>		34
<b>Telephone</b> 916-643-9000				4124	8290		<b>INDEX</b>
<b>Name of Grant Program</b> 21st Century High School After School Safety and Enrichment for Teens, Equitable Access							0150
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$25,000.00		\$25,000.00		07/01/2018	06/30/2019	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		
84.287C	S287C180005	21st Century Community Learning Centers Program			U. S. Dept. of Education		
<p>I am pleased to inform you that you have been funded for the 21st Century High School After School Safety and Enrichment for Teens program.</p> <p>The grant is from July 1, 2018 through June 30, 2023. The grant may be reviewed after one year based on the federal allocation. Grant Award Notifications are sent annually. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">Expanded Learning Division California Department of Education 1430 N Street, Suite 3400 Sacramento, CA 95814-5901</p>							
<b>California Department of Education Contact</b> Veronica Maestas				<b>Job Title</b> Associate Governmental Program Analyst			
<b>E-mail Address</b> vmaestas@cde.ca.gov					<b>Telephone</b> 916-319-0540		
<b>Signature of the State Superintendent of Public Instruction or Designee</b> 					<b>Date</b> August 31, 2018		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>E-mail Address</b>					<b>Telephone</b>		
<b>Signature</b> ▶					<b>Date</b>		

RECEIVED

SEP 13 2018

**Grant Award Notification**

OFFICE OF THE SUPERINTENDENT  
Sacramento City Unified School District

<b>GRANTEE NAME AND ADDRESS</b> Jorge Aguilar, Superintendent Sacramento City Unified PO Box 246870 Sacramento, CA 95824-6870 <b>Attention</b> After School Coordinator <b>Program Office</b> Expanded Learning/After School Office <b>Telephone</b> 916-643-9000 <b>Name of Grant Program</b> 21st Century Community Learning Centers - Equitable Access				<b>CDE GRANT NUMBER</b>				
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>	
				18	14765	67439	1A	
<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>				<b>COUNTY</b>				
<b>Resource Code</b>				<b>Revenue Object Code</b>	34			
4124				8290	<b>INDEX</b>			
					0150			
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>		
	\$25,000.00		\$25,000.00		7/1/2018	6/30/2019		
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>			
84.287C	S287C180005	21st Century Community Learning Centers Program			U.S. Dept. of Education			
I am pleased to inform you that you have been funded for the 21st Century Community Learning Centers - Equitable Access.  The grant is from July 1, 2018, through June 30, 2023. The grant may be reviewed after one year based on the federal allocation. Grant Award Notifications are sent annually. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.  Please return the original, signed Grant Award Notification (AO-400) to:  <div style="text-align: center;">           Expanded Learning Division            California Department of Education            1430 N Street, Suite 3400            Sacramento, CA 95814-5901         </div>								
<b>California Department of Education Contact</b>				<b>Job Title</b>				
Veronica Maestas				Associate Governmental Program Analyst				
<b>E-mail Address</b>					<b>Telephone</b>			
vmaestas@cde.ca.gov					916-319-0540			
<b>Signature of the State Superintendent of Public Instruction or Designee</b>					<b>Date</b>			
					September 6, 2018			
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>								
On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.								
<b>Printed Name of Authorized Agent</b>				<b>Title</b>				
<b>E-mail Address</b>					<b>Telephone</b>			
<b>Signature</b>					<b>Date</b>			
								

## **AGREEMENT FOR PEACE OFFICER ASSIGNMENT**

**THIS AGREEMENT** ("Agreement") is entered into as of \_\_\_\_\_, 2018, by and between the **CITY OF SACRAMENTO**, a municipal corporation ("City"), and the **SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**, a local public entity ("District"). The City and the District hereinafter may be referred to collectively as the "Parties" or in the singular as "Party," as the context requires.

### **RECITALS**

The City and the District have entered into this Agreement with reference to the following facts and circumstances:

- A. The District desires to enter into an agreement with City for the continuation of the assignment of City Police Officers to provide security services at various District school campuses.
- B. The Parties intend that the City Police Officers assigned to the District will provide a school-based protective services security team.
- C. The parties intend that during the summer vacation period, the City Police Officers will be reassigned from the District school campuses to the City except as needed to provide security services at District school campuses during summer school sessions.

### **AGREEMENT**

**NOW, THEREFORE, BASED UPON THE FOREGOING RECITALS WHICH THE PARTIES AGREE TO BE TRUE AND CORRECT, IT IS MUTUALLY AGREED AS FOLLOWS:**

#### **1. STATEMENT OF INTENT AND RULE OF CONSTRUCTION**

By entering into this Agreement, the Parties intend not to violate or cause a violation of the terms of collective bargaining or other labor agreements to which either may be a party, nor the policies, rules and regulations governing the employees of either Party hereto. If any provision of this Agreement is inconsistent with such collective bargaining or other labor agreements, or of such policies, rules and regulations, then the applicable provisions of such collective bargaining or other labor agreements, and of such policies, rules and regulations shall take precedence for purposes of the construction and interpretation of this Agreement.

#### **2. TERM**

This Agreement shall be effective from July 1, 2018 through June 30, 2020, unless sooner terminated pursuant to the provisions of this Agreement.



### **3. SCOPE OF WORK**

City agrees to assign eight (8) officers (collectively, the "Police Officers") as the minimum staffing level under this Agreement. The Police Officers shall work under the supervision of a Supervising Sergeant assigned to the Youth Services Unit. The Police Officers shall be selected by a panel consisting of representatives of the City of Sacramento Police Department and District personnel (the "Joint Panel"). The Police Officers, as selected by the Joint Panel, will be assigned by the City to the District for the term of this Agreement, unless any one or more of them are replaced by other officers selected by the Joint Panel.

The Police Officers assigned to the District shall provide foot, vehicle, and bike patrol and other security protection services on school campuses as agreed upon by the Parties. The Police Officers may issue citations or make arrests for crimes, write reports, and other related duties. Notwithstanding the foregoing, the Police Officers may pursue a criminal suspect if they witness a crime in progress. The Police Officers shall perform other specific tasks as agreed upon between the Parties, provided the Police Officers shall not be required to perform tasks beyond the authority vested in them pursuant to applicable law. The Police Officers shall be authorized to take control of crisis situations pursuant to the policies and procedures of the Sacramento Police Department. A general description of the Basic Functions of the Police Officers is attached hereto as Exhibit A and incorporated herein by this reference.

### **4. PEACE OFFICER ASSIGNMENTS**

All Police Officers assigned to the District shall be limited to on-duty officers selected by the Joint Panel. All Police Officers shall attend training related to school safety, threat management, implicit bias, trauma-informed practices, and other school related training after being selected. All Police Officers shall meet the requirements of Education Code section 38001.5 unless a court of competent jurisdiction determines that said statute does not apply to the Police Officers. A Police Officer may be reassigned to another assignment upon the recommendation of a superintendent or designee and the approval of the Supervising Sergeant, which approval shall not be unreasonably withheld. If such reassignment results in a Police Officer being removed from a District assignment, the City shall make all reasonable efforts to expeditiously replace said officer. The Supervising Sergeant and the Police Officers shall have full authority to act to discharge their law enforcement duties pursuant to the policies and practices of the Sacramento Police Department. If circumstances permit, District personnel shall be consulted with respect to the handling of certain situations, provided that nothing in this Agreement shall restrict the discretion of the Supervising Sergeant and the Police Officers in their law enforcement activities.

The City shall retain the full responsibility and authority to direct and control the activities of the Police Officers and supervise and discipline the Police Officers in accordance with the collective bargaining agreement between the City and the Sacramento Police Officers



Association then in effect. Notwithstanding the foregoing, the Police Officers shall collaborate with the District relating to any event or activity which may involve a Police Officer assigned to the District, including, without limitation, conferring with any student, parent, faculty and school administrator. If a problem arises concerning the performance of duties by a Police Officer, the principal or his/her designee shall state such concerns in writing directed to the District's Director of Safe School or his or her designee. The Director of Safe Schools shall address the concerns with the Supervising Sergeant.

The Police Officers shall be afforded reasonable time to address collective bargaining agreement issues affecting the officers, provided that said officers shall use reasonable efforts to schedule such activity so as not to cause an unreasonable interruption of service to his or her school assignment.

The City shall retain the right to approve requests for sick leave, vacation, or other absences. In the event that a Police Officer will be absent for a period longer than one (1) week while on an approved sick leave of absence or approved time off (whether leave time, parental leave, vacation time, CTO, or other arrangement is utilized to accomplish such leave), the District may choose to have an additional officer assigned, or to use one of the other eight police officers to staff the temporary vacancy, provided, however, that the one (1) week period referenced above shall be extended to two (2) weeks if the facts and circumstances at the time of an absence are such that the Supervising Sergeant is not given reasonable prior notice that an Officer's absence would exceed one (1) week. Said replacement officers, in the sole judgment of the City, shall be qualified to perform services hereunder. The City will attempt in good faith if possible not to schedule more than one officer out on leave or vacation at the same time.

City agrees that during the District summer vacation period the Police Officers will be reassigned from District school campuses to the City except as needed to provide security services at District school campuses during summer school sessions. During the time periods when the Police Officers are reassigned to the City, the District will not be billed for their services.

## **5. SUPERVISING SERGEANT ASSIGNMENT**

The Police Officers' supervising sergeant (the "Supervising Sergeant") shall have direct supervision and control over the Police Officers assigned to the District. The Supervising Sergeant, at the District's request, shall also assist and advise the District with respect to public safety and protection issues. The Supervising Sergeant will coordinate with the City Police Department and, if appropriate, the County Sheriff's Department, regarding the investigation of crimes reported on District facilities, and may conduct investigations as requested by the District.

The Supervising Sergeant has overall supervision of the Citywide School Resource Officer Program and as such is complementary to this agreement. If a problem arises concerning the performance of duties by the Supervising Sergeant, the Director of Safe School's or his/her designee shall state such concerns in writing directed to the Police Lieutenant in charge of the Police Youth Services Division. The Supervising Sergeant

shall be reassigned from duties under this Agreement either upon the reasonable request of the District or upon the mutual consent of the District and City.

#### **6. PLACE, TIME AND HOUR OF ASSIGNMENT**

The Police Officers assigned to the District shall report to the Supervising Sergeant at a location determined by the City and Superintendent or his/her designee. The schedule for City Police Officer duties for the District shall be as designated by the Supervising Sergeant in consultation with the Superintendent or his/her designee. The work schedules of the Police Officers shall be subject to the restrictions of the collective bargaining agreements between the City and the Sacramento Police Officers' Association then in effect. The District or Supervising Sergeant may request the Police Officers to work overtime during any given week, subject to the provisions of applicable collective bargaining agreements, Fair Labor Standards Act, and other applicable laws and policies. The District will only be responsible for payment of overtime that results directly from campus activity, or is previously authorized by the District. The overtime compensation to be paid to the Police Officers are set forth in the table set forth in Exhibit B which is attached hereto and incorporated herein by this reference.

#### **7. VEHICLES, EQUIPMENT, AND TRAINING**

Except as otherwise provided in this Agreement, the City shall furnish all equipment which may be required to support the Police Officers assigned to the District under this Agreement; in the event the City is required to provide new, additional, or replacement equipment, the District shall reimburse the City for actual replacement cost(s). In addition, the City shall furnish each Police Officer with a vehicle which is equipped and maintained pursuant to City standards and policies, equipment for the vehicles, and maintenance for the vehicles. The City shall charge the District for the vehicles, equipment for the vehicles, and maintenance for the vehicles at the rates set forth in Exhibit B which is attached hereto and incorporated herein by this reference. The District shall not acquire any legal interest in the vehicles or the equipment for the vehicles furnished by the City by virtue of this Agreement.

The District shall make available, a school campus, for the purpose of providing training to the Police Officers, so long as this does not cause an unreasonable interruption of school services or excessive associated costs. The District shall cover all associated fees for opening and closing the facility and any associated janitorial costs.

The District shall be responsible for providing threat assessment and other school safety related training for the Police Officers and Sergeant assigned to the District. These training expenses should be reflected in the annual budget and account for course costs, travel, lodging and per diem.

#### **8. ADHERENCE TO THE DISTRICT RULES**

At all times during the performance of this Agreement, the Police Officers shall adhere and obey all of the District's rules and regulations pertaining to the District's operations of

its schools, unless otherwise authorized by the Superintendent or his/her designee or unless such compliance is not practicable due to exigent circumstances.

Police officers are required by California Peace Officer's Standards and Training to be fingerprinted and obtain Department of Justice clearance. Sacramento police officers are held to stringent standards throughout their careers and shall be immediately removed from duty in the capacity of a school resource officer by the City if they engage in behavior that would preclude them from working at a school.

Consistent with the City of Sacramento's policies and the State of California's Values Act, SRO's do not enforce federal immigration law. As stated in the District's "Safe Haven/Immigration Enforcement Policy," BP 5145.13, SRO's will not participate in immigration enforcement efforts with federal authorities in their roles as SRO's and on District sites or properties. SROs, who learn of information related to student's or their family member's actual or perceived immigration status or place of birth, even if voluntarily offered by the parent, guardian, or student, must keep that information confidential and, therefore, shall not record or distribute that information at any time unless otherwise required by law

## **9. CONSIDERATION**

The District agrees to pay the City for the services provided under this Agreement pursuant to the rates set forth in Exhibit B, which is attached hereto and incorporated herein by reference. The Parties may amend this Agreement in response to changes to collective bargaining agreements resulting in increases or decreases to the rates set forth in Exhibit B, pursuant to Section 21 of this Agreement.

The salary and benefit rate set forth in Exhibit B is based on the costs of full-time, on-duty officers, inclusive of summer school, exclusive of the District's summer break when the some or all of the Police Officers are reassigned from the District school campuses to the City. The costs in the salary and benefit rate include the straight time costs for sick leave, vacation, holidays, retirement, insurance, Medicare, workers compensation, and incentives.

The Overtime rate set forth in Exhibit B is set at one and one-half times the hourly base salary rate, plus workers compensation, unemployment costs and Medicare. The overtime costs for the police services shall be billed for the actual number of hours worked by the Police Officers.

Unplanned overtime costs resulting from duties directly related to the School Resource Officer Program will be billed to the District. Any overtime costs billed to the District for planned extracurricular school activities will be agreed upon in negotiation between the District and the Sacramento Police Department.

The Fleet Maintenance rate set forth in Exhibit B includes the annual cost to operate and maintain a vehicle plus fuel costs, inclusive of summer school, exclusive of the District's

summer break when the Police Officers are reassigned from the District school campuses to the City.

The District represents and warrants that as of the commencement of the term of this Agreement, it has duly appropriated funds to pay its obligations hereunder or that it will during the term hereof use its best efforts to obtain appropriation of sufficient funds to discharge its obligations hereunder.

#### **10. METHOD OF PAYMENT**

City shall invoice the District and detail the separate charges for the services of each Police Officer and the vehicle costs in accordance with Exhibit B, and the terms of this Agreement. The total estimated invoice amounts for the years covered by this Agreement are set forth in Exhibit B.

The District will be invoiced on a trimester basis and payment of each approved invoice shall be made by the District within thirty (30) calendar days after receipt of an invoice. Invoices will be submitted for payment in accordance with the following schedule and dates:

<b>Trimester Invoicing Schedule</b>
August 1, 2018 – December 31, 2018
January 1, 2019 – March 31, 2019
April 1, 2019 – July 31, 2019
August 1, 2019 – December 31, 2019
January 1, 2020 – March 31, 2020
April 1, 2020 – July 31, 2020

All invoices and payments shall be made in arrears. If the District disputes any item on an invoice for reasonable cause, the District may deduct that disputed item from the payment, but shall not delay payment for the undisputed portions. The amounts and reasons for such deductions shall be documented to City within thirty (30) calendar days after receipt of invoice by the District. The District shall assign a sequential reference number to each deduction. Within fifteen (15) days after the date the District submits documentation of any deduction taken, the Parties shall meet and confer in a good faith attempt to resolve the dispute over the invoice. In the event that Parties are unable to resolve such dispute only with respect to a dispute concerning the invoice statement, the Parties shall submit the dispute to an independent mutually-agreed upon arbitrator. Said arbitrator shall resolve the dispute based upon a reasonable interpretation of this Agreement, the subject invoice, the documentation provided by the District, and such other information deemed by said arbitrator to be relevant to the dispute. The arbitrator may resolve the dispute by way of mediation or binding decision.

Unless otherwise agreed, payment against invoice shall be delivered by first class mail through the facilities of the U.S. Post Office, postage prepaid, addressed to the applicable Party in the manner set forth in Section 19.

## **11. INDEPENDENT CONTRACTOR**

In the performance of services under this Agreement, the City, the Police Officers shall act as independent contractors and not as employees of the District. Nothing herein shall be construed or deemed to create the relationship of employer/employee or principal/agent as between the District and the Police Officers assigned under this Agreement. Directions issued by the District to the Police Officers only relates to the objectives to be achieved and not the actual means to accomplish such objectives. City shall assume responsibility for federal and state income tax withholding for their employees, including but not limited to the Federal Income Tax (FIT), State Income Tax (SIT), Federal Insurance Contributions Act (FICA), State Unemployment Insurance (SUI), and State Disability Insurance (SDI), and any other deductions from income that City is required to make as the employer of the Police Officers.

## **12. NO JOINT VENTURE**

This Agreement shall not create among the Parties a joint venture, partnership, joint powers authority, or any other relationship of association.

## **13. WORKERS' COMPENSATION**

The District's responsibility for compensation under this Agreement shall be limited to the provisions of Section 9 and to the salary rates of compensation as set forth in Exhibit B, and the District shall not be responsible for providing workers' compensation insurance or any other protective insurance coverage or employment benefit that is based upon the relationship of employer and employee.

## **14. INDEMNITY**

District shall assume the defense of and indemnify and hold harmless City from and against all actions or claims against City, its officers, agents or employees from any and all loss, including attorneys' fees, sustained by City by virtue of any damages to any person(s), firm or corporation who may be injured by or to any property that may be damaged arising out of the performance of this Agreement, except for actions or claims alleged to have occurred in full, or in part, as a result of active negligence by the City, its officers, agents or employees and except for actions or claims alleging dangerous conditions of City property which arise out of the acts or failure to act by the City, its officers, agents or employees which are not created by a District employee or District invitee.

City shall assume the defense of and indemnify and hold harmless District from and against all actions or claims against District, its officers, agents or employees from any and all loss, including attorneys' fees, sustained by District by virtue of any damages to any person(s), firm or corporation who may be injured by or to any property that may be damaged arising out of the performance of this Agreement, except for actions or claims alleged to have occurred in full, or in part, as a result of active negligence by the District, its officers, agents or employees and except for actions or claims alleging dangerous

condition of District property which arise out of the acts or failure to act by the District, its officers, agents or employees which are not created by a City employee or City invitee.

The indemnification provisions contained in this Agreement include but are not limited to any violation of applicable law, ordinance, regulation or rule, including where the claim, loss, damage, charge or expense was caused by deliberate, willful, or criminal acts of either party to this Agreement, or any of their agents, officers or employees or their performance under the terms of this Agreement.

It is the intent of the parties that where negligence or responsibility for injury or damages is determined to have been shared, principles of comparative negligence will be followed and each party shall bear the proportionate cost of any loss, damage, expense and liability attributable to that party's negligence.

Each party shall establish procedures to notify the other party, where appropriate, of any claims, administrative actions or legal actions with respect to any of the matters described in this indemnification section. The parties shall cooperate in the defense of such actions brought by others with respect to the matters covered in this agreement. Nothing set forth in this Agreement shall establish a standard of care for or create any legal rights for any person not a party to this Agreement.

The indemnity provisions of this Agreement shall survive the expiration or earlier termination of this Agreement.

## **15. INSURANCE**

**City Insurance.** City, at its sole cost and expense and for the full term of this Agreement shall obtain and maintain at least all of the following minimum insurance requirements. All or a portion of the required insurance may be satisfied through the use of a self-insurance program or pooled insurance, if any. The City may show satisfactory proof by way of a letter from the City's Risk Manager or designee of self-insurance, or pooled insurance if any.

### **A. Comprehensive General Liability**

A policy with a minimum limit of not less than \$2,000,000 combined single limit per occurrence for bodily injury and property damage, providing at least all of the following minimum coverages:

- 1) Premises Operations
- 2) Blanket Contractual
- 3) Personal Injury

### **B. Workers' Compensation and Employers' Liability**

A policy written in accordance with the laws of the State of California and providing coverage for any and all employees of the City.

- 1) This policy shall provide coverage for Workers' Compensation (Coverage A) with statutory limits.
- 2) This policy shall also provide coverage of \$100,000 Employers' Liability (Coverage B).

C. Comprehensive Business Auto

A policy with a minimum of not less than \$2,000,000 combined single limit per occurrence for bodily injury and property damage. Coverage shall be applicable (without deductibles) to any and all leased, owned, hired, or non-owned vehicles used in pursuit of any of the activities associated with this agreement.

D. Special Provisions

The foregoing requirements as to the types and limits of insurance coverage to be maintained by City, and any approval of said insurance by the District, or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by City pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

**District Insurance.** District, at its sole cost and expense and for the full term of this Agreement shall obtain and maintain at least all of the following minimum insurance requirements. All or a portion of the required insurance may be satisfied through the use of a self-insurance program. The District may show satisfactory proof by way of a letter from the District's Risk Manager or designee of self-insurance, or pooled insurance, if any.

A. Comprehensive General Liability

A policy with a minimum limit of not less than \$2,000,000 combined single limit per occurrence for bodily injury and property damage, providing at least all of the following minimum coverages:

- 1) Premises Operations
- 2) Blanket Contractual
- 3) Personal Injury

B. Workers' Compensation and Employers' Liability

A policy written in accordance with the laws of the State of California and providing coverage for any and all employees of the District.

- 1) This policy shall provide coverage for Workers' Compensation (Coverage A) with statutory limits.
- 2) This policy shall also provide coverage of \$100,000 Employers' Liability (Coverage B).

C. Comprehensive Business Auto

A policy with a minimum of not less than \$2,000,000 combined single limit per occurrence for bodily injury and property damage. Coverage shall be applicable (without deductibles) to any and all leased, owned, hired, or non-owned vehicles used in pursuit of any of the activities associated with this agreement.

D. **Special Provisions**

The foregoing requirements as to the types and limits of insurance coverage to be maintained by District, and any approval of said insurance by the City, or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by District pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

All insurance requirements shall be met by all parties prior to the commencement of any of the activities required of the parties under this Agreement.

**16. HEALTH AND SAFETY**

City shall comply with all applicable Federal, state and local requirements pertaining to health and safety protection of the Police Officers.

**17. TERMINATION**

Either Party shall have the right to terminate this Agreement at any time by giving a written notice of termination to the other Party. The other Party shall have the right to specify the effective date of such termination, which, however, shall not be less than fifteen (15) days after the date of said notice. If either Party gives such notice of termination to the other Party, the other Party shall immediately cease rendering Services pursuant to this Agreement. In the event of such termination, City shall be paid for its services performed to the effective date of such termination. The foregoing notwithstanding, neither of the Parties waives their right to recover damages against the other for breach of this Agreement, including, without limitation, any amount necessary to compensate one Party for all detriment proximately caused by the other Party's failure to perform its obligations hereunder or which in the ordinary course of things would be likely to result therefrom.

**18. THIRD PARTY OBLIGATIONS**

City shall be solely liable to third parties with whom it enters into contracts to effectuate the purposes of this Agreement. City shall pay directly such parties for all amounts due under said arrangement. The Parties specifically do not intend to enter into this Agreement for the benefit of any person or entity that is not a named party hereto.

**19. NOTICES**

Any written communication required during the administration of this Agreement, including notice of termination or cancellation, shall be addressed to the respective Party as follows:



TO DISTRICT: Sacramento City Unified School District  
Jorge Aguilar, Superintendent  
5735 47<sup>th</sup> Ave, Sacramento, CA 95824  
Phone: (916) 643-7400

TO CITY: Sacramento Police Department  
ATTN: Captain Kathy Lester  
5770 Freeport Blvd., Suite 100  
Sacramento, CA 95822  
Phone: (916) 808-0822  
Fax: (916) 808-0818

Any Party who desires to change its address for notice may do so by giving notice as set forth herein.

**20. NON-WAIVER**

Waiver of any breach or default hereunder shall not constitute a continuing waiver or a waiver of any subsequent breach either of the same or of another provision of this Agreement.

**21. MODIFICATION**

No waiver, alteration, modification, or termination of this Agreement shall be valid unless made in writing and duly signed by the Parties hereof.

**22. COUNTERPARTS**

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument.

**23. CAPTIONS**

The headings or captions to the sections of this Agreement are not a part of the Agreement and shall have no effect upon the construction or interpretation of any part thereof.

**24. SEVERABILITY**

If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in full force and effect.

**25. AMBIGUITIES**

Each of the Parties has carefully reviewed this Agreement and has agreed to each term of this Agreement. No ambiguity shall be presumed to be construed against either Party.

**26. SUCCESSORS AND ASSIGNS**

All rights of each Party under this Agreement shall inure to the benefit of its successors in interest and assigns; all obligations and burdens assumed under this Agreement by each Party shall bind the successors in interest and assigns of each Party.

**27. GOVERNING LAW**

The interpretation and enforcement of this Agreement shall be governed by the laws of the State of California, the state in which the Agreement is signed. The Parties agree that venue for any legal action concerning any dispute arising under this Agreement shall be a court of competent jurisdiction located in Sacramento County, California.

**28. INTEGRATION**

This Agreement embodies the entire agreement of the Parties in relation to the scope of services herein described, and no other agreement or understanding verbal or otherwise, exists between the Parties.

**29. PERSONNEL AND OTHER CONFIDENTIAL RECORDS**

The District acknowledges that the Police Officers are subject to the California Public Safety Officers Bill of Rights (Government Code sections 3300, et seq.) The District shall not take any action that may lead to punitive action against the Police Officers, but shall address its concerns to the City for handling consistent with the Public Safety Officers Bill of Rights.

Personnel records, including records concerning the performance of the Police Officers, together with complaints made against the Police Officers are confidential pursuant to Evidence Code section 832.7 and Evidence Code sections 1043 and 1046, and the District shall not disclose such records. Any request for disclosure of such records shall be treated as a request for disclosure of confidential records pursuant to the following paragraph.

Each Party shall not disclose records received from the other Party, which has been designated as confidential, including Student or Pupil Records pursuant to FERPA, 20 U.S.C. Section 1232g, and California Education Code Section 49060 et seq. In the event a Party receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, said Party shall tender the request to the other Party who shall be responsible for addressing said request,

including the defense of its claim of confidentiality. The Party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

### **30. DISPUTE RESOLUTION**

With respect to any breach or dispute arising under this Agreement, the Parties shall meet and attempt, in good faith and in using their best and reasonable efforts, to resolve the same. Should the Parties be unable to resolve any dispute arising under this Agreement or mutually agree to an alternative dispute resolution method, the provisions of Section 27 above would apply.

### **31. AUTHORITY**

The signers of this Agreement have the capacity and are authorized to execute this Agreement as the representatives of their respective Parties, and to bind said Parties to the terms hereof. This Agreement is subject to the approval by the each Party's governing body.

The Parties have entered into this Agreement as of the day and year first hereinabove appearing.

**CITY OF SACRAMENTO, a municipal corporation**

By: \_\_\_\_\_  
Howard Chan  
City Manager

Attest: \_\_\_\_\_  
CITY CLERK

Approved as to Form:

By: \_\_\_\_\_  
DEPUTY CITY ATTORNEY

**SACRAMENTO UNIFIED SCHOOL DISTRICT, a local public agency**

By: \_\_\_\_\_  
John Quinto, Chief Business Officer

**SCHOOL RESOURCE OFFICER**

---

## **BASIC FUNCTION**

The School Resource Officer (SRO) will work closely with school staff in identifying specific problems and focus on long-term solutions. The SRO will establish and maintain regular and consistent contact with the school administration and respond to any school safety issues. This relationship will provide for comprehensive and immediate accessibility to police resources.

## **REPRESENTATIVE DUTIES**

The SRO will maintain a highly visible and open presence on each campus to encourage positive student interaction. Each officer will closely monitor the various functions within the school and youth community. The SRO should also be present at any school function when there is a reasonable likelihood that the function has the potential for violence or criminal activity. It is recommended that each officer develop a service-relationship with the principals of the local feeder schools. Additionally, off-campus duties may include picking up truants and transporting them back to campus, and networking (Community Oriented Policing) with community businesses and neighbors. Officers, while working on duty in the capacity as a peace officer, will be considered authorized chaperones for school related trips, competitions, and other related school activities.

The SRO will work closely with any conflict resolution or truancy program at each site. They may participate in conflict resolution, restorative justice, and crime awareness. In addition, as appropriate, and when not in conflict with their duties to enforce criminal laws, the SRO may utilize restorative practices when engaging with students to the extent appropriate in their experience and judgment. The SRO shall be provided training opportunities in restorative justice, implicit bias, and trauma-informed strategies as appropriate.

The SRO will coordinate with the Safe School Director to establish a schedule of presentations and training to students, school staff, and parents, as requested, on school safety and crime prevention issues. They will act as a coordinator for presentation requests outside of the officer's expertise.

The SRO will act as an intelligence gatherer and liaison officer for the school site and the Police Department and will bridge the gap between community and school related law enforcement problems. The officer will work on prevention, intervention, and suppression of all the drug and/or gang activity occurring in and around the schools.

The SRO should follow-up on investigations of crimes that occur on or near the school campuses when possible. The officer should endeavor to identify physical changes in the environment that may reduce crime in and around the school.

The SRO will have the capabilities for rapid, mutual-aid support from other government agencies. They will assist the school administration from other government agencies. They will assist the school administration in developing school policies that address

#### EXHIBIT A

---

crime and recommend procedural changes. The SRO will read and analyze their school's Emergency Preparedness plan.

The SRO will solve conflicts among youth groups within the school environment. They will operate under the philosophy of community-oriented policing and problem solving on school campuses and surrounding neighborhoods.

There are three (3) times that have been determined as "critical" at the high school campuses. These times are: before school, during lunch, and after school. Therefore, the Officer's presence on the campus during these times is essential. Exceptions to this may include an emergency call to another school or an emergency in the nearby community.

#### **SCHOOL RESOURCE SERGEANT**

The supervising Sergeant's role in the SRO program is extremely important. The District will rely on this Sergeant to communicate the needs of the District to the Officers. Additionally, the Sergeant will share the Officer's needs and concerns with the District liaison. The following is a list of the areas where the Sergeant can assist the District:

Coordinate with the Director of Safe Schools to meet and become acquainted with school administrators.

Collaborate with the Director of Safe Schools on strategic development and needed training of SROs.

Consult with Director of Safe Schools regarding the need for SPD special units on non-emergency situations.

Initiate and coordinate any needed training for officers or and assist in the development of safety bulletins for the schools.

Coordinate summer training for the officers and school staff.

Provide input and oversight on school safety issues and incidents.

Consult with the Director of Safe Schools as to the performance of the SROs.

Coordinate grievance procedures with the Director of Safe Schools.

Exhibit B

**Sacramento City Unified School District**

				Year 1			Year 2			Total
	Title	Rate <sup>3</sup>	Quantity	Aug - Dec 2018	Jan - Mar 2019	Apr - Jun 2019	Aug - Dec 2019	Jan - Mar 2020	Apr - Jun 2020	
Salary & Benefits <sup>1</sup>										
	Police Officer	\$ 157,305	8	429,161	314,610	314,610	442,035	324,048	324,048	2,148,513
	Police Sergeant	\$ 208,536	1	71,116	52,134	52,134	73,250	53,698	53,698	356,030
				500,277	366,744	366,744	515,285	377,746	377,746	2,504,543
Overtime <sup>2</sup>										
	Police Officer	\$ 73.70	1,700	50,116	37,587	37,587	51,619	38,715	38,715	254,339
	Police Sergeant	\$ 97.53	20	780	585	585	804	603	603	3,960
				50,896	38,172	38,172	52,423	39,317	39,317	258,298
Fleet Maintenance	Police Vehicle	\$ 15,600	9	47,880	35,100	29,250	47,880	35,100	29,250	224,460
TOTAL				\$ 599,053	\$ 440,016	\$ 434,166	\$ 615,588	\$ 452,164	\$ 446,314	\$ 2,987,301

1 - Estimated 3% increase effective 7/1/19.

2 - Estimated rate increase of 3% effective 7/1/19. Number of overtime hours is an average of actual overtime hours worked in fiscal year 2016/17 plus 75 extra hours. Actual overtime expenses will vary depending on the actual number of overtime hours worked.

3 - Salary & Benefits is an annual, full year Officer rate. Overtime is an hourly rate. Fleet Maintenance is an annual rate.

## AGREEMENT FOR SERVICES

Between

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Youth Development Support Services Department**  
**And**  
**Boys and Girls Clubs of Greater Sacramento**

The Sacramento City Unified School District ("District") and the Boys and Girls Clubs (BGC) collectively hereinafter referred to as "the Parties" hereby enter into this Agreement for program services ("Agreement") effective on August 1<sup>st</sup>, 2018 ("Effective Date") with respect to the following recitals:

### RECITALS

WHEREAS, the District desires to engage Boys and Girls Clubs of Sacramento to develop, maintain and sustain programs that offer support services to **Edward Kemble Elementary** and **Ethel I Baker Elementary** programs and recreational activities supporting the After School Education and Safety (ASES) expanded learning programs at Edward Kemble and at BGC Teichert Branch sites during the school year 2018-2019. This collaboration is designed to provide students opportunities to expand learning, promote academic achievement, assist children and adults from low-income families to achieve challenging state content standards, provide opportunities for parents to actively participate in their children's education, provide safe, supervised, and high-quality expanded learning care for students; and deter tobacco, alcohol and other drug use; and

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Roles and Responsibilities.

- i. BGC shall adhere to Attachment A Scope of Services; Attachment B Expanded Learning Programs Expectations; and all expectations outlined in the SCUSD Expanded Learning Program Manual (located on SCUSD Youth Development Website);
- ii. BGC shall adhere to scope of services outlined in SCUSD Contract Terms and Conditions
- iii. District shall adhere to scope of service outlined in Attachment A. District shall provide funding pursuant to Paragraph B, below. District shall provide and coordinate space and location of all District-sponsored expanded learning professional development, meetings, and trainings. District shall coordinate the convening of all contractors to facilitate program planning and modifications.

B. Payment. For provision of services pursuant to this Agreement, and meeting required attendance target, or a minimum of 85% of said target based on 180 days, District shall reimburse BGC for direct services not to exceed **\$168,805.00** be made in installments upon receipt of properly submitted invoices. Within one month of commencement of the services outlined in this Agreement, the Provider shall provide documentation supporting that it is able to meet 85% of the required target attendance. Failure to provide evidence of meeting 85% of target attendance may result in the immediate termination of the Agreement. In the event of termination, payment will not be initiated for any services not rendered.



Breakdown:

<b>Program</b>	<b>School Name</b>	<b>Contract Amount</b>	<b>Attendance Target Days (180)</b>
ASES	Edward Kemble	\$104,005.00	83
District Funds – After School	Ethel I Baker	\$64,800.00	60
<b>Total Amount</b>		<b>\$168,805.00</b>	

The final installment shall not be invoiced by BGC or due until completion of all obligations pursuant to this Agreement. For provisions of services pursuant to this Agreement, BGC shall provide documentation of **\$25,320.75** as in-kind match (15% of the contract amount) to the District.

C. **Independent Contractor.** While engaged in providing the services in this Agreement, and otherwise performing as set forth in this Agreement, BGC and each of BGC employees, is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.

D. **Insurance Requirements.** Prior to commencement of services and during the life of this Agreement, BGC shall provide the District with a copy of its certificates of insurance evidencing its comprehensive general liability insurance, employment practices liability insurance, and directors and officers coverages in sums of not less than \$1,000,000 per occurrence. BGC will also provide a written endorsement to such policies-naming District as an additional insured and such endorsement shall also state, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." If insurance is not kept in force during the entire term of the Agreement, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the BGC to the District.

E. **Fingerprinting Requirements.** BGC agrees that any employee it provides to District shall be subject to the fingerprinting and TB requirements set forth in the California Education Code. Pursuant to Education Code Section 45125.1, BGC shall certify in writing to the District that neither the employer nor any of its employees who are required to have their fingerprints submitted to the Department of Justice and who may come in contact with pupils have been convicted of a felony as defined in Section 45122.1. Contractor will provide a complete list to the District of all employees cleared by the DOJ who will provide services under this Agreement. BGC shall obtain subsequent arrest service from DOJ for on-going notification regarding an individual whose fingerprints were submitted pursuant to Section 45125.1. Upon receipt of such a subsequent arrest notification from DOJ, BGC shall within 24 hours notify District of such a subsequent arrest notification. If an employee is disqualified from working for District pursuant to the requirements of the California Education Code, BGC agrees to provide a replacement employee within 15 days of receiving notification that the previous employee has been disqualified. Failure to adhere to the terms of this provision is grounds for termination of the Agreement. Agency will provide the District with livescan contact information to receive alerts when livescans are complete.

F. Confidential Records and Data. Each Party shall not disclose confidential records received from the other Party, including student records pursuant to FERPA, 20 U.S.C. § 1232g, *et seq.*, and California Education Code Section 49060, *et seq.* BGC shall maintain the confidentiality of student or pupil records and shall not disclose such records to any third parties without the express written approval of the District. In the event a Party receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, said Party shall tender the request to the other Party who shall be responsible for addressing said request, including the defense of its claim of confidentiality. The Party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

G. Period of Agreement. The term of this Agreement shall be from August 1, 2018, through June 30, 2019. This Agreement may be terminated by either Party at any time, for any reason, with or without cause, by providing at least sixty (60) days written notice.

The District may terminate this Contract with cause upon written notice of intention to terminate for cause. A Termination for Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by the Contractor exposing the District to liability to others for personal injury or property damage; or (c) the Contractor is adjudged as bankrupt; Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Contract shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District. Written notice by the District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

H. Indemnity. BGC agrees to indemnify and hold harmless the District and its successors, assigns, trustees, officers, employees, staff, agents and students from and against all actions, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, willful misconduct, negligence, injury or other causes of action or liability proximately caused by BGC and/or its successors, assigns, directors, employees, officers, and agents related this Agreement. BGC has no obligation under this Agreement to indemnify and hold harmless the District and is not liable for any actions, causes of action, claims and demands whatsoever, and for any costs, damages, expenses, charges, debts or other liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, negligence, injury or other causes of action or liability proximately caused by the District and/or its successors, assigns, trustees, officers, employees, staff, agents or students. The parties expressly agree that the indemnity obligation set forth in this Agreement shall remain in full force and effect during the term of this Agreement. The parties further agree that said indemnity obligations shall survive the termination of this Agreement for any actual or alleged act, omission, negligence, injury or other causes of action or liability that occurred during the term of this Agreement.

I. Nondiscrimination. It is the policy of the District that in connection with all services performed under contract, there will be no discrimination against any prospective or active employee engaged in the

work because of race, color, ancestry, national origin, handicap, religious creed, sex, gender identity, sexual orientation, age or marital status. Contractor agrees to comply with applicable federal and California laws including, but not limited to, the California Fair Employment and Housing Act.

J. Severability. If any provisions of this Agreement are held to be contrary to law by final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

K. Applicable Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Sacramento County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

L. Assignment. This Agreement is made by and between BGC and the District and any attempted assignment by them, their successors or assigns shall be void unless approved in writing by all parties.

M. Entire Agreement. This Agreement constitutes the entire agreement between BGC and the District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications and understandings of any nature whatsoever, with respect to the same subject matter unless expressly included in this Agreement. The parties hereby waive the presumption that any ambiguities in a contract are read against the drafter of same. The parties further agree and represent that each of them are the drafters of every part of this Agreement.

N. Amendments. The terms of this Agreement shall not be amended in any manner except by written agreement signed by the parties.

O. Execution In Counterparts. This Agreement may be executed in counterparts such that the signatures of the parties may appear on separate signature pages. Facsimile or photocopy signatures shall be deemed original signatures for all purposes.

P. Authority. Each party represents that they have the authority to enter into this Agreement and that the undersigned are authorized to execute this Agreement.

Q. Approval/Ratification by Board of Education. This Agreement shall be subject to approval/ratification by the District's Board of Education.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed in duplicate.

**DISTRICT:**

By: \_\_\_\_\_

John Quinto  
Chief Business Officer  
Sacramento City Unified School District

\_\_\_\_\_  
Date

**AGENCY NAME:**

By: \_\_\_\_\_

Authorized Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

DISTRICT shall:

1. Provide support for program evaluation
2. Recognize in all sponsored events and on brochures, flyers, and promotional materials as appropriate.
3. Provide a district Expanded Learning Specialist for each school that will provide the support and guidance needed to operate the Expanded Learning program.
4. Meet monthly with the PROGRAM MANAGER of BGC to identify program needs, assistance, and successes.
5. Designate a school staff contact person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
6. Help train program staff and volunteers on school procedures and the education/curriculum materials being used at the school that should be integrated into the program.
7. Help recruit students into the program and provide the program access to parents of participating students.
8. Help provide parents/students forums to obtain feedback on the program, what is working and what new services/program elements need to be added or modified.
9. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
10. Provide Expanded Learning snack that is consistent with requirements of the USDA.
11. Help coordinate custodial and storage needs of the program.
12. Meet regularly with the District contact person, BGC site liaison and site administrator to identify program needs, successes and assistance.
13. Provide a "Mid-Year" Partnership Report addressing strengths and areas for improvement for future partnership.
14. Assist with the coordination of field trips and special events by coordinating with the SCUSD transportation department.

Boys and Girls Clubs shall:

1. Provide a comprehensive Expanded Learning academic, enrichments and recreation program to include at least one hour of homework and tutoring assistance daily (includes all instructional days) from school closure until 6:00 PM (15 hours per week) at designated schools. Program elements shall also include other educational and enrichment/recreational activities, alcohol, tobacco and other drug education and prevention activities that are aligned to YDSS goals.
2. Work closely with school sites and District to keep student enrollment and daily attendance as close to and within the agreed upon parameter as outline in the grant award. Student days of attendance will be monitored by BGC and adjustments made to **ensure that the program maximizes all funding reimbursements not to exceed available funding.**
3. Work collaboratively with the District and the school to create a comprehensive program plan for the Expanded Learning program. The plan will be shared out with stakeholders.
4. Follow the Expanded Learning Procedural Manual.
5. Provide an "End of Year" Report on status of all outcomes and objectives.
6. Maintain and provide to the District monthly attendance and program activities records.
7. **BGC shall maintain 85% or above of targeted attendance for the school site for the entire year.**
8. Comply with requirements of the USDA related to administration and operation of Expanded Learning snack and other District-sponsored nutrition programs including SCUSD's Wellness Policy.
9. Supply the staff with materials, supervision and volunteer recruitment for designated school sites.
10. Develop special activities or field trips for the sites individually and collectively. BGC shall obtain prior parental permission for students' participation in District sponsored field trips and excursions, and obtain prior permission from the school site Principal or designee.
11. Attend and provide monthly reports at designed Partnership meetings, monthly PROVIDER AGENCY meetings, monthly PROGRAM MANAGERS meetings, as well as other planning meetings as necessary.
12. Work collaboratively with the other outside service providers contracted by the District to provide after school services at school sites.
13. Communicate progress of project/partnership development on a timely and consistent manner to the District.

14. Communicate new partnership opportunities with the District.
15. Advertise, when possible, project/partnership in newspaper, events, press releases, etc. with the prior approval of the District.
16. **Provide at least one full time PROGRAM MANAGER per program that is employed until end of contract 6/30/19 and sufficient staffing to maintain a 20:1 student/staff ratio.**
17. Utilize the Youth Development Support Services Quality Assurance tool, or a Self-Assessment Tool for Expanded Learning programs as the monitoring and evaluation device on a monthly basis.
18. Provide annual in-kind support and direct services that equates to approximately 15% of total contract and such financial support to be itemized and reported monthly to the District.
19. Meeting with the PROGRAM MANAGER and District contact person to identify program needs, successes and areas for assistance.
20. Act as liaison with parents in supporting family engagement.
21. Other areas as agreed upon by both parties.

School Site shall:

1. Designate a school staff person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
2. Help recruit program staff among school site staff and parents.
3. Help train program staff and volunteers on school procedures and educational/curriculum materials being used at the school that should be integrated into the program.
4. Help recruit students into the program and provide program access to parents of participating students.
5. Help provide parent/student forums for the program to obtain feedback on what is working and what new services/program elements need to be added or modified.
6. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
7. Help coordinate custodial and storage needs of the program.
8. Meet monthly or as needed with the PROGRAM MANAGER, district liaison, site liaison and/or site administrator to identify program needs, successes and assistance.

### **District Expectations for Expanded Learning Programs:**

The following guidelines are set forth to establish clear communication between the District staff and contracted Expanded Learning Programming Service Providers regarding District expectations.

