

Mendocino Unified School District



Agenda

Regular Board Meeting

SEPTEMBER 8, 2022

**MENDOCINO K-8 SCHOOL
44261 LITTLE LAKE ROAD
MENDOCINO, CA 95460**

4:30 P.M. CLOSED SESSION – VIA TELECONFERENCE

(Closed Session Public Hearing – link on page 2)

**5:00 P.M. OPEN SESSION – IN PERSON at K8
& VIA TELECONFERENCE**

Join Zoom Meeting

<https://us02web.zoom.us/j/89581823609?pwd=QktCbFlxSDIKamZ6V3d5ZTdNcVI5dz09>

Meeting ID: 895 8182 3609 Passcode: 121380

Dial by your location +1 669 900 9128 US (San Jose)

Meeting ID: 895 8182 3609 Passcode: 121380

Please “mute” your device during the meeting.

MUSD is not available for technical support for remote meetings.

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <http://www.mendocinoused.org/District/2285-Untitled.html>

In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

MENDOCINO UNIFIED SCHOOL DISTRICT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

1. 4:30 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call
- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

2. PUBLIC HEARING FOR CLOSED SESSION

Members of the public may take this opportunity to comment on closed session agenda items per Board Policy 9322. Under the requirements of the Brown Act open meeting law, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

Join Zoom Meeting

<https://us02web.zoom.us/j/86446134200?pwd=bnd3bFhoaTlsWVpMcmNSZWxzNXVvUT09>

Meeting ID: 864 4613 4200 Passcode: 846368

Dial by your location

+1 669 900 9128 US (San Jose) Meeting ID: 864 4613 4200 Passcode: 846368

3. CLOSED SESSION

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962.

- 3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative: Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units and unrepresented employees
- 3.2. Employment/Personnel Changes

4. 5:00 P.M. OPEN SESSION

- 4.1. Call to order and roll call
- 4.2. Approval of agenda
Items to be removed from the agenda or changes to the agenda should be done at this time.

5. SWEARING IN OF NEW STUDENT TRUSTEE

6. PUBLIC HEARING – SUFFICIENCY OF INSTRUCTIONAL MATERIALS

This public hearing is regarding the sufficiency of instructional materials. At this time the Board will hear comments regarding the availability of textbooks and instructional materials in the District.

7. CONSENT AGENDA

Items on the consent agenda are passed in one motion without discussion. Any item may be pulled from the consent agenda by any member of the Board and moved to action when approving the agenda. (action)

- 7.1. Approval of Minutes
 - 7.1.1. Board Meeting Minutes: 8/24/22
- 7.2. Approval of Employment/Personnel Changes
 - 7.2.1. Award, 4% Educational Increment, Classified Employee, effective 9/1/22
- 7.3. Approval of the Current Budget Change Report
- 7.4. Approval of Student Body Reports – August 2022

- 7.5. Approval of Enrollment History, Preliminary Current Year Enrollment and Projection
- 7.6. Approval of the NCLB attestation – paraprofessionals
- 7.7. Approval of the final MTA Contract for 2022-23
- 7.8. Approval of the final CEMUS Contract for 2022-23
- 7.9. Final approval of Board Policies, Bylaws and Administrative Regulations
 - 7.9.1. AR 5117: Interdistrict Attendance – District of Choice (students)
 - 7.9.2. BP/AR 5141.21: Administering Medication & Monitoring Health Conditions (students)

8. REPORTS

- 8.1. Student Trustee – Bohdi Briggs
- 8.2. Administrative
 - 8.2.1. Principal – Kim Humrichouse
 - 8.2.2. Superintendent – Jason Morse
- 8.3. Bargaining Units
 - 8.3.1. Mendocino Teachers Association (MTA)
 - 8.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)
- 8.4. Board Trustee Reports

9. TIMED ITEM 6:00 P.M. - PARENT/COMMUNITY COMMENT

Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). The Brown Act does not permit the Board to take action on any item that is not on the agenda. In addition, in order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

The Board may briefly respond to public comments by asking questions to clarify the speaker’s comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

10. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

- 10.1. Transportation Update
Transportation Supervisor, Ceil McDonell, will provide the district with an update on MUSD Transportation (information)
- 10.2. Music Education in MUSD
The Board will discuss music in the District. (information/discussion)
- 10.3. MUSD Budget Update
Business Manager, Meg Kailikole, will present the MUSD Unaudited Actual Financial Report and request approval by the Board. These mandated financial reports detail the “Unaudited Actuals” revenues and expenses for school year 2021-22. The included series of forms provides revenue and expense detail for each fund. The reports for each fund include columns that represent the “Unaudited Actuals” for the

2021-22 year. The reports for each fund also include informational columns that represent the budget for 2022-23. (action)

- 10.4. Consideration of MOU between MUSD and MCCSD for increased potable water storage (action)
- 10.5. Consideration of Resolution 2022-24: Sufficiency of Instructional Materials. Each year the District is required to pass a resolution determining that each pupil in the District has sufficient textbooks or instructional materials in each core subject which are consistent with the contents of the curriculum framework and standards adopted by the State Board of Education. The resolution establishes the District's eligibility to receive instructional material funding from the state. (action)
- 10.6. Consideration of Resolution 2022-26: Continuing Board of Trustees Authority to Hold Virtual Meetings Pursuant to AB 61 (action)
- 10.7. Consideration of Resolution 2022-27: Establishment of Fund 15: Pupil Transportation Equipment Fund (action)
- 10.8. Consideration of Resolution 2022-28: Adoption of the 2021-22 Actual and the 2022-23 Budget GANN Limit (action)
- 10.9. Board Policies, Bylaws and Administrative Regulations (as a first reading)
 - 10.9.1. BP/AR/E 1312.3: Uniform Complaint Procedures (community relations)
 - 10.9.2. AR 3311: Bids (business/noninstructional operations)
 - 10.9.3. BP/AR 5113.2: Work Permits (students)

11. FUTURE AGENDA ITEMS

Reduced Workload Program, Teaching Assignments, Deferred Maintenance Plan, Emergency Ops Plan, Spring Consolidated App, Qly Investment Reports, School Single Plans, Williams Settlement, Seniority Lists

12. ADJOURNMENT

The next regular Board meeting is scheduled for **October 20, 2022 at Mendocino K-8 School.**

Mendocino Unified School District



MINUTES

Regular Board Meeting

AUGUST 24, 2022

**MENDOCINO K-8 SCHOOL
44261 LITTLE LAKE ROAD
MENDOCINO, CA 95460**

4:00 P.M. CLOSED SESSION – VIA TELECONFERENCE

(Closed Session Public Hearing – link on page 2)

**5:00 P.M. OPEN SESSION – IN PERSON at K8
& VIA TELECONFERENCE**

Join Zoom Meeting

<https://us02web.zoom.us/j/84147846896?pwd=NnJPK0tvVlBxMTdaSlIUMVZiMVpyOT09>

Dial by your location +1 669 900 9128 US (San Jose)
Meeting ID: 841 4784 6896 Passcode: 938680

*Please "mute" your device during the meeting.
MUSD is not available for technical support for remote meetings.*

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <http://www.mendocinoused.org/District/2285-Untitled.html>

In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

MENDOCINO UNIFIED SCHOOL DISTRICT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

1. 4:00 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call

The meeting was called to order at 4:04PM. Present were Trustees Grinberg, Morton, Aum, Schaeffer. Virtually present was Trustee Gay.

- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

The President verbally identified the agenda items to be discussed.

2. PUBLIC HEARING FOR CLOSED SESSION

Members of the public may take this opportunity to comment on closed session agenda items per Board Policy 9322. Under the requirements of the Brown Act open meeting law, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

Join Zoom Meeting

<https://us02web.zoom.us/j/86729005652?pwd=ZEtUclBmQVRna2wrVm5VWmIxYkVTUT09>

Meeting ID: 867 2900 5652 Passcode: 256505

Dial by your location

+1 669 900 9128 US (San Jose) Meeting ID: 867 2900 5652 Passcode: 256505

3. CLOSED SESSION

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962.

- 3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative: Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units and unrepresented employees

- 3.2. Anticipated Litigation: Grand Jury Report. Legal Representative: Jennifer Nix

- 3.3. Public employee discipline/dismissal/release

- 3.4. Employment/Personnel Changes

- 3.5. Anticipated Litigation: MHS Boundary Line Survey. Legal Representative: Loren Soukup

4. 5:00 P.M. OPEN SESSION

- 4.1. Call to order and roll call

The meeting was called to order at 5:07PM. Present were Trustees Grinberg, Morton, Aum, Schaeffer. Virtually present was Trustee Gay.

- 4.2. Approval of agenda

Items to be removed from the agenda or changes to the agenda should be done at this time.

MSA Morton/Gay (5/0) to approve the agenda after pulling Item 9.12.

5. RECOGNITION OF MUSE

Appreciation for special donations this last school year totaling \$8,412.86 to Mendocino Unified School District for enrichment activities and supplies. Since its inception in 2001, MUSE has contributed \$1,007,174.53.

The Board thanked MUSE for their ongoing support of the District.

6. SWEARING IN OF NEW STUDENT TRUSTEE

Student Trustee Briggs was absent due to a shortage of soccer players for a match.

7. PUBLIC HEARING – SUNSHINING ITEMS TO BE NEGOTIATED BETWEEN CEMUS AND MUSD

Both the Classified Employees of Mendocino Unified School District (CEMUS) and the District

will present their openers for the negotiation of the CEMUS Contract for the 2022-23 school year.

The District would like to Sunshine the following: Job Descriptions, Appendix C and Compensation

CEMUS would like to Sunshine the following: Article 8, Article 11, and Compensation

8. PUBLIC HEARING – SUNSHINING ITEMS TO BE NEGOTIATED BETWEEN MTA AND MUSD

Both the Certificated Employees of Mendocino Unified School District (MTA) and the District will present their openers for the negotiation of the CEMUS Contract for the 2022-23 school year.

The District would like to Sunshine Article 4, Article 7, and Article 5

MTA would like to Sunshine Article 13, Article 10, and Article 15

9. CONSENT AGENDA

Items on the consent agenda are passed in one motion without discussion. Any item may be pulled from the consent agenda by any member of the Board and moved to action when approving the agenda. (action)

9.1. Approval of Warrants

9.1.1. 6/9/22, 6/16/22, 6/23/22, 6/30/22, 7/7/22, 7/14/22, 7/21/22, 7/28/2, 8/4/22

9.2. Approval of Minutes

9.2.1. Board Meeting Minutes: 6/14/22, 7/7/22

9.3. Approval of Employment/Personnel Changes

9.3.1. Accept resignation, Classified Manager, 8 hrs/day, effective 6/30/22

9.3.2. Accept resignation, Classified Employee, 8 hrs/day, effective 7/18/22

9.3.3. Accept resignation, Classified Employee, 3.75 hrs/day, effective 6/10/22

9.3.4. Hire, Classified Employee, 3/75 hrs/day, effective 8/19/22

9.3.5. Hire, Classified Employee, 3.75 hrs/day, effective 8/19/22

9.3.6. Increase, Classified Employee from 2.4 hrs/day to 4.4 hrs/day, effective 7/1/22

9.3.7. Hire, Temporary Student Intern, various hrs/days, effective 4/11/22 – 6/10/22

9.3.8. Hire, Certificated Employee, 1.0 FTE, effective 7/1//22

9.3.9. Hire, Temporary Certificated Employee, .40 FTE, effective 7/1/22

9.3.10. Award Temporary Leave of Absence, Certificated Employee, 1.0 FTE to .60 FTE, effective 7/1/22

9.3.11. Hire, Certificated Employee, 1.0 FTE, from K8 to MHS, effective 8/15/22

9.3.12. Award, Temporary Certificated Employee Column Advancement from Column 3 to Column 4, effective 7/1/22

9.3.13. Hire, Classified Coach, stipend position, effective 3/14/22

9.3.14. Hire, Classified Coach, stipend position, effective 8/8/22

9.3.15. Hire, Certificated Teacher with Masters Stipend, 1.0 FTE, effective 8/15/22

9.3.16. Hire, Certificated Teacher, 1.0 FTE, effective 8/15/22

9.3.17. Hire, Certificated Teacher, 1.0 FTE, effective 8/15/22

9.3.18. Hire, Certificated Teacher, 1.0 FTE, effective 8/15/22

9.3.19. Adjust, Certificated Teacher from MTA salary schedule to Principals/Management Salary schedule, 1.0 FTE, effective 7/1/22

9.4. Approval of the Current Budget Change Report

9.5. Approval of Enrollment and Attendance Report Month 10

9.6. Approval of Student Body Reports – June & July 2022

- 9.7. Approval of the Fuel Use Agreement with the Mendocino Fire Protection District
- 9.8. Approval of the Mendocino County Office of Education Interdistrict Attendance Agreement
- 9.9. Approval of Internship Agreement between Mendocino Unified School District and Idaho State University
- 9.10. Approval of the Memorandum of Understanding (MOU) between MUSD and Fort Bragg Unified regarding the District of Choice Program
- 9.11. Approval of the Memorandum of Understanding (MOU) between MUSD and Sonoma County Superintendent of Schools for the North Coast School of Education Programs for the 2022-23 school year
- 9.12. Approval of Individual Excess Cyber Insurance Coverage
- 9.13. Approval of MUSD Quarterly Investment Reports
- 9.14. Approval of MUSD Compensation Time Report
- 9.15. Approval of Williams Settlement Report for 2021-22, Quarter 4
- 9.16. Acknowledge Correspondence from Mendocino County Office of Education regarding their receipt of MUSD public disclosure forms relating to AB1200, AB2756, and Govt. Code 3547.5
- 9.17. Final approval of Board Policies, Bylaws and Administrative Regulations
 - 9.17.1. BP 5145.31: Transgender and Nonconforming Students (students)
MSA Aum/Grinberg (5/0) to approve the Consent agenda as amended. Item 9.12 was pulled.

10. REPORTS

- 10.1. Student Trustee – Bohdi Briggs
Although absent, Student Trustee Briggs provided the attached written update.
- 10.2. Administrative
 - 10.2.1. Principal – Tobin Hahn
Principal Hahn gave the attached presentation to the Board.
 - 10.2.2. Superintendent – Jason Morse
Superintendent Morse reports that there is a lot of positive energy in the District after several years of less than positive energy. Donut Day was held on August 19th. There was a presentation, donuts, and shout outs to staff. New staff were introduced. We are very excited to have all the open positions filled with the exception of the School Psychologist. This includes new bus drivers! Recently attended a Superintendent retreat. There are currently 5 new Superintendents in the county. We are working closely with the new FBUSD Superintendent who has moved to Fort Bragg from Willits Unified.
- 10.3. Bargaining Units
 - 10.3.1. Mendocino Teachers Association (MTA)
MTA thanked the Board for sitting in on negotiations last year. MTA is looking forward to putting together another social gathering for members.
 - 10.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)
CEMUS reported that they plan to meet in September with members.

10.4. Board Trustee Reports

Trustee Morton: Attended the Mendocino Water District Board Meeting. Took a fascinating tour of the facility. Glad the District is taking part in the solution for the community. Attended a webinar on teacher housing that was equally as informative.

Trustee Schaeffer: Met with MCCSD to hear and learn about the emergency water holding tank installation that they received with grant funds. Hope the District and MCCDS can work on projects simultaneously.

11. TIMED ITEM 6:00 P.M. - PARENT/COMMUNITY COMMENT

Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). The Brown Act does not permit the Board to take action on any item that is not on the agenda. In addition, in order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

Kylie Felicich wished to address an item on the upcoming September Board meeting regarding the Grand Jury Report for Special Education. As the Board and Administration is discussing and making decisions about Special Ed next month she asked the Board to please remember to humanize the children.

12. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

12.1. Modernization and Construction Management Update

Construction Manager, Donald Alameida, will provide an update on the Phase I Modernization of Mendocino High School. (information)

Construction Manager, Don Alameida, gave the attached presentation.

12.2. Sale of MCN Discussion

The Board will review the bids received for the sale of MCN. (discussion/action)

MSA Grinberg/Aum (5/0) to reject all MCN Bids. Direction was given to Superintendent Morse to interview qualified applicants.

12.3. PG&E Substation Tree Removal Settlement

The Board will discuss a settlement of the plan to remove trees on the K-8 School property (information/discussion/action)

MSA Aum/Grinberg (4/0 Gay absent) to approve Option #2 with PG&E. This states that PG&E is responsible for the maintenance. No herbicide use on District property.

12.4. Housing on District Property

The Board will discuss the updates to the possibility of housing on District property (information/discussion/action)

No action was taken. Board to discuss at a future meeting.

12.5. Adoption of the Declaration of Need (DON) for Fully Qualified Educators (2022-23).

In order to be able to fill potential certificate openings in areas where the applicants are typically limited in numbers, the attached Declaration of Need is required. This allows the District to fill these areas with teachers on emergency permits if needed. (action)

MSA Aum/Grinberg (5/0) to adopt the Declaration of Need for Fully Qualified Educators.

12.6. Public notice and intent to employ Provisional Intern, Erin Thomas, as a Teacher at the Mendocino K-8 School. This item requires action by the Board to meet the requirements of the California Commission on Teaching Credential. (action)

MSA Grinberg/Morton (5/0) to approve Erin Thomas as a Provisional Intern for the 2022-23 school year.

12.7. Consideration of Leave Request

- 12.7.1. Classified employee, currently working 8 hrs/day, requests a 25% uncompensated leave of absence effective immediately and continuing through 10/31/22 (action)

MSA Aum/Morton (5/0) to approve the leave request as presented.

12.8. COVID-19 Safety Plan

MUSD Superintendent, Jason Morse, will review the updated safer return to school plan and seek public input. (information)

MSA Aum/Grinberg (5/0) to approve the COVID-19 Safety Plan.

- 12.9. Consideration of Resolution 2022-22: Continuing Board of Trustees Authority to Hold Virtual Meetings Pursuant to AB 61 (action)

MSA Ginberg/Morton (5/0) to approve Resolution 2022-22.

- 12.10. Consideration of Resolution 2022-23: Authorizing Participation in the HVIP Public School Bus Set-Aside for Small and Medium Air Districts (action)

MSA Morton/Grinberg (5/0) to approve Resolution 2022-23.

12.11. Board Policies, Bylaws and Administrative Regulations (as a first reading)

- 12.11.1. AR 5117: Interdistrict Attendance – District of Choice (students)
12.11.2. BP/AR 5141.21: Administering Medication & Monitoring Health Conditions (students)

MSA Grinberg/Morton to approve as a first reading. Board will consider as final in September.

12.12. Board Policies, Bylaws and Administrative Regulations (information only)

- 12.12.1. BP/AR/E 1312.3: Uniform Complaint Procedures (community relations)
12.12.2. AR 3311: Bids (business/noninstructional operations)
12.12.3. BP/AR 5113.2: Work Permits (students)

13. FUTURE AGENDA ITEMS

Enrollment Report, NCLB Attestation, GANN Limit Resolution, Bargaining Unit Contracts, Williams Instructional Materials, SCOE/BTSA Agreement, Unaudited Actuals, Spring Consolidated App
Housing Discussion in October

14. ADJOURNMENT

The next regular Board meeting is scheduled for **September 8, 2022 at Mendocino K-8 School.**

The Meeting was adjourned at 7:50PM

Erin Placido

From: Tobin Hahn <thahn@mendocinousd.org>
Sent: Wednesday, August 24, 2022 7:57 PM
To: Erin Placido
Subject: Bohdi Briggs Report

Hello my name is Bohdi, i'm the new student board rep
The reason I'm not here is due to a member of the boys soccer team rolling their ankle and I'm filling in for him.

School is off to a good start this year. With all the new freshmen and new students, it seems that school spirit is just kicking off. All of the school is also extremely excited about the remodel, seeing all the progress of the main building. As for student ASB, all of our members are more than excited to start planning especially with less covid restrictions then last year. We are starting off strong in our athletics with varsity and jv volleyball, varsity male and female soccer teams, and varsity cross country team.

Many students were complaining about school starting at 8:15 rather than 8:30 like California law. I've talked to Tobin and am aware why we start at 8:15, but I think both students and parents would appreciate more info about these types of decisions in the future.

Tobin Hahn
Principal, Mendocino High School
Excellence - Perseverance - Investment - Citizenship

Phone: 707-937-5871
Mobile: 707-472-6655
Address: 10700 Ford Street, P.O. Box 226 Mendocino, CA 95460
Website: <http://mendocinousd.org/MHS>
Instagram: [@mendocinohighschool](https://www.instagram.com/mendocinohighschool)
Facebook: [@mendocinohighschool](https://www.facebook.com/mendocinohighschool)

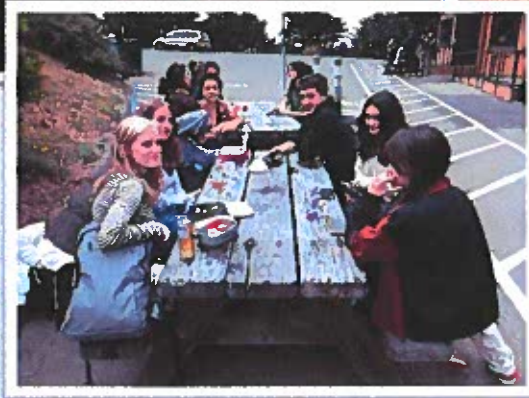


Mendocino High Schools

Board Report 8/24/2022



Graduations



Around Campus



Athletics



- Thank you to Mr. Eastman for his leadership throughout the WASC process.

WASC Report and Visit

- **Goal 1: Multi-Tiered Systems of Support** While we have structures and supports in place, there is a need to increase the efficiency of our intervention program to reach all students and involve stakeholders. We need to expand our MTSS through the existing structures of ASPIRE and PSP to promote academic excellence, positive behaviors, and social-emotional well-being.
- **Goal 2: Academic Rigor** Due to many factors, both internal and external to the school community, there is a need to cultivate a culture of rigor that values the importance of sustained effort and academic excellence. To support staff and students in improving rigor, we need to utilize professional learning community strategies with fidelity.
- **Goal 3: Relevance** In order to inspire our students to be lifelong learners and productive citizens, we need to analyze our programs and curriculum for relevance and explore strategies – such as project-based learning, cross-curricular connections, and student empowerment – for making education more accessible and meaningful.

WASC Goals

Mission

The Mendocino High Schools honor the District motto of “Learn, Explore, Create” by providing a variety of rigorous and relevant programs that empower each student to strive for **excellence** through **perseverance**, personal **investment**, and productive **citizenship**.

Vision

Located in a small town of great natural beauty, the Mendocino High Schools are based on a foundation of strong personal relationships and respect for the whole child. We foster an individualized approach to education that inspires students to find their passions and develop strengths that will prepare them for college, career, and life-long learning. Through relevant and engaging learning experiences, all students are encouraged to strive for excellence, to persevere with creativity and resilience, to invest and engage in their education, and to be positive, productive, and informed citizens of local and global communities.

New Vision and Mission

Excellence

Aim for excellence in all that you do.

Perseverance

Use available resources to meet challenges with creativity and resilience.

Investment

Invest in your future by taking advantage of opportunities to learn and thrive.

Citizenship

Be a positive, productive, and informed member of local and global communities.

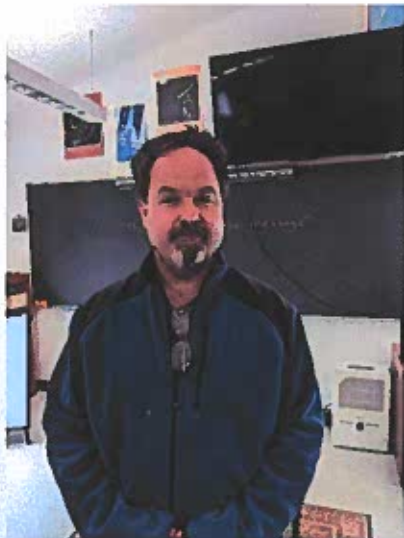
Be EPIC!



Learner Outcomes / Expectations

- Cell phone policy – adjustment to consequence. Now zero-tolerance during class.
 - “Students are in support.”
 - “It eliminates having to continually have the conversation about phones.”
 - “Students are self-correcting.”
 - “The students here are more agreeable and going along with it more than at my other schools.”
- Academic Honor Code pledge – teach about plagiarism and reduce cheating

Expectations



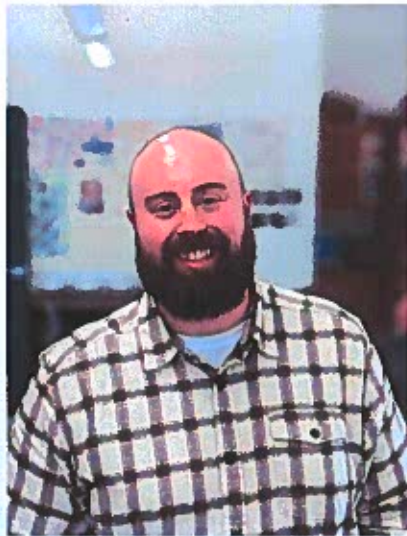
- Mr. Sos: At lunch today I told my colleagues of my dream class – my Pre-Algebra students are great, the 9th graders are kind, attentive, and fun.

First Impressions



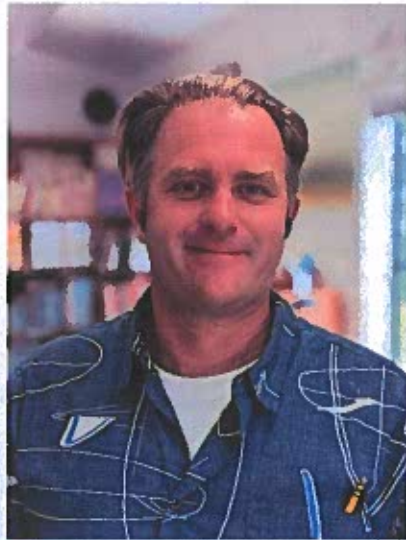
- Ms. Martin: I am excited to have students back in the classroom who are excited to learn. I'm feeling a lot of positive energy and excitement about the year.

First Impressions



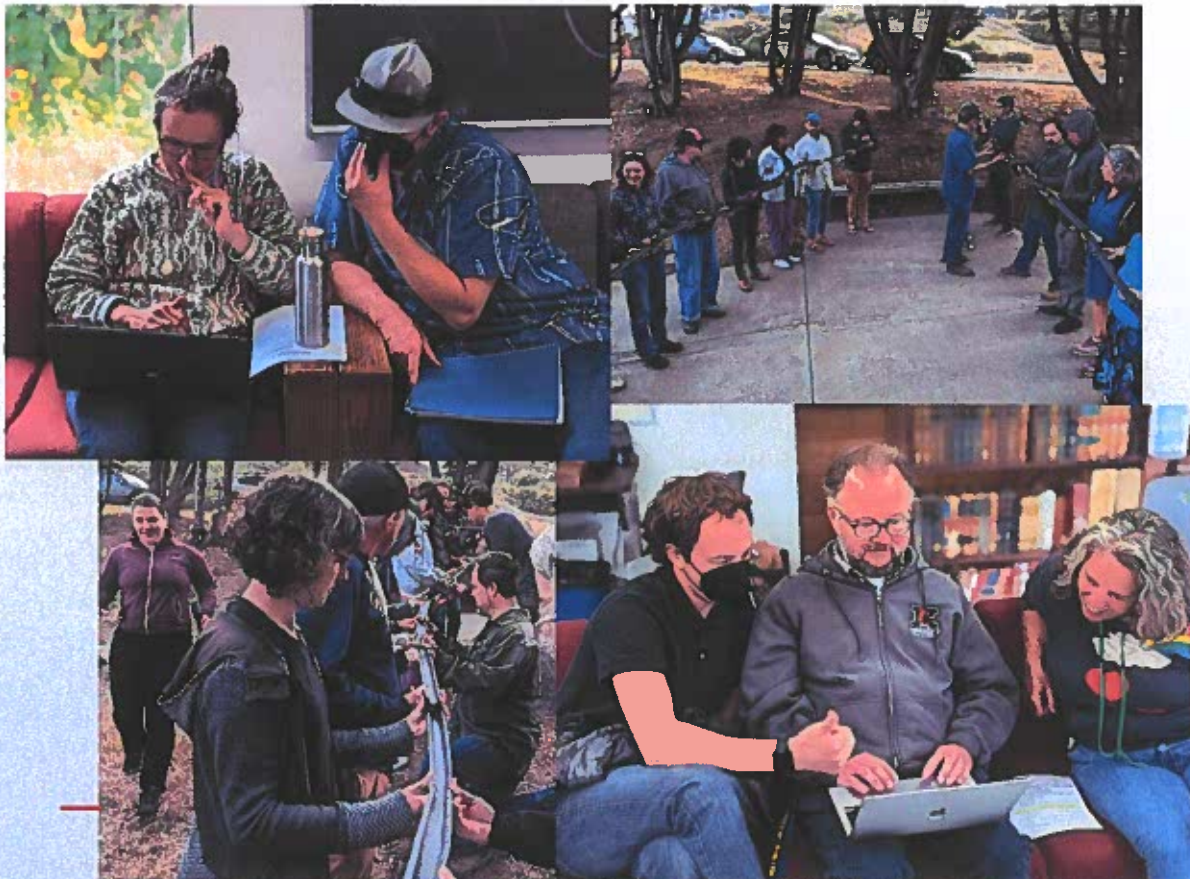
- Mr. Stump: The level of engagement is off the charts, both students and staff.

First Impressions



- Mr. Fosse: We are off to a great start at MHS. Thanks to staff, admin, and students for being EPIC!

First Impressions





2022-2023



Mendocino Unified School District

**BOND MEASURE
IMPROVEMENT BOND
PROGRAM
PHASE ONE PROJECT**

**Monthly Progress Report
August 2022**

**M.U.S.D.
BOND MEASURE
PHASE ONE**

**Budget
M.U.S.D. PHASE ONE PROJECT**

Source of Funds:

Source Code:	Series A Bond (less issuance cost)	Available
	Interest to date	18,884,864
	Issuance cost and interest paid	(119,912)
	State Funds	(2,023,645)
		30,827,359

Description	Budget	Spended To Date	Remaining Balance	Interest	Surplus (Over/Def)
Design and Planning	2,111,815	1,375,762	537,808	2,118,566	-4,071
Building Planning, Misc.	149,000	136,565	13,415	115,199	-36,188
Construction	14,561,382	7,868,821	6,721,741	14,639,043	-66,661
Off. Owner's Contingency	1,104,000	0	1,104,000	558,400	547,580
Construction Support	441,774	464,019	22,245	538,618	-84,844
Fixtures & furniture	250,000	0	250,000	250,000	0
Reserve	0	0	0	0	0
Totals	18,838,967	10,044,617	8,694,316	18,282,882	376,788

Available vs. budgeted cost vs. hard cost 26.03% assume 100% contingency expended

Funding Status

AVAILABLE FUNDS	PROJECTED FUND BALANCE	CONTINGENCY EXPENSED
Series A bonds	30,827,359	11,262,918
		13,146,994
		12,543,240
		12,149,892

Schedule

Planned	Actual	Schedule Status
Design and Planning	Nov. 2019 - Sep. 2021	Sept. 2022 On schedule
Permitting and PH I OMP	September 2021	Nov. 15, 2021
Construction	Oct. 2021 - Dec. 2022	
Completion	December 16, 2022	

Overall Project Status

Issue Track: the project superintendent for Lathrop unexpectedly passed away at the beginning of August. Unfortunately leaving a big hole for the project and community. However Lathrop is regrouping and assigned a new Superintendent Eddie Duemingo to the project. Fortunately a lot of the major push to get the building enclosed is completed. They all has begun, though some remedial work at the science classrooms need to occur with respect obtaining fire rated assemblies. Temporary power had been installed and work commenced in the old boiler room. Building Siding to commence at a week and materials for window installations, through windows not erected until October.

