

Business Services Handbook

August 2013

Accounting

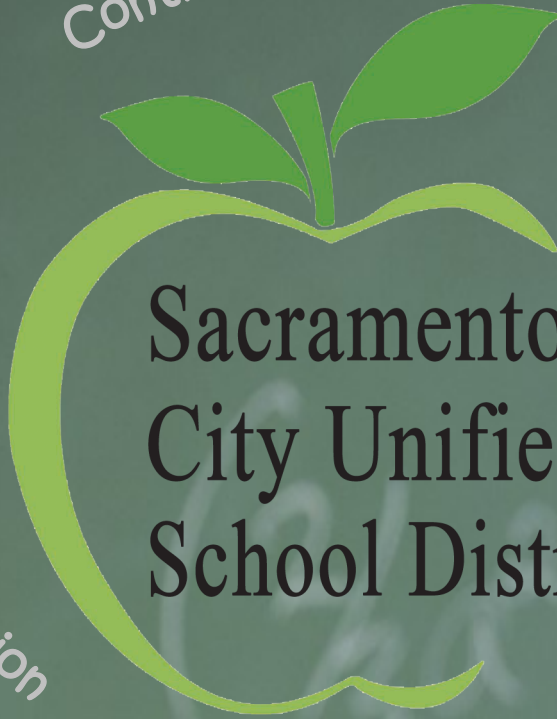
Contracts

Budget

Nutrition

HR & Compensation

Transportation



Sacramento
City Unified
School District

Risk Management

Technology Services

Central Printing

Materials Lab

Warehouse

Purchasing

A School Guide for Office Managers

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

Associated Student Body (ASB) Funds

2013-2014

Accounting Services Department
Serna Center, Box 802

Associated Student Body Topics

- Overview of ASB
- Organized vs. Unorganized ASB
- School Year Timeline
- Communication and Cooperation
- Who Should Pay?
- Does this Money go to ASB or Site Donations?
- Cash Controls
- Student Rewards and Incentives
- Partnerships and Relationships
- ASB Document Process Workflow
- Online Forms
- Resources

Overview of ASB

- The funds that are raised and spent by student organizations are called Associated Student Body (ASB) funds
- ASBs must be made up of **current** students
- Under Ed Code, students in California schools may raise money and make decisions about how they will spend this money
- ASB organizations and the management of their funds represent an opportunity for students to not only raise money, but also to:
 - Learn the principles of operating a small business
 - Develop leadership skills
 - Make a contribution to their school and fellow students

Organized vs. Unorganized ASB

Organized (Middle and High Schools)

- Students organize their activities around student clubs and a student council
- Students are primarily responsible for their own organizations, with the assistance of a *certificated* advisor
- Students decide what fundraising events to organize and how they will use the money

Organized vs. Unorganized ASB

Unorganized

- Elementary and K-8 schools
- Children's Centers
- Adult Education
- Special Education
- Regional Occupational Programs
- Usually no clubs or student council
- Limited student involvement in decisions about fundraising events and how funds are spent
- Principal (or designee) oversees raising and spending of funds

School Year Timeline

September

- Preliminary budget reviewed and necessary changes made
- Documents sent to site to be completed and returned by September 15th
 - Authorization to Open/Maintain Bank Account (Authorized Signers)
 - Annual Certification of All Bank Accounts

October

- Submit list of proposed fundraisers to Accounting Services by October 1st
- Final budget approved by Principal and Student Council, if applicable, and submitted to Accounting Services

School Year Timeline

January

- Sites with controllers submit independent contractor information by January 10th to Accounting Services for IRS Form 1099 tax reporting

Note: Every independent contractor must have an IRS Form W-9 on file with Accounting Services

- The form is available online at www.irs.gov
- W-9s should accompany purchase order requests at the time of submission

April

- Begin work on the preliminary budget for next school year
- Submit requests to carry over excess balances by April 1st

June

- Preliminary budget completed and approved by the Principal

Communication and Cooperation

- To ensure that you are on the right track, ***clearly communicate*** your plans and ideas for fundraising and activities
- Prior to October 1st, submit **Request for Fundraiser Approval** to Accounting Services **before** actually engaging in fundraisers
- Submit additional **Request for Fundraiser Approval(s)** as you plan other events throughout the year

Communication and Cooperation

- What needs to be ordered for the fundraiser?
 - Communicate ***BEFORE*** ordering!
- As part of the process of planning for any fundraiser, you need to ask the following questions:
 - What will the money be used for?
 - Is this appropriate for student activities?

For middle or high schools, has the Student Council approved the expenditure?

Who Should Pay?

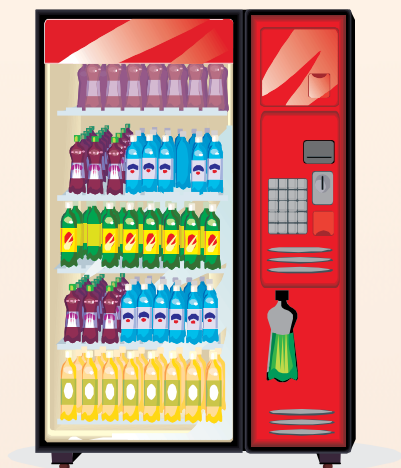
- What are some ways to pay for it?
 - (BEST) Order from the vendor, invoice paid by Accounting Services or Controller
 - (OPTIONAL) Order through the district by purchase order, Accounting Services reimburses district funds using ASB funds
 - (POOR) Purchased by staff member, reimbursed with ASB funds

Who Should Pay?

- Submit your paperwork timely to Accounting Services or your Controller to get vendors paid directly from ASB
- Often, teachers, principals, or parents pay for an event, then ask for reimbursement
 - Field trips
 - Fundraising materials
 - Party food and supplies
 - Decorations
- They do this because they are not aware of the alternative

Does this Money go to ASB or to Site Donations?

- Possible sources of money
 - Student fundraising – **ASB**
 - Parent payments toward field trips - **ASB**
 - Commission checks – **ASB**
 - Vending machines
 - School photographer



Does this Money go to ASB or to Site Donations?

- Donations
 - For student activities – **ASB**
 - For classroom or teacher – **Donations**
 - Money collected from staff for spirit wear – **Donations**
 - Grants awarded to teachers for classroom supplies – **Donations**
 - Fees collected from parents for lost or damaged textbooks or library books – **District resource 0005**

Cash Controls

- Cash must be counted at the time of receipt by two people
- Whoever receives cash or checks gives a numbered receipt to the other person
- Deposit to the bank as soon as possible – at least once per week
- Do not use un-deposited cash to buy more supplies or cash personal checks



Student Rewards and Incentives

- Many schools offer incentives or rewards to students for attendance, benchmarks, or good behavior
- Appropriate rewards are certificates, stickers, pencils, ribbons, etc.
- For example, a pizza party may be a good way to reward an entire class
 - Coordinate with your cafeteria manager or Nutrition Services



Student Rewards and Incentives

- Cash awards, gift cards, articles of clothing, calculators, cameras, and other personal items are **not** appropriate purchases using ASB funds. Likewise, they are **not allowed** by Board Policy because they are considered a gift of public funds
- If you truly want to reward your students with these type of gifts, see if you can get local businesses to donate them
- Contact Accounting Services via phone or email before purchasing rewards and incentives to ensure compliance with Education Code and Board Policy