1. Service Providers and their staff will adopt and work within the social justice youth development framework as they operate District programs. This may include:
  - a. Creating opportunities for youth-led activities and service learning
  - b. Involving youth in the decision-making process when appropriate
  - c. Encouraging youth civic engagement
  - d. Incorporating character education
2. Service Providers and their staff will be knowledgeable of and adhere to the regulations established in the Expanded Learning manual, including, but not limited to:
  - a. Requirements for Safety
  - b. Training on Child Sexual Abuse to all agency staff
  - c. Communication Protocol
  - d. Medical Protocol
  - e. Early Release/Late Arrival Policy
  - f. Program Hours Requirement: 15 hours per week for After School (ASES and 21<sup>st</sup> CCLC programs must remain open until 6:00 PM
  - g. District Disciplinary Protocol
  - h. SCUSD Wellness Policy
  - i. Field Trip Requirements – Including having a certificated district employee or agency/district employee who has acquired Activity Supervisor Clearance Certificate (ASCC).
3. Service Providers will maintain an environment that is physically and emotionally safe for children/youth and staff at all times. This includes:
  - a. Adequate supervision that includes keeping students within the visual line of sight for staff (age appropriate) at all times (excluding restroom breaks)
  - b. 20:1 student/staff ratio (Student to staff ratio during field trips should be according to the Field Trip guidelines.
  - c. Clear, positively stated program rules and expectations.
  - d. Engage in active supervision at all times including moving through program space, scanning environment and interacting with students to help prevent incidents from occurring.
4. Area representatives, Service Providers and their staff will communicate effectively and regularly with each other and maintain accurate contact information. This means:
  - a. Checking and answering e-mails and phone message daily
  - b. Incidents, issues and concerns will be communicated to the district within 24 hours
  - c. Regular and clear communication with parents via newsletters, phone calls, e-mails etc.
  - d. Checking district (Outlook) email regularly
5. Program staff will conduct themselves in a professional manner at all times by being:
  - a. Easily identifiable to parents and school staff by wearing badges in plain view while on duty
  - b. Prepared and ready at least 1 hour prior to start of programming
  - c. Regularly assess student interest via student surveys, classroom discussions, suggestion boxes etc., and make adjustments when necessary to ensure continued student engagement

6. In order to support academic achievement, Service Providers/staff should:
  - a. Have a general knowledge of the academic standing of their students in their program
  - b. Align Expanded Learning programs to the regular school day
  - c. **Each program site will have their own program plan based on the needs of their students**
  - d. Meet with administrators and teachers regularly. Maintain regular communication with site administrator or site designee
  - e. Be a part of the school community. Participate in staff meetings, school site council, school events such as Back to School Night, Open House etc.
  - f. A representative from each provider agency should serve on at least one school site committee such as the School Site Council, Safety Committee etc.
7. Review the School Accountability Report Card for your school site. This information is posted on the district's website at <http://www.scusd.edu/post/2016-2017-school-accountability-report-cards>.
8. Program Managers will perform on-going program observations utilizing the Expanded Learning Walk-Thru form in order to provide feedback to their staff.
9. All 21<sup>st</sup> Century Community Learning Centers/ASSETs programs must assess the need for family literacy services among adult family members of students served by the program. Based on that need, all programs must, at a minimum, either refer families to existing services or coordinate with Youth Development Support Services to deliver literacy and educational development services.
10. Area representatives will evaluate Expanded Learning programming based on student participation, adherence to the above mentioned guidelines, and on the analysis of the various assessment tools.
11. Agencies will participate in the SCUSD end of year youth voice survey with at least at 85% response rate.
12. Program managers and instructional aids will participate in district offered professional development.
13. Agency will include information about sexual harassment and child sexual abuse prevention in all new employee orientations.



## Attachment C - Data Sharing Agreement

---

This Data Sharing Agreement is entered into between Sacramento City Unified School District ("LEA") and Boys & Girls Club ("Service Provider") on August 1, 2018.

**WHEREAS**, the LEA is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 ("AB 1584", currently found in Education Code section 49073.1), the California Education Code, the Children's Online Privacy and Protection Act ("COPPA"), and the Family Educational Rights and Privacy Act ("FERPA");

**WHEREAS**, Education Code Section 49073.1 requires, in part, that any agreement entered into, renewed or amended after August 1, 2018 between a local education agency and a third-party service provider must include certain terms; and

**WHEREAS**, the LEA and the Service Provider desire to have the Technology Services Agreement and the services comply with Education Code Section 49073.1.;

**NOW, THEREFORE**, for good and valuable consideration, the Parties agree as follows:

1. Service Provider shall not use any information in a Pupil Record for any purpose other than those required or specifically permitted by the Technology Services Agreement. For the purposes of this Agreement, a "Pupil Record" or Pupil Records" include any information directly related to a pupil that is maintained by the LEA or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other LEA employees. Pupil Records does not include de-identified information (information that, on its own or in aggregate, cannot be used to identify an individual pupil) used by the third party (1) to improve educational products for adaptive learning purposes and for customized pupil learning; (2) to demonstrate the effectiveness of the operator's products in the marketing of those products; or (3) for the development and improvement of educational sites, services, or applications.
2. All Pupil Records obtained by Service Provider from LEA continue to be the property of and under control of the LEA. The LEA retains exclusive control over student and staff data, including determining who may access data and how it may be used for legitimate authorized purposes.
3. Service Provider shall provide a means by which its employees, when so authorized, can search and export Pupil Records through reasonable procedures such that the LEA can respond to a parent, legal guardian or eligible student who seeks to review personally identifiable information on the pupil's records or correct erroneous information. Service Provider shall provide procedures for the transfer of pupil-generated content to an account, format or medium designated by the LEA.
4. Service Provider may not distribute Pupil Records to any third party without LEA's express written consent or as permitted by the Agreement, unless required by law. Unless permitted by the Agreement, use of subcontractors and subcontractor access to Pupil Records must be approved in writing by the LEA. Service Provider will ensure that approved subcontractors adhere to all

provisions of the Technical Services Agreement and this Agreement. Provider ensures that any subcontractor or subprocessor that it engages to process, store or access Pupil Records has adequate technical security and organizational measures in place to keep Pupil Records secure and to comply with the terms of the Technical Services Agreement and this Agreement

5. Service Provider shall take actions to ensure the security and confidentiality of Pupil Records, including but not limited to designating and training responsible individuals on ensuring the security and confidentiality of Pupil Records.

- 5.1 Service Provider shall maintain all data obtained or generated pursuant to the Agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to the Agreement except as necessary to fulfill the purpose of the original request. Service Provider shall warrant that security measures are in place to help protect against loss, misuse and alteration of the data under Service Provider's control. When the Service or data are accessed using a supported web browser, Secure Socket Layer ("SSL") or equivalent technology protects information, using both server authentication and data encryption to help ensure that data are safe, secure and available to only authorized users. Service Provider shall host content pursuant to the Service in a secure server environment that uses firewalls and other advanced technology to prevent interference or access from outside intruders. Where applicable, the Service will require unique account identifiers, usernames and passwords that must be entered each time a client or user signs on.

6. Notwithstanding section 6.1 below, Service Provider certifies that Pupil Records shall not be retained or available to the Service Provider or any such third party that the Service Provider has contracted with for the purpose of providing the Service following the completion of the terms of the Technology Services Agreement. Service Provider shall destroy or return to the LEA all Pupil Records obtained pursuant to the Technology Services Agreement when such Pupil Records are no longer required for the Service, or within a reasonable period of time. Nothing in this Agreement authorizes the Service Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposal of Pupil Records following the Service.

- 6.1 Service Provider may retain a specific pupil's records in the event that that pupil chooses to establish or maintain an account with the Service Provider for the purpose of storing pupil-generated content, either by retaining possession and control of their own pupil-generated content or by transferring pupil-generated content to a personal account.

7. Upon becoming aware of any unlawful or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider, Service Provider will take the following measures:

- 7.1 Promptly notify the LEA of the suspected or actual incident. This typically will occur within 24 hours of confirmation of the incident;

- 7.2 Promptly investigate the incident and provide LEA with detailed information regarding the incident, including the identity of affected Pupil Records and Users; and

- 7.3 Assist the LEA in notifying affected users, affected parents, and legal guardians of the unauthorized access to Pupil Records and of commercially reasonable steps to mitigate the

effects and to minimize any damage resulting from the incident. Service Provider shall be responsible for all costs associated with providing said notifications and the costs of commercially reasonable remedies in response to a data breach or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider. Service Provider shall have obtained a sufficient cyber-liability insurance policy that provides for a number of potential remedies, such as credit monitoring for affected parties, fraud coverage, crisis management communications coverage, business interruption coverage, and data restoration coverage, among others.

8. The terms and conditions of the Technology Services Agreement and any addenda are incorporated herein by reference. This Agreement shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA and Education Code Section 49073.1. In the event there is a conflict between the terms of this Agreement and the Technology Services Agreement or any other agreement or contract document(s) pertaining to the Technology Services Agreement, the terms of this Agreement shall apply. Notwithstanding the above statement, all other provisions of the Technology Services Agreement shall remain unaffected.
9. The term of this Agreement shall expire on the termination date stated in the Technology Services Agreement or in any addenda to such Technology Services Agreement, whichever controls.
10. Neither LEA nor Service Provider may modify or amend the terms of this Agreement without mutual written consent.

**IN WITNESS WHEREOF**, parties execute this Agreement on the dates set forth below.

\_\_\_\_\_  
SCUSD Representative

Kimberly Key  
Boys & Girls Club

\_\_\_\_\_  
Chief Information Officer

CEO  
[Title]

\_\_\_\_\_  
[DATE]

9-4-18  
[DATE]

## AGREEMENT FOR SERVICES

Between

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Youth Development Support Services Department  
And  
Center for Fathers and Families**

The Sacramento City Unified School District ("District") and the Center for Fathers and Families (CFF) collectively hereinafter referred to as "the Parties" hereby enter into this Agreement for program services ("Agreement") effective on August 1<sup>st</sup>, 2018 ("Effective Date") with respect to the following recitals:

### RECITALS

WHEREAS, the District desires to engage Center for Fathers and Families to develop, maintain and sustain programs that offer support services to **Father Keith B. Kenny, H.W. Harkness, Isador Cohen and New Joseph Bonnheim Elementary** programs and recreational activities supporting the After School Education and Safety (ASES), 21<sup>st</sup> Century Community Learning Centers expanded learning programs at the above mentioned school during the school year 2018-2019. This collaboration is designed to provide students opportunities to expand learning, promote academic achievement, assist children and adults from low-income families to achieve challenging state content standards, provide opportunities for parents to actively participate in their children's education, provide safe, supervised, and high-quality expanded learning care for students; and deter tobacco, alcohol and other drug use; and

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Roles and Responsibilities.

- i. CFF shall adhere to Attachment A Scope of Services; Attachment B Expanded Learning Programs Expectations; and all expectations outlined in the SCUSD Expanded Learning Program Manual (located on SCUSD Youth Development Website);
- ii. CFF shall adhere to scope of services outlined in SCUSD Contract Terms and Conditions
- iii. District shall adhere to scope of service outlined in Attachment A. District shall provide funding pursuant to Paragraph B, below. District shall provide and coordinate space and location of all District-sponsored expanded learning professional development, meetings, and trainings. District shall coordinate the convening of all contractors to facilitate program planning and modifications.

B. Payment. For provision of services pursuant to this Agreement, and meeting required attendance target, or a minimum of 85% of said target based on 180 days, District shall reimburse CFF for direct services not to exceed **\$524,181.83** be made in installments upon receipt of properly submitted invoices. Within one month of commencement of the services outlined in this Agreement, the Provider shall provide documentation supporting that it is able to meet 85% of the required target attendance. Failure to provide evidence of meeting 85% of target attendance may result in the immediate termination of the Agreement. In the event of termination, payment will not be initiated for any services not rendered.

Breakdown:

Program	School Name	Contract Amount	Attendance Target Days (180)
ASES	Father Keith B. Kenny	\$129,483.90	103
ASES	H.W. Harkness	\$121,246.13	97
ASES	Isador Cohen	\$104,422.50	83
21 <sup>st</sup> CLC After School	Isador Cohen	\$34,425.00	30
21 <sup>st</sup> CLC Before School	Isador Cohen	\$30,600.00	40
ASES	New Joseph Bonenheim	\$104,004.30	83
<b>Total Amount</b>		<b>\$524,181.83</b>	

The final installment shall not be invoiced by CFF or due until completion of all obligations pursuant to this Agreement. For provisions of services pursuant to this Agreement, CFF shall provide documentation of \$78,627.27 as in-kind match (15% of the contract amount) to the District.

C. Independent Contractor. While engaged in providing the services in this Agreement, and otherwise performing as set forth in this Agreement, CFF and each of CFF employees, is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.

D. Insurance Requirements. Prior to commencement of services and during the life of this Agreement, CFF shall provide the District with a copy of its certificates of insurance evidencing its comprehensive general liability insurance, employment practices liability insurance, and directors and officers coverages in sums of not less than \$1,000,000 per occurrence. CFF will also provide a written endorsement to such policies-naming District as an additional insured and such endorsement shall also state, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." If insurance is not kept in force during the entire term of the Agreement, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the CFF to the District.

E. Fingerprinting Requirements. CFF agrees that any employee it provides to District shall be subject to the fingerprinting and TB requirements set forth in the California Education Code. Pursuant to Education Code Section 45125.1, CFF shall certify in writing to the District that neither the employer nor any of its employees who are required to have their fingerprints submitted to the Department of Justice and who may come in contact with pupils have been convicted of a felony as defined in Section 45122.1. Contractor will provide a complete list to the District of all employees cleared by the DOJ who will provide services under this Agreement. CFF shall obtain subsequent arrest service from DOJ for on-going notification regarding an individual whose fingerprints were submitted pursuant to Section 45125.1. Upon receipt of such a subsequent arrest notification from DOJ, CFF shall within 24 hours notify District of such a subsequent arrest notification. If an employee is disqualified from working for District pursuant to the requirements of the California Education Code, CFF agrees to provide a replacement employee within 15 days of receiving notification that the previous employee has been disqualified. Failure to

adhere to the terms of this provision is grounds for termination of the Agreement. Agency will provide the District with livescan contact information to receive alerts when livescans are complete.

F. Confidential Records and Data. Each Party shall not disclose confidential records received from the other Party, including student records pursuant to FERPA, 20 U.S.C. § 1232g, *et seq.*, and California Education Code Section 49060, *et seq.* CFF shall maintain the confidentiality of student or pupil records and shall not disclose such records to any third parties without the express written approval of the District. In the event a Party receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, said Party shall tender the request to the other Party who shall be responsible for addressing said request, including the defense of its claim of confidentiality. The Party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

G. Period of Agreement. The term of this Agreement shall be from August 1, 2018, through June 30, 2019. This Agreement may be terminated by either Party at any time, for any reason, with or without cause, by providing at least sixty (60) days written notice.

The District may terminate this Contract with cause upon written notice of intention to terminate for cause. A Termination for Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by the Contractor exposing the District to liability to others for personal injury or property damage; or (c) the Contractor is adjudged as bankrupt; Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Contract shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District. Written notice by the District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

H. Indemnity. CFF agrees to indemnify and hold harmless the District and its successors, assigns, trustees, officers, employees, staff, agents and students from and against all actions, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, willful misconduct, negligence, injury or other causes of action or liability proximately caused by CFF and/or its successors, assigns, directors, employees, officers, and agents related this Agreement. CFF has no obligation under this Agreement to indemnify and hold harmless the District and is not liable for any actions, causes of action, claims and demands whatsoever, and for any costs, damages, expenses, charges, debts or other liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, negligence, injury or other causes of action or liability proximately caused by the District and/or its successors, assigns, trustees, officers, employees, staff, agents or students. The parties expressly agree that the indemnity obligation set forth in this Agreement shall remain in full force and effect during the term of this Agreement. The parties further agree that said indemnity obligations shall survive the termination of this Agreement for any actual or alleged act, omission, negligence, injury or other causes of action or liability that occurred during the term of this Agreement.

I. Nondiscrimination. It is the policy of the District that in connection with all services performed under contract, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, handicap, religious creed, sex, gender identity, sexual orientation, age or marital status. Contractor agrees to comply with applicable federal and California laws including, but not limited to, the California Fair Employment and Housing Act.

J. Severability. If any provisions of this Agreement are held to be contrary to law by final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

K. Applicable Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Sacramento County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

L. Assignment. This Agreement is made by and between CFF and the District and any attempted assignment by them, their successors or assigns shall be void unless approved in writing by all parties.

M. Entire Agreement. This Agreement constitutes the entire agreement between CFF and the District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications and understandings of any nature whatsoever, with respect to the same subject matter unless expressly included in this Agreement. The parties hereby waive the presumption that any ambiguities in a contract are read against the drafter of same. The parties further agree and represent that each of them are the drafters of every part of this Agreement.

N. Amendments. The terms of this Agreement shall not be amended in any manner except by written agreement signed by the parties.

O. Execution In Counterparts. This Agreement may be executed in counterparts such that the signatures of the parties may appear on separate signature pages. Facsimile or photocopy signatures shall be deemed original signatures for all purposes.

P. Authority. Each party represents that they have the authority to enter into this Agreement and that the undersigned are authorized to execute this Agreement.

Q. Approval/Ratification by Board of Education. This Agreement shall be subject to approval/ratification by the District's Board of Education.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate.

**DISTRICT:**

By: \_\_\_\_\_  
John Quinto  
Chief Business Officer  
Sacramento City Unified School District

\_\_\_\_\_  
Date

AGENCY NAME:

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
8/31/18  
Date

Print Name: RICHARD T. JENNINGS, ID

Title: CEO



Sacramento City Unified School District and Center for Fathers and Families:  
Attachment A

---

DISTRICT shall:

1. Provide support for program evaluation
2. Recognize in all sponsored events and on brochures, flyers, and promotional materials as appropriate.
3. Provide a district Expanded Learning Specialist for each school that will provide the support and guidance needed to operate the Expanded Learning program.
4. Meet monthly with the PROGRAM MANAGER of CENTER FOR FATHERS AND FAMILIES to identify program needs, assistance, and successes.
5. Designate a school staff contact person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
6. Help train program staff and volunteers on school procedures and the education/curriculum materials being used at the school that should be integrated into the program.
7. Help recruit students into the program and provide the program access to parents of participating students.
8. Help provide parents/students forums to obtain feedback on the program, what is working and what new services/program elements need to be added or modified.
9. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
10. Provide Expanded Learning snack that is consistent with requirements of the USDA.
11. Help coordinate custodial and storage needs of the program.
12. Meet regularly with the District contact person, CFF site liaison and site administrator to identify program needs, successes and assistance.
13. Provide a "Mid-Year" Partnership Report addressing strengths and areas for improvement for future partnership.
14. Assist with the coordination of field trips and special events by coordinating with the SCUSD transportation department.

Center for Fathers and Families shall:

1. Provide a comprehensive Expanded Learning academic, enrichments and recreation program to include at least one hour of homework and tutoring assistance daily (includes all instructional days) from school closure until 6:00 PM (15 hours per week) at designated schools. Program elements shall also include other educational and enrichment/recreational activities, alcohol, tobacco and other drug education and prevention activities that are aligned to YDSS goals.
2. Work closely with school sites and District to keep student enrollment and daily attendance as close to and within the agreed upon parameter as outline in the grant award. Student days of attendance will be monitored by CFF and adjustments made to ensure that the program maximizes all funding reimbursements not to exceed available funding.
3. Work collaboratively with the District and the school to create a comprehensive program plan for the Expanded Learning program. The plan will be shared out with stakeholders.
4. Follow the Expanded Learning Procedural Manual.
5. Provide an "End of Year" Report on status of all outcomes and objectives.
6. Maintain and provide to the District monthly attendance and program activities records.
7. **CFF shall maintain 85% or above of targeted attendance for the school site for the entire year.**
8. Comply with requirements of the USDA related to administration and operation of Expanded Learning snack and other District-sponsored nutrition programs including SCUSD's Wellness Policy.
9. Supply the staff with materials, supervision and volunteer recruitment for designated school sites.
10. Develop special activities or field trips for the sites individually and collectively. CFF shall obtain prior parental permission for students' participation in District sponsored field trips and excursions, and obtain prior permission from the school site Principal or designee.
11. Attend and provide monthly reports at designed Partnership meetings, monthly PROVIDER AGENCY meetings, monthly PROGRAM MANAGERS meetings, as well as other planning meetings as necessary.
12. Work collaboratively with the other outside service providers contracted by the District to provide after school services at school sites.
13. Communicate progress of project/partnership development on a timely and consistent manner to the District.

14. Communicate new partnership opportunities with the District.
15. Advertise, when possible, project/partnership in newspaper, events, press releases, etc. with the prior approval of the District.
16. **Provide at least one full time PROGRAM MANAGER per program that is employed until end of contract 6/30/19 and sufficient staffing to maintain a 20:1 student/staff ratio.**
17. Utilize the Youth Development Support Services Quality Assurance tool, or a Self-Assessment Tool for Expanded Learning programs as the monitoring and evaluation device on a monthly basis.
18. Provide annual in-kind support and direct services that equates to approximately 15% of total contract and such financial support to be itemized and reported monthly to the District.
19. Meeting with the PROGRAM MANAGER and District contact person to identify program needs, successes and areas for assistance.
20. Act as liaison with parents in supporting family engagement.
21. Other areas as agreed upon by both parties.

School Site shall:

1. Designate a school staff person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
2. Help recruit program staff among school site staff and parents.
3. Help train program staff and volunteers on school procedures and educational/curriculum materials being used at the school that should be integrated into the program.
4. Help recruit students into the program and provide program access to parents of participating students.
5. Help provide parent/student forums for the program to obtain feedback on what is working and what new services/program elements need to be added or modified.
6. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
7. Help coordinate custodial and storage needs of the program.
8. Meet monthly or as needed with the PROGRAM MANAGER, district liaison, site liaison and/or site administrator to identify program needs, successes and assistance.

**District Expectations for Expanded Learning Programs:**

The following guidelines are set forth to establish clear communication between the District staff and contracted Expanded Learning Programming Service Providers regarding District expectations.

1. Service Providers and their staff will adopt and work within the social justice youth development framework as they operate District programs. This may include:
  - a. Creating opportunities for youth-led activities and service learning
  - b. Involving youth in the decision-making process when appropriate
  - c. Encouraging youth civic engagement
  - d. Incorporating character education
2. Service Providers and their staff will be knowledgeable of and adhere to the regulations established in the Expanded Learning manual, including, but not limited to:
  - a. Requirements for Safety
  - b. Training on Child Sexual Abuse to all agency staff
  - c. Communication Protocol
  - d. Medical Protocol
  - e. Early Release/Late Arrival Policy
  - f. Program Hours Requirement: 15 hours per week for After School (ASES and 21<sup>st</sup> CCLC programs must remain open until 6:00 PM); 7.5 hours per week for Before School Programming (Program must start at least 1.5 hours before the start of the regular day.
  - g. District Disciplinary Protocol
  - h. SCUSD Wellness Policy
  - i. Field Trip Requirements – Including having a certificated district employee or agency/district employee who has acquired Activity Supervisor Clearance Certificate (ASCC).
3. Service Providers will maintain an environment that is physically and emotionally safe for children/youth and staff at all times. This includes:
  - a. Adequate supervision that includes keeping students within the visual line of sight for staff (age appropriate) at all times (excluding restroom breaks)
  - b. 20:1 student/staff ratio (Student to staff ratio during field trips should be according to the Field Trip guidelines.
  - c. Clear, positively stated program rules and expectations.
  - d. Engage in active supervision at all times including moving through program space, scanning environment and interacting with students to help prevent incidents from occurring.
4. Area representatives, Service Providers and their staff will communicate effectively and regularly with each other and maintain accurate contact information. This means:
  - a. Checking and answering e-mails and phone message daily
  - b. Incidents, issues and concerns will be communicated to the district within 24 hours
  - c. Regular and clear communication with parents via newsletters, phone calls, e-mails etc.
  - d. Checking district (Outlook) email regularly
5. Program staff will conduct themselves in a professional manner at all times by being:
  - a. Easily identifiable to parents and school staff by wearing badges in plain view while on duty
  - b. Prepared and ready at least 1 hour prior to start of programming

- c. Regularly assess student interest via student surveys, classroom discussions, suggestion boxes etc., and make adjustments when necessary to ensure continued student engagement
6. In order to support academic achievement, Service Providers/staff should:
- a. Have a general knowledge of the academic standing of their students in their program
  - b. Align Expanded Learning programs to the regular school day
  - c. **Each program site will have their own program plan based on the needs of their students**
  - d. Meet with administrators and teachers regularly. Maintain regular communication with site administrator or site designee
  - e. Be a part of the school community. Participate in staff meetings, school site council, school events such as Back to School Night, Open House etc.
  - f. A representative from each provider agency should serve on at least one school site committee such as the School Site Council, Safety Committee etc.
7. Review the School Accountability Report Card for your school site. This information is posted on the district's website at <http://www.scusd.edu/post/2016-2017-school-accountability-report-cards>.
8. Program Managers will perform on-going program observations utilizing the Expanded Learning Walk-Thru form in order to provide feedback to their staff.
9. All programs must assess the need for family literacy services among adult family members of student served by the program. Based on that need, all programs must, at a minimum, either refer families to existing services or coordinate with Youth Development Support Services to deliver literacy and educational development services.
10. Area representatives will evaluate Expanded Learning programming based on student participation, adherence to the above mentioned guidelines, and on the analysis of the various assessment tools.
11. Agencies will participate in the SCUSD end of year youth voice survey with at least at 85% response rate.
12. Program managers and instructional aids will participate in district offered professional development.
13. Agency will include information about sexual harassment and child sexual abuse prevention in all new employee orientations.

## Attachment C - Data Sharing Agreement

---

This Data Sharing Agreement is entered into between Sacramento City Unified School District ("LEA") and Center for Fathers and Families ("Service Provider") on August 1, 2018.

**WHEREAS**, the LEA is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 ("AB 1584", currently found in Education Code section 49073.1), the California Education Code, the Children's Online Privacy and Protection Act ("COPPA"), and the Family Educational Rights and Privacy Act ("FERPA");

**WHEREAS**, Education Code Section 49073.1 requires, in part, that any agreement entered into, renewed or amended after August 1, 2018 between a local education agency and a third-party service provider must include certain terms; and

**WHEREAS**, the LEA and the Service Provider desire to have the Technology Services Agreement and the services comply with Education Code Section 49073.1.;

**NOW, THEREFORE**, for good and valuable consideration, the Parties agree as follows:

1. Service Provider shall not use any information in a Pupil Record for any purpose other than those required or specifically permitted by the Technology Services Agreement. For the purposes of this Agreement, a "Pupil Record" or Pupil Records" include any information directly related to a pupil that is maintained by the LEA or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other LEA employees. Pupil Records does not include de-identified information (information that, on its own or in aggregate, cannot be used to identify an individual pupil) used by the third party (1) to improve educational products for adaptive learning purposes and for customized pupil learning; (2) to demonstrate the effectiveness of the operator's products in the marketing of those products; or (3) for the development and improvement of educational sites, services, or applications.
2. All Pupil Records obtained by Service Provider from LEA continue to be the property of and under control of the LEA. The LEA retains exclusive control over student and staff data, including determining who may access data and how it may be used for legitimate authorized purposes.
3. Service Provider shall provide a means by which its employees, when so authorized, can search and export Pupil Records through reasonable procedures such that the LEA can respond to a parent, legal guardian or eligible student who seeks to review personally identifiable information on the pupil's records or correct erroneous information. Service Provider shall provide procedures for the transfer of pupil-generated content to an account, format or medium designated by the LEA.
4. Service Provider may not distribute Pupil Records to any third party without LEA's express written consent or as permitted by the Agreement, unless required by law. Unless permitted by the Agreement, use of subcontractors and subcontractor access to Pupil Records must be approved in writing by the LEA. Service Provider will ensure that approved subcontractors adhere to all

provisions of the Technical Services Agreement and this Agreement. Provider ensures that any subcontractor or subprocessor that it engages to process, store or access Pupil Records has adequate technical security and organizational measures in place to keep Pupil Records secure and to comply with the terms of the Technical Services Agreement and this Agreement

5. Service Provider shall take actions to ensure the security and confidentiality of Pupil Records, including but not limited to designating and training responsible individuals on ensuring the security and confidentiality of Pupil Records.
  - 5.1 Service Provider shall maintain all data obtained or generated pursuant to the Agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to the Agreement except as necessary to fulfill the purpose of the original request. Service Provider shall warrant that security measures are in place to help protect against loss, misuse and alteration of the data under Service Provider's control. When the Service or data are accessed using a supported web browser, Secure Socket Layer ("SSL") or equivalent technology protects information, using both server authentication and data encryption to help ensure that data are safe, secure and available to only authorized users. Service Provider shall host content pursuant to the Service in a secure server environment that uses firewalls and other advanced technology to prevent interference or access from outside intruders. Where applicable, the Service will require unique account identifiers, usernames and passwords that must be entered each time a client or user signs on.
6. Notwithstanding section 6.1 below, Service Provider certifies that Pupil Records shall not be retained or available to the Service Provider or any such third party that the Service Provider has contracted with for the purpose of providing the Service following the completion of the terms of the Technology Services Agreement. Service Provider shall destroy or return to the LEA all Pupil Records obtained pursuant to the Technology Services Agreement when such Pupil Records are no longer required for the Service, or within a reasonable period of time. Nothing in this Agreement authorizes the Service Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposal of Pupil Records following the Service.
  - 6.1 Service Provider may retain a specific pupil's records in the event that that pupil chooses to establish or maintain an account with the Service Provider for the purpose of storing pupil-generated content, either by retaining possession and control of their own pupil-generated content or by transferring pupil-generated content to a personal account.
7. Upon becoming aware of any unlawful or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider, Service Provider will take the following measures:
  - 7.1 Promptly notify the LEA of the suspected or actual incident. This typically will occur within 24 hours of confirmation of the incident;
  - 7.2 Promptly investigate the incident and provide LEA with detailed information regarding the incident, including the identity of affected Pupil Records and Users; and
  - 7.3 Assist the LEA in notifying affected users, affected parents, and legal guardians of the unauthorized access to Pupil Records and of commercially reasonable steps to mitigate the

effects and to minimize any damage resulting from the incident. Service Provider shall be responsible for all costs associated with providing said notifications and the costs of commercially reasonable remedies in response to a data breach or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider. Service Provider shall have obtained a sufficient cyber-liability insurance policy that provides for a number of potential remedies, such as credit monitoring for affected parties, fraud coverage, crisis management communications coverage, business interruption coverage, and data restoration coverage, among others.

8. The terms and conditions of the Technology Services Agreement and any addenda are incorporated herein by reference. This Agreement shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA and Education Code Section 49073.1. . In the event there is a conflict between the terms of this Agreement and the Technology Services Agreement or any other agreement or contract document(s) pertaining to the Technology Services Agreement, the terms of this Agreement shall apply. Notwithstanding the above statement, all other provisions of the Technology Services Agreement shall remain unaffected.
9. The term of this Agreement shall expire on the termination date stated in the Technology Services Agreement or in any addenda to such Technology Services Agreement, whichever controls.
10. Neither LEA nor Service Provider may modify or amend the terms of this Agreement without mutual written consent.

**IN WITNESS WHEREOF**, parties execute this Agreement on the dates set forth below.

\_\_\_\_\_  
SCUSD Representative

\_\_\_\_\_  
Chief Information Officer

\_\_\_\_\_  
[DATE]

  
Center for Fathers and Families

  
[Title]

  
[DATE]

## AGREEMENT FOR SERVICES

Between

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Youth Development Support Services Department  
And  
City of Sacramento, Teen Services**

The Sacramento City Unified School District ("District") and the City of Sacramento, Teen Services (CITY OF SAC) collectively hereinafter referred to as "the Parties" hereby enter into this Agreement for program services ("Agreement") effective on August 1<sup>st</sup>, 2018 ("Effective Date") with respect to the following recitals:

### RECITALS

WHEREAS, the District desires to engage City of Sacramento, Teen Services to develop, maintain and sustain programs that offer support services to **Sam Brannan Middle School** program and recreational activities supporting the After School Education and Safety (ASES), 21<sup>st</sup> Century Community Learning Centers expanded learning programs at the above mentioned school during the school year 2018-2019. This collaboration is designed to provide students opportunities to expand learning, promote academic achievement, assist children and adults from low-income families to achieve challenging state content standards, provide opportunities for parents to actively participate in their children's education, provide safe, supervised, and high-quality expanded learning care for students; and deter tobacco, alcohol and other drug use; and

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Roles and Responsibilities.

- i. CITY OF SAC shall adhere to Attachment A Scope of Services; Attachment B Expanded Learning Programs Expectations; and all expectations outlined in the SCUSD Expanded Learning Program Manual (located on SCUSD Youth Development Website);
- ii. CITY OF SAC shall adhere to scope of services outlined in SCUSD Contract Terms and Conditions
- iii. District shall adhere to scope of service outlined in Attachment A. District shall provide funding pursuant to Paragraph B, below. District shall provide and coordinate space and location of all District-sponsored expanded learning professional development, meetings, and trainings. District shall coordinate the convening of all contractors to facilitate program planning and modifications.

B. Payment. For provision of services pursuant to this Agreement, and meeting required attendance target, or a minimum of 85% of said target based on 180 days, District shall reimburse CITY OF SAC for direct services not to exceed **\$139,230.00** be made in installments upon receipt of properly submitted invoices.

Within one month of commencement of the services outlined in this Agreement, the Provider shall provide documentation supporting that it is able to meet 85% of the required target attendance. Failure to



provide evidence of meeting 85% of target attendance may result in the immediate termination of the Agreement. In the event of termination, payment will not be initiated for any services not rendered.

Breakdown:

Program	School Name	Contract Amount	Attendance Target Days (180)
ASES	Sam Brannan	\$139,230.00	111
<b>Total Amount</b>		<b>\$139,230.00</b>	

The final installment shall not be invoiced by CITY OF SAC or due until completion of all obligations pursuant to this Agreement. For provisions of services pursuant to this Agreement, CITY OF SAC shall provide documentation of **\$20,884.50** as in-kind match (15% of the contract amount) to the District.

C. **Independent Contractor.** While engaged in providing the services in this Agreement, and otherwise performing as set forth in this Agreement, CITY OF SAC and each of CITY OF SAC employees, is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.

D. **Insurance Requirements.** Prior to commencement of services and during the life of this Agreement, CITY OF SAC shall provide the District with a copy of its certificates of insurance evidencing its comprehensive general liability insurance, employment practices liability insurance, and directors and officers coverages in sums of not less than \$1,000,000 per occurrence. CITY OF SAC will also provide a written endorsement to such policies-naming District as an additional insured and such endorsement shall also state, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." If insurance is not kept in force during the entire term of the Agreement, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the CITY OF SAC to the District.

E. **Fingerprinting Requirements.** CITY OF SAC agrees that any employee it provides to District shall be subject to the fingerprinting and TB requirements set forth in the California Education Code. Pursuant to Education Code Section 45125.1, CITY OF SAC shall certify in writing to the District that neither the employer nor any of its employees who are required to have their fingerprints submitted to the Department of Justice and who may come in contact with pupils have been convicted of a felony as defined in Section 45122.1. Contractor will provide a complete list to the District of all employees cleared by the DOJ who will provide services under this Agreement. CITY OF SAC shall obtain subsequent arrest service from DOJ for on-going notification regarding an individual whose fingerprints were submitted pursuant to Section 45125.1. Upon receipt of such a subsequent arrest notification from DOJ, CITY OF SAC shall within 24 hours notify District of such a subsequent arrest notification. If an employee is disqualified from working for District pursuant to the requirements of the California Education Code, CITY OF SAC agrees to provide a replacement employee within 15 days of receiving notification that the previous employee has been disqualified. Failure to adhere to the terms of this

provision is grounds for termination of the Agreement. Agency will provide the District with livescan contact information to receive alerts when livescans are complete.

F. Confidential Records and Data. Each Party shall not disclose confidential records received from the other Party, including student records pursuant to FERPA, 20 U.S.C. § 1232g, *et seq.*, and California Education Code Section 49060, *et seq.* CITY OF SAC shall maintain the confidentiality of student or pupil records and shall not disclose such records to any third parties without the express written approval of the District. In the event a Party receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, said Party shall tender the request to the other Party who shall be responsible for addressing said request, including the defense of its claim of confidentiality. The Party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

G. Period of Agreement. The term of this Agreement shall be from August 1, 2018, through June 30, 2019. This Agreement may be terminated by either Party at any time, for any reason, with or without cause, by providing at least sixty (60) days written notice.

The District may terminate this Contract with cause upon written notice of intention to terminate for cause. A Termination for Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by the Contractor exposing the District to liability to others for personal injury or property damage; or (c) the Contractor is adjudged as bankrupt; Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Contract shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District. Written notice by the District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

H. Indemnity. CITY OF SAC agrees to indemnify and hold harmless the District and its successors, assigns, trustees, officers, employees, staff, agents and students from and against all actions, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, willful misconduct, negligence, injury or other causes of action or liability proximately caused by CITY OF SAC and/or its successors, assigns, directors, employees, officers, and agents related this Agreement. CITY OF SAC has no obligation under this Agreement to indemnify and hold harmless the District and is not liable for any actions, causes of action, claims and demands whatsoever, and for any costs, damages, expenses, charges, debts or other liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, negligence, injury or other causes of action or liability proximately caused by the District and/or its successors, assigns, trustees, officers, employees, staff, agents or students. The parties expressly agree that the indemnity obligation set forth in this Agreement shall remain in full force and effect during the term of this Agreement. The parties further agree that said indemnity obligations shall survive the termination of this Agreement for any actual or alleged act, omission, negligence, injury or other causes of action or liability that occurred during the term of this Agreement.

I. Nondiscrimination. It is the policy of the District that in connection with all services performed under contract, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, handicap, religious creed, sex, gender identity, sexual orientation, age or marital status. Contractor agrees to comply with applicable federal and California laws including, but not limited to, the California Fair Employment and Housing Act.

J. Severability. If any provisions of this Agreement are held to be contrary to law by final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

K. Applicable Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Sacramento County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

L. Assignment. This Agreement is made by and between CITY OF SAC and the District and any attempted assignment by them, their successors or assigns shall be void unless approved in writing by all parties.

M. Entire Agreement. This Agreement constitutes the entire agreement between CITY OF SAC and the District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications and understandings of any nature whatsoever, with respect to the same subject matter unless expressly included in this Agreement. The parties hereby waive the presumption that any ambiguities in a contract are read against the drafter of same. The parties further agree and represent that each of them are the drafters of every part of this Agreement.

N. Amendments. The terms of this Agreement shall not be amended in any manner except by written agreement signed by the parties.

O. Execution In Counterparts. This Agreement may be executed in counterparts such that the signatures of the parties may appear on separate signature pages. Facsimile or photocopy signatures shall be deemed original signatures for all purposes.

P. Authority. Each party represents that they have the authority to enter into this Agreement and that the undersigned are authorized to execute this Agreement.

Q. Approval/Ratification by Board of Education. This Agreement shall be subject to approval/ratification by the District's Board of Education.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed in duplicate.

**DISTRICT:**

By:

\_\_\_\_\_  
John Quinto  
Chief Business Officer  
Sacramento City Unified School District

\_\_\_\_\_  
Date

**AGENCY NAME:**

By:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

DISTRICT shall:

1. Provide support for program evaluation
2. Recognize in all sponsored events and on brochures, flyers, and promotional materials as appropriate.
3. Provide a district Expanded Learning Specialist for each school that will provide the support and guidance needed to operate the Expanded Learning program.
4. Meet monthly with the PROGRAM MANAGER of CITY OF SACRAMENTO, TEEN SERVICES to identify program needs, assistance, and successes.
5. Designate a school staff contact person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
6. Help train program staff and volunteers on school procedures and the education/curriculum materials being used at the school that should be integrated into the program.
7. Help recruit students into the program and provide the program access to parents of participating students.
8. Help provide parents/students forums to obtain feedback on the program, what is working and what new services/program elements need to be added or modified.
9. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
10. Provide Expanded Learning snack that is consistent with requirements of the USDA.
11. Help coordinate custodial and storage needs of the program.
12. Meet regularly with the District contact person, CITY OF SAC site liaison and site administrator to identify program needs, successes and assistance.
13. Provide a "Mid-Year" Partnership Report addressing strengths and areas for improvement for future partnership.
14. Assist with the coordination of field trips and special events by coordinating with the SCUSD transportation department.

City of Sacramento, Teen Services shall:

1. Provide a comprehensive Expanded Learning academic, enrichments and recreation program to include at least one hour of homework and tutoring assistance daily (includes all instructional days) from school closure until 6:00 PM (15 hours per week) at designated schools. Program elements shall also include other educational and enrichment/recreational activities, alcohol, tobacco and other drug education and prevention activities that are aligned to YDSS goals.
2. Work closely with school sites and District to keep student enrollment and daily attendance as close to and within the agreed upon parameter as outline in the grant award. Student days of attendance will be monitored by CITY OF SAC and adjustments made to **ensure that the program maximizes all funding reimbursements not to exceed available funding.**
3. Work collaboratively with the District and the school to create a comprehensive program plan for the Expanded Learning program. The plan will be shared out with stakeholders.
4. Follow the Expanded Learning Procedural Manual.
5. Provide an "End of Year" Report on status of all outcomes and objectives.
6. Maintain and provide to the District monthly attendance and program activities records.
7. **CITY OF SAC shall maintain 85% or above of targeted attendance for the school site for the entire year.**
8. Comply with requirements of the USDA related to administration and operation of Expanded Learning snack and other District-sponsored nutrition programs including SCUSD's Wellness Policy.
9. Supply the staff with materials, supervision and volunteer recruitment for designated school sites.
10. Develop special activities or field trips for the sites individually and collectively. CITY OF SAC shall obtain prior parental permission for students' participation in District sponsored field trips and excursions, and obtain prior permission from the school site Principal or designee.
11. Attend and provide monthly reports at designed Partnership meetings, monthly PROVIDER AGENCY meetings, monthly PROGRAM MANAGERS meetings, as well as other planning meetings as necessary.
12. Work collaboratively with the other outside service providers contracted by the District to provide after school services at school sites.
13. Communicate progress of project/partnership development on a timely and consistent manner to the District.

14. Communicate new partnership opportunities with the District.
15. Advertise, when possible, project/partnership in newspaper, events, press releases, etc. with the prior approval of the District.
16. **Provide at least one full time PROGRAM MANAGER per program that is employed until end of contract 6/30/19 and sufficient staffing to maintain a 20:1 student/staff ratio.**
17. Utilize the Youth Development Support Services Quality Assurance tool, or a Self-Assessment Tool for Expanded Learning programs as the monitoring and evaluation device on a monthly basis.
18. Provide annual in-kind support and direct services that equates to approximately 15% of total contract and such financial support to be itemized and reported monthly to the District.
19. Meeting with the PROGRAM MANAGER and District contact person to identify program needs, successes and areas for assistance.
20. Act as liaison with parents in supporting family engagement.
21. Other areas as agreed upon by both parties.

School Site shall:

1. Designate a school staff person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
2. Help recruit program staff among school site staff and parents.
3. Help train program staff and volunteers on school procedures and educational/curriculum materials being used at the school that should be integrated into the program.
4. Help recruit students into the program and provide program access to parents of participating students.
5. Help provide parent/student forums for the program to obtain feedback on what is working and what new services/program elements need to be added or modified.
6. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
7. Help coordinate custodial and storage needs of the program.
8. Meet monthly or as needed with the PROGRAM MANAGER, district liaison, site liaison and/or site administrator to identify program needs, successes and assistance.

**District Expectations for Expanded Learning Programs:**

The following guidelines are set forth to establish clear communication between the District staff and contracted Expanded Learning Programming Service Providers regarding District expectations.

1. Service Providers and their staff will adopt and work within the social justice youth development framework as they operate District programs. This may include:
  - a. Creating opportunities for youth-led activities and service learning
  - b. Involving youth in the decision-making process when appropriate
  - c. Encouraging youth civic engagement
  - d. Incorporating character education
2. Service Providers and their staff will be knowledgeable of and adhere to the regulations established in the Expanded Learning manual, including, but not limited to:
  - a. Requirements for Safety
  - b. Training on Child Sexual Abuse to all agency staff
  - c. Communication Protocol
  - d. Medical Protocol
  - e. Early Release/Late Arrival Policy
  - f. Program Hours Requirement: 15 hours per week for After School (ASES and 21<sup>st</sup> CCLC programs must remain open until 6:00 PM); 7.5 hours per week for Before School Programming (Program must start at least 1.5 hours before the start of the regular day.
  - g. District Disciplinary Protocol
  - h. SCUSD Wellness Policy
  - i. Field Trip Requirements – Including having a certificated district employee or agency/district employee who has acquired Activity Supervisor Clearance Certificate (ASCC).
3. Service Providers will maintain an environment that is physically and emotionally safe for children/youth and staff at all times. This includes:
  - a. Adequate supervision that includes keeping students within the visual line of sight for staff (age appropriate) at all times (excluding restroom breaks)
  - b. 20:1 student/staff ratio (Student to staff ratio during field trips should be according to the Field Trip guidelines.
  - c. Clear, positively stated program rules and expectations.
  - d. Engage in active supervision at all times including moving through program space, scanning environment and interacting with students to help prevent incidents from occurring.
4. Area representatives, Service Providers and their staff will communicate effectively and regularly with each other and maintain accurate contact information. This means:
  - a. Checking and answering e-mails and phone message daily
  - b. Incidents, issues and concerns will be communicated to the district within 24 hours
  - c. Regular and clear communication with parents via newsletters, phone calls, e-mails etc.
  - d. Checking district (Outlook) email regularly
5. Program staff will conduct themselves in a professional manner at all times by being:
  - a. Easily identifiable to parents and school staff by wearing badges in plain view while on duty
  - b. Prepared and ready at least 1 hour prior to start of programming
  - c. Regularly assess student interest via student surveys, classroom discussions, suggestion boxes etc., and make adjustments when necessary to ensure continued student engagement

6. In order to support academic achievement, Service Providers/staff should:
  - a. Have a general knowledge of the academic standing of their students in their program
  - b. Align Expanded Learning programs to the regular school day
  - c. **Each program site will have their own program plan based on the needs of their students**
  - d. Meet with administrators and teachers regularly. Maintain regular communication with site administrator or site designee
  - e. Be a part of the school community. Participate in staff meetings, school site council, school events such as Back to School Night, Open House etc.
  - f. A representative from each provider agency should serve on at least one school site committee such as the School Site Council, Safety Committee etc.
7. Review the School Accountability Report Card for your school site. This information is posted on the district's website at <http://www.scusd.edu/post/2016-2017-school-accountability-report-cards>.
8. Program Managers will perform on-going program observations utilizing the Expanded Learning Walk-Thru form in order to provide feedback to their staff.
9. All 21<sup>st</sup> Century Community Learning Centers/ASSETs programs must assess the need for family literacy services among adult family members of students served by the program. Based on that need, all programs must, at a minimum, either refer families to existing services or coordinate with Youth Development Support Services to deliver literacy and educational development services.
10. Area representatives will evaluate Expanded Learning programming based on student participation, adherence to the above mentioned guidelines, and on the analysis of the various assessment tools.
11. Agencies will participate in the SCUSD end of year youth voice survey with at least at 85% response rate.
12. Program managers and instructional aids will participate in district offered professional development.
13. Agency will include information about sexual harassment and child sexual abuse prevention in all new employee orientations.



## Attachment C - Data Sharing Agreement

---

This Data Sharing Agreement is entered into between Sacramento City Unified School District ("LEA") and City of Sacramento, Teen Services ("Service Provider") on August 1, 2018.