Potential Issues:

Procurement of the new main on-site gear and many other products remain to be a scheduling risk.

Next Steps

Continue drywalling in anticipation of other interior finishes to follow.

PROGRESS PHOTOGRAPHS

**M.U.S.D.
BOND MEASURE
PHASE ONE**



**M.U.S.D.
BOND MEASURE
PHASE ONE**



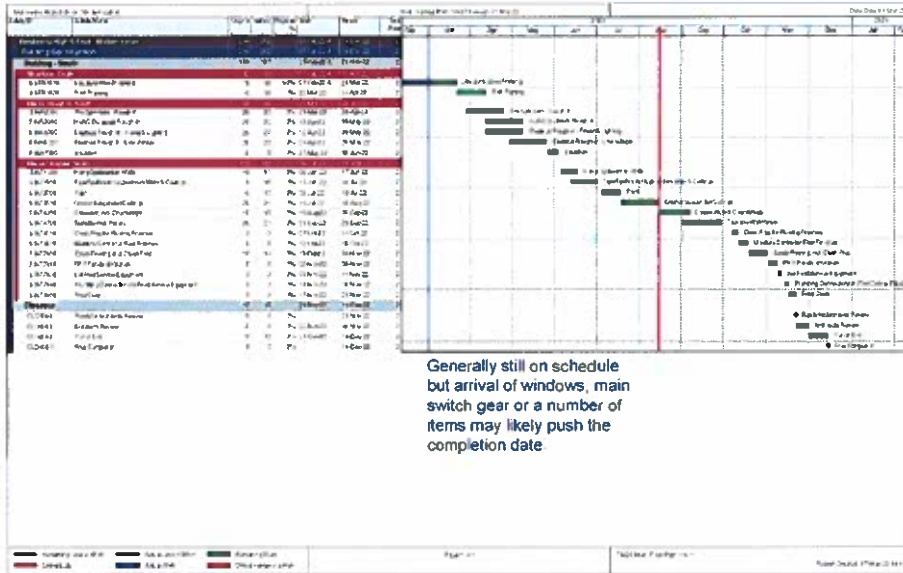
M.U.S.D. BOND MEASURE: PHASE ONE CHANGE EVENTS

001 - Temporary Power Measures to the Main Building and to Panel DA in Gym	APPROVED	Allowance	Unforeseen/Hidden Condition	\$54,112.63
002 - Salvage Goler in lieu of Demo (RFP #001)	VOID	Contingency	Scope Change	\$0.00
003 - Removal & Replacement of Existing Sub-on-Grade in Rooms A117, A118 & A	APPROVED	Contingency	Unforeseen/Hidden Condition	\$17,354.73
004 - Temporary Telephone Line to Gym Building Elevator	PENDING	Allowance	Unforeseen/Hidden Condition	\$0.00
005 - Connection of Telephone Service to the Main Building	PENDING	Contingency	Unforeseen/Hidden Condition	\$0.00
006 - Remove and Replace Perimeter Ceilings in 7 Rooms	APPROVED	Contingency	Scope Change	\$19,768.08
007.1 - Removal of Additional Layers of Drywall at Walks & Ceilings	APPROVED	Allowance	Unforeseen/Hidden Condition	\$12,037.86
008 - Fire Alarm in the Community School	PENDING	Owner Contingency	Unforeseen/Hidden Condition	\$0.00
009 - Plumbing Revisions to Existing Bathrooms	PENDING	Owner Contingency	Scope Change	\$0.00
010 - Testing of Existing Plumbing in Bathrooms	PENDING	Owner Contingency	Scope Change	\$0.00
011 - Sealing Alcoves in Corridor (ASJ #004)	PENDING	Owner Contingency	Scope Change	\$0.00
012 - Added Fire Sprinkler Heads to Ensure Adequate Coverage	APPROVED	Owner Contingency	Scope Change	\$2,450.00
013 - Handling and Disposal of Liquids from Fuel Tank and Acid Waste Tank	APPROVED	Allowance	Unforeseen/Hidden Condition	\$20,997.58
014 - Remove & Replace Existing Damaged Shear Ply at Library Addition	PENDING	Owner Contingency	Unforeseen/Hidden Condition	\$0.00
015 - Remove & Replace Portion of SOG in Custodian Room A130	PENDING	Owner Contingency	Scope Change	\$0.00
016 - Security System Provisions	APPROVED	Owner Contingency	Scope Change	\$33,769.33
017 - Add Expansion Loops on Fire Sprinkler System Raising	APPROVED	Owner Contingency	Scope Change	\$14,774.43
018 - Second PG&E French Crossing at Easton Street	APPROVED	Owner Contingency	Unforeseen/Hidden Condition	\$6,877.93
020 - Revised Luminaires in Rooms A117, A118, A119, A120, A122 & A123 (RFI #10)	APPROVED	Owner Contingency	Scope Change	\$7,206.40
021 - Route Domestic Water Lines on Roof (RFI #105)	PENDING	Owner Contingency	Unforeseen/Hidden Condition	\$0.00
022 - Add Double Detector Check Assembly at Site Fire Water Connection (RFI #13)	APPROVED	Owner Contingency	Unforeseen/Hidden Condition	\$15,687.24
023 - Replace Fire Hydrant and Add Isolation Valve (RFP #2)	REJECTED	Owner Contingency	Scope Change	\$13,660.96
024 - Added Trap Primer to Floor Drain in Room A100 (RFI #76)	APPROVED	Owner Contingency	Scope Change	\$3,045.48
026 - Re-Route Fire Sprinkler Piping on Roof & at Alcove (RFI #128)	APPROVED	Owner Contingency	Unforeseen/Hidden Condition	\$16,507.01
027 - Revised Exterior Light Fixture above West Exterior Door to Courtyard (RFI #1)	APPROVED	Owner Contingency	Unforeseen/Hidden Condition	\$1,311.63
028 - Repair Leak & Investigate Existing Underground Water System	APPROVED	Allowance	Unforeseen/Hidden Condition	\$5,466.78
029 - Drywall at Roof Rafters in Library Addition Area	APPROVED	Owner Contingency	Unforeseen/Hidden Condition	\$12,836.28
030 - Revise Type of Ragspote (ASJ #21)	APPROVED	Owner Contingency	...	(\$1,890.00)
031 - Additional Rough-in for Security System (ASJ #8.1)	APPROVED	Owner Contingency	Scope Change	\$8,017.09
032 - Light Fixtures & Receptacles in Alcove Above Corridor A142	APPROVED	Owner Contingency	APPROVED	\$5,026.84
033 - TB M Repair of Existing Damaged Framing (March 2022)	APPROVED	Allowance	Unforeseen/Hidden Condition	\$12,252.77
034 - Add Roof Drains to Low Roof	PENDING	Owner Contingency	Scope Change	\$0.00
035 - Provisions for Future MDF Relocation (RFP #6.1)	APPROVED	Owner Contingency	Scope Change	\$14,559.55
036 - Light Fixtures & Receptacles in Attic Above Admin Area	APPROVED	Owner Contingency	Unforeseen/Hidden Condition	\$8,102.72
038 - EV Parking Underground Infrastructure Updates	APPROVED	Owner Contingency	Scope Change	\$973.94
039 - Security Wire to Door Frame Contacts	APPROVED	Owner Contingency	Scope Change	\$1,331.60
040 - Framing Revisions to Glass-Lam Beam in Admin Hallway (RFI #25/4)	OPEN	Owner Contingency	Unforeseen/Hidden Condition	\$7,080.02

M.U.S.D. BOND MEASURE: PHASE ONE CHANGE EVENTS

041 - Infill Framing at Sealing Alcoves in Corridor A140 (ASJ #4)	OPEN	Owner Contingency	Scope Change	\$12,408.09
042.1 - Tie-in of Existing Wall to Roof Joists at 15 Line (RFI #100)	OPEN	Owner Contingency	Unforeseen/Hidden Condition	\$3,318.01
042 - Tie-in of Existing Wall to Roof Joists at 15 Line (RFI #100)	VOID	Owner Contingency	Unforeseen/Hidden Condition	\$3,072.14
043 - Replace Window Sills (RFI #70)	OPEN	Owner Contingency	Unforeseen/Hidden Condition	\$12,344.09
044 - New Rafter in Student Union (RFI #139)	OPEN	Owner Contingency	Unforeseen/Hidden Condition	\$2,787.20
045 - Gable Wall at Line 16 (RFI #141)	OPEN	Owner Contingency	Scope Change	\$0.00
046 - Additional Framing at 14 Line to Align New Roof with Existing Roof (RFI #142)	OPEN	Owner Contingency	Scope Change	\$1,252.12
047 - Misc. Dry Rot Repair Work	OPEN	Allowance	Unforeseen/Hidden Condition	\$1,760.33
048 - Replace 16m Joist At Student Union Entry (RFI #143)	OPEN	Owner Contingency	Unforeseen/Hidden Condition	\$1,690.84
049 - Shear Transfer Walls at Shared Prep Room A101 (RFI #171)	OPEN	Owner Contingency	Unforeseen/Hidden Condition	\$2,494.88
				\$41,223.79

M.U.S.D. BOND MEASURE: PHASE ONE SUMMARY SCHEDULE



Mendocino Unified School District
2022-23 Combined General Fund Budget Change Report
Sep-22

REVENUES:		August View 8/16/2022	September View 9/1/2022	Change
REVENUE LIMIT SOURCES				
8011	State Aid - Current Year	1,669,156	1,669,156	-
8012	Education Protection Account	80,068	80,068	-
8019	EPA Prior Year Adjustment			-
8021	Homeowners' Exemptions Tax	38,106	38,106	-
8022	Timber Yield Tax	118,017	118,017	-
8029	Other Subventions/In-Lieu Taxes	-	-	-
8041	Secured Roll Taxes	5,608,851	5,608,851	-
8042	Unsecured Taxes	149,759	149,759	-
8043	Prior Years' Taxes	7,441	7,441	-
8044	Supplemental Taxes	-	-	-
8091	Revenue Limit Transfers	(150,000)	(150,000)	-
Total Revenue Limit Sources		7,521,398	7,521,398	-
FEDERAL REVENUES				
8181	Special Education Entitlement	96,629	96,629	-
8182	Discretionary Grants	2,645	2,645	-
8285	Interagency Contracts between LEAs	-	-	-
8290	All other Federal Revenue	538,932	538,932	-
Total Federal Revenues		638,206	638,206	-
OTHER STATE REVENUES				
8311	Other St. Apportionments Current Yr.	-	-	-
8520	State Nutrition KIT Grant	-	-	-
8550	Mandated Cost Reimbursements	20,528	20,528	-
8560	State Lottery Revenue	93,027	93,027	-
8590	All Other State Revenue	423,125	423,125	-
Total Other State Revenues		536,680	536,680	-
OTHER LOCAL REVENUES				
8622	Non-Ad Valorem Taxes	91,350	91,350	-
8631	Sale of Equipment & Supplies	-	-	-
8650	Leases and Rentals	5,210	5,210	-
8660	Interest	10,000	10,000	-
8662	Net Increase in Fair Value Investment	-	-	-
8675	Transport. Fees from Individuals	-	-	-
8677	Transportation & Interagency Services	24,430	24,430	-
8689	Other Fees and Contracts	1,000	1,000	-
8699	All Other Local Revenue	38,650	38,650	-
8792	Transfer of Apportionment from COE	240,492	240,492	-
Total Other Local Revenues		411,132	411,132	-
TOTAL REVENUES		9,107,416	9,107,416	-

August September
View View Change
data as of: 8/16/2022 9/1/2022

EXPENDITURES:

CERTIFICATED SALARIES				-
1100	Teachers' Salaries	3,141,496	3,141,496	-
1200	Pupil Support Salaries	396,507	396,507	-
1300	Supervisors' and Admin Salaries	406,658	406,658	-
1900	Other Certificated Salaries			-
Total Certificated Salaries		3,944,661	3,944,661	-
CLASSIFIED SALARIES				-
2100	Instructional Aides' Salaries	506,142	506,142	-
2200	Support Salaries	672,061	672,061	-
2300	Supervisors' and Admin Salaries	356,627	356,627	-
2400	Clerical and Office Salaries	484,094	484,094	-
2900	Other Classified Salaries	15,474	15,474	-
Total Classified Salaries		2,034,398	2,034,398	-
EMPLOYEE BENEFITS				-
310X	STRS	1,073,064	1,073,064	-
320X	PERS	529,789	529,789	-
33XX	OASDI/Medicare	203,710	203,710	-
340X	Health & Welfare Benefits	892,724	892,724	-
350X	Unemployment Insurance	27,684	27,684	-
360X	Workers' Compensation	161,802	161,802	-
370X	Other Post-Employment Benefits	30,971	30,971	-
390X	Other Benefits (Ret. Inc. & Board	33,913	33,913	-
Total Employee Benefits		2,953,655	2,953,655	-
BOOKS AND SUPPLIES				-
4100	Approved Textbooks & Core Materials	26,000	26,000	-
4200	Books & Other Reference Materials	-	-	-
4300	Materials and Supplies	289,654	289,654	-
4400	Noncapitalized Equipment	45,000	45,000	-
Total Books and Supplies		360,654	360,654	-
SERVICES, OTHER OPERATING EXPENSES				-
5100	Subagreements for Services	30,000	30,000	-
5200	Travel & Conference	33,800	33,800	-
5300	Dues and Memberships	26,960	27,015	55
5450	Insurance	124,133	124,133	-
5500	Operation & Housekeeping Services	283,360	295,360	12,000
5600	Rentals, Leases, Repairs, Improvmts	44,456	44,456	-
5700		-	-	-
5800	Consulting Svcs and Op Expenses	234,500	234,500	-
5900	Communications	28,930	28,930	-
Total Services and Other Operating Expenses		806,139	818,194	12,055
CAPITAL OUTLAY				-
6100	Land	-	-	-
6400	Equipment / Equipment Replacement	42,231	42,231	-
Total Capital Outlay		42,231	42,231	-

Fuel

August September
View View Change
8/16/2022 9/1/2022

OTHER OUTGO

7299	All Other Transfer Out to All Other	-	-	-
7300-7399	Transfer of Indirect Costs	(6,000)	(6,000)	-
7439	Debt Service - Principal & Interest	-	-	-
Total Other Outgo		(6,000)	(6,000)	-
TOTAL EXPENDITURES		10,135,738	10,147,793	12,055
OTHER FINANCING SOURCES AND USES				
8919	Transfer In from MCN Fund	40,000	40,000	-
7612	Transfer Out to Transp Equipment	-	-	-
7611	Transfer Out to State Preschool Fund	(51,529)	(51,529)	-
7616	Transfer Out to Cafeteria	(150,873)	(150,873)	-
7619	Transfer Out to MCN - telecom	(8,190)	(8,190)	-
TOT. OTHER FINANCING SOURCES & USES		(170,592)	(170,592)	-
NET INCREASE (DECR) IN FUND BALANCE		(1,198,915)	(1,210,970)	(12,055)

FUND BALANCE, RESERVES				-
Beginning Fund Balance		2,215,862	2,213,688	(2,174)
Ending Fund Balance		1,016,947	1,002,718	(14,230)
COMONENTS OF ENDING FUND BALANCE				
9711	Revolving Cash	10,000	10,000	-
9740	Restricted Balances	329,119	329,119	-
9789	Designated for Econ Uncertainty	405,430	420,000	14,570
9780	Other Designations:			-
9780	SLIP/LUMP/Site Accts/Lottery	74,650	60,226	(14,424)
9790	General (Undesignated) Reserve	197,749	183,373	(14,376)

Change Lottery

9780 Other Designations:

Locally Defined (Site Accts)	27,039.83	24,480.34
Supplemental Concentration	-	-
SLIP/LUMP	29,008.71	19,317.82
Lottery - Unrestricted	18,601.94	16,427.51
	<u>74,650.48</u>	<u>60,225.67</u>

**MENDOCINO HIGH SCHOOL
STUDENT BODY ACCOUNT
2022-2023 MONTHLY SUMMARY
PERIOD: AUGUST 2022**

	DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS					
	Athletic Travel/Requests	1199.68			1199.68
	Athletics - Officials only	4292.80			4292.80
	CTE Art	854.00			854.00
	CTE Media	0.00			0.00
	CTE Woodshop	949.83			949.83
	Facilities (key dep)	1908.05			1908.05
	Library	96.20			96.20
	MCHS General	1579.38			1579.38
	MCHS Outdoor Leadership	493.15			493.15
	MCHS Yearbook	560.00			560.00
	PACT Testing	525.00			525.00
	PSAT/SAT workbooks	1050.00	435.00		1485.00
	Request (donations/interest)	153.02	2.83		155.85
	Sober Grad	2164.49			2164.49
	Skate Ramp Fund	500.87			500.87
	SONAR	4273.34			4273.34
	Store	160.33			160.33
	Student Council	1644.22	410.00		2054.22
	Youth Prevention	92.50			92.50
CLASSES					
	Class of 16	500.00			500.00
	Class of 19	306.26			306.26
	Class of 21	327.48			327.48
	Class of 22	990.29			990.29
	Class of 23	1970.00		146.00	1824.00
	Class of 24	67.00			67.00
	Class of 25	1164.41			1164.41
FALL SPORTS					
	Boys Soccer	238.76			238.76
	Football	134.12			134.12
	Girls Soccer	25.00			25.00
	Volleyball	891.85			891.85
WINTER SPORTS					
	Boys Basketball	1641.85			1641.85
	Girls Basketball	2187.31			2187.31
SPRING SPORTS					
	Baseball	500.00			500.00
	Golf	0.00			0.00
	Softball	367.73			367.73
	Tennis	64.97			64.97
	Track	0.00			0.00
CLUB					
	Amnesty	387.87			387.87

Art Club	542.85			542.85
Body Positive	0.00			0.00
Chorus	152.21			152.21
CSF	667.34			667.34
Culinary	4702.62			4702.62
Electronics	1121.69			1121.69
Horticulture/Botany Club	2129.35			2129.35
Improv club	334.07			334.07
Interact Club-Activity	4203.36			4203.36
Interact Club-Administrative	2793.10			2793.10
Leadership	56.44			56.44
Model U.N.	980.89			980.89
Multi-Cultural Club	305.00			305.00
Radio	1813.12	89.22		1902.34
Science Club	126.09			126.09
S.E.A. Club	30.00			30.00
Workability/Cardinal Express	146.41			146.41
Yearbook	4938.63	3970.00	6528.44	2380.19
Yoga Club	0.00			0.00
A/E WEEK				0.00
AE WEEK Art Center	25.00			25.00
AE WEEK Ashland	0.00			0.00
AE WEEK Biking	0.00			0.00
AE WEEK Celebration of Self	144.69			144.69
AE WEEK Coastal Adventures	130.00			130.00
AE WEEK College Tours	370.25			370.25
AE WEEK Creative Writing	0.00			0.00
AE WEEK Culinary	94.31			94.31
AE WEEK Drivers Ed Class	300.00			300.00
AW WEEK E-Lab	45.00			45.00
AE WEEK Engineering Extravaganza	857.30			857.30
AE WEEK First Responder Academy	1403.29			1403.29
AE WEEK Learning in La-La Land	237.27			237.27
AE WEEK Media Film	0.00			0.00
AE WEEK San Francisco	634.00			634.00
AE WEEK Sierra Adventure	0.00			0.00
AE WEEK Top Sail	0.00			0.00
AE WEEK Volunteer Crew	76.14			76.14
AE WEEK Washington DC	1392.67			1392.67
AE WEEK Wind Surfing	181.07			181.07
AW WEEK Woodworking	0.00			0.00
AE WEEK Yosemite Institute	0.00			0.00
AE WEEK Reserve	99.84			99.84
TO BE REFUNDED	0.00			0.00
TOTAL	65295.76	4907.05	6674.44	63528.37

MENDOCINO GRAMMAR SCHOOL
 STUDENT BODY ACCOUNT
 2022-2023 MONTHLY SUMMARY
 PERIOD: AUGUST 2022

	BALANCE	INCOME	EXPENSE	NEW BALANCE
KINDERGARTEN	0.00			0.00
1st GRADE	20.00			20.00
2nd GRADE	-72.84			-72.84
3rd GRADE	122.50			122.50
4-5 GRADES	151.34			151.34
COMPTCHE SCHOOL	0.78			0.78
GENERAL STUDENT BODY	3.55			3.55
MULTI-PURPOSE STAGE	45.07			45.07
To be Reimbursed MUSD	-225.00			-225.00
TOTAL	45.40	0.00	0.00	45.40

**MENDOCINO MIDDLE SCHOOL
STUDENT BODY ACCOUNT
2022-23 MONTHLY SUMMARY
PERIOD: AUGUST 2022**

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Art Field Trips	\$ 289.98		\$5.63	\$ 284.35
6-8 Boys Free Throw	\$ -			\$ -
6-8 Girls Free Throw	\$ -			\$ -
6th Grade Class	\$ (230.00)			\$ (230.00)
6th Grade Trips	\$ 6,120.48		\$118.87	\$ 6,001.61
6-8 Trips	\$ -			\$ -
7-8 Boy's BB	\$ 2,416.04		\$46.92	\$ 2,369.12
7-8 Girl's BB	\$ (323.37)			\$ (323.37)
7th Grade Class	\$ 2,595.17		\$50.40	\$ 2,544.77
8th Grade Class	\$ -			\$ -
8th Grade Trip	\$ 64.45		\$1.25	\$ 63.20
Art Fund	\$ (649.33)			\$ (649.33)
Athletics	\$ 1,023.01		\$19.87	\$ 1,003.14
AVID	\$ -			\$ -
Chess Club	\$ -			\$ -
Chorus	\$ -			\$ -
Cooking Club	\$ 271.93		\$5.28	\$ 266.65
Film Club	\$ 88.50		\$1.72	\$ 86.78
Grad Dance	\$ -			\$ -
Maker Faire	\$ -			\$ -
Outdoor Survival	\$ -			\$ -
PE Fund	\$ -			\$ -
School Supplies	\$ 144.41		\$2.80	\$ 141.61
Science	\$ 306.48		\$5.95	\$ 300.53
Student Council	\$ 1,541.40	\$0.85	\$29.94	\$ 1,512.31
Volleyball	\$ 5,664.36		\$110.01	\$ 5,554.35
Yearbook	\$ 583.62		\$11.36	\$ 572.26
Yearend Activities	\$ -			\$ -
TOTAL	\$ 19,907.13	\$0.85	\$410.00	\$ 19,497.98

2022-23 MUSD Enrollment History, Preliminary Current Year Enrollment, and Projection

September 1, 2022

UNOFFICIAL

Grade	93-94	94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
TK-K	62	54	46	46	40	36	45	48	50	42	30	45	41	31	25	27	31	34	30	39	38	35	32	28	33	47	34	21	24	35
1	59	55	48	48	50	45	40	36	47	37	38	31	39	44	29	25	32	26	37	30	40	33	30	29	22	33	40	22	28	20
2	58	52	54	51	51	46	47	38	43	44	36	29	30	38	42	24	23	35	29	43	34	42	34	29	29	23	33	32	23	28
3	76	59	55	50	63	53	47	45	38	42	42	43	31	27	42	45	29	28	34	30	41	41	48	31	31	36	28	31	37	21
4	73	71	61	55	49	64	50	45	49	35	34	45	39	31	31	42	45	31	24	34	29	41	40	45	36	34	42	26	29	30
5	66	82	75	63	60	48	64	51	47	47	32	31	40	35	31	33	43	47	37	22	35	34	43	44	43	33	36	39	28	30
6	79	79	83	85	73	66	76	68	51	54	53	42	41	50	43	40	39	49	56	45	29	34	39	41	48	51	41	39	40	34
7	85	75	79	88	89	80	71	84	71	47	54	55	43	41	55	41	42	44	46	56	45	32	35	33	42	50	50	35	34	42
8	90	94	77	82	97	86	80	68	91	72	57	53	54	40	39	54	40	42	46	48	51	44	37	38	35	51	41	50	31	36
ungraded K-8	14	7	18																											
9	85	103	112	94	86	101	97	107	94	97	72	68	68	53	43	46	51	45	43	51	55	61	42	43	45	44	52	40	50	37
10	79	88	97	114	88	98	86	100	102	93	92	82	67	74	56	42	45	53	48	42	59	55	58	48	39	55	41	54	38	53
11	83	75	84	85	114	119	94	89	97	94	82	92	79	70	64	57	45	42	53	53	41	56	51	56	52	45	44	40	52	37
12	72	82	82	85	93	109	99	85	85	91	100	79	90	66	62	72	61	49	42	55	43	43	56	52	55	58	43	47	35	44
ungraded 9-12	30	0	0																											
K-5 subtotal	394	373	339	313	313	292	293	263	274	247	212	224	220	206	200	196	203	201	191	198	217	226	227	206	194	206	213	171	169	164
6-8 subtotal	254	248	239	255	259	232	227	220	213	173	164	150	138	131	137	135	121	135	148	149	125	110	111	112	125	152	132	124	105	112
K-8 total	662	628	596	568	572	524	520	483	487	420	376	374	358	337	337	331	324	336	339	347	342	336	338	318	319	358	345	295	274	276
9-12 subtotal	349	348	375	378	381	427	376	381	378	375	346	321	304	263	225	217	202	189	186	201	198	215	207	199	191	202	180	181	175	171
K-12 total	1011	976	971	946	953	951	896	864	865	795	722	695	662	600	562	548	526	525	525	548	540	551	545	517	510	560	525	476	449	447

% change to prior year	-3.5%	-0.5%	-2.6%	0.7%	-0.2%	-5.8%	-3.6%	0.1%	-8.1%	-9.2%	-3.7%	-4.7%	-9.4%	-6.3%	-2.5%	-4.0%	-0.2%	0.0%	4.4%	-1.5%	2.0%	-1.1%	-5.1%	-1.4%	9.8%	-6.3%	-9.3%	-5.7%	-0.4%
% change to 1993/94	-3.5%	-4.0%	-6.4%	-5.7%	-5.9%	-11.4%	-14.5%	-14.4%	-21.4%	-28.6%	-31.3%	-34.5%	-40.7%	-44.4%	-45.8%	-48.0%	-48.1%	-48.1%	-45.8%	-46.6%	-45.5%	-46.1%	-48.9%	-49.6%	-44.6%	-48.1%	-52.9%	-55.6%	-55.8%

Projection using cohort survival:

Grade	Actuals											since 18-19	cohort		1-Sep
	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23		22-23	22-23	
TK-K	39	38	35	32	28	33	47	34	21	24		32	35	35	
1	30	40	33	30	29	22	33	40	22	28	-5.6%	44	23	20	
2	43	34	42	34	29	29	23	33	32	23	-5.2%	31	29	28	
3	30	41	41	48	31	31	36	28	31	37	10.4%	25	30	21	
4	34	29	41	40	45	36	34	42	26	29	1.0%	36	35	30	
5	22	35	34	43	44	43	33	36	39	28	2.1%	35	29	30	
6	45	29	34	39	41	48	51	41	39	40	11.7%	37	33	34	
7	56	45	32	35	33	42	50	50	35	34	-9.8%	46	40	42	
8	48	51	44	37	38	35	51	41	50	31	-9.8%	45	35	36	
9	51	55	61	42	43	45	44	52	40	50	-0.2%	51	37	37	
10	42	59	55	58	48	39	55	41	54	38	-2.7%	43	52	53	
11	53	41	56	51	56	52	45	44	40	52	-8.7%	50	39	37	
12	55	43	43	56	52	55	58	43	47	35	-3.4%	43	48	44	
K-5 subtotal	198	217	226	227	206	194	206	213	171	169		204	181	164	
6-8 subtotal	149	125	110	111	112	125	152	132	124	105		128	108	112	
K-8 total	347	342	336	338	318	319	358	345	295	274		332	289	276	
9-12 subtotal	201	198	215	207	199	191	202	180	181	175		187	176	171	
K-12 total	548	540	551	545	517	510	560	525	476	449		520	465	447	

% change to prior year	-1.5%	2.0%	-1.1%	-5.1%	-1.4%	9.8%	-6.3%	-9.3%				9.2%	-2.3%	-6.1%
------------------------	-------	------	-------	-------	-------	------	-------	-------	--	--	--	------	-------	-------

Notes:

The green highlighted projections assume a normal pattern of a prior 5 year average for kinder enrollment; and the traditional cohort projection. Given the Sept. 1, 2022 enrollment numbers, this projection seems high.

The yellow highlighted col makes assumptions looking at both the Sept. 1, 2022 enrollment and the cohort projection.

In 2020-21, enrollment was down about 50 students, and down another 26 in 2021-22. This decline is likely due to COVID's impact on families and communities.