Partnerships and Relationships

- When you order, using a local vendor offers several benefits:
 - Immediate access for delivery and follow-up
 - No shipping charges
 - Sales tax is paid at the time of purchase (this is not always the case with online or out of state vendors)
 - Supports local economy
 - Vendor may have children in SCUSD

ASB Document Process Workflow

Request for Fundraiser Approval
to Accounting Services

Purchase Order Request to
Accounting Services or Controller

Place order or purchase items

Receive order, sign packing slip

Submit invoice or receipt along
with Disbursement Request to
Accounting Services or
Controller

Online Forms

- www.scusd.edu/intranet
 - Offices
 - Accounting Services Department
 - Documents
 - ACC - Forms

Request for Fundraiser Approval (ACC-F018)

ASB Deposit Summary (ACC-F019)

Purchase Order Request (ACC-F011)

Disbursement Request (ACC-F010)

Resources

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

Elizabeth Arizanga 916-643-7877
ArizangE@scusd.edu
 - *Organized ASB – Comprehensive High and Adult Schools*

Lynne Geist 916-643-7876
Lynne-Geist@scusd.edu
 - *ASB Policy*

Amari Watkins 916-643-7837
Amari-Watkins@scusd.edu
- District Student Body Procedures Manual
- Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference, FCMAT, 2012
<http://wwwstatic.kern.org/gems/fcmat/ASBManual2012finalinteractiv.pdf>



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

FISCAL MANAGEMENT ADVISORY 12-02

DATE: April 24, 2013

TO: County and District Superintendents
Charter School Administrators

FROM: Jeannie Oropeza, Deputy Superintendent
Services for Administration, Finance, Technology, and Infrastructure Branch

SUBJECT: Pupil Fees, Deposits, and Other Charges

This Advisory updates Fiscal Management Advisory 12-01. It reflects the most recent legislation, including AB 1575 (Stats. 2012, c. 776) which noted that it was "declarative of existing law." It also reflects the most recent California Supreme Court interpretations.

Pupil Fees, Deposits and Charges in California Public Schools

I. A Free Public School System

"A pupil enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law."¹

With this regulatory language the State Board of Education made clear that fees are not to be imposed except where specifically authorized by law. This administrative regulation was promulgated based on the authority of Article IX, Section 5 of the California Constitution which provides for a free school system:

The Legislature shall provide for a system of common schools by which a free school shall be kept up and supported in each district at least six months in every year, after the first year in which a school has been established.

In 1874, the State Supreme Court held that this provision entitled students to be educated at public expense.²

The California *Education Code (EC)*, as amended by Assembly Bill (AB) 1575 in 2012, provides that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.³ "Educational activity" is defined as an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.⁴ "Pupil fee" is defined as a fee, deposit or charge imposed on pupils, or a pupil's parents or guardians, including but not limited to:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.⁵

All of the following apply to the prohibition on pupil fees described above:

1. All supplies, materials and equipment needed to participate in educational activities shall be provided to pupils free of charge.
2. A fee waiver policy shall not make a pupil fee permissible.⁶
3. School districts and schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.
4. A school district or school shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate

against a pupil, because the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.⁷

Schools can solicit voluntary donations of funds or property, and voluntary participation in fundraising activities.⁸

The following analysis may be helpful when determining whether a fee can be charged: Is the fee specifically authorized by statute? If so, the fee can be charged. If the fee is not specifically authorized by statute, does it relate to an activity that is an integral component of public education? If so, the fee cannot be charged. Local educational agencies (LEAs) may also wish to consult their own attorneys.

II. Fees Authorized by Law

The prohibition on "pupil fees" as defined above does not prohibit imposition of a fee, deposit or other charge otherwise allowed by law. (EC Section 49011(e)). The legislature has passed a number of laws authorizing specific fees. Schools may, but are not required to, charge the following fees:

Materials and equipment

- A. Reimbursement for the direct cost of materials provided to a pupil for property the pupil has fabricated from such materials to take home for his/her own possession and use, such as wood shop, art, or sewing projects kept by the pupil. (EC Section 17551.)
- B. Charges for safety glasses, for a pupil to keep, so long as the school provides them free of charge for use in specified courses or activities involving the use of hazardous substances likely to cause injury to the eyes. (EC Sections 32030-32033.)
- C. Fees for sale or lease of Internet appliances or personal computers to parents for the purpose of providing access to the school district's educational computer network, at no more than cost, so long as the district provides network access for families who cannot afford it. An Internet appliance is a technological product that allows a person to connect to, or access, an online educational network. The internet appliances and personal computers referred to in this section are deemed supplemental and not an essential part of the school district's educational program. (EC Section 17453.1.)

Transportation

- D. Fees for transportation to and from school, and transportation between school and regional occupational centers, programs or classes, as long as (1) the fee does not exceed the statewide average nonsubsidized cost per pupil; (2) there is a waiver provision based on financial need; and (3) fees are not charged to pupils with disabilities whose Individualized Education Program (IEP) includes transportation as a related service necessary for them to receive a free appropriate public education. (EC Section 39807.5(b), (d), and (f).)⁹
- E. Fees for transportation of pupils to and from their places of summer employment in connection with any summer employment program for youth. (EC Section 39837.)
- F. Fees for all or part of the cost of transportation for adult students. (EC Section 39801.5.)

Food

- G. Charges for food served to pupils, subject to free and reduced price meal program eligibility and other restrictions specified in law. (EC Sections 38082 and 38084.)

Lost or Damaged Property

- H. Payment for the replacement cost for district books, supplies or property loaned to a pupil that the pupil fails to return, or that are willfully cut, defaced or otherwise damaged, up to an amount not to exceed \$10,000, adjusted annually for inflation. (EC Sections 19911 and 48904.)

Field Trips

- I. Fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities so long as no pupil is prevented from making the field trip or excursion because of lack of sufficient funds. (EC Section 35330(b).)¹⁰
- J. Medical or hospital insurance for field trips that is made available by the school district. (EC Section 35331(b)(2).)
- K. Deposits for school band instruments, music, uniforms, and other regalia for use on an excursion to a foreign country. (EC Section 38120.)

Community Service Classes

- L. Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes. (EC Sections 51810 and 51815.) These include classes such as dance, music, theatre, visual arts, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics. (EC Section 51810.) These classes are primarily intended for adults and are open only to those minors whom the governing board believes will profit from such classes. (EC Section 51811.)
- M. Fees for adults for any classes **except** classes in elementary subjects and classes for which high school credit is granted when taken by a person not holding a high school diploma. (EC Section 52612(a).)¹¹ Fees for adult classes in English and citizenship may be charged through July 1, 2015. (EC Section 52612(c).)¹²
- N. Fees for materials and textbooks or a refundable deposit on loaned books, in classes for adults. (EC Sections 52165 and 60410.)
- O. Fees (at not less than cost) for adult class materials, including those necessary for the making of articles that shall

become the property of the student who made it. (EC Sections 52612, 52615, and 17552.)