**WHEREAS**, the LEA is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 ("AB 1584", currently found in Education Code section 49073.1), the California Education Code, the Children's Online Privacy and Protection Act ("COPPA"), and the Family Educational Rights and Privacy Act ("FERPA");

**WHEREAS**, Education Code Section 49073.1 requires, in part, that any agreement entered into, renewed or amended after August 1, 2018 between a local education agency and a third-party service provider must include certain terms; and

**WHEREAS**, the LEA and the Service Provider desire to have the Technology Services Agreement and the services comply with Education Code Section 49073.1.;

**NOW, THEREFORE**, for good and valuable consideration, the Parties agree as follows:

1. Service Provider shall not use any information in a Pupil Record for any purpose other than those required or specifically permitted by the Technology Services Agreement. For the purposes of this Agreement, a "Pupil Record" or Pupil Records" include any information directly related to a pupil that is maintained by the LEA or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other LEA employees. Pupil Records does not include de-identified information (information that, on its own or in aggregate, cannot be used to identify an individual pupil) used by the third party (1) to improve educational products for adaptive learning purposes and for customized pupil learning; (2) to demonstrate the effectiveness of the operator's products in the marketing of those products; or (3) for the development and improvement of educational sites, services, or applications.
2. All Pupil Records obtained by Service Provider from LEA continue to be the property of and under control of the LEA. The LEA retains exclusive control over student and staff data, including determining who may access data and how it may be used for legitimate authorized purposes.
3. Service Provider shall provide a means by which its employees, when so authorized, can search and export Pupil Records through reasonable procedures such that the LEA can respond to a parent, legal guardian or eligible student who seeks to review personally identifiable information on the pupil's records or correct erroneous information. Service Provider shall provide procedures for the transfer of pupil-generated content to an account, format or medium designated by the LEA.
4. Service Provider may not distribute Pupil Records to any third party without LEA's express written consent or as permitted by the Agreement, unless required by law. Unless permitted by the Agreement, use of subcontractors and subcontractor access to Pupil Records must be approved in writing by the LEA. Service Provider will ensure that approved subcontractors adhere to all

provisions of the Technical Services Agreement and this Agreement. Provider ensures that any subcontractor or subprocessor that it engages to process, store or access Pupil Records has adequate technical security and organizational measures in place to keep Pupil Records secure and to comply with the terms of the Technical Services Agreement and this Agreement

5. Service Provider shall take actions to ensure the security and confidentiality of Pupil Records, including but not limited to designating and training responsible individuals on ensuring the security and confidentiality of Pupil Records.

- 5.1 Service Provider shall maintain all data obtained or generated pursuant to the Agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to the Agreement except as necessary to fulfill the purpose of the original request. Service Provider shall warrant that security measures are in place to help protect against loss, misuse and alteration of the data under Service Provider's control. When the Service or data are accessed using a supported web browser, Secure Socket Layer ("SSL") or equivalent technology protects information, using both server authentication and data encryption to help ensure that data are safe, secure and available to only authorized users. Service Provider shall host content pursuant to the Service in a secure server environment that uses firewalls and other advanced technology to prevent interference or access from outside intruders. Where applicable, the Service will require unique account identifiers, usernames and passwords that must be entered each time a client or user signs on.

6. Notwithstanding section 6.1 below, Service Provider certifies that Pupil Records shall not be retained or available to the Service Provider or any such third party that the Service Provider has contracted with for the purpose of providing the Service following the completion of the terms of the Technology Services Agreement. Service Provider shall destroy or return to the LEA all Pupil Records obtained pursuant to the Technology Services Agreement when such Pupil Records are no longer required for the Service, or within a reasonable period of time. Nothing in this Agreement authorizes the Service Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposal of Pupil Records following the Service.

- 6.1 Service Provider may retain a specific pupil's records in the event that that pupil chooses to establish or maintain an account with the Service Provider for the purpose of storing pupil-generated content, either by retaining possession and control of their own pupil-generated content or by transferring pupil-generated content to a personal account.

7. Upon becoming aware of any unlawful or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider, Service Provider will take the following measures:

- 7.1 Promptly notify the LEA of the suspected or actual incident. This typically will occur within 24 hours of confirmation of the incident;

- 7.2 Promptly investigate the incident and provide LEA with detailed information regarding the incident, including the identity of affected Pupil Records and Users; and

- 7.3 Assist the LEA in notifying affected users, affected parents, and legal guardians of the unauthorized access to Pupil Records and of commercially reasonable steps to mitigate the

effects and to minimize any damage resulting from the incident. Service Provider shall be responsible for all costs associated with providing said notifications and the costs of commercially reasonable remedies in response to a data breach or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider. Service Provider shall have obtained a sufficient cyber-liability insurance policy that provides for a number of potential remedies, such as credit monitoring for affected parties, fraud coverage, crisis management communications coverage, business interruption coverage, and data restoration coverage, among others.

8. The terms and conditions of the Technology Services Agreement and any addenda are incorporated herein by reference. This Agreement shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA and Education Code Section 49073.1. . In the event there is a conflict between the terms of this Agreement and the Technology Services Agreement or any other agreement or contract document(s) pertaining to the Technology Services Agreement, the terms of this Agreement shall apply. Notwithstanding the above statement, all other provisions of the Technology Services Agreement shall remain unaffected.
9. The term of this Agreement shall expire on the termination date stated in the Technology Services Agreement or in any addenda to such Technology Services Agreement, whichever controls.
10. Neither LEA nor Service Provider may modify or amend the terms of this Agreement without mutual written consent.

**IN WITNESS WHEREOF**, parties execute this Agreement on the dates set forth below.

\_\_\_\_\_  
SCUSD Representative

U. P. Law  
\_\_\_\_\_  
City of Sacramento, Teen Services

\_\_\_\_\_  
Chief Information Officer

Recreation Superintendent  
\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[DATE]

\_\_\_\_\_  
[DATE]



## AGREEMENT FOR SERVICES

Between

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Youth Development Support Services Department**  
**And**  
**Rose Family Creative Empowerment Center**

The Sacramento City Unified School District ("District") and the Rose Family Creative Empowerment Center (RFCEC) collectively hereinafter referred to as "the Parties" hereby enter into this Agreement for program services ("Agreement") effective on August 1<sup>st</sup>, 2018 ("Effective Date") with respect to the following recitals:

### RECITALS

WHEREAS, the District desires to engage Rose Family Creative Empowerment Center to develop, maintain and sustain programs that offer support services to **John Still K-8, Luther Burbank High School, Parkway Elementary, Susan B. Anthony and Phoenix Park Community Center** programs and recreational activities supporting the After School Education and Safety (ASES), 21<sup>st</sup> Century ASSETs and Community Learning Centers expanded learning programs at the above mentioned program sites during the school year 2018-2019. This collaboration is designed to provide students opportunities to expand learning, promote academic achievement, assist children and adults from low-income families to achieve challenging state content standards, provide opportunities for parents to actively participate in their children's education, provide safe, supervised, and high-quality expanded learning care for students; and deter tobacco, alcohol and other drug use; and

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Roles and Responsibilities.

- i. RFCEC shall adhere to Attachment A Scope of Services; Attachment B Expanded Learning Programs Expectations; and all expectations outlined in the SCUSD Expanded Learning Program Manual (located on SCUSD Youth Development Website);
- ii. RFCEC shall adhere to scope of services outlined in SCUSD Contract Terms and Conditions
- iii. District shall adhere to scope of service outlined in Attachment A. District shall provide funding pursuant to Paragraph B, below. District shall provide and coordinate space and location of all District-sponsored expanded learning professional development, meetings, and trainings. District shall coordinate the convening of all contractors to facilitate program planning and modifications.

B. Payment. For provision of services pursuant to this Agreement, and meeting required attendance target, or a minimum of 85% of said target based on 180 days, District shall reimburse RFCEC for direct services not to exceed **\$653,558.91** be made in installments upon receipt of properly submitted invoices. Within one month of commencement of the services outlined in this Agreement, the Provider shall provide documentation supporting that it is able to meet 85% of the required target attendance. Failure to

provide evidence of meeting 85% of target attendance may result in the immediate termination of the Agreement. In the event of termination, payment will not be initiated for any services not rendered.

**Breakdown:**

Program	School/Site Name	Contract Amount	Attendance Target Days (180)
ASES	John Still K-8	\$162,200.16	129
21 <sup>st</sup> Century ASSETS	Luther Burbank High School	\$110,000.00	250
ASES	Parkway Elementary	\$115,769.75	92
ASES	Susan B. Anthony Elementary	\$179,189.00	143
District Funds	Phoenix Park Community Center	\$86,400.00	80
<b>Total Amount</b>		<b>\$653,558.91</b>	

The final installment shall not be invoiced by RFCEC or due until completion of all obligations pursuant to this Agreement. For provisions of services pursuant to this Agreement, RFCEC shall provide documentation of **\$98,034.00** as in-kind match (15% of the contract amount) to the District.

C. **Independent Contractor.** While engaged in providing the services in this Agreement, and otherwise performing as set forth in this Agreement, RFCEC and each of RFCEC employees, is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.

D. **Insurance Requirements.** Prior to commencement of services and during the life of this Agreement, RFCEC shall provide the District with a copy of its certificates of insurance evidencing its comprehensive general liability insurance, employment practices liability insurance, and directors and officers coverages in sums of not less than \$1,000,000 per occurrence. RFCEC will also provide a written endorsement to such policies-naming District as an additional insured and such endorsement shall also state, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." If insurance is not kept in force during the entire term of the Agreement, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the RFCEC to the District.

E. **Fingerprinting Requirements.** RFCEC agrees that any employee it provides to District shall be subject to the fingerprinting and TB requirements set forth in the California Education Code. Pursuant to Education Code Section 45125.1, RFCEC shall certify in writing to the District that neither the employer nor any of its employees who are required to have their fingerprints submitted to the Department of Justice and who may come in contact with pupils have been convicted of a felony as defined in Section 45122.1. Contractor will provide a complete list to the District of all employees cleared by the DOJ who will provide services under this Agreement. RFCEC shall obtain subsequent arrest service from DOJ for on-going notification regarding an individual whose fingerprints were submitted pursuant to Section 45125.1. Upon receipt of such a subsequent arrest notification from DOJ, RFCEC shall within 24 hours notify District of such a subsequent arrest notification. If an employee is disqualified from working for District pursuant to the requirements of the California Education Code, RFCEC agrees to provide a

replacement employee within 15 days of receiving notification that the previous employee has been disqualified. Failure to adhere to the terms of this provision is grounds for termination of the Agreement. Agency will provide the District with livescan contact information to receive alerts when livescans are complete.

F. Confidential Records and Data. Each Party shall not disclose confidential records received from the other Party, including student records pursuant to FERPA, 20 U.S.C. § 1232g, *et seq.*, and California Education Code Section 49060, *et seq.* RFCEC shall maintain the confidentiality of student or pupil records and shall not disclose such records to any third parties without the express written approval of the District. In the event a Party receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, said Party shall tender the request to the other Party who shall be responsible for addressing said request, including the defense of its claim of confidentiality. The Party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

G. Period of Agreement. The term of this Agreement shall be from August 1, 2018, through June 30, 2019. This Agreement may be terminated by either Party at any time, for any reason, with or without cause, by providing at least sixty (60) days written notice.

The District may terminate this Contract with cause upon written notice of intention to terminate for cause. A Termination for Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by the Contractor exposing the District to liability to others for personal injury or property damage; or (c) the Contractor is adjudged as bankrupt; Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Contract shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District. Written notice by the District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

H. Indemnity. RFCEC agrees to indemnify and hold harmless the District and its successors, assigns, trustees, officers, employees, staff, agents and students from and against all actions, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, willful misconduct, negligence, injury or other causes of action or liability proximately caused by RFCEC and/or its successors, assigns, directors, employees, officers, and agents related this Agreement. RFCEC has no obligation under this Agreement to indemnify and hold harmless the District and is not liable for any actions, causes of action, claims and demands whatsoever, and for any costs, damages, expenses, charges, debts or other liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, negligence, injury or other causes of action or liability proximately caused by the District and/or its successors, assigns, trustees, officers, employees, staff, agents or students. The parties expressly agree that the indemnity obligation set forth in this Agreement shall remain in full force and effect during the term of this Agreement. The parties further agree that said indemnity obligations shall

survive the termination of this Agreement for any actual or alleged act, omission, negligence, injury or other causes of action or liability that occurred during the term of this Agreement.

I. Nondiscrimination. It is the policy of the District that in connection with all services performed under contract, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, handicap, religious creed, sex, gender identity, sexual orientation, age or marital status. Contractor agrees to comply with applicable federal and California laws including, but not limited to, the California Fair Employment and Housing Act.

J. Severability. If any provisions of this Agreement are held to be contrary to law by final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

K. Applicable Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Sacramento County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

L. Assignment. This Agreement is made by and between RFCEC and the District and any attempted assignment by them, their successors or assigns shall be void unless approved in writing by all parties.

M. Entire Agreement. This Agreement constitutes the entire agreement between RFCEC and the District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications and understandings of any nature whatsoever, with respect to the same subject matter unless expressly included in this Agreement. The parties hereby waive the presumption that any ambiguities in a contract are read against the drafter of same. The parties further agree and represent that each of them are the drafters of every part of this Agreement.

N. Amendments. The terms of this Agreement shall not be amended in any manner except by written agreement signed by the parties.

O. Execution In Counterparts. This Agreement may be executed in counterparts such that the signatures of the parties may appear on separate signature pages. Facsimile or photocopy signatures shall be deemed original signatures for all purposes.

P. Authority. Each party represents that they have the authority to enter into this Agreement and that the undersigned are authorized to execute this Agreement.

Q. Approval/Ratification by Board of Education. This Agreement shall be subject to approval/ratification by the District's Board of Education.



**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed in duplicate.

**DISTRICT:**

By:

\_\_\_\_\_  
John Quinto  
Chief Business Officer  
Sacramento City Unified School District

\_\_\_\_\_  
Date

**AGENCY NAME:**

By:

\_\_\_\_\_  
*Jackie Rose*  
Authorized Signature

\_\_\_\_\_  
*8/31/18*  
Date

Print Name:

\_\_\_\_\_  
*JACKIE ROSE*

Title:

\_\_\_\_\_  
*DIRECTOR/CEO*

DISTRICT shall:

1. Provide support for program evaluation
2. Recognize in all sponsored events and on brochures, flyers, and promotional materials as appropriate.
3. Provide a district Expanded Learning Specialist for each school that will provide the support and guidance needed to operate the Expanded Learning program.
4. Meet monthly with the PROGRAM MANAGER of ROSE FAMILY CREATIVE EMPOWERMENT CENTER to identify program needs, assistance, and successes.
5. Designate a school staff contact person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
6. Help train program staff and volunteers on school procedures and the education/curriculum materials being used at the school that should be integrated into the program.
7. Help recruit students into the program and provide the program access to parents of participating students.
8. Help provide parents/students forums to obtain feedback on the program, what is working and what new services/program elements need to be added or modified.
9. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
10. Provide Expanded Learning snack that is consistent with requirements of the USDA.
11. Help coordinate custodial and storage needs of the program.
12. Meet regularly with the District contact person, RFCEC site liaison and site administrator to identify program needs, successes and assistance.
13. Provide a "Mid-Year" Partnership Report addressing strengths and areas for improvement for future partnership.
14. Assist with the coordination of field trips and special events by coordinating with the SCUSD transportation department.

Rose Family Creative Empowerment Center shall:

1. Provide a comprehensive Expanded Learning academic, enrichments and recreation program to include at least one hour of homework and tutoring assistance daily (includes all instructional days) from school closure until 6:00 PM (15 hours per week) at designated schools. Program elements shall also include other educational and enrichment/recreational activities, alcohol, tobacco and other drug education and prevention activities that are aligned to YDSS goals.
2. Work closely with school sites and District to keep student enrollment and daily attendance as close to and within the agreed upon parameter as outline in the grant award. Student days of attendance will be monitored by RFCEC and adjustments made to ensure that the program maximizes all funding reimbursements not to exceed available funding.
3. Work collaboratively with the District and the school to create a comprehensive program plan for the Expanded Learning program. The plan will be shared out with stakeholders.
4. Follow the Expanded Learning Procedural Manual.
5. Provide an "End of Year" Report on status of all outcomes and objectives.
6. Maintain and provide to the District monthly attendance and program activities records.
7. **RFCEC shall maintain 85% or above of targeted attendance for the school site for the entire year.**
8. Comply with requirements of the USDA related to administration and operation of Expanded Learning snack and other District-sponsored nutrition programs including SCUSD's Wellness Policy.
9. Supply the staff with materials, supervision and volunteer recruitment for designated school sites.
10. Develop special activities or field trips for the sites individually and collectively. RFCEC shall obtain prior parental permission for students' participation in District sponsored field trips and excursions, and obtain prior permission from the school site Principal or designee.
11. Attend and provide monthly reports at designed Partnership meetings, monthly PROVIDER AGENCY meetings, monthly PROGRAM MANAGERS meetings, as well as other planning meetings as necessary.
12. Work collaboratively with the other outside service providers contracted by the District to provide after school services at school sites.
13. Communicate progress of project/partnership development on a timely and consistent manner to the District.

14. Communicate new partnership opportunities with the District.
15. Advertise, when possible, project/partnership in newspaper, events, press releases, etc. with the prior approval of the District.
16. **Provide at least one full time PROGRAM MANAGER per program that is employed until end of contract 6/30/19 and sufficient staffing to maintain a 20:1 student/staff ratio.**
17. Utilize the Youth Development Support Services Quality Assurance tool, or a Self-Assessment Tool for Expanded Learning programs as the monitoring and evaluation device on a monthly basis.
18. Provide annual in-kind support and direct services that equates to approximately 15% of total contract and such financial support to be itemized and reported monthly to the District.
19. Meeting with the PROGRAM MANAGER and District contact person to identify program needs, successes and areas for assistance.
20. Act as liaison with parents in supporting family engagement.
21. Other areas as agreed upon by both parties.

School Site shall:

1. Designate a school staff person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
2. Help recruit program staff among school site staff and parents.
3. Help train program staff and volunteers on school procedures and educational/curriculum materials being used at the school that should be integrated into the program.
4. Help recruit students into the program and provide program access to parents of participating students.
5. Help provide parent/student forums for the program to obtain feedback on what is working and what new services/program elements need to be added or modified.
6. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
7. Help coordinate custodial and storage needs of the program.
8. Meet monthly or as needed with the PROGRAM MANAGER, district liaison, site liaison and/or site administrator to identify program needs, successes and assistance.

**District Expectations for Expanded Learning Programs:**

The following guidelines are set forth to establish clear communication between the District staff and contracted Expanded Learning Programming Service Providers regarding District expectations.

1. Service Providers and their staff will adopt and work within the social justice youth development framework as they operate District programs. This may include:
  - a. Creating opportunities for youth-led activities and service learning
  - b. Involving youth in the decision-making process when appropriate
  - c. Encouraging youth civic engagement
  - d. Incorporating character education
2. Service Providers and their staff will be knowledgeable of and adhere to the regulations established in the Expanded Learning manual, including, but not limited to:
  - a. Requirements for Safety
  - b. Training on Child Sexual Abuse to all agency staff
  - c. Communication Protocol
  - d. Medical Protocol
  - e. Early Release/Late Arrival Policy
  - f. Program Hours Requirement: 15 hours per week for After School (ASES and 21<sup>st</sup> CCLC programs must remain open until 6:00 PM); 7.5 hours per week for Before School Programming (Program must start at least 1.5 hours before the start of the regular day.
  - g. District Disciplinary Protocol
  - h. SCUSD Wellness Policy
  - i. Field Trip Requirements – Including having a certificated district employee or agency/district employee who has acquired Activity Supervisor Clearance Certificate (ASCC).
3. Service Providers will maintain an environment that is physically and emotionally safe for children/youth and staff at all times. This includes:
  - a. Adequate supervision that includes keeping students within the visual line of sight for staff (age appropriate) at all times (excluding restroom breaks)
  - b. 20:1 student/staff ratio (Student to staff ratio during field trips should be according to the Field Trip guidelines.
  - c. Clear, positively stated program rules and expectations.
  - d. Engage in active supervision at all times including moving through program space, scanning environment and interacting with students to help prevent incidents from occurring.
4. Area representatives, Service Providers and their staff will communicate effectively and regularly with each other and maintain accurate contact information. This means:
  - a. Checking and answering e-mails and phone message daily
  - b. Incidents, issues and concerns will be communicated to the district within 24 hours
  - c. Regular and clear communication with parents via newsletters, phone calls, e-mails etc.
  - d. Checking district (Outlook) email regularly
5. Program staff will conduct themselves in a professional manner at all times by being:
  - a. Easily identifiable to parents and school staff by wearing badges in plain view while on duty
  - b. Prepared and ready at least 1 hour prior to start of programming
  - c. Regularly assess student interest via student surveys, classroom discussions, suggestion boxes etc., and make adjustments when necessary to ensure continued student engagement

6. In order to support academic achievement, Service Providers/staff should:
  - a. Have a general knowledge of the academic standing of their students in their program
  - b. Align Expanded Learning programs to the regular school day
  - c. **Each program site will have their own program plan based on the needs of their students**
  - d. Meet with administrators and teachers regularly. Maintain regular communication with site administrator or site designee
  - e. Be a part of the school community. Participate in staff meetings, school site council, school events such as Back to School Night, Open House etc.
  - f. A representative from each provider agency should serve on at least one school site committee such as the School Site Council, Safety Committee etc.
7. Review the School Accountability Report Card for your school site. This information is posted on the district's website at <http://www.scusd.edu/post/2016-2017-school-accountability-report-cards>.
8. Program Managers will perform on-going program observations utilizing the Expanded Learning Walk-Thru form in order to provide feedback to their staff.
9. All 21<sup>st</sup> Century Learning Centers/ASSETs programs must assess the need for family literacy services among adult family members of student served by the program. Based on that need, all programs must, at a minimum, either refer families to existing services or coordinate with Youth Development Support Services to deliver literacy and educational development services.
10. Area representatives will evaluate Expanded Learning programming based on student participation, adherence to the above mentioned guidelines, and on the analysis of the various assessment tools.
11. Agencies will participate in the SCUSD end of year youth voice survey with at least at 85% response rate.
12. Program managers and instructional aids will participate in district offered professional development.
13. Agency will include information about sexual harassment and child sexual abuse prevention in all new employee orientations.

## Attachment C - Data Sharing Agreement

---

This Data Sharing Agreement is entered into between Sacramento City Unified School District ("LEA") and Rose Family Empowerment Center ("Service Provider") on August 1, 2018.

**WHEREAS**, the LEA is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 ("AB 1584", currently found in Education Code section 49073.1), the California Education Code, the Children's Online Privacy and Protection Act ("COPPA"), and the Family Educational Rights and Privacy Act ("FERPA");

**WHEREAS**, Education Code Section 49073.1 requires, in part, that any agreement entered into, renewed or amended after August 1, 2018 between a local education agency and a third-party service provider must include certain terms; and

**WHEREAS**, the LEA and the Service Provider desire to have the Technology Services Agreement and the services comply with Education Code Section 49073.1.;

**NOW, THEREFORE**, for good and valuable consideration, the Parties agree as follows:

1. Service Provider shall not use any information in a Pupil Record for any purpose other than those required or specifically permitted by the Technology Services Agreement. For the purposes of this Agreement, a "Pupil Record" or Pupil Records" include any information directly related to a pupil that is maintained by the LEA or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other LEA employees. Pupil Records does not include de-identified information (information that, on its own or in aggregate, cannot be used to identify an individual pupil) used by the third party (1) to improve educational products for adaptive learning purposes and for customized pupil learning; (2) to demonstrate the effectiveness of the operator's products in the marketing of those products; or (3) for the development and improvement of educational sites, services, or applications.
2. All Pupil Records obtained by Service Provider from LEA continue to be the property of and under control of the LEA. The LEA retains exclusive control over student and staff data, including determining who may access data and how it may be used for legitimate authorized purposes.
3. Service Provider shall provide a means by which its employees, when so authorized, can search and export Pupil Records through reasonable procedures such that the LEA can respond to a parent, legal guardian or eligible student who seeks to review personally identifiable information on the pupil's records or correct erroneous information. Service Provider shall provide procedures for the transfer of pupil-generated content to an account, format or medium designated by the LEA.
4. Service Provider may not distribute Pupil Records to any third party without LEA's express written consent or as permitted by the Agreement, unless required by law. Unless permitted by the Agreement, use of subcontractors and subcontractor access to Pupil Records must be approved in writing by the LEA. Service Provider will ensure that approved subcontractors adhere to all

provisions of the Technical Services Agreement and this Agreement. Provider ensures that any subcontractor or subprocessor that it engages to process, store or access Pupil Records has adequate technical security and organizational measures in place to keep Pupil Records secure and to comply with the terms of the Technical Services Agreement and this Agreement

5. Service Provider shall take actions to ensure the security and confidentiality of Pupil Records, including but not limited to designating and training responsible individuals on ensuring the security and confidentiality of Pupil Records.

- 5.1 Service Provider shall maintain all data obtained or generated pursuant to the Agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to the Agreement except as necessary to fulfill the purpose of the original request. Service Provider shall warrant that security measures are in place to help protect against loss, misuse and alteration of the data under Service Provider's control. When the Service or data are accessed using a supported web browser, Secure Socket Layer ("SSL") or equivalent technology protects information, using both server authentication and data encryption to help ensure that data are safe, secure and available to only authorized users. Service Provider shall host content pursuant to the Service in a secure server environment that uses firewalls and other advanced technology to prevent interference or access from outside intruders. Where applicable, the Service will require unique account identifiers, usernames and passwords that must be entered each time a client or user signs on.

6. Notwithstanding section 6.1 below, Service Provider certifies that Pupil Records shall not be retained or available to the Service Provider or any such third party that the Service Provider has contracted with for the purpose of providing the Service following the completion of the terms of the Technology Services Agreement. Service Provider shall destroy or return to the LEA all Pupil Records obtained pursuant to the Technology Services Agreement when such Pupil Records are no longer required for the Service, or within a reasonable period of time. Nothing in this Agreement authorizes the Service Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposal of Pupil Records following the Service.

- 6.1 Service Provider may retain a specific pupil's records in the event that that pupil chooses to establish or maintain an account with the Service Provider for the purpose of storing pupil-generated content, either by retaining possession and control of their own pupil-generated content or by transferring pupil-generated content to a personal account.

7. Upon becoming aware of any unlawful or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider, Service Provider will take the following measures:

- 7.1 Promptly notify the LEA of the suspected or actual incident. This typically will occur within 24 hours of confirmation of the incident;
  - 7.2 Promptly investigate the incident and provide LEA with detailed information regarding the incident, including the identity of affected Pupil Records and Users; and
  - 7.3 Assist the LEA in notifying affected users, affected parents, and legal guardians of the unauthorized access to Pupil Records and of commercially reasonable steps to mitigate the

effects and to minimize any damage resulting from the incident. Service Provider shall be responsible for all costs associated with providing said notifications and the costs of commercially reasonable remedies in response to a data breach or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider. Service Provider shall have obtained a sufficient cyber-liability insurance policy that provides for a number of potential remedies, such as credit monitoring for affected parties, fraud coverage, crisis management communications coverage, business interruption coverage, and data restoration coverage, among others.

8. The terms and conditions of the Technology Services Agreement and any addenda are incorporated herein by reference. This Agreement shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA and Education Code Section 49073.1. In the event there is a conflict between the terms of this Agreement and the Technology Services Agreement or any other agreement or contract document(s) pertaining to the Technology Services Agreement, the terms of this Agreement shall apply. Notwithstanding the above statement, all other provisions of the Technology Services Agreement shall remain unaffected.
9. The term of this Agreement shall expire on the termination date stated in the Technology Services Agreement or in any addenda to such Technology Services Agreement, whichever controls.
10. Neither LEA nor Service Provider may modify or amend the terms of this Agreement without mutual written consent.

**IN WITNESS WHEREOF**, parties execute this Agreement on the dates set forth below.

\_\_\_\_\_  
SCUSD Representative

Jackie Rose  
Rose Family Empowerment Center

\_\_\_\_\_  
Chief Information Officer

Director / CEO  
[Title]

\_\_\_\_\_  
[DATE]

9/6/18  
[DATE]



## AGREEMENT FOR SERVICES

Between

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Youth Development Support Services Department  
And  
Leaders of Tomorrow**

The Sacramento City Unified School District ("District") and the Leaders of Tomorrow (LOT) collectively hereinafter referred to as "the Parties" hereby enter into this Agreement for program services ("Agreement") effective on August 1<sup>st</sup>, 2018 ("Effective Date") with respect to the following recitals:

### RECITALS

WHEREAS, the District desires to engage Leaders of Tomorrow to develop, maintain and sustain programs that offer support services to **John Sloat Elementary** program and recreational activities supporting the After School Education and Safety (ASES), 21<sup>st</sup> Century Community Learning Centers expanded learning programs at the above mentioned school during the school year 2018-2019. This collaboration is designed to provide students opportunities to expand learning, promote academic achievement, assist children and adults from low-income families to achieve challenging state content standards, provide opportunities for parents to actively participate in their children's education, provide safe, supervised, and high-quality expanded learning care for students; and deter tobacco, alcohol and other drug use; and

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

**A. Roles and Responsibilities.**

- i. LOT shall adhere to Attachment A Scope of Services; Attachment B Expanded Learning Programs Expectations; and all expectations outlined in the SCUSD Expanded Learning Program Manual (located on SCUSD Youth Development Website);
- ii. LOT shall adhere to scope of services outlined in SCUSD Contract Terms and Conditions
- iii. District shall adhere to scope of service outlined in Attachment A. District shall provide funding pursuant to Paragraph B, below. District shall provide and coordinate space and location of all District-sponsored expanded learning professional development, meetings, and trainings. District shall coordinate the convening of all contractors to facilitate program planning and modifications.

**B. Payment.** For provision of services pursuant to this Agreement, and meeting required attendance target, or a minimum of 85% of said target based on 180 days, District shall reimburse LOT for direct services not to exceed **\$126,022.50** be made in installments upon receipt of properly submitted invoices. Within one month of commencement of the services outlined in this Agreement, the Provider shall provide documentation supporting that it is able to meet 85% of the required target attendance. Failure to provide evidence of meeting 85% of target attendance may result in the immediate termination of the Agreement. In the event of termination, payment will not be initiated for any services not rendered.

Breakdown:

<b>Program</b>	<b>School Name</b>	<b>Contract Amount</b>	<b>Attendance Target Days (180)</b>
ASES	John Sloat	\$104,422.50	83
District Funds – After School	John Sloat	\$21,600.00	20
<b>Total Amount</b>		<b>\$126,022.50</b>	

The final installment shall not be invoiced by LOT or due until completion of all obligations pursuant to this Agreement. For provisions of services pursuant to this Agreement, LOT shall provide documentation of **\$18,903.38** as in-kind match (15% of the contract amount) to the District.

C. **Independent Contractor.** While engaged in providing the services in this Agreement, and otherwise performing as set forth in this Agreement, LOT and each of LOT employees, is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.

D. **Insurance Requirements.** Prior to commencement of services and during the life of this Agreement, LOT shall provide the District with a copy of its certificates of insurance evidencing its comprehensive general liability insurance, employment practices liability insurance, and directors and officers coverages in sums of not less than \$1,000,000 per occurrence. LOT will also provide a written endorsement to such policies-naming District as an additional insured and such endorsement shall also state, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." If insurance is not kept in force during the entire term of the Agreement, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the LOT to the District.

E. **Fingerprinting Requirements.** LOT agrees that any employee it provides to District shall be subject to the fingerprinting and TB requirements set forth in the California Education Code. Pursuant to Education Code Section 45125.1, LOT shall certify in writing to the District that neither the employer nor any of its employees who are required to have their fingerprints submitted to the Department of Justice and who may come in contact with pupils have been convicted of a felony as defined in Section 45122.1. Contractor will provide a complete list to the District of all employees cleared by the DOJ who will provide services under this Agreement. LOT shall obtain subsequent arrest service from DOJ for on-going notification regarding an individual whose fingerprints were submitted pursuant to Section 45125.1. Upon receipt of such a subsequent arrest notification from DOJ, LOT shall within 24 hours notify District of such a subsequent arrest notification. If an employee is disqualified from working for District pursuant to the requirements of the California Education Code, LOT agrees to provide a replacement employee within 15 days of receiving notification that the previous employee has been disqualified. Failure to adhere to the terms of this provision is grounds for termination of the Agreement. Agency will provide the District with livescan contact information to receive alerts when livescans are complete.

F. Confidential Records and Data. Each Party shall not disclose confidential records received from the other Party, including student records pursuant to FERPA, 20 U.S.C. § 1232g, *et seq.*, and California Education Code Section 49060, *et seq.* LOT shall maintain the confidentiality of student or pupil records and shall not disclose such records to any third parties without the express written approval of the District. In the event a Party receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, said Party shall tender the request to the other Party who shall be responsible for addressing said request, including the defense of its claim of confidentiality. The Party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

G. Period of Agreement. The term of this Agreement shall be from August 1, 2018, through June 30, 2019. This Agreement may be terminated by either Party at any time, for any reason, with or without cause, by providing at least sixty (60) days written notice.

The District may terminate this Contract with cause upon written notice of intention to terminate for cause. A Termination for Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by the Contractor exposing the District to liability to others for personal injury or property damage; or (c) the Contractor is adjudged as bankrupt; Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Contract shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District. Written notice by the District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

H. Indemnity. LOT agrees to indemnify and hold harmless the District and its successors, assigns, trustees, officers, employees, staff, agents and students from and against all actions, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, willful misconduct, negligence, injury or other causes of action or liability proximately caused by LOT and/or its successors, assigns, directors, employees, officers, and agents related this Agreement. LOT has no obligation under this Agreement to indemnify and hold harmless the District and is not liable for any actions, causes of action, claims and demands whatsoever, and for any costs, damages, expenses, charges, debts or other liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, negligence, injury or other causes of action or liability proximately caused by the District and/or its successors, assigns, trustees, officers, employees, staff, agents or students. The parties expressly agree that the indemnity obligation set forth in this Agreement shall remain in full force and effect during the term of this Agreement. The parties further agree that said indemnity obligations shall survive the termination of this Agreement for any actual or alleged act, omission, negligence, injury or other causes of action or liability that occurred during the term of this Agreement.

I. Nondiscrimination. It is the policy of the District that in connection with all services performed under contract, there will be no discrimination against any prospective or active employee engaged in the

work because of race, color, ancestry, national origin, handicap, religious creed, sex, gender identity, sexual orientation, age or marital status. Contractor agrees to comply with applicable federal and California laws including, but not limited to, the California Fair Employment and Housing Act.

J. Severability. If any provisions of this Agreement are held to be contrary to law by final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

K. Applicable Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Sacramento County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

L. Assignment. This Agreement is made by and between LOT and the District and any attempted assignment by them, their successors or assigns shall be void unless approved in writing by all parties.

M. Entire Agreement. This Agreement constitutes the entire agreement between LOT and the District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications and understandings of any nature whatsoever, with respect to the same subject matter unless expressly included in this Agreement. The parties hereby waive the presumption that any ambiguities in a contract are read against the drafter of same. The parties further agree and represent that each of them are the drafters of every part of this Agreement.

N. Amendments. The terms of this Agreement shall not be amended in any manner except by written agreement signed by the parties.

O. Execution In Counterparts. This Agreement may be executed in counterparts such that the signatures of the parties may appear on separate signature pages. Facsimile or photocopy signatures shall be deemed original signatures for all purposes.

P. Authority. Each party represents that they have the authority to enter into this Agreement and that the undersigned are authorized to execute this Agreement.

Q. Approval/Ratification by Board of Education. This Agreement shall be subject to approval/ratification by the District's Board of Education.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate.

**DISTRICT:**

By: \_\_\_\_\_

John Quinto  
Chief Business Officer  
Sacramento City Unified School District

\_\_\_\_\_  
Date

**AGENCY NAME:**

By: \_\_\_\_\_

*[Signature]*  
Authorized Signature

*9-4-18*  
\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

*Barbara Ventres*

Title: \_\_\_\_\_

*Barbara Ventres*  
Executive Director

DISTRICT shall:

1. Provide support for program evaluation
2. Recognize in all sponsored events and on brochures, flyers, and promotional materials as appropriate.
3. Provide a district Expanded Learning Specialist for each school that will provide the support and guidance needed to operate the Expanded Learning program.
4. Meet monthly with the PROGRAM MANAGER of LEADERS OF TOMORROW to identify program needs, assistance, and successes.
5. Designate a school staff contact person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
6. Help train program staff and volunteers on school procedures and the education/curriculum materials being used at the school that should be integrated into the program.
7. Help recruit students into the program and provide the program access to parents of participating students.
8. Help provide parents/students forums to obtain feedback on the program, what is working and what new services/program elements need to be added or modified.
9. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
10. Provide Expanded Learning snack that is consistent with requirements of the USDA.
11. Help coordinate custodial and storage needs of the program.
12. Meet regularly with the District contact person, LOT site liaison and site administrator to identify program needs, successes and assistance.
13. Provide a "Mid-Year" Partnership Report addressing strengths and areas for improvement for future partnership.
14. Assist with the coordination of field trips and special events by coordinating with the SCUSD transportation department.

Leaders of Tomorrow shall:

1. Provide a comprehensive Expanded Learning academic, enrichments and recreation program to include at least one hour of homework and tutoring assistance daily (includes all instructional days) from school closure until 6:00 PM (15 hours per week) at designated schools. Program elements shall also include other educational and enrichment/recreational activities, alcohol, tobacco and other drug education and prevention activities that are aligned to YDSS goals.
2. Work closely with school sites and District to keep student enrollment and daily attendance as close to and within the agreed upon parameter as outline in the grant award. Student days of attendance will be monitored by LOT and adjustments made to ensure that the program maximizes all funding reimbursements not to exceed available funding.
3. Work collaboratively with the District and the school to create a comprehensive program plan for the Expanded Learning program. The plan will be shared out with stakeholders.
4. Follow the Expanded Learning Procedural Manual.
5. Provide an "End of Year" Report on status of all outcomes and objectives.
6. Maintain and provide to the District monthly attendance and program activities records.
7. LOT shall maintain 85% or above of targeted attendance for the school site for the entire year.
8. Comply with requirements of the USDA related to administration and operation of Expanded Learning snack and other District-sponsored nutrition programs including SCUSD's Wellness Policy.
9. Supply the staff with materials, supervision and volunteer recruitment for designated school sites.
10. Develop special activities or field trips for the sites individually and collectively. LOT shall obtain prior parental permission for students' participation in District sponsored field trips and excursions, and obtain prior permission from the school site Principal or designee.
11. Attend and provide monthly reports at designed Partnership meetings, monthly PROVIDER AGENCY meetings, monthly PROGRAM MANAGERS meetings, as well as other planning meetings as necessary.
12. Work collaboratively with the other outside service providers contracted by the District to provide after school services at school sites.
13. Communicate progress of project/partnership development on a timely and consistent manner to the District.

14. Communicate new partnership opportunities with the District.
15. Advertise, when possible, project/partnership in newspaper, events, press releases, etc. with the prior approval of the District.
16. **Provide at least one full time PROGRAM MANAGER per program that is employed until end of contract 6/30/19 and sufficient staffing to maintain a 20:1 student/staff ratio.**
17. Utilize the Youth Development Support Services Quality Assurance tool, or a Self-Assessment Tool for Expanded Learning programs as the monitoring and evaluation device on a monthly basis.
18. Provide annual in-kind support and direct services that equates to approximately 15% of total contract and such financial support to be itemized and reported monthly to the District.
19. Meeting with the PROGRAM MANAGER and District contact person to identify program needs, successes and areas for assistance.
20. Act as liaison with parents in supporting family engagement.
21. Other areas as agreed upon by both parties.

**School Site shall:**

1. Designate a school staff person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
2. Help recruit program staff among school site staff and parents.
3. Help train program staff and volunteers on school procedures and educational/curriculum materials being used at the school that should be integrated into the program.
4. Help recruit students into the program and provide program access to parents of participating students.
5. Help provide parent/student forums for the program to obtain feedback on what is working and what new services/program elements need to be added or modified.
6. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
7. Help coordinate custodial and storage needs of the program.
8. Meet monthly or as needed with the PROGRAM MANAGER, district liaison, site liaison and/or site administrator to identify program needs, successes and assistance.

**District Expectations for Expanded Learning Programs:**

The following guidelines are set forth to establish clear communication between the District staff and contracted Expanded Learning Programming Service Providers regarding District expectations.

1. Service Providers and their staff will adopt and work within the social justice youth development framework as they operate District programs. This may include:
  - a. Creating opportunities for youth-led activities and service learning
  - b. Involving youth in the decision-making process when appropriate
  - c. Encouraging youth civic engagement
  - d. Incorporating character education
2. Service Providers and their staff will be knowledgeable of and adhere to the regulations established in the Expanded Learning manual, including, but not limited to:
  - a. Requirements for Safety
  - b. Training on Child Sexual Abuse to all agency staff
  - c. Communication Protocol
  - d. Medical Protocol
  - e. Early Release/Late Arrival Policy
  - f. Program Hours Requirement: 15 hours per week for After School (ASES and 21<sup>st</sup> CCLC programs must remain open until 6:00 PM); 7.5 hours per week for Before School Programming (Program must start at least 1.5 hours before the start of the regular day.
  - g. District Disciplinary Protocol
  - h. SCUSD Wellness Policy
  - i. Field Trip Requirements – Including having a certificated district employee or agency/district employee who has acquired Activity Supervisor Clearance Certificate (ASCC).
3. Service Providers will maintain an environment that is physically and emotionally safe for children/youth and staff at all times. This includes:
  - a. Adequate supervision that includes keeping students within the visual line of sight for staff (age appropriate) at all times (excluding restroom breaks)
  - b. 20:1 student/staff ratio (Student to staff ratio during field trips should be according to the Field Trip guidelines.
  - c. Clear, positively stated program rules and expectations.
  - d. Engage in active supervision at all times including moving through program space, scanning environment and interacting with students to help prevent incidents from occurring.
4. Area representatives, Service Providers and their staff will communicate effectively and regularly with each other and maintain accurate contact information. This means:
  - a. Checking and answering e-mails and phone message daily
  - b. Incidents, issues and concerns will be communicated to the district within 24 hours
  - c. Regular and clear communication with parents via newsletters, phone calls, e-mails etc.
  - d. Checking district (Outlook) email regularly
5. Program staff will conduct themselves in a professional manner at all times by being:
  - a. Easily identifiable to parents and school staff by wearing badges in plain view while on duty
  - b. Prepared and ready at least 1 hour prior to start of programming
  - c. Regularly assess student interest via student surveys, classroom discussions, suggestion boxes etc., and make adjustments when necessary to ensure continued student engagement



6. In order to support academic achievement, Service Providers/staff should:
  - a. Have a general knowledge of the academic standing of their students in their program
  - b. Align Expanded Learning programs to the regular school day
  - c. **Each program site will have their own program plan based on the needs of their students**
  - d. **Meet with administrators and teachers regularly. Maintain regular communication with site administrator or site designee**
  - e. Be a part of the school community. Participate in staff meetings, school site council, school events such as Back to School Night, Open House etc.
  - f. **A representative from each provider agency should serve on at least one school site committee such as the School Site Council, Safety Committee etc.**
7. Review the School Accountability Report Card for your school site. This information is posted on the district's website at <http://www.scusd.edu/post/2016-2017-school-accountability-report-cards>.
8. Program Managers will perform on-going program observations utilizing the Expanded Learning Walk-Thru form in order to provide feedback to their staff.
9. All 21<sup>st</sup> Century Learning Centers/ASSETs programs must assess the need for family literacy services among adult family members of student served by the program. Based on that need, all programs must, at a minimum, either refer families to existing services or coordinate with Youth Development Support Services to deliver literacy and educational development services.
10. Area representatives will evaluate Expanded Learning programming based on student participation, adherence to the above mentioned guidelines, and on the analysis of the various assessment tools.
11. Agencies will participate in the SCUSD end of year youth voice survey with at least at 85% response rate.
12. Program managers and instructional aids will participate in district offered professional development.
13. Agency will include information about sexual harassment and child sexual abuse prevention in all new employee orientations.

## **Attachment C - Data Sharing Agreement**

---

This Data Sharing Agreement is entered into between Sacramento City Unified School District ("LEA") and **Leaders for Tomorrow** ("Service Provider") on August 1, 2018.