5yr Avg K + Cohort Calc
Considers Sep 3 + cohort

mk: 9-2-2022

Personnel

Instructional Aides/Paraprofessionals

ATTESTATION REGARDING TITLE I PARAPROFESSIONALS

1. I certify that every paraprofessional hired after January 8, 2002, and working in a program supported by Title I funds, unless he/she is exempted by law, has received a high school diploma or its equivalent and has met at least one of the following criteria pursuant to 20 USC 6319:

- a. Completed at least two years of study at an institution of higher education
- b. Obtained an associate's or higher degree
- c. Met a rigorous standard of quality and demonstrated, through a locally determined academic assessment, knowledge of and the ability to assist in instructing either reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness

2. All paraprofessionals working in a Title I program are performing duties consistent with 20 USC 6319.

Signature: 

Title: Superintendent

Date: 9.8.2022

Mendocino Teachers Association

July 1, 2020 – June 30, 2023
(Amended & Approved 9/8/22)



**Mendocino Teachers' Association Collective Bargaining Agreement
Effective School Year 2022-23 (Approved 9/8/22)**

Article 1 — Agreement	1
Article 2 — Recognition	2
Article 3 — Hours of Employment.....	3
3.1: Teaching Days for Each School Year	3
3.2: School Calendar	3
3.3: Master Calendar	3
3.4: Duty-Free Lunch Period.....	3
3.5: Teacher Work Day & Duties	3
3.6: Adjunct Duties	4
3.7: Leaving Early.....	4
3.8: Preparation Time.....	4
3.9: Planning Time.....	5
Article 4 — Compensated Leaves	6
4.1: Definitions	6
4.2: Sick Leave or Medical Appointments.....	6
4.3: Bereavement Leave of Absence.....	7
4.4: Personal Necessity Leave.....	7
4.5: Sabbaticals	8
4.6: Industrial Accident & Illness Leave.....	9
4.7: Legal Duty Leaves	10
4.8: Compensatory Time.....	10
4.9: Parental Leave for the Birth, Adoption, or Foster Care	11
Placement of a Child	
4.10 MTA Sick Leave Bank	12
Article 5: Uncompensated Leaves of Absence.....	15
5.1: Definitions	15
5.2: General Provisions	15
5.3: Maternity Leave	15
5.4: Alternate year Teaching Assignments	16
5.5: Family Care Leave and Medical Leave.....	16
5.6: Part Time Teaching Assignments	16
Article 6 — Grievance	17
6.1: Definitions	17
6.2: General Provisions	17
6.3: Level 1	18
6.4: Level 2	18
6.5: Grievance Arbitration – Level 3 Mediation.....	18
6.6: Grievance – Level 4.....	19
Article 7 — Certificated Employee Evaluation Procedures.....	20

Article 8 — Assignments and Transfers	22
8.1: Definitions	22
8.2: Notification of Assignment.....	22
8.3: Voluntary Transfer.....	22
8.4.: Involuntary Transfer	22
8.5 In-Year Transfers	22
Article 9 — Complaints Concerning Employees.....	23
9.1: Procedure	23
9.2: Notice to Employee.....	23
9.3: Representation	23
9.4: Personnel File	23
9.5: False or Withdrawn Complaints	24
Article 10 — Working Conditions.....	25
10.1: Safety	25
10.2: Preparation Area	25
10.3: Classroom Instructional Assistants.....	25
10.4: Student Teachers.....	25
10.5: Staff Handbooks	25
10.6: Class Size Recommendations	25
10.7: Visitors and Volunteer Aides.....	26
10.8: Compensation for Moving Time.....	26
10.9: Multiple Room Assignments	26
10.10: Decision-Making for School Site Funds.....	26
10.11: Specialized Health Care Procedures	27
Article 11: Association/District Rights.....	28
Article 12: Health and Welfare Benefits	29
12.1: Eligibility	29
12.2: Medical Benefit Cap	29
12.3: The Medical Plan	29
12.4: Life Insurance Plan	29
12.5: Dental Plan.....	29
12.6: Coverage After Termination.....	30
12.7: Coverage After Resignation.....	30
12.8: Retiree Benefits.....	30
12.9: District Health/Dental Committee	30
Article 13 — Compensation	31
Compensation language – see appendix C	
13.1: Advancement on the Salary Schedule.....	31
13.2: Compensation for Advanced Degrees	32
13.3: Comp for Work Done Beyond the Workday and/or School Year	33
13.4: Separate Class of Certificated Employee.....	33
13.5: Special Assignment Schedule.....	34
13.6: Payroll Period.....	34
13.7: Payments for Services in Addition to Regular Assignment.....	34
13.8: Automobile Expense Reimbursement	34
13.9: Dual-Enrollment Stipends.....	34

Article 14 — Retirement/Early Retirement.....35

- 14.1: General Provisions35
- 14.2: Retirement.....35

Article 15 — Part Time Employment.....37

- 15.1: Definitions37
- 15.2: Hours of Employment.....37
- 15.3: Adjunct Duties37
- 15.4: Benefits37
- 15.5: Shared Time Assignments38

Article 16 — Professional Dues Or Fees and Payroll Deductions39

Article 17 —Professional Development.....40

- 17.1: Professional Development Committee40
- 17.2: Salary Schedule Credit for Professional Development.....
Class II Units.....40
- 17.3: Professional Development Requests.....41

Article 18 — Part-time Employment with Full-time Retirement Credit42

- 18.1: Part-time Employment with Full-time Retirement Credit42
- 18.2: Definition42
- 18.3: Participation42
- 18.4: Salary42
- 18.5: Benefits42
- 18.6: Retirement.....42
- 18.7: Requirements43

Article 19 - Completion of Negotiations.....44

Appendix.....45

- Appendix A – Athletic Stipends and Special Assignment Salary
Schedules.....45
- Appendix B – Conference Compensation Table.....47
- Appendix C – Salary/Compensation Language..... 48
- Appendix D – Evaluation of Teaching Performance.....51
- Appendix E – Grievance Forms.....55
- Exhibit C – Certificated Salary Schedules 2018-19 and 2019-2056

ARTICLE 1— AGREEMENT

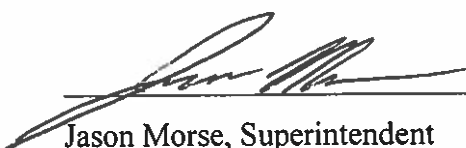
- 1.1 The Articles and provisions contained herein constitute a bilateral and binding agreement ("Agreement") by and between the Governing Board of the Mendocino Unified School District ("Board") and the Mendocino Teachers Association ("Association") and shall not be interpreted or applied in a manner which is arbitrary, capricious, or discriminatory. Rules which are designed to implement this Agreement shall be uniform in application and effect.
- 1.2 This Agreement is entered into pursuant to current collective bargaining provisions.
- 1.3 This Agreement shall remain in full force and effect from July 1, 2020 until June 30, 2023. The current practice of developing side letters by mutual consent is allowable.
- 1.4 This Agreement shall be maintained until a successor agreement is negotiated. In intervening years, either side may open salary, stipends, benefits and up to three articles.
- 1.5 If any provision of this Agreement or any application thereof to any party is held by any Court to be contrary to law, then such provisions or applications will be deemed invalid to the extent required by such Court decision, but all other provisions or applications shall continue in full force and effect for the duration of the Agreement.
- 1.6. Permanent Status: If the State of California should do away with protections for teachers such as, but not limited to, due process, seniority, etc., the protection from the existing California Education Code provisions would remain in place until the Mendocino Teachers' Association and the Mendocino Unified School District can successfully negotiate an agreement.

MENDOCINO TEACHERS ASSOCIATION Date: 5/12/20


Michelle Sawyer


Pamela Duncan

MENDOCINO UNIFIED SCHOOL DISTRICT Date:


Jason Morse, Superintendent

ARTICLE 2 – RECOGNITION

- 2.1 The Board recognizes the Association as the exclusive representative of all full-time and part-time teachers (but excluding substitute teachers) who are under contract with the District.
- 2.2 For the purpose of this Article, the term "teacher" is construed to mean those employees whose positions require certification and hold such job titles as "teacher, "reading specialist," "resource specialist," "counselor," "RtI teacher," "technology integration teacher," "head teacher," and "special day classes teacher," but does not include employees of the District who are "management," "confidential," and/or "supervisory."
- 2.3 The recognition extended by the Board is for the purposes of complying with current collective bargaining provisions.

ARTICLE 3 – HOURS OF EMPLOYMENT

3.1 Teaching Days for Each School Year

- 3.1.1 In 2019-23, teacher on-duty days will total 185 days, which includes 180 instructional days, 2 days of teacher preparation, and 4.5 days of staff development.
 - 3.1.1.1 All provisions in article 4.4.1 apply to teacher preparation and staff development except for numbers 4.4.2.4 and 4.4.2.5.
 - 3.1.1.2 Teachers will be paid at their daily rate of pay for all teacher on-duty days.

3.2 School Calendar

- 3.2.1 The school calendar will be developed and approved by a calendar committee with representatives from MTA and administration with assistance from the Superintendent or designee which will submit it, through the Superintendent, to the Board for consideration. The committee will solicit community input as necessary. This process will begin no later than **February 15** of each year, except in the case where a multi-year calendar has been adopted.
- 3.2.2 Those elements which comprise the calendar are listed as follows:
 - 3.2.2.1. Beginning and ending dates of the school year
 - 3.2.2.2. Placement of in-service, minimum, staff development, and storm days
 - 3.2.2.3. Placement of discretionary holidays or vacations

3.3 Master Calendar

- 3.3.1 By September 15, the Superintendent or designee will send out a master calendar for the year which will list MTA meetings as well as all committee meetings, school site meetings, or events (e.g. music concerts) for the year.
- 3.3.2 Changes in meeting dates must be communicated to the District Office person responsible for maintaining an up-to-date Master Calendar in order to avoid scheduling conflict.

3.4 Duty-Free Lunch Period

- 3.4.1 All full-time teachers of grades K-8 shall receive one forty-five minute, duty-free lunch period each day.
- 3.4.2 All full-time teachers of grades 9-12 shall receive one forty minute, duty-free lunch period each day.
- 3.4.3 The minimum lunch period shall not be less than forty consecutive minutes.

3.5 Teacher Work Day and Duties

- 3.5.1 Full time teachers shall be required to work seven and one half hours per day, except on Fridays when teachers will be excused as soon as all regularly scheduled classes have been released at their site. The workday begins 15 minutes before the time prescribed for commencing the instructional day (The instructional day is defined as the time from the beginning of the first regular instructional period until the regular time of student dismissal).
 - 3.5.1.1 Teachers shall be required to be present at their work site not less than fifteen minutes before the time prescribed for commencing the instructional day.

3.5.1.2 All teachers shall be in the classroom when classes are scheduled to begin.

3.5.1.3 The fifteen minutes of before-school time will be duty-free. However, a teacher may voluntarily substitute up to 15 minutes of before school duty in lieu of other supervisory duty during the instructional day. Before school duty time in excess of 15 minutes per day will count as compensatory time.

3.5.1.4 The weekly staff meeting may run up to 30 minutes beyond the 7.5 hour work day.

3.5.1.5 Staff who participate in more than 5 IEPs, SSTs, and 504 meetings in one school year, will be compensated with compensatory time for each IEP, SST, and 504 meeting after the fifth such meeting.

3.5.1.6 Teachers will not be required to be on duty at dances without a credentialed administrator or a teacher designee who is appointed “acting administrator in charge.” If the acting administrator in charge so requests, a security guard shall be present at the dance.

3.6 Adjunct Duties

3.6.1- Table below outlines adjunct duties, see appendix A for stipends.

Stipend	Comp time**	Required
~Leadership ~HS class advisor* ~Site Council ~District Committees more than 20 hours ~PTO ~MUSE <i>See Appendix A for Tiers I-IV</i> <i>*Required</i>	~SST, 504, IEP after 5th ~Dance chaperones ~Athletic event chaperone ~CTE events ~Dept. Meeting/events ~District Committees less 20 hours ~Admin. request/offer <i>**Beyond required or stipend duties</i>	~Back to School Night ~Staff meetings ~SST, 504, IEP ~Open House ~Parent Conferences ~School wide events

3.7 Leaving Early

3.7.1 Employees may request permission from the site administrator to leave early for the following reasons:

3.7.1.1 Professional growth activities.

3.7.1.2 Emergency medical or dental appointments which cannot be arranged before or after the work day.

3.7.1.3 Emergency family responsibilities.

3.8 Preparation Time

3.8.1 Preparation time is to be used for activities which are necessary to enable the class, school, or school district to accomplish its objective. The schedule for these activities will be mutually agreed upon at each site by the teacher(s) and administrators.

3.8.2 Each full-time teacher, grades K-5, shall have the equivalent of 315 minutes per week for preparation and planning during the time of the 5th grade instructional day.

- 3.8.3 Each full time 6-12 teacher shall have no more than 4.5 assigned teaching periods during a 6-period day (Example: a teacher would teach 4 periods one semester and 5 periods the other semester).
- 3.8.4 Each full time 6 -12 teacher shall have no more than 5 assigned teaching periods during a 7-period day.
- 3.8.5 Any teacher working at both an elementary and a secondary site will receive two preparation periods, or a proportionate amount if that teacher is part-time.
- 3.8.6 Preparation time at the outlying sites will be provided in a manner mutually agreed upon by the K-8 administrator and outlying site teachers, at a cost proportionate to the K-5 program.
 - 3.8.6.1 Every attempt will be made to employ a preparation-time teacher at each outlying site.

3.9 Planning Time

- 3.9.1 During planning and preparation days prior to the beginning of the school year, two days shall be reserved for teacher planning and preparation in their classroom. Teachers shall decide how to use the teacher planning days.
- 3.9.2 Planning for full-inclusion: The District will provide planning time for certificated staff who will be working with severely handicapped students who require full-time aide assistance. Teachers who are assigned severely handicapped students shall be provided additional training as necessary.
 - 3.9.2.1 During the summer prior to the school year when the student will be assigned, the District will provide up to five days (30 hours) of training for an individual teacher or a team of teachers who will be responsible for that student. The number of hours of training will be mutually agreed upon.
 - 3.9.2.2 In addition to the summer training hours, the District will provide the equivalent of three days (eighteen hours) of follow-up planning time during the first two months of the school year that the student is in the class.
 - 3.9.2.3 The District will provide appropriate consultants for the training and will compensate the teachers at the per hour rate specified in Article 13, Section 3.

ARTICLE 4 - COMPENSATED LEAVES

4.1 Definitions

4.1.1 "Immediate Family" shall mean the spouse, mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in law, or sister-in-law of the employee, any relative living in the immediate household of the employee, or any person whom the employee can verify has filled one of the above roles.

4.2 Sick Leave or Medical Appointments

4.2.1 Leave shall be granted to each employee of the District at the rate of ten days per year for absence due to accident, illness, quarantine, or medical appointments. Part-time employees shall be entitled to that portion of leave as the assignment bears to a full-time position.

4.2.1.1. Employee emergency medical appointments or medical appointments which cannot be scheduled outside the normal teaching day may be covered under sick leave.

4.2.1.2. After three days, the District may require a doctor's certification or other proof before allowing pay for absence due to illness, accident, quarantine, or medical appointment.

4.2.2 Any certificated employee who has unused leave for illness or accident accumulated in another California school district at the time they are employed in the Mendocino Unified School District shall be credited in this District with the accumulated days in accordance with the law.

4.2.3 It is the employee's responsibility to notify the District Office in writing so that the necessary documents may be completed to accomplish the transfer of unused sick leave from the employee's immediate preceding California school district employer.

4.2.4 When an employee's accumulated sick leave days have been exhausted and the illness, accident, or physical disablement, including pregnancy-related causes, requires continued absence from the job, as certified in writing by the employee's physician, the absent employee shall receive, for a period not to exceed a total of 5 months of any single school year, the difference in his/her daily salary and that paid to a substitute employee hired to fill his/her position during his/her absence.

When an employee's accumulated sick leave days have been exhausted:

4.2.4.1. If a substitute is employed on a short-term basis, the short-term substitute rate will be used for the differential computation.

4.2.4.2. If a long-term substitute is used, the long-term substitute rate will be used for the differential computation.

4.2.4.3. If no substitute is used, the long-term substitute rate will be used for this computation.

4.2.5 Sick leave may be accumulated and counted toward retirement as allowed by law.

4.2.6 When directed by the Superintendent, an employee shall undergo a medical examination by a doctor mutually selected by the Superintendent and the employee, and the cost of such examination shall be borne by the District.

4.2.6.1. If a doctor cannot be mutually agreed upon by the Superintendent and the employee, the Superintendent will obtain the name of three doctors recommended by the

County Medical Association. The employee must then select from this list of three doctors.

4.2.6.2. The employee shall authorize the doctor to release the results of the examination to the District.

4.2.7 In the case of absence due to illness or non-work related accident, employees shall notify their site administrator or designee as soon as possible.

4.2.7.1. The site administrator or designee shall be notified of intent to return to work no later than 3:00 p.m. on the day preceding the return. If such notification is not made, the site administrator will ask the substitute to report for work on the following day.

4.2.7.1.1 If, on the following day, both substitute and regular teacher report for duty, the substitute and not the regular teacher shall be paid for service.

4.2.7.1.2. If the employee is absent on Friday, on the day before a holiday, or on the last school day of any week, the substitute's service will be terminated without any notification from the regular employee. Inability to return to work on the first day of the following week shall require the employee to report again to the site administrator his/her intended absence.

4.2.8 Each member of the bargaining unit shall be notified of his/her cumulative days of sick leave no later than September 30 of each year.

4.3 Bereavement Leave of Absence

4.3.1 A regular, full-time employee will be granted a maximum of three days leave of absence, or five days leave of absence if out-of-state travel is required, for the death of any member of his/her immediate family.

4.3.1.1. No deduction shall be made from the salary of such employee nor shall such leave be deducted from leave granted by other sections of this Agreement.

4.3.1.2. Part-time employees shall be granted this leave on a proportionate pro rata basis.

4.3.2 A three day bereavement leave may be granted for each death described above if more than one death occurs simultaneously. Such leaves may be consecutive.

4.3.3 If the employee requests, s/he may be granted up to an additional six days leave in any one instance for bereavement purposes, which shall be charged to his/her accumulated sick leave. Request for bereavement leave shall be made to the District Office through the immediate supervisor.

4.4 Personal Necessity Leave

4.4.1. Five days of personal necessity leave may be used for any purpose, except for activities for which the employee is being paid by a non-District source.

4.4.1.1 Prior approval shall be secured from the Site Administrator.

4.4.1.2 The Site Administrator may deny the leave based on school program or school needs.

4.4.1.3 The leave request does not have to include the reason for leave.

4.4.2 Sick leave may be used by the employee, at his/her election, for any of the following:

4.4.2.1. Accident or illness involving his/her person or the person of a member of his/her immediate family.

4.4.2.2. Personal property emergencies.

4.4.2.3. Personal legal matters which cannot be conducted after regular working hours or during vacation.

4.4.2.4. Personal business of a pressing nature to the employee, which cannot be conducted after regular working hours or during vacation.

- 4.4.3 Prior approval shall be secured for requests for leave under 4.4.2.4 and 4.4.2.5, and shall be made through the immediate supervisor to the District Office whenever possible at least three working days before the intended time of absence
- 4.4.4 In unusual circumstances, the District may opt to extend the number of personal necessity days which can be charged against accumulated sick leave.

4.5 Sabbaticals

- 4.5.1 Any permanent certificated employee of the District, having rendered at least seven consecutive years of service to the District immediately prior to applying for the sabbatical, shall be eligible to apply for sabbatical leave. A unit member may request one of the following:
- 4.5.1.1 A sabbatical leave of 1 year (defined as two consecutive semesters of a given academic year) at .5 salary and .5 benefits.
- 4.5.1.2 A half year (defined as one semester) at .5 salary and .5 benefits for that semester.
- 4.5.1.3 A period less than one semester at .5 salary and .5 benefits for that specific period of time.
- 4.5.2. Sabbatical leaves may be granted for the following purposes:
- 4.5.2.1 Professional study: the applicant shall submit evidence that the proposed professional study shall be designed to enlarge the applicant's understanding of educational psychology, to improve facility in teaching techniques, to broaden experience in special fields, or to do research.
- 4.5.2.2 Approved travel: applicants for sabbatical leave under this provision shall submit a brief statement of the proposed itinerary. Said itinerary must be planned as to evidence specific ways in which the trip will contribute to the improvement of the applicant's services with respect to the particular educational field in which they are engaged.
- 4.5.2.3 A combination of travel and study may be allowed.
- 4.5.3 Applications must have the approval of the site administrator. The site administrator may deny the request if the absence would be disruptive to the instructional program.
- 4.5.4 Applicants for sabbatical leave for 4.5.1.1 or 4.5.1.2 shall file with the District Office not later than **February 15**.
- 4.5.5 The application must be accompanied by a certificate of health signed by a physician indicating that the applicant is in satisfactory physical condition to undertake the study or travel proposal.
- 4.5.6 The application must be approved by the Professional Development Committee. When proposals are deemed comparable, the sabbatical shall be granted to the employee with the longest continuous term of teaching in the District.
- 4.5.7. An employee's past significant contribution to the District, health, personal reasons, or other pertinent factors may be considered.
- 4.5.8. Before the sabbatical leave begins, and after its completion, meetings will be held between the recipient and the Professional Development Committee to determine how the learning will be shared.
- 4.5.9. The employee must file with the Board a suitable bond indemnifying the District for any salary paid the employee during the sabbatical leave in the event said employee fails to return and to render two full years of service in the District following the termination of the sabbatical leave, or in the event said employee fails to carry out the program of study or the itinerary of the trip approved by the Board.
- 4.5.10 If the Board finds, and by resolution so declares, that the interests of the District will be protected by the written agreement of the employee to return to the service of the District and

render at least two years' service therein following their return from the leave, the Board, in its discretion, may waive the furnishing of the bond and pay the employee on leave in the same manner as though the bond is furnished.

- 4.5.11 Failure of an employee to return and render service or to complete the scheduled program of study or travel shall not result in a forfeiture of the bond when such failure is due to death, or certification by a physician that failure was due to physical or mental disability.
- 4.5.12 While on sabbatical leave, the salary paid the teacher shall be one-half (.5) of their current salary and benefits. The salary may be paid in the same manner and at the same time that the employee would normally be paid were they teaching in the District.
- 4.5.13 At the expiration of the sabbatical leave, the employee will be reinstated (whenever possible) in the position held at the time the leave was granted.
- 4.5.14 An employee returning from sabbatical leave will progress on the salary schedule as if ~~he~~ they remained in active service as per article 13.1.2.4
- 4.5.15 Sabbatical leave shall count toward retirement, and the retirement and annuity contributions for the half-year shall be deducted from warrants in the usual manner. At the option of the employee, they may pay the full remaining retirement share.
- 4.5.16 The number of employees on sabbatical leave during any one year shall not exceed one position affected by the provisions of the contract.
 - 4.5.16.1 The District guarantees funds sufficient to grant one sabbatical each year.
 - 4.5.16.2 Sabbatical leaves shall be granted when an applicant is recommended by the Professional Development Committee and approved by the Board.

4.6 Industrial Accident & Illness Leaves

- 4.6.1. The Board shall provide regulations governing industrial and illness leaves of absence for certificated employees. Such regulations shall include:
 - 4.6.1.1 Allowable leave shall be for sixty days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same accident.
 - 4.6.1.2 Allowable leave shall not be accumulated from year to year.
 - 4.6.1.3 Industrial accident or illness leave shall commence on the first day of absence.
 - 4.6.1.4 When a certificated employee is absent from his/her duties on account of an industrial accident or illness, they shall be paid not more than his/her full salary.
 - 4.6.1.4.1 The phrase "full salary" as utilized in this subdivision shall be computed so that it shall not be less than the employee's "average weekly earnings."
 - 4.6.1.5 Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.
 - 4.6.1.6 When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due them for the same illness or injury.
- 4.6.2. Upon termination of the industrial accident/illness leave, the employee shall be entitled to the benefits provided in Article 4, Section 2 of this contract.
 - 4.6.2.1 Their absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave.
 - 4.6.2.2 If the employee continues to receive temporary disability indemnity, they may elect to take as much of their accumulated sick leave which, when added to their temporary disability indemnity, will result in a payment to him/her of not more than their full salary.
- 4.6.3. The Board may, by rule or regulation, provide for such additional leave of absence for industrial accident or illness as it deems appropriate.

4.6.4. During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of their industrial accident or illness.

4.6.4.1 The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by such salary warrants.

4.6.5. Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the boundaries of the State of California unless the Board authorizes travel outside the state.

4.6.6. The benefits provided in this section are in addition to sick leave benefits.

4.6.7. Accordingly, the Board shall not deduct accumulated sick leave from the sick leave allotment of a teacher who is absent as a result of an industrial accident or illness.

4.7 Legal Duty Leaves

4.7.1 The unit members shall be entitled to a paid leave of absence for jury duty or when subpoenaed as a witness in any court or legal proceeding other than as a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee.

4.8 Compensatory Time

4.8.1. Compensatory time may be earned in the following ways:

4.8.1.1 Certificated staff may earn compensatory time by voluntarily substituting for one class period (including lunch period) at the request of the administration, or, with administrative approval, at the request of another teacher. A comp time period will equal 45-55 minutes. Comp time must be submitted within the month earned.

4.8.1.2 Designated Teacher in Charge:

4.8.1.2.1 When an administrator is absent the designated teacher-in-charge will receive two periods of compensatory time plus \$75/day.

4.8.1.2.2 When an administrator is absent from the District for part of a school day, and the Superintendent cannot serve as the site administrator, the designated teacher-in-charge will receive one compensatory period per four-hour period.

4.8.1.2.3 Long term (more than two weeks) situations will be negotiated on a case by case basis.

4.8.1.2.4 During the first two weeks of school, teachers may indicate their interest as serving as teacher in charge. Each site administrator will use criteria including experience, seniority, and schedule to make the determination of who can be designated as teacher-in-charge.

4.8.1.3 Teachers who write and receive a grant from any source outside the District, excluding MUSE or Booster Club grants, will receive compensatory day(s) based on the grant's value, unless their time for writing the grant was already compensated. It is mandatory all grants be pre-approved by the Board for this Article to apply. Such compensatory time granted is to be used by June 30th of the following year.

4.8.1.3.1 Grants of \$1,000 - \$5,000 will receive one compensatory day/per writer

4.8.1.3.2 Grants of \$5,001 - \$25,000 will receive two compensatory days/per writer

4.8.1.3.3 Grants of \$25,001 - \$50,000 will receive three compensatory days/per writer

4.8.1.3.4 Grants of \$50,001 - \$75,000 will receive four compensatory days/per writer

- 4.8.1.3.5 Grants of \$75,001 - \$100,000 will receive five compensatory days/per writer
- 4.8.1.3.6 Grants greater than \$100,001 will receive six compensatory days/per writer
- 4.8.2. Teachers earn compensatory time in period increments.
 - 4.8.2.1 Comp time may be used with approval of the site administrator.
 - 4.8.2.2 Six (6) periods are equivalent to a full day off; three (3) periods are considered a half day off.
 - 4.8.2.3 Comp time can be used in period increments.
 - 4.8.2.4 In lieu of a day off, a teacher may receive substitute pay at the regular daily substitute rate for each six (6) periods accrued.
 - 4.8.2.4.1 In the event of a half-day (.5) absence, the teacher must have accrued a minimum of three compensatory time increments.
 - 4.8.2.5 If pay is desired, it must be requested by the employee (in writing) no later than June 10th.
- 4.8.3 Use of compensatory time
 - 4.8.3.1 Compensatory time earned in one school year must be used by the end of the following school year or the employee will receive sub pay at the daily sub rate for each 6 periods accrued or portions thereof. (example: an employee earns 18 periods or 3 comp days over one school year. They must either use those days or they will be paid for them at the end of the following school year).

4.9 Leave for Parents for the Birth, Adoption, or Foster Care Placement of a Child

- 4.9.1 Parental Leave is a leave taken for either the: birth of an employee's child or adoption of a child by employee or placement of a foster child with the employee.
- 4.9.2 Term of Leave: Maximum of 12-workweeks; compensation is subject to the employee's sick leave balance and eligibility for California Family Rights Act Leave (CFRA)
 - 4.9.2.1 In accordance with AB375, Educational Code section 44977.5, twelve weeks of differential pay will be given to certificated employees who are absent due to new parent leave under the Family Rights Act.
- 4.9.3 Parental Leave Eligibility Criteria: Employee must have worked with the District for at least 12 months. There are no minimum service hours required.
- 4.9.4 Applicable Rate of Pay during Parental Leave:
 - (a) Full Pay for up to 12-workweeks if the employee has available sick leave (current year and accumulated sick leave)
 - (b) Partial Pay at the differential pay rate at no less than 50% of the employee's salary; after exhaustion of all available sick leave for the remainder of employee's 12-workweek period if the employee is eligible for CFRA
- 4.9.5 Parents with the Same Employer:
 - (a) Under CFRA, parents with the same employer have a combined total of 12- workweeks within a 12-month period. Unmarried parents are not restricted to a combined total of 12-workweeks
- 4.9.6 Parental Leave Rights, Limits, and Relationship to Other Leaves
 - (a) Leave is taken pursuant to the Education Code and runs concurrently with CFRA Leave.
 - (b) The aggregate amount of Parental Leave under the Education Code and CFRA is limited to 12-workweeks in a 12-month period.
 - (c) The employee does not have to provide a minimum of 1,250 service hours to qualify for Parental Leave under the Education Code.

(d) An eligible employee may elect to take unpaid leave and reserve their sick leave for later use, however:

The employee would not be entitled to partial pay under Ed Code Parental Leave because partial pay eligibility is conditioned upon exhaustion of all sick leave, and their entitlement to CFRA Leave would be reduced by the period of leave.

A timeline follows:

Parental Leave under Ed Code and CFRA

12-Workweek Maximum is equal to Sick Leave plus Differential Pay if eligible for CFRA

--|

Sick Leave + other Paid Time Off

-----|
+-----|

Full pay with benefits to extent employee has sick leave for up to 12-workweeks + Differential Pay* for the remainder of 12-workweeks **if employee qualifies for CFRA Leave**

-----|
+ The employee **may elect** to use other paid time off for the otherwise unpaid portion of CFRA

*Differential Pay is the employee’s salary less the salary that is actually paid, or if no substitute is hired, the amount that would have been paid to a substitute. If the actual differential rate is lower than 50%, the employee must be paid no less than 50% of their regular rate.

4.9.7 Parental Leave and CFRA “Baby Bonding Leave” run concurrently for a maximum of 12 workweeks in any 12 month period.

4.10 MTA Sick Leave Bank

A sick leave bank will be established to help employees who are beset with a catastrophic illness or injury and who have exhausted all of their available sick leave.

4.10.1. Creation

4.10.1.1. Days in the Bank will accumulate from year to year.

4.10.1.2. Days will be contributed to the Bank and withdrawn from the Bank without regard to the rate of pay of the Bank participant.

4.10.1.3. A committee will be formed consisting of one administrator and two Association members. The purpose of the committee is to ensure the legitimacy and equity of each request while maintaining the solvency of the Bank. The committee will consider and have the power to approve or disapprove any request for withdrawal from the Bank.

4.10.2. Eligibility and Contributions

4.10.2.1. All certificated employees on active duty with the District are eligible to contribute to the Bank.

4.10.2.2 Participation is voluntary, but requires contributions to the Bank.

4.10.2.3 Only contributors are eligible to withdraw from the Bank.

4.10.2.4 Employees who elect not to join the Bank upon first becoming eligible may join at the beginning of any school year.

4.10.2.5 Members who elect not to join the Bank upon first becoming eligible have a waiting period of 90 days after joining the bank before becoming eligible to withdraw from the Bank.

4.10.2.6 The contribution shall be authorized by the employee and continued until cancelled by the member. All transfers of eligible leave days shall be irrevocable.

4.10.2.7 Contributions shall be made by the August paycheck.

The minimum annual rate of contribution per Bank member for each school year will be one day. If the number of days in the Bank at the beginning of the school year exceeds 100, no contribution will be required of returning members. Those joining for the first time and those returning from leave will be required to contribute one day to the Bank. If the Bank drops below 30 days, the committee may open the bank for additional voluntary contributions.

4.10.3. Withdraw from the Bank

4.10.3.1 Bank members may apply for withdrawal from the Bank after having exhausted their sick leave and compensatory leave.

4.10.3.2 Bank members must use all sick leave and compensatory time but not all differential leave available to them before becoming eligible for withdrawal from the Bank.

4.10.3.3 Withdrawals from the Bank will be granted in units of no more than 30 days. Members may submit requests for extensions of withdrawals as their prior grants expire. A member's withdrawal may not exceed the maximum period of sixty days per school year.

4.10.3.4 A member is eligible to draw on the bank if they have signed up for the current year. If that member draws from the bank, they must contribute a day the following year to be eligible to collect from the Bank should the circumstances arise.

4.10.3.5 The committee will not grant requests for withdrawal of days beyond the amount in the Bank. The District or the Committee is under no obligation to pay the participant any funds. If the committee denies any withdrawal requests, it will notify the member in writing. The decisions of the committee are final.

4.10.3.6 The decision to approve or deny requests from the Bank shall not be subject to the grievance procedures.

4.10.3.7 Neither the District nor the committee shall be held liable for refusal to grant requests.

4.10.3.8 Leave from the Bank may not be used for illness or disability that qualifies the employee for worker compensation benefits unless the employee has exhausted all worker compensation leave and his/her own sick leave.

4.10.4 If the Bank is terminated for any reason, the days remaining will be returned to the current members of the Bank in an equitable manner as decided by the committee.