Athletic Team Insurance

- P. Charges for required medical and accident insurance for athletic team members that are not paid by school district or student body funds, so long as there is a waiver for financial hardship. (EC Sections 32220-32224.)

Tuition

- Q. Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state. The pupils may be admitted to a school but shall be required to reimburse the district for the cost of educating the pupil. (EC Sections 48050 and 48052.)
- R. Tuition fees may be collected from foreign students attending a district school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance. (8 U.S.C. Section 1184(m) (1).)

School Camp Programs

- S. Fees for outdoor science school camp programs, so long as no pupil is denied the opportunity to participate because of non-payment of the fee. (EC Section 35335.)

Child Care and Development

- T. Fees for child care and development services, except that no fees shall be assessed to students enrolled in the program for severely disabled children as stated in EC Section 8250(d) or families receiving CalWORKS cash aid. Fees for state preschool, except that no family fees shall be assessed to students placed in state preschool by an IEP or families receiving CalWORKS cash aid. (EC Sections 8239, 8250(d)(3), 8263(g),(h), 8265, 8447(g), 56000.) Fees for supervision of children before and after school, except that no child who desires to participate shall be denied the opportunity to participate because of inability to pay the fee. (EC Sections 8487 and 8488.)

Fingerprinting

- U. Fees for an optional fingerprint program for children in kindergarten or other newly enrolled children if the fee does not exceed the actual costs associated with the program. (EC Section 32390.)

Duplication of Records

- V. Fees for the actual cost of duplicating public records, pupil records, or a prospectus of the school curriculum. (Government Code Section 6253; EC Sections 49063(h) and 49091.14.) There are two exceptions: First, no charge shall be made for furnishing up to two transcripts of former pupils' records or up to two verifications of various records of former pupils. (EC Section 49065.) Second, if the cost would effectively prevent the parent of a special education pupil from exercising the right to receive copies of pupil records, the copies shall be reproduced at no cost. (EC Section 56504.)

Specialized Examinations

- W. Fees for Advanced Placement and International Baccalaureate Diploma examinations for college credit, so long as (1) taking the exam is not a course requirement and (2) the exam results have no impact on a pupil's grade or credit in a course. An LEA may fund all or part of the cost of the AP test fee for an economically disadvantaged high school pupil or the IB test fee for a low- or middle-income pupil. (EC Sections 52240-52243; 52920-52922.)

After School Programs

- X. Fees for After School Education and Safety Programs, so long as no eligible student is denied the ability to participate because of an inability to pay the fee. (EC Section 8482.6)

III. Fees Not Allowed

The Opinions of the Attorney General¹³ indicate that charges may not be levied for the following:

- A. A deposit in the nature of a guarantee that the district would be reimbursed for loss to the district on account of breakage, damage to, or loss of school property;
- B. An admission charge to an exhibit, fair, theater or similar activity for instruction or extracurricular purposes when a visit to such places is part of the district's educational program;
- C. A tuition fee or charge as a condition of enrollment in any class or course of instruction, including a fee for attendance in a summer or vacation school, a registration fee, a fee for a catalog of courses, a fee for an examination in a subject, a late registration or program change fee, a fee for the issuance of a diploma or certificate, or a charge for lodging.
- D. Membership fees in a student body or any student organization as a condition for enrollment or participation in athletic or other curricular or extracurricular activities sponsored by the school;¹⁴
- E. Charges to an apprentice, or his or her parents or guardian, for admission or attendance in any class pursuant to Section 3074 of the Labor Code. (EC Section 48053.)
- F. Charges for textbooks and workbooks (except for classes for adults). (EC Sections 60070 and 60410.)
- G. Fees to process an interdistrict transfer request by a pupil residing in another district.¹⁵
- H. Reimbursement for lost Average Daily Attendance revenue for absences from school.¹⁶

As for school supplies, EC Section 38118 provides:

Writing and drawing paper, pens, inks, blackboard erasers, crayons, lead pencils, and other necessary supplies for the use of the schools shall be furnished under direction of the governing board of the school district.

The Attorney General has issued an opinion that all of the following are "necessary supplies" and therefore, if the school district requires that pupils use such items, the school district must provide them to pupils for free in order to participate in regular classroom work in the particular subjects involved.¹⁷

- A. Art material for art classes and mechanical drawing sets;
- B. Cloth to be used in dressmaking classes and wood for carpentry classes;
- C. Gym suits for physical education classes;¹⁸
- D. Bluebooks in which to write a final examination; and
- E. Paper on which to write a theme or report when such theme or report is a required assignment.

No statute specifically authorizes tuition for summer school. Therefore, tuition or any such fee or charge relating to summer school is prohibited under California Code of Regulations, Title 5 (5 CCR), Section 350, which precludes charging fees for educational activities not specifically authorized by law.

IV. Fee Issues Specific to Charter Schools

EC Section 47605(d) specifically prohibits a charter school from charging tuition, but does not mention fees or other charges. Charter schools are exempt from most laws governing school districts (EC Section 47610). However, the California Constitution, which is the highest law of the state, cannot be rendered inapplicable by the Legislature. Therefore, the free school guarantee of the California Constitution, Article IX, Section 5, applies to charter schools. The EC, as amended by AB 1575 in 2012, makes clear that the prohibition on pupil fees applies to charter schools.¹⁹

Only some EC sections specifically authorizing fees have explicitly been made applicable to charter schools. Charter schools may only charge fees authorized by those EC sections that have been made explicitly applicable to charter schools. For example, charter schools can charge fees for food and field trips -- subject to the restrictions on those fees as described in Section II, G and I, above -- because the EC applies those provisions to charter schools.²⁰ Conversely, charter schools cannot charge other "fees authorized by law" in Section II above, except to the extent that any such fees do not relate to an activity that is an integral component of public education.

¹ California Code of Regulations, Title 5, Section 350.

² Ward v. Flood, 48 Cal. 36, 51 (1874).

³ EC Section 49011(a).

⁴ EC Section 49010(a); see Hartzell v. Connell, 35 Cal. 3d 899, 910-911 (9184). The Hartzell court suggested that fees for optional attendance at school or District sponsored activities that are purely recreational (rather than educational) in nature, such as a weekend dance or an athletic event, may be legal. Id. at 911, n. 14.

⁵ EC Section 49010(b); see Ops. Cal. Atty. Gen. No. NS 2469 (1940).

⁶ See Hartzell v. Connell, 35 Cal. 3d 899, 912-913 (1984).

⁷ EC Section 49011(b).

⁸ EC Section 49011(c).

⁹ The California Supreme Court has ruled that this statutorily-authorized fee does not violate the constitutional free school guarantee because home-to-school transportation is neither an educational activity nor an essential part of school activity. Arcadia School District v. State Department of Education, 2 Cal. 4th 251, 263-264 (1992).

¹⁰ A school must not require that a student pay an admission charge to an exhibit, fair, theater or similar activity for instruction or extracurricular purposes when a visit to such places is part of the district's educational program. Ops. Cal. Atty. Gen. No. NS 2469 (1940).

¹¹ The EC authorizes flexibility in the use of funds appropriated for Adult Education programs and deems LEAs who spend those funds flexibly to be in compliance with applicable funding and program requirements. EC Section 42605(a)(1), and (d). The fees provision in EC Section 52612 is not altered by EC Section 42605.