**WHEREAS**, the LEA is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 ("AB 1584", currently found in Education Code section 49073.1), the California Education Code, the Children's Online Privacy and Protection Act ("COPPA"), and the Family Educational Rights and Privacy Act ("FERPA");

**WHEREAS**, Education Code Section 49073.1 requires, in part, that any agreement entered into, renewed or amended after August 1, 2018 between a local education agency and a third-party service provider must include certain terms; and

**WHEREAS**, the LEA and the Service Provider desire to have the Technology Services Agreement and the services comply with Education Code Section 49073.1.;

**NOW, THEREFORE**, for good and valuable consideration, the Parties agree as follows:

1. Service Provider shall not use any information in a Pupil Record for any purpose other than those required or specifically permitted by the Technology Services Agreement. For the purposes of this Agreement, a "Pupil Record" or Pupil Records" include any information directly related to a pupil that is maintained by the LEA or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other LEA employees. Pupil Records does not include de-identified information (information that, on its own or in aggregate, cannot be used to identify an individual pupil) used by the third party (1) to improve educational products for adaptive learning purposes and for customized pupil learning; (2) to demonstrate the effectiveness of the operator's products in the marketing of those products; or (3) for the development and improvement of educational sites, services, or applications.
2. All Pupil Records obtained by Service Provider from LEA continue to be the property of and under control of the LEA. The LEA retains exclusive control over student and staff data, including determining who may access data and how it may be used for legitimate authorized purposes.
3. Service Provider shall provide a means by which its employees, when so authorized, can search and export Pupil Records through reasonable procedures such that the LEA can respond to a parent, legal guardian or eligible student who seeks to review personally identifiable information on the pupil's records or correct erroneous information. Service Provider shall provide procedures for the transfer of pupil-generated content to an account, format or medium designated by the LEA.
4. Service Provider may not distribute Pupil Records to any third party without LEA's express written consent or as permitted by the Agreement, unless required by law. Unless permitted by the Agreement, use of subcontractors and subcontractor access to Pupil Records must be approved in writing by the LEA. Service Provider will ensure that approved subcontractors adhere to all

provisions of the Technical Services Agreement and this Agreement. Provider ensures that any subcontractor or subprocessor that it engages to process, store or access Pupil Records has adequate technical security and organizational measures in place to keep Pupil Records secure and to comply with the terms of the Technical Services Agreement and this Agreement

5. Service Provider shall take actions to ensure the security and confidentiality of Pupil Records, including but not limited to designating and training responsible individuals on ensuring the security and confidentiality of Pupil Records.
  - 5.1 Service Provider shall maintain all data obtained or generated pursuant to the Agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to the Agreement except as necessary to fulfill the purpose of the original request. Service Provider shall warrant that security measures are in place to help protect against loss, misuse and alteration of the data under Service Provider's control. When the Service or data are accessed using a supported web browser, Secure Socket Layer ("SSL") or equivalent technology protects information, using both server authentication and data encryption to help ensure that data are safe, secure and available to only authorized users. Service Provider shall host content pursuant to the Service in a secure server environment that uses firewalls and other advanced technology to prevent interference or access from outside intruders. Where applicable, the Service will require unique account identifiers, usernames and passwords that must be entered each time a client or user signs on.
6. Notwithstanding section 6.1 below, Service Provider certifies that Pupil Records shall not be retained or available to the Service Provider or any such third party that the Service Provider has contracted with for the purpose of providing the Service following the completion of the terms of the Technology Services Agreement. Service Provider shall destroy or return to the LEA all Pupil Records obtained pursuant to the Technology Services Agreement when such Pupil Records are no longer required for the Service, or within a reasonable period of time. Nothing in this Agreement authorizes the Service Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposal of Pupil Records following the Service.
  - 6.1 Service Provider may retain a specific pupil's records in the event that that pupil chooses to establish or maintain an account with the Service Provider for the purpose of storing pupil-generated content, either by retaining possession and control of their own pupil-generated content or by transferring pupil-generated content to a personal account.
7. Upon becoming aware of any unlawful or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider, Service Provider will take the following measures:
  - 7.1 Promptly notify the LEA of the suspected or actual incident. This typically will occur within 24 hours of confirmation of the incident;
  - 7.2 Promptly investigate the incident and provide LEA with detailed information regarding the incident, including the identity of affected Pupil Records and Users; and
  - 7.3 Assist the LEA in notifying affected users, affected parents, and legal guardians of the unauthorized access to Pupil Records and of commercially reasonable steps to mitigate the

effects and to minimize any damage resulting from the incident. Service Provider shall be responsible for all costs associated with providing said notifications and the costs of commercially reasonable remedies in response to a data breach or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider. Service Provider shall have obtained a sufficient cyber-liability insurance policy that provides for a number of potential remedies, such as credit monitoring for affected parties, fraud coverage, crisis management communications coverage, business interruption coverage, and data restoration coverage, among others.

8. The terms and conditions of the Technology Services Agreement and any addenda are incorporated herein by reference. This Agreement shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA and Education Code Section 49073.1. . In the event there is a conflict between the terms of this Agreement and the Technology Services Agreement or any other agreement or contract document(s) pertaining to the Technology Services Agreement, the terms of this Agreement shall apply. Notwithstanding the above statement, all other provisions of the Technology Services Agreement shall remain unaffected.
9. The term of this Agreement shall expire on the termination date stated in the Technology Services Agreement or in any addenda to such Technology Services Agreement, whichever controls.
10. Neither LEA nor Service Provider may modify or amend the terms of this Agreement without mutual written consent.

**IN WITNESS WHEREOF**, parties execute this Agreement on the dates set forth below.

\_\_\_\_\_  
SCUSD Representative

Robert Ventresca  
Leaders for Tomorrow

\_\_\_\_\_  
Chief Information Officer

Executive Director  
[Title]

\_\_\_\_\_  
[DATE]

9-10-18  
[DATE]

## AGREEMENT FOR SERVICES

Between

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Youth Development Support Services Department  
And  
New Hope Community Development Corporation**

The Sacramento City Unified School District ("District") and the New Hope Community Development Corporation (NHCDC) collectively hereinafter referred to as "the Parties" hereby enter into this Agreement for program services ("Agreement") effective on August 1<sup>st</sup>, 2018 ("Effective Date") with respect to the following recitals:

### RECITALS

WHEREAS, the District desires to engage New Hope Community Development Corporation to develop, maintain and sustain programs that offer support services to **Sol Aureus College Preparatory, Hollywood Park and William Land (Before School)** programs and recreational activities supporting the After School Education and Safety (ASES) expanded learning programs at the above mentioned school sites during the school year 2018-2019. This collaboration is designed to provide students opportunities to expand learning, promote academic achievement, assist children and adults from low-income families to achieve challenging state content standards, provide opportunities for parents to actively participate in their children's education, provide safe, supervised, and high-quality expanded learning care for students; and deter tobacco, alcohol and other drug use; and

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Roles and Responsibilities.

- i. NHCDC shall adhere to Attachment A Scope of Services; Attachment B Expanded Learning Programs Expectations; and all expectations outlined in the SCUSD Expanded Learning Program Manual (located on SCUSD Youth Development Website);
- ii. NHCDC shall adhere to scope of services outlined in SCUSD Contract Terms and Conditions
- iii. District shall adhere to scope of service outlined in Attachment A. District shall provide funding pursuant to Paragraph B, below. District shall provide and coordinate space and location of all District-sponsored expanded learning professional development, meetings, and trainings. District shall coordinate the convening of all contractors to facilitate program planning and modifications.

B. Payment. For provision of services pursuant to this Agreement, and meeting required attendance target, or a minimum of 85% of said target based on 180 days, District shall reimburse NHCDC for direct services not to exceed **\$249,308.10** be made in installments upon receipt of properly submitted invoices. Within one month of commencement of the services outlined in this Agreement, the Provider shall provide documentation supporting that it is able to meet 85% of the required target attendance. Failure to provide evidence of meeting 85% of target attendance may result in the immediate termination of the Agreement. In the event of termination, payment will not be initiated for any services not rendered.

Breakdown:

Program	School Name	Contract Amount	Attendance Target Days (180)
ASES	Sol Aureus College Preparatory	\$100,245.60	80
ASES	Hollywood Park	\$104,422.50	83
District Funds	William Land (Before School)	\$44,640.00	62
<b>Total Amount</b>		<b>\$249,308.10</b>	

The final installment shall not be invoiced by NHCDC or due until completion of all obligations pursuant to this Agreement. For provisions of services pursuant to this Agreement, NHCDC shall provide documentation of **\$37,396.22** as in-kind match (15% of the contract amount) to the District.

C. **Independent Contractor.** While engaged in providing the services in this Agreement, and otherwise performing as set forth in this Agreement, NHCDC and each of NHCDC employees, is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.

D. **Insurance Requirements.** Prior to commencement of services and during the life of this Agreement, NHCDC shall provide the District with a copy of its certificates of insurance evidencing its comprehensive general liability insurance, employment practices liability insurance, and directors and officers coverages in sums of not less than \$1,000,000 per occurrence. NHCDC will also provide a written endorsement to such policies-naming District as an additional insured and such endorsement shall also state, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." If insurance is not kept in force during the entire term of the Agreement, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the NHCDC to the District.

E. **Fingerprinting Requirements.** NHCDC agrees that any employee it provides to District shall be subject to the fingerprinting and TB requirements set forth in the California Education Code. Pursuant to Education Code Section 45125.1, NHCDC shall certify in writing to the District that neither the employer nor any of its employees who are required to have their fingerprints submitted to the Department of Justice and who may come in contact with pupils have been convicted of a felony as defined in Section 45122.1. Contractor will provide a complete list to the District of all employees cleared by the DOJ who will provide services under this Agreement. NHCDC shall obtain subsequent arrest service from DOJ for on-going notification regarding an individual whose fingerprints were submitted pursuant to Section 45125.1. Upon receipt of such a subsequent arrest notification from DOJ, NHCDC shall within 24 hours notify District of such a subsequent arrest notification. If an employee is disqualified from working for District pursuant to the requirements of the California Education Code, NHCDC agrees to provide a replacement employee within 15 days of receiving notification that the previous employee has been disqualified. Failure to adhere to the terms of this provision is grounds for termination of the Agreement.

Agency will provide the District with livescan contact information to receive alerts when livescans are complete.

F. Confidential Records and Data. Each Party shall not disclose confidential records received from the other Party, including student records pursuant to FERPA, 20 U.S.C. § 1232g, *et seq.*, and California Education Code Section 49060, *et seq.* NHCDC shall maintain the confidentiality of student or pupil records and shall not disclose such records to any third parties without the express written approval of the District. In the event a Party receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, said Party shall tender the request to the other Party who shall be responsible for addressing said request, including the defense of its claim of confidentiality. The Party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

G. Period of Agreement. The term of this Agreement shall be from August 1, 2018, through June 30, 2019. This Agreement may be terminated by either Party at any time, for any reason, with or without cause, by providing at least sixty (60) days written notice.

The District may terminate this Contract with cause upon written notice of intention to terminate for cause. A Termination for Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by the Contractor exposing the District to liability to others for personal injury or property damage; or (c) the Contractor is adjudged as bankrupt; Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Contract shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District. Written notice by the District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

H. Indemnity. NHCDC agrees to indemnify and hold harmless the District and its successors, assigns, trustees, officers, employees, staff, agents and students from and against all actions, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, willful misconduct, negligence, injury or other causes of action or liability proximately caused by NHCDC and/or its successors, assigns, directors, employees, officers, and agents related this Agreement. NHCDC has no obligation under this Agreement to indemnify and hold harmless the District and is not liable for any actions, causes of action, claims and demands whatsoever, and for any costs, damages, expenses, charges, debts or other liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, negligence, injury or other causes of action or liability proximately caused by the District and/or its successors, assigns, trustees, officers, employees, staff, agents or students. The parties expressly agree that the indemnity obligation set forth in this Agreement shall remain in full force and effect during the term of this Agreement. The parties further agree that said indemnity obligations shall survive the termination of this Agreement for any actual or alleged act, omission, negligence, injury or other causes of action or liability that occurred during the term of this Agreement.

I. Nondiscrimination. It is the policy of the District that in connection with all services performed under contract, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, handicap, religious creed, sex, gender identity, sexual orientation, age or marital status. Contractor agrees to comply with applicable federal and California laws including, but not limited to, the California Fair Employment and Housing Act.

J. Severability. If any provisions of this Agreement are held to be contrary to law by final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

K. Applicable Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Sacramento County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

L. Assignment. This Agreement is made by and between NHCDC and the District and any attempted assignment by them, their successors or assigns shall be void unless approved in writing by all parties.

M. Entire Agreement. This Agreement constitutes the entire agreement between NHCDC and the District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications and understandings of any nature whatsoever, with respect to the same subject matter unless expressly included in this Agreement. The parties hereby waive the presumption that any ambiguities in a contract are read against the drafter of same. The parties further agree and represent that each of them are the drafters of every part of this Agreement.

N. Amendments. The terms of this Agreement shall not be amended in any manner except by written agreement signed by the parties.

O. Execution In Counterparts. This Agreement may be executed in counterparts such that the signatures of the parties may appear on separate signature pages. Facsimile or photocopy signatures shall be deemed original signatures for all purposes.

P. Authority. Each party represents that they have the authority to enter into this Agreement and that the undersigned are authorized to execute this Agreement.

Q. Approval/Ratification by Board of Education. This Agreement shall be subject to approval/ratification by the District's Board of Education.



**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed in duplicate.

**DISTRICT:**

By:

\_\_\_\_\_  
John Quinto  
Chief Business Officer  
Sacramento City Unified School District

\_\_\_\_\_  
Date

**AGENCY NAME:**

By:

\_\_\_\_\_  
**Enoch Yeung**  
Authorized Signature

Digitally signed by Enoch Yeung  
DN: CN=Enoch Yeung, E=enochy@gmail.com  
Reason: I am approving this document  
Location: Sacramento  
Date: 2018-09-11 10:50:00

\_\_\_\_\_  
**9-11-18**  
Date

Print Name: Enoch Yeung

Title: Executive Director

DISTRICT shall:

1. Provide support for program evaluation
2. Recognize in all sponsored events and on brochures, flyers, and promotional materials as appropriate.
3. Provide a district Expanded Learning Specialist for each school that will provide the support and guidance needed to operate the Expanded Learning program.
4. Meet monthly with the PROGRAM MANAGER of NEW HOPE COMMUNITY DEVELOPMENT CORPORATION to identify program needs, assistance, and successes.
5. Designate a school staff contact person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
6. Help train program staff and volunteers on school procedures and the education/curriculum materials being used at the school that should be integrated into the program.
7. Help recruit students into the program and provide the program access to parents of participating students.
8. Help provide parents/students forums to obtain feedback on the program, what is working and what new services/program elements need to be added or modified.
9. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
10. Provide Expanded Learning snack that is consistent with requirements of the USDA.
11. Help coordinate custodial and storage needs of the program.
12. Meet regularly with the District contact person, NHCDC site liaison and site administrator to identify program needs, successes and assistance.
13. Provide a "Mid-Year" Partnership Report addressing strengths and areas for improvement for future partnership.
14. Assist with the coordination of field trips and special events by coordinating with the SCUSD transportation department.

New Hope Community Development Corporation shall:

1. Provide a comprehensive Expanded Learning academic, enrichments and recreation program to include at least one hour of homework and tutoring assistance daily (includes all instructional days) from school closure until 6:00 PM (15 hours per week) at designated schools. Program elements shall also include other educational and enrichment/recreational activities, alcohol, tobacco and other drug education and prevention activities that are aligned to YDSS goals.
2. Work closely with school sites and District to keep student enrollment and daily attendance as close to and within the agreed upon parameter as outline in the grant award. Student days of attendance will be monitored by NHCDC and adjustments made to **ensure that the program maximizes all funding reimbursements not to exceed available funding.**
3. Work collaboratively with the District and the school to create a comprehensive program plan for the Expanded Learning program. The plan will be shared out with stakeholders.
4. Follow the Expanded Learning Procedural Manual.
5. Provide an "End of Year" Report on status of all outcomes and objectives.
6. Maintain and provide to the District monthly attendance and program activities records.
7. **NHCDC shall maintain 85% or above of targeted attendance for the school site for the entire year.**
8. Comply with requirements of the USDA related to administration and operation of Expanded Learning snack and other District-sponsored nutrition programs including SCUSD's Wellness Policy.
9. Supply the staff with materials, supervision and volunteer recruitment for designated school sites.
10. Develop special activities or field trips for the sites individually and collectively. NHCDC shall obtain prior parental permission for students' participation in District sponsored field trips and excursions, and obtain prior permission from the school site Principal or designee.
11. Attend and provide monthly reports at designed Partnership meetings, monthly PROVIDER AGENCY meetings, monthly PROGRAM MANAGERS meetings, as well as other planning meetings as necessary.
12. Work collaboratively with the other outside service providers contracted by the District to provide after school services at school sites.
13. Communicate progress of project/partnership development on a timely and consistent manner to the District.

14. Communicate new partnership opportunities with the District.
15. Advertise, when possible, project/partnership in newspaper, events, press releases, etc. with the prior approval of the District.
16. **Provide at least one full time PROGRAM MANAGER per program that is employed until end of contract 6/30/19 and sufficient staffing to maintain a 20:1 student/staff ratio.**
17. Utilize the Youth Development Support Services Quality Assurance tool, or a Self-Assessment Tool for Expanded Learning programs as the monitoring and evaluation device on a monthly basis.
18. Provide annual in-kind support and direct services that equates to approximately 15% of total contract and such financial support to be itemized and reported monthly to the District.
19. Meeting with the PROGRAM MANAGER and District contact person to identify program needs, successes and areas for assistance.
20. Act as liaison with parents in supporting family engagement.
21. Other areas as agreed upon by both parties.

School Site shall:

1. Designate a school staff person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
2. Help recruit program staff among school site staff and parents.
3. Help train program staff and volunteers on school procedures and educational/curriculum materials being used at the school that should be integrated into the program.
4. Help recruit students into the program and provide program access to parents of participating students.
5. Help provide parent/student forums for the program to obtain feedback on what is working and what new services/program elements need to be added or modified.
6. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
7. Help coordinate custodial and storage needs of the program.
8. Meet monthly or as needed with the PROGRAM MANAGER, district liaison, site liaison and/or site administrator to identify program needs, successes and assistance.

**District Expectations for Expanded Learning Programs:**

The following guidelines are set forth to establish clear communication between the District staff and contracted Expanded Learning Programming Service Providers regarding District expectations.

1. Service Providers and their staff will adopt and work within the social justice youth development framework as they operate District programs. This may include:
  - a. Creating opportunities for youth-led activities and service learning
  - b. Involving youth in the decision-making process when appropriate
  - c. Encouraging youth civic engagement
  - d. Incorporating character education
2. Service Providers and their staff will be knowledgeable of and adhere to the regulations established in the Expanded Learning manual, including, but not limited to:
  - a. Requirements for Safety
  - b. Training on Child Sexual Abuse to all agency staff
  - c. Communication Protocol
  - d. Medical Protocol
  - e. Early Release/Late Arrival Policy
  - f. Program Hours Requirement: 15 hours per week for After School (ASES and 21<sup>st</sup> CCLC programs must remain open until 6:00 PM); 7.5 hours per week for Before School Programming (Program must start at least 1.5 hours before the start of the regular day.
  - g. District Disciplinary Protocol
  - h. SCUSD Wellness Policy
  - i. Field Trip Requirements – Including having a certificated district employee or agency/district employee who has acquired Activity Supervisor Clearance Certificate (ASCC).
3. Service Providers will maintain an environment that is physically and emotionally safe for children/youth and staff at all times. This includes:
  - a. Adequate supervision that includes keeping students within the visual line of sight for staff (age appropriate) at all times (excluding restroom breaks)
  - b. 20:1 student/staff ratio (Student to staff ratio during field trips should be according to the Field Trip guidelines.
  - c. Clear, positively stated program rules and expectations.
  - d. Engage in active supervision at all times including moving through program space, scanning environment and interacting with students to help prevent incidents from occurring.
4. Area representatives, Service Providers and their staff will communicate effectively and regularly with each other and maintain accurate contact information. This means:
  - a. Checking and answering e-mails and phone message daily
  - b. Incidents, issues and concerns will be communicated to the district within 24 hours
  - c. Regular and clear communication with parents via newsletters, phone calls, e-mails etc.
  - d. Checking district (Outlook) email regularly
5. Program staff will conduct themselves in a professional manner at all times by being:
  - a. Easily identifiable to parents and school staff by wearing badges in plain view while on duty
  - b. Prepared and ready at least 1 hour prior to start of programming
  - c. Regularly assess student interest via student surveys, classroom discussions, suggestion boxes etc., and make adjustments when necessary to ensure continued student engagement

6. In order to support academic achievement, Service Providers/staff should:
  - a. Have a general knowledge of the academic standing of their students in their program
  - b. Align Expanded Learning programs to the regular school day
  - c. **Each program site will have their own program plan based on the needs of their students**
  - d. Meet with administrators and teachers regularly. Maintain regular communication with site administrator or site designee
  - e. Be a part of the school community. Participate in staff meetings, school site council, school events such as Back to School Night, Open House etc.
  - f. A representative from each provider agency should serve on at least one school site committee such as the School Site Council, Safety Committee etc.
7. Review the School Accountability Report Card for your school site. This information is posted on the district's website at <http://www.scusd.edu/post/2016-2017-school-accountability-report-cards>.
8. Program Managers will perform on-going program observations utilizing the Expanded Learning Walk-Thru form in order to provide feedback to their staff.
9. All 21<sup>st</sup> Century Community Learning Centers/ASSETs programs must assess the need for family literacy services among adult family members of student served by the program. Based on that need, all programs must, at a minimum, either refer families to existing services or coordinate with Youth Development Support Services to deliver literacy and educational development services.
10. Area representatives will evaluate Expanded Learning programming based on student participation, adherence to the above mentioned guidelines, and on the analysis of the various assessment tools.
11. Agencies will participate in the SCUSD end of year youth voice survey with at least at 85% response rate.
12. Program managers and instructional aids will participate in district offered professional development.
13. Agency will include information about sexual harassment and child sexual abuse prevention in all new employee orientations.

## Attachment C - Data Sharing Agreement

---

This Data Sharing Agreement is entered into between Sacramento City Unified School District ("LEA") and New Hope Community Development Corp. ("Service Provider") on August 1, 2018.

**WHEREAS**, the LEA is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 ("AB 1584", currently found in Education Code section 49073.1), the California Education Code, the Children's Online Privacy and Protection Act ("COPPA"), and the Family Educational Rights and Privacy Act ("FERPA");

**WHEREAS**, Education Code Section 49073.1 requires, in part, that any agreement entered into, renewed or amended after August 1, 2018 between a local education agency and a third-party service provider must include certain terms; and

**WHEREAS**, the LEA and the Service Provider desire to have the Technology Services Agreement and the services comply with Education Code Section 49073.1.;

**NOW, THEREFORE**, for good and valuable consideration, the Parties agree as follows:

1. Service Provider shall not use any information in a Pupil Record for any purpose other than those required or specifically permitted by the Technology Services Agreement. For the purposes of this Agreement, a "Pupil Record" or Pupil Records" include any information directly related to a pupil that is maintained by the LEA or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other LEA employees. Pupil Records does not include de-identified information (information that, on its own or in aggregate, cannot be used to identify an individual pupil) used by the third party (1) to improve educational products for adaptive learning purposes and for customized pupil learning; (2) to demonstrate the effectiveness of the operator's products in the marketing of those products; or (3) for the development and improvement of educational sites, services, or applications.
2. All Pupil Records obtained by Service Provider from LEA continue to be the property of and under control of the LEA. The LEA retains exclusive control over student and staff data, including determining who may access data and how it may be used for legitimate authorized purposes.
3. Service Provider shall provide a means by which its employees, when so authorized, can search and export Pupil Records through reasonable procedures such that the LEA can respond to a parent, legal guardian or eligible student who seeks to review personally identifiable information on the pupil's records or correct erroneous information. Service Provider shall provide procedures for the transfer of pupil-generated content to an account, format or medium designated by the LEA.
4. Service Provider may not distribute Pupil Records to any third party without LEA's express written consent or as permitted by the Agreement, unless required by law. Unless permitted by the Agreement, use of subcontractors and subcontractor access to Pupil Records must be approved in writing by the LEA. Service Provider will ensure that approved subcontractors adhere to all

provisions of the Technical Services Agreement and this Agreement. Provider ensures that any subcontractor or subprocessor that it engages to process, store or access Pupil Records has adequate technical security and organizational measures in place to keep Pupil Records secure and to comply with the terms of the Technical Services Agreement and this Agreement

5. Service Provider shall take actions to ensure the security and confidentiality of Pupil Records, including but not limited to designating and training responsible individuals on ensuring the security and confidentiality of Pupil Records.

- 5.1 Service Provider shall maintain all data obtained or generated pursuant to the Agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to the Agreement except as necessary to fulfill the purpose of the original request. Service Provider shall warrant that security measures are in place to help protect against loss, misuse and alteration of the data under Service Provider's control. When the Service or data are accessed using a supported web browser, Secure Socket Layer ("SSL") or equivalent technology protects information, using both server authentication and data encryption to help ensure that data are safe, secure and available to only authorized users. Service Provider shall host content pursuant to the Service in a secure server environment that uses firewalls and other advanced technology to prevent interference or access from outside intruders. Where applicable, the Service will require unique account identifiers, usernames and passwords that must be entered each time a client or user signs on.

6. Notwithstanding section 6.1 below, Service Provider certifies that Pupil Records shall not be retained or available to the Service Provider or any such third party that the Service Provider has contracted with for the purpose of providing the Service following the completion of the terms of the Technology Services Agreement. Service Provider shall destroy or return to the LEA all Pupil Records obtained pursuant to the Technology Services Agreement when such Pupil Records are no longer required for the Service, or within a reasonable period of time. Nothing in this Agreement authorizes the Service Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposal of Pupil Records following the Service.

- 6.1 Service Provider may retain a specific pupil's records in the event that that pupil chooses to establish or maintain an account with the Service Provider for the purpose of storing pupil-generated content, either by retaining possession and control of their own pupil-generated content or by transferring pupil-generated content to a personal account.

7. Upon becoming aware of any unlawful or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider, Service Provider will take the following measures:

- 7.1 Promptly notify the LEA of the suspected or actual incident. This typically will occur within 24 hours of confirmation of the incident;

- 7.2 Promptly investigate the incident and provide LEA with detailed information regarding the incident, including the identity of affected Pupil Records and Users; and

- 7.3 Assist the LEA in notifying affected users, affected parents, and legal guardians of the unauthorized access to Pupil Records and of commercially reasonable steps to mitigate the

effects and to minimize any damage resulting from the incident. Service Provider shall be responsible for all costs associated with providing said notifications and the costs of commercially reasonable remedies in response to a data breach or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider. Service Provider shall have obtained a sufficient cyber-liability insurance policy that provides for a number of potential remedies, such as credit monitoring for affected parties, fraud coverage, crisis management communications coverage, business interruption coverage, and data restoration coverage, among others.

8. The terms and conditions of the Technology Services Agreement and any addenda are incorporated herein by reference. This Agreement shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA and Education Code Section 49073.1. . In the event there is a conflict between the terms of this Agreement and the Technology Services Agreement or any other agreement or contract document(s) pertaining to the Technology Services Agreement, the terms of this Agreement shall apply. Notwithstanding the above statement, all other provisions of the Technology Services Agreement shall remain unaffected.
9. The term of this Agreement shall expire on the termination date stated in the Technology Services Agreement or in any addenda to such Technology Services Agreement, whichever controls.
10. Neither LEA nor Service Provider may modify or amend the terms of this Agreement without mutual written consent.

**IN WITNESS WHEREOF**, parties execute this Agreement on the dates set forth below.

\_\_\_\_\_  
SCUSD Representative

\_\_\_\_\_  
Chief Information Officer

\_\_\_\_\_  
[DATE]

Enoch  
Yeung

Digitally signed by Enoch Yeung  
DN: CN=Enoch Yeung,  
E=enochy@gmail.com  
Reason: I am approving this document  
Location: Sacramento  
Date: 2018-09-19 10:58:21

\_\_\_\_\_  
New Hope Community Development Corp.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
9/19/18

\_\_\_\_\_  
[DATE]



## AGREEMENT FOR SERVICES

Between

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Youth Development Support Services Department**  
**And**  
**Roberts Family Development Center**

The Sacramento City Unified School District ("District") and the Roberts Family Development Center (RFDC) collectively hereinafter referred to as "the Parties" hereby enter into this Agreement for program services ("Agreement") effective on August 1<sup>st</sup>, 2018 ("Effective Date") with respect to the following recitals:

### RECITALS

WHEREAS, the District desires to engage Roberts Family Development Center to develop, maintain and sustain programs that offer support services to **Leataata Floyd Elementary** programs and recreational activities supporting the After School Education and Safety (ASES), 21<sup>st</sup> Century Community Learning Centers expanded learning programs at the above mentioned school during the school year 2018-2019. This collaboration is designed to provide students opportunities to expand learning, promote academic achievement, assist children and adults from low-income families to achieve challenging state content standards, provide opportunities for parents to actively participate in their children's education, provide safe, supervised, and high-quality expanded learning care for students; and deter tobacco, alcohol and other drug use; and

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Roles and Responsibilities.

i. RFDC shall adhere to Attachment A Scope of Services; Attachment B Expanded Learning Programs Expectations; and all expectations outlined in the SCUSD Expanded Learning Program Manual (located on SCUSD Youth Development Website);

ii. RFDC shall adhere to scope of services outlined in SCUSD Contract Terms and Conditions

iii. District shall adhere to scope of service outlined in Attachment A. District shall provide funding pursuant to Paragraph B, below. District shall provide and coordinate space and location of all District-sponsored expanded learning professional development, meetings, and trainings. District shall coordinate the convening of all contractors to facilitate program planning and modifications.

B. Payment. For provision of services pursuant to this Agreement, and meeting required attendance target, or a minimum of 85% of said target based on 180 days, District shall reimburse RFDC for direct services not to exceed **\$214,929.81** be made in installments upon receipt of properly submitted invoices. Within one month of commencement of the services outlined in this Agreement, the Provider shall provide documentation supporting that it is able to meet 85% of the required target attendance. Failure to provide evidence of meeting 85% of target attendance may result in the immediate termination of the Agreement. In the event of termination, payment will not be initiated for any services not rendered.

**Breakdown:**

<b>Program</b>	<b>School Name</b>	<b>Contract Amount</b>	<b>Attendance Target Days (180)</b>
ASES	Leataata Floyd	\$104,004.81	83
21 <sup>st</sup> CLC After School	Leataata Floyd	\$95,625.00	83
21 <sup>st</sup> CLC Before School	Leataata Floyd	\$15,300.00	20
<b>Total Amount</b>		<b>\$214,929.81</b>	

The final installment shall not be invoiced by RFDC or due until completion of all obligations pursuant to this Agreement. For provisions of services pursuant to this Agreement, RFDC shall provide documentation of **\$32,239.47** as in-kind match (15% of the contract amount) to the District.

C. **Independent Contractor.** While engaged in providing the services in this Agreement, and otherwise performing as set forth in this Agreement, RFDC and each of RFDC employees, is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.

D. **Insurance Requirements.** Prior to commencement of services and during the life of this Agreement, RFDC shall provide the District with a copy of its certificates of insurance evidencing its comprehensive general liability insurance, employment practices liability insurance, and directors and officers coverages in sums of not less than \$1,000,000 per occurrence. RFDC will also provide a written endorsement to such policies-naming District as an additional insured and such endorsement shall also state, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." If insurance is not kept in force during the entire term of the Agreement, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the RFDC to the District.

E. **Fingerprinting Requirements.** RFDC agrees that any employee it provides to District shall be subject to the fingerprinting and TB requirements set forth in the California Education Code. Pursuant to Education Code Section 45125.1, RFDC shall certify in writing to the District that neither the employer nor any of its employees who are required to have their fingerprints submitted to the Department of Justice and who may come in contact with pupils have been convicted of a felony as defined in Section 45122.1. Contractor will provide a complete list to the District of all employees cleared by the DOJ who will provide services under this Agreement. RFDC shall obtain subsequent arrest service from DOJ for on-going notification regarding an individual whose fingerprints were submitted pursuant to Section 45125.1. Upon receipt of such a subsequent arrest notification from DOJ, RFDC shall within 24 hours notify District of such a subsequent arrest notification. If an employee is disqualified from working for District pursuant to the requirements of the California Education Code, RFDC agrees to provide a replacement employee within 15 days of receiving notification that the previous employee has been disqualified. Failure to adhere to the terms of this provision is grounds for termination of the Agreement.

Agency will provide the District with livescan contact information to receive alerts when livescans are complete.

F. Confidential Records and Data. Each Party shall not disclose confidential records received from the other Party, including student records pursuant to FERPA, 20 U.S.C. § 1232g, *et seq.*, and California Education Code Section 49060, *et seq.* RFDC shall maintain the confidentiality of student or pupil records and shall not disclose such records to any third parties without the express written approval of the District. In the event a Party receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, said Party shall tender the request to the other Party who shall be responsible for addressing said request, including the defense of its claim of confidentiality. The Party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

G. Period of Agreement. The term of this Agreement shall be from August 1, 2018, through June 30, 2019. This Agreement may be terminated by either Party at any time, for any reason, with or without cause, by providing at least sixty (60) days written notice.

The District may terminate this Contract with cause upon written notice of intention to terminate for cause. A Termination for Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by the Contractor exposing the District to liability to others for personal injury or property damage; or (c) the Contractor is adjudged as bankrupt; Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Contract shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District. Written notice by the District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

H. Indemnity. RFDC agrees to indemnify and hold harmless the District and its successors, assigns, trustees, officers, employees, staff, agents and students from and against all actions, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, willful misconduct, negligence, injury or other causes of action or liability proximately caused by RFDC and/or its successors, assigns, directors, employees, officers, and agents related this Agreement. RFDC has no obligation under this Agreement to indemnify and hold harmless the District and is not liable for any actions, causes of action, claims and demands whatsoever, and for any costs, damages, expenses, charges, debts or other liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, negligence, injury or other causes of action or liability proximately caused by the District and/or its successors, assigns, trustees, officers, employees, staff, agents or students. The parties expressly agree that the indemnity obligation set forth in this Agreement shall remain in full force and effect during the term of this Agreement. The parties further agree that said indemnity obligations shall survive the termination of this Agreement for any actual or alleged act, omission, negligence, injury or other causes of action or liability that occurred during the term of this Agreement.

I. Nondiscrimination. It is the policy of the District that in connection with all services performed under contract, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, handicap, religious creed, sex, gender identity, sexual orientation, age or marital status. Contractor agrees to comply with applicable federal and California laws including, but not limited to, the California Fair Employment and Housing Act.

J. Severability. If any provisions of this Agreement are held to be contrary to law by final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

K. Applicable Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Sacramento County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

L. Assignment. This Agreement is made by and between RFDC and the District and any attempted assignment by them, their successors or assigns shall be void unless approved in writing by all parties.

M. Entire Agreement. This Agreement constitutes the entire agreement between RFDC and the District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications and understandings of any nature whatsoever, with respect to the same subject matter unless expressly included in this Agreement. The parties hereby waive the presumption that any ambiguities in a contract are read against the drafter of same. The parties further agree and represent that each of them are the drafters of every part of this Agreement.

N. Amendments. The terms of this Agreement shall not be amended in any manner except by written agreement signed by the parties.

O. Execution In Counterparts. This Agreement may be executed in counterparts such that the signatures of the parties may appear on separate signature pages. Facsimile or photocopy signatures shall be deemed original signatures for all purposes.

P. Authority. Each party represents that they have the authority to enter into this Agreement and that the undersigned are authorized to execute this Agreement.

Q. Approval/Ratification by Board of Education. This Agreement shall be subject to approval/ratification by the District's Board of Education.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed in duplicate.

**DISTRICT:**

**By:**

\_\_\_\_\_  
John Quinto  
Chief Business Officer  
Sacramento City Unified School District

\_\_\_\_\_  
Date

**AGENCY NAME:** Roberts Family Development Center

**By:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date 8/29/2018

**Print Name:** Derrell Roberts

**Title:** CEO/ Co-Founder

DISTRICT shall:

1. Provide support for program evaluation
2. Recognize in all sponsored events and on brochures, flyers, and promotional materials as appropriate.
3. Provide a district Expanded Learning Specialist for each school that will provide the support and guidance needed to operate the Expanded Learning program.
4. Meet monthly with the PROGRAM MANAGER of ROBERTS FAMILY DEVELOPMENT CENTER to identify program needs, assistance, and successes.
5. Designate a school staff contact person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
6. Help train program staff and volunteers on school procedures and the education/curriculum materials being used at the school that should be integrated into the program.
7. Help recruit students into the program and provide the program access to parents of participating students.
8. Help provide parents/students forums to obtain feedback on the program, what is working and what new services/program elements need to be added or modified.
9. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
10. Provide Expanded Learning snack that is consistent with requirements of the USDA.
11. Help coordinate custodial and storage needs of the program.
12. Meet regularly with the District contact person, RFDC site liaison and site administrator to identify program needs, successes and assistance.
13. Provide a "Mid-Year" Partnership Report addressing strengths and areas for improvement for future partnership.
14. Assist with the coordination of field trips and special events by coordinating with the SCUUSD transportation department.

Roberts Family Development Center shall:

1. Provide a comprehensive Expanded Learning academic, enrichment and recreation program to include at least one hour of homework and tutoring assistance daily (includes all instructional days) from school closure until 6:00 PM (15 hours per week) at designated schools. Program elements shall also include other educational and enrichment/recreational activities, alcohol, tobacco and other drug education and prevention activities that are aligned to YDSS goals.
2. Work closely with school sites and District to keep student enrollment and daily attendance as close to and within the agreed upon parameter as outline in the grant award. Student days of attendance will be monitored by RFDC and adjustments made to **ensure that the program maximizes all funding reimbursements not to exceed available funding.**
3. Work collaboratively with the District and the school to create a comprehensive program plan for the Expanded Learning program. The plan will be shared out with stakeholders.
4. Follow the Expanded Learning Procedural Manual.
5. Provide an "End of Year" Report on status of all outcomes and objectives.
6. Maintain and provide to the District monthly attendance and program activities records.
7. **RFDC shall maintain 85% or above of targeted attendance for the school site for the entire year.**
8. Comply with requirements of the USDA related to administration and operation of Expanded Learning snack and other District-sponsored nutrition programs including SCUUSD's Wellness Policy.
9. Supply the staff with materials, supervision and volunteer recruitment for designated school sites.
10. Develop special activities or field trips for the sites individually and collectively. RFDC shall obtain prior parental permission for students' participation in District sponsored field trips and excursions, and obtain prior permission from the school site Principal or designee.
11. Attend and provide monthly reports at designated Partnership meetings, monthly PROVIDER AGENCY meetings, monthly PROGRAM MANAGERS meetings, as well as other planning meetings as necessary.
12. Work collaboratively with the other outside service providers contracted by the District to provide after school services at school sites.
13. Communicate progress of project/partnership development on a timely and consistent manner to the District.

14. Communicate new partnership opportunities with the District.
15. Advertise, when possible, project/partnership in newspaper, events, press releases, etc. with the prior approval of the District.
16. **Provide at least one full time PROGRAM MANAGER per program that is employed until end of contract 6/30/19 and sufficient staffing to maintain a 20:1 student/staff ratio.**
17. Utilize the Youth Development Support Services Quality Assurance tool, or a Self-Assessment Tool for Expanded Learning programs as the monitoring and evaluation device on a monthly basis.
18. Provide annual in-kind support and direct services that equates to approximately 15% of total contract and such financial support to be itemized and reported monthly to the District.
19. Meeting with the PROGRAM MANAGER and District contact person to identify program needs, successes and areas for assistance.
20. Act as liaison with parents in supporting family engagement.
21. Other areas as agreed upon by both parties.

School Site shall:

1. Designate a school staff person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
2. Help recruit program staff among school site staff and parents.
3. Help train program staff and volunteers on school procedures and educational/curriculum materials being used at the school that should be integrated into the program.
4. Help recruit students into the program and provide program access to parents of participating students.
5. Help provide parent/student forums for the program to obtain feedback on what is working and what new services/program elements need to be added or modified.
6. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
7. Help coordinate custodial and storage needs of the program.
8. Meet monthly or as needed with the PROGRAM MANAGER, district liaison, site liaison and/or site administrators to identify program needs, successes and assistance.

**District Expectations for Expanded Learning Programs:**

The following guidelines are set forth to establish clear communication between the District staff and contracted Expanded Learning Programming Service Providers regarding District expectations.

1. Service Providers and their staff will adopt and work within the social justice youth development framework as they operate District programs. This may include:
  - a. Creating opportunities for youth-led activities and service learning
  - b. Involving youth in the decision-making process when appropriate
  - c. Encouraging youth civic engagement
  - d. Incorporating character education
2. Service Providers and their staff will be knowledgeable of and adhere to the regulations established in the Expanded Learning manual, including, but not limited to:
  - a. Requirements for Safety
  - b. Training on Child Sexual Abuse to all agency staff
  - c. Communication Protocol
  - d. Medical Protocol
  - e. Early Release/Late Arrival Policy
  - f. Program Hours Requirement: 15 hours per week for After School (ASES and 21<sup>st</sup> CCLC programs must remain open until 6:00 PM); 7.5 hours per week for Before School Programming (Program must start at least 1.5 hours before the start of the regular day.
  - g. District Disciplinary Protocol
  - h. SCUSD Wellness Policy
  - i. Field Trip Requirements – Including having a certificated district employee or agency/district employee who has acquired Activity Supervisor Clearance Certificate (ASCC).
3. Service Providers will maintain an environment that is physically and emotionally safe for children/youth and staff at all times. This includes:
  - a. Adequate supervision that includes keeping students within the visual line of sight for staff (age appropriate) at all times (excluding restroom breaks)
  - b. 20:1 student/staff ratio (Student to staff ratio during field trips should be according to the Field Trip guidelines.
  - c. Clear, positively stated program rules and expectations.
  - d. Engage in active supervision at all times including moving through program space, scanning environment and interacting with students to help prevent incidents from occurring.
4. Area representatives, Service Providers and their staff will communicate effectively and regularly with each other and maintain accurate contact information. This means:
  - a. Checking and answering e-mails and phone message daily
  - b. Incidents, issues and concerns will be communicated to the district within 24 hours
  - c. Regular and clear communication with parents via newsletters, phone calls, e-mails etc.
  - d. Checking district (Outlook) email regularly
5. Program staff will conduct themselves in a professional manner at all times by being:
  - a. Easily identifiable to parents and school staff by wearing badges in plain view while on duty
  - b. Prepared and ready at least 1 hour prior to start of programming
  - c. Regularly assess student interest via student surveys, classroom discussions, suggestion boxes etc., and make adjustments when necessary to ensure continued student engagement



6. In order to support academic achievement, Service Providers/staff should:
  - a. Have a general knowledge of the academic standing of their students in their program
  - b. Align Expanded Learning programs to the regular school day
  - c. **Each program site will have their own program plan based on the needs of their students**
  - d. Meet with administrators and teachers regularly. Maintain regular communication with site administrator or site designee
  - e. Be a part of the school community. Participate in staff meetings, school site council, school events such as Back to School Night, Open House etc.
  - f. A representative from each provider agency should serve on at least one school site committee such as the School Site Council, Safety Committee etc.
7. Review the School Accountability Report Card for your school site. This information is posted on the district's website at <http://www.scusd.edu/post/2016-2017-school-accountability-report-cards>.
8. Program Managers will perform on-going program observations utilizing the Expanded Learning Walk-Thru form in order to provide feedback to their staff.
9. All 21<sup>st</sup> Century Community Learning Centers/ASSH's programs must assess the need for family literacy services among adult family members of student served by the program. Based on that need, all programs must, at a minimum, either refer families to existing services or coordinate with Youth Development Support Services to deliver literacy and educational development services.
10. Area representatives will evaluate Expanded Learning programming based on student participation, adherence to the above mentioned guidelines, and on the analysis of the various assessment tools.
11. Agencies will participate in the SCUSD end of year youth voice survey with at least at 85% response rate.
12. Program managers and instructional aids will participate in district offered professional development.
13. Agency will include information about sexual harassment and child sexual abuse prevention in all new employee orientations.

## Attachment C - Data Sharing Agreement

---

This Data Sharing Agreement is entered into between Sacramento City Unified School District ("LEA") and Roberts Family Development Center ("Service Provider") on August 1, 2018.

**WHEREAS**, the LEA is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 ("AB 1584", currently found in Education Code section 49073.1), the California Education Code, the Children's Online Privacy and Protection Act ("COPPA"), and the Family Educational Rights and Privacy Act ("FERPA");

**WHEREAS**, Education Code Section 49073.1 requires, in part, that any agreement entered into, renewed or amended after August 1, 2018 between a local education agency and a third-party service provider must include certain terms; and

**WHEREAS**, the LEA and the Service Provider desire to have the Technology Services Agreement and the services comply with Education Code Section 49073.1.;

**NOW, THEREFORE**, for good and valuable consideration, the Parties agree as follows:

1. Service Provider shall not use any information in a Pupil Record for any purpose other than those required or specifically permitted by the Technology Services Agreement. For the purposes of this Agreement, a "Pupil Record" or Pupil Records" include any information directly related to a pupil that is maintained by the LEA or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other LEA employees. Pupil Records does not include de-identified information (information that, on its own or in aggregate, cannot be used to identify an individual pupil) used by the third party (1) to improve educational products for adaptive learning purposes and for customized pupil learning; (2) to demonstrate the effectiveness of the operator's products in the marketing of those products; or (3) for the development and improvement of educational sites, services, or applications.
2. All Pupil Records obtained by Service Provider from LEA continue to be the property of and under control of the LEA. The LEA retains exclusive control over student and staff data, including determining who may access data and how it may be used for legitimate authorized purposes.
3. Service Provider shall provide a means by which its employees, when so authorized, can search and export Pupil Records through reasonable procedures such that the LEA can respond to a parent, legal guardian or eligible student who seeks to review personally identifiable information on the pupil's records or correct erroneous information. Service Provider shall provide procedures for the transfer of pupil-generated content to an account, format or medium designated by the LEA.
4. Service Provider may not distribute Pupil Records to any third party without LEA's express written consent or as permitted by the Agreement, unless required by law. Unless permitted by the Agreement, use of subcontractors and subcontractor access to Pupil Records must be approved in writing by the LEA. Service Provider will ensure that approved subcontractors adhere to all

provisions of the Technical Services Agreement and this Agreement. Provider ensures that any subcontractor or subprocessor that it engages to process, store or access Pupil Records has adequate technical security and organizational measures in place to keep Pupil Records secure and to comply with the terms of the Technical Services Agreement and this Agreement

5. Service Provider shall take actions to ensure the security and confidentiality of Pupil Records, including but not limited to designating and training responsible individuals on ensuring the security and confidentiality of Pupil Records.

- 5.1 Service Provider shall maintain all data obtained or generated pursuant to the Agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to the Agreement except as necessary to fulfill the purpose of the original request. Service Provider shall warrant that security measures are in place to help protect against loss, misuse and alteration of the data under Service Provider's control. When the Service or data are accessed using a supported web browser, Secure Socket Layer ("SSL") or equivalent technology protects information, using both server authentication and data encryption to help ensure that data are safe, secure and available to only authorized users. Service Provider shall host content pursuant to the Service in a secure server environment that uses firewalls and other advanced technology to prevent interference or access from outside intruders. Where applicable, the Service will require unique account identifiers, usernames and passwords that must be entered each time a client or user signs on.

6. Notwithstanding section 6.1 below, Service Provider certifies that Pupil Records shall not be retained or available to the Service Provider or any such third party that the Service Provider has contracted with for the purpose of providing the Service following the completion of the terms of the Technology Services Agreement. Service Provider shall destroy or return to the LEA all Pupil Records obtained pursuant to the Technology Services Agreement when such Pupil Records are no longer required for the Service, or within a reasonable period of time. Nothing in this Agreement authorizes the Service Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposal of Pupil Records following the Service.