ARTICLE 5: UNCOMPENSATED LEAVES OF ABSENCE

5.1 Definitions

5.1 "Immediate Family" is defined in Article 4 Section 1 of this contract.

5.2 General Provisions

5.2.1. At the discretion of the Board, a limited number of uncompensated leaves of absence may be granted.

5.2.2 Such leave, except for new parent leave provisions, shall be requested in writing by **February 15** to the Superintendent.

5.2.3 At the discretion of the Board, a request may be considered after the **February 15** deadline.

5.2.4 Action on the leave request shall take place on or before **April 30**.

5.2.5 The individual employee and their representative shall have the opportunity to support their request for leave before the Board.

5.2.6 If an employee's request is denied they may request a written explanation.

5.2.7 Sick leave and employee benefits will not be granted for periods of uncompensated leaves of absence.

5.2.8 Any certificated employee may, at their own expense, continue any or all benefit plans for the period of their leave upon a month-to-month or quarterly reimbursement by the employee to the District at the group rate.

5.2.9 On or before **February 15** of the year in which an employee is on uncompensated leave of absence, they shall submit a letter to the District Superintendent indicating the employee's intention to return to the District for the following year.

5.2.10 Failure to declare their intention by that date shall be handled as a job abandonment, resignation, effective **June 30** of that year.

5.2.11 At the expiration of leave, the employee will be reinstated in a position determined by the District and for which the employee is credentialed.

5.3 Maternity Leave

5.3.1. The Board shall provide for leave of absence from duty for any certificated employee of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery there from. The length of the leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be mutually determined by the employee and the employee's physician.

5.3.2 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from, are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by the District.

5.3.3 Except as provided herein, pregnancy or childbirth shall be considered on the same terms and conditions which are applied to other temporary disabilities.

5.3.4 This section shall be construed as requiring the Board to grant leave with pay only when it is necessary to do so in order that leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth be treated the same as leaves for illness, injury, or disability.

5.4 Alternate Year Teaching Assignment

5.4.1 A permanent or probationary employee who wishes to share a position on an alternate year basis must present his/her proposal to the site administrator by **February 15** for the following school year. The program should include:

5.4.1.1. A statement expressing why the employee believes an alternate year shared position would be desirable for the District.

5.4.1.2. A description of how the curriculum might be developed and shared over a two-year period.

5.4.1.3. A statement from the employee who is currently under contract requesting a leave of absence for the ensuing year.

5.4.2 The person selected to fill the alternate year assignment must be agreeable to both the employee requesting an alternate year assignment and the District.

5.4.3 The person selected to fill the alternate year assignment will be employed on a temporary contract.

5.4.4 In the event that the District employee who has initiated the request resigns from the District, the alternate year agreement becomes void. The position which exists (if any) will then be filled by following usual District procedures.

5.5 Family Care and Medical Leave

5.5 Any employee who has at least 12 months of service with the district, and who has at least 1,250 hours of service with the district during the previous 12-month period shall be eligible to take unpaid family care leave as outlined in Administrative Regulation 4161.8.

5.6 Part-Time Teaching Assignments

5.6 Permanent or probationary employees may request partial year leaves in order to work part-time.

ARTICLE 6 – GRIEVANCE

6.1 Definitions

- 6.1.1 Grievance: Any alleged violation, misinterpretation, or misapplication of the terms and conditions of this Agreement.
 - 6.1.1.1 Grievant: A District employee in the unit covered by this Agreement who is filing a grievance, or the Association when the alleged contract violation applies exclusively to the Association.
 - 6.1.1.2 Conferee: A person who is not a party to a grievance who is asked by either party to serve as the party's advisor.
 - 6.1.1.3 Party-in-Interest: Any person who might be required to take action or against whom action might be taken in order to resolve the claim.
 - 6.1.1.4 Site Administrator: The administrator having immediate jurisdiction over the employee who is filing the grievance.
- 6.1.2 Day: Any day in which teachers are required to render service to the District.

6.2 General Provisions

- 6.2.1 Nothing contained herein will be construed as limiting the right of any employee having grievance to discuss the matter informally with any appropriate member of the administration.
- 6.2.2 Nothing contained in this article or elsewhere in the Agreement shall be construed to prevent any individual employee from presenting and processing a grievance and having it adjusted without intervention by the Association if the adjustment is consistent with the terms of the Agreement.
- 6.2.3 Only the Association has the right to take a grievance to mediation and arbitration.
- 6.2.4 The time limits may be extended only by mutual written agreement of the Superintendent and the President of the Association.
- 6.2.5 In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the limits set forth herein will be reduced so that the procedure may be exhausted prior to the end of the school year or as soon as practical.
- 6.2.6 Should time limits be exceeded by one party, the grievance shall be awarded to the other party.
- 6.2.7 All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
- 6.2.8 Forms for processing grievances will be prepared by the Superintendent and will be adopted upon approval of the Association.
- 6.2.9 The forms will be printed by the Board and given appropriate distribution so as to facilitate operation of the grievance procedure.
- 6.2.10 Prior to the time it is submitted to arbitration, parties to the Agreement shall not make public disposition of the grievance without the written agreement of all parties involved in the grievance.
- 6.2.11 It shall be the responsibility of all parties involved in a dispute to resolve such disputes at the lowest possible level.
- 6.2.12 Persons who are called upon to attend grievance meetings within the working day shall not lose pay because of such meetings.

6.2.13 A teacher, whether or not a member of the Association, may be represented at all stages of the grievance procedure, except at the mediation or arbitration level, by themselves or, at their option, by a representative selected by the Association.

6.3 Level I

6.3.1 When an employee believes a grievance exists, they shall submit Grievance Form Level I requesting an informal conference with the person against whom the grievance is directed, i.e., principal, superintendent, or immediate supervisor, within **twenty days** after the occurrence of the incident or dispute.

6.3.2 The informal conference at Level I will occur within **ten days** of the filing of the grievance.

6.3.3 The employee shall have the right to select a third person to be present at the informal conference.

6.3.4 If the dispute is resolved informally, it shall be so recorded on the Grievance Form Level I and a copy shall be sent to the Superintendent and the President of the Association.

6.3.5 If the dispute is not resolved informally, and the employee wishes to pursue the matter, the employee shall request on Grievance Form Level I that the administrator make a formal response. Within **five days**, a copy of the response will be sent to the Superintendent and the President of the Association.

6.4 Level 2

6.4.1 In the event the grievant is not satisfied with the decision at Level I, the grievant may appeal the decision, using the Grievance Appeal Form Level I, to the Superintendent within **five days** of the receipt of the decision of Level I.

6.4.2 The Superintendent shall communicate their decision, in writing, on the Grievance Response Form Level II, within **five days** of receipt of the appeal, with a copy to the President of the Association.

6.4.3 In the event that the initial dispute exists with the Superintendent, and if the grievant wishes to pursue the grievance, they shall, within **ten days** of receipt of the Superintendent's response, appeal the decision to the Board using Grievance Form Level I "Appeal to Level II."

6.4.4 In a Superintendent's Level Grievance, within **ten days** of appeal to Level II, the Board after conducting whatever additional investigation is deemed necessary, shall communicate its decision on Contract Grievance Level II Response to Appeal Form.

6.5 Level 3 Mediation

6.5.1 If the grievant and/or the Association is not satisfied with the disposition of the grievance, or if no disposition has occurred pursuant to the provisions of Level Two, the grievance shall be referred to grievance mediation.

6.5.2 The Association shall request that a conciliator/mediator from the California State Mediation/Conciliation Service (CSMS), or from any other mutually agreeable recognized dispute resolution center, be assigned to assist the parties in the resolution of the grievance.

6.5.3 The mediator, within ten (10) days of the request shall meet with the grievant, the Association and the District for the purpose of resolving the grievance.

- 6.5.4 If an agreement is reached, the agreement shall be reduced to writing and shall be signed by the grievant, the Association and the District. This agreement shall be non-precedential and shall constitute a settlement of the grievance.
- 6.5.5 In the event that the grievant, the Association and the Superintendent or her/his designee have not resolved the grievance with the assistance of the conciliator/mediator within ten (10) days from the first meeting held by the conciliator/mediator, the Association may terminate Level Three and the grievance may proceed to Level Four.

6.6 Grievance Arbitration — Level 4

- 6.6.1 If the grievant wishes to appeal the decision of the Superintendent or Board to arbitration, they may, within **five days** of the conclusion of mediation, request in writing on the Contract Grievance Appeal Form Level III that the Association submit his/her grievance to arbitration, with a copy to the Superintendent or Board.
- 6.6.2 The Association, by written notice to the Superintendent or the Board within ten days after receipt of the request from the aggrieved employee, may submit the request to arbitration.
- 6.6.3 Within **3 working days** of the written request, the Superintendent shall request the California State Mediation/Conciliation Service to supply a panel of five names. A copy of this request shall be sent to the grievant and to the Association.
- 6.6.4 Within **3 days** of the receipt of the panel of five names, the Superintendent and the grievant shall either mutually agree upon an arbitrator or notify the California State Mediation/Conciliation Service to select an arbitrator in accordance with its rules.
- 6.6.5 The arbitrator shall be requested to schedule a hearing within **fifteen days** or as soon as possible after that and submit their findings and award in writing to the Board of Education, the grievant, and the Association.
- 6.6.6 The award of the arbitrator shall be binding on the grievant, the Association, and the District.
- 6.6.7 The arbitrator shall consider only those issues which have been properly carried through all prior steps of this procedure.
- 6.6.8 All costs for the service of the arbitrator, including but not limited to per diem expenses, his/her travel and subsistence expenses, and the cost of any hearing room, will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.

ARTICLE 7 – CERTIFICATED EMPLOYEE EVALUATION PROCEDURE

PREAMBLE: The primary purpose of evaluation is to maintain and improve the quality of education in the District. A fundamental goal of the District is to conduct an evaluation program for teacher improvement based on mutual respect and confidence between evaluators and those evaluated.

7.1 Tenured employees shall be evaluated every third year on a rotating basis. Non-tenured employees and employees receiving a “standard not met” rating will be evaluated annually. All teachers will submit a written goal linked to one of the standards listed in Appendix D by October 15th annually. Teachers will submit a reflection on the goal by the last day of school.

7.1.1 The evaluation process is to be a systematic way to identify areas of growth for teachers to improve their effectiveness and impact within the learning community.

7.2 The following staff evaluation procedures will be implemented:

7.2.1 By October 15th, the site administrator will hold an initial conference with each person to be evaluated during that year. During the conference the administrator and teacher will mutually select one performance standard from Appendix D.

7.2.2 The discussion will include which elements of the standard will be reflected in the final summative report. (See Appendix D checklist for each standard.) The teacher and administrator will meet to develop and agree on a growth plan in the identified area.

7.2.3 Non-tenured teachers and teachers receiving an unsatisfactory evaluation will use method A below. Tenured teachers will meet with the administrator and mutually agree upon method A, B, or C listed below. If method B is chosen, the teacher will choose the evaluating colleague. If the method is not mutually agreed upon, both methods will be used.

A. To evaluate progress, the teacher will be observed and debriefed with written feedback by the administrator on two occasions, with at least one of them on a mutually agreed upon date. The debrief will be scheduled for within a week of the observation.

B. To evaluate progress, the teacher will be observed and debriefed with written feedback by a chosen colleague on two occasions, with at least one of them on a mutually agreed upon date. After debriefing the teacher, the colleague will then meet briefly with the administrator to sign off the observation.

C. Portfolio: Composition of portfolio will include a maximum of twelve pages, including a one-page description of the goals and the processes pursued. The teacher will gather evidence of work toward selected standard over the course of the year. Evidence may be included as part of the portfolio. The final page will be a reflection of the teacher’s process.

The administrator will evaluate the progress based on the goal using method A or B. Whenever possible the observation shall be done in separate quarters of the school year, as defined by the district calendar. The intent of this section is to spread the observations throughout the instructional year.

7.2.4 Evidence of a completed evaluation will be comprised of the Appendix D checklist of a chosen standard and include a narrative. In methods A and C, the narrative shall be written by the administrator. In method B, the narrative shall be written by the chosen colleague and the administrator will then sign off on this summative

form. The evaluator may cover areas other than the chosen standard in their narrative. May 15th is the final summative evaluation deadline.

- 7.2.5 In the event that an evaluation shows scores of 1 (standard not met) or 2 (working toward standard), the administrator's narrative in the final summative evaluation shall be specific in describing positive action to correct any cited deficiencies. The report shall include, but shall not be limited to, recommendations for improvement, and direct assistance for implementing such recommendations shall be offered. Such assistance may include continuing observations and conferences or release time for the employee to visit and observe other classrooms, schools, and workshops. The report shall be completed by the site administrator and given to the teacher at a conference with the site administrator, during which time they shall discuss and sign the report. The teacher's signature indicates receiving and reading the report and does not necessarily signify agreement. The report will then be submitted to the District Office for placement in the employee's personnel file.
 - 7.2.6 If the teacher receives an unsatisfactory rating, a score of 1 or standard not met, the teacher shall be so informed in writing by the evaluator at the time of each conference. Said written comments shall include the identified, specific deficiencies, suggested remedies, and available administrative support and/or assistance. In addition, teachers receiving "standard not met" rating shall be re-evaluated the following year.
- 7.3 Complaints about certificated employees which are withdrawn, shown to be false, or are not sustained by the grievance procedure per article 9, shall not be utilized in any evaluation.
 - 7.4 Results of instructional program (such as RtI, Bridges Math, etc.) evaluations shall not be used to evaluate a teacher unless mutually agreed upon by the teacher and the evaluator.
 - 7.5 The contract grievance procedure may be utilized for processing any disputes which arise over evaluation procedures.
 - 7.6 The employee shall have the right to initiate a written reaction or response to the evaluation, and the administrator's final summative review shall include space for this. Such response shall become a permanent attachment to the employee's personnel file.
 - 7.7 Colleagues who participate in the peer evaluation process B, listed above may request compensation time of up to 6 hours to complete the requirements.

ARTICLE 8 – ASSIGNMENTS AND TRANSFERS

8.1 Definitions

8.1.1 An assignment shall be defined as the specific site, grade and classes within a subject area.

8.1.2 A transfer shall be defined as a change in a teacher's previous site, grade, course or subject area to a new site, grade, course or subject area within the district.

8.2 Notification of Assignment

8.2.1 A list of vacancies and/or new positions shall be posted in each school for at least five days as they occur. The notice shall contain a closing date for submitting a request for transfer. The notice shall specify site, grade and classes within a subject area. No transfer to fill the vacancy shall be made until after the closing date of the notice.

8.2.2 Each certificated employee shall be given a written notice of their teaching assignment no later than August 1. The notice shall specify the specific site, grade, and classes within a subject area.

8.2.3 If a change in the number of pupils, elimination of program(s), and/or funding reductions or resignation of staff makes a reassignment from one site to another site necessary after August 1, then the transfer sections of the contract shall be applied.

8.2.4 When high school teachers have three or more course changes taught (e.g. if a teacher changes from Geometry to Algebra II), they shall receive up to two days compensatory time.

8.3 Voluntary Transfer

8.3.1 A teacher may submit a formal request for transfer at any time. The transfer would be for the following year or as a vacancy occurs. The District will make the final decision to grant or not grant the transfer request. Seniority, credentials and a teacher's past District performance will be considered.

8.3.2 If a transfer is denied, the teacher, upon request, will be given a rationale for the denial. The teacher who is denied a transfer and/or his/her representative may request and will be granted a meeting with the superintendent and site administrator to discuss the issue.

8.4 Involuntary Transfer

8.4.1 Notice of involuntary transfer shall be given to teachers at least two weeks in advance of the beginning date of the assignment. The District will consider seniority, credentials, and the teacher's past District performance in determining involuntary transfers.

8.4.2 Involuntary transfer shall take place only after a meeting between the teacher, their representative and their immediate administrator. At that meeting the teacher shall be notified of the reason for the transfer and the employee may request that reason in writing.

8.4.3 The teacher to be involuntarily transferred and/or their representative shall be granted a meeting with the site administrator and superintendent to discuss the reasons for the transfer.

8.4.4 If a teacher is involuntarily transferred by the district from one site to another after August 1st, the District will compensate the teacher for the additional mileage caused by the transfer for a maximum of one year at the maximum rate allowable by the IRS.

8.5 In-Year Transfers

8.5.1 If a teacher is transferred after August 1, they shall be given 5 days of non-teaching duties to prepare curriculum for their new position. The manner in which the days shall be taken shall be agreed upon between the teacher and the site administrator. Said days must be used by the end of the transfer school year and may not be converted to comp days.

8.5.2 Partial in-year transfers shall be pro-rated as follows: each .2 FTE equals 1 comp day.

ARTICLE 9 – COMPLAINTS CONCERNING EMPLOYEES

9.1 Procedure

- 9.1.1 In order to encourage the most direct communication possible, a parent or guardian of a pupil, or any person who is not a teacher, as defined in article 2.2, who makes a complaint to the District concerning an employee either verbally or in writing, shall be encouraged to meet privately with that employee at a time agreeable to both the complainant and employee. The site administrator will make this complaint known to the employee within one working day, and the name of complainant shall be known to the employee. If a meeting between the employee and the complainant is not feasible, the administrator who supervises the employee will investigate the complaint promptly and thoroughly by investigating separately with both the employee and the complainant. If the complaint was verbal, the complainant will put the complaint in writing. At least one working day before any follow-up meeting is scheduled, the results of this investigation shall be shared with the employee.
- 9.1.2 If the complaint is not resolved at the site administrator level, the complainant or the employee may go to the District Superintendent and repeat the procedure.
- 9.1.3 Any Board member or District staff member receiving a complaint will refer the complainant directly to the appropriate site administrator.
- 9.1.4 If the site administrator and/or the Superintendent supports the complaint and the employee believes the complaint is false, a grievance may be initiated to determine the validity of such complaint.

9.2 Notice to Employee

- 9.2.1 Unless the charge is of a criminal nature the employee shall be informed by the responsible administrator within **one working day**. The employee shall be given a copy of the complaint prepared pursuant to Section 9.1.2 within one working day of its submittal.
- 9.2.2 If the nature of the charge is of a criminal nature which suggests that there should be some preliminary investigation before informing the employee, such investigation shall be done as quickly as possible.
- 9.2.3 If the nature of the charges are such that they warrant referral to an outside agency for investigation and consideration of criminal action, then any of the foregoing steps shall be waived or deferred upon request of the agency investigating for criminal prosecution.

9.3 Representation

- 9.3.1 At any conference in this process conducted by the employing agency, the employee, upon request, is entitled to be represented by someone of his/her choosing.

9.4 Personnel File

- 9.4.1 If the foregoing steps do not effect a resolution of the complaint, then the writing developed through Section 9.1.2 shall be placed in the employee's personnel file after the employee has been given an opportunity to prepare and have attached a written rebuttal.

9.5 False or Withdrawn Complaints

9.5.1 Complaints which are withdrawn, shown to be false, or are not sustained by the grievance procedure shall neither be placed in the employee's personnel file nor utilized in any evaluation, assignment, or disciplinary or dismissal action against the employee.

ARTICLE 10 – WORKING CONDITIONS

10.1 Safety

- 10.1.1 It is the responsibility of all District employees, including unit members and administrators, to be alert in observing conditions which they feel are unsafe, to make corrections within the scope of their authority, and to report un-remedied conditions in writing to their immediate supervisor. The Administration shall take reasonable steps necessary to correct such conditions in a timely manner and inform the affected teacher(s) of the unsafe condition and proposed remedy.
- 10.1.2 The Superintendent and/or designee shall maintain healthful and safe conditions in all classrooms. It is the Superintendent's and or designee's responsibility to determine what is an unsafe condition.

10.2 Preparation Area

The District will provide, to the best degree possible, teacher preparation and rest areas.

10.3 Classroom Instructional Assistants

- 10.3.1 Whenever possible teachers shall be consulted and may make recommendations regarding the assignment of classroom Instructional Assistants.
- 10.3.2 Teachers will assume a major role in the evaluation of Instructional Assistants and will make written evaluation summaries of the IA's performance to the building administrator.
- 10.3.3 In the event there is a serious problem in continuing the Instructional Assistant/teacher combination, an effort will be made to reassign the Instructional Assistant for the following year.

10.4 Student Teachers

- 10.4.1 Student teachers will not be assigned without the approval of the Principal and the intended supervising teachers.
- 10.4.2 Any compensation which the District receives for assigning the student teacher shall be paid to the supervising teacher.

10.5 Staff Handbooks

Staff Handbooks will be in agreement with the contract.

10.6 Class Size Recommendations

- 10.6.1 In the event that student enrollment in a class exceeds the following numbers, a committee consisting of the site administrator and three teachers shall review the classroom situation to make one or more of the following recommendations:
 - 10.6.1.1 Recommend the hiring of an aide.
 - 10.6.1.2 Recommend the hiring of a new teacher.
 - 10.6.1.3 Recommend expenditures for classroom supplies above the lump sum amount.
 - 10.6.1.4 Recommend paying affected classroom teacher(s) a stipend of \$400 at the end of the school year for each student over the class size. This stipend shall be prorated over the five-period day for teachers, grades 6-12, and also shall be prorated according to the number of days of the year the class size is exceeded.

For example, a 6-12 teacher would receive \$80 if he/she had 29 students enrolled in a class over the course of the entire year; the amount would be \$40 if the student were enrolled for only one semester. A teacher would receive \$160 if he/she had 29 students enrolled in two classes over the course of the entire year.

10.6.1.5 Recommend an adjustment in adjunct duty for the affected teacher(s).

10.6.2 The committee's recommendation shall be presented to the Superintendent for consideration.

Class Size Numbers that Trigger 10.6.1.1-10.6.1.5 above.
(These numbers are not a limit for class size enrollment.)

K-8	9-12	Other
K - 3 22 students 4 – 5 26 students 6 – 8 26 students in ELA, Social Studies, Math and Science	28 students for English, Social Studies, Math, Science, Language	Independent Study: 25 students Mutually agreed upon by the teacher and administration up to 30 students

10.7 Visitors and Volunteer Aides

10.7 Visitors and Volunteer Aides in Classrooms. Refer to Board Policy 1200, and Administrative Regulation 1200.

10.8 Compensation for Moving Time

10.8.1 If a teacher moves sites s/he shall receive 2 comp days, if a teacher moves rooms within the same site s/he shall receive 1 comp day.

10.8.2 The site administrator and teacher shall mutually agree upon the manner in which the days shall be taken. The teacher shall submit records of time to the site administrator.

10.9 Multiple Room Assignments

If multiple room assignments are unavoidable within a site, then the administrator shall attempt to rotate these assignments equitably from year to year within the constraints of schedule and program needs, and specialized room use (science, art, music, woodshop).

10.10 Decision-Making for School Site Funds

10.10.1 It is the intent of the School District that the teaching staff be significantly involved in the decision-making process for expenditure of all site funds.

10.10.2 The teaching staff in collaboration with the principal at each site, shall adopt a budget for use of those monies by the end of the first thirty days of school.

10.10.3 Any revisions to the budget are to be voted on by that site's teachers.

10.10.4 The teaching staff at each site will be given a detailed report of all actual expenditures credited to the site budget in January and June of each year.

10.11 Specialized Health Care Procedures

10.11.1 Only people who are trained will provide and conduct necessary specialized health care procedures, including, but not limited to, catheterization, injections, ileostomies, gastrostomies, tracheotomy, suction, oxygen administration, gavage feeding, and draining.

10.11.2 Unit members shall not be responsible for performing the above special procedures.

10.11.3 The District is to defend and indemnify all unit members in accordance with Government Code Sections 825 and 995. Those provisions require all public agencies in California to provide for the defense and indemnification of all public employees who are sued over acts or omissions that occur within the course and scope of employment.

ARTICLE 11 – ASSOCIATION/DISTRICT RIGHTS

- 11.1 The Association shall have access at reasonable times to areas where employees work, to bulletin boards, and to teacher mailboxes.
- 11.2 The Association shall have the use of institutional facilities and equipment, at reasonable times for the purpose of conducting Association meetings or business. The Association shall reimburse the District for reasonable costs, if incurred.
- 11.3 A total of ten days leave shall be granted to the Association per school year to be used by its representatives, said days to be utilized for local, state, or national conferences or for conducting other business pertinent to Association affairs.
- 11.4 The Association shall reimburse the District at the substitute's daily rate of pay for each day utilized under this provision. This provision does not apply to collective bargaining agreement negotiations; the District will pay for substitutes for the MTA Negotiation Team in preparation for and during collective bargaining agreement negotiations.
- 11.5 A copy of the District Directory shall be provided to the Association when it is available.
- 11.6 Management Rights. It is understood and agreed that the powers and responsibilities to direct, manage, and control the operations and affairs of the District, are reserved exclusively to the District and the Board, except as they are limited by this Agreement in the manner and to the extent authorized by law.
- 11.7 Within 30 days of hire, MUSD will provide the MTA with the name, job title, department, work location, work, home, and personal cellular telephone numbers, personal email addresses on file with MUSD, and home address of newly hired employees. In addition, MUSD will provide the MTA with at least 10 days advance notice of the orientation meeting for the new employee. MUSD will also provide the MTA with a list of contact information for all employees by October 1 of the new school year.

ARTICLE 12 – HEALTH AND WELFARE BENEFITS

12.1 Eligibility

Certificated employees, as recognized in Article 2, Section 1, are eligible to join dental, medical, and life insurance plans within sixty days of employment if they are employed on a regular contract.

12.1.1 Benefits related to part time employees are defined in Article 15.5

12.2 Medical Benefit Cap

12.2.1 The District shall contribute up to an annual maximum total contribution of \$8,477.60 for each full-time eligible unit member toward District medical benefit insurance. Any cost in excess of the above annual maximum contribution shall be paid by the unit member through payroll deduction. The “cap” on the District contribution toward medical benefit premiums for retirees is \$5,200 annually without a dependent; \$8,320.00 annually with a dependent.

12.2.2 A Section 125 plan (flexible spending) will be made available to employees by the District.

12.3 The Medical Plan

12.3.1 The medical insurance policy will be implemented based upon specifications set forth in the insurance provider’s summary of benefits booklet. The plan will operate as set forth by the provider.

12.3.2 The medical insurance provider will not be changed except by agreement of both parties.

12.3.3 Two district employees who are domestic partners and/or married, after providing necessary documentation, will be charged as determined by the medical insurance provider.

12.3.4 If an employee’s medical plan costs less than the capped medical benefit, the difference will be given to the employee, except in the case of employees who are domestic partners or married who receive a reduction in expense due to the medical provider’s guidelines.

12.3.5 In the case the district offers an opt out plan, the difference between the district contribution and the cost of the opt out plan will be given to the employee, except in the case of employees who are domestic partners or married who elect to receive a reduction in expense due to the medical provider’s guidelines. (Proposed)

12.4 Life Insurance Plan

The Board agrees to a continuation of the life insurance plan as it is presently constituted.

12.5 Dental Plan

12.5.1 The Board agrees to a continuation of dental benefits based upon the specifications set forth in the current agreement with the Arrow Benefit Group. Such specifications will be utilized to establish a self-funding plan. The Board will establish a Dental Plan Fund separate from the Health Plan.

12.5.2 Dental bills or receipts will be submitted to Arrow Benefit Group.

12.5.3 Participants who are currently enrolled in the plan will remain at their current percentage of coverage of dental bills up to a maximum of \$1,000 per year per family member based upon the specifications set forth above.

12.5.4 Participants who enroll in the plan(s) after the date of contract ratification will receive percentage coverage according to the below-listed schedule:

1st year	70%;
2nd year	80%;
3rd year	90%;
4th year	100%

12.5.5 Upon reaching the age of three years, children of current employees will be enrolled for the first time at the rate of the employee.

12.5.6 An annual service by a licensed dental provider is required of all participants in the program. Failure of an employee to complete an annual examination within the fiscal year indicated shall lower the coverage by ten percentage points for up to three consecutive years. An employee may "earn back" lost coverage at the rate of ten percent per year by completing an annual service by a licensed dental provider. Children under the age of three shall be exempt from this requirement.

12.5.7 No "side fund" will be established for dental plan payments.

12.5.8 If, for any reason, the self-funding plan is discontinued, the District will guarantee each employee the same level of coverage s/he had at the time of discontinuance of the plan.

12.5.9 Employees hired after January 1 will be subject to a \$500 limitation for the remainder of the year.

12.6 Coverage After Termination

For the duration of the Agreement, should an employee's employment terminate during the school year, s/he they shall be entitled to continue the coverage under the available health, and dental plans for a period not to exceed eighteen months. Such employee shall pay the premium for the continued coverage on a month-to-month basis for this eighteen month period.

12.7 Coverage After Resignation

The District will pay the July and August premiums for the health, dental, vision, and life insurance plans for a certificated employee who submits a letter of resignation to the District by May 15 effective June 30 of that school year.

12.8 Retiree Benefits

Retired District employees may continue membership in any of the District's group medical and related benefit plans at the retiree's expense unless provided for as part of a retirement benefit. Payments shall be made to the District monthly, quarterly, or yearly. All requests for continued coverage shall be submitted in writing thirty days prior to the end of the fiscal year.

12.9 District Health/Dental Committee

Problems that arise from any of these insurance plans will be submitted to the District Health/Dental Committee. The District Health Committee, plus a representative from MTA, will study possible improvement to the District's vision plan, and options for supplemental health insurance.

ARTICLE 13 – COMPENSATION

See specific language regarding salary schedule in Appendix C

13.1 Advancement on the Salary Schedule

13.1.1 Initial Hire

- 13.1.1.1 The Superintendent or designee and an MTA representative will initially place a new hire on the salary schedule for previous teaching experience up to nine years.
- 13.1.1.2 Teachers shall be placed on the appropriate column of the salary schedule in accordance with the degrees and advanced preparation they have completed with Superintendent or designee and an MTA representative present.
 - 13.1.1.2.1 Column 1 is interpreted to mean a BA plus a credential (credential units over 30 will be counted toward advancement) or a CTE credential. Each column move beyond column 1 will require an additional 15 approved semester units.
 - 13.1.1.2.2: The “0” column pertains to those employees who have a BA but do not have a full credential at the time of employment (i.e. those with a staff permit, internship, etc.). Column 0 also includes uncredentialed CTE teachers prior to completion of their credential.
 - 13.1.1.2.3: CTE employees with credential will be initially placed in column 1.
- 13.1.1.3 Teaching experience for salary schedule placement purposes shall only include experience in positions requiring teacher certification.
- 13.1.1.4 Post credential courses will be considered for Column advancement at initial placement. Courses taken prior to credential will not be considered with the exception of those from a Master’s Degree program.
 - 13.1.1.4.1 Units earned through a Master’s Degree program earned before completion of a credential which is related to a member’s teaching assignment (as determined by the Professional Development Committee) will be used toward column advancement at initial hire.
 - 13.1.1.4.2 When a Master’s Degree is earned concurrently with a credential, units earned for both the Master’s Degree and the credential will be used toward column advancement at initial hire.