¹² Cal. Stats. 2011, c. 606 (A.B. 189), Section 2.

¹³See, e.g., Ops. Cal. Atty. Gen. No. NS 2469 (1940).

¹⁴A school district may not charge fees to enroll and/or participate in activities of career technical student organizations which are part of a career technical class or course of instruction offered for credit. (EC Section 52375.) Nor may a school district charge fees for transportation associated with activities of career technical student organizations which are part of a career technical class or course of instruction offered for credit when those activities are integral to assisting the pupil to achieve the career objectives of the class or course. (EC Section 52373.) The exception is when fees are charged to provide transportation between the regular full-time day schools the pupil would attend and the regular full-time occupational training classes they attend provided by a regional occupational center or program. (EC Section 39807.5.)

¹⁵Ops. Cal. Atty. Gen. No. 04-501 (2004).

¹⁶Ops. Cal. Atty. Gen. No. 96-1004 (1997). The original Opinion referred to ADA lost for unexcused absences only. Since then, the law has changed such that ADA cannot be earned for unexcused or excused absences. (EC Section 48205(d), amended by Cal. Stats. 1999, c. 312 (S.B. 1208), Section 1.) Presumably the previous Opinion likewise applies to ADA lost because of excused absences.

¹⁷Ops. Cal Atty. Gen. No. NS-4114 (1942).

¹⁸Specifically with respect to gym clothes, EC Section 49066(c) states that: "[n]o grade of a pupil participating in a physical education class may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the pupil."

¹⁹EC Sections 49010(a), 49011(d).

²⁰EC Section 35330(d) (field trips); EC Section 49430.7(a)(2) (food).

Last Reviewed: Thursday, April 25, 2013

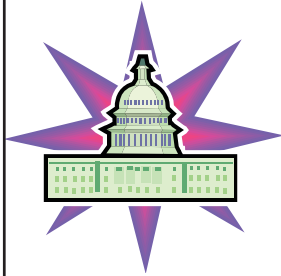
Budget



Understanding SACS Reports and Compliance -

Sponsored by
Budget Services
August 13, 2013

1

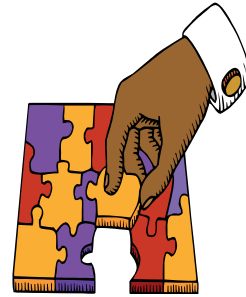


- What is Standardized Account Code Structure (SACS)?
- Why do we use SACS?

2

SACS Components or “Code String”

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



3

Fund

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



4

Resource

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



Object

Classifies expenditures by items purchased or services obtained:

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



Object codes identify expenditure **accounts**

Other Components in the “Code String”

Used to provide more information:

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



Function Code 2495 = Parent Participation

7

SACS/Escape Reports

Column Headings:

Adopted Budget

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

Revised Budget

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

Encumbrances

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

8

As a school principal, What funds can I use?

Category	Description
Restricted Resource 2000-9999	Must be used for a specific purpose, must be carried over for specific purpose.
Unrestricted Resource 0000-1999	May be used for all General Education Services
Discretionary Objects 4000-5499,5600-6999	Funds within the General Fund that are controlled at the school or department level.
Non-Discretionary Objects 1-3,5500-5599,7000-7999	Funds within the General Fund that are controlled at the District level.

SACS/Escape Reports

Column Headings continued:

Expenditure

Actual payments and charges incurred.

Account Balance

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

→May see negative amounts - don't panic!

9

Report Sample

- Account Component Summary Balance – Fiscal16

Balances through June		Fiscal16a				Account Component Summary-Balance		Fiscal Year 2011/12
Resource	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance		
0000	Unvest HR	3,094,327.00	3,094,327.00	2,437,535.13	692,294.67	35,502.50-		
0032	ARTMUSICIT				760.71	760.71-		
0054	SCHLIMPROV		33.00		414.30	381.30-		
0055	DISCR B - BCH		28.00		238.35	208.35-		
0812	Donations		6.85			6.85-		
3010	IASA1Low	136,911.00	152,525.00	104,347.13	33,673.06	14,504.81		
3011	NCLB-ARRA T I		3,693.00	3,590.84	1,491.14	1,368.98-		
3017	IASA1Low		2,500.00			2,500.00-		
6286	ELLSp/Tr		20,545.00			20,545.00-		
6500	SpecialEd	95,993.00	95,993.00	86,249.97	10,342.78	599.75-		
7080	EIA	133,190.00	172,152.00	80,869.90	23,413.09	67,769.01		
7081	EIA-LEP	82,408.00	122,495.00	58,115.33	37,341.52	37,638.15		
Total for Org 097 and Expense accounts		3,542,630.00	3,664,298.85	2,770,808.30	789,967.82	103,903.93		

Selection Filtered by User Permissions (Org = 97, Online/Offline = N, Fiscal Year = 2012, Period = 12, Unposted JE? = N, Assets and Liabilities? = N, Restricted Acct? = Y, Fund = 01, Object = 1-7, Location = 0164, SACS? = N, Page Break? = N, Obj Digits = 0)

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Page 1 of 1

Report Sample

- Account Summary by Object Balance – Fiscal02

Fiscal02a Account Summary by Object-Balance

Balances through June						Fiscal Year 2011/12									
Fd. Rsc.	V. Obj	L. - Obj	Func- Rsp.	Loca.	Typ	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance				
Fund 01 - General															
01	3010	0	4310	00	1110	1000	121	0104	000	InstrMaths, RgEdK12, Instr	9,880.00	17,581.50	5,547.38	1,356.56	10,677.56
01	3010	0	4320	00	0000	2485	121	0104	000	NonInstMat, Undistrib, Pa	700.00	700.00	387.90		312.10
01	3010	0	5230	00	1110	2140	121	0104	000	Travel, RgEdK12, Instr	2,000.00	2,000.00			2,000.00
01	3010	0	5810	00	1110	1000	121	0104	000	EquipMnt, RgEdK12, Instr	1,800.00	1,800.00	2,580.00		680.00
01	3010	0	5890	00	1110	1000	121	0104	000	OffCont, RgEdK12, Instr		212.50			212.50
01	3010	0	5745	00	0000	2485	121	0104	000	DuplPrncs, Undistrib, Par	869.00	869.00			152.44
01	3010	0	5745	00	1110	1000	121	0104	000	DuplPrncs, RgEdK12, Instr		7,700.00			7,691.89
01	3010	0	5890	00	0000	2485	121	0104	000	OffCont, Undistrib, Par	700.00	700.00			700.00
01	3010	0	5810	00	0000	2485	121	0104	000	TolFees, Undistrib, Par	900.00	900.00			900.00
01	3010	0	5911	00	0000	2485	121	0104	000	Postage, Undistrib, Par	908.00	908.00			908.00
01	3010	0	5911	00	0000	2700	121	0104	000	Postage, Undistrib, School			300.00		300.00
Total for Org 097, Fund 01 and Expense Accounts							17,857.00	33,471.00	8,915.28	9,413.39	15,242.33				

selection: Grouped by Account Type, Filtered by User Permissions, and (Org = 97, OnlineOffice = N, Fiscal Year = 2012, Unposted JE's? = N, Assets and Liabilities? = N, Restricted? = Y, Fund = 01, Object = 4310, Resource = 3010, Location = 0104, Object Digits = 0, Page Break Level = 1) ESCAPE ONLINE Page 1 of 1