- 6.1 Service Provider may retain a specific pupil's records in the event that that pupil chooses to establish or maintain an account with the Service Provider for the purpose of storing pupil-generated content, either by retaining possession and control of their own pupil-generated content or by transferring pupil-generated content to a personal account.

7. Upon becoming aware of any unlawful or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider, Service Provider will take the following measures:

- 7.1 Promptly notify the LEA of the suspected or actual incident. This typically will occur within 24 hours of confirmation of the incident;

- 7.2 Promptly investigate the incident and provide LEA with detailed information regarding the incident, including the identity of affected Pupil Records and Users; and

- 7.3 Assist the LEA in notifying affected users, affected parents, and legal guardians of the unauthorized access to Pupil Records and of commercially reasonable steps to mitigate the

effects and to minimize any damage resulting from the incident. Service Provider shall be responsible for all costs associated with providing said notifications and the costs of commercially reasonable remedies in response to a data breach or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider. Service Provider shall have obtained a sufficient cyber-liability insurance policy that provides for a number of potential remedies, such as credit monitoring for affected parties, fraud coverage, crisis management communications coverage, business interruption coverage, and data restoration coverage, among others.

8. The terms and conditions of the Technology Services Agreement and any addenda are incorporated herein by reference. This Agreement shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA and Education Code Section 49073.1. . In the event there is a conflict between the terms of this Agreement and the Technology Services Agreement or any other agreement or contract document(s) pertaining to the Technology Services Agreement, the terms of this Agreement shall apply. Notwithstanding the above statement, all other provisions of the Technology Services Agreement shall remain unaffected.
9. The term of this Agreement shall expire on the termination date stated in the Technology Services Agreement or in any addenda to such Technology Services Agreement, whichever controls.
10. Neither LEA nor Service Provider may modify or amend the terms of this Agreement without mutual written consent.

**IN WITNESS WHEREOF**, parties execute this Agreement on the dates set forth below.

\_\_\_\_\_  
SCUSD Representative

  
\_\_\_\_\_  
Roberts Family Development Center

\_\_\_\_\_  
Chief Information Officer

\_\_\_\_\_  
CEO/Co-Founder  
[Title]

\_\_\_\_\_  
[DATE]

\_\_\_\_\_  
9/07/2018  
[DATE]

## AGREEMENT FOR SERVICES

Between

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Youth Development Support Services Department  
And  
Target Excellence**

The Sacramento City Unified School District ("District") and the Target Excellence (TE) collectively hereinafter referred to as "the Parties" hereby enter into this Agreement for program services ("Agreement") effective on August 1<sup>st</sup>, 2018 ("Effective Date") with respect to the following recitals:

### RECITALS

WHEREAS, the District desires to engage Target Excellence to develop, maintain and sustain programs that offer support services to **Bret Harte Elementary, Cesar Chavez Intermediate, Elder Creek Elementary, Ethel I Baker Elementary, James Marshall Elementary, Oak Ridge Elementary, Mark Twain Elementary and Rosa Parks K-8** programs and recreational activities supporting the After School Education and Safety (ASES), 21<sup>st</sup> Century Community Learning Centers expanded learning programs at the above mentioned program sites during the school year 2018-2019. This collaboration is designed to provide students opportunities to expand learning, promote academic achievement, assist children and adults from low-income families to achieve challenging state content standards, provide opportunities for parents to actively participate in their children's education, provide safe, supervised, and high-quality expanded learning care for students; and deter tobacco, alcohol and other drug use; and

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Roles and Responsibilities.

- i. TE shall adhere to Attachment A Scope of Services; Attachment B Expanded Learning Programs Expectations; and all expectations outlined in the SCUSD Expanded Learning Program Manual (located on SCUSD Youth Development Website);
- ii. TE shall adhere to scope of services outlined in SCUSD Contract Terms and Conditions
- iii. District shall adhere to scope of service outlined in Attachment A. District shall provide funding pursuant to Paragraph B, below. District shall provide and coordinate space and location of all District-sponsored expanded learning professional development, meetings, and trainings. District shall coordinate the convening of all contractors to facilitate program planning and modifications.

B. Payment. For provision of services pursuant to this Agreement, and meeting required attendance target, or a minimum of 85% of said target based on 180 days, District shall reimburse TE for direct services not to exceed **\$1,291,583.05** be made in installments upon receipt of properly submitted invoices.

Within one month of commencement of the services outlined in this Agreement, the Provider shall provide documentation supporting that it is able to meet 85% of the required target attendance. Failure to

provide evidence of meeting 85% of target attendance may result in the immediate termination of the Agreement. In the event of termination, payment will not be initiated for any services not rendered.

**Breakdown:**

<b>Program</b>	<b>School Name</b>	<b>Contract Amount</b>	<b>Attendance Target Days (180)</b>
ASES	Bret Harte	\$121,130.10	97
District Funds – After School	Bret Harte	\$21,600.00	20
District Funds – Before School	Bret Harte	\$19,440.00	27
ASES	Cesar Chavez	\$104,422.50	83
21 <sup>st</sup> CCLC After School	Cesar Chavez	\$34,425.00	30
21 <sup>st</sup> Before School	Cesar Chavez	\$30,600.00	40
ASES	Elder Creek	\$263,357.72	210
District Funds – After School	Elder Creek	\$54,000.00	50
ASES	Ethel I Baker	\$112,428.23	90
District Funds – After School	Ethel I Baker	\$21,600	20
District Funds – Before School	Ethel I Baker	\$25,200	35
ASES	James Marshall	\$104,422.50	83
ASES	Mark Twain	\$104,422.50	83
ASES	Oak Ridge	\$113,704.50	91
ASES	Rosa Parks	\$139,230.00	111
District Funds – After School	Rosa Parks	\$21,600.00	20
<b>Total Amount</b>		<b>\$1,291,583.05</b>	

The final installment shall not be invoiced by TE or due until completion of all obligations pursuant to this Agreement. For provisions of services pursuant to this Agreement, TE shall provide documentation of **\$193,737.45** as in-kind match (15% of the contract amount) to the District.

C. **Independent Contractor.** While engaged in providing the services in this Agreement, and otherwise performing as set forth in this Agreement, TE and each of TE employees, is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.

D. **Insurance Requirements.** Prior to commencement of services and during the life of this Agreement, TE shall provide the District with a copy of its certificates of insurance evidencing its comprehensive general liability insurance, employment practices liability insurance, and directors and officers coverages in sums of not less than \$1,000,000 per occurrence. TE will also provide a written endorsement to such policies-naming District as an additional insured and such endorsement shall also state, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District

shall be excess and noncontributory." If insurance is not kept in force during the entire term of the Agreement, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the TE to the District.

E. Fingerprinting Requirements. TE agrees that any employee it provides to District shall be subject to the fingerprinting and TB requirements set forth in the California Education Code. Pursuant to Education Code Section 45125.1, TE shall certify in writing to the District that neither the employer nor any of its employees who are required to have their fingerprints submitted to the Department of Justice and who may come in contact with pupils have been convicted of a felony as defined in Section 45122.1. Contractor will provide a complete list to the District of all employees cleared by the DOJ who will provide services under this Agreement. TE shall obtain subsequent arrest service from DOJ for on-going notification regarding an individual whose fingerprints were submitted pursuant to Section 45125.1. Upon receipt of such a subsequent arrest notification from DOJ, TE shall within 24 hours notify District of such a subsequent arrest notification. If an employee is disqualified from working for District pursuant to the requirements of the California Education Code, TE agrees to provide a replacement employee within 15 days of receiving notification that the previous employee has been disqualified. Failure to adhere to the terms of this provision is grounds for termination of the Agreement. Agency will provide the District with livescan contact information to receive alerts when livescans are complete.

F. Confidential Records and Data. Each Party shall not disclose confidential records received from the other Party, including student records pursuant to FERPA, 20 U.S.C. § 1232g, *et seq.*, and California Education Code Section 49060, *et seq.* TE shall maintain the confidentiality of student or pupil records and shall not disclose such records to any third parties without the express written approval of the District. In the event a Party receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, said Party shall tender the request to the other Party who shall be responsible for addressing said request, including the defense of its claim of confidentiality. The Party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

G. Period of Agreement. The term of this Agreement shall be from August 1, 2018, through June 30, 2019. This Agreement may be terminated by either Party at any time, for any reason, with or without cause, by providing at least sixty (60) days written notice.

The District may terminate this Contract with cause upon written notice of intention to terminate for cause. A Termination for Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by the Contractor exposing the District to liability to others for personal injury or property damage; or (c) the Contractor is adjudged as bankrupt; Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Contract shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District. Written notice by the District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

H. Indemnity. TE agrees to indemnify and hold harmless the District and its successors, assigns, trustees, officers, employees, staff, agents and students from and against all actions, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, willful misconduct, negligence, injury or other causes of action or liability proximately caused by TE and/or its successors, assigns, directors, employees, officers, and agents related this Agreement. TE has no obligation under this Agreement to indemnify and hold harmless the District and is not liable for any actions, causes of action, claims and demands whatsoever, and for any costs, damages, expenses, charges, debts or other liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, negligence, injury or other causes of action or liability proximately caused by the District and/or its successors, assigns, trustees, officers, employees, staff, agents or students. The parties expressly agree that the indemnity obligation set forth in this Agreement shall remain in full force and effect during the term of this Agreement. The parties further agree that said indemnity obligations shall survive the termination of this Agreement for any actual or alleged act, omission, negligence, injury or other causes of action or liability that occurred during the term of this Agreement.

I. Nondiscrimination. It is the policy of the District that in connection with all services performed under contract, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, handicap, religious creed, sex, gender identity, sexual orientation, age or marital status. Contractor agrees to comply with applicable federal and California laws including, but not limited to, the California Fair Employment and Housing Act.

J. Severability. If any provisions of this Agreement are held to be contrary to law by final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

K. Applicable Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Sacramento County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

L. Assignment. This Agreement is made by and between TE and the District and any attempted assignment by them, their successors or assigns shall be void unless approved in writing by all parties.

M. Entire Agreement. This Agreement constitutes the entire agreement between TE and the District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications and understandings of any nature whatsoever, with respect to the same subject matter unless expressly included in this Agreement. The parties hereby waive the presumption that any ambiguities in a contract are read against the drafter of same. The parties further agree and represent that each of them are the drafters of every part of this Agreement.

N. Amendments. The terms of this Agreement shall not be amended in any manner except by written agreement signed by the parties.



O. Execution In Counterparts. This Agreement may be executed in counterparts such that the signatures of the parties may appear on separate signature pages. Facsimile or photocopy signatures shall be deemed original signatures for all purposes.

P. Authority. Each party represents that they have the authority to enter into this Agreement and that the undersigned are authorized to execute this Agreement.

Q. Approval/Ratification by Board of Education. This Agreement shall be subject to approval/ratification by the District's Board of Education.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate.

**DISTRICT:**

By: \_\_\_\_\_

John Quinto  
Chief Business Officer  
Sacramento City Unified School District

\_\_\_\_\_  
Date

AGENCY NAME:

By: \_\_\_\_\_

  
Authorized Signature

8/31/18  
Date

Print Name: \_\_\_\_\_

Angela Love

Title: \_\_\_\_\_

Executive Director

DISTRICT shall:

1. Provide support for program evaluation
2. Recognize in all sponsored events and on brochures, flyers, and promotional materials as appropriate.
3. Provide a district Expanded Learning Specialist for each school that will provide the support and guidance needed to operate the Expanded Learning program.
4. Meet monthly with the PROGRAM MANAGER of TARGET EXCELLENCE to identify program needs, assistance, and successes.
5. Designate a school staff contact person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
6. Help train program staff and volunteers on school procedures and the education/curriculum materials being used at the school that should be integrated into the program.
7. Help recruit students into the program and provide the program access to parents of participating students.
8. Help provide parents/students forums to obtain feedback on the program, what is working and what new services/program elements need to be added or modified.
9. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
10. Provide Expanded Learning snack that is consistent with requirements of the USDA.
11. Help coordinate custodial and storage needs of the program.
12. Meet regularly with the District contact person, TE site liaison and site administrator to identify program needs, successes and assistance.
13. Provide a "Mid-Year" Partnership Report addressing strengths and areas for improvement for future partnership.
14. Assist with the coordination of field trips and special events by coordinating with the SCUSD transportation department.

Target Excellence shall:

1. Provide a comprehensive Expanded Learning academic, enrichments and recreation program to include at least one hour of homework and tutoring assistance daily (includes all instructional days) from school closure until 6:00 PM (15 hours per week) at designated schools. Program elements shall also include other educational and enrichment/recreational activities, alcohol, tobacco and other drug education and prevention activities that are aligned to YDSS goals.
2. Work closely with school sites and District to keep student enrollment and daily attendance as close to and within the agreed upon parameter as outline in the grant award. Student days of attendance will be monitored by TE and adjustments made to **ensure that the program maximizes all funding reimbursements not to exceed available funding.**
3. Work collaboratively with the District and the school to create a comprehensive program plan for the Expanded Learning program. The plan will be shared out with stakeholders.
4. Follow the Expanded Learning Procedural Manual.
5. Provide an "End of Year" Report on status of all outcomes and objectives.
6. Maintain and provide to the District monthly attendance and program activities records.
7. **TE shall maintain 85% or above of targeted attendance for the school site for the entire year.**
8. Comply with requirements of the USDA related to administration and operation of Expanded Learning snack and other District-sponsored nutrition programs including SCUSD's Wellness Policy.
9. Supply the staff with materials, supervision and volunteer recruitment for designated school sites.
10. Develop special activities or field trips for the sites individually and collectively. TE shall obtain prior parental permission for students' participation in District sponsored field trips and excursions, and obtain prior permission from the school site Principal or designee.
11. Attend and provide monthly reports at designed Partnership meetings, monthly PROVIDER AGENCY meetings, monthly PROGRAM MANAGERS meetings, as well as other planning meetings as necessary.
12. Work collaboratively with the other outside service providers contracted by the District to provide after school services at school sites.
13. Communicate progress of project/partnership development on a timely and consistent manner to the District.

14. Communicate new partnership opportunities with the District.
15. Advertise, when possible, project/partnership in newspaper, events, press releases, etc. with the prior approval of the District.
16. **Provide at least one full time PROGRAM MANAGER per program that is employed until end of contract 6/30/19 and sufficient staffing to maintain a 20:1 student/staff ratio.**
17. Utilize the Youth Development Support Services Quality Assurance tool, or a Self-Assessment Tool for Expanded Learning programs as the monitoring and evaluation device on a monthly basis.
18. Provide annual in-kind support and direct services that equates to approximately 15% of total contract and such financial support to be itemized and reported monthly to the District.
19. Meeting with the PROGRAM MANAGER and District contact person to identify program needs, successes and areas for assistance.
20. Act as liaison with parents in supporting family engagement.
21. Other areas as agreed upon by both parties.

School Site shall:

1. Designate a school staff person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
2. Help recruit program staff among school site staff and parents.
3. Help train program staff and volunteers on school procedures and educational/curriculum materials being used at the school that should be integrated into the program.
4. Help recruit students into the program and provide program access to parents of participating students.
5. Help provide parent/student forums for the program to obtain feedback on what is working and what new services/program elements need to be added or modified.
6. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
7. Help coordinate custodial and storage needs of the program.
8. Meet monthly or as needed with the PROGRAM MANAGER, district liaison, site liaison and/or site administrator to identify program needs, successes and assistance.

**District Expectations for Expanded Learning Programs:**

The following guidelines are set forth to establish clear communication between the District staff and contracted Expanded Learning Programming Service Providers regarding District expectations.

1. Service Providers and their staff will adopt and work within the social justice youth development framework as they operate District programs. This may include:
  - a. Creating opportunities for youth-led activities and service learning
  - b. Involving youth in the decision-making process when appropriate
  - c. Encouraging youth civic engagement
  - d. Incorporating character education
2. Service Providers and their staff will be knowledgeable of and adhere to the regulations established in the Expanded Learning manual, including, but not limited to:
  - a. Requirements for Safety
  - b. Training on Child Sexual Abuse to all agency staff
  - c. Communication Protocol
  - d. Medical Protocol
  - e. Early Release/Late Arrival Policy
  - f. Program Hours Requirement: 15 hours per week for After School (ASES and 21<sup>st</sup> CCLC programs must remain open until 6:00 PM); 7.5 hours per week for Before School Programming (Program must start at least 1.5 hours before the start of the regular day.
  - g. District Disciplinary Protocol
  - h. SCUSD Wellness Policy
  - i. Field Trip Requirements – Including having a certificated district employee or agency/district employee who has acquired Activity Supervisor Clearance Certificate (ASCC).
3. Service Providers will maintain an environment that is physically and emotionally safe for children/youth and staff at all times. This includes:
  - a. Adequate supervision that includes keeping students within the visual line of sight for staff (age appropriate) at all times (excluding restroom breaks)
  - b. 20:1 student/staff ratio (Student to staff ratio during field trips should be according to the Field Trip guidelines.
  - c. Clear, positively stated program rules and expectations.
  - d. Engage in active supervision at all times including moving through program space, scanning environment and interacting with students to help prevent incidents from occurring.
4. Area representatives, Service Providers and their staff will communicate effectively and regularly with each other and maintain accurate contact information. This means:
  - a. Checking and answering e-mails and phone message daily
  - b. Incidents, issues and concerns will be communicated to the district within 24 hours
  - c. Regular and clear communication with parents via newsletters, phone calls, e-mails etc.
  - d. Checking district (Outlook) email regularly
5. Program staff will conduct themselves in a professional manner at all times by being:
  - a. Easily identifiable to parents and school staff by wearing badges in plain view while on duty
  - b. Prepared and ready at least 1 hour prior to start of programming
  - c. Regularly assess student interest via student surveys, classroom discussions, suggestion boxes etc., and make adjustments when necessary to ensure continued student engagement

6. In order to support academic achievement, Service Providers/staff should:
  - a. Have a general knowledge of the academic standing of their students in their program
  - b. Align Expanded Learning programs to the regular school day
  - c. **Each program site will have their own program plan based on the needs of their students**
  - d. Meet with administrators and teachers regularly. Maintain regular communication with site administrator or site designee
  - e. Be a part of the school community. Participate in staff meetings, school site council, school events such as Back to School Night, Open House etc.
  - f. A representative from each provider agency should serve on at least one school site committee such as the School Site Council, Safety Committee etc.
7. Review the School Accountability Report Card for your school site. This information is posted on the district's website at <http://www.scusd.edu/post/2016-2017-school-accountability-report-cards>.
8. Program Managers will perform on-going program observations utilizing the Expanded Learning Walk-Thru form in order to provide feedback to their staff.
9. All 21<sup>st</sup> Century Community Learning Centers/ASSETs programs must assess the need for family literacy services among adult family members of students served by the program. Based on that need, all programs must, at a minimum, either refer families to existing services or coordinate with Youth Development Support Services to deliver literacy and educational development services.
10. Area representatives will evaluate Expanded Learning programming based on student participation, adherence to the above mentioned guidelines, and on the analysis of the various assessment tools.
11. Agencies will participate in the SCUSD end of year youth voice survey with at least at 85% response rate.
12. Program managers and instructional aids will participate in district offered professional development.
13. Agency will include information about sexual harassment and child sexual abuse prevention in all new employee orientations.

## Attachment C - Data Sharing Agreement

---

This Data Sharing Agreement is entered into between Sacramento City Unified School District ("LEA") and Target Excellence ("Service Provider") on August 1, 2018.

**WHEREAS**, the LEA is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 ("AB 1584", currently found in Education Code section 49073.1), the California Education Code, the Children's Online Privacy and Protection Act ("COPPA"), and the Family Educational Rights and Privacy Act ("FERPA");

**WHEREAS**, Education Code Section 49073.1 requires, in part, that any agreement entered into, renewed or amended after August 1, 2018 between a local education agency and a third-party service provider must include certain terms; and

**WHEREAS**, the LEA and the Service Provider desire to have the Technology Services Agreement and the services comply with Education Code Section 49073.1.;

**NOW, THEREFORE**, for good and valuable consideration, the Parties agree as follows:

1. Service Provider shall not use any information in a Pupil Record for any purpose other than those required or specifically permitted by the Technology Services Agreement. For the purposes of this Agreement, a "Pupil Record" or Pupil Records" include any information directly related to a pupil that is maintained by the LEA or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other LEA employees. Pupil Records does not include de-identified information (information that, on its own or in aggregate, cannot be used to identify an individual pupil) used by the third party (1) to improve educational products for adaptive learning purposes and for customized pupil learning; (2) to demonstrate the effectiveness of the operator's products in the marketing of those products; or (3) for the development and improvement of educational sites, services, or applications.
2. All Pupil Records obtained by Service Provider from LEA continue to be the property of and under control of the LEA. The LEA retains exclusive control over student and staff data, including determining who may access data and how it may be used for legitimate authorized purposes.
3. Service Provider shall provide a means by which its employees, when so authorized, can search and export Pupil Records through reasonable procedures such that the LEA can respond to a parent, legal guardian or eligible student who seeks to review personally identifiable information on the pupil's records or correct erroneous information. Service Provider shall provide procedures for the transfer of pupil-generated content to an account, format or medium designated by the LEA.
4. Service Provider may not distribute Pupil Records to any third party without LEA's express written consent or as permitted by the Agreement, unless required by law. Unless permitted by the Agreement, use of subcontractors and subcontractor access to Pupil Records must be approved in writing by the LEA. Service Provider will ensure that approved subcontractors adhere to all

provisions of the Technical Services Agreement and this Agreement. Provider ensures that any subcontractor or subprocessor that it engages to process, store or access Pupil Records has adequate technical security and organizational measures in place to keep Pupil Records secure and to comply with the terms of the Technical Services Agreement and this Agreement

5. Service Provider shall take actions to ensure the security and confidentiality of Pupil Records, including but not limited to designating and training responsible individuals on ensuring the security and confidentiality of Pupil Records.

- 5.1 Service Provider shall maintain all data obtained or generated pursuant to the Agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to the Agreement except as necessary to fulfill the purpose of the original request. Service Provider shall warrant that security measures are in place to help protect against loss, misuse and alteration of the data under Service Provider's control. When the Service or data are accessed using a supported web browser, Secure Socket Layer ("SSL") or equivalent technology protects information, using both server authentication and data encryption to help ensure that data are safe, secure and available to only authorized users. Service Provider shall host content pursuant to the Service in a secure server environment that uses firewalls and other advanced technology to prevent interference or access from outside intruders. Where applicable, the Service will require unique account identifiers, usernames and passwords that must be entered each time a client or user signs on.

6. Notwithstanding section 6.1 below, Service Provider certifies that Pupil Records shall not be retained or available to the Service Provider or any such third party that the Service Provider has contracted with for the purpose of providing the Service following the completion of the terms of the Technology Services Agreement. Service Provider shall destroy or return to the LEA all Pupil Records obtained pursuant to the Technology Services Agreement when such Pupil Records are no longer required for the Service, or within a reasonable period of time. Nothing in this Agreement authorizes the Service Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposal of Pupil Records following the Service.

- 6.1 Service Provider may retain a specific pupil's records in the event that that pupil chooses to establish or maintain an account with the Service Provider for the purpose of storing pupil-generated content, either by retaining possession and control of their own pupil-generated content or by transferring pupil-generated content to a personal account.

7. Upon becoming aware of any unlawful or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider, Service Provider will take the following measures:

- 7.1 Promptly notify the LEA of the suspected or actual incident. This typically will occur within 24 hours of confirmation of the incident;

- 7.2 Promptly investigate the incident and provide LEA with detailed information regarding the incident, including the identity of affected Pupil Records and Users; and

- 7.3 Assist the LEA in notifying affected users, affected parents, and legal guardians of the unauthorized access to Pupil Records and of commercially reasonable steps to mitigate the



effects and to minimize any damage resulting from the incident. Service Provider shall be responsible for all costs associated with providing said notifications and the costs of commercially reasonable remedies in response to a data breach or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider. Service Provider shall have obtained a sufficient cyber-liability insurance policy that provides for a number of potential remedies, such as credit monitoring for affected parties, fraud coverage, crisis management communications coverage, business interruption coverage, and data restoration coverage, among others.

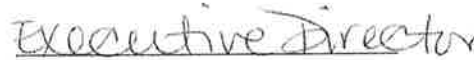
8. The terms and conditions of the Technology Services Agreement and any addenda are incorporated herein by reference. This Agreement shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA and Education Code Section 49073.1. . In the event there is a conflict between the terms of this Agreement and the Technology Services Agreement or any other agreement or contract document(s) pertaining to the Technology Services Agreement, the terms of this Agreement shall apply. Notwithstanding the above statement, all other provisions of the Technology Services Agreement shall remain unaffected.
9. The term of this Agreement shall expire on the termination date stated in the Technology Services Agreement or in any addenda to such Technology Services Agreement, whichever controls.
10. Neither LEA nor Service Provider may modify or amend the terms of this Agreement without mutual written consent.

**IN WITNESS WHEREOF**, parties execute this Agreement on the dates set forth below.

\_\_\_\_\_  
SCUSD Representative

  
\_\_\_\_\_  
Target Excellence

\_\_\_\_\_  
Chief Information Officer

  
\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[DATE]

  
\_\_\_\_\_  
[DATE]

## AGREEMENT FOR SERVICES

Between

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Youth Development Support Services Department  
And  
Sacramento Chinese Community Service Center**

The Sacramento City Unified School District ("District") and the Sacramento Chinese Community Service Center (SCCSC) collectively hereinafter referred to as "the Parties" hereby enter into this Agreement for program services ("Agreement") effective on August 1<sup>st</sup>, 2018 ("Effective Date") with respect to the following recitals:

### RECITALS

WHEREAS, the District desires to engage Sacramento Chinese Community Service Center to develop, maintain and sustain programs that offer support services to **A.M. Winn K-8, Abraham Lincoln Elementary, Albert Einstein Middle, Bowling Green Elementary, California Middle, Camellia Basic Elementary, Caroline Wenzel Elementary, David Lubin Elementary, Earl Warren Elementary, Ethel Phillips Elementary, Fern Bacon Middle, Golden Empire Elementary, Hubert H. Bancroft Elementary, John Bidwell Elementary, John Cabrillo Elementary, Kit Carson International Academy, Martin Luther Jr., K-8, Nicholas Elementary, O.W. Erlewine Elementary, Oak Park Preparatory Academy, Pacific Elementary, Peter Burnett Elementary, Pony Express Elementary, St. Hope Public School 7, Tahoe Elementary, Theodore Judah Elementary, Will C. Wood Middle, William Land Elementary, Woodbine Elementary, Arthur A. Benjamin Health Professions High, Rosemont High, American Legion High, C.K. McClatchy High, Hiram Johnson High, John F. Kennedy High, and Sacramento Charter High** programs and recreational activities supporting the After School Education and Safety (ASES), 21<sup>st</sup> Century Community Learning Centers expanded learning programs at the above mentioned school during the school year 2018-2019. This collaboration is designed to provide students opportunities to expand learning, promote academic achievement, assist children and adults from low-income families to achieve challenging state content standards, provide opportunities for parents to actively participate in their children's education, provide safe, supervised, and high-quality expanded learning care for students; and deter tobacco, alcohol and other drug use; and

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Roles and Responsibilities.

- i. SCCSC shall adhere to Attachment A Scope of Services; Attachment B Expanded Learning Programs Expectations; and all expectations outlined in the SCUSD Expanded Learning Program Manual (located on SCUSD Youth Development Website);
- ii. SCCSC shall adhere to scope of services outlined in SCUSD Contract Terms and Conditions
- iii. District shall adhere to scope of service outlined in Attachment A. District shall provide funding pursuant to Paragraph B, below. District shall provide and coordinate space and location of all District-

sponsored expanded learning professional development, meetings, and trainings. District shall coordinate the convening of all contractors to facilitate program planning and modifications.

B. Payment. For provision of services pursuant to this Agreement, and meeting required attendance target, or a minimum of 85% of said target based on 180 days, District shall reimburse SCCSC for direct services not to exceed **\$4,392,285.40** be made in installments upon receipt of properly submitted invoices.

Within one month of commencement of the services outlined in this Agreement, the Provider shall provide documentation supporting that it is able to meet 85% of the required target attendance. Failure to provide evidence of meeting 85% of target attendance may result in the immediate termination of the Agreement. In the event of termination, payment will not be initiated for any services not rendered.

Breakdown:

Program	School Name	Contract Amount	Attendance Target Days (180)
ASES	A.M. Winn K-8	\$121,130.10	97
District Funds – Before School	A.M. Winn K-8	\$21,600.00	30
ASES	Abraham Lincoln	\$104,422.50	83
ASES	Albert Einstein	\$113,080.29	90
ASES	Bowling Green	\$104,886.60	84
District Fund – After School	Bowling Green	\$75,600.00	70
ASES	California Middle	\$139,090.77	111
ASES	Camellia Basic	\$104,422.50	83
ASES	Caroline Wenzel	\$104,004.81	83
ASES	David Lubin	\$77,005.33	61
ASES	Earl Warren	\$104,422.50	83
District Funds – After School	Earl Warren	\$43,200.00	40
District Funds – Before School	Earl Warren	\$25,200.00	35
ASES	Ethel Phillips	\$104,422.50	83
21 <sup>st</sup> Century CLC	Ethel Phillips	\$34,425.00	30
ASES	Fern Bacon	\$139,230.00	111
ASES	Golden Empire	\$104,422.50	83
District Funds – After School	Golden Empire	\$32,400.00	30
ASES	Hubert H. Bancroft	\$90,221.04	72
ASES	John Bidwell	\$104,422.50	83
District Funds – After School	John Bidwell	\$21,600.00	20
ASES	John Cabrillo	\$104,422.50	83
ASES	Kit Carson	\$89,854.17	72
ASES	Martin Luther King, Jr.	\$104,422.50	83
21 <sup>st</sup> Century CLC	Martin Luther King, Jr.	\$96,390.00	83

ASES	Nicholas	\$106,510.95	85
District Funds – After School	Nicholas	\$75,600.00	70
District Funds – Before School	Nicholas	\$25,200.00	35
ASES	O.W. Erlewine	\$104,422.50	83
ASES	Oak Park Prep. Academy	\$37,592.10	30
ASES	Pacific	\$106,510.95	85
District Funds – After School	Pacific	\$54,000.00	50
District Funds – Before School	Pacific	\$25,200.00	35
ASES	Peter Burnett	\$126,560.07	101
District Funds – After School	Peter Burneet	\$21,600.00	20
District Funds – Before School	Peter Burnett	\$25,200.00	35
ASES	Pony Express	\$104,422.50	83
ASES	St. Hope Public School 7	\$139,230.00	111
ASES	Tahoe	\$104,422.50	83
District Funds – Before School	Tahoe	\$25,200.00	35
ASES	Theodore Judah	\$104,422.50	83
ASES	Will C Wood	\$139,230.00	111
ASES	William Land	\$120,294.72	96
District Funds – After School	William Land	\$81,000.00	75
ASES	Woodbine	\$104,422.50	83
21 <sup>st</sup> Century ASSETs	American Legion	\$55,641.00	50
21 <sup>st</sup> Century ASSETs	Arthur A. Benjamin Health Professions	\$61,305.00	75
District Funds - After School	C.K. McClatchy	\$75,000.00	200
21 <sup>st</sup> Century ASSETs	Hiram Johnson	\$110,000.00	250
District Funds – After School	John F. Kennedy	\$75,000.00	200
21 <sup>st</sup> Century ASSETs	Rosemont	\$110,000.00	250
21 <sup>st</sup> Century ASSETs	Sacramento Charter High	\$110,000.00	200
<b>Total Amount</b>		<b>\$4,392,285.40</b>	

The final installment shall not be invoiced by SCCSC or due until completion of all obligations pursuant to this Agreement. For provisions of services pursuant to this Agreement, SCCSC shall provide documentation of **\$658,842.81** as in-kind match (15% of the contract amount) to the District.

C. Independent Contractor. While engaged in providing the services in this Agreement, and otherwise performing as set forth in this Agreement, SCCSC and each of SCCSC employees, is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.

D. Insurance Requirements. Prior to commencement of services and during the life of this Agreement, SCCSC shall provide the District with a copy of its certificates of insurance evidencing its comprehensive general liability insurance, employment practices liability insurance, and directors and officers coverages in sums of not less than \$1,000,000 per occurrence. SCCSC will also provide a written endorsement to such policies-naming District as an additional insured and such endorsement shall also state, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." If insurance is not kept in force during the entire term of the Agreement, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the SCCSC to the District.

E. Fingerprinting Requirements. SCCSC agrees that any employee it provides to District shall be subject to the fingerprinting and TB requirements set forth in the California Education Code. Pursuant to Education Code Section 45125.1, SCCSC shall certify in writing to the District that neither the employer nor any of its employees who are required to have their fingerprints submitted to the Department of Justice and who may come in contact with pupils have been convicted of a felony as defined in Section 45122.1. Contractor will provide a complete list to the District of all employees cleared by the DOJ who will provide services under this Agreement. SCCSC shall obtain subsequent arrest service from DOJ for on-going notification regarding an individual whose fingerprints were submitted pursuant to Section 45125.1. Upon receipt of such a subsequent arrest notification from DOJ, SCCSC shall within 24 hours notify District of such a subsequent arrest notification. If an employee is disqualified from working for District pursuant to the requirements of the California Education Code, SCCSC agrees to provide a replacement employee within 15 days of receiving notification that the previous employee has been disqualified. Failure to adhere to the terms of this provision is grounds for termination of the Agreement. Agency will provide the District with livescan contact information to receive alerts when livescans are complete.

F. Confidential Records and Data. Each Party shall not disclose confidential records received from the other Party, including student records pursuant to FERPA, 20 U.S.C. § 1232g, *et seq.*, and California Education Code Section 49060, *et seq.* SCCSC shall maintain the confidentiality of student or pupil records and shall not disclose such records to any third parties without the express written approval of the District. In the event a Party receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, said Party shall tender the request to the other Party who shall be responsible for addressing said request, including the defense of its claim of confidentiality. The Party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

G. Period of Agreement. The term of this Agreement shall be from August 1, 2018, through June 30, 2019. This Agreement may be terminated by either Party at any time, for any reason, with or without cause, by providing at least sixty (60) days written notice.

The District may terminate this Contract with cause upon written notice of intention to terminate for cause. A Termination for Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by the Contractor exposing the District to liability to others for personal injury or property damage; or (c) the Contractor is adjudged as bankrupt; Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Contract shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District. Written notice by the District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

H. Indemnity. SCCSC agrees to indemnify and hold harmless the District and its successors, assigns, trustees, officers, employees, staff, agents and students from and against all actions, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, willful misconduct, negligence, injury or other causes of action or liability proximately caused by SCCSC and/or its successors, assigns, directors, employees, officers, and agents related this Agreement. SCCSC has no obligation under this Agreement to indemnify and hold harmless the District and is not liable for any actions, causes of action, claims and demands whatsoever, and for any costs, damages, expenses, charges, debts or other liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, negligence, injury or other causes of action or liability proximately caused by the District and/or its successors, assigns, trustees, officers, employees, staff, agents or students. The parties expressly agree that the indemnity obligation set forth in this Agreement shall remain in full force and effect during the term of this Agreement. The parties further agree that said indemnity obligations shall survive the termination of this Agreement for any actual or alleged act, omission, negligence, injury or other causes of action or liability that occurred during the term of this Agreement.

I. Nondiscrimination. It is the policy of the District that in connection with all services performed under contract, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, handicap, religious creed, sex, gender identity, sexual orientation, age or marital status. Contractor agrees to comply with applicable federal and California laws including, but not limited to, the California Fair Employment and Housing Act.

J. Severability. If any provisions of this Agreement are held to be contrary to law by final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

K. Applicable Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Sacramento County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

L. Assignment. This Agreement is made by and between SCCSC and the District and any attempted assignment by them, their successors or assigns shall be void unless approved in writing by all parties.

M. Entire Agreement. This Agreement constitutes the entire agreement between SCCSC and the District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications and understandings of any nature whatsoever, with respect to the same subject matter unless expressly included in this Agreement. The parties hereby waive

the presumption that any ambiguities in a contract are read against the drafter of same. The parties further agree and represent that each of them are the drafters of every part of this Agreement.

N. Amendments. The terms of this Agreement shall not be amended in any manner except by written agreement signed by the parties.

O. Execution In Counterparts. This Agreement may be executed in counterparts such that the signatures of the parties may appear on separate signature pages. Facsimile or photocopy signatures shall be deemed original signatures for all purposes.

P. Authority. Each party represents that they have the authority to enter into this Agreement and that the undersigned are authorized to execute this Agreement.

Q. Approval/Ratification by Board of Education. This Agreement shall be subject to approval/ratification by the District's Board of Education.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate.

**DISTRICT:**

By:

\_\_\_\_\_  
John Quinto  
Chief Business Officer  
Sacramento City Unified School District

\_\_\_\_\_  
Date

**AGENCY NAME:**

By:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
9-4-18  
Date

Print Name: Henry Kloczkowski

Title: Executive Director



DISTRICT shall:

1. Provide support for program evaluation
2. Recognize in all sponsored events and on brochures, flyers, and promotional materials as appropriate.
3. Provide a district Expanded Learning Specialist for each school that will provide the support and guidance needed to operate the Expanded Learning program.
4. Meet monthly with the PROGRAM MANAGER of SACRAMENTO CHINESE COMMUNITY SERVICE CENTER to identify program needs, assistance, and successes.
5. Designate a school staff contact person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
6. Help train program staff and volunteers on school procedures and the education/curriculum materials being used at the school that should be integrated into the program.
7. Help recruit students into the program and provide the program access to parents of participating students.
8. Help provide parents/students forums to obtain feedback on the program, what is working and what new services/program elements need to be added or modified.
9. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
10. Provide Expanded Learning snack that is consistent with requirements of the USDA.
11. Help coordinate custodial and storage needs of the program.
12. Meet regularly with the District contact person, SCCSC site liaison and site administrator to identify program needs, successes and assistance.
13. Provide a "Mid-Year" Partnership Report addressing strengths and areas for improvement for future partnership.
14. Assist with the coordination of field trips and special events by coordinating with the SCUSD transportation department.

Sacramento Chinese Community Service Center shall:

1. Provide a comprehensive Expanded Learning academic, enrichments and recreation program to include at least one hour of homework and tutoring assistance daily (includes all instructional days) from school closure until 6:00 PM (15 hours per week) at designated schools. Program elements shall also include other educational and enrichment/recreational activities, alcohol, tobacco and other drug education and prevention activities that are aligned to YDSS goals.
2. Work closely with school sites and District to keep student enrollment and daily attendance as close to and within the agreed upon parameter as outline in the grant award. Student days of attendance will be monitored by SCCSC and adjustments made to **ensure that the program maximizes all funding reimbursements not to exceed available funding.**
3. Work collaboratively with the District and the school to create a comprehensive program plan for the Expanded Learning program. The plan will be shared out with stakeholders.
4. Follow the Expanded Learning Procedural Manual.
5. Provide an "End of Year" Report on status of all outcomes and objectives.
6. Maintain and provide to the District monthly attendance and program activities records.
7. **SCCSC shall maintain 85% or above of targeted attendance for the school site for the entire year.**
8. Comply with requirements of the USDA related to administration and operation of Expanded Learning snack and other District-sponsored nutrition programs including SCUSD's Wellness Policy.
9. Supply the staff with materials, supervision and volunteer recruitment for designated school sites.
10. Develop special activities or field trips for the sites individually and collectively. SCCSC shall obtain prior parental permission for students' participation in District sponsored field trips and excursions, and obtain prior permission from the school site Principal or designee.
11. Attend and provide monthly reports at designed Partnership meetings, monthly PROVIDER AGENCY meetings, monthly PROGRAM MANAGERS meetings, as well as other planning meetings as necessary.
12. Work collaboratively with the other outside service providers contracted by the District to provide after school services at school sites.
13. Communicate progress of project/partnership development on a timely and consistent manner to the District.

14. Communicate new partnership opportunities with the District.
15. Advertise, when possible, project/partnership in newspaper, events, press releases, etc. with the prior approval of the District.
16. **Provide at least one full time PROGRAM MANAGER per program that is employed until end of contract 6/30/19 and sufficient staffing to maintain a 20:1 student/staff ratio.**
17. Utilize the Youth Development Support Services Quality Assurance tool, or a Self-Assessment Tool for Expanded Learning programs as the monitoring and evaluation device on a monthly basis.
18. Provide annual in-kind support and direct services that equates to approximately 15% of total contract and such financial support to be itemized and reported monthly to the District.
19. Meeting with the PROGRAM MANAGER and District contact person to identify program needs, successes and areas for assistance.
20. Act as liaison with parents in supporting family engagement.
21. Other areas as agreed upon by both parties.

School Site shall:

1. Designate a school staff person to work directly with the PROGRAM MANAGER for program planning, assistance in hiring staff and to address any implementation issues.
2. Help recruit program staff among school site staff and parents.
3. Help train program staff and volunteers on school procedures and educational/curriculum materials being used at the school that should be integrated into the program.
4. Help recruit students into the program and provide program access to parents of participating students.
5. Help provide parent/student forums for the program to obtain feedback on what is working and what new services/program elements need to be added or modified.
6. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
7. Help coordinate custodial and storage needs of the program.
8. Meet monthly or as needed with the PROGRAM MANAGER, district liaison, site liaison and/or site administrator to identify program needs, successes and assistance.

**District Expectations for Expanded Learning Programs:**

The following guidelines are set forth to establish clear communication between the District staff and contracted Expanded Learning Programming Service Providers regarding District expectations.

1. Service Providers and their staff will adopt and work within the social justice youth development framework as they operate District programs. This may include:
  - a. Creating opportunities for youth-led activities and service learning
  - b. Involving youth in the decision-making process when appropriate
  - c. Encouraging youth civic engagement
  - d. Incorporating character education
2. Service Providers and their staff will be knowledgeable of and adhere to the regulations established in the Expanded Learning manual, including, but not limited to:
  - a. Requirements for Safety
  - b. Training on Child Sexual Abuse to all agency staff
  - c. Communication Protocol
  - d. Medical Protocol
  - e. Early Release/Late Arrival Policy
  - f. Program Hours Requirement: 15 hours per week for After School (ASES and 21<sup>st</sup> CCLC programs must remain open until 6:00 PM); 7.5 hours per week for Before School Programming (Program must start at least 1.5 hours before the start of the regular day.
  - g. District Disciplinary Protocol
  - h. SCUSD Wellness Policy
  - i. Field Trip Requirements – Including having a certificated district employee or agency/district employee who has acquired Activity Supervisor Clearance Certificate (ASCC).
3. Service Providers will maintain an environment that is physically and emotionally safe for children/youth and staff at all times. This includes:
  - a. Adequate supervision that includes keeping students within the visual line of sight for staff (age appropriate) at all times (excluding restroom breaks)
  - b. 20:1 student/staff ratio (Student to staff ratio during field trips should be according to the Field Trip guidelines.
  - c. Clear, positively stated program rules and expectations.
  - d. Engage in active supervision at all times including moving through program space, scanning environment and interacting with students to help prevent incidents from occurring.
4. Area representatives, Service Providers and their staff will communicate effectively and regularly with each other and maintain accurate contact information. This means:
  - a. Checking and answering e-mails and phone message daily
  - b. Incidents, issues and concerns will be communicated to the district within 24 hours
  - c. Regular and clear communication with parents via newsletters, phone calls, e-mails etc.
  - d. Checking district (Outlook) email regularly
5. Program staff will conduct themselves in a professional manner at all times by being:
  - a. Easily identifiable to parents and school staff by wearing badges in plain view while on duty
  - b. Prepared and ready at least 1 hour prior to start of programming

- c. Regularly assess student interest via student surveys, classroom discussions, suggestion boxes etc., and make adjustments when necessary to ensure continued student engagement
6. In order to support academic achievement, Service Providers/staff should:
    - a. Have a general knowledge of the academic standing of their students in their program
    - b. Align Expanded Learning programs to the regular school day
    - c. **Each program site will have their own program plan based on the needs of their students**
    - d. Meet with administrators and teachers regularly. Maintain regular communication with site administrator or site designee
    - e. Be a part of the school community. Participate in staff meetings, school site council, school events such as Back to School Night, Open House etc.
    - f. A representative from each provider agency should serve on at least one school site committee such as the School Site Council, Safety Committee etc.
  7. Review the School Accountability Report Card for your school site. This information is posted on the district's website at <http://www.scusd.edu/post/2016-2017-school-accountability-report-cards>.
  8. Program Managers will perform on-going program observations utilizing the Expanded Learning Walk-Thru form in order to provide feedback to their staff.
  9. All 21<sup>st</sup> Century Learning Centers/ASSETs programs must assess the need for family literacy services among adult family members of students served by the program. Based on that need, all programs must, at a minimum, either refer families to existing services or coordinate with Youth Development Support Services to deliver literacy and educational development services.
  10. Area representatives will evaluate Expanded Learning programming based on student participation, adherence to the above mentioned guidelines, and on the analysis of the various assessment tools.
  11. Agencies will participate in the SCUSD end of year youth voice survey with at least at 85% response rate.
  12. Program managers and instructional aids will participate in district offered professional development.
  13. Agency will include information about sexual harassment and child sexual abuse prevention in all new employee orientations.

## Attachment C - Data Sharing Agreement

---

This Data Sharing Agreement is entered into between Sacramento City Unified School District ("LEA") and Sacramento Chinese Community Center ("Service Provider") on August 1, 2018.