13.1.2 Step Advancement

- 13.1.2.1 Advancement on the salary schedule for all permanent employees shall be at the rate of one step for each year of teaching experience, regardless of assignment (i.e. full time, part time all year or part time half year).
- 13.1.2.2 Temporary or Probationary teachers who work 75% of the contracted days (138 days of a 185 day school year) shall advance one step for each year of teaching experience
- 13.1.2.3 Temporary or Probationary teachers in their first year who work less than 75% of the contracted days (138 days of a 185 day school year) shall not advance a step the following year, but thereafter will continue to move a step every year as all other employees regardless of assignment.
- 13.1.2.4 An employee returning from sabbatical leave will progress on the salary schedule as if he/she remained in active service.
- 13.1.2.5 An employee receiving a full year’s uncompensated leave of absence will not progress on the salary schedule as if they had remained in active service.

13.1.3 Column Advancement

- 13.1.3.1 Reassignment to a higher classification or achievement of an advance degree shall become effective during the subsequent school year if written notification of this intention is submitted to the District Administration no later than May 1st of the preceding school year. For newly hired teachers, notification of intent to move over the following year must be given no later than two weeks from the date of notification of initial placement.
- 13.1.3.2 If notification is given after the deadline date the reassignment to a higher classification will be effective in the following year.
- 13.1.3.3 Once written evidence is submitted that a new classification requirement has been met, the teacher will advance on the salary schedule. It will be prorated to the date the evidence of completion is submitted and payment will begin the next payroll period.

13.2 Compensation for Advanced Degrees

- 13.2.1 Teachers who have completed graduate studies leading to an advanced degree shall receive additional compensation for a Master's Degree, a Doctorate Degree, and National Board Certification, as specified on the Salary Schedule.
- 13.2.2 The applicant's Master's or Doctorate Degree(s) must be related to their teaching assignment. The determination of this shall be submitted to, and evaluation and recommendation shall be completed by the Professional Development Committee.
- 13.2.3 Additional graduate degree requests, equivalent to a Masters, may be submitted to the Professional Development Committee for evaluation and recommendation to the Board for final approval.
- 13.2.4 The advanced degree stipends are \$2500 for a Master's Degree, \$2500 for National Board Certification, and \$2600 for Ph. D.
- 13.2.5 Once written evidence is provided in the form of an official document that a teacher has achieved a Master's Degree, National Board Certification, or Ph. D., the teacher will receive the full stipend. The full stipend will be given as long as the evidence of completion is submitted by May 31st of the current school year.

13.3 Compensation for Work Done Beyond the Workday and/or School Year

- 13.3.1 Teachers who are requested to perform duties exclusive of adjunct duties beyond the workday and/or the school year shall be paid at a rate of \$25 per hour.
- 13.3.2 The number of hours allotted to an assignment shall be established in advance of the assignment.
- 13.3.3 Whenever possible, such assignment shall be made on an equitable basis.
- 13.3.4 A maximum of eight hours per day shall be paid.

Conference Compensation Table

	Independent (no district involvement) A	Employee Request B	District Request C
District Pay 1	No District pay	District pays for attendance and compensates for agreed upon travel, lodging, food, and substitute. No pay for extra hours (per 13.3.4)	District pays for attendance and compensates for agreed upon travel, lodging, food, substitute, and non-contract hours (per 13.3.4)
Units 2	Credit considered if all costs of attendance fees and substitute paid by employee.	Credit considered if costs of conference fees, units, are paid by the employee.	Credit considered if costs of units are paid by the employee.

13.4 Separate Class of Certificated Employee

- 13.4.1 The following certificated classes have a separate salary schedule, different duties and a longer work year.
 - 13.4.1.1 Head Teachers in charge of Albion School, Comptche School, or Elk School: 190 days
 - 13.4.1.2 Head Teacher in charge of Mendocino Community School: 200 days
 - 13.4.1.4 High School Counselor: 200 days
 - 13.4.1.5 Technology Integration Teacher 190 days
- 13.4.2 As needed, the principal shall recommend to the Superintendent an individual to serve as head teacher.

13.5 Special Assignment Schedule

- 13.5.1 The Special Assignment Salary Schedule is presented in Appendix A
- 13.5.2 If a program at any level is not being offered to students, no one will be paid for that assignment.
- 13.5.3 The superintendent and site administrators will select the stipend positions to be offered for the following year. They will be advertised via email.
- 13.5.4 Additional stipends may be added mid-year at the superintendent's or site administrator's discretion.

13.6 Payroll Period

The payroll period shall be defined as monthly, and teachers will be paid on the last working day of each month for eleven months.

13.7 Payments for Services in Addition to a Regular Assignment

Salary payments for services in addition to the teacher's regular assignment shall be made according to the supplementary payroll schedule and reported to STRS as supplemental income as appropriate.

13.8 Automobile Expense Reimbursement

Teachers requested to use their automobiles in the performance of their duties shall be reimbursed at the maximum rate allowable by the IRS.

13.9 Dual Enrollment Stipend

- 13.9.1 The Dual-Enrollment Stipend will only be available when there is an MOU or contract with Mendocino College to offer Dual-Enrollment courses to be taught by MUSD certificated employees.
- 13.9.2 The Superintendent and site administrators will determine the teacher assignment appropriate for the Dual-Enrollment Course offerings in a particular year.
- 13.9.3 The teacher assigned to the Dual-Enrollment Course will receive a stipend equal to the per unit cost reimbursement determined by the MOU or contract with Mendocino College.

ARTICLE 14 – RETIREMENT/EARLY RETIREMENT

14.1 General Provisions

- 14.1.1 On or before **January 1**, the Superintendent shall notify all certificated employees of the information within this provision.
- 14.1.2 Any certificated person who plans to retire at the close of the school year shall endeavor to notify the Superintendent on or before **February 15** of that year.
- 14.1.3 The agreement between the Board and the participating teacher shall be consummated on or before **May 30**. The teacher may be accompanied by an Association representative in any meeting they attends with the Board pursuant to this Article.
- 14.1.4 The District may in any year offer a retirement incentive program to the certificated staff.
- 14.1.5 The District will consider other STRS retiree programs presented by an employee as a retirement option.

14.2 Retirement

- 14.2.1 Employees may choose one of the following retirement programs (Program A or B).
 - 14.2.1.1 If the member is at least 55 years of age.
 - 14.2.1.2 If the member has been an employee of the District for a period of at least five (5) years immediately prior to retirement.
 - 14.2.2 Upon Mutual agreement, the following retirement options may be adjusted to individual needs as long as the economic impact to the District of an alternate option is no greater than any of the following individual options.
 - 14.2.2.1 Retirement Program A: Medical Benefits for Retiree and Spouse, or Domestic Partner.
 - 14.2.2.1.1 The District shall provide retirees and their spouse, or domestic partner, and eligible dependents or as defined by the insurance provider with all of the health and welfare benefit plans provided to unit members until the retiree is 65. If Medicare eligibility is moved to 67, the District will pay the health benefits until the retiree is 67. The eligible dependent coverage rate shall be capped at the rate in effect on the first year of retirement.
- And/Or:**
 - 14.2.2.1.2 Supplemental Income Retirement Plan: At age 65 or 67, the District will pay \$100 per month toward a medical supplement for Medicare for five years for the retiree only. If the retiree dies before the end of five years, the benefit will stop. A retiree must submit proof of having a supplemental plan for the fiscal year. Upon proof of coverage, the District will issue one check for \$100 for each month that the retiree was covered during the fiscal year.
 - 14.2.2.1.3 They were a full-time certificated employee of the District for the five years immediately preceding his/her resignation and retirement.
 - 14.2.2.1.4 They are at least fifty-five years of age or has completed thirty years of service and is fifty years of age or more.
 - 14.2.2.1.5 The District shall pay to the retiree up to the maximum annual salary allowed by STRS.
 - 14.2.2.1.6 The term of any agreement for special services and advice under this procedure may not exceed five years.

14.2.2.2 Retirement Program B: The Board may contract with retired certificated employees, within their first 180 days of retirement, to provide services to the District. Any person retained to furnish such services, hereinafter called “retiree,” shall meet the following requirements:

14.2.2.2.1 The retiree has reached normal retirement age (60 for CalSTRS 2% at 60 members, 62 for CalSTRS 2% at 62 members).

And/or:

14.2.2.2.2 The retiree’s appointment is necessary to fill a critically needed position.

14.2.2.2.3 The Board must approve the appointment by resolution at a public meeting.

14.2.2.2.4 The retiree did not receive any financial inducement to retire.

14.2.2.2.5 The retiree’s termination of service was not the cause of the need to acquire their services.

14.2.2.2.6 The District shall pay to the retiree up to the maximum annual salary allowed by STRS.

14.2.2.2.7 The term of any agreement for special services and advice under this procedure may not exceed five years.

14.2.3 All certificated retirees who have been employed by MUSD for the last 5 years prior to retiring will be provided the same MCN services as an active employee as long as MCN is owned by the District.

ARTICLE 15 PART-TIME EMPLOYMENT

15.1 Definitions

- 15.1.1 Part-time employee refers to an employee who works less than full-time and who is paid a decimal fraction of a full-time employee's salary.
- 15.1.2 Part-time and shared-time employees may only be hired on .05 (1/20) increments.
- 15.1.3 Shared-time employees are part-time employees who share the full responsibility for one identifiable, full-time position. This normally requires ongoing shared planning for classroom activities.
- 15.1.4 "Teaching period" is defined as approximately forty-five (45) or fifty (50) minutes of student contact time for 180 days per school year.
- 15.1.5 Salary schedule advancement is delineated in Article 13.1.2

15.2 Hours of Employment

- 15.2.1 Regular, part-time teacher duty hours shall be determined by the site supervisor, using the time allocation set forth in (1) through (3), below. Part-time teachers' assignments will be proportional to the percentage of time they are employed.
 - 15.2.1.1 Part-time teachers will work a total number of minutes proportional to their teaching assignment.
 - 15.2.1.2 Part-time teachers shall receive preparation and planning time proportional to their teaching assignment. A teacher with a non-instructional assignment will not receive a preparation time for that proportion of their assignment.
 - 15.2.1.3 Part-time teachers shall have student contact (teaching) time proportionate to the number of minutes or periods taught at grades K-5, or the number of periods taught in grades 6-12. Part-time teachers who do not work every day will have total hours of work and total student contact (teaching) time averaged on a weekly basis.
 - 15.2.1.4 Part-time teachers shall have lunch and breaks in accordance to CA labor law
- 15.2.2 Non-consecutive working hour assignments must be mutually agreeable to the part-time employee and their immediate administrator.

15.3 Adjunct Duties

- 15.3.1 Adjunct duties (as defined in Article 3) will be carried out on a basis proportionate to the regular time worked. The decision as to type and time of these activities will be made by the employee's site administrator after consultation with the part-time employee.
- 15.3.2 Shared-time employees, between or among them, will carry out the same adjunct duties that their full-time position requires.

15.4 Benefits

- 15.4.1 Part-time employees who are employed at least half-time will be eligible to receive benefits on a pro rata basis. If the cost of the benefit exceeds the proportionate share, the employee shall reimburse any remaining difference.
- 15.4.2 Those employees employed for 75% or higher will be treated as full time employees with respect to fringe benefits.

15.5 Shared Time Assignments

- 15.5.1 Permanent or probationary employees who wish to initiate shared-time assignments will present their proposal to the appropriate site administrator by **February 15** for the following school year. The proposal should include:
- 15.5.1.1 a description of how the time is to be shared;
 - 15.5.1.2 a description of how the curriculum is to be shared; and
 - 15.5.1.3 a statement of how the team will be effective for the students and teachers involved.
- 15.5.2 Action on shared-time proposals shall take place on or before **April 15**. The employee shall have the opportunity to support his/her request before the decision-making body or person.
- 15.5.3 Part-time leaves may be granted for one year to employees who wish to participate in shared-time employment. In order to continue the shared-time employment beyond the one-year period, the District may require the employee to resign the leave portion of his/her assignment.
- 15.5.4 If one member of a shared-time assignment resigns, goes on leave, returns to full-time employment, or is terminated, the remaining employee(s) and the site administrator will attempt to find another teacher to share the assignment.
- 15.5.4.1 The person selected to fill the assignment must be agreeable to the remaining employee(s) and the District.
 - 15.5.4.2 If no acceptable person can be found, the District has the option of requiring the remaining member to work full-time.

ARTICLE 16 – PROFESSIONAL DUES OR FEES AND PAYROLL DEDUCTIONS

16.1 Any certificated employee who is a member of the Mendocino Teachers Association/CTA/NEA, or who has applied for membership, may sign and deliver to the Association an assignment authorizing deduction of unified membership dues, initiation fees, and general assessments in the Association.

16.1.1 The Association will produce a list of new members who have authorized deduction of unified membership dues, initiation fees, and general assessments within 10 days of receiving the signed assignment of authorization.

16.2 Pursuant to notice of such authorization by the Association, the District shall deduct one eleventh (1/11th) of such dues from the regular salary check of the unit member each month for eleven months.

16.3 Deductions for unit members shall be proportionate to the percentage of contract employment.

16.4 Deductions for members who sign such authorization after the commencement of the school year shall be appropriately prorated.

16.5 Upon appropriate written authorization from the certificated employee, the District shall deduct from the salary of any unit member and make appropriate remittance for annuities, credit union, savings bonds, or any other plans or programs jointly approved by the Association and the District.

16.6 All requests for information regarding union membership shall be deferred to the Association.

16.7 With respect to all sums deducted by the District pursuant to sections above, for membership dues, the District agrees to remit such monies promptly to the Association accompanied by an alphabetical list of unit members for who such deductions have been made, and indicating any changes in personnel from the list previously furnished.

16.8 The Association and District agree to furnish to each other any information needed to fulfill the provisions of this Article.

16.9 The Association agrees to pay to the District reasonable legal fees and legal costs incurred in defending against any court action and/or administrative action challenging the legality or constitutionality of the agency fee provisions of this Agreement or their implementation. The Association shall have the exclusive right to decide and determine whether any such action or proceeding referred to above shall or shall not be compromised, resisted, defended, tried or appealed.

ARTICLE 17 - PROFESSIONAL DEVELOPMENT

17.1 Professional Development Committee

- 17.1.1 A District certificated Professional Development Committee will be organized.
- 17.1.1.1 The committee will be comprised of members including: a representative from K-5, 6-8, 9-12, a representative of MTA; and two administrators.
- 17.1.1.2 The committee will be organized to fulfill the following:
- 17.1.2.1 To make recommendations to the Superintendent relating to the allocation of District funds designated for professional development and the content of professional development (examples of professional development funds, professional development block grant, Title I and EETT grant funds that are designated for professional development)
- 17.1.2.2 To review requests for Class II credit (course work, District credit or projects) towards advancement on the Salary Schedule (see Board Exhibit 4131);
- 17.1.2.3 To grant approval of Class II course work for advancement on the Salary Schedule;
- 17.1.2.4 To evaluate coursework and Master’s coursework as it relates to assignment as needed for initial placement
- 17.1.2.5 To evaluate additional graduate degree requests equivalent to a Master’s (Refer to 13.2)
- 17.1.2.6 The Committee will take responsibility for recommending to the Board, criteria for granting sabbatical and partial-sabbatical leaves.
- 17.1.2.6.1 The Committee will review and recommend applicants for sabbatical and partial-sabbatical leaves, as outlined in Article 4, Sabbatical Leave section.
- 17.1.2.7 Professional Development information will be disseminated at staff meetings by site representatives on the Committee.

17.2 Salary Schedule Credit for Professional Development for Class II Units

- 17.2.1 No class II credit will be given on the salary schedule for workshops or courses held during any of the 185 teacher contract days.
- 17.2.1.1. If the District pays for an employee’s units for a workshop or course, no credit on the salary schedule will be given.

Conference Compensation Table

	Independent (no district involvement) A	Employee Request B	District Request C
District Pay 1	No District pay	District pays for attendance and compensates for agreed upon travel, lodging, food, and substitute. No pay for extra hours (per 13.3.4)	District pays for attendance and compensates for agreed upon travel, lodging, food, substitute, and non-contract hours (per 13.3.4)
Units 2	Credit considered if all costs of attendance fees and	Credit considered if costs of conference fees and units are	Credit considered if costs of units are paid by the employee.

	substitute paid by employee.	paid by the employee.	
--	------------------------------	-----------------------	--

17.2.1.2 The unit member shall submit a request to the Professional Development Committee for approval of course credit.

17.2.1.3 In section 2A credit for units will be considered if the employee uses compensation time or pays for a substitute out-of-pocket. Personal necessity leave may not be used.

17.3 Professional Development Requests

17.3.1 In conjunction with the Board's stated philosophy which encourages certificated staff to maintain professional growth, all certificated staff at all sites will be encouraged to attend professional growth activities related to their current teaching assignments.

17.3.2 A unit member must receive approval from their site administrator before attending professional growth activities during the workday. Administrator will respond in writing within 5 days or the request is automatically granted. This administrative approval does not constitute approval for professional growth units.

17.3.3 Unit members shall use the appropriate District form to request professional growth activities.

ARTICLE 18– PART-TIME EMPLOYMENT WITH FULL-TIME RETIREMENT CREDIT

18.1 Part-time Employment with Full-time Retirement Credit

18.1.1 In any year, the District may or may not offer part-time employment with full-time credit. If it does make this offer, it will do so on or **before November 15th**, with the application due by **February 1st**. Following are the guidelines and rules for the program:

18.1.1.2 Employees who are members of STRS may be granted permission by the Board to reduce their workload from full-time to a minimum of half-time, and maintain full-time status for retirement purposes if they meet the following requirements:

18.1.2 The employee must have reached the age of fifty-five prior to the reduction in workload.

18.1.3 The employee shall have been employed full-time to perform creditable service for a minimum of ten years including five years in the District immediately preceding the reduction in workload.

18.1.4 The employee must meet the qualifications as set forth by STRS.

18.2 Definition

18.2.1 The reduced workload shall be equal to or greater than one-half of the full-time equivalent required by the employee's contract of employment during his/her final year of full-time employment. The days of service may be satisfied by working half-time, or any part greater than half-time, for a full year.

18.3 Participation

18.3.1 Participation in this program does not preclude an employee from participating in the District's retirement program.

18.3.2 The option of part-time employment shall be exercised at the request of the employee and can be revoked only with the mutual consent of the employer and the employee.

18.4 Salary

18.4.1 Salary: The employee shall be paid a salary which is the pro rata share of the salary s/he would be earning had s/he not elected to exercise the option of part-time employment.

18.5 Benefits

18.5.1 Pursuant to Education Code Section 44922, the participating employee shall receive health benefits and retirement credit with STRS in the same manner as a full time employee. Such participating employee's entitlement to leaves and other benefits (except for those paid for by the employee) shall be pro-rated commensurate with their part-time status.

18.6 Retirement

18.6.1 Retirement: Participating employees and the District shall contribute to STRS as if the employee were full-time.

18.7 Requirements

18.7.1 The period of part-time shall include time up to 5 years for employees affected by Government Code 20815 and 10 years for employees affected by Education Code 22724.

18.7.2 It shall be the District responsibility to determine assignments relative to this article (18) and within the parameters of Article 8 Transfers.

18.7.3 The request for reduced workload under this article will be made using the District Reduced Workload Request Form.

ARTICLE 19 – COMPLETION OF NEGOTIATIONS

- 19.1 The Association agrees that this Agreement is intended to cover all matters relating to wages, hours, and all other terms and conditions of employment, and during the term of the Agreement neither the Board nor the Association will be required to meet and negotiate on any further matters affecting these or any other subjects not specifically set forth in this Agreement.
- 19.2 The District and the Association agree that it is to their mutual benefit to encourage resolution of differences through the meet and negotiate process.
- 19.3 If any provision of this Agreement shall be found to be contrary to law, then such provision shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions shall continue in full force and effect.
- 19.4 This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
- 19.5 The District Office shall make hard copies of the Agreement available upon request as well as a copy at each site. It will also provide the contract on the Mendocino Unified School District web site within thirty (30) days of final agreement of the final wording in the contract. Side letters and addendums shall be incorporated on a yearly basis and a yearly edited edition will be provided. Copying and paper costs will be shared equally by the District and the Association.

**Appendix A – Athletic Stipends and Special Assignment Salary Schedules
Special Assignments**

Tier	Tier IV	Tier III	Tier II	Tier I
Proposed Stipend	\$ 3,000	\$1800	\$1200	\$600
Proposed hours of commitment beyond contract hours	3+ hours/wk (150+ hours)	2+ hours/wk (80 – 150+ hours)	1+ hour/wk (40 - 80 hours)	45 minutes - 1 hour/wk. (Hours less than 20 hours will be paid in comp time.) *

*Administrators will advertise a list of available stipend positions at the beginning of the year on an annual basis and under which tier they will be paid. Additional stipend positions may be added during the year as needed.

** Tier I assignments may require a time log. Logs are due Monthly.

Athletics

	Tier IV	Tier III	Tier II	Tier I
Proposed Stipend	\$2400	\$1800	\$1200	\$900
Proposed hours of commitment	200+ hours	100 – 200 hours		
	Football	Cross Country	High School Assistant Coaches	Middle School Assistant Coaches
	Soccer	Baseball		
	Volleyball	Golf		
	Basketball	Softball		
		Tennis		
		MS Volleyball		
		MS Basketball		
		MS Soccer		
		Track		
		Cheerleading		
		Swimming		
		JV Coaches		

Appendix B – Conference Compensation Table

Employee Name:

Name of conference:

Dates of Conference:

	Independent (no district involvement) A	Employee Request B	District Request C
District Pay 1	<p>No District pay</p> <p>Teacher initials:</p> <hr/> <p>Admin initials:</p> <hr/>	<p>District pays for attendance and compensates for agreed upon travel, lodging, food, and substitute. No pay for extra hours (per 13.3.4)</p> <p>Teacher initials:</p> <hr/> <p>Admin initials:</p> <hr/>	<p>District pays for attendance and compensates for agreed upon travel, lodging, food, substitute, and non-contract hours (per 13.3.4)</p> <p>Teacher initials:</p> <hr/> <p>Admin initials:</p> <hr/>
Units 2	<p>Credit considered if all costs of attendance and fees paid by employee.</p> <p>Teacher initials:</p> <hr/> <p>Admin initials:</p> <hr/>	<p>Credit considered if costs of conference fees, units, are paid by the employee.</p> <p>Teacher initials:</p> <hr/> <p>Admin initials:</p> <hr/>	<p>Credit considered if costs of units are paid by the employee.</p> <p>Teacher initials:</p> <hr/> <p>Admin initials:</p> <hr/>

-Appendix C – Salary Compensation Language

Compensation language adopted by MUSD/MTA effective July 1, 2009:

An increase to the 2008-09 salary schedule of 1.3%

Compensation language adopted by MUSD/MTA effective July 1, 2010:

A 2% increase to the 2008-09 overall salary schedule with the cells configured as shown in said salary schedule plus the increase above for 2009-10

Compensation language adopted by MUSD/MTA effective July 1, 2007:

It was agreed to adopt the salary schedule referred to as option “E-2.” It was also agreed that it would be useful to limit the negotiations next year to compensation, retirement, and language conflicts in the contract. The teams will decide after the fall presentation on Prep time to the Board, whether this needs to be a part of negotiations as well.

Compensation language adopted by MUSD/MTA effective July 1, 2008:

The MTA salary schedule will be increased by \$41,575, the amount required to cover the increase in the Staywell premium to the employee. Each cell will be increased by \$967.00. This equates to about 1.77% over all. It is agreed that this does not close negotiations for 2008-09.

Compensation language adopted by MUSD/MTA effective July 1, 2008:

The MTA salary schedule will be increased by \$27,461 affecting the middle of the salary schedule and moving it towards the average of comparable districts. This increase is delineated in the attached certificated salary schedule designated as Exhibit C. This equates to about 1 % overall. It is agreed that this closes negotiations for 2008-09. This agreement is contingent upon the acceptance by the county of the disclosure form for collective bargaining.

Compensation language adopted by MUSD/MTA effective July 1, 2009:

\$744 has been added to each cell of the salary schedule retroactively effective to July 1, 2009. On July 1, 2010 the total cost of the increase to the salary schedule is a 2% increase over the cost of the 2008-09 schedule plus the cost of the \$744 added to each cell in 2009-10.

Compensation language adopted by MUSD/MTA effective July 1, 2011:

The cap for single retirees will be increased by \$1,487. This will make the retiree “out of pocket” medical benefit costs for the most “popular” SISC plan the same for retirees. Currently the “out of pocket” costs for retirees without a dependent is greater than the “out of pocket” costs for retirees with dependents. The result is the medical cap for retirees with a dependent is \$8,320.08 and \$3,713.16 for retirees with no dependents.

Compensation language adopted by MUSD/MTA effective July 1, 2011:

The District will pay the “average” increase in the cost of medical benefits for qualified employees. The increase averaged \$31 per month for the nine months of October 2011 through June 2012 equaling \$279 per qualified employee.

Compensation language adopted by MUSD/MTA effective July 1, 2011:

A column for BA + 0 units was added (column 0) to the salary schedule for the placement of those employees who have a BA but do not have a full credential at the time of employment. Two current certificated employees will advance across columns due to this agreement.

Compensation language adopted by MUSD/MTA effective July 1, 2012:

Independent of any trigger reductions, the District will pay the “average” 2011-12 increase in the cost of medical benefits for qualified employees starting in 2012-13. The mode of the increase was \$31 per month equaling \$372 per qualified employee. The cap will be increased by \$372.00.

Compensation language adopted by MUSD/MTA effective July 1, 2013:

It is hereby agreed that Exhibit C (1) Mendocino Unified 2012-13 Certificated Salary Schedule approved by the Board on 2/16/12 will be replaced by the Salary Schedule named Exhibit C(2) Mendocino Unified 2013-14 Certificated Salary Schedule (attached below). Compensation language adopted by MUSD/MTA will be effective July 1, 2013:

Based on the 2012-13 certificated salary schedule, the MTA salary schedule costs will be increased by \$84,232 affecting the middle of the salary schedule and moving it towards the average for comparable districts. This increase equates to 3.85% overall, based on the 2012-13 salary schedule. In addition, salary schedule C(2) reflects the elimination of steps 26-30 (years of service), as well as column 6 (BA+105).

Compensation language adopted by MUSD/MTA effective July 1, 2013:

It was agreed to add an annual stipend of \$2500 for employees who hold National Board Certification.

Compensation language adopted by MUSD/MTA effective July 1, 2013:

The District will pay the “mode” of the 2012-2013 increase in the cost of medical benefits for qualified employees starting October 1, 2012. The mode of the increase was \$53 per month equaling \$477 per qualified employee. The cap will be increased by \$636.00 to \$8477.60

Compensation language adopted by MUSD/MTA effective July 1, 2014:

It is hereby agreed that Exhibit C(2) Mendocino Unified 2013-14 Certificated Salary Schedule approved by the Board on 6/20/13 will be replaced by the Salary Schedule named Exhibit C(2) Mendocino Unified 2014-15, 2015-16, 2016-17 Certificated Salary Schedules. Compensation language adopted by MUSD/MTA will be effective July 1, 2014. It is agreed that salary and benefits cannot be opened for negotiations until the fall of 2017.

Based on the 2013-14 certificated salary schedule, the total salary and statutory benefit costs will be increased by **\$163,348** mainly affecting the beginning and the middle of the salary schedule. This increase equates to **5.9%** overall, based on the 2013-14 salary schedule.

In addition, based on the 2014-15 certificated salary schedule, the 2015-2016 total costs will be increased by \$75,893, equating to a 2.59% overall increase. Finally, based on the 2015-16 certificated salary schedule, the 2016-2017 total costs will be increased by \$57,822, equating to a 1.92% overall increase.

MTA total cost over three years			<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>3 years</u>
			163,353	163,353	163,353	

				75,893	75,893	
					57,822	
			163,353	239,247	297,068	699,668

Compensation language adopted by MUSD/MTA effective July 1, 2015

- It was agreed to change the language of Article 13.1.1.2. which indicates that newly hired teachers will be placed at BA plus credential, and will not receive any additional educational credits which were part of their B.A.
- As per Article 13.3.4, when the District requests an employee attend training, they will be compensated for travel, lodging, food, substitutes, and non-contract hours.
- Appendix A has been changed so that stipend amounts are increased.
- Changes were made to Class Size Numbers which trigger stipends or other benefits.

Compensation language adopted by MUSD/MTA effective July 1, 2016

- The teacher in charge compensation applies to any teacher.
- A 190 day salary schedule was added for the Technology Integration Teacher.

Compensation language adopted by MUSD/MTA effective July 1, 2018

It is hereby agreed that the attached salary schedules will replace all prior salary schedules effective July 1, 2018. The salary schedules will reflect a 1% retroactive raise for fiscal year 2017-18 to be paid out in May 2018. The pay increases for fiscal year 2018-19 will be 2%, and increases for 2019-20 will be 4%.

Compensation language adopted by MUSD/MTA effective July 1, 2019

The pay increase for the fiscal year 2019-20 is 4%. Additionally we are offering employees a new opt-out health insurance option (WABE). This option will not change employee compensation.

Compensation language adopted by MUSD/MTA effective July 1, 2020:

It is agreed that there will be no change in the salary schedule for the 2020-2021 school year. The District agrees to a one-time coverage of the health insurance increase costs for each employee receiving healthcare benefits for the 2020-2021 school year.

Compensation language adopted by MUSD/MTA effective July 1, 2021:

It is hereby agreed that the attached salary schedules will replace all prior salary schedules effective July 1, 2021. The salary schedules will reflect a 3% raise for fiscal year 2021-22. The MTA and MUSD agree to work collaboratively to address budgetary changes.

Compensation language adopted by MUSD/MTA effective July 1, 2022:

It is hereby agreed by the parties that there will be a 5% raise for the 2022/23 school year with the agreement that if there is no consensus on salary/benefits for the 23/24 school year by 2/15/22, it will result in an impasse re: 23/24 salary/benefits. Negotiations can continue as usual on other issues past this date. MTA and the administration will sunshine at the Board meeting in August 2022. This is a one-year pilot program for the 22/23 school year that could be adopted in future years if both parties find it beneficial.

Appendix D
Mendocino Unified School District
Evaluation of Teaching Performance
Revised 6/22/2017

Teacher _____

Date:

School: _____

Grade/Subject:

Years in the District: _____

Dates of Conferences: _____

Dates of Observations: _____

Status of Teacher:

Temporary

Probationary — 1st Year

Permanent

Probationary — 2nd Year

3 = Standards met

2 = Working towards standard

1 = Standard not met

Standard One: Engaging and Supporting All Students in Learning	3	2	1
1-1 Teacher uses knowledge of students to engage them in learning			
1-2 Teacher connects learning to students' prior knowledge, backgrounds, life experiences, and interests.			
1-3 Teacher connects subject matter to meaningful, real-life contexts.			
1-4 Teacher uses a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs.			
1-5 Teacher promotes critical thinking through inquiry, problem solving, and reflection.			
1-6 Teacher monitors student learning and adjusts instruction while teaching.			
Standard Two: Creating and Maintaining Effective Environments for Student Learning	3	2	1
2-1 Teacher promotes social development and responsibility within a caring community where each student is treated fairly and respectfully			

Standard Two, continued	3	2	1
2-2 Teacher creates physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students.			
2-3 Teacher establishes and maintains learning environments that are physically, intellectually, and emotionally safe.			
2-4 Teacher creates a rigorous learning environment with high expectations and appropriate support for all students.			
2-5 Teacher develops, communicates, and maintains high standards for individual and group behavior.			
2-6 Teacher employs classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn.			
2-7 Teacher uses instructional time to optimize learning.			
Standard Three: Understanding and Organizing Subject Matter for Student Learning	3	2	1
3-1 Teacher demonstrates knowledge of subject matter, academic content standards, and curriculum frameworks.			
3-2 Teacher applies knowledge of student development and proficiencies to ensure student understanding of subject matter.			
3-3 Teacher organizes curriculum to facilitate student understanding of the subject matter.			
3-4 Teacher utilizes instructional strategies that are appropriate to the subject matter.			
3-5 Teacher uses and adapts resources, technologies, and standards-aligned instructional materials including adopted materials, to make subject matter accessible to all students.			
3-6 Teacher addresses the needs of English learners and students with special needs to provide equitable access to the content.			
Standard Four: Planning Instruction and Designing Learning Experiences for All Students	3	2	1
4-1 Teacher uses knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction.			
4-2 Teacher establishes and articulates goals for student learning.			
4-3 Teacher develops and sequences long-term and short-term instructional plans to support student learning.			