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Report Sample

- Account Balance Transaction Detail by Object – Fiscal03

Fiscal03a Account Transaction Detail by Object-Balance

Detail for Dates 07/01/2011 to 06/30/2012						Fiscal Year 2011/12									
Req#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance						
Fund 01 - General															
01	3010	0	4310	00	1110	1000	121	0104	000	InstrMaths, RgEdK12, Instr	9,880.00	9,880.00			9,880.00
					BA12-00001	Model OB12-08 Fund 01 Adopted	07/01/11								4,880.00
CH812-00179	U S BANK/SCUSD	EN12-01162	INSTRUCTIONAL SUPPLIES	07/01/11			5,000.00								4,880.00
P12-00235	SCHOLASTIC INC/SUB	EN12-01244	SCHOLASTIC NEWS - GRADE 1	07/01/11			131.87								4,748.33
P12-00021	PRENTICE HALL SCHC	EN12-01262	D'NEALIAN HANDWRITING GRA1	07/01/11			1,057.21								3,691.12
P11-05452	KAPLAN EARLY LEARN	EN12-02301	Year End Closing	07/01/11			39.18								3,651.94
P11-05528	U S BANK/SCUSD	EN12-02307	Year End Closing	07/01/11			7.62								3,644.12
P11-04786	BORDERS BOOKS/ANI	EN12-02316	Year End Closing	07/01/11			86.98								3,557.14
P11-04754	BARNES & NOBLE BOK	EN12-02321	Year End Closing	07/01/11			79.87								3,477.47
P11-06069	U S BANK/SCUSD	EN12-02443	Year End Closing	07/01/11			116.10								3,359.37
P11-06099	U S BANK/SCUSD	EN12-03041	DOT-TO-DOT SUPER CHALLENGE	07/15/11			1.04								3,356.41
P12-00235	SCHOLASTIC INC/SUB	EN12-04023	SCHOLASTIC NEWS - GRADE 1	07/29/11			8.58								3,350.83
P11-05452	KAPLAN EARLY LEARN	AN12-00050		08/01/11					94						3,352.77
P11-05452	KAPLAN EARLY LEARN	EN12-04147	5TH GRADE SCIENCE/MATH	08/01/11			39.18								3,319.95
P11-05452	KAPLAN EARLY LEARN	EX12-02052	5TH GRADE SCIENCE/MATH	08/01/11			30.71								3,361.24
P12-00235	SCHOLASTIC INC/SUB	EN12-04456	SCHOLASTIC NEWS - GRADE 1	08/04/11			140.25								3,501.49
P12-00235	SCHOLASTIC INC/SUB	EX12-02275	SCHOLASTIC NEWS - GRADE 1	08/04/11											3,361.24
P12-00221	PRENTICE HALL SCHC	EN12-06189	D'NEALIAN HANDWRITING GRA1	08/18/11			1,057.21								4,418.45
P12-00221	PRENTICE HALL SCHC	EX12-04519	D'NEALIAN HANDWRITING GRA1	08/18/11											3,363.96
P11-04786	BORDERS BOOKS/ANI	BT12-00281	TRANSFER FUNDS	08/25/11			212.50								3,151.46
P11-04754	BARNES & NOBLE BOK	EN12-08124	5TH GRADE BOOKS	09/02/11											3,229.47
P11-04786	BORDERS BOOKS/ANI	EX12-05724	5TH GRADE SUPPLEMENTAL M	09/02/11											3,308.28
P11-04754	BARNES & NOBLE BOK	EX12-05724	5TH GRADE BOOKS	09/02/11			78.81								3,230.27
P11-04754	BARNES & NOBLE BOK	EX12-05732	1ST GRADE SUPPLEMENTAL M	09/02/11											3,151.46
P12-00203	RISO PRODUCTS OF E	EN12-12276	RISO MASTERS & INK	10/05/11			387.90								2,763.56
P11-04754	BARNES & NOBLE BOK	EN12-13358	1ST GRADE SUPPLEMENTAL M	10/06/11			24.77								2,738.79
P11-04754	BARNES & NOBLE BOK	EX12-06284	1ST GRADE SUPPLEMENTAL M	10/06/11											2,763.56
P11-04754	BARNES & NOBLE BOK	BT12-00636	SET UP 2010/11 NCLB CARRYOV	10/10/11											18,377.56
			BT12-01355	COVER DUPLICATING CHARGE	10/20/11			15,814.00							10,677.56
				Account Total	06/20/12			7,700.00							
Total for Org 097, Fund 01, Expense accounts, and Object 4310							9,880.00	17,581.50	5,547.38	1,356.56	10,677.56				

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

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Budget Services Team

http://www.scusd.edu/pod/contact-budget-staff

BOARD OF EDUCATION CALENDAR CONTACT EMPLOYEE INTRANET EMPLOYMENT

Sacramento City Unified School District

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[Mike Smith](#), Supervisor (916) 643-7866
[Gloria Chung](#), Analyst (916) 643-7870
[Victoria Menas](#), Office Assistant (916) 643-9402

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[Carl Beermann](#), Fund Specialist(916) 643-7850
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Fund Specialist Serve Schools

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ADMINISTRATIVE SERVICES

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- Budget Services
 - Budget Services Bulletins
 - Budget Services Organization Chart
- Enrollment and Attendance Reports
- Documents
- Compensation and Benefits
- Contracts Office
- Purchasing Services
- Nutrition Services
- Transportation Services
- Documents/ Bulletins

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Welcome to the world of Budget Services! 9.5 FTE provide customer service to sites and departments who in turn, facilitate services to students. We establish, maintain and oversee more than 100,000 accounts within the District's \$541 million budget. We provide detailed information of how the District spends its resources. In addition, Budget Services reports expenditure information to federal, state and local government on a regular basis.

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 Fax: (916) 399-2039

DOCUMENT

Escape Training Schedule 2013-2014

June 20, 2013

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DOCUMENT

Staff Assignments 2013-2014

July 1, 2013

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DOCUMENT

SACS Code Book 2012-2013

December 6, 2011

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THANK YOU!





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Budget Services Organization Chart

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June 20, 2013

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[Merilee Carrasco](#), Fund Specialist (916) 643-7869

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

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



**2013-14 BUDGET SERVICES
Staff Assignments**

Effective: July 1, 2013

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



Kindergarten Continuance Form

Parental Agreement for Pupil to Continue in Kindergarten

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

Name of Pupil: Joe Doe

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

Name of School Official Approving for District: Great Principal

Information for Parent or Guardian

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

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

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

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

Address: _____ **Must Complete**

Telephone number: _____ **Must Complete**




BULLETIN

SUBJECT: District Lost/Damaged Textbooks & Library Books 2012-13 NO. AS-29

TO: All Principals and Office Managers

DATE: June 25, 2013

PREPARED BY: Gerardo Castillo, CPA **DEPARTMENT:** Budget Services

REVIEWED BY: Ken A. Forrest, Chief Business Officer **APPROVED:** 

We have created a new resource code, 0005, for lost/damaged text books and/or library books. This new resource code will enable the district to record all transactions for these books.