**WHEREAS**, the LEA is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 ("AB 1584", currently found in Education Code section 49073.1), the California Education Code, the Children's Online Privacy and Protection Act ("COPPA"), and the Family Educational Rights and Privacy Act ("FERPA");

**WHEREAS**, Education Code Section 49073.1 requires, in part, that any agreement entered into, renewed or amended after August 1, 2018 between a local education agency and a third-party service provider must include certain terms; and

**WHEREAS**, the LEA and the Service Provider desire to have the Technology Services Agreement and the services comply with Education Code Section 49073.1.;

**NOW, THEREFORE**, for good and valuable consideration, the Parties agree as follows:

1. Service Provider shall not use any information in a Pupil Record for any purpose other than those required or specifically permitted by the Technology Services Agreement. For the purposes of this Agreement, a "Pupil Record" or Pupil Records" include any information directly related to a pupil that is maintained by the LEA or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other LEA employees. Pupil Records does not include de-identified information (information that, on its own or in aggregate, cannot be used to identify an individual pupil) used by the third party (1) to improve educational products for adaptive learning purposes and for customized pupil learning; (2) to demonstrate the effectiveness of the operator's products in the marketing of those products; or (3) for the development and improvement of educational sites, services, or applications.
2. All Pupil Records obtained by Service Provider from LEA continue to be the property of and under control of the LEA. The LEA retains exclusive control over student and staff data, including determining who may access data and how it may be used for legitimate authorized purposes.
3. Service Provider shall provide a means by which its employees, when so authorized, can search and export Pupil Records through reasonable procedures such that the LEA can respond to a parent, legal guardian or eligible student who seeks to review personally identifiable information on the pupil's records or correct erroneous information. Service Provider shall provide procedures for the transfer of pupil-generated content to an account, format or medium designated by the LEA.
4. Service Provider may not distribute Pupil Records to any third party without LEA's express written consent or as permitted by the Agreement, unless required by law. Unless permitted by the Agreement, use of subcontractors and subcontractor access to Pupil Records must be approved in writing by the LEA. Service Provider will ensure that approved subcontractors adhere to all

provisions of the Technical Services Agreement and this Agreement. Provider ensures that any subcontractor or subprocessor that it engages to process, store or access Pupil Records has adequate technical security and organizational measures in place to keep Pupil Records secure and to comply with the terms of the Technical Services Agreement and this Agreement

5. Service Provider shall take actions to ensure the security and confidentiality of Pupil Records, including but not limited to designating and training responsible individuals on ensuring the security and confidentiality of Pupil Records.

- 5.1 Service Provider shall maintain all data obtained or generated pursuant to the Agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to the Agreement except as necessary to fulfill the purpose of the original request. Service Provider shall warrant that security measures are in place to help protect against loss, misuse and alteration of the data under Service Provider's control. When the Service or data are accessed using a supported web browser, Secure Socket Layer ("SSL") or equivalent technology protects information, using both server authentication and data encryption to help ensure that data are safe, secure and available to only authorized users. Service Provider shall host content pursuant to the Service in a secure server environment that uses firewalls and other advanced technology to prevent interference or access from outside intruders. Where applicable, the Service will require unique account identifiers, usernames and passwords that must be entered each time a client or user signs on.

6. Notwithstanding section 6.1 below, Service Provider certifies that Pupil Records shall not be retained or available to the Service Provider or any such third party that the Service Provider has contracted with for the purpose of providing the Service following the completion of the terms of the Technology Services Agreement. Service Provider shall destroy or return to the LEA all Pupil Records obtained pursuant to the Technology Services Agreement when such Pupil Records are no longer required for the Service, or within a reasonable period of time. Nothing in this Agreement authorizes the Service Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposal of Pupil Records following the Service.

- 6.1 Service Provider may retain a specific pupil's records in the event that that pupil chooses to establish or maintain an account with the Service Provider for the purpose of storing pupil-generated content, either by retaining possession and control of their own pupil-generated content or by transferring pupil-generated content to a personal account.

7. Upon becoming aware of any unlawful or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider, Service Provider will take the following measures:

- 7.1 Promptly notify the LEA of the suspected or actual incident. This typically will occur within 24 hours of confirmation of the incident;

- 7.2 Promptly investigate the incident and provide LEA with detailed information regarding the incident, including the identity of affected Pupil Records and Users; and

- 7.3 Assist the LEA in notifying affected users, affected parents, and legal guardians of the unauthorized access to Pupil Records and of commercially reasonable steps to mitigate the

effects and to minimize any damage resulting from the incident. Service Provider shall be responsible for all costs associated with providing said notifications and the costs of commercially reasonable remedies in response to a data breach or unauthorized access to Pupil Records stored on equipment used by Service Provider or in facilities used by Service Provider. Service Provider shall have obtained a sufficient cyber-liability insurance policy that provides for a number of potential remedies, such as credit monitoring for affected parties, fraud coverage, crisis management communications coverage, business interruption coverage, and data restoration coverage, among others.

8. The terms and conditions of the Technology Services Agreement and any addenda are incorporated herein by reference. This Agreement shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA and Education Code Section 49073.1. In the event there is a conflict between the terms of this Agreement and the Technology Services Agreement or any other agreement or contract document(s) pertaining to the Technology Services Agreement, the terms of this Agreement shall apply. Notwithstanding the above statement, all other provisions of the Technology Services Agreement shall remain unaffected.
9. The term of this Agreement shall expire on the termination date stated in the Technology Services Agreement or in any addenda to such Technology Services Agreement, whichever controls.
10. Neither LEA nor Service Provider may modify or amend the terms of this Agreement without mutual written consent.

**IN WITNESS WHEREOF**, parties execute this Agreement on the dates set forth below.

\_\_\_\_\_  
SCUSD Representative

  
Sacramento Chinese Community Center

\_\_\_\_\_  
Chief Information Officer

Executive Director  
[Title]

\_\_\_\_\_  
[DATE]

9-7-18  
[DATE]



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1b

**Meeting Date:** October 4, 2018

**Subject:** Approve Personnel Transactions 10/4/18

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Human Resources Services

**Recommendation:** Approve Personnel Transactions

**Background/Rationale:** None

**Financial Considerations:** None

**LCAP Goal(s):** Safe, Clean and Healthy Schools

**Documents Attached:**

1. Certificated Personnel Transactions Dated October 4, 2018
2. Classified Personnel Transactions Dated October 4, 2018

**Estimated Time of Presentation:** N/A

**Submitted by:** Cancy McArn, Chief Human Resources Officer

**Approved by:** Jorge A Aguilar, Superintendent



Attachment 1: CERTIFICATED 10/4/2018

NameLast	NameFirst	JobPerm	JobClass	PrimeSite	BegDate	EndDate	Comment
<b>EMPLOY/RE-EMPLOY</b>							
ALESSANDRY	AMY	0	Teacher, Elementary Spec Subj	A. M. WINN - K-8	9/12/2018	6/30/2019	EMPLOY PROB0 9/12/18
CLIFTON	RHIANNA	Q	Counselor, High School	HEALTH PROFESSIONS HIGH SCHOOL	9/4/2018	6/30/2019	EMPLOY PROB LTA (A) 9/4/18
CLIFTON	RHIANNA	B	Counselor, High School Cont.	AMERICAN LEGION HIGH SCHOOL	9/4/2018	6/30/2019	EMPLOY PROB1 9/4/18
CLIFTON	RHIANNA	B	Counselor, Middle School	ROSA PARKS MIDDLE SCHOOL	9/4/2018	6/30/2019	EMPLOY PROB1 9/4/18
DOWD	RACHELLE	B	Teacher, Elementary Spec Subj	ELDER CREEK ELEMENTARY SCHOOL	9/24/2018	6/30/2019	EMPLOY PROB 9/24/18
HEN	ELEENA	B	Teacher, Child Development	CHILD DEVELOPMENT PROGRAMS	9/20/2018	6/30/2019	EMPLOY PROB1 9/20/18
HUYNH	BOUNTHIENE	B	Teacher, Child Development	CHILD DEVELOPMENT PROGRAMS	9/17/2018	6/30/2019	EMPLOY PROB1 9/17/18
MORELLI	CHRISTINE	0	Teacher, Resource, Special Ed.	THE MET	9/17/2018	6/30/2019	EMPLOY PROB0 9/17/18
RIZZO	BREANNA	B	Teacher, High School	HEALTH PROFESSIONS HIGH SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB1 8/30/18
TAMBLYN	NATALIE	B	Teacher, Elementary	DAVID LUBIN ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB1 8/30/18
VAUGHN-WAGGONER	COLLEEN	B	Teacher, Middle School	WILL C. WOOD MIDDLE SCHOOL	8/30/2018	9/23/2018	EMPLOY PROB1 8/30/18
<b>LEAVES</b>							
VAUGHANBECHTOLD	KERRY	A	Teacher, High School	C. K. McCLATCHY HIGH SCHOOL	9/14/2018	10/1/2018	LOA (PD) FMLA/HE 9/14-10/1/18
BOLTZ	CASSANDRA	A	Teacher, Elementary	NEW JOSEPH BONNHEIM	12/22/2018	4/4/2019	LOA (PD) FMLA/CFRA/BABY 12/22/18-4/4/19
BOLTZ	CASSANDRA	A	Teacher, Elementary	NEW JOSEPH BONNHEIM	10/12/2018	12/21/2018	LOA (PD) PDL/HE 10/12-12/21/18
BOLTZ	CASSANDRA	A	Teacher, Elementary	NEW JOSEPH BONNHEIM	4/5/2019	5/2/2019	LOA (UNPD) PC 4/5/19-5/2/19
BUNZ	DAN	A	Teacher, Middle School	SUTTER MIDDLE SCHOOL	9/1/2018	10/28/2018	LOA (PD) FMLA/CFRA/HE 9/1/18
CARTER	KATHERINE	A	Lang. Speech & Hearing Specist	SPECIAL EDUCATION DEPARTMENT	10/9/2018	1/24/2019	LOA AMEND (PD) FMLA/CFRA/BB 10/9/18-1/24/19
CARTER	KATHERINE	A	Lang. Speech & Hearing Specist	SPECIAL EDUCATION DEPARTMENT	8/30/2018	10/8/2018	LOA AMEND (PD) HE/PDL 8/30/18-10/8/18
CARTER	KATHERINE	A	Lang. Speech & Hearing Specist	SPECIAL EDUCATION DEPARTMENT	1/25/2019	6/30/2019	LOA AMEND RTN (PD) 1/25/19
CHANG	SEE	A	Teacher, Elementary	SUSAN B. ANTHONY ELEMENTARY	9/29/2018	6/30/2019	LOA RTN (PD ) FMLA/CFRA/BB 9/29/18
CHANG	SEE	A	Teacher, Elementary	SUSAN B. ANTHONY ELEMENTARY	9/22/2018	9/28/2018	LOA (PD) FMLA/CFRA/BB 9/22-28/18
CHRISTENSEN	MEAGHAN	A	Teacher, Resource, Special Ed.	ABRAHAM LINCOLN ELEMENTARY	11/1/2018	2/20/2019	LOA (PD) FMLA/CFRA/BB 11/1-2/20/19
CHRISTENSEN	MEAGHAN	A	Teacher, Resource, Special Ed.	SEQUOIA ELEMENTARY SCHOOL	11/1/2018	2/20/2019	LOA (PD) FMLA/CFRA/BB 11/1-2/20/19
CHRISTENSEN	MEAGHAN	A	Teacher, Resource, Special Ed.	ABRAHAM LINCOLN ELEMENTARY	2/26/2018	6/30/2018	LOA AMEND (PD) PDL/HE 2/26-6/30/18
CHRISTENSEN	MEAGHAN	A	Teacher, Resource, Special Ed.	SEQUOIA ELEMENTARY SCHOOL	2/26/2018	6/30/2018	LOA AMEND (PD) PDL/HE 2/26-6/30/18
CHRISTENSEN	MEAGHAN	A	Teacher, Resource, Special Ed.	ABRAHAM LINCOLN ELEMENTARY	7/1/2018	10/31/2018	LOA AMEND (PD) PDL/HE 7/1-10/31/18
CHRISTENSEN	MEAGHAN	A	Teacher, Resource, Special Ed.	SEQUOIA ELEMENTARY SCHOOL	7/1/2018	10/31/2018	LOA AMEND (PD) PDL/HE 7/1-10/31/18
DISANTIS	MICHAEL	0	Teacher, Elementary	NEW JOSEPH BONNHEIM	9/22/2017	1/7/2018	LOA AMEND (UNPD) ADMIN 9/22/17-1/7/18
DIXSON	RACHELLE	A	Teacher, Spec Ed	SPECIAL EDUCATION DEPARTMENT	10/12/2018	6/14/2019	LOA (UNPD) PC 10/12-6/14/19
DIXSON	RACHELLE	A	Teacher, Spec Ed	SPECIAL EDUCATION DEPARTMENT	9/26/2018	9/30/2018	LOA EXT (UNPD) FMLA/CFRA, 9/26-30/18
DIXSON	RACHELLE	A	Teacher, Spec Ed	SPECIAL EDUCATION DEPARTMENT	10/1/2018	10/11/2018	LOA EXT RTN (UNPD) FMLA/CFRA, 10/1-11/18
ELY	MARCI	A	Teacher, Elementary	HUBERT H BANCROFT ELEMENTARY	8/30/2018	11/2/2018	LOA (PD) FMLA/CFRA/HE, 8/30/18-11/2/18
ELY	MARCI	A	Teacher, Elementary	HUBERT H BANCROFT ELEMENTARY	11/3/2018	12/3/2018	LOA (UNPD) FMLA/CFRA/HE, 11/3-12/3/18
LEE	XYLINA	0	Teacher, Elementary	ELDER CREEK ELEMENTARY SCHOOL	8/30/2018	6/30/2019	LOA (UNPD) ADMIN -CRED 8/30/18
LEE	XYLINA	0	Teacher, Elementary	ELDER CREEK ELEMENTARY SCHOOL	6/18/2018	6/30/2018	LOA RTN (PD) PDL/HE 6/18/18
MERCADO	MEGAN	A	Teacher, Elementary	CALEB GREENWOOD ELEMENTARY	7/1/2018	6/30/2019	LOA RTN (PD) FMLA/CFRA/BB 7/1/18
PAYTON	RACHELLE	B	Teacher, Parent/Preschool Ed	CHILD DEVELOPMENT PROGRAMS	11/5/2018	2/13/2019	LOA (PD) FMLA/CFRA/BB 11/5-2/13/19
YANG	LINDA	0	Counselor, High School	LUTHER BURBANK HIGH SCHOOL	8/30/2018	6/30/2019	LOA RTN (UNPD) ADMIN 8/30/18
<b>RE-ASSIGN/STATUS CHANGE</b>							
CHAFFIN	TYLER	B	Teacher, High School	HIRAM W. JOHNSON HIGH SCHOOL	8/1/2018	8/15/2018	STCHG/SAL SCH CHG 8/1/18
DEMARS	THERESA	Q	Teacher, Elementary	HUBERT H BANCROFT ELEMENTARY	7/1/2018	6/30/2019	STCHG TO LTA (A)/TR 7/1/18
JONES	RORY	R	Teacher, High School	LUTHER BURBANK HIGH SCHOOL	7/1/2018	6/30/2019	STCHG TO PERM LTA (B) & .80, 7/1-6/30/19
KADRIE	AMBER	C	Counselor, Middle School	SAM BRANNAN MIDDLE SCHOOL	7/1/2018	6/30/2019	STCHG PROB 2 /TR FR MET 7/1/18
MARTINEZ	LEISE	R	Assistant Principal, High Sch	STUDENT SUPPORT AND FAMILY SER	7/1/2018	6/30/2019	REA/TR/STCHG TO LTA (B), 7/1-6/30/19
RAMOS	EVELYN	A	Teacher, High School	LUTHER BURBANK HIGH SCHOOL	7/1/2018	6/30/2019	STCHG 7/1/18
ROGERS	TYLER	A	Teacher, Elementary Spec Subj	CROCKER/RIVERSIDE ELEMENTARY	8/22/2018	6/30/2019	STCHG 8/22/18
SCRIPA	ANGELA	Q	Teacher, Middle School	SUTTER MIDDLE SCHOOL	7/1/2018	6/30/2019	STCHG/ERI 7/1/18
STOECKL	JILL	B	Teacher, Middle School	ALBERT EINSTEIN MIDDLE SCHOOL	9/17/2018	6/30/2019	STCHG 9/17/18
SUMMERS	TIA	A	Teacher, High School	ROSEMONT HIGH SCHOOL	8/30/2018	6/30/2019	STCHG 8/30/18
SUMMERS	TIA	Q	Teacher, High School	CAREER & TECHNICAL PREPARATION	8/30/2018	6/30/2019	STCHG PERM LTA (B) 8/30/18
URIBES	GRACIELA	B	Teacher, Elementary	HOLLYWOOD PARK ELEMENTARY	9/29/2018	6/30/2019	STCHG TO PROB1 9/29/18
<b>SEPARATE / RESIGN / RETIRE</b>							
HAMLIN	NICOLE	A	Training Specialist, High School	REASSIGNED	7/1/2018	8/24/2018	SEP/RESIGN 8/24/18
COOKSEY	CAITLIN	0	Teacher, Spec Ed	SEQUOIA ELEMENTARY SCHOOL	7/1/2018	8/29/2018	SEP/RESIGN 8/29/18
LUCERO	MIKE	0	Teacher, Elementary	SUCCESS ACADEMY	8/30/2018	9/5/2018	SEP/RESIGN 9/5/18
MANAH	LISA	A	Teacher, Elementary	HOLLYWOOD PARK ELEMENTARY	7/1/2018	9/28/2018	SEP/RETIRE 9/28/18
SPURLLOCK	ROBERT	A	Teacher, Middle School	ALBERT EINSTEIN MIDDLE SCHOOL	7/1/2018	9/14/2018	SEP/RESIGN 9/14/18
<b>TRANSFER</b>							
WATSON	DEBORAH	A	Teacher, High School	ROSEMONT HIGH SCHOOL	8/30/2018	6/30/2019	TR FR CAREER TECH PREP, 8/30/18
AHMADZAI	ZOLAIKHA	A	Teacher, Elementary	BG CHACON ACADEMY	7/1/2018	6/30/2019	TR FR CESAR CHAVEZ 7/1/18
MARGETICH	KRISTA	A	Teacher, Middle School	ALBERT EINSTEIN MIDDLE SCHOOL	9/24/2018	10/10/2018	TR FR J. BIDWELL, 9/24/18
PARKER	BRYAN	A	Teacher, Elementary Spec Subj	SEQUOIA ELEMENTARY SCHOOL	7/1/2018	6/30/2019	TR, 7/1/18

Attachment 2: CLASSIFIED 10/4/2018

NameLast	NameFirst	JobPerm	JobClass	PrimeSite	BegDate	EndDate	Comment
<b>EMPLOY/RE-EMPLOY</b>							
AGUILERA	SHERYL	B	Noon Duty	GENEVIEVE DIDION ELEMENTARY	8/30/2018	6/30/2019	EMPLOY PROB1 8/30/18
ALANIZ	NATALIE	B	Inst Aid, Spec Ed	FERN BACON MIDDLE SCHOOL	9/4/2018	6/30/2019	EMPLOY PROB 9/4/18
ALCALA	NAVIL	B	Clerk II	HOLLYWOOD PARK ELEMENTARY	8/28/2018	6/30/2019	EMPLOY PROB 8/28/18
ALFARO	SAMUEL	B	Custodian	EDWARD KEMBLE ELEMENTARY	9/12/2018	6/30/2019	EMPLOY PROB 9/12/18
AMANFOR	BRITTANY	B	Educational Assistant	JOHN MORSE THERAPEUTIC	9/20/2018	6/30/2019	EMPLOY PROB 9/20/18
ANDRADE	JOANNE	B	Noon Duty	MATSUYAMA ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB1 8/30/18
BAILEY	SARA	B	Inst Aid, Spec Ed	A. M. WINN - K-8	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
BRASHEAR	STACY	B	Noon Duty	LEONARDO da VINCI ELEMENTARY	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
BROWN	MICHELE	B	Noon Duty	GENEVIEVE DIDION ELEMENTARY	8/30/2018	6/30/2019	EMPLOY PROB1 8/30/18
BUI	HIEN	B	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	2/13/2018	6/30/2018	EMPLOY PROB 2/13/18
CHARLES	LETICIA	B	Morning Duty	BRET HARTE ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
CHARLES	LETICIA	B	Noon Duty	BRET HARTE ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
COLOZZI	LEA	B	Morning Duty	CROCKER/RIVERSIDE ELEMENTARY	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
COLOZZI	LEA	B	Noon Duty	CROCKER/RIVERSIDE ELEMENTARY	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
CRUZ	MONICA	B	Noon Duty	ALICE BIRNEY WALDORF - K-8	8/30/2018	6/30/2019	EMPLOY PROB 1 8/30/18
DE LA CRUZ	MARISSA	B	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
DOBBINS	ELIJAH	B	Customer Service Specialist	HUMAN RESOURCE SERVICES	6/20/2018	6/30/2018	EMPLOY PROB 1 6/20/18
DOBBINS	ELIJAH	B	Customer Service Specialist	HUMAN RESOURCE SERVICES	7/1/2018	6/30/2019	EMPLOY PROB 1 6/20/18
DONOHUE	DANIELLE	B	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	10/2/2017	6/30/2018	EMPLOY PROB 10/2/17
DRUCKER	KATHERINE	B	Morning Duty	ALICE BIRNEY WALDORF - K-8	8/30/2018	6/30/2019	EMPLOY PROB 1 8/30/18
DRUCKER	KATHERINE	B	Noon Duty	ALICE BIRNEY WALDORF - K-8	8/30/2018	6/30/2019	EMPLOY PROB 1 8/30/18
ELLIOTT	MARILYN	B	Noon Duty	ISADOR COHEN ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
ERAZO GRAMAJO	MELSI	B	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	5/21/2018	6/30/2018	EMPLOY PROB 5/21/18
FARINA	REGIS	B	Noon Duty	MATSUYAMA ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB1 8/30/18
FUGINA	BRIAN	B	Electrician	FACILITIES MAINTENANCE	9/14/2018	6/30/2019	EMPLOY PROB1 9/14/18
GARCIA	VANESSA	B	Instructional Aide	TAHOE ELEMENTARY SCHOOL	9/12/2018	10/31/2018	REEMPL FR 39MO RR 9/12/18
GARCIA	GUADALUPE	B	Clerk I	NEW JOSEPH BONNHEIM	9/10/2018	6/30/2019	REEMPL PROB 9/10/18
HALL	MARY	B	Morning Duty	ALICE BIRNEY WALDORF - K-8	8/30/2018	6/30/2019	EMPLOY PROB 1 8/30/18
HALL	MARY	B	Noon Duty	ALICE BIRNEY WALDORF - K-8	8/30/2018	6/30/2019	EMPLOY PROB 1 8/30/18
HERR	EMILY	B	Spec II Student Support Svcs	ELDER CREEK ELEMENTARY SCHOOL	9/24/2018	6/30/2019	EMPLOY PROB 1 9/24/18
JINGLES	JOHNNAE	B	Fd Sv Asst I	NUTRITION SERVICES DEPARTMENT	8/30/2018	6/30/2019	EMPLOY PROB1 8/30/18
KNIGHT	HANNAH	B	Inst Aid, Spec Ed	OAK RIDGE ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB 8/30/19
KNIGHT	HANNAH	Q	Inst Aid, Spec Ed	OAK RIDGE ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB LTA (A) 8/30/19
LAL	SINDHULA	B	Noon Duty	LEONARDO da VINCI ELEMENTARY	8/30/2018	6/30/2019	EMPLOY PROB 8/30/2018
LANDRUM	PATRICK	B	Inst Aid, Spec Ed	HEALTH PROFESSIONS HIGH SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
LOVRIN	DALE	B	Parent Advisor	GOLDEN EMPIRE ELEMENTARY	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
LOVRIN	DALE	B	Instructional Aide	GOLDEN EMPIRE ELEMENTARY	8/30/2018	6/30/2019	REEMPL PROB 8/30/18
LUO	JIE	B	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	4/26/2018	6/30/2018	EMPLOY PROB 4/26/18
MARK	STEPHANIE	B	Noon Duty	GENEVIEVE DIDION ELEMENTARY	8/30/2018	6/30/2019	EMPLOY PROB1 8/30/18
MARTINEZ	DIANA	B	Noon Duty	NEW JOSEPH BONNHEIM	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
MARTINEZ PEREZ	VERONICA	B	Noon Duty	BRET HARTE ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
MORENO	AARON	B	Customer Service Specialist	EMPLOYEE COMPENSATION	8/28/2018	6/30/2019	EMPLOY PROB 8/28/18
NAVARRO	MARIA	A	Teacher Assistant, Bilingual	EDWARD KEMBLE ELEMENTARY	7/1/2018	6/30/2019	REEMPL FR 39MO RR 7/1/18
NGAI	ERIC	B	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	5/25/2018	6/30/2018	EMPLOY PROB 5/25/18
PAGLIAROLI	KRISTY	B	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
PEREZ	ANA	B	Noon Duty	SUSAN B. ANTHONY ELEMENTARY	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
PRUNTY	NANETTE	B	Morning Duty	SUSAN B. ANTHONY ELEMENTARY	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
PRUNTY	NANETTE	B	Noon Duty	SUSAN B. ANTHONY ELEMENTARY	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
RAGSTER	WILLIE	B	Inst Aid, Spec Ed	KIT CARSON INTL ACADEMY	8/30/2018	6/30/2019	REEMPLOY PROB1 8/30/18
RAYSON	KAMRYN	B	Noon Duty	BRET HARTE ELEMENTARY SCHOOL	9/20/2018	6/30/2019	EMPLOY PROB 9/20/18
RIFFEL	JAMES	B	Noon Duty	EARL WARREN ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB1 8/30/18
RISCHER	SAMANTHA	B	Clerk II	MARK TWAIN ELEMENTARY SCHOOL	9/17/2018	6/30/2019	EMPLOY PROB 9/17/18
RODRIGUEZ	MARISSA	A	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
ROMERO	ROBERTO	B	Noon Duty	ALICE BIRNEY WALDORF - K-8	8/30/2018	6/30/2019	EMPLOY PROB 1 8/30/18
SALAMANCA	VANIKKA	B	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
SANCHEZ	JULIA	B	Fd Sv Asst I	NUTRITION SERVICES DEPARTMENT	9/17/2018	6/30/2019	EMPLOY PROB 1 9/17/18

NameLast	NameFirst	JobPerm	JobClass	PrimeSite	BegDate	EndDate	Comment
SCOTT	CECELIA	B	Clerk III	SAM BRANNAN MIDDLE SCHOOL	9/14/2018	6/30/2019	EMPLOY PROB 1 9/14/18
SOTO HERNANDEZ	LESLIE	B	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
TAMAYO	LILIANA	B	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
TELLEZ VASQUEZ	TEREZA	B	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
THOMSEN	SOPHIA	B	Morning Duty	ALICE BIRNEY WALDORF - K-8	8/30/2018	6/30/2019	EMPLOY PROB 1 8/30/18
VANG	KENNETH	B	Noon Duty	SUSAN B. ANTHONY ELEMENTARY	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
VASQUEZ	SHAUN	B	Noon Duty	EARL WARREN ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB1 8/30/18
VELASQUEZ	BLANCA	B	Morning Duty	SEQUOIA ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB1 8/30/18
VELASQUEZ	BLANCA	B	Noon Duty	EARL WARREN ELEMENTARY SCHOOL	8/30/2018	6/30/2019	EMPLOY PROB1 8/30/18
YU CHIU	WAI SAM ANNIE	B	Instructional Aide	H.W. HARKNESS ELEMENTARY	9/10/2018	1/31/2019	REEMPL FR 39 MO RR 9/10/18
YU CHIU	WAI SAM ANNIE	B	Instructional Aide	H.W. HARKNESS ELEMENTARY	2/1/2019	6/30/2019	REEMPL FR 39 MO RR 9/10/18
ZEPEDA	MARIA	B	Morning Duty	NEW JOSEPH BONNHEIM	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
ZEPEDA	MARIA	B	Noon Duty	NEW JOSEPH BONNHEIM	8/30/2018	6/30/2019	EMPLOY PROB 8/30/18
NGAI	ERIC	B	Child Care Attendant, Chld Dev	CHILD DEVELOPMENT PROGRAMS	7/1/2018	5/31/2019	EMPLOY PROB 5/25/18
<b>LEAVES</b>							
AMEY	DARRELL	A	School Plant Ops Mngr I	HUBERT H BANCROFT ELEMENTARY	9/1/2018	6/30/2019	LOA RTN (PD) FMLA/CFRA/HE, 9/1/18
CRUSTO	ARLENE	B	Custodian	PETER BURNETT ELEMENTARY	9/10/2018	9/25/2018	LOA EXT (PD) FMLA/CFRA/HE 9/10-9/25/18
DIAZ	JESSICA	B	Fd Sv Asst I	NUTRITION SERVICES DEPARTMENT	8/30/2018	12/31/2018	LOA PA (UNPD) 8/30/18-6/30/19
DRAKE	TRACY	A	Interp for the Deaf	SPECIAL EDUCATION DEPARTMENT	9/7/2018	2/20/2019	LOA (PD) HE, 9/7/18-2/20/19
HOROWITZ	DAVID	A	Network Spec III	INFORMATION SERVICES	9/6/2018	6/30/2019	LOA RTN (PD) FMLA/CFRA/FAM MEM, 9/6/18
PHILLIPS	TARA	A	Nut Svc Inv Con Fac	NUTRITION SERVICES DEPARTMENT	10/9/2018	11/20/2018	LOA (PD) FMLA/HE 10/9-11/20/18
PHILLIPS	TARA	A	Nutrition Svcs Pgm Tech	NUTRITION SERVICES DEPARTMENT	10/9/2018	11/20/2018	LOA (PD) FMLA/HE 10/9-11/20/18
<b>SEPARATE / RESIGN / RETIRE</b>							
BOYER	BRUCE	A	Instructional Aide	WILL C. WOOD MIDDLE SCHOOL	7/1/2018	6/30/2019	STCHG 7/1/18
BOYER	BRUCE	A	Campus Monitor	WILL C. WOOD MIDDLE SCHOOL	7/1/2018	6/30/2019	STCHG 7/1/18
DE YOUNG	KYLE	A	Campus Monitor	FERN BACON MIDDLE SCHOOL	7/1/2018	6/30/2019	STCHG 7/1/18
DELAROSA	DAVID	A	Bus Driver	TRANSPORTATION SERVICES	9/17/2018	6/30/2019	STCHG 9/17/18
ELLIOTT	MARILYN	B	Morning Duty	ISADOR COHEN ELEMENTARY SCHOOL	8/30/2018	6/30/2019	STCHG 8/30/18
GALVEZ	JOSE	A	Bus Driver	TRANSPORTATION SERVICES	9/17/2018	6/30/2019	STCHG 9/17/18
GARTON	WILLIAM	A	Bus Driver	TRANSPORTATION SERVICES	9/17/2018	6/30/2019	STCHG 9/17/18
HERNANDEZ	JOSEPH	A	Bus Driver	TRANSPORTATION SERVICES	9/17/2018	6/30/2019	STCHG 9/17/18
HITE	PATRICIA	A	Instructional Aide	PARKWAY ELEMENTARY SCHOOL	7/1/2018	6/30/2019	REA/STCHG/TR 7/1/18
LUC	DAT	A	Bus Driver	TRANSPORTATION SERVICES	9/17/2018	6/30/2019	STCHG 9/17/18
MARTIN	CEDRIC	A	Bus Driver	TRANSPORTATION SERVICES	9/17/2018	6/30/2019	STCHG 9/17/18
OLIVARES	MOISES	A	Inst Aid, Spec Ed	HEALTH PROFESSIONS HIGH SCHOOL	7/17/2018	10/31/2018	REA/STCHG 7/17/18
RAMIREZ	STEVEN	B	School Plant Ops Mngr II	ROSA PARKS MIDDLE SCHOOL	9/24/2018	11/30/2018	REA/STCHG/TR 9/24/18
RILEY	PATSY	B	Delegated Behind-the-Whl Trnr	TRANSPORTATION SERVICES	9/5/2018	6/30/2019	REA/STCHG PROB1 9/5/18
SANCHEZ	BARBARA	A	Bus Driver	TRANSPORTATION SERVICES	9/17/2018	6/30/2019	STCHG 9/17/18
SINGH	VEER	B	Delegated Behind-the-Whl Trnr	TRANSPORTATION SERVICES	8/28/2018	6/30/2019	REA 8/28/18
TORRES	ROXANNE	A	Instructional Aide	WILL C. WOOD MIDDLE SCHOOL	7/1/2018	6/30/2019	STCHG 7/1/18
TORRES	ROXANNE	A	Campus Monitor	WILL C. WOOD MIDDLE SCHOOL	7/1/2018	6/30/2019	STCHG 7/1/18
WADE	ADAM	A	Bus Driver	TRANSPORTATION SERVICES	9/24/2018	6/30/2019	STCHG 9/24/18
WAKEFIELD	SELINA	B	Mgmt Information Tech	STUDENT SUPPORT AND FAMILY SER	8/30/2018	8/31/2018	REA/STCHG, 8/30/18
WAKEFIELD	SELINA	B	Mgmt Information Tech	STUDENT SUPPORT AND FAMILY SER	9/1/2018	6/30/2019	REA/STCHG, 8/30/18
WELCH	REGINA	A	Bus Driver	TRANSPORTATION SERVICES	9/17/2018	6/30/2019	STCHG 9/17/18
WRIGHT	KIMIKO	A	Inst Aid, Spec Ed	WASHINGTON ELEMENTARY SCHOOL	7/1/2018	4/30/2019	STCHG 7/1/18
BROWN	CHARMAINE	B	Adm & Family Svcs Tech	ENROLLMENT CENTER	9/1/2018	6/30/2019	REA/STCHG PROB1 9/1/18
<b>TRANSFER</b>							
SHORT	STACEY	A	Inst Aid, Spec Ed	HIRAM W. JOHNSON HIGH SCHOOL	7/1/2018	6/30/2019	TR FR SPEC ED 7/1/18
BROWN	CHARMAINE	B	Adm & Family Svcs Tech	ENROLLMENT CENTER	9/1/2018	6/30/2019	TR FR UNASSIGNED



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1c

**Meeting Date:** October 18, 2018

**Subject:** Approve Alice Birney K-8 School Field Trip to Ashland, Oregon  
October 24-26, 2018

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Academic Office

**Recommendation:** Approve Alice Birney K-8 School Field Trip to Ashland, OR  
October 24-26, 2018

**Background/Rationale:** From October 24-26, 2018, a group of 19 students, one teacher chaperone, and four parent chaperones from Alice Birney K-8 School will travel via private vehicles to Ashland, Oregon, to participate in the Ashland Shakespeare Festival. Students will have the opportunity to attend theater workshops and plays to complement their study of Shakespeare and Renaissance literature at school. They will be staying in the dorms at Southern Oregon university.

**Financial Considerations:** No cost to the district. Expenses paid through class funds and school fundraising. Financial assistance was made available for students in need.

**LCAP Goal(s):** College, Career and Life Ready Graduates

**Documents Attached:**

1. Out of State Field Trip Documents

**Estimated Time of Presentation:** N/A

**Submitted by:** Dr. Iris Taylor, Chief Academic Officer

Tu Moua Carroz, Instructional Assistant Superintendent

**Approved by:** Jorge A. Aguilar, Superintendent

Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name Alice Birney Public Waldorf EK-8 School Date 09 / 09 / 18  
 Teacher's Name Felipe Ferraz Room # 22 Telephone # 395-4510  
 Fax # 433-5589

Field Trip Destination Ashland Shakespeare Festival & Southern Oregon University, Ashland, OR

☐ Local-50 mile radius (bus/walking) ☐ Local-50 mile radius (driver led trips) ☒ Out-of-Town (Beyond 50 mile radius)  
 (forward directly to Field Trip Office)

☒ Overnight ☒ Out-of-State/Country ☐ Involving Swimming or Wading ☐ Unusual Activities

Route I-5 north to Ashland

Educational nature of field trip/excursion To learn about Shakespeare and the theatre, see plays and attend workshops

Depart Date 10 / 24 / 18 Time 6 am am/pm Return Date 10 / 26 / 18 Time 1:30 pm am/pm

TRANSPORTATION will be provided by: ☐ Walking ☐ School Bus - contact Transportation Field Trip Office  
☐ Charter Bus Company (certified): ☐ Yes ☐ No - Check with Field Trip Office  
☒ Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)  
☐ Public Transportation ☐ Train ☐ Commercial Airline ☐ Other: \_\_\_\_\_

Funding Source Class Funds Financial Assistance Available? ☒ Yes ☐ No

Number of students participating: 19

Adult Chaperones/Drivers:

DRIVER

DRIVER

1) Eva Ginnell ☒ yes ☐ no 2) Scott Davidson ☒ yes ☐ no  
 3) Jeanette Link ☒ yes ☐ no 4) Rosie Yacoub ☒ yes ☐ no

Teachers and Staff Attending:

1) Felipe Ferraz ☐ yes ☒ no 2) \_\_\_\_\_ ☐ yes ☐ no  
 3) \_\_\_\_\_ ☐ yes ☒ no 4) \_\_\_\_\_ ☐ yes ☐ no

Principal Approval \_\_\_\_\_

Date 9/11/18

Risk Management Approval (Unusual Activities) \_\_\_\_\_

Date 9/17/18

Segment Administrator Approval \_\_\_\_\_

Date 9-12-18

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip.

- 1 Local Trip (school or charter bus) (50 mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
- 2 Local Trip (50 mile radius) driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
- 3 Out-of-Town (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- 4 Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- 5 Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- 6 Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- 7 Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
- 8 Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

Sacramento City Unified School District  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
 TRAVEL REQUEST**

School Name Alice Birney Public Waldorf EK-8 School Date 9/10/18  
 Teacher's Name Luiz-Felipe Ferraz Room # 22 Telephone # 916-395-4510

Field Trip Destination Shakespeare Festival/Southern Oregon University, Ashland, OR

Reason for travel To learn more about Shakespeare and the theatre, see plays,  
and attend workshops.

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver for review before signing. Risk management approval required.

Attach a detailed itinerary for each day: See attached

Signed

Luiz Felipe Ferraz  
 Teacher

**Approvals:**

Principal

Date

Risk Management Dept.

Date

Segment Administrator

Date

Superintendent

Date

Board Approval Date

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input checked="" type="checkbox"/> Class Field Trip <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input checked="" type="checkbox"/> Class Field Trip <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state.  REQ # <u>N/A</u>
--	---	---

School/Department Alice Birney Waldorf-Inspired eK School Date Sep 8, 2014

Date(s) of Event 10/24/18-10/26/18 Location Ashland, OR;

Event Title (attach brochure) Class Field Trip to Shakespeare Festival and Southern Oregon University in Ashland, OR

Purpose\* Students will attend Theater Workshops and Plays to compliment our study of Shakespeare and Renaissance Literature,

(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? Students will attend Theater Workshops and Plays to compliment our study of Shakespeare and Renaissance Literature.

How will this activity/event be used and shared? Students will attend Theater Workshops and Plays to compliment study of Shakespeare & Renaissance.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N) **	No. of Days Required	Budget Code (for substitute)
Luiz-Felipe Ferraz	Classroom Teacher, 8th grade	No		
		No		
		No		
		No		
		No		

\*\* IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770 ☐ Additional Attendees Attached

Approvals: <u>Meghelle Henry</u> Principal/Department Head Signature & Print Name  <u>[Signature]</u> Cabinet Level or Designer Signature  <u>[Signature]</u> Chief Business Officer Signature  <u>[Signature]</u> Superintendent or Designer Signature	Date <u>9/11/18</u> Date <u>9-12-18</u> Date <u>9-21-18</u> Date <u>9/19/18</u> Date	District cost for all attendees (estimate) N/A Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging Transportation Meals Other TOTAL \$ <u>0.00</u>
---	--	---

☐ Categorical Budget Category ☐ General Fund/Unrestricted

\*\* If any meals are included in the cost of registration, how many of each Breakfast Lunch Dinner

Prepayment Requested: All checks will be sent to the appropriate department unless prior arrangements have been made (with A/P) to pick up check  
 Requisition # \_\_\_\_\_ Dollar Amount \_\_\_\_\_

Requester's Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Department \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_





# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1d

**Meeting Date:** October 4, 2018

**Subject:** Approve C. K. McClatchy High School Field Trip to New York, New York  
October 11-18, 2018

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Academic Office

**Recommendation:** Approve C. K. McClatchy High School Field Trip to New York, NY  
from October 11, 2018 to October 15, 2018

**Background/Rationale:** On October 11, 2018 a group of two students, one parent chaperone and one adult chaperone from C. K. McClatchy High School will travel via commercial airline to New York, NY to participate in a debate tournament at The Bronx School of Science in New York.

**Financial Considerations:** No cost to the district.

**LCAP Goal(s):** College, Career and Life Ready Graduates

**Documents Attached:**

1. Out of State Field Trip Documents

**Estimated Time of Presentation:** N/A

**Submitted by:** Dr. Iris Taylor, Chief Academic Officer

Chad Sweitzer, Instructional Assistant Superintendent

**Approved by:** Jorge A. Aguilar, Superintendent



Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name CK McClatchy / /  
 8/27/18 Date

Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 9167120782  
 Fax # 9165512196

Field Trip Destination Bronx School of Science

Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) ☒ Out-of-Town (Beyond 50 mile radius)  
 (forward directly to Field Trip Office)

☒ Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Fly from Sacramento to New York John F. Kennedy airport, shuttle to hotel, bus and subway to Bronx School of Science

Educational nature of field trip/excursion Debate tournament

Depart Date 10 / 11 / 18 Time 10:00 am am/pm Return Date 10 / 15 / 18 Time 10:33 pm am/pm

**TRANSPORTATION** will be provided by: Walking School Bus - contact Transportation Field Trip Office  
 Charter Bus Company (certified): Yes No - Check with Field Trip Office  
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)  
☒ Public Transportation Train ☒ Commercial Airline Other: \_\_\_\_\_

Funding Source CKM Debate Boosters Financial Assistance Available? ☒ Yes  
 No

Number of students participating: 2

Adult Chaperones/Drivers: DRIVER DRIVER

1) <u>Ginger Spurlock</u>	yes	<input checked="" type="checkbox"/> no	2) _____	yes	no
3) _____	yes	no	4) _____	yes	no

Teachers and Staff Attending:

1) <u>Stephen Goldberg</u>	yes	<input checked="" type="checkbox"/> no	2) _____	yes	no
3) _____	yes	no	4) _____	yes	no

Principal Approval [Signature] Date 9/10/18

Risk Management Approval (Unusual Activities) [Signature] Date 9/11/18

Segment Administrator Approval [Signature] Date 9-14-18

**Distribution:** Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
- Local Trip: (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
- Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 year

Sacramento City Unified School District  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
TRAVEL REQUEST**

School Name CK McClatchy Date 8 / 27 / 18  
Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 916-712-0782  
Field Trip Destination Bronx School of Science  
Reason for travel Debate tournament

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed   
Teacher

**Approvals:**

 9/10/18  
Principal Date  
 9/17/18  
Risk Management Dept. Date  
 9/17/18  
Segment Administrator Date  
 9/19/18  
Superintendent Date

     /      /       
Board Approval Date

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip- <b>60 days</b> if out-of-state.  REQ # _____
--	---	--

School/Department C. K. McClatchy Date 9-13-18

Date(s) of Event 10-11-18 to 10-15-18 Location The Bronx School of Science-New York

Event Title (attach brochure) Debate Tournament

Purpose\* Debate Tournament

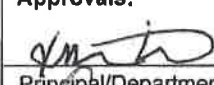
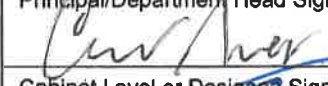


\*(what value does this activity give students, attendees, staff, department/site or community?) \_\_\_\_\_

How does this travel align with the District's strategic plan? College and career ready students

How will this activity/event be used and shared? \_\_\_\_\_

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)* **	No. of Days Required	Budget Code (for substitute)
<u>Stephen Goldberg</u>	<u>Debate Coach</u>	<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>

**\*\*IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770** ☐ Additional Attendees Attached

<b>Approvals:</b> <div style="display: flex; justify-content: space-between;"> <div>             Principal/Department Head Signature &amp; Print Name              Cabinet Level or Designee Signature              Chief Business Officer Signature              Superintendent or Designee Signature         </div> <div> <u>9/13/18</u>            Date  <u>9-14-18</u>            Date  <u>9/14/18</u>            Date  <u>9/19/18</u>            Date         </div> </div>	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ <b>TOTAL \$ 0.00</b>
---	---

☐ Categorical Budget Code(s): n/a \$ \_\_\_\_\_  
☐ General Fund/Unrestricted \$ \_\_\_\_\_

\*\*\*If any meals are included in the cost of registration, how many of each: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

**Prepayment Requested:** All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

Requisition #	Dollar Amount
Registration Fee	_____
Hotel	_____
Airfare ****	_____
Car Rental ****	_____



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1e

**Meeting Date:** October 4, 2018

**Subject:** Approve Rosemont High School Field Trip to Las Vegas, Nevada  
October 25-29, 2018

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Academic Office

**Recommendation:** Approve Rosemont High School Field Trip to Las Vegas, NV from October 25, 2018 to October 29, 2018

**Background/Rationale:** On October 25, 2018 a group of six students, two parent chaperones and one adult chaperone from Rosemont High School will travel via private vehicle to Las Vegas, NV to participate in The Meadows Tournament at The Meadows School in Las Vegas, NV.

**Financial Considerations:** No cost to the district.

**LCAP Goal(s):** College, Career and Life Ready Graduates

**Documents Attached:**

1. Out of State Field Trip Documents

**Estimated Time of Presentation:** N/A

**Submitted by:** Dr. Iris Taylor, Chief Academic Officer

Chad Sweitzer, Instructional Assistant Superintendent

**Approved by:** Jorge A. Aguilar, Superintendent



**Sacramento City Unified School District**  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name Rosemont High School Date 10 / 25-29 / 2018  
 Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # (916) 712-0782  
 Fax # \_\_\_\_\_

Field Trip Destination Meadows School, Las Vegas, NV

☐ Local-50 mile radius (bus/walking) ☐ Local-50 mile radius (driver led trips) ☒ Out-of-Town (Beyond 50 mile radius)  
 (forward directly to Field Trip Office)

☐ Overnight ☒ Out-of-State/Country ☐ Involving Swimming or Wading ☐ Unusual Activities

Route See Attached Map/Directions

Educational nature of field trip/excursion The Meadows Tournament

Depart Date 10 / 25 / 18 Time 8:00 am/pm Return Date 10 / 29 / 18 Time 4:00 am/pm

TRANSPORTATION will be provided by: ☐ Walking ☐ School Bus - contact Transportation Field Trip Office  
☐ Charter Bus Company (certified): ☐ Yes ☐ No - Check with Field Trip Office  
☒ Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle  
 and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)  
☐ Public Transportation ☐ Train ☐ Commercial Airline ☐ Other: \_\_\_\_\_

Funding Source SUDL Financial Assistance Available? ☐ Yes ☒ No

Number of students participating: 6

Adult Chaperones/Drivers:

DRIVER

DRIVER

1) Mark Hernandez ☒ yes ☐ no 2) \_\_\_\_\_ ☐ yes ☐ no  
 3) Laura Nielsen ☒ yes ☐ no 4) \_\_\_\_\_ ☐ yes ☐ no

Teachers and Staff Attending:

1) Stephen Goldberg ☐ yes ☒ no 2) \_\_\_\_\_ ☐ yes ☐ no  
 3) \_\_\_\_\_ ☐ yes ☐ no 4) \_\_\_\_\_ ☐ yes ☐ no

Principal Approval [Signature] Date 10/28/18

Risk Management Approval (Unusual Activities) [Signature] Date 9-10-18

Segment Administrator Approval [Signature] Date 9-10-18

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

1. Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
2. Local Trip: (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
3. Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
4. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
5. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
6. Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkelling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
7. Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
8. Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

Sacramento City Unified School District  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
TRAVEL REQUEST**

School Name Rosemont High School Date 10 / 25-29 / 2018  
Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # (916) 712-0782  
Field Trip Destination Meadows School, Las Vegas, NV  
Reason for travel Debate Tournament

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed \_\_\_\_\_

Teacher

**Approvals:**

Principal

Date

Risk Management Dept.