Standard Four, continued.	3	2	1
4-4 Teacher plans instruction that incorporates appropriate strategies to meet the learning needs of all students.			
4-5 Teacher adapts instructional plans and curricular materials to meet the assessed learning needs of all students.			
Standard Five: Assessing Students for Learning	3	2	1
5-1 Teacher applies knowledge of the purposes, characteristics, and uses of different types of assessments.			
5-2 Teacher collects and analyzes assessment data from a variety of sources to inform instruction.			
5-3 Teacher reviews data, both individually and with colleagues, to monitor student learning.			
5-4 Teacher uses assessment data to establish learning goals and to plan, differentiate, and modify instruction.			
5-5 Teacher involves all students in self-assessment, goal setting, and monitoring progress.			
5-6 Teacher uses available technologies to assist in assessment, analysis, and communication of student learning.			
5-7 Teacher uses assessment information to share timely and comprehensible feedback with students and their families.			
Standard Six: Developing as a Professional Educator	3	2	1
6-1 Teacher reflects on teaching practice in support of student learning.			
6-2 Teacher establishes professional goals and engages in continuous and purposeful professional growth and development.			
6-3 Teacher collaborates with colleagues and the broader professional community to support teacher and student learning.			
6-4 Teacher works with families to support student learning.			
6-5 Teacher engages local communities in support of the instructional program.			
6-6 Teacher manages professional responsibilities to maintain motivation and commitment to all students.			
6-7 Teacher demonstrates professional responsibility, integrity, and ethical conduct.			

Signatures

Evaluator's Signature

Date

Teacher's Signature

Date

Administrative Summary (See attached)

Employee response may be included.

Appendix E
Mendocino Unified School District
Grievance Forms



MENDOCINO UNIFIED SCHOOL DISTRICT

MTA GRIEVANCE APPEAL FORM LEVEL I

Instructions: If you are not satisfied with the decision at Level I, please fill out and submit this form to the Superintendent within five (5) days of that Level I decision.

The District's complaint procedures are found in Board Policy 1312.1 and Administrative Regulation 1312.1 which are available through the District Office for your review. Please make sure to reference the appeal provisions and timelines involved.

Should you have any questions about the grievance policy or procedures, please contact the school site principal or superintendent.

Grievance #:

Date of Level I Appeal: _____

To: _____
(Superintendent/Designee)

From: _____
(Grievant)

I hereby file this form to appeal the District's decision at Level I received by me on _____
(Date)

The Grievance is being appealed because: _____

Attach a copy of the Grievance Form Level I and any supporting documents.

Signature

Date



MENDOCINO UNIFIED SCHOOL DISTRICT

MTA GRIEVANCE RESPONSE FORM LEVEL II

Grievance #:

Date of Grievance Response: _____

To: _____
(Grievant)

From: _____
(Superintendent)

Response to Grievance Appeal: _____

Attach a copy of the Grievance Form Level I, Appeal Form Level I, and any supporting documents.

Superintendent Signature

Date



MENDOCINO UNIFIED SCHOOL DISTRICT

MTA GRIEVANCE APPEAL FORM LEVEL I—APPEAL TO LEVEL II

Instructions: Upon receipt of the Grievance Response Form Level II from the Superintendent, should the initial grievance still exist and the grievant still wish to pursue the grievance, s/he shall, within ten days upon the receipt of the Superintendent's response, appeal the decision to the BOARD using this Grievance Appeal Form Level I—Appeal to Level II.

The District's complaint procedures are found in Board Policy 1312.1 and Administrative Regulation 1312.1 which are available through the District Office for your review. Please make sure to reference the appeal provisions and timelines involved .

Grievance #:

Date of Level II Appeal: _____

To: _____
(MUSD Board President)

From: _____
(Grievant)

I hereby file this form to appeal the District's decision at Level II received by me on _____
(Date)

The Grievance is being appealed because: _____

Attach a copy of the Grievance Form Level I and any supporting documents.

Signature

Date



MENDOCINO UNIFIED SCHOOL DISTRICT

MTA GRIEVANCE APPEAL FORM LEVEL III

Instructions: If the grievant wishes to appeal the decision of the Superintendent OR Board to arbitration, s/he may, within five days of the conclusion of mediation, request in writing on the Contact Grievance Appeal Form Level III that the Association submit his/her grievance to arbitration, with a copy to the Superintendent or Board.

Should you have any questions about the grievance policy or procedures, please contact the school site principal or superintendent.

Grievance #:

Date of Level III Appeal: _____

To: _____
(Association President)

From: _____
(Grievant)

I hereby file this form to appeal the District's decision at Level II received by me on _____
(Date)

The Grievance is being appealed because: _____

Attach a copy of any supporting documents.

Signature

Date

**Exhibit C - Mendocino Unified
Certificated Salary Schedules**

2022-2023

Mendocino Unified School District
Mendocino Teachers' Association 185 days
2022-23 Annual Salary Schedule
Effective July 1, 2022
Board Approved: June 14, 2022

Years	0 A.B.	1 A.B.+30	2 A.B.+45	3 A.B.+60	4 A.B.+75	5 A.B.+90
1	\$43,695	\$51,525	\$52,516	\$53,504	\$54,495	\$55,482
2	\$45,001	\$53,122	\$54,137	\$55,150	\$56,167	\$57,182
3	\$46,423	\$54,760	\$55,800	\$56,842	\$57,883	\$58,926
4	\$47,884	\$56,438	\$57,507	\$58,577	\$59,646	\$60,715
5	\$49,385	\$58,163	\$59,261	\$60,357	\$61,454	\$62,552
6	MA \$2,500	\$50,924	\$59,932	\$61,059	\$62,186	\$63,311
7		\$52,502	\$61,751	\$62,906	\$64,061	\$65,216
8		\$54,123	\$63,614	\$64,799	\$65,986	\$67,172
9	Ph.D. \$2,600	\$55,789	\$65,525	\$66,743	\$67,961	\$69,179
10		\$55,789	\$65,525	\$68,740	\$69,988	\$71,237
11		\$55,789	\$65,525	\$70,337	\$71,476	\$72,615
12	Natnl. \$2,500	\$55,789	\$65,525	\$71,441	\$72,598	\$73,755
13		\$55,789	\$65,525	\$72,560	\$73,736	\$74,911
14		\$55,789	\$65,525	\$72,560	\$74,892	\$76,086
15		\$55,789	\$65,525	\$72,560	\$76,068	\$77,280
16		\$55,789	\$65,525	\$72,560	\$77,260	\$78,492
17		\$55,789	\$65,525	\$72,560	\$78,471	\$79,720
18		\$55,789	\$65,525	\$72,560	\$78,471	\$80,969
19		\$55,789	\$65,525	\$72,560	\$78,471	\$82,238
20		\$55,789	\$65,525	\$72,560	\$78,471	\$83,528
21		\$55,789	\$65,525	\$72,560	\$78,471	\$84,837
22		\$55,789	\$65,525	\$72,560	\$78,471	\$86,164
23		\$55,789	\$65,525	\$72,560	\$78,471	\$87,516
24		\$55,789	\$65,525	\$72,560	\$78,471	\$88,887
25		\$55,789	\$65,525	\$72,560	\$78,471	\$90,277
		\$55,789	\$65,525	\$72,560	\$78,471	\$90,276
		\$55,789	\$65,525	\$72,560	\$78,471	\$91,690



 Superintendent Signature

6/16/22

 Date

MUSD offers three higher education stipends: Masters, Ph.D, National Teacher Credential. MTA members and Certificated staff are eligible to receive up to two of the three stipends offered.

Mendocino Unified School District
MTA Counselor Schedule 200 days
2022-23 Annual Salary Schedule
Effective July 1, 2022
Board Approved: June 14, 2022

Years	1	2	3	4	5
	A.B.+30	A.B.+45	A.B.+60	A.B.+75	A.B.+90
1	\$55,703	\$56,774	\$57,841	\$58,913	\$59,981
2	\$57,429	\$58,526	\$59,622	\$60,720	\$61,819
3	\$59,199	\$60,324	\$61,450	\$62,577	\$63,704
4	\$61,012	\$62,171	\$63,328	\$64,483	\$65,639
5	\$62,879	\$64,066	\$65,251	\$66,437	\$67,624
6	MA \$2,500	\$64,791	\$66,009	\$67,228	\$68,444
7		\$66,757	\$68,005	\$69,255	\$70,503
8		\$68,772	\$70,053	\$71,337	\$72,618
9	Ph.D.	\$70,837	\$72,156	\$73,472	\$74,788
10	\$2,600	\$70,837	\$74,314	\$75,663	\$77,013
11		\$70,837	\$76,040	\$77,271	\$78,503
12	Natnl.	\$70,837	\$77,233	\$78,484	\$79,735
13	\$2,500	\$70,837	\$78,443	\$79,715	\$80,984
14		\$70,837	\$78,443	\$80,966	\$82,255
15		\$70,837	\$78,443	\$82,236	\$83,546
16		\$70,837	\$78,443	\$83,524	\$84,857
17		\$70,837	\$78,443	\$84,833	\$86,185
18		\$70,837	\$78,443	\$84,833	\$87,533
19		\$70,837	\$78,443	\$84,833	\$88,906
20		\$70,837	\$78,443	\$84,833	\$90,300
21		\$70,837	\$78,443	\$84,833	\$91,715
22		\$70,837	\$78,443	\$84,833	\$93,151
23		\$70,837	\$78,443	\$84,833	\$94,610
24		\$70,837	\$78,443	\$84,833	\$96,093
25		\$70,837	\$78,443	\$84,833	\$97,595



 Superintendent Signature

6/16/22

 Date

MUSD offers three higher education stipends: Masters, Ph.D, National Teacher Credential. MTA members and Certificated staff are eligible to receive up to two of the three stipends offered.

Mendocino Unified School District
MTA Head Teacher Schedule 190 days
2022-23 Annual Salary Schedule
Effective July 1, 2022
Board Approved: June 14, 2022

Years	1	2	3	4	5
	A.B.+30	A.B.+45	A.B.+60	A.B.+75	A.B.+90
1	\$52,918	\$53,934	\$54,950	\$55,968	\$56,982
2	\$54,557	\$55,600	\$56,640	\$57,685	\$58,728
3	\$56,239	\$57,308	\$58,377	\$59,448	\$60,519
4	\$57,962	\$59,061	\$60,161	\$61,258	\$62,356
5	\$59,736	\$60,862	\$61,989	\$63,116	\$64,242
6	MA \$61,552	\$62,708	\$63,867	\$65,022	\$66,179
7	\$2,500	\$63,419	\$64,605	\$65,792	\$66,978
8		\$65,333	\$66,550	\$67,770	\$68,988
9	Ph.D. \$67,296	\$68,547	\$69,798	\$71,049	\$72,299
10	\$2,600	\$67,296	\$70,598	\$71,880	\$73,162
11		\$67,296	\$72,239	\$73,407	\$74,578
12	Natnl. \$67,296	\$73,371	\$74,559	\$75,748	\$76,936
13	\$2,500	\$67,296	\$74,521	\$75,730	\$76,936
14		\$67,296	\$74,521	\$76,918	\$78,142
15		\$67,296	\$74,521	\$78,124	\$79,368
16		\$67,296	\$74,521	\$79,349	\$80,614
17		\$67,296	\$74,521	\$80,592	\$81,875
18		\$67,296	\$74,521	\$80,592	\$83,157
19		\$67,296	\$74,521	\$80,592	\$84,461
20		\$67,296	\$74,521	\$80,592	\$85,785
21		\$67,296	\$74,521	\$80,592	\$87,130
22		\$67,296	\$74,521	\$80,592	\$88,493
23		\$67,296	\$74,521	\$80,592	\$89,880
24		\$67,296	\$74,521	\$80,592	\$91,287
25		\$67,296	\$74,521	\$80,592	\$92,716



 Superintendent Signature

6/16/22

 Date

MUSD offers three higher education stipends: Masters, Ph.D, National Teacher Credential. MTA members and Certificated staff are eligible to receive up to two of the three stipends offered.

Mendocino Unified School District
MTA Head Teacher Schedule 200 days
2022-23 Annual Salary Schedule
Effective July 1, 2022
Board Approved: June 14, 2022

Years		1	2	3	4	5
		A.B.+30	A.B.+45	A.B.+60	A.B.+75	A.B.+90
1		\$55,703	\$56,774	\$57,841	\$58,913	\$59,981
2		\$57,429	\$58,526	\$59,622	\$60,720	\$61,819
3		\$59,199	\$60,324	\$61,450	\$62,577	\$63,704
4		\$61,012	\$62,171	\$63,328	\$64,483	\$65,639
5		\$62,879	\$64,066	\$65,251	\$66,437	\$67,624
6	MA	\$64,791	\$66,009	\$67,228	\$68,444	\$69,662
7	\$2,500	\$66,757	\$68,005	\$69,255	\$70,503	\$71,754
8		\$68,772	\$70,053	\$71,337	\$72,618	\$73,900
9	Ph.D.	\$70,837	\$72,156	\$73,472	\$74,788	\$76,104
10	\$2,600	\$70,837	\$74,314	\$75,663	\$77,013	\$78,365
11		\$70,837	\$76,040	\$77,271	\$78,503	\$79,735
12	Natnl.	\$70,837	\$77,233	\$78,484	\$79,735	\$80,984
13	\$2,500	\$70,837	\$78,443	\$79,715	\$80,984	\$82,255
14		\$70,837	\$78,443	\$80,966	\$82,255	\$83,546
15		\$70,837	\$78,443	\$82,236	\$83,546	\$84,857
16		\$70,837	\$78,443	\$83,524	\$84,857	\$86,186
17		\$70,837	\$78,443	\$84,833	\$86,185	\$87,534
18		\$70,837	\$78,443	\$84,833	\$87,533	\$88,906
19		\$70,837	\$78,443	\$84,833	\$88,906	\$90,300
20		\$70,837	\$78,443	\$84,833	\$90,300	\$91,715
21		\$70,837	\$78,443	\$84,833	\$91,715	\$93,151
22		\$70,837	\$78,443	\$84,833	\$93,151	\$94,611
23		\$70,837	\$78,443	\$84,833	\$94,610	\$96,094
24		\$70,837	\$78,443	\$84,833	\$96,093	\$97,596
25		\$70,837	\$78,443	\$84,833	\$97,595	\$99,125

 Superintendent Signature

6/16/22

 Date

MUSD offers three higher education stipends: Masters, Ph.D, National Teacher Credential. MTA members and Certificated staff are eligible to receive up to two of the three stipends offered.



Classified Employees of Mendocino Unified Schools (CEMUS)

Collective Bargaining Agreement

**Effective School Year 2021-22
(Approved 6/18/20)
(Version 6/21/21)
(Version 9/8/22)**

ARTICLE 1 — AGREEMENT

- 1.1. The Articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the Governing Board of the Mendocino Unified School District (“Board”) and the Classified Employees of Mendocino Unified Schools (“CEMUS/CTA/ NEA”) and shall remain in effect from July 1, 2020 – June 30, 2023 with re-openers in school years 20/21, 21/22, and 22/23, as specified in Article 15.3 of the current contract.
- 1.2. If any provision of this Agreement or any application thereof to any party is held by any court to be contrary to law, then such provisions or application will be deemed invalid to the extent required by such court decision, but all other provisions or applications shall continue in full force and effect for the duration of the Agreement.
- 1.3. If the District receives a negative cost of living adjustment (COLA) which may threaten District programs and positions, negotiations will be reopened.

CLASSIFIED EMPLOYEES OF MENDOCINO UNIFIED SCHOOLS

By: 
Christine Kenton

Date: 5/29/20

MENDOCINO UNIFIED SCHOOL DISTRICT

By: 
Jason Morse

Date: 5/29/2020

ARTICLE 2 — RECOGNITION

- 2.1. The Board recognizes CEMUS/CTA/NEA as the exclusive representative of all full-time and part-time regular classified employees. This recognition does not include those employees of the District who are designated as classified management.
- 2.2. “Regular” as used in the phrase “regular classified employee” or any similar phrase, refers to a classified employee who has probationary or permanent status.
- 2.3. The recognition extended by the Board is for the purposes of meeting and negotiating.

ARTICLE 3 — COMPENSATED LEAVES

3.1 Definitions

3.1.1 “Immediate family” shall mean the spouse, domestic partner, mother, father, grandmother, grandfather, or grandchild of the employee or spouse of the employee, and the son, daughter, son-in-law, daughter-in-law, brother, brother-in-law, sister or sister-in-law of the employee or, any relative living in the immediate household of the employee, or any persons whom the employee can verify has filled one of the above roles.

“Maternity disability leave” shall mean leaves covered under Article 3.2 which includes a specified number of days charged to sick leave.

“Uncompensated Leave for maternity reasons” shall mean a leave of absence of up to one year.

3.2 Sick Leave or Medical Appointments

3.2.1. Leaves shall be granted to each classified employee of the Mendocino Unified School District, at the rate of one day for each month worked, for absence due to accident, illness, quarantine, medical appointments or physical disability connected with pregnancy, miscarriage, abortion, childbirth or recovery as verified by a physician.

3.2.1.1 Part-time employees shall be entitled to a prorated hourly portion of sick leave.

3.2.1.2 Accumulation of leave time is not limited.

3.2.2. Employee emergency medical appointments or medical appointments which cannot be scheduled outside the normal work day may be covered under sick leave.

3.2.3. The District may require a doctor’s certification or other proof before allowing pay for absence due to illness, accident, quarantine, or medical appointment.

3.2.3.1 Upon probable cause, the District reserves the right to require verification of illness.

3.2.4. When directed by the Superintendent, an employee shall undergo a medical examination by a doctor mutually selected by the Superintendent and the employee, and the cost for such examination shall be borne by the District.

3.2.4.1 If a doctor cannot be mutually agreed upon by the Superintendent and the employee, the Superintendent will obtain the names of three doctors recommended by the County Medical Association. The employee must then select from this list of three doctors.

3.2.4.2 The employee shall authorize the doctor to release the results of the examination to the District.

3.2.4.3 In the event of a concerted work stoppage, the District may require an affidavit under penalty of perjury as to the reason for the absence and may request medical verification prior to payment.

3.2.5. When an employee’s accumulated sick leave days have been exhausted and the illness, accident, or physical disablement, including pregnancy-related causes, requires continued absence from the job, as certified in writing by the employee’s physician, the absent employee shall receive the difference in his/her daily salary and that paid to a substitute employee hired to fill his/her position during his/her absence for a period not to exceed a total of five months of any school year.

3.2.5.1 Step “1” of the substitute employee’s classification will be used for this computation whether or not such substitute is actually employed. This differential pay privilege shall be non-accumulative.

3.2.5.2 The District Office will notify employees of pay differentials when applicable.

- 3.2.6. Any classified employee who has unused sick leave accumulated in another California school district at the time s/he is employed in the Mendocino Unified School District shall be credited in this District with the accumulated days.
- 3.2.6.1 The District Office accepts responsibility for notifying employees that accumulated sick leave in other California districts may be transferred to the District.
- 3.2.7. Permanent employees may draw in advance up to one year's allocation of unearned sick leave.
- 3.2.7.1 Probationary employees may draw up to six days in advance.
- 3.2.7.2 Should the employee resign or be terminated prior to earning any of these days, s/he shall repay the District.
- 3.2.8. In the case of absence due to illness or accident, employees shall notify their supervisor or designee as soon as possible.
- 3.2.8.1 If a substitute is required, the supervisor or designee shall be notified of intent to return to work no later than 3:00 p.m. on the day preceding the return. If such notification is not made, the supervisor will ask the substitute to report for work on the following day.
- 3.2.8.2 If, on the following day, both substitute and the regular classified employee report for duty, the regular classified employee shall be charged one more day of sick leave.
- 3.2.8.3 If the employee is absent on Friday, on the day before a holiday, or on the last day of any week, the substitute's service will be terminated without any notification from the regular classified employee.
- 3.2.8.4 Inability to return to work on the first day of the following week shall require the classified employee to report again to the supervisor his/her intended absence.
- 3.2.9. **Illness Preceding Death.** In the event of the death of an employee while s/he is absent because of illness, application for sick leave benefits may be made by his/her estate, heirs, or dependents by filing a properly executed certificate in the name of the estate, heirs, or dependents at any time within thirty days after death.
- NOTE: Only that period of illness immediately prior to and including the day of death of an employee is claimable as a sick leave benefit by the estate.

3.3 Bereavement Leave of Absence

- 3.3.1. A regular, full-time employee will be granted a maximum of five days leave of absence, for the death of any member of his/her immediate family.
- 3.3.1.1 No deduction shall be made from the salary of such employee nor shall such leave be deducted from leave granted by other sections of this article.
- 3.3.1.2 Part-time employees shall be granted this leave on a proportionate pro rata basis.
- 3.3.2. A five day bereavement leave may be granted for each death described even though more than one death occurs simultaneously.
- 3.3.3. If the employee requests, s/he shall be granted up to an additional six days of leave for any one death for bereavement purposes which shall be charged to his/her accumulated sick leave.
- 3.3.4. Request for bereavement leave shall be made to the District Office through the immediate supervisor.

3.4 Personal Necessity Leave

3.4.1 Up to 5 days annually of accumulated sick leave may be used for personal necessity for any purpose, except for activities for which the employee is being paid by a non-District source. An additional 5 days may be used for any purpose listed on the Classified Employee Absence Report form attached to the collective bargaining agreement as Appendix B.

3.5 Industrial Accident & Illness Leaves

- 3.5.1. The Governing Board shall provide regulations governing industrial and illness leaves of absence for classified employees. Such regulations shall include:
- 3.1.5.1 Allowable leave shall be for sixty days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same accident.
 - 3.1.5.2 Allowable leave shall not be accumulated from year to year.
 - 3.1.5.3 Industrial accident or illness leave shall commence on the first day of absence.
 - 3.1.5.4 When a classified employee is absent from his/her duties on account of an industrial accident or illness, s/he shall be paid not more than his/her full salary.
 - 3.1.5.5 The phrase "full salary" as utilized in this subdivision shall be computed so that it shall not be less than the employee's "average weekly earnings."
 - 3.1.5.6 Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.
 - 3.1.5.7 When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.
- 3.5.2. Upon termination of the industrial accident/illness leave, the employee shall be entitled to the benefits provided in Article 4, of this contract.
- 3.5.2.1 His/her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave.
 - 3.5.2.2 If the employee continues to receive temporary disability indemnity, s/he may elect to take as much of his/her accumulated sick leave which, when added to his/her temporary disability indemnity, will result in a payment to him/her of not more than his/her full salary.
- 3.5.3. The Board may, by rule or regulation, provide for such additional leave of absence for industrial accident or illness as it deems appropriate.
- 3.5.4. During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness.
- 3.5.4.1 The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by such salary warrants.
- 3.5.5. Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the boundaries of the State of California unless the Governing Board authorizes travel outside the state.
- 3.5.6. The benefits provided in this section are in addition to sick leave benefits.
- 3.5.6.1 Accordingly, the Board shall not deduct accumulated sick leave from the sick leave allotment of an employee who is absent as a result of an industrial accident or illness

3.6 Legal Duty Leave

3.6.1 Any classified employee may be absent from duty to serve as juror or court witness under official order without loss of pay. Fees paid the employee for such services, exclusive of allowed travel expense, shall be payable to the District.

3.7 Catastrophic Leave Bank

3.7.1 All non-probationary classified staff (hereafter referred to in this section as a “member”), who suffer a catastrophic injury/ illness shall become eligible to use this catastrophic sick leave plan (“Bank”) subject to the conditions outlined as follows:

3.7.1.1 For purposes of this section, “catastrophic injury/illness” shall mean an illness or injury that is expected to incapacitate the employee for more than 10 work days, or that incapacitates a member of the employee’s immediate family (as defined in Section 4.1 of this contract) which incapacity requires the employee to take time off from work for more than 10 work days to care for that family member, and taking that time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.

3.7.1.2 The member to receive donated sick leave must have exhausted all fully paid leave.

3.7.1.3 A member who has exhausted sick leave but still has a differential leave available is eligible for a withdrawal from the Bank. Use of the Bank is allowable only as a supplement to such differential leave. The District shall pay the member their regular pay and the Bank shall be charged with the appropriate fraction of a day to cover the cost of a substitute.

3.7.1.4 The member must be a permanent non-probationary employee of the district. A permanent non-probationary employee is defined as an employee who has completed a full year of service to the district and is in good standing (passed all evaluations) (BP 4216)

3.7.1.5 The use of this Bank shall only be available to those eligible bargaining unit members who have made a donation of one (1) day to the bank prior to their request with the commitment to donating one (1) day per year for five (5) years (a total of five (5) days). The total five (5) days may be donated at any time in the first 5 years. For the purposes of this article only, “days” shall be defined as each individual employee’s regular contract hours at the time of donation to or withdrawal from, the Bank. Days shall be contributed to and withdrawn from the Bank without regard to the hourly rate of pay of the Bank participant.

3.7.2 Donations to the Bank are irrevocable. The member shall file an irrevocable “Classified Catastrophic Leave Bank Deposit Form” with the District office. A donation of a sick leave day to the Bank shall be a general donation from prior years’ accumulated sick leave and shall not be donated to a specific member for his/her exclusive use.

3.7.3 There is no limit to the number of accumulated sick leave days a member may donate to the Bank.

3.7.4 Members may join the Bank and designate number of days of donation during an open enrollment period from October 1 to October 31.

3.7.5 Any members who has exhausted their personal accumulated sick leave prior to the annual open enrollment period and therefore does not have any accumulated days to contribute, may apply to the Catastrophic Leave Bank Committee for a one time only waiver of the required minimum contribution to maintain membership.

3.7.6 The District will notify the Association, on request, of the balance available and the number of days used by eligible members. Should the Bank drop below 40 days, the Association will be allowed to solicit donations of days from bargaining members outside of the usual open enrollment period to replenish the bank.

- 3.7.7 Leave from the Bank may not be used for illness or disability that qualify the unit member for Workers' Compensation benefits unless he/she has exhausted all Workers' Compensation leave and his/her own fully paid leave.
- 3.7.8 When the member is eligible for disability retirement under PERS or, if applicable, Social Security, the member will no longer have access to the Catastrophic Leave Bank payments.
- 3.7.9 The Bank shall be administered by a three (3) member Catastrophic Leave Bank Committee appointed by CEMUS.
- 3.7.10 A member wishing to use this Bank shall submit a "Classified Catastrophic Leave Bank Request for Withdrawal Form" to the Catastrophic Leave Bank Committee. The request shall clearly state the details of the catastrophe and the amount of sick leave requested. Appropriate written verification of the catastrophic illness or injury must be included with the request.
- 3.7.11 The maximum number of days allowed to be utilized by a member for a single catastrophic injury/illness shall be thirty (30) days.
- 3.7.12 Any rejection of a request may be appealed de novo to the CEMUS Executive Board for final action and decision.

Article 3.8 Leave for Parents for the Birth, Adoption, or Foster Care Placement of a Child

- 3.8.1 Parental Leave is a leave taken for either the:
- Birth of an employee's child
 - Adoption of child by employee or placement of foster child with the employee
- 3.8.2 Term of Leave: Maximum of 12-workweeks. Compensation is subject to employee's sick leave balance and eligibility for California Family Rights Act Leave (CFRA)
- 3.8.2 Parental Leave Eligibility Criteria: Must have worked with the District for at least 12-months. There are no minimum service hours required.
- 3.8.3 Applicable Rate of Pay during Parental Leave:
- (a) Full Pay for up to 12-workweeks if the employee has available sick leave (current year and accumulated sick leave)
 - (b) Partial Pay at the differential pay rate at no less than 50% of the employee's salary; after exhaustion of all available sick leave for the remainder of employee's 12 workweek period if the employee is eligible for CFRA.
- 3.8.4 Parents with the Same Employer:
- (a) Under CFRA parents with the same employer have a combined total of 12 workweeks within a 12-month period. Unmarried parents are not restricted to a combined total of 12-workweeks
- 3.8.3 Parental Leave Rights, Limits, and Relationship to Other Leaves
- (a) Parental Leave taken pursuant to the Education Code runs concurrently with CFRA Leave
 - (b) The aggregate amount of Parental Leave under the Education Code and CFRA is limited to 12-workweeks in a 12-month period.
 - (c) The employee does not have to provide a minimum of 1,250 service to qualify for Parental Leave under the Education Code.
 - (d) An eligible employee may elect to take unpaid leave and reserve his/her sick leave for later use, however:

The employee would not be entitled to partial pay under the Ed Code Parental Leave because partial pay eligibility is conditioned upon exhaustion of all sick leave and his/her entitlement to CFRA Leave would be reduced by the period of leave.

A timeline follows:

Parental Leave under Ed Code

12-Workweek Maximum is equal to Sick Leave plus Differential Pay if eligible for CFRA

-----|

Sick Leave + Vacation + Paid Time Off

-----|

+-----|

Full pay with benefits to extent employee has sick leave for up to 12-workweeks + Differential Pay** for the remainder of 12-workweeks **if employee qualifies for CFRA Leave**

-----|

+ The employee **may elect** to use vacation and other PTO for the otherwise unpaid portion (50%) of CFRA

**Differential Pay is the employee’s salary less the salary that is actually paid, or if no substitute is hired, the amount that would have been paid to a substitute. If the actual differential rate is lower than 50%, the employee must be paid no less than 50% of his/her regular rate.

3.8.6 Parental Leave and CFRA “Baby Bonding Leave” run concurrently for a maximum of 12 workweeks in any 12 month period.

ARTICLE 4 — UNCOMPENSATED LEAVES OF ABSENCE

4.1 Definitions

- 4.1.1 “Immediate family” shall be as defined in Article 3 Section 1 of this contract.
- 4.1.2 “Maternity disability leave or paternity leave” shall mean leaves covered under Article 3.2 which includes a specified number of days charged to sick leave.
- 4.1.3 “Uncompensated Leave for maternity or paternity reasons” shall mean a leave of absence of up to one year

4.2 General Provisions

- 4.2.1. At the discretion of the Board, a limited number of uncompensated leaves of absence may be granted, provided that such leave does not inconvenience the District, as determined by the Governing Board.
- 4.2.2. Such leave shall be requested in writing by **February 15**, to the Superintendent, except in the case of uncompensated leave for maternity or paternity, and will be considered for up to a maximum of one full school year. In unusual or emergency situations, a request may be considered for up to the remainder of the school year.
- 4.2.3. Action on the leave request shall take place on or before **May 15**.
- 4.2.4. Sick leave and employee benefits will not be granted for periods of uncompensated leaves of absence.
 - 4.2.4.1 Any classified employee may continue at his/her own expense any or all benefit plans during his/her leave.
- 4.2.5. On or before **March 15** of the year in which an employee is on uncompensated leave of absence, a letter shall be submitted to the District Superintendent indicating the employee’s intention to the District for the following school year.
 - 4.2.5.1 Failure to declare his/her intention by that date shall be handled as a job abandonment, effective June 30th of that year.
 - 4.2.5.2 If an employee has submitted a letter of intention to return from leave and subsequently changes his/her mind, said employee is encouraged to notify the District by **June 30**.
- 4.2.6 Upon returning to the District, an employee’s assignment will reflect as closely as possible the compensation and responsibilities of the original position.