It is imperative that school sites submit money received for lost/damaged textbooks and/or library books to the district's Accounting Services. Accounting Services will deposit the money to the new account. The school's location code will be used, if the books were purchased using site funds. All books purchased centrally will be deposited into location (0737) Curriculum and Professional Development. Money received for lost/damaged textbooks and/or library books will **not** be deposited to ASB accounts.

Schools may also deposit checks from parent groups to the new account. The funds in resource code 0005 will carry over to the next fiscal year and can be used to purchase books. The district's Accounting Services will process refunds for textbooks and/or library books from the new account up to twelve (12) months after payment.

School sites are encouraged to contact Library/Textbook Services at (643) 7447 regarding book purchases, discounts are provided on instructional materials processed centrally.

Thank you for your cooperation. If you have any questions, please contact me at (643) 9405 or you may contact Accounting Services at (643) 7894 regarding deposits.



CONTRACTS OFFICE

Approval of Consultants & Other Contracted Services

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

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

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

Independent Contractor or Employee?

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

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

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

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

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

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

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

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

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

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

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

The IRS has classified the following educational workers as employees:

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

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

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

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

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



Human Resource & Employee Compensation



*Sacramento City Unified
School District*

2013-2014

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HUMAN RESOURCES

For Current Employees

[Annual Employee Notifications](#)

[Bulletins/Other Information](#)

[Classified Champions](#)

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[Guest Teachers and Classified Substitutes](#)

[Leave of Absence/ FMLA](#)

[Position Classification](#)

[Professional Development](#)

[Resignation and Retirement](#)

[Teacher Appreciation](#)

For Current Employees

Resources/Information for Employees

New Employee Orientation

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



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

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

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



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

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

Contact Us Anytime!

CUSTOMER SERVICE



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

Support Our Novice Teachers!



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

VISION STATEMENT

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

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

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

Use Performance Evaluations to Grow Your Staff



Human Resources & Employee Compensation Services Evaluation Timelines and Delivery

Refer to the applicable bargaining unit contract under Evaluation.

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

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

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

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

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

Evaluation Delivery and Review

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

Revised: 08-08-13

Progressive Discipline: Do you know your *FRISK*?

Typical Steps

Oral Warning/Conference

Written Warning

Letter of Concern

Letter of Reprimand

Unsatisfactory Evaluation

45-day Notice
Unprofessional Conduct

90-day Notice
Unsatisfactory Performance

Suspension

Demotion or Termination

Negative Material in Personnel Files

Notice to Employee

Employee Review / Comment Prior to
Placement in File

Right to Attach a Response

If No Notice to Employee,
May Not Use Negative material

Collective Bargaining Agreements
(Articles 10 & 15)

Letters of Concern/Reprimand/ Summary Memos

Use Guidelines for Effective Documentation -
FRISK

Timely, Factual, Proportionate

Contract Language

Certificated Employees

*Notice of Unprofessional Conduct &
Notice of Unsatisfactory Performance*

45-Day Notice

Prerequisite to Dismissal or Suspension
for Unprofessional Conduct

Specify Misconduct and List
Specific Instances

Purpose:

Give Employee Chance to Correct

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

90-Day Notice

Prerequisite to Dismissal or Suspension
for Unsatisfactory Performance

Specify Nature of Poor Performance
and List Specific Instances

Purpose: give employee chance to correct

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

45-Day and 90-Day Notices Practical Tips

Opportunity to correct =

Return to the Classroom

Strongest tool short of termination

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

Typical Duties of an Administrator

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

Decide Whether to Investigate

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

Take Immediate Action, if Necessary

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

Interview & Gather Documents- Evidence

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

Evaluate Evidence

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

Take Action

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

Document the Investigation

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

Follow Up

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



Evaluation VS. Discipline

Questions and Comparison Chart

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

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

	EVALUATION ARTICLE 6	PERSONNEL ARTICLE 10	EVALUATION ARTICLE 14	PERSONNEL FILES ARTICLE 15
1. What is the nature of the problem?	Performance related	Misconduct/ behavior (unless non-evaluation year)	Performance related (in non-evaluation year then special evaluation)	Misconduct/ behavior
2. How frequently to monitor?	Every 2 years based on social security number	Only as conduct/behavior continues	Every 2 years based on social security number	Only as conduct/ behavior continues
3. How do you document?	<ul style="list-style-type: none"> -Pre-evaluation -Observation -Notice of deficiency -Improvement plan -Evaluation 	<ul style="list-style-type: none"> -Investigation -Validation -Conference with employee -Letter: "FRISK" -Personnel file 	<ul style="list-style-type: none"> -Pre-evaluation -Employee meetings -Progressive discipline -Evaluation 	<ul style="list-style-type: none"> -Investigation -Conference with employee -Letter: "FRISK" -Personnel File
4. What time-lines do you need to be aware of?	<ul style="list-style-type: none"> -Pre-evaluation before Nov. 1 -Notice of deficiency no later than 6 days after observation -Evaluation due by April 1 	<ul style="list-style-type: none"> -Validate within 30 days of your knowledge of the incident -Employee allowed 14 days to respond 	<ul style="list-style-type: none"> -Pre-evaluation before Nov. 30 -Evaluation due by April 30 	<ul style="list-style-type: none"> -Need to provide any derogatory letters to employee as close to the incident's occurrence as possible.
5. How do you follow up?	<ul style="list-style-type: none"> -Continued observation and improvement plan -Consult with Administrator -Personnel file April 1 -No surprises 	<ul style="list-style-type: none"> -Consult with HR -Monitor suggestions given to employee -Continue steps of progressive discipline. 	<ul style="list-style-type: none"> -Continue to meet with employee -Document continued problems -Personnel file April 30 -No surprises! 	<ul style="list-style-type: none"> -Consult with HR -Monitor suggestions given to employee -Continue steps of progressive discipline.

Employee Compensation Department

Main Line: 916-643-9421

Fax: 916-399-2056

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

Coordinator: Tanisha Turner 643-7465

West – Team 1

Lead Payroll Technician: Gabe Estrada 643-7469

Fiscal Services Technician: Tiffany Snowden 643-7470

Central – Team 2

Lead Payroll Technician: Sandy Kiser- Sodden 643-2331

Fiscal Services Technician: Emily Hanisits 643-7468

East Team – Team 3

Lead Payroll Technician: Alex Spitsyn 643-7466

Fiscal Services Technician: Tami Mora 643-7467



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

General Payroll Information

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

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

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

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

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

Employee Benefits Department

Main Line 916-643-9432

www.scusd.edu/health-benefits

West Area- Team 1

Billie Johnson, Benefits Technician, 916-643-7906

Billie-johnson@scusd.edu

Central - Team 2

Phyllis Fogg, Benefits Technician, 643-7907

foogp@scusd.edu

East - Area 3

Michelle DuPaty, Lead Benefits Technician, 643-9064

Michele-dupaty@scusd.edu



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

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

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

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

Benefit Services Provided:

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

TOP Reasons to Work at Sacramento City Unified School District



Our students! We believe our students always come first!