Date

Segment Administrator

Date

Superintendent

Date

Board Approval Date

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input checked="" type="checkbox"/> Conference/Workshop <input checked="" type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input checked="" type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip- <b>60 days</b> if out-of-state.  REQ # _____
School/Department <u>Rosemont High School</u>		Date <u>8/24/2018</u>
Date(s) of Event <u>10/25/2018-10/29/2018</u>		Location <u>Meadows School, Las Vegas, NV</u>
Event Title (attach brochure) <u>Meadows Tournament</u>		
Purpose* <u>Debate Tournament</u>		
*(what value does this activity give students, attendees, staff, department/site or community?) <u>Development of extracurricular programming</u>		
How does this travel align with the District's strategic plan? <u>Competition in Policy Debate</u>		
How will this activity/event be used and shared?		
Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)* *
No. of Days Required	Budget Code (for substitute)	
<u>Mark A. Hernandez Sr.</u>	<u>Executive Director, SUDL</u>	<u>No</u>
<u> </u>	<u> </u>	<u>No</u>
<u> </u>	<u> </u>	<u>No</u>
<u> </u>	<u> </u>	<u>No</u>
<u> </u>	<u> </u>	<u>No</u>
<input type="checkbox"/> Additional Attendees Attached		
<b>**IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770</b>		
<b>Approvals:</b>		District cost for all attendees (estimate)
<u>[Signature]</u> Principal/Department Head Signature & Print Name		Registration Fee *** <u>0</u>
<u>[Signature]</u> Cabinet Level or Designee Signature		Meals included? <input checked="" type="checkbox"/> No
<u>[Signature]</u> Chief Business Officer Signature		B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/>
<u>[Signature]</u> Superintendent or Designee Signature		Lodging <u>0</u>
<u>8/30/18</u> Date		Transportation <u>0</u>
<u>9/10/18</u> Date		Meals <u>0</u>
<u>9/11/18</u> Date		Other <u>0</u>
<input type="checkbox"/> Categorical      Budget Code(s): _____		TOTAL <u> </u>
<input type="checkbox"/> General Fund/Unrestricted		\$ <u>0</u>
***If any meals are included in the cost of registration, how many of each:    Breakfast _____ Lunch _____ Dinner _____		\$ <u>0</u>
<b>Prepayment Requested:</b> All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check		
Requisition #		Dollar Amount
Registration Fee _____		_____
Hotel _____		_____
Airfare ****		_____
Car Rental ****		_____
**** If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830		



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1f

**Meeting Date:** October 4, 2018

**Subject:** Approve Staff Recommendations for Expulsion #1, 2018-19 and #2, 2018-19

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Student Hearing and Placement Department

**Recommendation:** Approve staff recommendation for Expulsion #1, 2018-19 and #2, 2018-19

**Background/Rationale:** None

**Financial Considerations:** None

**LCAP Goal(s):** College, Career and Life Ready Graduates

**Documents Attached:**  
None

**Estimated Time of Presentation:** N/A

**Submitted by:** Doug Huscher, Assistant Superintendent,  
Student Support Services  
Stephan Brown, Director II

**Approved by:** Jorge A. Aguilar, Superintendent





# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1g

**Meeting Date:** October 4, 2018

**Subject:** Approve Revisions to: Board Policies (BP) BP 0410 Nondiscrimination in District Programs and Activities; BP 1312.3 Uniform Complaint Procedures; BP 5111 Admission; BP 5111.1 District Residency; BP 5125 Student Records; BP 5145.3 Nondiscrimination/Harassment; BP 5145.4 Anti-Bullying

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated:)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Legal Services

**Recommendation:** Approval of the revised policies (BP 0410, BP 1312.3, BP 5111, BP 5111.1, BP 5125, BP 5145.3 and BP 5145.4)

**Background/Rationale:** The Governing Board is committed to maintaining a safe learning environment that is free from harassment and discrimination and respects the rights of all students and families. Revisions to numerous SCUSD Board policies are required in order to comply with new California laws, including updated Education Code Sections 220 and 234.1, which mandate that a student's and/or family's Immigration Status must be included within the list of protected classifications for which discrimination is prohibited. Each of the policies in this packet require update to comply with this requirement, and other numerous changes to state law.

**Financial Considerations:** None

**LCAP Goal(s):** Safe, Emotionally Healthy and Engaged Students

**Documents Attached:**

1. Redline versions of: BP 0410, BP 1312.3, BP 5111, BP 5111.1, BP 5125, BP 5145.3 and BP 5145.4
2. Clean versions of: BP 0410, BP 1312.3, BP 5111, BP 5111.1, BP 5125, BP 5145.3 and BP 5145.4

**Estimated Time of Presentation:** N/A

**Submitted by:** Raoul Bozio, In-House Counsel

Stephan Brown, Director II

**Approved by:** Jorge A. Aguilar, Superintendent

# Sacramento City USD

## Board Policy

### Nondiscrimination In District Programs And Activities

BP 0410

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

The Governing Board is committed to equal opportunity for all individuals in education district programs and activities. District programs and activities shall be free from discrimination based on race, color, ancestry, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, or pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 6145.2 - Athletic Competition)

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

(cf. 6164.6 - Identification and Education under Section 504)

(cf. 6178 - Vocational Education)

(cf. 6200 - Adult Education)

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

(cf. 3540 - Transportation)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5145.13 - Response to Immigration Enforcement)

District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected

categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employee organizations and sources of referral and applicants for admission and employment, about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in ~~each announcement, bulletin, catalog, handbook or application form, or other materials distributed to these groups. (34 CFR 104.8, 106.9)~~ the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. to these groups and, as applicable, to the public. As appropriate, such The notification shall also be posted on the district's web site and, when available, district-supported social media and shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate and shall be posted on the district's web site and, when available, district-supported social media.

—  
(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

An individual filing a complaint of discrimination shall not be subjected to acts of retaliation for the purpose of interfering with any right secured by federal or state law. This includes acts of intimidation, threats, coercion, or discrimination.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets

forth the steps for completing the changes.

(cf. 6163.2 - Animals At School)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web site, notetakers, written materials, taped text, and Braille or large print materials.\_

(cf. 6020 - Parent Involvement)

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The individuals identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Lead Compliance Officer

Chief Human Resource Officer

5735 - 47th Avenue

Sacramento, CA 95824

(916) 643-7474

Compliance Officer for Claims of Student-to-Student Discrimination or Harassment

Director of Student Hearing and Placement

5735 - 47th Avenue

Sacramento, CA 95824

(916) 643-9425

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48980 Parental notification

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

8310.3 California Religious Freedom Act

11000 Definitions  
11135 Nondiscrimination in programs or activities funded by state  
~~11138 Rules and regulations~~  
12900-12996 Fair Employment and Housing Act  
54953.2 Brown Act compliance with Americans with Disabilities Act  
PENAL CODE  
422.55 Definition of hate crime  
422.6 Interference with constitutional right or privilege  
CODE OF REGULATIONS, TITLE 5  
4600-46~~7087~~ Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs  
UNITED STATES CODE, TITLE 20  
1400-1482 Individuals with Disabilities in Education Act  
1681-1688 Discrimination based on sex or blindness, Title IX  
2301-2415 Carl D. Perkins Vocational and Applied Technology Act  
6311 State plans  
6312 Local education agency plans  
UNITED STATES CODE, TITLE 29  
794 Section 504 of the Rehabilitation Act of 1973  
UNITED STATES CODE, TITLE 42  
2000d-2000d-7 Title VI, Civil Rights Act of 1964  
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended  
2000h-2000h-6 Title IX  
12101-12213 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.101-35.190 Americans with Disabilities Act  
36.303 Auxiliary aids and services  
CODE OF FEDERAL REGULATIONS, TITLE 34  
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI  
104.1-104.39 Section 504 of the Rehabilitation Act of 1973  
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:  
106.9 Dissemination of policy

Management Resources:

CSBA PUBLICATIONS

~~Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender Nonconforming Students, Policy Brief, February 2014~~

~~Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013~~

~~Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011~~

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter, May 26, 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

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

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

WEB SITES

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

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

Safe Schools Coalition: <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act:

<http://www.ada.gov>

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

revised: November 5, 2001

revised: August 16, 2007

revised: January 8, 2015

revised:

# Sacramento City USD

## Board Policy

### Uniform Complaint Procedures

BP 1312.3

#### Community Relations

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

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

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers ~~migrant education~~, career technical and technical education and training programs, child care and development programs, child nutrition programs, ~~special education programs~~, consolidated categorical aid programs, compensatory education, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, Every Student Succeeds Act / No Child Left Behind, tobacco-use prevention education, Agricultural Vocational Education, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education, California peer assistance and review programs for teachers, Career technical and technical education, career technical and technical training, Career technical education, Economic impact aid, School Safety Plans, State Preschool, and any other district-implemented program which is listed in Education Code 64000(a) ~~(5 CCR 4610)~~.

(cf. 3553 - Free and Reduced Price Meals)  
(cf. 3555 - Nutrition Program Compliance)  
~~(cf. 5141.4 - Child Abuse Prevention and Reporting)~~  
(cf. 5148 - Child Care and Development)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 6159 - Individualized Education Program)  
(cf. 6171 - Title I Programs)  
(cf. 6174 - Education for English Language Learners)  
(cf. 6175 - Migrant Education Program)  
(cf. 6178 - Career Technical Education)  
(cf. 6178.1 - Work-Based Learning)  
(cf. 6178.2 - Regional Occupational Center/Program)  
(cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment,



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

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

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

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

(cf. 3260 - Fees and Charges)

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

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

If the district finds merit in pupil fees, LCAP, and/or a Course Period without Educational Content complaint, the district shall provide a remedy. Specifically, in Course Period without Education Content the remedy shall go to the affected pupil. In LCAP and pupil fee complaints, the remedy shall go to all affected pupils, parents and guardians, which in the case of pupil fees, also includes reasonable efforts by the district to ensure full reimbursement to all affected pupils, parents and guardians subject to procedures established through regulations adopted by the Board.

(cf. 0460 - Local Control and Accountability Plan)

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

(cf. 6173.1 - Education for Foster Youth)

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school

or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions- (Education Code 51228.3)

~~(cf. 6152—Class Assignment)~~

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

(cf. 6142.7 - Physical Education and Activity)

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

11. Any other complaint as specified in a district policy

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

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

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

(cf. 5125 - Student Records)

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

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of

current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 3580 - District Records)

#### Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

~~3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.~~

34. Any complaint alleging fraud shall be referred to the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

48985 Notices in language other than English  
49010-49013 Student fees  
49060-49079 Student records  
49490-49590 Child nutrition programs  
49701 Interstate Compact on Educational Opportunity for Military Children  
51210 Courses of study grades 1-6  
51223 Physical education, elementary schools  
51225.1-51225.2 Foster youth, homeless children, and former juvenile court school students, and military-connected students; course credits; graduation requirements  
51226-51226.1 Career technical education  
51228.1-51228.3 Course periods without educational content  
52060-52077 Local control and accountability plan, especially  
52075 Complaint for lack of compliance with local control and accountability plan requirements  
52160-52178 Bilingual education programs  
52300-52490 Career technical education  
52500-52616.24 Adult schools  
52800-52870 School-based program coordination  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-56867 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process  
GOVERNMENT CODE  
11135 Nondiscrimination in programs or activities funded by state  
12900-12996 Fair Employment and Housing Act  
PENAL CODE  
422.55 Hate crime; definition  
422.6 Interference with constitutional right or privilege  
CODE OF REGULATIONS, TITLE 5  
3080 Application of section  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs  
7301-7372 Title V rural and low-income school programs  
12101-12213 Title II equal opportunity for individuals with disabilities  
UNITED STATES CODE, TITLE 29  
794 Section 504 of Rehabilitation Act of 1973  
UNITED STATES CODE, TITLE 20  
1221 Application of laws  
1232g Family Educational Rights and Privacy Act  
1681-1688 Title IX of the Education Amendments of 1972  
6301-6577 Title I basic programs  
6801-6871 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative programs  
UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975  
CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex  
110.25 Notification of nondiscrimination on the basis of age

Management Resources:

[CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS](#)

[Sample UCP Board Policies and Procedures](#)

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

[Dear Colleague Letter: Title IX Coordinators, April 2015](#)

[Questions and Answers on Title IX and Sexual Violence, April 2014](#)

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

~~[Dear Colleague Letter: Sexual Violence, April 2014](#)~~

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

revised: June 7, 2007

revised: October 6, 2011

revised: May 2, 2013

revised: June 19, 2014

revised: November 20, 2014

revised: November 3, 2016

Revised: June 15, 2017

[Revised: 2018](#)

# Sacramento City USD

## Board Policy

### Admission

BP 5111

#### Students

The Governing Board believes that all children should have the opportunity to receive educational services. Staff shall encourage parents/guardians to enroll all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

~~The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements specified in law and in Board policies and regulations.~~

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

(cf. 5111.1 - District Residency)

(cf. 5111.11 - Residency of Students with Caregiver)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

The Superintendent or designee may admit to the ninth grade only those students who have graduated from eighth grade or who are recommended in writing by their eighth grade principal as capable of profiting from high school instruction.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

## Verification of Admission Eligibility

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. (Education Code 234.7, 49076.7) ,

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

(cf. 5145.13 - Response to Immigration Enforcement)

(cf. 5145.3 - Nondiscrimination/Harassment)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll ensure that the enrollment of a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the child's student's last school, lack of clothing normally required by the school, such as school uniforms, or for his/her inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)



Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

46600 Agreements for admission of pupils desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

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

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age

48050-48053 Nonresidents

48200 Children between ages of 6 and 18 years (compulsory full-time education)

49076 Access to records by persons without written consent or under judicial order

49408 Information of use in emergencies

48645.5 Enrollment of former juvenile court school students

48850-48859 Educational placement of homeless and foster youth

48645.5 Enrollment of former juvenile court school students

49076.7 Student records; data privacy; social security numbers

49452.9 Health care coverage options and enrollment assistance

49700-49704 49703 Education of children of military families

HEALTH AND SAFETY CODE

120325-120380 Education and child care facility immunization requirements

121475-121520 Tuberculosis tests for pupils

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade

201 Admission to high school

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 42

11431-11435 McKinney Homeless Assistance Act

Management Resources:

CDE MANAGEMENT ADVISORIES

0900.90 Changes in law concerning eligibility for admission to kindergarten

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

reviewed: April 15, 2002

revised: 2018



# Sacramento City USD

## Board Policy

### District Residency

BP 5111.1

#### Students

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

When establishing a student's residency for enrollment purposes, the Superintendent or designee shall not inquire into ~~the a student's~~ citizenship or immigration status of a student or their family members. No student seeking residency shall be denied enrollment based on race, religion, ethnicity, gender, gender identity, gender expression, sexual orientation, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

#### Investigation of Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)

Any employee engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

#### Appeal of Enrollment Denial

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal to the Superintendent's designee of a determination that district residency requirements were not met, the Superintendent's designee shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's designee's decision shall be final.

#### Enrollment Not Requiring District Residency

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international exchange program under the sponsorship of a government-approved agency.

(cf. 5111.2 - Nonresident Foreign Students)

(cf. 6145.6 - International Exchange)

The district may enroll a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

Legal Reference:

## EDUCATION CODE

220 Prohibition of discrimination

[234.7 Student protections relating to immigration and citizenship status](#)

35160.5 Intradistrict open enrollment

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law, especially:

48204 Residency requirements

48204.1-48204.2 Evidence of residency

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act transfers

48852.7 Education of homeless students; immediate enrollment

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

## FAMILY CODE

6550-6552 Caregivers

## GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

## CODE OF REGULATIONS, TITLE 5

432 Retention of student records

[UNITED STATES CODE, TITLE 8](#)

[1229c Immigration and Nationality Act](#)

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

## COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

[Plyler v. Doe, 457 U.S. 202 \(1982\)](#)

## Management Resources:

### CSBA PUBLICATIONS

Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014

### OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, 2012

### WEB SITES

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

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

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

Adopted: May 5, 2016

[Revised: 2018](#)

# Sacramento City USD

## Board Policy

### Student Records

BP 5125

#### Students

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The Superintendent or designee shall establish regulations for Board approval governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect and photocopy student records and shall protect the student and the student's family from invasion of privacy.

(cf. 3580 - District Records)

(cf. 4040 - Employee Use of Technology)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5125.3 - Challenging Student Records)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent, consistent with District Policy 5145.13. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

(cf. 5145.13 - Response to Immigration Enforcement)

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or

federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

## Custodian of Records

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled. The custodian of records shall be responsible for implementing the Board policy and administrative regulation regarding student records. (5CCR 431)

## Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

(cf. 3312 - Contracts)

## Legal Reference:

### EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

17604 Contracts

48201 Student records for transfer students who have been suspended/expelled

48853.5 Foster youth; placement, immunizations

48902 Notification of law enforcement of specified violations

48904-48904.3 Withholding grades, diplomas, or transcripts

48918 Rules governing expulsion procedures

48980 Parental notifications

48985 Notices in parent/guardian's primary language

49060-49079 Student records

49091.14 Parental review of curriculum

51747 Independent study

56041.5 Rights of students with disabilities

56050 Surrogate parents

56055 Foster parents

69432.9 Cal Grant program; notification of grade point average

### BUSINESS AND PROFESSIONS CODE

22580-22582 Digital privacy

22584-22585 Student Online Personal Information Protection Act

22586-22587 Early Learning Personal Information Protection Act

### CODE OF CIVIL PROCEDURE

1985.3 Subpoena duces tecum

### FAMILY CODE

3025 Access to records by noncustodial parents

6552 Caregiver's authorization affidavit

### GOVERNMENT CODE

6252-6260 Inspection of public records

### HEALTH AND SAFETY CODE

120440 Immunizations; disclosure of information

### PENAL CODE

245 Assault with deadly weapon

## WELFARE AND INSTITUTIONS CODE

681 Truancy petitions

701 Juvenile court law

16010 Health and education records of a minor

## CODE OF REGULATIONS, TITLE 5

430-438 Individual student records

16020-16027 Destruction of records of school districts

## UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of Pupil Rights Amendment

## UNITED STATES CODE, TITLE 26

152 Definition of dependent child

## UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

## CODE OF FEDERAL REGULATIONS, TITLE 16

Part 312 Children's Online Privacy Protection Rule

## CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

300.501 Opportunity to examine records for parents of student with disability

## Management Resources:

### FEDERAL REGISTER

Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855

### NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Computing Era, April 2014

### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, 2008

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, October 2007

### WEB SITES

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

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

U.S. Department of Education, Family Policy Compliance, <http://www.ed.gov/policy/gen/guid/fpc>

## Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

revised: April 15, 2002

revised: June 18, 2015

revised: 2018

# Sacramento City USD

## Board Policy

### Nondiscrimination/Harassment

BP 5145.3

#### Students

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, family, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, genetic information, –or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 6164.6 - Identification and Education Under Section 504)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of

discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1330 - Use of Facilities)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)  
(cf. 6164.2 - Guidance/Counseling Services)

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in instruction, guidance, and supervision.

District personnel shall take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, retaliation, or bullying. The District will investigate all allegations of discrimination and implement effective corrective actions when appropriate pursuant to Administrative Regulation 5143.3.

(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 5145.2 - Freedom of Speech/Expression)



Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex, especially:

221.5 Prohibited sex discrimination

221.7 School-sponsored athletic programs; prohibited sex discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

49020-49023 Athletic programs

51006-51007 Equitable access to technological education programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI & VII Civil Rights Act of 1964 as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3a Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

## COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

## Management Resources:

### CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

### FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

### NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

### WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

## Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

revised: April 15, 2002

Revised: January 8, 2015

# Sacramento City USD

## Board Policy

### Anti-Bullying

BP 5145.4

#### Students

The Governing Board desires to provide an orderly, caring and nondiscriminatory learning environment and specifically prohibits acts of harassment or bullying. The Governing Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, parents, students and volunteers to provide positive examples for student behavior.

(cf. 0200 - Goals for the School District)

(cf. 5137 - Positive School Climate)

(cf. 5142 - Safety)

Harassment or bullying is any gesture or written, verbal, graphic, physical or electronic act (i.e. including, but not limited to, internet, cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race; color; religion; ancestry; national origin; immigration status, gender; sexual orientation; gender identity and expression; socioeconomic status; academic status; mental, physical, development or sensory disability or impairment; creed; political belief; age; linguistic or language differences; height; weight; marital status; parental status; or by any other distinguishing characteristic; or because of an association with a person who has or is perceived to have one or more of these characteristics. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, in a school vehicle, or by students, family members or staff.

Students shall be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school. Harassment involves unwelcome comments (written or spoken) or conduct which violates an individual's dignity, and/or creates an intimidating, hostile, degrading, humiliating or offensive environment.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Students shall be assured that they need not endure, for any reason, bullying behavior, including electronic or cyber bullying, which impairs the educational environment or a student's emotional well-being. Bullying is a comprehensive term that describes conduct that meets all of the

following criteria:

- \* is directed at one or more persons;
- \* substantially interferes with educational opportunities, benefits, or programs of one or more students;
- \* adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress;
- \* is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics;
- \* involves an imbalance of power or strength; and
- \* involves a pattern of behavior repeated over time

Electronic bullying or cyber bullying is the use of electronic communication technology such as, but not limited to, e-mail, instant messages, text messages, mobile phones, and web sites, to send or post messages or images to embarrass, humiliate, spread rumors, threaten or intimate. Sending sexually explicit images electronically, even consensually, may be considered as distribution of child pornography, and is to be referred to district security and/or law enforcement.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Use of Electronic Signaling Devices)

(cf. 5131.4 - Campus Disturbances)

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)

(cf. 5145.9 - Hate-Motivated Behavior)

The district prohibits bystander support of harassment or bullying as it can encourage and/or reinforce the behavior. Bystander support may be active actions such as, but not limited to, laughter or calling attention to the situation; or through passive actions such as, but not limited to, watching the situation and doing nothing. Staff should therefore support students who walk away from harassment or bullying when they see the acts occurring, who constructively attempt to stop such acts, or who report the acts to a designated authority.

The Board requires school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits acts of harassment or bullying. Staff should provide services or supports to students who engage in acts of bullying and/or harassment to educate them on the impact of these behaviors on others. Administrators should ensure that appropriate services or supports are provided to students who report being victims of bullying or harassment.

The Board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's

designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Board requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Depending upon the extent and complexity of the investigation, within a reasonable period of time (approximately one week) after receiving the complaint, the principal or designee shall determine whether or not the student who complained was bullied against and/or harassed

The Board prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 5144 - Discipline)

The Board requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying whether it takes place on or off school property, electronically, at any school-sponsored function, in a school vehicle, or by students, family members or staff. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

(cf. 4131 - Staff Development)  
(cf. 5145.6 - Parental Notifications)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex, especially:

221.5 Prohibited sex discrimination

221.7 School-sponsored athletic programs; prohibited sex discrimination

32211 Threatened disruption or interference with classes

35160 Authority of governing boards

35160.1 Broad authority of school districts

35181 Governing board policy on responsibilities of students  
35291 - 35291.5 Rules  
48900.3 Suspension or expulsion for act of hate violence  
48900.4 Suspension or expulsion for threats or harassment  
44806 Duty concerning instruction of students  
44807 Duty concerning conduct of students  
44810 Willful interference with classroom conduct  
44811 Disruption of classwork or extracurricular activities  
48900 Grounds for suspension or expulsion  
48900(r) Grounds for suspension or expulsion: bullying  
48907 Student exercise of free expression  
51512 Prohibited use of electronic listening or recording device  
PENAL CODE  
243.5 Assault or battery on school property  
311 Child Pornography  
403-420 Crimes against the public peace, especially:  
415 Fighting; noise; offensive words  
CIVIL CODE  
1714.1 Liability of parents and guardians for willful misconduct of minor  
CODE OF REGULATIONS, TITLE 5  
300 - 307 Duties of pupils  
UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI & VII Civil Rights Act of 1964 as amended  
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
adopted: June 2, 2011 Sacramento, California

# Sacramento City USD

## Board Policy

### Nondiscrimination In District Programs And Activities

BP 0410

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

The Governing Board is committed to equal opportunity for all individuals in district programs and activities. District programs and activities shall be free from discrimination based on race, color, ancestry, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 6145.2 - Athletic Competition)

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

(cf. 6164.6 - Identification and Education under Section 504)

(cf. 6178 - Vocational Education)

(cf. 6200 - Adult Education)

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

(cf. 3540 - Transportation)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5145.13 - Response to Immigration Enforcement)

District programs and activities shall also be free of any racially derogatory or discriminatory

school or athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employee organizations and sources of referral and applicants for admission and employment, about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. to these groups and, as applicable, to the public. As appropriate, such The notification shall also be posted on the district's web site and, when available, district-supported social media and shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate and shall be posted on the district's web site and, when available, district-supported social media.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

An individual filing a complaint of discrimination shall not be subjected to acts of retaliation for the purpose of interfering with any right secured by federal or state law. This includes acts of intimidation, threats, coercion, or discrimination.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.



## Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. 6163.2 - Animals At School)  
(cf. 7110 - Facilities Master Plan)  
(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web site, notetakers, written materials, taped text, and Braille or large print materials.  
(cf. 6020 - Parent Involvement)

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

(cf. 9320 - Meetings and Notices)  
(cf. 9322 - Agenda/Meeting Materials)

The individuals identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Lead Compliance Officer  
Chief Human Resource Officer  
5735 - 47th Avenue  
Sacramento, CA 95824  
(916) 643-7474

Compliance Officer for Claims of Student-to-Student Discrimination or Harassment  
Director of Student Hearing and Placement  
5735 - 47th Avenue  
Sacramento, CA 95824

(916) 643-9425

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48980 Parental notification

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

8310.3 California Religious Freedom Act

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

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

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CSBA PUBLICATIONS

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018  
CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS  
California Law Prohibits Workplace Discrimination and Harassment  
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016  
Dear Colleague Letter: Title IX Coordinators, April 2015  
Dear Colleague Letter, May 26, 2011  
Dear Colleague Letter: Harassment and Bullying, October 2010  
Notice of Non-Discrimination, Fact Sheet, August 2010  
Dear Colleague Letter: Electronic Book Readers, June 29, 2010  
Nondiscrimination in Employment Practices in Education, August 1991  
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS  
2010 ADA Standards for Accessible Design, September 2010  
Accessibility of State and Local Government Websites to People with Disabilities, June 2003  
WORLD WIDE WEB CONSORTIUM PUBLICATIONS  
Web Content Accessibility Guidelines, December 2008  
WEB SITES  
WEB SITES  
CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
Safe Schools Coalition: <http://www.casafeschools.org>  
Pacific ADA Center: <http://www.adapacific.org>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act:  
<http://www.ada.gov>

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
adopted: November 16, 1998          Sacramento, California  
revised: November 5, 2001  
revised: August 16, 2007  
revised: January 8, 2015  
revised:

# Sacramento City USD

## Board Policy

### Uniform Complaint Procedures

BP 1312.3

#### Community Relations

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

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

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, consolidated categorical aid programs, compensatory education, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in Education Code 64000(a).

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

()

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

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

Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

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

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

(cf. 3260 - Fees and Charges)

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

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

If the district finds merit in pupil fees, LCAP, and/or a Course Period without Educational Content complaint, the district shall provide a remedy. Specifically, in Course Period without Education Content the remedy shall go to the affected pupil. In LCAP and pupil fee complaints, the remedy shall go to all affected pupils, parents and guardians, which in the case of pupil fees, also includes reasonable efforts by the district to ensure full reimbursement to all affected pupils, parents and guardians subject to procedures established through regulations adopted by the Board.

(cf. 0460 - Local Control and Accountability Plan)

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

(cf. 6173.1 - Education for Foster Youth)

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

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

(cf. 6142.7 - Physical Education and Activity)

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

11. Any other complaint as specified in a district policy

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

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

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

(cf. 5125 - Student Records)

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

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those

complaints in accordance with applicable law and district policy.

(cf. 3580 - District Records)

### Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination  
8200-8498 Child care and development programs  
8500-8538 Adult basic education  
18100-18203 School libraries  
32289 School safety plan, uniform complaint procedures  
35186 Williams uniform complaint procedures  
48985 Notices in language other than English  
49010-49013 Student fees  
49060-49079 Student records  
49490-49590 Child nutrition programs  
49701 Interstate Compact on Educational Opportunity for Military Children  
51210 Courses of study grades 1-6  
51223 Physical education, elementary schools  
51225.1-51225.2 Foster youth, homeless children, and former juvenile court school students, and military-connected students; course credits; graduation requirements  
51226-51226.1 Career technical education  
51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially  
52075 Complaint for lack of compliance with local control and accountability plan requirements  
52160-52178 Bilingual education programs  
52300-52490 Career technical education  
52500-52616.24 Adult schools  
52800-52870 School-based program coordination  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-56867 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process

#### GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state  
12900-12996 Fair Employment and Housing Act

#### PENAL CODE

422.55 Hate crime; definition  
422.6 Interference with constitutional right or privilege

#### CODE OF REGULATIONS, TITLE 5

3080 Application of section  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs  
7301-7372 Title V rural and low-income school programs  
12101-12213 Title II equal opportunity for individuals with disabilities

#### UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

#### UNITED STATES CODE, TITLE 20

1221 Application of laws  
1232g Family Educational Rights and Privacy Act  
1681-1688 Title IX of the Education Amendments of 1972  
6301-6577 Title I basic programs

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

#### UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

#### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS



Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

revised: June 7, 2007

revised: October 6, 2011

revised: May 2, 2013

revised: June 19, 2014

revised: November 20, 2014

revised: November 3, 2016

Revised: June 15, 2017

Revised: 2018

# Sacramento City USD

## Board Policy

### Admission

BP 5111

#### Students

The Governing Board believes that all children should have the opportunity to receive educational services. Staff shall encourage parents/guardians to enroll all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

(cf. 5111.1 - District Residency)

(cf. 5111.11 - Residency of Students with Caregiver)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

The Superintendent or designee may admit to the ninth grade only those students who have graduated from eighth grade or who are recommended in writing by their eighth grade principal as capable of profiting from high school instruction.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

Verification of Admission Eligibility

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

(cf. 5111.1 - District Residency)  
(cf. 5125 - Student Records)  
(cf. 5141.3 - Health Examinations)  
(cf. 5141.31 - Immunizations)  
(cf. 5141.32 - Health Screening for School Entry)

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. (Education Code 234.7, 49076.7) ,

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 5145.13 - Response to Immigration Enforcement)  
(cf. 5145.3 - Nondiscrimination/Harassment)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll ensure that the enrollment of a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the child's student's last school, lack of clothing normally required by the school, such as school uniforms, or for his/her inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)  
(cf. 6173.1 - Education for Foster Youth)

Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

46600 Agreements for admission of pupils desiring interdistrict attendance  
48000 Minimum age of admission (kindergarten)  
48002 Evidence of minimum age required to enter kindergarten or first grade  
48010 Minimum age of admission (first grade)  
48011 Admission from kindergarten or other school; minimum age  
48050-48053 Nonresidents  
48200 Children between ages of 6 and 18 years (compulsory full-time education)  
49076 Access to records by persons without written consent or under judicial order  
49408 Information of use in emergencies  
48645.5 Enrollment of former juvenile court school students  
48850-48859 Educational placement of homeless and foster youth  
48645.5 Enrollment of former juvenile court school students  
49076.7 Student records; data privacy; social security numbers  
49452.9 Health care coverage options and enrollment assistance  
49700-49704 49703 Education of children of military families  
HEALTH AND SAFETY CODE  
120325-120380 Education and child care facility immunization requirements  
121475-121520 Tuberculosis tests for pupils  
CODE OF REGULATIONS, TITLE 5  
200 Promotion from kindergarten to first grade  
201 Admission to high school  
CODE OF REGULATIONS, TITLE 17  
6000-6075 School attendance immunization requirements  
UNITED STATES CODE, TITLE 42  
11431-11435 McKinney Homeless Assistance Act

#### Management Resources:

#### CDE MANAGEMENT ADVISORIES

0900.90 Changes in law concerning eligibility for admission to kindergarten

#### Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

reviewed: April 15, 2002

revised: 2018

# **Sacramento City USD**

## **Board Policy**

### **District Residency**

BP 5111.1

#### **Students**

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

When establishing a student's residency for enrollment purposes, the Superintendent or designee shall not inquire into the citizenship or immigration status of a student or their family members. No student seeking residency shall be denied enrollment based on race, religion, ethnicity, gender, gender identity, gender expression, sexual orientation, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

#### **Investigation of Residency**

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to

determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)

Any employee engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

#### Appeal of Enrollment Denial

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal to the Superintendent's designee of a determination that district residency requirements were not met, the Superintendent's designee shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's designee's decision shall be final.

#### Enrollment Not Requiring District Residency

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international

exchange program under the sponsorship of a government-approved agency.

(cf. 5111.2 - Nonresident Foreign Students)

(cf. 6145.6 - International Exchange)

The district may enroll a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

#### Legal Reference:

##### EDUCATION CODE

220 Prohibition of discrimination

234.7 Student protections relating to immigration and citizenship status

35160.5 Intradistrict open enrollment

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law, especially:

48204 Residency requirements

48204.1-48204.2 Evidence of residency

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act transfers

48852.7 Education of homeless students; immediate enrollment

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

##### FAMILY CODE

6550-6552 Caregivers

##### GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

##### CODE OF REGULATIONS, TITLE 5

432 Retention of student records

##### UNITED STATES CODE, TITLE 8

1229c Immigration and Nationality Act

##### UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

##### COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Plyler v. Doe, 457 U.S. 202 (1982)

Management Resources:

CSBA PUBLICATIONS

Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014

OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, 2012

WEB SITES

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

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

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

Adopted: May 5, 2016

Revised: 2018



# Sacramento City USD

## Board Policy

### Student Records

BP 5125

#### Students

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The Superintendent or designee shall establish regulations for Board approval governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect and photocopy student records and shall protect the student and the student's family from invasion of privacy.

(cf. 3580 - District Records)

(cf. 4040 - Employee Use of Technology)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5125.3 - Challenging Student Records)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent, consistent with District Policy 5145.13. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

(cf. 5145.13 - Response to Immigration Enforcement)

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

## Custodian of Records

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled. The custodian of records shall be responsible for implementing the Board policy and administrative regulation regarding student records. (5CCR 431)

## Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

(cf. 3312 - Contracts)

### Legal Reference:

#### EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

17604 Contracts

48201 Student records for transfer students who have been suspended/expelled

48853.5 Foster youth; placement, immunizations

48902 Notification of law enforcement of specified violations

48904-48904.3 Withholding grades, diplomas, or transcripts

48918 Rules governing expulsion procedures

48980 Parental notifications

48985 Notices in parent/guardian's primary language

49060-49079 Student records

49091.14 Parental review of curriculum

51747 Independent study

56041.5 Rights of students with disabilities

56050 Surrogate parents

56055 Foster parents

69432.9 Cal Grant program; notification of grade point average

#### BUSINESS AND PROFESSIONS CODE

22580-22582 Digital privacy

22584-22585 Student Online Personal Information Protection Act

22586-22587 Early Learning Personal Information Protection Act

#### CODE OF CIVIL PROCEDURE

1985.3 Subpoena duces tecum

#### FAMILY CODE

3025 Access to records by noncustodial parents

6552 Caregiver's authorization affidavit

#### GOVERNMENT CODE

6252-6260 Inspection of public records

#### HEALTH AND SAFETY CODE

120440 Immunizations; disclosure of information

#### PENAL CODE

245 Assault with deadly weapon

#### WELFARE AND INSTITUTIONS CODE

681 Truancy petitions  
701 Juvenile court law  
16010 Health and education records of a minor  
CODE OF REGULATIONS, TITLE 5  
430-438 Individual student records  
16020-16027 Destruction of records of school districts  
UNITED STATES CODE, TITLE 20  
1232g Family Educational Rights and Privacy Act  
1232h Protection of Pupil Rights Amendment  
UNITED STATES CODE, TITLE 26  
152 Definition of dependent child  
UNITED STATES CODE, TITLE 42  
11434a McKinney-Vento Homeless Assistance Act; definitions  
CODE OF FEDERAL REGULATIONS, TITLE 16  
Part 312 Children's Online Privacy Protection Rule  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy  
300.501 Opportunity to examine records for parents of student with disability

#### Management Resources:

##### FEDERAL REGISTER

Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855

##### NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Computing Era, April 2014

##### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, 2008

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, October 2007

##### WEB SITES

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

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

U.S. Department of Education, Family Policy Compliance, <http://www.ed.gov/policy/gen/guid/fpc>

#### Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998                      Sacramento, California

revised: April 15, 2002

revised: June 18, 2015

revised: 2018

# Sacramento City USD

## Board Policy

### Nondiscrimination/Harassment

BP 5145.3

#### Students

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, family, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 6164.6 - Identification and Education Under Section 504)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of

discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1330 - Use of Facilities)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)  
(cf. 6164.2 - Guidance/Counseling Services)

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in instruction, guidance, and supervision.

District personnel shall take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, retaliation, or bullying. The District will investigate all allegations of discrimination and implement effective corrective actions when appropriate pursuant to Administrative Regulation 5143.3.

(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 5145.2 - Freedom of Speech/Expression)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex, especially:

221.5 Prohibited sex discrimination

221.7 School-sponsored athletic programs; prohibited sex discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

49020-49023 Athletic programs

51006-51007 Equitable access to technological education programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI & VII Civil Rights Act of 1964 as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3a Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

## COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

## Management Resources:

### CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

### FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

### NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

### WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

## Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

revised: April 15, 2002

Revised: January 8, 2015

# Sacramento City USD

## Board Policy

### Anti-Bullying

BP 5145.4

#### Students

The Governing Board desires to provide an orderly, caring and nondiscriminatory learning environment and specifically prohibits acts of harassment or bullying. The Governing Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, parents, students and volunteers to provide positive examples for student behavior.

(cf. 0200 - Goals for the School District)

(cf. 5137 - Positive School Climate)

(cf. 5142 - Safety)

Harassment or bullying is any gesture or written, verbal, graphic, physical or electronic act (i.e. including, but not limited to, internet, cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race; color; religion; ancestry; national origin; immigration status; gender; sexual orientation; gender identity and expression; socioeconomic status; academic status; mental, physical, development or sensory disability or impairment; creed; political belief; age; linguistic or language differences; height; weight; marital status; parental status; or by any other distinguishing characteristic; or because of an association with a person who has or is perceived to have one or more of these characteristics. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, in a school vehicle, or by students, family members or staff.

Students shall be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school. Harassment involves unwelcome comments (written or spoken) or conduct which violates an individual's dignity, and/or creates an intimidating, hostile, degrading, humiliating or offensive environment.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Students shall be assured that they need not endure, for any reason, bullying behavior, including electronic or cyber bullying, which impairs the educational environment or a student's emotional well-being. Bullying is a comprehensive term that describes conduct that meets all of the



following criteria:

- \* is directed at one or more persons;
- \* substantially interferes with educational opportunities, benefits, or programs of one or more students;
- \* adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress;
- \* is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics;
- \* involves an imbalance of power or strength; and
- \* involves a pattern of behavior repeated over time

Electronic bullying or cyber bullying is the use of electronic communication technology such as, but not limited to, e-mail, instant messages, text messages, mobile phones, and web sites, to send or post messages or images to embarrass, humiliate, spread rumors, threaten or intimate. Sending sexually explicit images electronically, even consensually, may be considered as distribution of child pornography, and is to be referred to district security and/or law enforcement.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Use of Electronic Signaling Devices)

(cf. 5131.4 - Campus Disturbances)

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)

(cf. 5145.9 - Hate-Motivated Behavior)

The district prohibits bystander support of harassment or bullying as it can encourage and/or reinforce the behavior. Bystander support may be active actions such as, but not limited to, laughter or calling attention to the situation; or through passive actions such as, but not limited to, watching the situation and doing nothing. Staff should therefore support students who walk away from harassment or bullying when they see the acts occurring, who constructively attempt to stop such acts, or who report the acts to a designated authority.

The Board requires school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits acts of harassment or bullying. Staff should provide services or supports to students who engage in acts of bullying and/or harassment to educate them on the impact of these behaviors on others. Administrators should ensure that appropriate services or supports are provided to students who report being victims of bullying or harassment.

The Board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's

designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Board requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Depending upon the extent and complexity of the investigation, within a reasonable period of time (approximately one week) after receiving the complaint, the principal or designee shall determine whether or not the student who complained was bullied against and/or harassed

The Board prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 5144 - Discipline)

The Board requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying whether it takes place on or off school property, electronically, at any school-sponsored function, in a school vehicle, or by students, family members or staff. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

(cf. 4131 - Staff Development)  
(cf. 5145.6 - Parental Notifications)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex, especially:

221.5 Prohibited sex discrimination

221.7 School-sponsored athletic programs; prohibited sex discrimination

32211 Threatened disruption or interference with classes

35160 Authority of governing boards

35160.1 Broad authority of school districts

35181 Governing board policy on responsibilities of students  
35291 - 35291.5 Rules  
48900.3 Suspension or expulsion for act of hate violence  
48900.4 Suspension or expulsion for threats or harassment  
44806 Duty concerning instruction of students  
44807 Duty concerning conduct of students  
44810 Willful interference with classroom conduct  
44811 Disruption of classwork or extracurricular activities  
48900 Grounds for suspension or expulsion  
48900(r) Grounds for suspension or expulsion: bullying  
48907 Student exercise of free expression  
51512 Prohibited use of electronic listening or recording device  
PENAL CODE  
243.5 Assault or battery on school property  
311 Child Pornography  
403-420 Crimes against the public peace, especially:  
415 Fighting; noise; offensive words  
CIVIL CODE  
1714.1 Liability of parents and guardians for willful misconduct of minor  
CODE OF REGULATIONS, TITLE 5  
300 - 307 Duties of pupils  
UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI & VII Civil Rights Act of 1964 as amended  
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
adopted: June 2, 2011 Sacramento, California



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1h

**Meeting Date:** October 4, 2018

**Subject:** Approve Resolution No. 3037 Resolution to Convey Utility Easement Entitlements to the Sacramento Municipal Utilities District for Central Kitchen

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Facilities Support Services

**Recommendation:** Subsequent to Public Hearing Item 8.3, approve Resolution No. 3037, which conveys utility easement entitlements to the Sacramento Municipal Utilities District (SMUD) for the Central Kitchen construction project.

**Background/Rationale:** The District is developing the Central Kitchen and SMUD has jurisdiction over the electrical distribution facilities to serve the Central Kitchen. SMUD requires a utility easement to provide electrical services to the Central Kitchen.

Pursuant to Education Code 17557, the District adopted Resolution No. 3032 at its September 20, 2018, Board of Education Meeting. Resolution No. 3032, declared the District's intention to convey certain District property located at the perimeter of 3101 Redding Avenue, Sacramento, CA 95820, to SMUD for a utility easement.

**Financial Considerations:** None

**LCAP Goal(s):** Operational Excellence

**Documents Attached:**

1. Resolution No.3037

**Estimated Time of Presentation:** N/A

**Submitted by:** Cathy Allen, Chief Operations Officer

**Approved by:** Jorge A. Aguilar, Superintendent

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**RESOLUTION NO. 3037**

**RESOLUTION TO CONVEY UTILITY EASEMENT ENTITLEMENTS  
TO THE SACRAMENTO MUNICIPAL UTILITIES DISTRICT  
FOR CENTRAL KITCHEN**

**WHEREAS**, the Sacramento City Unified School District (“District”) is in the process of developing its Central Kitchen located at 3101 Redding Avenue, in the City of Sacramento; and

**WHEREAS**, the Sacramento Municipal Utilities District (“SMUD”) has jurisdiction regarding distribution facilities and requirements to serve the Central Kitchen (collectively, “facilities”); and

**WHEREAS**, SMUD requires a utility easement and related entitlements and requirements for the facilities; and

**WHEREAS**, on September 20, 2018, the Board of Education adopted Resolution No. 3032, declaring its intention to convey utility easement entitlements with related facilities to SMUD and providing notice of a public hearing for adoption of this Resolution to convey such entitlements; and

**WHEREAS**, the SMUD facilities are necessary to support the Central Kitchen.

**NOW, THEREFORE, BE IT RESOLVED** by the Sacramento City Unified School District Board of Education which finds and determines as follows:

1. Adopts the foregoing recitals as true and correct.
2. Adopts this Resolution conveying utility easement entitlements with related facilities to SMUD for the District’s Central Kitchen located at 3101 Redding Avenue, Sacramento, CA.
3. Authorizes the Superintendent, or his designee, to review and execute any and all easement entitlements with related facilities, including agreements and plans, to SMUD as necessary to carry out the purpose of this Resolution.