4.3 Association Leave

- 4.3.1. Leave shall be granted to representatives of the Association at the rate of no more than a total of ten days per school year, said days to be utilized for local, state, or national conferences or for conducting other business pertinent to Association affairs.
 - 4.3.1.1 This provision does not refer to at-the-table negotiating.
- 4.3.2. The Association shall reimburse the District at a substitute’s daily salary on which a substitute is hired for each day utilized under this provision.
 - 4.3.2.1 Such substitute may be hired while the regular employee is on duty in order to make more efficient use of substitute time in “catching up” on accumulated work.
- 4.3.3. The District is willing to provide for substitute time for at-the-table negotiations for CEMUS/CTA/NEA employees. Such time may be accumulated and utilized on future prearranged occasions. This may be hour-per-hour, if necessary.
 - 4.3.3.1 If a negotiation session is held outside of an employee’s regular duty hours, the employee will be compensated at their appropriate hourly rate.

4.4 Maternity Leave of Absence

- 4.4.1. The Board, upon written request of an employee, shall grant up to one year uncompensated leave for maternity.
- 4.4.2. Written requests for uncompensated maternity leave are encouraged within sixty days of the diagnosis of pregnancy.

4.5 Guidelines for Leave Requests

- 4.5.1. An employee shall have three years of service with the District.
- 4.5.2. An employee shall have received satisfactory evaluations during his/her period of service.
- 4.5.3. In the case of denial of the leave, a written explanation will be provided to the applicant detailing the reason for the denial.
- 4.5.4. In the event that the employee is dissatisfied with the denial, he/she may appeal this decision to the Board.
- 4.5.5. Uncompensated maternity/paternity leaves will fall under the above guidelines.

4.6 Family Care Leave

- 4.6.1. Any employee who has at least 12 months of service with the district, and who has at least 1250 hours of service with the district during the previous 12 month period prior to commencement of the leave, shall be eligible to take unpaid family care leave as outlined in Board Policy and Administrative Regulation 4161.8.

ARTICLE 5 — GRIEVANCE

5.1 Definitions

- 5.1.1. Grievance: Any alleged violation of this Agreement which is known or should have been known to the employee.
- 5.1.2. Grievant: A District employee in the unit covered by this Agreement who is filing a grievance, or the Association when the alleged contract violation applies exclusively to the Association.
- 5.1.3. District Employee: A full-time or part-time classified person as defined in Article 2, Section 1.
- 5.1.4. Conferee: A person, not a party to a grievance, who is asked by either party to serve as the party's advisor.
- 5.1.5. Supervisor: The supervisor having immediate jurisdiction over the employee who is filing the grievance.
- 5.1.6. Grievance Hearing Panel: A three-person group responsible for reviewing appeals of grievance decisions.
 - The panel shall be composed of one individual selected by the Superintendent, one individual selected by the Association (neither of whom are parties-in-interest), and a third person appointed by the initial two members of the panel.
 - If no agreement can be reached, the American Arbitration Association shall be requested to supply a third person.
 - The third person shall serve as chairperson of the panel.
 - The decision of the panel shall be final and binding on all parties.
- 5.1.7. Day: Any day in which the District employee grievant is performing work for the District

5.2 General Provisions

- 5.2.1. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and to have the grievance adjusted without intervention by the Association, provided that the adjustment is not inconsistent with the terms of this Agreement.
- 5.2.2 The time limits may be extended only by mutual written agreement of the Superintendent and the President of the Association.
- 5.2.3. In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the limits set forth herein may be reduced by mutual agreement so that the procedure may be exhausted prior to the end of the school year or as soon as is practicable.
- 5.2.4 Each level of this procedure which contains a five (5) day limitation to respond to or advance the grievance to the next level will be allowed a grace period of an additional five days to respond or advance the grievance. It is the intent of the parties that every effort should be made to respond or advance the grievance within the five (5) day limit.
- 5.2.5. Forms for processing grievances will be prepared by the Superintendent. The forms will be printed by the Board and given appropriate distribution so as to facilitate operation of the grievance procedure.
- 5.2.6. Parties to the Agreement shall not make public statements concerning the grievance prior to final resolution.

5.3 Informal procedures: Level I

- 5.3.1. Before filing a formal grievance, the employee shall attempt to resolve the problem by conference with his/her immediate supervisor.
- 5.3.2. The employee shall, within twenty days after the employee knew or reasonably should have known of the occurrence of the act or omission giving rise to the grievance, request an informal conference to resolve the grievance.
- 5.3.3. If the grievance is not resolved at the informal conference, the grievant may declare that the grievance exists.
- 5.3.4. If the grievance is resolved at the informal conference, the grievant will receive written confirmation within 3 days.

5.4 Formal Procedures: Level II

- 5.4.1. Within ten days of the informal conference if the grievance was not resolved at that level, the grievant must present his/her grievance, in writing on the appropriate District form, which should include the contract section allegedly violated and a statement of the resolution sought.
The grievant shall meet with the supervisor and present the grievance.
- 5.4.2. The supervisor, after meeting with the grievant, shall communicate his/her decision in writing on the appropriate District form within five days after receiving the grievance.
- 5.4.3. Before the grievance is resolved at this level, the Association must be notified within five days and given an opportunity to respond.

5.5 Formal Procedures: Level III

- 5.5.1. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on the appropriate District form to the Superintendent. The appeal must be submitted within five days of receipt of the decision at Level II.
- 5.5.2. The Superintendent shall communicate his/her decision in writing within five days after receiving the appeal.
- 5.5.3. In the event the grievant is not satisfied with the decision of the Superintendent at Level III, or if no decision has been rendered, s/he may within five days after receiving the Superintendent's response appeal to the Grievance Hearing Panel.

5.6 Grievance Hearing Panel: Level IV

- 5.6.1. If the grievant wishes to appeal the decision of the Superintendent to the Grievance Hearing Panel, s/he shall file his/her request in writing on the appropriate District form with the Superintendent within five days of receipt of the Superintendent's response, with a copy to the Association.
- 5.6.2. Upon verification of the Association, the impaneling of the Grievance Hearing Panel may begin.
- 5.6.3. The panel's hearing shall provide for written and/or oral testimony to be submitted by any person having pertinent information. Documents which the grievant submits to the panel shall include those previously filed.
- 5.6.4. All costs for the service of the third person/chairperson member of the panel, including but not limited to per diem expenses, his/her travel and subsistence expenses, and the cost of any hearing room will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.

- 5.6.5. The panel shall consider only those issues which have been properly carried through all prior steps of the grievance procedure.
- 5.6.6. The panel shall hold a hearing to determine whether or not there is a grievance, as defined in Section 1.
 - 5.6.6.1 If the panel determines that there is no valid grievance, the matter shall thereby be resolved and all parties-in-interest shall be so notified in writing.
 - 5.6.6.2 If the panel determines that there is, in fact, a grievance, it shall proceed as hereafter prescribed.
- 5.6.7. The jurisdiction of the panel shall be confined to a determination of the facts as they relate to the grievance.
- 5.6.8. The panel shall render a decision within fifteen days after the closing of the hearing. The decision shall be reduced to writing, recommending such remedies as it considers to be proper, and transmitted to the parties-in-interest. The recommendations from the hearing panel shall be the responsibility of the chairperson.
- 5.6.9. The decision of the panel shall be final.

ARTICLE 6— EVALUATION PROCEDURE

All regular, non-certificated employees shall be evaluated by their supervisor or department head in accordance with the following schedule:

- 6.1. Probationary Employees — at the end of three months and five months of service. (Use Third Month [Form EB 4215] and Fifth Month [Form EC 4215] Evaluation Reports.)
- 6.2. Permanent Employees — at least once a year, in the spring. (Use Annual Evaluation Report [Form EA 4215].)
- 6.3. Unless a significant change in performance occurs between the fifth month evaluation and June 1, an annual evaluation will not be necessary for first-year employees.
- 6.4. For probationary employees, the supervisor or department head shall certify that three-month and five-month conferences have been held.
- 6.5. The supervisor shall prepare the Evaluation Report and discuss each entry with the employee. Where “Below Work Standards” is checked, specific recommendations for improvement shall be made.
- 6.6. A minimum of one-half hour release time shall be provided for each employee’s first three-month evaluation conference.
- 6.7. The Evaluation Report shall be signed by the employee and s/he shall be given a signed copy.
- 6.8. The Evaluation Report shall be filed in the employee’s personnel file.
- 6.9 Each site will be provided with a list of evaluation due dates by the District Office for all new employees.

ARTICLE 7— TRANSFERS

7.1 Definitions

- 7.1.1. Transfer: A change from one District position to another District position.
- 7.1.2. Transfer of Assignment: Any change in assignment, including a change in the teacher/aide team.

7.2 Voluntary Transfers

- 7.2.1. A list of vacancies shall be posted in each school as they occur. The list shall contain a closing date for submitting a request for transfer. No transfer to fill the vacancy shall be made until after the closing date of said notice.
 - 7.2.1.1 Any employee who wishes to have vacancy notices sent to him/her may leave stamped, self-addressed envelopes with the District Office.
 - 7.2.1.2 Qualified applicants who are currently District employees will be given a priority for new job openings. No otherwise qualified applicant shall be denied a position solely because the position will qualify them for benefits.
- 7.2.2. A permanent classified employee may submit formal written request for transfer at any time with the knowledge but not necessarily the consent of his/her immediate supervisor. The transfer would be for the following year or as a vacancy occurs.
- 7.2.3. Positions which are held by permanent classified employees on compensated or uncompensated leave are not considered available to transfer into. For example, if an Instructional Assistant is on extended sick leave, that Instructional Assistant position will be filled by a substitute, it will not be filled by transfer.
- 7.2.4. The District desires to fill every position with the best qualified applicant. To this end, the District will give first consideration to any/all current, active employees of the district. Consideration of in-house applicants will be given prior to consideration of external applicants. In all cases, the best qualified applicant in the judgment of the District shall be selected.
- 7.2.5. Transfers shall not be denied capriciously or without basis in fact.
- 7.2.6. If a transfer is denied, the employee, upon request, will be given a written rationale for the denial. The employee who is denied a transfer and/or his/her representative may request and will be granted a meeting with the Superintendent to discuss the issue.

7.3 Involuntary Transfers

- 7.3.1. Notice of intention to assign an involuntary transfer shall be given to a Classified employee as soon as reasonably possible.
- 7.3.2. Involuntary transfers shall be based upon length of service, performance with the District, and other reasons which the employer judges to be consistent with the best interests of the employee and the District.
- 7.3.3. Involuntary transfers shall take place only after a meeting between the classified employee and his/her immediate supervisor. At that meeting, the employee shall be notified of the reason for the transfer. If a second meeting is requested by the employee, the employee and/or his/her representative may be present.

ARTICLE 8 — HEALTH AND WELFARE BENEFITS

8.1 Eligibility

8.1.1 Classified employees, employed for 20 hours/week or more, as recognized in Article II, Section 1, receive dental, vision, and life insurance plans within sixty days of employment if they are employed on a regular contract.

8.2 Medical Plan

8.2.1 The medical insurance policy will be implemented based upon specifications set forth in the insurance provider's summary of benefits booklet. The plan will operate as set forth by the provider.

8.2.2 Beginning with the 2012-13 school year, the District shall contribute up to an annual maximum of \$11,798 for medical and \$1,072 for dental, vision, and life for each eligible unit employee toward District medical benefit insurance. Any cost in excess of the above annual maximum contribution shall be paid by the employee through payroll deduction.

8.2.3 A Section 125 plan (flexible spending) will be made available to employees by the District.

8.2.4 The medical insurance provider will not be changed except by agreement of both parties.

8.2.5 Two district employees who are domestic partners and/or married, after providing necessary documentation, will be charged as determined by the medical insurance provider.

8.2.6 If an employee's medical plan costs less than the capped medical benefit, the difference will be given to the employee, except in the case of employees who are domestic partners or married, who receive a reduction in expense due to the medical provider's guidelines.

8.2.7 In the case the district offers an opt out plan, the difference between the district contribution and the cost of the opt out plan will be given to the employee, except in the case of employees who are domestic partners or married who elect to receive a reduction in expense due to the medical provider's guidelines.

8.3 Life Insurance

8.3.1 The Board agrees to a continuation of the life insurance plan as it is presently constituted.

8.4 Dental Plan

8.4.1. The Board agrees to the continuation of dental benefits as they are presently constituted.

8.4.2. The Board will establish a Dental Plan Fund separate from the health plan.

8.4.3. Dental bills or receipts will be submitted to the Arrow Benefits Group.

8.4.4. Participants who are currently enrolled in the plan will remain at their current percentage of coverage of dental bills up to a maximum of \$1,000 per year per family member based upon the specifications set forth above.

8.4.5. Participants who enroll in the plan(s) after the date of contract ratification will receive percentage coverage according to the following schedule:

1 st year	70%
2 nd year	80%
3 rd year	90%
4 th year	100%

8.4.5.1 Children of current employees at age three will be enrolled for the first time at the rate of the employee.

- 8.4.6. An annual dental examination is required of all participants in the program. Failure of an employee to complete an annual examination within the fiscal year indicated shall lower the coverage by ten percentage points for up to three consecutive years. An employee may “earn back” lost coverage at the rate of ten percent per year by completing annual examinations. Children under the age of three shall be exempt from this requirement.
- 8.4.7. No “side fund” will be established for dental plan payments.
- 8.4.8. If, for any reason, the self-funding plan is discontinued, the District will guarantee each employee the same level of coverage s/he had at the time of discontinuance of the plan.
- 8.4.9. Employees hired after January 1 will be subject to a \$500 limitation for the remainder of the year.

8.5 Benefits after Termination

8.5.1. For the duration of the Agreement, should an employee’s employment terminate during the school year, s/he shall be entitled to continue the coverage under the available health, dental, vision and life insurance plans for a period not to exceed eighteen months. Such employee shall pay the premium for the continued coverage on a month-to-month basis for this eighteen month period.

8.6 Benefits While on Uncompensated Leaves of Absence

8.6.1 Employees on Board-approved leaves of absence without pay shall have the option to continue to receive employee benefit coverage for the period of the leave upon a month-to-month or quarterly reimbursement by the employee to the District at the group rate. The District will make no contribution towards employee health, dental, vision or life insurance programs for employees on Board-approved leaves of absence without pay.

8.7 Benefits When Retired

8.7.1. Retired District employees may continue membership in any of the District’s group medical and related fringe benefit plans at the retiree’s expense. Payment shall be made to the District monthly, quarterly, or annually. All requests for continued coverage shall be submitted in writing thirty days prior to the end of the fiscal year.

8.8 Part-Time Employee Benefits

- 8.8.1 Part-time employees who are employed between 20 and 30 hours per week will receive dental, vision, and life insurance coverage from the District.
- 8.8.2 Part time employees who are employed 30 hours or more per week will receive full benefits as outlined in this article.
- 8.8.3 Classified employees who were eligible for proportional benefits as of March 14th 2002 will retain that eligibility.
- 8.8.4 Classified employees who were eligible for full benefits as of March 14, 2002 will retain that eligibility unless their positions are reduced to 20 hour a week or less.
- 8.8.5 All regularly assigned hours worked for the District shall count toward eligibility for benefits.
- 8.8.6 If the cost of the fringe exceeds the proportionate share, the employee shall reimburse any remaining difference.

8.9 District Health/Dental Committee

8.9.1 Problems which arise from any of these insurance plans will be submitted to the District Health/Dental Committee.

ARTICLE 9 — WORKING CONDITIONS

9.1 Vacation Time

9.1.1 Vacation time is earned at the rate of one day per month for each month of service. The vacation schedule will be:

- 1-5 years service —10 month = 10 days
 - 11 month = 11 days
 - 12 month = 12 days
- 6-10 years service —10 month = 12.5 days
 - 11 month = 13.75
 - 12 month = 15 days
- 11-15 years service —10 month = 15 days
 - 11 month = 16.5 days
 - 12 month = 18 days

9.1.2 Effective 7/1/07 the parties agree that for purposes of vacation and sick leave accrual, a 10 month position has from 180 to 199 actual work days; and 11 month position has from 200 to 219 actual work days; and a 12 month position has 220 actual work days or more. Actual work days do not include holidays and vacation days.

9.2 Overnight Weekend Trips, Emergency Coverage, and District Business

9.2.1. In cases of overnight, and weekend trips, bus drivers must have sleeping quarters separate from students to ensure safety in the next day's driving performance.

9.2.2 Classified employees who are called in for "emergencies" will be paid \$50.00 for such calls or their actual wage at time and a half, whichever is more. Any staff that is required to be on call and available shall be paid @ \$2.00/hour for on call time.

9.2.3 Any employee required to travel on district business will be reimbursed for mileage at the IRS rate and compensated for their regular rate of pay for reasonable and necessary travel time.

9.3 Aides' Assignments

9.3.1 When returning or continuing aides are assigned to teachers, the aides shall be notified of their assignments no later than two days before the beginning of the assignments.

Whenever possible, a new aide will be notified of his/her assignment no later than two days before the contract begins.

9.4 Courteous Treatment

9.4.1 An employee has the right to expect (even in disciplinary situations) to be treated in a courteous and un-intimidating manner by supervisors and/or administrators.

9.5 “Open Door” Committee

9.5.1. An “Open Door” committee is available for classified employees to meet with the Superintendent and two CEMUS/CTA/NEA members to discuss any particular problem the employee may have which s/he does not want to carry through the grievance procedure or which is not a contract violation.

9.6 Playground Supervision

9.6.1. There shall be no fewer than two adults supervising on the playground during regularly scheduled recesses (breaks at K-8 school and High School not included).

9.7 Lunch Supervision

9.7.1 There shall be no fewer than two adults supervising in the K-8 School Cafeteria during the first 15 minutes of the lunch period.

9.8 Site Stewards

9.8.1. It is permissible for CEMUS/CTA/NEA to establish a system of site stewards to provide classified employees an informal counseling and problem-solving process and to improve morale and communications in the District.

9.9 Right of Refusal

9.9.1 Any employee shall have the right of refusal, and cannot be forced to come in during off hours, except in case of extreme emergency.

9.10 Unpaid Duty Free Lunch

9.10.1 All full-time employees shall have the option to take either a 30-minute or a 45-minute unpaid duty free lunch period. This must be agreed to and worked out with the employee’s direct supervisor. California law requires that a one-half hour unpaid meal period be provided for every five-hour work period, unless six hours of work will complete the day’s work and the employee voluntarily elects to forego the meal period.

9.11 Breaks

9.11.1 Every employee who works between three and one-half and less than six hours per day should have a fifteen-minute rest period or portion thereof. Employees who work between six and ten hours per day should have two fifteen-minute breaks.

9.12 Safety

9.12.1 The District shall conform to and comply with all health, safety, and sanitation requirements imposed by local, state, or federal law or regulations adopted under local state or federal law.

9.12.2 No classified employee shall be in any way discriminated against as a result of reporting any condition believed to be detrimental to the health and safety of any classified employee.

9.12.3 Classified employees shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety, or well-being.

9.12.4 Upon notification, the District shall eliminate or correct any unsafe, unhealthy, or hazardous condition.

9.12.5 The District agrees to furnish safety equipment, clothing, and devices required for health and safety reasons and to maintain a safe and healthy environment for classified employees and to comply with all local, state, and federal statutes regarding such safety and health matters.

9.12.6 The District shall provide training appropriate to the carrying out of their job duties, in order to ensure the safety of classified employees and others.

9.12.7 Classified employees shall be entitled to exercise reasonable force to restrain and/or subdue students to prevent them from injuring themselves or others.

9.12.8 The District shall provide appropriate training for classified employees on conflict intervention.

ARTICLE 10— COMPLAINTS CONCERNING EMPLOYEES

10.1 Receipt of Complaint

- 10.1.1. A parent or guardian of a pupil, or any person who makes a complaint to the District concerning an employee, shall be encouraged to meet with that employee. The site administrator will make this complaint known to the employee within one working day, and the name of the complainant shall be known to the employee.
- 10.1.2. If a meeting between the employee and the complainant is not feasible, the employee will meet with the site administrator to develop a plan to meet with the complainant.
- 10.1.3. If no plan can be developed, the complainant will meet with the site administrator, and the complaint will be put in writing by the complainant. A copy of the complaint is given to the employee who may respond in writing.
- 10.1.4. If the complaint is not resolved at the site administrator level, the complainant or the employee may go to the District Superintendent and repeat the procedure.
- 10.1.5. Any Board member or District staff member receiving a complaint will refer the complainant directly to the appropriate site administrator.
- 10.1.6. If the site administrator and/or the Superintendent supports the complaint and the employee believes the complaint is false, a grievance may be initiated to determine the validity of such complaint.

10.2 Notice to Employee

- 10.2.1. Unless the charge is of a criminal nature, the employee shall be informed by the responsible administrator within one working day. The employee shall be given a copy of the writing prepared pursuant to Section 1.3 within one working day of its preparation.
- 10.2.2. If the nature of the charge is of a criminal nature which suggests that there should be some preliminary investigation before informing the employee, such investigation shall be done as quickly as possible.
- 10.2.3. If the nature of the charges is such that they warrant referral to an outside agency for investigation and consideration of criminal action, then any of the foregoing steps shall be waived or deferred upon request of the agency investigating for criminal prosecution.

10.3 Representation

- 10.3.1 At any conference, in this process conducted by the employing agency, the employee, upon request, is entitled to be represented by someone of his/her choosing.

10.4 Personnel File

If the foregoing steps do not affect a resolution of the complaint, then any documentation of the complaint shall be placed in the employee's personnel file after the employee has been given an opportunity to prepare and have attached a written rebuttal. If the complaint is withdrawn or shown to be false, or the above procedure is not followed, no written record will be placed in the employee's personnel file, or be maintained anywhere in the District or utilized in any evaluation or disciplinary action against the employee.

ARTICLE 11 — WAGES

SEE SPECIFIC LANGUAGE REGARDING SALARY SCHEDULE IN APPENDIX A

11.1 Temporary Assignment Pay

- 11.1.1. When requested to temporarily fill a position which has a higher range or compensation than the employee's regular job classification range, or when temporarily assigned a substantial portion of the duties of such position, an employee shall be compensated in the following manner:
- 1) The first step of the range to which the employee is being temporarily assigned shall be the rate of pay, OR
 - 2) Five percent (5%) increase in the hourly rate of pay shall be paid, whichever is greater.

11.2 Job Classification and Descriptions

- 11.2.1 Classified employees shall not be required to perform duties which are not fixed and prescribed for the position, unless the duties reasonably relate to their job description, for any period of time which exceeds five working days within a 15-calendar-day period except as follows (as authorized in Education Code 45110):
- 11.2.2. An employee may be required to perform duties inconsistent with those assigned to the position for a period of more than five working days provided that his/her salary is adjusted upward for the entire period he/she is required to work out of classification and in such amounts as will reasonably reflect the duties required to be performed outside his/her normal assigned duties.
- 11.2.3 The District shall maintain and have readily available written job descriptions of all classified positions in the district and shall provide the Association with copies of current job descriptions on request. Any changes of job descriptions for existing employees will be bargained with the Association.

11.3 Placement on Salary Schedule

- 11.3.1 When a person is hired in a regular probationary position, the employee shall be placed on the schedule within the first through third steps of the applicable range. In the event that the District intends to place the employee on a higher step, the District shall first consult with CEMUS.
- 11.3.1.1 If the person is already an employee of the District and the new position is not a promotion, the employee shall be placed on the step closest to their current highest salary not to exceed step 3 of the appropriate range for the new position.
- 11.3.2. If an employee is promoted to a position having a higher salary range, he/she shall receive a salary increase by being placed in the appropriate range and on whatever step constitutes no less than a 2% increase over his hourly rate of pay prior to the promotion. Promotion means a change in employment from one position in a specific class of positions to a higher position within the same class of positions (see appendix C).
- 11.3.3 If an employee voluntarily terminates their employment within the district, but returns as an employee to the same position within 14 months, they will be placed on the step they were previously on, or at the next step if they completed their last contract. This provision also applies to seniority.

11.4 Advancement on Salary Schedule

11.4.1. For purposes of annual increments, regular employees serving for one year will be credited with one year's service.

11.4.1.1 A classified employee who is hired before **March 1** of any year shall receive a step increase at the beginning of the following school year.

11.4.1.2 A classified employee who is hired after March 1 shall remain on Step 1 for the next succeeding school year.

11.4.2 Length of service shall be determined by the date of hire.

11.4.3 If an employee must move involuntarily to a lower range, it shall be the District's responsibility to inform the employee if s/he will receive less pay than previously and of all other available options.

11.5 Overnight and Weekend Trips: Reimbursement/Compensation

11.5.1. Bus drivers will be reimbursed for meals and lodging in amounts based on per diem rates established by Board policy for overnight and weekend trips. Receipts for meals and lodging must be provided before reimbursement is made.

11.5.1.1 Bus drivers will be paid a maximum of eight hours per day on overnight and weekend trips.

11.5.1.2 Where additional driving time is required, the driver and the supervisor may request additional compensation.

11.5.1.3 Bus drivers will be paid on a portal-to-portal basis for extended day trips. No reimbursement will be provided for meals.

11.6 Differential Pay

11.6.1. Differential pay in the amount of \$0.50 per hour shall be paid to employees who are assigned to a regular eight hour shift which extends past 6 o'clock p.m. This provision excludes recess days, vacation days, and holidays.

11.6.1.1 Persons substituting on aforementioned shifts on a day-to-day basis shall be paid at the regular substitute rate.

11.6.1.2 Persons substituting on aforementioned shifts after ten consecutive days will receive differential pay.

11.6.2. Regular classified employees whose scheduled hours of work change by 50% or more from one day to the next will be paid a 5%/hour differential. The differential will be paid for the total number of hours of the affected employee.

11.7 CEMUS/CTA/NEA Representation in the Budget Process

11.7.1. The CEMUS/CTA/NEA Organization will be represented in the budget process for the life of this agreement.

11.8 Longevity Increment

11.8.1. Effective 7/1/2007 an employee who has worked in the classified service of the District for a period of fourteen (14) years or more, shall receive a longevity increment of 4% at the commencement of their 15th year.

11.9 Educational Increment

- 11.9.1. An employee may earn up to two professional development increments in the form of a 4% salary adjustment for each 110 hours of approved professional development work as outlined in Admin Regulation (AR) 4231.1.below:
 - 11.9.1.1 Classified employees may earn an educational increment in the form of a 4% salary adjustment for the first 110 hours of approved professional development work as outlined in AR 4231.1
 - 11.9.1.2 Classified employees may earn a second educational increment in the form of a 4% salary adjustment after completion of an additional 110 hours of professional development work as outlined in AR 4231.1.
- 11.9.2 An employee may advance one professional development increment and one longevity increment in the same year.
- 11.9.3 Upon employment, the district may authorize a Professional Development salary step increment increase provided the new employee provides appropriate documentation. The District shall notify CEMUS if a new employee qualifies for the increase.

11.10 Employees Present for Community Use of Facilities

- 11.10.1. A minimum of one hour pay plus mileage will be given for classified employees asked to come in for security reasons relating to community use of facilities.

11.11 Minimum Pay for Unscheduled Work

- 11.11.1 Any employee called in to work on a day when the employee is not previously scheduled to work, or called back to a work site after that employee has left for the day, shall receive a minimum of two (2) hours pay at the appropriate rate of pay.

11.12 Compensatory Time

- 11.12.1. Employees shall obtain advance permission from their supervisors before working any time over that provided in their worksheets.
- 11.12.2. Such time shall be reimbursed at the appropriate rate, or may be credited as compensatory time, also at the appropriate rate (e.g. if the time is more than 8 hours in one day or more than 40 hours in one week, or is worked on a Saturday or Sunday, the pay will be at the rate of time and one half, or the compensatory time off will be credited at the rate of time and one half). Such earned compensatory time shall be granted the employee within the school year that it was earned.
- 11.12.3. Any compensatory time not used by the employee within the school year must be paid to that employee.
- 11.12.4. This provision will be effective for the school term beginning July 1, 2007.
- 11.12.5 Employees shall report compensatory time accrued each month to his/her immediate supervisor on the form provided. These forms shall be turned in monthly to the District Office.

11.13 Re-Classification

11.13.1 Reclassification Requests –

11.13.1.1 Definition of reclassification - Where as a result of the increase in the complexity of the duties being performed by an employee, and where the change in duties is of a permanent nature, the employee may submit a written request to have his/her classification reviewed.

11.13.1.2 The district may also have the opportunity to submit an application for reclassification for review.

11.13.1.3 The committee shall meet semi -annually in October and April, or less often if there is not a need, to review the requests.

11.13.2 Classification Committee

11.13.2.1 A Classification Committee shall be established which shall include one member appointed by the District, one member appointed by the bargaining unit, and one member mutually agreed upon by both parties.

11.13.2.2 The sole purpose of the committee shall be to review requests for reclassification.

11.13.2.3 The requesting employee shall submit a written request along with the supporting documentation which shall include a revised job description along with salary schedule placement. The application must be submitted during the month of March (for the April review) or the month of September (for the October review). The District may, at the District's sole discretion, respond either orally and or in writing to the classification committee regarding the employee's request.

11.13.2.4 The committee shall make recommendations as to the appropriate job description, title and salary schedule range for any reclassified position. The recommendation of the classification committee shall be presented to the Superintendent for consideration by the Board.

11.13.2.5 The reclassification shall not be implemented without prior notification of the Association.

11.13.2.6 Upon each Board-approved change in classification, each affected unit member shall be notified in writing of the approval along with the approved job title and salary schedule placement adjustment if any.

11.13.3 Salary Schedule Placement

11.13.3.1 When a position or class of positions is upgraded, the position or positions shall be placed on the salary schedule in a range which will result in at least a one (1) range increase above the salary of the existing position or positions.

11.13.3.2 In the case of lateral classification changes, the unit member shall remain at his/her current salary range.

11.13.3.3 In the event a position is downgraded, the unit member shall be Y-rated. Y-rating provides that when a position(s) is downgraded to a lower salary amount, the unit member(s) will continue at his/her former rate until future salary adjustments provide a salary increase to the level of the former salary.

11.14 Job Consolidation, Combination, and Newly Created Positions

11.14.1. Process for Planning in April for the following school year: By April 1, the sites or the District will recommend to the Superintendent what, if any, positions they wish to consolidate or combine and the reductions they recommend to pay for the additional costs for the following school year. The District will meet with the CEMUS Personnel Committee by April 15 to review the

economic, personnel, and programmatic effects of the consolidated/combined positions. By May 15, the District will post a list of time positions within the same range and title that are consolidated into a 5 to 8 hour position, a consolidated, combined positions, or newly created positions. A consolidated position is made up of part combined position is made up of part time positions in different ranges and descriptions combined into a 5 to 8 hour position. Part time, qualified District employees will have priority consideration for the consolidated and combined positions or new positions. No one will be laid off as a result of the consolidation or combination of a position. Therefore, a consolidated or combined position will only be implemented when sufficient people have resigned or retired to allow for combination/consolidation of positions without lay-offs. If one resignation occurs in a situation when two resignations are needed for purposes of consolidation, that vacancy will be filled on a temporary basis as legally appropriate.