Excellent health benefits package.

Competitive teacher salary/longevity pay/doctorate pay.

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

Beginning Teacher Support and Assessment (BTSA) Induction Program.

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

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

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

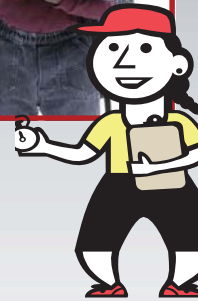
SCUSD has launched several initiatives to meet commitments to the community in three focus areas: Career- and College-Ready Students; Family and Community Engagement; and Organizational Transformation.

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

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

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

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



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

Nutrition Services - Contacts



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

Area Supervisors - Lead Contact

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

Nutrition Services

2013-14 Meal Prices



Adult Prices

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

<u>Student Prices</u>	<u>Full Price</u>	<u>Reduced</u>
Elementary Breakfast	\$1.00	No Charge
Elementary Lunch	\$2.00	No Charge
Secondary Breakfast	\$1.25	No Charge
Secondary Lunch	\$2.50	No Charge

School Meals
We serve education every day™

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

Nutrition Services – Cafeteria Computer Upgrade Information



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

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

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

More new features:

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

Non-Provision 2 sites (collecting meal applications):

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

Nutrition Services

Sacramento City USD

Administrative Regulation

Food Service Operations/Cafeteria Fund

AR 3551

Business and Noninstructional Operations

Credit Accounts for Students Who Pay Full Price for Meals

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

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

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

Regulation SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
approved: November 16, 1998 Sacramento, California
reviewed: June 11, 2002
Revised: August ___, 2011

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



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

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

ELEMENTARY SCHOOL – FOOD RESTRICTIONS

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

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

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

Applies to ALL foods sold to pupils by all entities.

Compliant foods are:

1. A full meal that meets the United State Department of Agriculture's meal pattern requirements
2. An exempt item which includes individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, non-fried vegetables, and legumes.

[Please note: Dried blueberries cranberries, cherries, and tropical fruit that contain added sugar are exempt from nutrition standards.

All other exempt foods in # 2 above are no longer exempt if they contain added fat or sugar **OR** if they are mixed with other non-exempt ingredients.]

3. A **dairy food item** (food made from milk with the exception of cheese packaged for individual sale) or a **whole grain food item** that contains:
 - a. \leq 35% calories from fat, **and**
 - b. \leq 10% calories from saturated fat, **and**
 - c. \leq 35% sugar by weight*, **and**
 - d. \leq 175 calories per item/container
4. A purchased whole grain bread or grain product contains:
 - a. The statement "Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease..." **or**
 - b. The first listed grain ingredient is whole grain, **or**
 - c. A combination of whole grain ingredients is at least 51% of the total grain weight (manufacturer must verify).
5. A whole grain bread or grain product prepared from scratch:
 - a. The weight of the whole grain must be at least 51% of the total grain weight of the product.
6. Artificial trans-fat foods prohibited on K – 12 school campuses in effect from one-half hour prior through one-half hour after the end of the school day. Applies to:
 - a. Foods sold or provided in vending machines, and
 - b. Foods sold or provided at a place that regularly sells or serves foods on the school campus

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

ELEMENTARY SCHOOL – BEVERAGE RESTRICTIONS

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

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

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

Applies to ALL beverages sold to students by any entity.

Compliant beverages are:

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

Non-dairy milk:

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

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

ELEMENTARY SCHOOL – STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15500

Effective during school hours.

Applies to food and beverage sales by student organizations.

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

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

ELEMENTARY SCHOOL – FOODS OF MINIMAL NUTRITIONAL VALUE

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

Prohibited foods and beverages sold to pupils.

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

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

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

START HERE, and then continue clockwise.

MIDDLE/HIGH SCHOOL – FOOD RESTRICTIONS

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

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

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

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

Applies to ALL foods sold to students by any entity.

Compliant foods must meet the following criteria:

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

Must either consist of:

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

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

MIDDLE/HIGH SCHOOL – BEVERAGE RESTRICTIONS

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

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

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

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

Applies to ALL beverages sold to students by any entity.

Compliant beverages are:

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

Non-dairy milk:

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

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

MIDDLE/HIGH SCHOOLS – STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15501

Effective during or after school hours.

Applies ONLY to food and beverage sales by student organizations.

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

MIDDLE/HIGH SCHOOL – FOODS OF MINIMAL NUTRITIONAL VALUE

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

Prohibited foods and beverages sold to pupils.

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

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

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

Purchasing

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

REFERENCE GUIDE

Purchasing Services

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

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

CONTACTS

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

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

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

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

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

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

COMMODITIES ASSIGNMENTS

DAN SANCHEZ

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

TANESHIA EVANS

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

MARINA MILLER

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

KAREN BOWMAN

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

Requisition Management Report

Life Cycle From: Requisition to Purchase Order

**Once Approved*

\$ Limits	Days to Process	
\$250-\$7,499	4	Requisition Quote
\$7,500-\$19,999	7	(2) Phone/Fax Quotes
\$20,000-\$80,0000	10	(3) Written Quotes (over \$83,400 + Formal Bid/RFP required)
\$175,000+	30	Formal Bidding Labor & Public Works

Constraints (which will cause delay in processing):

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

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

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

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

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

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

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

All District Travel is centrally made through Purchasing Services.

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

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

IMPORTANT INFORMATION

AIRFARE RESERVATIONS

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

REGISTRATIONS

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

HOTELS

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

CAR RENTAL

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

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

HELPFUL HINTS- ESCAPE ON-LINE
Purchasing Services

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

- ❖ Please “**DO NOT**” use the Misc. Vendor ID unless a New Vendor set-up. If so please list vendor information in the note tab. Name, address, phone number & fax number.
- ❖ **Service Agreements**
School Sites and Departments should not pay presenters directly and then require a reimbursement. A services agreement requisition must be created and submitted. All vendors are required a submittal of an IRS W9 form and 1099. Please notify Kim Teague ext. 244 for assistance.
- ❖ JIT Requisitions- where to order, vendor name and vendor code. The following vendors are **the only ones for JIT orders.**
 - Office Depot, Business Division #11390
 - Cleansource #123460
 - Grainger #035831
 - School Specialty #009743
- ❖ **Reminder: It is crucial that you keep track of your requisition status from start to finish.** Please do so before contracting Purchasing Services.
- ❖ To expedite your requisition please make sure your pricing is correct. In addition, be sure to include shipping costs when applicable.
- ❖ All Purchase Orders (when the order is sent directly to your site) must be Received Online (ROL) once you receive the merchandise.
- ❖ When requesting a “**RUSH**” in approving your requisition, please remember all requisitions are approved in approval order.
- ❖ All computer, peripherals, and software must be created on a **Technology Requisition.**
- ❖ **U.S.Mailings:**
FOR ALL MAILINGS you must submit a “Request For Central Administration of U.S. Mail” (form #40-20372). It must have your budget code, and authorized signature and number of pieces being mailed and must go through the mailroom at Serna. All mail being returned from the Post Office using the Pre-sort permit and Return Service Requested is now being charged by the Post Office at full price “First Class”. **The return fee will be charged to your budget code.** This includes using Metro Mail and other out- side mail services. Please update your mailing lists or data base to avoid these extra charges.