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 4th day of October, 2018, by the following vote:

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

\_\_\_\_\_  
Jessie Ryan  
President of the Board of Education

ATTESTED TO:

\_\_\_\_\_  
Jorge A. Aguilar  
Secretary of the Board of Education



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1i

**Meeting Date:** October 4, 2018

**Subject:** Approve Resolution No. 3036: Resolution Regarding Board Stipends

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Board of Education

**Recommendation:** Approve Resolution No. 3036: Resolution Regarding Board Stipends.

**Background/Rationale:** Education Code section 35120 fails to define hardship which has led to uncertainty regarding payment of stipends for Board members who may be deserving of payment due to absence resulting from hardship or other duties such as jury duty or performing duties or services for the District at the time of a Board meeting. All stipend payments will be based on an attendance sign-in sheet as well as any Board resolution(s) excusing absences in compliance with law. A Board member who is absent from a meeting may be eligible for payment by reporting the excused absence to the Board Office. A Board resolution will be periodically placed, as needed, on the Board agenda to state that the reason for the absence complies with Education Code section 35120 and shall be reflected in the minutes.

**Financial Considerations:** None

**LCAP Goal(s):** Family and Community Empowerment

**Documents Attached:**

1. Resolution No. 3036: Resolution Regarding Board Stipends

**Estimated Time of Presentation:** N/A

**Submitted by:** Jessie Ryan, Board President

**Approved by:** Jorge A. Aguilar, Superintendent

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**RESOLUTION NO. 3036**

**RESOLUTION REGARDING BOARD STIPENDS**

**WHEREAS**, Education Code section 35120 and Board Bylaw 9250 of the Sacramento City Unified School District (“District”) authorize Board members to be paid stipends for meetings they were unable to attend due to illness, hardship or other duties such as jury duty or performing duties or services for the District at the time of a Board meeting; and

**WHEREAS**, the Board finds that the Board members may be paid, or retain, stipends for meetings they were unable to attend as stated in Attachment A.

**NOW, THEREFORE, BE IT RESOLVED** by the Sacramento City Unified School District Board of Education which finds and determines as follows:

1. Adopts the foregoing recitals as true and correct;
2. Authorizes stipends for meetings the Board members were unable to attend pursuant to Attachment A; and
3. Incorporates herein by reference Attachment A.

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 4<sup>th</sup> day of October, 2018, by the following vote:

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

---

Jessie Ryan  
President of the Board of Education

ATTESTED TO:

---

Jorge A. Aguilar  
Secretary of the Board of Education

## **ATTACHMENT A**

### **RESOLUTION NO. 3036**

1. Absence Due to Hardship Finding. Stipends are authorized to the following Board member(s) due to a work related obligation which is deemed acceptable by the Board:
  - a. Board member Jessie Ryan for the Board meeting on September 20, 2018.





# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1j

**Meeting Date:** October 4, 2018

**Subject:** Approve Minutes of the September 20, 2018 Board of Education Meeting

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Superintendent's Office

**Recommendation:** Approve Minutes of the September 20, 2018 Board of Education Meeting.

**Background/Rationale:** None

**Financial Considerations:** None

**LCAP Goal(s):** Family and Community Empowerment

**Documents Attached:**

1. Minutes of the September 20, 2018 Board of Education Regular Meeting
2. Strategic Time Breakdown of September 20, 2018 Meeting Minutes

**Estimated Time of Presentation:** N/A

**Submitted by:** Jorge A. Aguilar, Superintendent

**Approved by:** N/A



Putting  
Children  
First

# Sacramento City Unified School District BOARD OF EDUCATION MEETING AND WORKSHOP

## Board of Education Members

Jessie Ryan, President, (Trustee Area 7)  
Darrel Woo, Vice President, (Trustee Area 6)  
Michael Minnick, 2<sup>nd</sup> Vice President, (Trustee Area 4)  
Jay Hansen, (Trustee Area 1)  
Ellen Cochrane, (Trustee Area 2)  
Christina Pritchett, (Trustee Area 3)  
Mai Vang, (Trustee Area 5)  
Rachel Halbo, Student Member

Thursday, September 20, 2018

**4:30 p.m. Closed Session**

**6:00 p.m. Open Session**

## Serna Center

Community Conference Rooms  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

## *Minutes* 2018/19-5

*Allotted Time*

### **1.0 OPEN SESSION / CALL TO ORDER / ROLL CALL**

Meeting was called to order at 4:40 p.m.

Vice President Woo

2<sup>nd</sup> Vice President Minnick

Member Cochrane

Member Vang (arrived in Closed Session)

Member Pritchett (7:11 p.m.)

Absent

President Ryan

A quorum was reached.

### **2.0 ANNOUNCEMENT AND PUBLIC COMMENT REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**

No public comment. Adjourn into Closed Session

### **3.0 CLOSED SESSION**

*While the Brown Act creates broad public access rights to the meetings of the Board of Education, it also recognizes the legitimate need to conduct some of its meetings outside of the public eye. Closed session meetings are specifically defined and limited in scope. They primarily involve personnel issues, pending litigation, labor negotiations, and real property matters.*

3.1 Government Code 54957.6 (a) and (b) Negotiations/Collective Bargaining SCTA, SEIU, TCS, Teamsters, UPE, Non-Represented/Confidential Management

3.2 Government Code 54956.9 Conference with Legal Counsel – Anticipated Litigation:

a) Existing litigation pursuant to subdivision (a) of Government Code section 54956.9 (Glaviano v. SCUSD, Case No. 34-2013-80001662)

b) Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9

c) Initiation of litigation pursuant to subdivision (d)(4) of Government Code section 54956.9

3.3 Government Code 54957 – Public Employee Discipline/Dismissal/Release/Reassignment

- 3.4 *Government Code 54957 – Public Employee Performance Evaluation:*  
a) *Superintendent*
- 3.5 *Government Code 54957 – Public Employee Appointment:*  
a) *Instructional Assistant Superintendent*
- 3.6 *Government Code 54956.8 – Conference with Real Property Negotiators:*  
a) *Property: 2718 G Street, Sacramento, CA*  
*Agency Negotiator: Superintendent or designee*  
*Negotiating Parties: SCUSD and Mogavero/Bardis*  
*Under Negotiation: Price and Terms For Lease*

#### **4.0 CALL BACK TO ORDER/PLEDGE OF ALLEGIANCE**

##### **4.1 Broadcast Statement (Student Member Halbo)**

Student Member Halbo absent. Member Pritchett read statement.

- 4.2 *The Pledge of Allegiance was led by the Spartan Club of Will C. Middle School.*  
• *Presentation of Certificate by 2<sup>nd</sup> Vice President Minnick*

#### **5.0 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

Jerry Behrens announced with a 6-0 vote, President Ryan being absent Board approved participation as an amicus in support of the CSBA appeal in California Supreme Court Case No. S247266. With a similar vote Board approved Glaviano v. SCUSD, Case No. 34-2013-80001662.

#### **6.0 AGENDA ADOPTION**

Member Pritchett motion to adopt agenda

Member Hansen 2<sup>nd</sup>

Board Unanimous

#### **7.0 SPECIAL PRESENTATION**

- 7.1 *Approve Resolution No. 3035: In Recognition of High School Voter Education Weeks, September 17-28, 2018 (Jay Hansen)*

**Action**

Member Hansen presented resolution for approval. Accepting on behalf of the resolution C.K. McClatchy co-chairs Eleanor Love and Lauren Kim and Vice Chair Luke Del Core of C.K. McClatchy's Youth Commission.

Member Hansen motion to approve

Member Pritchett 2<sup>nd</sup>

Board Unanimous

#### **8.0 PUBLIC COMMENT**

**15 minutes**

*Members of the public may address the Board on non-agenda items that are within the subject matter jurisdiction of the Board. Please fill out a yellow card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. We ask that comments are limited to two (2) minutes with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to district staff or calendar the issue for future discussion.*

1. Alan Daurie w/ Ian Arnold
2. David Bain
3. Cecile Nunley
4. Enoch Yeung
5. Amy Banh
6. Brianna Kitcher

11. Rose Jamison
12. Cindy Kazee
13. Kaylee Kazee
14. Melani Haage
15. Michelle Wong
16. Justin Smith

- |                                    |                    |
|------------------------------------|--------------------|
| 7. Virginia Tsai                   | 17. Scott Brown    |
| 8. Miriya (William Land Student)   | 18. John Perryman  |
| 9. Symphony (William Land Student) | 19. Kenya Martinez |
| 10. Lawrence Luong                 |                    |

## **9.0 BOARD WORKSHOP/STRATEGIC PLAN AND OTHER INITIATIVES**

### **9.1 Special Education Audit Update (Dr. Iris Taylor and Becky Bryant)**

**Information**

Dr. Iris Taylor, Chief Academic Officer and Becky Bryant, Director, Special Education presented this item for information.

#### **Public Comment:**

Grace Trujillo  
 Renee Webster Hawkins  
 Angie Sutherland  
 Cecile Nunley  
 Mona Tawatao  
 John Perryman  
 Angel Garcia  
 Joseph Barry  
 Nikki Milevsky

#### **Board Comment:**

2<sup>nd</sup> Vice President Minnick concerned about use of social workers and what is in the parameters of their work. Becky Bryant responds our educationally related mental health services do incorporate the use of school social workers as well as Student Support Services. They also use social workers. We do have some social workers on staff who are LCSW and MFTs. The focus is to support students so they can gain access to their educational environment. We do acknowledge there are times when students need more. Sometimes those are reasons that our students have to go to a nonpublic school because there is higher level of therapy available to them. Minnick continues do we have a timeline for the new Community Advisory Committee (CAC) and next steps. Dr. Iris Taylor responds the first meeting of the year is 9/25/18. Elections are in October. Toolkits were prepared for each school site containing information on the CAC meeting dates and phone calls have gone out as well.

### **9.2 Approve Local Control and Accountability Plan (LCAP) Parent Advisory Committee Nominations (Vincent Harris and Cathy Morrison)**

**Action**

Vincent Harris, Chief Continuous Improvement and Accountability Officer and Cathy Morrison, LCAP/SPSA Coordinator presented item for approval. Board members announced their nominations.

Member Hansen, Area 1 Catherine Horiuchi 2 year term, Alex Zucco 1 year term  
 Member Cochrane, Area 2 Susannah Cohen 2 year term, LaShanya Breazell 1 year term  
 Member Pritchett, Area 3 Christine Shelby 2 year term, Andrew Maalouf 1 year term  
 2<sup>nd</sup> Vice President Minnick, Area 4 Cecile Nunley 2 year term, Elden Oswaldo Hernandez 1 year term  
 Member Vang, Area 5 Chinua Rhodes 2 year term, Frank DeYoung 1 year term  
 Vice President Woo, Area 6 Renee Webster Hawkins 2 year term, Toni Tinker 1 year term  
 President Ryan, Area 7 Katie Smith 2 year term, Vanessa Flores 1 year term  
 Superintendent Aguilar, Miguel Cordova 2 year term, Kae Saepanh 1 year term

#### **Public Comment:**

John Perryman  
 Karen Swett  
 Cecile Nunley

Board Comment:

2<sup>nd</sup> Vice President Minnick congratulates all of the appointees.

Member Cochrane first meeting is Monday asks location and if child care is available. Cathy Morrison responds, 5:30 p.m. in Washington Conference Room. Child care will be provided if needed. Member Cochrane wants to say to all members on committee it's a big commitment, a meeting a month basically for the rest of the school year. Every time you attend, is hugely valuable. Thank you.

Vice President Woo motion to approve

Member Pritchett 2<sup>nd</sup>

Board Unanimous

### *9.3 Update on 2018-2019 Adopted Budget (Dr. John Quinto)*

***Information***

Dr. John Quinto presented item for information.

Public Comment:

Cecile Nunley

Karen Swett

John Perryman

Grace Trujillo

Joseph Barry

David Fisher

Rachelle Ditmore

Board Comment:

2<sup>nd</sup> Vice President Minnick understands Board voting on a revised budget is scheduled for the October 4<sup>th</sup> Board meeting and is anticipating potentially 3-6 weeks before we would know from SCOE whether or not budget is approved. Dr. John Quinto responds that is incorrect FICMAT in October has a process for fiscal health and they will take 3-6 weeks to assess our fiscal health. SCOE with their fiscal advisor is currently combing through our finances. We are due to have answers by the end of next week. 2<sup>nd</sup> Vice President Minnick continues when a revised budget comes to us for a vote will Superintendent Gordon have already approved our budget. Dr. John Quinto responds we will not know. Our role is to get a target value and look at savings or reductions.

Member Hansen thank you for presentation. Clearly we have a lot of things to consider in the next several weeks and beyond. Encouraged by earlier comments from some of our labor partners that they have been meeting in a labor management coalition. They did a press conference where they offered to work cooperatively with the district like many unions do with their school boards across the state. That's the way it's supposed to work. We are all in this together and we have a lot of work to do but we have to be working together to be successful for our students.

### *9.4 Old Marshall Draft Lease Agreement (Mogavero/Bardis Homes) (Cathy Allen)*

***Information***

Cathy Allen, Chief Operations Officer presented this item for information.

Public Comment:

Julie Murphy

Louis Demas

Tom Quasebarth

Board Comment:

None

## 10.0 CONSENT AGENDA

2 minutes

*Generally routine items are approved by one motion without discussion. The Superintendent or a Board member may request an item be pulled from the consent agenda and voted upon separately.*

### 10.1 Items Subject or Not Subject to Closed Session:

10.1a Approve Grants, Entitlements and Other Income Agreements, Ratification of Other Agreements, Approval of Bid Awards, Approval of Declared Surplus Materials and Equipment, Change Notices and Notices of Completion (Dr. John Quinto)

10.1b Approve Personnel Transactions 9/20/18 (Cancy McArn)

10.1c Approve Business and Financial Report: Warrants, Checks and Electronic Transfers Issued for the Period of August 2018 (Dr. John Quinto)

10.1d Approve Donations for the Period of August 1-31, 2018 (Dr. John Quinto)

10.1e Approve Resolution No. 3032: Resolution of Intention to Convey Utility Easement Entitlements to the Sacramento Municipal Utilities District for Central Kitchen (Cathy Allen)

10.1f Approve Resolution No. 3033: Project Approval and Notice of Exemption (Cathy Allen)

10.1g Approve Resolution No: 3034 Board Stipends (Jessie Ryan)

10.1h Approve Minutes of the September 6, 2018 Board of Education Meeting (Jorge A. Aguilar)

Member Pritchett motion to approve

Member Hansen 2<sup>nd</sup>

Board Unanimous

## 11.0 BUSINESS AND FINANCIAL INFORMATION/REPORTS

**Receive Information**

Vice President Woo received reports.

### 11.1 Business and Financial Information:

- Purchase Order Board Report for the Period of June 15, 2018 through July 14, 2018

## 12.0 FUTURE BOARD MEETING DATES / LOCATIONS

- ✓ October 4, 2018, 4:30 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center, 5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting
- ✓ October 18, 2018, 4:30 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center, 5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting

## 13.0 ADJOURNMENT

Member Pritchett motion to adjourn meeting in memory of Deputy Mark Stasyuk.

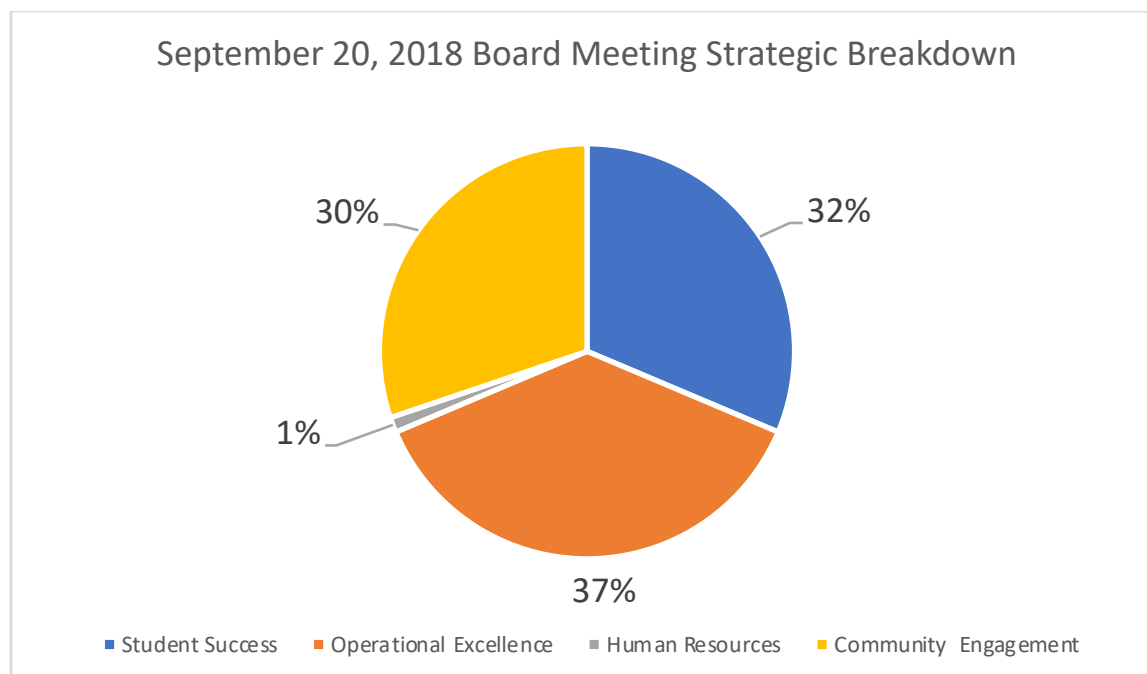
2<sup>nd</sup> Vice President 2<sup>nd</sup>

---

Jorge A. Aguilar, Superintendent/Board Secretary

*NOTE: The Sacramento City Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Board of Education Office at (916) 643-9314 at least 48 hours before the scheduled Board of Education meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54953.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)] Any public records distributed to the Board of Education less than 72 hours in advance of the meeting and relating to an open session item are available for public inspection at 5735 47<sup>th</sup> Avenue at the Front Desk Counter and on the District's website at [www.scusd.edu](http://www.scusd.edu)*





**The SCUSD Board of Education has set a goal to focus on Student Success for no less than 33% of each meeting.** This is a recap of each category of time spent at the September 20, 2018 meeting.

Definitions:

*Student Success* encompasses any Board agenda item the involves the academic, social, emotional, and related outcomes of students.

*Operational Excellence* incorporates Board items that cover operations, budget, customer service, program efficiencies, and similar topics.

*Human Resources* entails any topic related to employee relations, collective bargaining agreements, and other similar Board items.

*Community Engagement* includes any Board item that include community group communications items, public comment, sharing from Board Members and the Superintendent, stellar student presentations, and other similar topics.





# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 12.1

**Meeting Date:** October 4, 2018

**Subject:** Head Start / Early Head Start / Early Head Start Expansion Reports

- ☒ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Academic Office / Child Development

**Recommendation:** None

**Background/Rationale:** The Office of Head Start, under the auspices of the U.S. Department of Health and Human Services/Administration for Children and Families, mandates that all Head Start/Early Head Start governing entities receive specified reports related to the operational and fiduciary status of the program. These reports must include information and/or a status update in the followings areas: budget, credit card usage, USDA meals/snacks, enrollment, and program updates or summaries, if applicable. Attached, are essential monthly reports for Board members' review.

**Financial Considerations:** None

**LCAP Goal(s):** College, Career and Life Ready Graduates; Family and Community Empowerment

**Documents Attached:**

1. Head Start/Early Head Start Monthly Report Summary
2. Child Development May 2018 Fiscal Report – HS/EHS Basic & T/TA
3. Child Development June 2018 Fiscal Report – HS/EHS/CCP Basic & T/TA
4. Child Development July 2018 Fiscal Report – HS/EHS/CCP Basic & T/TA

**Estimated Time of Presentation:** N/A

**Submitted by:** Dr. Iris Taylor., Chief Academic Officer

Jacque Bonini, Director, Child Development

**Approved by:** Jorge A. Aguilar, Superintendent

**Attachment 1**  
**Head Start / Early Head Start**  
**Monthly Report Summary**  
**September 2018**

**Enrollment Report for June 2018**

<b>Head Start Enrollment</b>	
Funded Enrollment	1139
Actual Enrollment	1075
Percentage of Actual Attendance	79%

<b>Early Head Start Enrollment</b>	
Funded Enrollment	152
Actual Enrollment	155
Percentage of Actual Attendance	79%

<b>Early Head Start Expansion Enrollment</b>	
Funded Enrollment	40
Actual Enrollment	42
Percentage of Actual Attendance	67%

**Enrollment Report for July 2018**

<b>Head Start Enrollment</b>	
Funded Enrollment	140
Actual Enrollment	149
Percentage of Actual Attendance	63%

<b>Early Head Start Enrollment</b>	
Funded Enrollment	152
Actual Enrollment	154
Percentage of Actual Attendance	88%

<b>Early Head Start Expansion Enrollment</b>	
Funded Enrollment	40
Actual Enrollment	44
Percentage of Actual Attendance	63%

**Enrollment Report for August 2018**

<b>Head Start Enrollment</b>	
Funded Enrollment	132
Actual Enrollment	134
Percentage of Actual Attendance	73%

<b>Early Head Start Enrollment</b>	
Funded Enrollment	152
Actual Enrollment	154
Percentage of Actual Attendance	82%

<b>Early Head Start Expansion Enrollment</b>	
Funded Enrollment	40
Actual Enrollment	40
Percentage of Actual Attendance	74%

**Disabilities Report for August 2018**

Head Start	12
Early Head Start	10
EHS Expansion	5

**Credit Card Statements**

None at this time

## Attachment 2

## SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5210

Month: May 1 - May 31, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☒ PA 22 HS BASIC R5210Remit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA☐ PA 25 EHS☐ PA 26 EHS T/TA☐ OTHER5735 47th AvenueSACRAMENTO, CA 95824

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.  A D M I N	Personnel	29,702.59	254,018.74	348,346.00	94,327.26
	Fringe Benefits	3,590.58	33,016.76	225,560.00	192,543.24
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	16.65	374.03	4,687.00	4,312.97
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	41.48	600.56	1,200.00	599.44
	Indirect Costs 4.21%	37,548.67	335,050.51	349,721.00	14,670.49
	I. TOTAL ADMINISTRATION	\$70,899.97	\$623,060.60	\$929,514.00	\$306,453.40
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$70,899.97	\$623,060.60	\$929,514.00	\$306,453.40
II.  P R O G R A M	Personnel	491,216.72	4,324,134.00	3,941,313.00	(382,821.00)
	Fringe Benefits	357,620.13	3,239,791.95	3,337,141.00	97,349.05
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	1,234.70	18,453.65	261,327.00	242,873.35
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	8,469.49	88,054.48	187,331.00	99,276.52
	II. TOTAL PROGRAM	\$858,541.04	\$7,670,434.08	\$7,727,112.00	56,677.92
	NON-FEDERAL PROGRAM Basic & T/TA April	\$399,067.23	\$3,292,725.23	\$2,169,156.00	(1,123,569.23)
TOTAL SETA COSTS (I + II)		\$929,441.01	\$8,293,494.68	\$8,656,626.00	363,131.32
Gerardo Castillo		6/6/2018	Shelagh Ferguson	916.643.7878	
Chief Business Officer - Authorized Signature		Date	Prepared By	Phone	

## Attachment 3

## SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5212

Month: May 1 - May 31, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address: General Accounting Department - 802A☒ PA 20 BASIC T/TA R52125735 47th Avenue☐ PA 25 EHSSACRAMENTO, CA 95824☐ PA 26 EHS T/TA☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.  A D M I N	Personnel				0.00
	Fringe Benefits				0.00
	Travel				0.00
	Equipment				0.00
	Supplies				0.00
	Contractual				0.00
	Construction				0.00
	Other				0.00
	Indirect 4.21%	270.28	699.17	808.00	108.83
	I. TOTAL ADMINISTRATION	\$270.28	\$699.17	\$808.00	\$108.83
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$270.28	\$699.17	\$808.00	\$108.83
II.  P R O G R A M	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	0.00	0.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	6,419.94	16,607.36	19,192.00	2,584.64
					0.00
	II. TOTAL PROGRAM	\$6,419.94	\$16,607.36	\$19,192.00	2,584.64
	NON-FEDERAL PROGRAM Reported on Basic	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)		\$6,690.22	\$17,306.53	\$20,000.00	2,693.47
Gerardo Castillo		6/6/2018	Shelagh Ferguson	916.643.7878	
Chief Business Officer - Authorized Signature		Date	Prepared By	Phone	



## Attachment 4

## SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5213

Month: May 1 - May 31, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA5735 47th Avenue☒ PA 25 EHS

R5213

SACRAMENTO, CA 95824☐ PA 26 EHS T/TA☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.  A D M I N	Personnel	2,156.02	16,775.77	31,474.00	14,698.23
	Fringe Benefits	1,852.30	16,136.12	39,518.00	23,381.88
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	1.87	200.00	198.13
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	0.00	105.00	105.00
	Indirect Costs 4.21%	6,997.35	62,799.58	72,006.00	9,206.42
	I. TOTAL ADMINISTRATION	\$11,005.67	\$95,713.34	\$143,303.00	\$47,589.66
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$11,005.67	\$95,713.34	\$143,303.00	\$47,589.66
II.  P R O G R A M	Personnel	95,581.71	843,449.90	867,089.00	23,639.10
	Fringe Benefits	65,076.31	593,558.29	727,119.00	133,560.71
	Travel	0.00	445.00	445.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	22.18	4,824.89	18,932.00	14,107.11
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	1,519.23	16,484.23	25,468.00	8,983.77
	II. TOTAL PROGRAM	\$162,199.43	\$1,458,762.31	\$1,639,053.00	180,290.69
	NON-FEDERAL PROGRAM Basic & T/TA April	\$55,303.48	\$370,585.75	\$452,480.00	81,894.25
TOTAL SETA COSTS ( I + II )		\$173,205.10	\$1,554,475.65	\$1,782,356.00	227,880.35

Gerardo Castillo

6/6/2018

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone

## Attachment 5

## SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5216

Month:	<u>May 1 - May 31, 2018</u>	Agreement No.:	<u>18C5551S0</u>
Delegate:	<u>SCUSD - Child Development Department</u>	Program:	<input type="checkbox"/> PA 22 HS BASIC
Remit to address	<u>General Accounting Department - 802A</u>		<input type="checkbox"/> PA 20 BASIC T/TA
	<u>5735 47th Avenue</u>		<input type="checkbox"/> PA 25 EHS
	<u>SACRAMENTO, CA 95824</u>	<input checked="" type="checkbox"/> PA 26 EHS T/TA	R5216
		<input type="checkbox"/> OTHER	

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.  A D M I N	Personnel				0.00
	Fringe Benefits				0.00
	Travel				0.00
	Equipment				0.00
	Supplies				0.00
	Contractual				0.00
	Construction				0.00
	Other				0.00
	Indirect 4.21%	8.42	331.37	1,114.00	782.63
	I. TOTAL ADMINISTRATION	\$8.42	\$331.37	\$1,114.00	\$782.63
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$8.42	\$331.37	\$1,114.00	\$782.63
II.  P R O G R A M	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	49.00	49.00	0.00	(49.00)
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	650.00	650.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	980.00	7,821.93	25,800.00	17,978.07
					0.00
	II. TOTAL PROGRAM	\$1,029.00	\$7,870.93	\$26,450.00	18,579.07
	NON-FEDERAL PROGRAM Reported with Basic	\$0.00	\$0.00	\$0.00	0.00
	TOTAL SETA COSTS (I + II)	\$1,037.42	\$8,202.30	\$27,564.00	19,361.70

Gerardo Castillo

6/6/2018

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone



## Attachment 6

## SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5210

Month: June 1 - June 30, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☒ PA 22 HS BASIC R5210Remit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA5735 47th Avenue☐ PA 25 EHSSACRAMENTO, CA 95824☐ PA 26 EHS T/TA☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.	Personnel	30,923.77	284,942.51	348,346.00	63,403.49
	Fringe Benefits	3,930.02	36,946.78	225,560.00	188,613.22
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	1,625.46	1,999.49	4,687.00	2,687.51
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	53.04	653.60	1,200.00	546.40
	Indirect Costs 4.21%	14,670.20	349,720.71	349,721.00	0.29
	I. TOTAL ADMINISTRATION	\$51,202.49	\$674,263.09	\$929,514.00	\$255,250.91
A D M I N	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$51,202.49	\$674,263.09	\$929,514.00	\$255,250.91
	Personnel	72,592.64	4,396,726.64	3,941,313.00	(455,413.64)
	Fringe Benefits	155,215.22	3,395,007.17	3,337,141.00	(57,866.17)
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	67,359.98	85,813.63	261,327.00	175,513.37
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	16,760.99	104,815.47	187,331.00	82,515.53
P R O G R A M	II. TOTAL PROGRAM	\$311,928.83	\$7,982,362.91	\$7,727,112.00	(255,250.91)
	NON-FEDERAL PROGRAM Basic & T/TA May	\$468,611.95	\$3,761,337.18	\$2,169,156.00	(1,592,181.18)
	TOTAL SETA COSTS (I + II)	\$363,131.32	\$8,656,626.00	\$8,656,626.00	0.00

Gerardo Castillo

7/19/2018

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone

## Attachment 7

## SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5213

Month: June 1 - June 30, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA5735 47th Avenue☒ PA 25 EHS

R5213

SACRAMENTO, CA 95824☐ PA 26 EHS T/TA☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.  A D M I N	Personnel	1,666.99	18,442.76	31,474.00	13,031.24
	Fringe Benefits	1,674.25	17,810.37	39,518.00	21,707.63
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	197.36	199.23	200.00	0.77
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	0.00	105.00	105.00
	Indirect Costs 4.21%	7,326.50	70,126.08	72,006.00	1,879.92
	I. TOTAL ADMINISTRATION	\$10,865.10	\$106,578.44	\$143,303.00	\$36,724.56
II.  P R O G R A M	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$10,865.10	\$106,578.44	\$143,303.00	\$36,724.56
	Personnel	91,962.40	935,412.30	867,089.00	(68,323.30)
	Fringe Benefits	65,235.45	658,793.74	727,119.00	68,325.26
	Travel	0.00	445.00	445.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	9,909.15	14,734.04	18,932.00	4,197.96
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	3,380.52	19,864.75	25,468.00	5,603.25
	II. TOTAL PROGRAM	\$170,487.52	\$1,629,249.83	\$1,639,053.00	9,803.17
NON-FEDERAL PROGRAM Basic & T/TA May		\$54,248.13	\$424,833.88	\$452,480.00	27,646.12
TOTAL SETA COSTS (I + II)		\$181,352.62	\$1,735,828.27	\$1,782,356.00	46,527.73
Gerardo Castillo		7/13/2018	Shelagh Ferguson	916.643.7878	
Chief Business Officer - Authorized Signature		Date	Prepared By	Phone	



Attachment 8  
**CHILD DEVELOPMENT DEPARTMENT**  
**SETA MONTHLY FISCAL REPORT**  
**R5211**

Month: June 1 - June 30, 2018

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

5735 47TH AVENUE

SACRAMENTO, CA 95824

Agreement No.: 18C5551S0

Program: ☒ PA 3125 EHS-CCP BASIC R5211

☐ PA 3120 EHS-CCP T/TA R5221

☐ PA 3128 EHS-CCP START UP R5243

☐

☐

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I	Personnel	153.18	1,666.74	1,726.00	59.26
	Fringe Benefits	99.17	1,077.72	1,066.00	(11.72)
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	113.52	163.06	1,015.00	851.94
	Other	16.88	16.88	105.00	88.12
	Indirect Costs 4.21%	925.67	29,076.32	29,076.00	(0.32)
	I. TOTAL ADMINISTRATION	\$1,308.42	\$32,000.72	\$32,988.00	\$987.28
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	\$1,308.42	\$32,000.72	\$32,988.00	\$987.28
II	a. Personnel**	7,883.78	411,012.17	351,729.00	(59,283.17)
	b. Fringe Benefits**	6,863.03	258,510.50	270,207.00	11,696.50
	c. Travel	0.00	0.00	0.00	0.00
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	5,861.96	10,313.94	48,557.00	38,243.06
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other	996.87	7,888.67	16,245.00	8,356.33
	II. TOTAL PROGRAM	\$21,605.64	\$687,725.28	\$686,738.00	(987.28)
	NON-FEDERAL PROGRAM				
	Basic 719,726 & T/TA 17,500 May	\$25,723.56	\$270,360.26	\$184,307.00	(86,053.26)
TOTAL SETA COSTS (I + II)		\$22,914.06	\$719,726.00	\$719,726.00	0.00
Gerardo Castillo		7/12/2018	Shelagh Ferguson	916.643.7878	
Chief Business Officer - Authorized Signature		Date	Prepared By	Phone	

R5211. August16-17

### SUBSIDIZED SLOTS

How many subsidized slots are you contractually obligated to retain? 8

How many subsidized slots do you currently have? 8

100%

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.

## Attachment 9

## SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5212

Month: June 1 - June 30, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address: General Accounting Department - 802A☒ PA 20 BASIC T/TA R52125735 47th Avenue☐ PA 25 EHSSACRAMENTO, CA 95824☐ PA 26 EHS T/TA☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.  A D M I N	Personnel				0.00
	Fringe Benefits				0.00
	Travel				0.00
	Equipment				0.00
	Supplies				0.00
	Contractual				0.00
	Construction				0.00
	Other				0.00
	Indirect 4.21%	61.91	761.08	808.00	46.92
	I. TOTAL ADMINISTRATION	\$61.91	\$761.08	\$808.00	\$46.92
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$61.91	\$761.08	\$808.00	\$46.92
II.  P R O G R A M	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	1,470.57	1,470.57	1,470.57	0.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	16,607.36	17,721.43	1,114.07
					0.00
	II. TOTAL PROGRAM	\$1,470.57	\$18,077.93	\$19,192.00	1,114.07
NON-FEDERAL PROGRAM Reported on Basic		\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)		\$1,532.48	\$18,839.01	\$20,000.00	1,160.99

Gerardo Castillo

7/10/2018

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone



## Attachment 10

## SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5216

Month: June 1 - June 30, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA5735 47th Avenue☐ PA 25 EHSSACRAMENTO, CA 95824☒ PA 26 EHS T/TA

R5216

☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.  A D M I N	Personnel				0.00
	Fringe Benefits				0.00
	Travel				0.00
	Equipment				0.00
	Supplies				0.00
	Contractual				0.00
	Construction				0.00
	Other				0.00
	Indirect 4.21%	0.00	331.37	1,114.00	782.63
	I. TOTAL ADMINISTRATION	\$0.00	\$331.37	\$1,114.00	\$782.63
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$0.00	\$331.37	\$1,114.00	\$782.63
II.  P R O G R A M	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	0.00	49.00	0.00	(49.00)
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	650.00	650.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	7,821.93	25,800.00	17,978.07
					0.00
	II. TOTAL PROGRAM	\$0.00	\$7,870.93	\$26,450.00	18,579.07
	NON-FEDERAL PROGRAM Reported with Basic				
		\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS ( I + II )		\$0.00	\$8,202.30	\$27,564.00	19,361.70

Gerardo Castillo

7/10/2018

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone

**CHILD DEVELOPMENT DEPARTMENT  
SETA MONTHLY FISCAL REPORT**

R5221

Month: June 1 - June 30, 2018Agreement No.: 18C5551S0Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICTProgram: ☐ PA 3125 EHS-CCP BASIC R5211Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A☒ PA 3120 EHS-CCP T/TA R52215735 47TH AVENUE☐ PA 3128 EHS-CCP START UP R5243SACRAMENTO, CA 95824

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I A D M I N	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00
	Indirect Costs 4.21%	0.00	589.24	707.00	117.76
	I. TOTAL ADMINISTRATION	\$0.00	\$589.24	\$707.00	\$117.76
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	\$0.00	\$589.24	\$707.00	\$117.76
II P R O G R A M	a. Personnel**	0.00	0.00	0.00	0.00
	b. Fringe Benefits**	0.00	0.00	0.00	0.00
	c. Travel	0.00	0.00	0.00	0.00
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	0.00	1,095.90	1,095.90	0.00
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other	0.00	12,900.00	15,697.10	2,797.10
	II. TOTAL PROGRAM	\$0.00	\$13,995.90	\$16,793.00	2,797.10
	NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS ( I + II )		\$0.00	\$14,585.14	\$17,500.00	2,914.86

Gerardo Castillo

7/10/2018

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone

R.5221.16-17

**SUBSIDIZED SLOTS**

How many subsidized slots are you contractually obligated to retain?

8

How many subsidized slots do you currently have?

8

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.



Attachment 12  
**CHILD DEVELOPMENT DEPARTMENT**  
**SETA MONTHLY FISCAL REPORT**  
**R5211**

Month: July 1 - July 31, 2018

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

5735 47TH AVENUE

SACRAMENTO, CA 95824

Agreement No.: 18C5551S0

Program: ☒ PA 3125 EHS-CCP BASIC R5211

☐ PA 3120 EHS-CCP T/TA R5221

☐ PA 3128 EHS-CCP START UP R5243

☐

☐

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I	Personnel	(17.45)	1,649.29	1,726.00	76.71
	Fringe Benefits	(4.06)	1,073.66	1,066.00	(7.66)
A	Occupancy	0.00	0.00	0.00	0.00
D	Staff Travel	0.00	0.00	0.00	0.00
M	Supplies	0.00	163.06	1,015.00	851.94
J	Other	0.00	16.88	105.00	88.12
N	Indirect Costs 4.21%	0.00	29,076.32	29,076.00	(0.32)
	I. TOTAL ADMINISTRATION	(\$21.51)	\$31,979.21	\$32,988.00	\$1,008.79
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	(\$21.51)	\$31,979.21	\$32,988.00	\$1,008.79
II	a. Personnel**	(1,626.24)	409,385.93	351,729.00	(57,656.93)
	b. Fringe Benefits**	1,647.75	260,158.25	270,207.00	10,048.75
P	c. Travel	0.00	0.00	0.00	0.00
R	d. Equipment	0.00	0.00	0.00	0.00
O	e. Supplies	0.00	10,313.94	48,557.00	38,243.06
G	f. Contractual	0.00	0.00	0.00	0.00
R	g. Construction	0.00	0.00	0.00	0.00
A	h. Other	0.00	7,888.67	16,245.00	8,356.33
M					
	II. TOTAL PROGRAM	\$21.51	\$687,746.79	\$686,738.00	(1,008.79)
	NON-FEDERAL PROGRAM				
	Basic 719,726 & T/TA 17,500 June	\$28,570.48	\$298,930.74	\$184,307.00	(114,623.74)
TOTAL SETA COSTS (I + II)		\$0.00	\$719,726.00	\$719,726.00	0.00

Jacquie Bonini		8/6/2018	Shelagh Ferguson	916.643.7878
Director, Child Development - Authorized Signature		Date	Prepared By	Phone

R5211. August16-17

### SUBSIDIZED SLOTS

How many subsidized slots are you contractually obligated to retain? 8

How many subsidized slots do you currently have? 8

100%

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.

Attachment 13  
**CHILD DEVELOPMENT DEPARTMENT**  
**SETA MONTHLY FISCAL REPORT**  
**R5221**

Month: July 1 - July 31, 2018

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A  
5735 47TH AVENUE  
SACRAMENTO, CA 95824

Agreement No.: 18C5551S0

Program: ☐ PA 3125 EHS-CCP BASIC R5211  
☒ PA 3120 EHS-CCP T/TA R5221  
☐ PA 3128 EHS-CCP START UP R5243  
☐  
☐

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00
	Indirect Costs 4.21%	0.00	589.24	707.00	117.76
	I. TOTAL ADMINISTRATION	\$0.00	\$589.24	\$707.00	\$117.76
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	\$0.00	\$589.24	\$707.00	\$117.76
II	a. Personnel**	0.00	0.00	0.00	0.00
	b. Fringe Benefits**	0.00	0.00	0.00	0.00
	c. Travel	0.00	0.00	0.00	0.00
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	0.00	1,095.90	1,095.90	0.00
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other	0.00	12,900.00	15,697.10	2,797.10
	II. TOTAL PROGRAM	\$0.00	\$13,995.90	\$16,793.00	2,797.10
	NON-FEDERAL PROGRAM Reported with Basic	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS ( I + II )		\$0.00	\$14,585.14	\$17,500.00	2,914.86

Jacquie Bonini	8/6/2018	Shelagh Ferguson	916.643.7878
Director, Child Development - Authorized Signature	Date	Prepared By	Phone

R.5221.16-17

**SUBSIDIZED SLOTS**

How many subsidized slots are you contractually obligated to retain? 8

How many subsidized slots do you currently have? 8

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.



## Attachment 14

## SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5210

Month: July 1 - July 31, 2018 Agreement No.: 18C5551S0


Delegate: SCUSD - Child Development Department Program: ☒ PA 22 HS BASIC R5210

Remit to address General Accounting Department - 802A ☐ PA 20 BASIC T/TA

5735 47th Avenue ☐ PA 25 EHS

SACRAMENTO, CA 95824 ☐ PA 26 EHS T/TA

☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.  A D M I N	Personnel	0.00	284,942.51	348,346.00	63,403.49
	Fringe Benefits	0.00	36,946.78	225,560.00	188,613.22
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	1,999.49	4,687.00	2,687.51
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	653.60	1,200.00	546.40
	Indirect Costs 4.21%	0.00	349,720.71	349,721.00	0.29
	I. TOTAL ADMINISTRATION	\$0.00	\$674,263.09	\$929,514.00	\$255,250.91
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$0.00	\$674,263.09	\$929,514.00	\$255,250.91
II.  P R O G R A M	Personnel	0.00	4,396,726.64	3,941,313.00	(455,413.64)
	Fringe Benefits	0.00	3,395,007.17	3,337,141.00	(57,866.17)
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	85,813.63	261,327.00	175,513.37
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	104,815.47	187,331.00	82,515.53
	II. TOTAL PROGRAM	\$0.00	\$7,982,362.91	\$7,727,112.00	(255,250.91)
	NON-FEDERAL PROGRAM Basic & T/TA June	\$12,812.38	\$3,774,149.56	\$2,169,156.00	(1,604,993.56)
TOTAL SETA COSTS (I + II)		\$0.00	\$8,656,626.00	\$8,656,626.00	0.00
Jacquie Bonini 		8/6/2018	Shelagh Ferguson	916.643.7878	
Director, Child Development - Authorized Signature		Date	Prepared By	Phone	

## Attachment 15

## SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5212

Month: July 1 - July 31, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address: General Accounting Department - 802A☒ PA 20 BASIC T/TA R52125735 47th Avenue☐ PA 25 EHSSACRAMENTO, CA 95824☐ PA 26 EHS T/TA☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.	Personnel				0.00
	Fringe Benefits				0.00
	Travel				0.00
	Equipment				0.00
	Supplies				0.00
	Contractual				0.00
	Construction				0.00
	Other				0.00
	Indirect 4.21%	0.00	761.08	808.00	46.92
	I. TOTAL ADMINISTRATION	\$0.00	\$761.08	\$808.00	\$46.92
II.	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$0.00	\$761.08	\$808.00	\$46.92
	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	0.00	50.00	50.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	1,470.57	1,470.57	0.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	16,557.36	17,671.43	1,114.07
NON-FEDERAL PROGRAM Reported on Basic					0.00
	II. TOTAL PROGRAM	\$0.00	\$18,077.93	\$19,192.00	1,114.07
		\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)		\$0.00	\$18,839.01	\$20,000.00	1,160.99

Jacquie Bonini

8/6/2018

Shelagh Ferguson

916.643.7878

Director, Child Development - Authorized Signature

Date

Prepared By

Phone



## Attachment 16

## SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5213

Month: July 1 - July 31, 2018 Agreement No.: 18C5551S0

Delegate: SCUSD - Child Development Department Program: ☐ PA 22 HS BASIC

Remit to address General Accounting Department - 802A ☐ PA 20 BASIC T/TA

5735 47th Avenue ☒ PA 25 EHS R5213

SACRAMENTO, CA 95824 ☐ PA 26 EHS T/TA

☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.  A D M I N	Personnel	2,765.20	21,207.96	31,474.00	10,266.04
	Fringe Benefits	1,763.12	19,573.49	39,518.00	19,944.51
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	20.22	219.45	200.00	(19.45)
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	0.00	105.00	105.00
	Indirect Costs 4.21%	1,879.67	72,005.75	72,006.00	0.25
	I. TOTAL ADMINISTRATION	\$6,428.21	\$113,006.65	\$143,303.00	\$30,296.35
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$6,428.21	\$113,006.65	\$143,303.00	\$30,296.35
II.  P R O G R A M	Personnel	16,291.53	951,703.83	867,089.00	(84,614.83)
	Fringe Benefits	19,516.16	678,309.90	727,119.00	48,809.10
	Travel	0.00	445.00	445.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	878.27	15,612.31	18,932.00	3,319.69
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	3,413.56	23,278.31	25,468.00	2,189.69
	II. TOTAL PROGRAM	\$40,099.52	\$1,669,349.35	\$1,639,053.00	(30,296.35)
NON-FEDERAL PROGRAM Basic & T/TA June & July		\$68,453.41	\$493,287.29	\$452,480.00	(40,807.29)
TOTAL SETA COSTS (I + II)		\$46,527.73	\$1,782,356.00	\$1,782,356.00	0.00

Jacquie Bonini

8/6/2018

Shelagh Ferguson

916.643.7878

Director, Child Development - Authorized Signature

Date

Prepared By

Phone

## Attachment 17

## SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5216

Month: July 1 - July 31, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA5735 47th Avenue☐ PA 25 EHSSACRAMENTO, CA 95824☒ PA 26 EHS T/TA

R5216

☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.  A D M I N	Personnel				0.00
	Fringe Benefits				0.00
	Travel				0.00
	Equipment				0.00
	Supplies				0.00
	Contractual				0.00
	Construction				0.00
	Other				0.00
	Indirect 4.21%	35.33	366.70	1,114.00	747.30
	I. TOTAL ADMINISTRATION	\$35.33	\$366.70	\$1,114.00	\$747.30
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$35.33	\$366.70	\$1,114.00	\$747.30
II.  P R O G R A M	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	839.38	888.38	888.38	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	650.00	650.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	7,821.93	24,911.62	17,089.69
					0.00
	II. TOTAL PROGRAM	\$839.38	\$8,710.31	\$26,450.00	17,739.69
	NON-FEDERAL PROGRAM Reported with Basic				
		\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS ( I + II )		\$874.71	\$9,077.01	\$27,564.00	18,486.99

Jacquie Bonini

8/6/2018

Shelagh Ferguson

916.643.7878

Director, Child Development - Authorized Signature

Date

Prepared By

Phone