Requisition Process A&Q

Who Creates my Requisition...Site Responsibility?

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

Who Approves Your Requisition?

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

What Does Purchasing Do with Your Requisition?

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

What will vendor do with your Purchase Order?

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

What does the Warehouse do with your Purchase Order?

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

What if the delivery is to the School Site?

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

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

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

2013-2014 Computer Equipment Pricing List Standards

NWN - Western Blue

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

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

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

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



Risk Management

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

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

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

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

~ HOT TOPICS ~

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

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

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

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

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

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

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

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

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

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

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

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

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

RISK MANAGEMENT

DISABILITY MANAGEMENT

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

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

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

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

Guiding Principles

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

Principal's Role

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

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

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

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

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

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

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

Return to Work, Modified Work Accommodation

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

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

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

Interactive Process

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

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

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

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

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

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

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

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

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

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

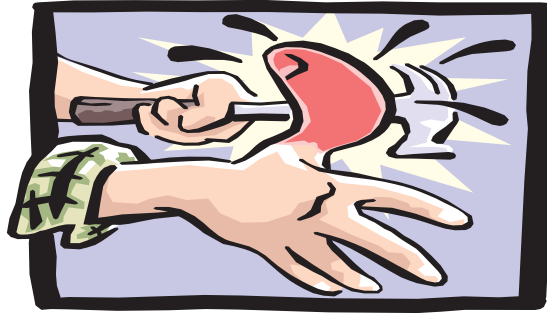
Priority Reassignment

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

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

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

PLEASE POST



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

916-643-9299

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

Workers' Compensation Injury-Reporting Procedures

PLEASE NOTIFY YOUR PRINCIPAL.

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

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

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

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

Work Related Injury/Illness Flow Chart

Accident Occurs, Is it life threatening?

YES NO

Call 911

Principal instructs employee to contact Schools Insurance Authority's Early Intervention Nurse at 916-643-9299,

Principal notifies Risk Management, Disability Management at 916-643-9421

Principal investigates the accident and reports safety repairs, completes investigation form and forwards to Risk Management

Principal instructs employee to contact Schools Insurance Authority's Early Intervention Nurse at 916-643-9299,

Principal notifies Risk Management, Disability Management at 916-643-9421

Principal investigates the accident and reports safety repairs, completes investigation form and forwards to Risk Management

Employee goes for treatment

Full Duty

Employee returns to regular position

Total Temporary Disability

Employee is off work until released by treating physician

Returns to Work With Restrictions

Principals places employee modified duty based on the restriction, until employee is released to full duty or shows no improvement after 90 to 120 days. If assistance is needed with modified duty call Risk Management

RISK MANAGEMENT

Insurance and Loss Control

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

Services provided:

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

Americans with Disabilities Act (ADA)

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

Accessible Design and Building Standards

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

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

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

Playgrounds and Play areas

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

Accessible Swimming pools

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

Administrative ADA rules and policies

The Risk Management Director is the SCUSD ADA Coordinator.

Certificate of Insurance for District Coverage

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

Request Procedure

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

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

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

Compliance

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

Bloodborne Pathogens

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

Emergency Preparedness

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

Hazard Communication

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

Heat Illness Prevention Plan

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

Injury and Illness Prevention

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

Underground Storage Tanks

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

Storm Water

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

Employment Practices Liability

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

Sexual Harassment Training

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

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

Employee Health and Wellness

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

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

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

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

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

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

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

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

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

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

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

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

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

Ergonomics

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

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

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

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

Printed Materials:

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

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

Field Trip and Athletic Waivers Participation Forms

Agreement for Activity Participation (Students K-12)

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

Contract for Adult Activity Participation

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

Agreement for Team Participation

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

Sports Physical Examination Form

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

Student Field Trip Authorization

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

Student Field Trip (Outside California) Authorization

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

Transportation Forms

Volunteer Personal Automobile Use Form

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

Student Personal Automobile Use Form

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

Student Alternate Transportation Form

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

Van Rentals

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

Low Cost Student Insurance Program

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

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

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

Property/General and Auto Liability

Property

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

General and Auto Liability

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

Claim Reporting Procedures

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

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

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

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

Subpoenas

Responding to subpoenas

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

RISK MANAGEMENT

Safety

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

Services provided:

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

Compliance

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

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

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

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

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

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

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

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

Asbestos and Lead Training – Custodial and Maintenance workers

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

Driving Safety

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

After An Accident

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

Fire Safety and Arson Prevention

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

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

Playground Safety

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

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

Playground Signage

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

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

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

IPEMA third-party certification of playground equipment/surface materials

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

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

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

School, Employee and Workplace Safety

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

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

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

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

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

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

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

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

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

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

They are designed for:

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

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

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

Forms at www.scusd.edu

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

TECHNOLOGY SERVICES

SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT



Support and Services

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

P. 916-643-9445

F. 916-399-2038

COMMITMENT TO TECHNOLOGY ADVANCEMENTS FOR ALL STAFF, STUDENTS AND COMMUNITY

Who we are:

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

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

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

What we do:

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

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

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

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

How we support you:

For all District technology related issues and support needs:

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

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



Assistant Superintendent

Information Education Technology
Terry Kritsepis

Director III

Network, Telecommunications &
Technical Support
Nick Saechow

Help Desk Technicians

Anne Jirasritumrong
Gita Halderman (*Zangle* Support)
Patty Nielsen
William Hendricks

Site Technicians

Aron Jones
David Thom
Justin Fahndrich
Lawrence Williams
Steve Bythell
Tim Gamble
Vincent Flores

Network Support Specialist

Ron Queensbury

Application Support Specialists

Joanne Corby
Jon Rudolph
Lance Lawrence
Sam Chamreun
Steve Bruno

**NEW!!!****ATOMIC LEARNING****ONLINE, ON-DEMAND TECHNOLOGY TRAINING**

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

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

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

Employees and students can access **Atomic Learning** by going to www.scusd.edu/atomic and logging in with their district username and password. Members of the community can access **Atomic Learning** by logging in with a generic username and password.

Questions?

Contact the Technology Services Help Desk at support@scusd.edu or 643-9445.





TRANSPORTATION SERVICES 2013-2014

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

*Principal
Information*

TRANSPORTATION SERVICES
PRINCIPAL INFORMATION 13/14 SCHOOL YEAR



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

CONTACTS:

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

FREQUENTLY ASKED QUESTIONS

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

Hours for Transportation Services

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

Kindergarten Students

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

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

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

Students receiving citations for bus rule infractions?

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

Can I appeal the location of a bus stop?

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

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

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

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

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

K-6 Students eligible for Home to School Transportation

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

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

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

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

How many bus stops can a student have?

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

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

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

Contact Information for additional questions or comments:

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

Change in Bus schedules

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

Transportation Information

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



TRIP PLANNING for Athletic, Study and Extracurricular

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

Things to remember when planning for Trips:

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

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

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