11.15 Class Relationships

11.15.1 CEMUS and MUSD have reached an agreement regarding the definition of a “class” and class relationships, for example in promotions and layoffs. The “classes” as they have been defined, will be placed in the contract as Appendix C.

11.15.1.1 In the case of layoffs and bumping, a person subject to layoff can bump into a position for only the number of hours that they currently hold or fewer.

11.16 Mendocino Community Network Access

11.16.1 As of July 1, 1998, classified employees will receive free dial up access to MCN as long as MCN is owned by the District.

11.17 Layoffs

11.17.1 The parties agree that seniority in each position held by the employee is measured by the first day of paid service in the position plus any higher positions that they have held within the class.

11.17.2 The service of layoff notices will be by personal service or certified mail.

11.18 Regulation of Bus Driver Hours

It is past practice of the District to keep the bus drivers at 6 hours/day, 5 days/week at the beginning of the school year. This is the number of hours in the MUSD Budget. Any time over 6 hours is kept by each individual bus driver and turned in on a time sheet for the first few weeks of school. As the first weeks of school progress, the need for additional hours may go up according to student needs, new routes, extension of routes, etc. In March, all employees who had this increase will be brought back to 6.0 hours through the layoff process for the following school year.

The bus driver contracts impacted will keep time sheets beginning with school in August and any extra hours will be paid on a time sheet. At that time, hours will be assessed and changed as needed beginning with the September paycheck.

2014-15 is the first year that the District implemented an 11 month payroll. All bus drivers who were on a 10 month payroll become 11 month employees effective with the 2014-15 school year. For the school year 2014-15, changed bus driver contracts will begin their altered contracts beginning September 1, 2014. Going forward beginning with school year 2014-15, the district will follow this process of allowing extensions to hours and then hours above 6 hours/day will be laid off in March for the following school year.

ARTICLE 12 — STAFF DEVELOPMENT AND PROFESSIONAL GROWTH

12.1 Classified Staff Development Committee

- 12.1 A District Classified Staff Development Committee will be organized to fulfill the following functions:
- 12.1.1. To grant approval of courses for advancement on the Salary Schedule.
 - 12.1.2. To make recommendations to the Board relating to the allocation of staff development funds. Recommendations would include sponsoring workshops, summer professional development proposals, District in-service programs, etc.
 - 12.1.3 The Committee will be comprised of four members including one representative from clerical, one representative from instructional, and one representative from transportation/food services/maintenance/custodial, and Superintendent or designee.
 - 12.1.4. No credit will be given on the salary schedule for District or County sponsored courses held during any of the employee's contracted hours. If the District pays for any part of an employee's attendance at a workshop or course any part of which is held during the contract hours, no credit on the salary schedule will be given.
 - 12.1.4.1 If a class is held during one or more of the contract hours and the employee bears the responsibility of the cost of a substitute after receiving approval by his or her site administrator to attend the class, credit will be considered. The unit member may submit a request to the Classified Staff Development Committee for approval of credit.
 - 12.1.4.2 A unit member's personal necessity leave may not be used for this purpose.

12.3 Teacher Development Program

- 12.3.1 Classified Employees who have completed their initial probationary period with the District may make application for the Teacher Development Program for the purpose of obtaining a teaching credential to prepare them for teaching positions within the District, subject to the following:
- 12.3.1.1 Submission of a completed application form which indicates agreement to pursue an educational program to prepare for a career as a teacher in Mendocino Unified School District.
 - 12.3.1.2 Submission of a description of the course(s) content and applicability to an approved program of studies leading to a California teaching credential.
- 12.3.2 A maximum of two (2) classified employees may participate per year. The District reserves the right to increase the number of participants in any one year.
- 12.3.3 Reimbursement of registration/tuition fees shall not exceed two thousand dollars (\$2000) per employee per year.
- 12.3.4 Admission to and reimbursement from the program shall be subject to the approval of the District based on the following:
- 12.3.4.1 Verification of the applicant's completion of an Associate of Arts degree or the equivalent;
 - 12.3.4.2 The relevance of the course(s) to obtaining a California teaching credential;
 - 12.3.4.3 The course load to be carried by the employee;
 - 12.3.4.4 Recommendation of the applicant's immediate supervisor;
 - 12.3.4.5 The needs of the District;
 - 12.3.4.6 The applicant's suitability to enter the teaching profession;

- 12.3.4.7 Written agreement to complete the credential program within five (5) years.
- 12.3.4.8 The decision of the District shall be final and binding, and shall not be subject to the grievance procedure set forth in Article 19.
- 12.3.5 Continuance in the program is subject to an annual review by the District to establish satisfactory progress towards the credential.
- 12.3.6 After obtaining a California teaching credential, unit members participating in this “Teacher Development Program” shall submit to the District an application for employment as a teacher. If offered a teaching contract for at least half time, the unit member shall accept the employment offer.
- 12.3.7 Failure to enter into a teaching contract with MUSD, if offered, withdrawal from the program, or failure to complete credential requirements within five (5) years, shall result in payroll deductions of all tuition reimbursements under this program on a payment schedule to be mutually agreed with the employee. If mutual agreement is not reached, both parties reserve their legal rights and remedies.

ARTICLE 13— PERSONNEL COMMITTEE

- 13.1 When reductions in staffing (positions or hours) are under consideration, the District will consult with said committee.
- 13.2 Suggestions and recommendations from the committee will be considered before the final decision is made.
- 13.3 In the case where a reduction is made, the CEMUS/CTA/ NEA Personnel Committee may make recommendations to the Superintendent regarding the possible payment of overtime and/or compensatory time for excess workloads caused by such reduction.
- 13.4 The existence of the Personnel Committee shall in no way diminish or replace bargaining rights provided for in the Education Code or the Rodda Act. The Personnel Committee shall be composed of the Superintendent and two to four CEMUS / CTA/NEA members.

ARTICLE 14 – RETIREMENT INCENTIVE PLAN

14.1 Employees may choose one of the following retirement programs (Program A or B).

14.1.1 If the member is at least 60 years of age.

14.1.2 If the member has been an employee of the District for a period of at least fifteen (15) years with no break in service immediately prior to retirement. A Board approved leave for illness, maternity, family care or industrial accident leave does not constitute a break in service for this section (Ed Code 45308). Retirees may choose to convert accrued sick leave into years of service in calculating the five-year requirement.

14.1.3 Notification of the retirement shall be given to the District at least three (3) months prior to the effective retirement date. The District shall notify the CEMUS chapter president of any such notifications of retirement.

14.1.4 Should an employee receive a notice of layoff after **Feb 15th** but before **June 30th**, they may notify the District of their irrevocable intent to retire on or before June 30th of the same year and shall still be eligible to receive the retirement incentive.

14.1.5 Any employee who notifies the District by **June 1st** and prior to **August 30th** of that school year of their irrevocable intent to retire on or before **June 30th** of the following year will not have their hours of employment reduced for any part of their final school year with the District prior to retirement.

14.1.6 Payment will be made on or about the 10th of the second month following retirement or on a schedule mutually agreed upon by employee and district.

14.2 Retirement Program A: Medical Benefits for Retiree and Spouse, or Domestic Partner.

14.2.1 The District shall provide retirees and their spouse, or domestic partner, and eligible dependents or as defined by the insurance provider with the following health and welfare benefits: The “cap” on the District contribution toward medical benefit premiums for retirees is \$5,200 annually without a dependent; \$8,320.00 annually with a dependent until the retiree is 65. If Medicare eligibility is moved to 67, the District will pay the health benefits until the retiree is 67. The eligible dependent coverage rate shall be capped at the rate in effect on the first year of retirement.

And/Or:

14.2.2. Supplemental Income Retirement Plan: At age 65 or 67, the District will pay \$100 per month toward a medical supplement for Medicare for five years for the retiree only. If the retiree dies before the end of five years, the benefit will stop. A retiree must submit proof of having a supplemental plan for the fiscal year. Upon proof of coverage, the District will issue one check for \$100 for each month that the retiree was covered during the fiscal year.

14.2.2.1 They were a full-time classified employee of the District (6.5 hours/day or more) for the fifteen years immediately preceding his/her resignation and retirement.

14.2.2.2 They are at least sixty years of age.

14.2.2.3 The District shall pay to the retiree up to the maximum annual salary allowed by PERS.

14.2.2.4 The term of any agreement for special services and advice under this procedure may not exceed five years.

14.2.2.5 Retirement program A will have a total cost cap of \$20,000 at any given time. If the cost of program A exceeds \$20,000 at any time, the excess cost will be reduced from any wage increases negotiated for that year. This cap (item 14.2.2.5) will be removed from the contract after the 2025-26 school year.

14.2.3 Retirement Program B: Lump Sum

14.2.3.1 A one-time per person retirement incentive payment will be made available to the classified employee eligible for retirement according to PERS guidelines and who elects to retire.

14.2.3.2 The retiree will then be given a lump sum equal to 20% of the last 12 months of salary.

14.2.3.3 Payment will be made on or about the 10th of the second month following retirement or on a schedule mutually agreed upon by employee and district.

ARTICLE 15 –NEGOTIATIONS

- 15.1. CEMUS/CTA/NEA agrees that this Agreement is intended to cover all matters relating to wages, hours, and all other terms and conditions of employment, and during the term of the Agreement neither the District nor CEMUS/CTA/NEA will be required to meet and negotiate on any further matters affecting these or any other subjects not specifically set forth in the Agreement.
- 15.2. Recognizing that precedent is an important and valuable tool, the District may be guided by past practices or understandings but not necessarily bound by them unless such past practices or understandings are specifically stated in this Agreement.
- 15.3 During the life of this agreement, annual re-openers shall be limited to salary and benefits plus two (2) articles for each party.

ARTICLE 16 - ASSOCIATION/DISTRICT RIGHTS

- 16.1 The Association shall have access at reasonable times to areas where employees work, to bulletin boards in the staff rooms, and to staff mailboxes.
- 16.2 The Association shall have the use of institutional facilities and equipment, at reasonable times and not interfering with the education program, for the purpose of conducting Association meetings or business. The Association shall reimburse the District for reasonable costs, if incurred.
- 16.3 A total of ten days leave shall be granted to the Association per school year to be used by its representatives, said days to be utilized for local, state, or national conferences or for conducting other business pertinent to Association affairs.
- 16.4 The Association shall reimburse the District at the substitute's daily rate of pay for each day utilized under this provision. This provision does not apply to collective bargaining agreement negotiations; the District will pay for substitutes for the CEMUS Negotiation Team in preparation for and during collective bargaining agreement negotiations.
- 16.5 A copy of the District Directory shall be provided to the Association when it is available.
- 16.6 Management Rights. It is understood and agreed that the powers and responsibilities to direct, manage, and control the operations and affairs of the District, are reserved exclusively to the District and the Governing Board, except as they are limited by this Agreement in the manner and to the extent authorized by law.

Appendix A

Compensation language adopted by CEMUS/MUSD - TA 2007-01 (salary schedule to be found in 2006-2009 version of the CEMUS contract):

It was agreed to eliminate step 1 on the classified salary schedule and move employees currently on step one to step two (which becomes the new step one) effective July 1, 2006.

The salary schedule was to be increased by 0.7% retroactive to 7/1/06 with the retroactive application of this increase applying to regular contract salaries and not to substitutes, overtime and extra duty. Range changes to some specific jobs were negotiated and are referenced in the tentative agreement 2007-01 dated January 30th, 2007.

Effective 7/1/2007 Step 14 will be deleted as it appears on the salary schedule and instead will be noted on the salary schedule as a 4% longevity increase applied as defined in Article 11.7.1 of this contract. After this change, and the one referenced above, the July 1, 2007 salary schedule will have only 12 steps.

Compensation language adopted by CEMUS/MUSD - TA 2007-06 (salary schedule to be found in the 2006-2009 October version of the CEMUS contract):

Effective July 1, 2007 the current step 1 of the classified schedule shall be eliminated and all employees on the schedule shall be moved over by one step after any "natural" step movement caused by the passing of a year. No additional steps are added and therefore employees currently on step 12 shall not move and those currently on step 11 will only be moved one step in total. This change has an approximate cost of \$30,859 or the equivalent of 2.3 %. (also see Article 8 regarding benefit cap)

Compensation language adopted by CEMUS/MUSD - dated 9/18/07 (salary schedule to be found in the 2006-2009 October version of the CEMUS contract):

Effective 7/1/2007 step 11 will be increased by 6%, and after this increase has been implemented, the entire salary schedule (steps 1-11 inclusive) will be increased by 1.8

Compensation language adopted by CEMUS/MUSD (TA 2008/09 - 4)

It is agreed that effective 7-1-08 the CEMUS contract will be increased by \$13,557 (including MCN employees). This increase will provide a .81 % increase at every step on the salary schedule as delineated in the attached classified salary schedule designated as Exhibit BB. It is agreed that this agreement, along with the other approved TA's (2008-01, 02, and 03) closes negotiations for 2008-09. This agreement is contingent upon the acceptance by the county of the disclosure form for collective bargaining. (also see Article 8 regarding benefit cap)

Compensation language adopted by CEMUS/MUSD (TA 2009/10 – 01)

CEMUS and the District agree to a 1.3% increase for CEMUS employees (including MCN employees) retroactive to 7-1-09. Both parties also agree to a 2% increase for CEMUS employees effective 7-1-10.

CEMUS also agreed that they would like to withdraw from Staywell and participate in SISC. CEMUS also agreed to meet with a sub-committee including Mark Morton and Catherine Stone to review necessary changes to contract language related to medical insurance and related side fund issues. This agreement is contingent upon the acceptance by the county of the disclosure form for collective bargaining. It was also agreed to eliminate ranges 15-19 given that no employees are hired at that range.

Compensation language adopted by CEMUS/MUSD (TA 2009/10 – 02)

An employee may earn up to two professional development increments in the form of a 4% salary adjustment for each 110 hours of approved professional development work. Classified employees may earn an educational increment in the form of a 4% salary adjustment for the first 110 hours of approved professional development work. Classified employees may earn an educational increment in the form of a 4% salary adjustment for the first 110 hours of approved professional development work. Classified employees may earn a second educational increment in the form of a 4% salary adjustment after completion of an additional 110 hours of professional development. Upon employment, the district may authorize a Professional Development salary step increment increase provided the new employee provides appropriate documentation. An employee may advance one professional development increment and one longevity increment in the same year. Upon employment, the district may authorize a Professional Development salary step increment increase.

Compensation language adopted by CEMUS/MUSD (TA 2011/12 – 03)

Beginning with the 2012-13 school year, the District shall contribute up to an annual maximum total contribution of \$11,162 for each eligible unit employee toward District medical benefit insurance. Any cost in excess of the above annual maximum contribution shall be paid by the employee through payroll deduction.

Compensation language adopted by CEMUS/MUSD (TA 2013/14 – 01)

It is hereby agreed that Article 11 and Appendix A of the 2013-14 CEMUS Contract approved by the Board on 6/20/13, will be replaced by the new CEMUS Salary Schedules for fiscal years 2014-15, 2015-16, and 2016-17. See attached salary schedules beginning on page 32 of this Contract..

- Compensation language adopted by MUSD/CEMUS will be effective July 1, 2014. It is agreed that salary and benefits cannot be opened for negotiations until the fall of 2017.
- Based on the 2013-14 classified salary schedule, the new salary schedules will be increased by 5.08% in 2014-15, 2.59% in 2015-16, and 1.92 % in 2016-17. The increases will be spread evenly across the cells in the salary schedules.

Compensation language adopted by CEMUS/MUSD (TA 2013/14 – 02)

- It is hereby agreed that effective July 1, 2014, Appendix A of the CEMUS Contract, the CEMUS Salary Schedule, will reflect a change in classification of positions as follows:
 - The Cook position at Range 21 will go to Range 23
 - The Accounts Payable position will go from Range 33 to Range 35
 - The High School Student Coordinator will go from Range 37 to Range 39
 - The Grounds Keeper position will go from Range 30 to Range 32
 - The Cook Manager position will go from Range 30 to Range 35
- Further, two new positions will be added to the CEMUS Salary Schedule effective July 1, 2014 as follows:
 - State Preschool Teacher will be Range 36
 - State Preschool Teacher Assistant will be Range 25

There were no changes related to compensation for CEMUS negotiations for 2014-15.

There were no changes related to compensation for CEMUS negotiations in 2015-16.

Compensation language adopted by CEMUS/MUSD (TA 2017-18 – 01 & 02)

It is hereby agreed that the attached salary schedules will replace all prior salary schedules effective July 1, 2018. The salary schedules will reflect a 1% retroactive raise for fiscal year 2017-18 to be paid out in May 2018. The pay increases for fiscal year 2018-19 will be 1.3% and increases for 2019-20 will be 3%. The salary schedules for 2017-18, 2018-19, and 2019-20 are attached and they reflect the changes agreed to in the paragraph above as well as CEMUS TA 2017-18-02: Change in Range of Pay for Bus Drivers/Updated Job Descriptions. It is also agreed that Ranges 20-22 on the CEMUS salary schedules will be eliminated as no one holds these positions and they are no longer used.

- Effective 7/1/07 an employee who has worked in the classified service of the District for a period of 14 years or more shall receive a longevity increment of 4% at the commencement of their 15th year.
- Per negotiated Agreement 2007-01 dated January 30th, 2007, the prior step 1 was removed. Step 13 (prior step 14) was also removed and a 4% longevity applied as noted above. When calculating longevity, step placement does not necessarily represent years of service with the district.
- Per negotiated Agreement and Board action June 28th, 2007, an old step 1 was eliminated and all employees moved up a step except for those on the “top” step.
- Per negotiated Agreement and Board action September 20th, 2007, Step 12 received a 6% increase and then all steps received a 1.8% increase.
- Per negotiated Agreement 2008/09 – 04 a .81% increase was applied to every step on the salary schedule
- Per MOU 2009-10-01 the Lead custodian position was moved to range 36 and the custodian position was moved to range 30 (job descriptions were amended accordingly)
- Per negotiated Agreement 2009/10-01 a 1.3% increase was applied to the salary schedule retroactive to 7/1/09. Also, a 2% increase was applied to the salary schedule effective 7/1/10. Both these salary adjustments applied to all CEMUS employees including MCN employee

Compensation language adopted by CEMUS/MUSD effective July 1, 2018

It is hereby agreed that the attached salary schedules will replace all prior salary schedules effective July 1, 2018. The salary schedules will reflect a 1% retroactive raise for fiscal year 2017-18 to be paid out in May 2018. The pay increases for fiscal year 2018-19 will be 1.3% and increases for 2019-20 will be 3%.

Updated Salary Schedules adopted by CEMUS/MUSD effective July 1, 2018

The salary schedules for 2017-18, 2018-19, and 2019-20 are attached and they reflect the changes agreed to in the paragraph above as well as CEMUS TA 2017-18-02: Change in Range of Pay for Bus Drivers/Updated Job Descriptions. It is also agreed that Ranges 20-22 on the CEMUS salary schedules will be eliminated as no one holds these positions and they are no longer used.

Compensation language adopted by CEMUS/MUSD effective July 1, 2020:

It is agreed that there will be no change in the salary schedule for the 2020-2021 school year. The District agrees to a one-time coverage of the health insurance increase costs for each employee receiving healthcare benefits for the 2020-2021 school year.

Compensation language adopted by CEMUS/MUSD effective July 1, 2021:

It is hereby agreed that the attached salary schedules will replace all prior salary schedules effective July 1, 2021. The salary schedules will reflect a 3% raise for fiscal year

2021-22. The MTA/CEMUS/MUSD agree to work collaboratively to address budgetary needs and shortfalls.

It is hereby agreed upon that the longevity column in the CEMUS regular and 4% increment wage schedule will be removed and replaced with a column 12 for 2021-22.

Compensation language adopted by CEMUS/MUSD effective July 1, 2022:

It is hereby agreed by the parties that there will be a 5% raise for the 2022/23 school year with the agreement that if there is no consensus on salary/benefits for the 23/24 school year by 2/15/22, it will result in an impasse re: 23/24 salary/benefits. Negotiations can continue as usual on other issues past this date. CEMUS and the administration will sunshine at the Board meeting in August 2022. This is a one-year pilot program for the 22/23 school year that could be adopted in future years if both parties find it beneficial.

It is also hereby agreed by the parties that the custodians will be moved from range 30 to 32. This increase will be completed above and beyond the 5% increase.

Appendix B

Mendocino Unified School District Classified Employee Absence Report

Name: _____ Date: _____

Date(s) that I (was) (request) to be absent (month/date/year): _____

Check the appropriate box, and note the number of days to be charged to each category for this absence:

- Jury duty: _____ days
_____ days
- Bereavement: _____
- Compensatory time: _____ days
_____ days
- Sick leave: _____
- Official school business: _____ days

Purpose: _____

- Vacation: _____ days (**this applies to 12 month employees only**)
- Personal necessity leave _____ days. (This is charged to sick leave – maximum of 10 days)

Up to five days sick leave may be used for the following four reasons:

- Accident or illness involving employee or a member of his/her immediate family.
- Personal property emergencies
- Personal legal matters which cannot be conducted after regular working hours or on non-school days.
- Personal business of a pressing nature to the employee which cannot be conducted after regular working hours or on non-school days.

Up to five days of the current year's sick leave may be used for the following reason

- Any purpose, other than for recreational purposes, vacation or pursuit of other employment.

Signature of employee: _____ Date: _____

Was a substitute used to fill your position during your absence? no yes.

Name of sub(s) _____

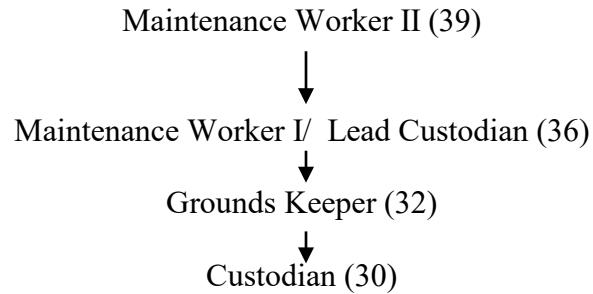
Funding Source for substitute: SIP Grant District Other _____

Approve Disapprove _____ Date: _____
Signature of administrator/supervisor

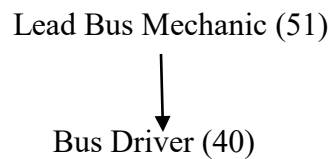
Approve Disapprove _____ Date: _____
Superintendent's signature

Appendix C – Classes

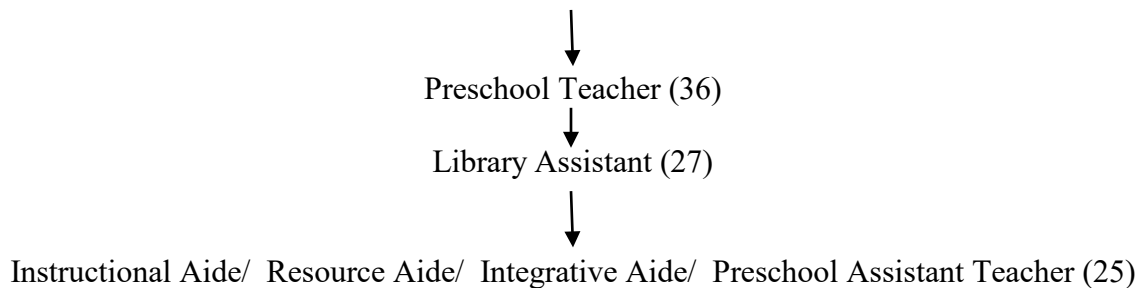
Class I: Custodial / Maintenance



Class II: Transportation

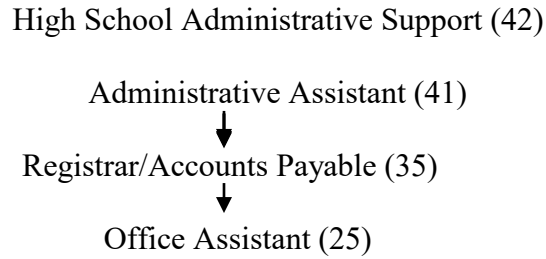


Class III: Instructional

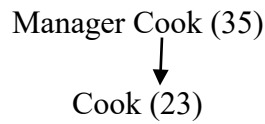


Appendix C – classes (continued)

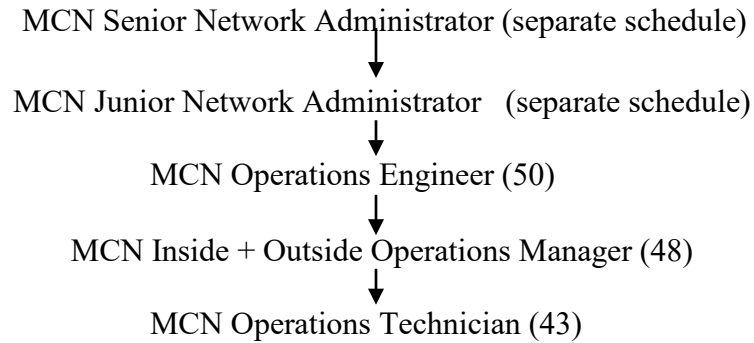
Class IV: Office/ Clerical



Class V: Food Service



Class VI: MCN Technology



Class VII: MCN Clerical

MCN Inside Operations Agent (35)

APPENDIX D – GRIEVANCE FORMS



MENDOCINO UNIFIED SCHOOL DISTRICT

CEMUS EMPLOYEE GRIEVANCE FORM LEVEL II

Instructions: Please submit this form to the supervisor of the person or program of your complaint.

The supervisor will tell the employee(s) involved that this complaint has been filed. The information you provide will be kept confidential except as necessary to investigate and resolve your complaint.

The District's complaint procedures are found in Board Policy 1312.1 and Administrative Regulation 1312.1 which are available through the District Office for your review. Please make sure to reference the appeal provisions and timelines involved.

Should you have any questions about the grievance policy or procedures, please contact the school site principal or superintendent.

Complainant Information

Grievance #:

Name _____

Date _____

Address _____

Phone _____

School _____

Notice of Complaint

Date of events this complaint is based on: _____

This is a violation, misapplication or misinterpretation of the Collective Bargaining Agreement including, but not limited to Article _____ (list specific contract provisions if possible)

Please describe your complaint as specifically as possible, using date, times, names, locations or situations (use additional paper if necessary): _____

With whom have you conferred to resolve your complaint?

Name(s) _____

Date _____

What action or remedy are you seeking to resolve this complaint? _____

Resolved:

Date:

Internally

Formal Response Needed

Signature

Date



MENDOCINO UNIFIED SCHOOL DISTRICT

CEMUS GRIEVANCE RESPONSE FORM LEVEL II

Grievance #:

Date of Grievance Response: _____

To: _____
(Grievant)

From: _____
(Superintendent)

Response to Grievance Appeal: _____

Attach a copy of the Grievance Form Level I, Appeal Form Level I, and any supporting documents.

Superintendent Signature

Date



MENDOCINO UNIFIED SCHOOL DISTRICT

CEMUS GRIEVANCE APPEAL FORM LEVEL II TO LEVEL III

Instructions: If the grievant wishes to appeal the decision of the Superintendent OR Board to arbitration, s/he may, within five days of the conclusion of mediation, request in writing on the Contact Grievance Appeal Form Level III that the Association submit his/her grievance to arbitration, with a copy to the Superintendent or Board.

Should you have any questions about the grievance policy or procedures, please contact the school site principal or superintendent.

Grievance #:

Date of Level III Appeal: _____

To: _____
(Association President)

From: _____
(Grievant)

I hereby file this form to appeal the District's decision at Level II received by me on _____
(Date)

The Grievance is being appealed because: _____

Attach a copy of any supporting documents.

Signature

Date



MENDOCINO UNIFIED SCHOOL DISTRICT

CEMUS CONTRACT GRIEVANCE LEVEL III RESPONSE TO APPEAL FORM

Grievance #:

Date of Grievance Response: _____

To: _____
(Grievant)

From: _____
(MUSD Board President)

Response to Grievance Level II Appeal: _____

Attach a copy of all Grievance and Appeal Forms and any other supporting documents.

Superintendent Signature

Date



MENDOCINO UNIFIED SCHOOL DISTRICT

CEMUS GRIEVANCE APPEAL FORM LEVEL III GRIEVANCE HEARING PANEL (Level IV)

Instructions: Upon receipt of the Grievance Response Form Level II from the Superintendent, should the initial grievance still exist and the grievant still wish to pursue the grievance, s/he shall, within ten days upon the receipt of the Superintendent's response, appeal the decision to the BOARD using this Grievance Appeal Form Level III.

The District's complaint procedures are found in Board Policy 1312.1 and Administrative Regulation 1312.1 which are available through the District Office for your review. Please make sure to reference the appeal provisions and timelines involved.

Grievance #:

Date of Level III Appeal: _____

To: _____
(MUSD Board President)

From: _____
(Grievant)

I hereby file this form to appeal the District's decision at Level II received by me on: _____
(Date)

The Grievance is being appealed because: _____

Attach a copy of the Grievance Form Level I and any supporting documents.

Signature

Date

Classified Salary Schedules

2022-23

**Mendocino Unified School District
CEMUS Hourly Salary Schedule 2022-23**

Board Approved: June 14, 2022

Effective: July 1, 2022

STEP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
30	15.91	16.55	17.21	17.90	18.82	19.36	20.14	20.94	21.77	22.85	23.56	24.50	25.48	26.50	27.56	
31	16.22	16.87	17.55	18.25	18.97	19.73	20.52	21.34	22.20	23.08	24.00	24.96	25.96	27.00	28.08	
32	16.55	17.21	17.90	18.62	19.36	20.14	20.94	21.77	22.65	23.55	24.49	25.47	26.49	27.55	28.65	
33	16.88	17.56	18.26	18.99	19.75	20.54	21.36	22.22	23.10	24.02	24.98	25.98	27.02	28.10	29.22	
34	17.22	17.91	18.63	19.37	20.15	20.96	21.80	22.68	23.58	24.53	25.51	26.53	27.59	28.69	29.84	
35	17.57	18.27	19.01	19.76	20.55	21.37	22.23	23.11	24.03	24.99	25.99	27.03	28.11	29.23	30.40	
36	17.91	18.63	19.37	20.15	20.96	21.80	22.68	23.58	24.53	25.52	26.54	27.60	28.70	29.85	31.04	
37	18.27	19.01	19.76	20.55	21.37	22.23	23.11	24.03	24.99	25.99	27.03	28.11	29.23	30.40	31.62	
38	18.64	19.38	20.16	20.97	21.82	22.69	23.59	24.54	25.53	26.54	27.60	28.70	29.85	31.04	32.28	
39	19.01	19.76	20.55	21.37	22.23	23.11	24.03	24.99	25.99	27.03	28.11	29.23	30.40	31.62	32.88	
40	19.38	20.16	20.97	21.82	22.69	23.59	24.54	25.53	26.54	27.60	28.70	29.85	31.04	32.28	33.57	
41	19.77	20.56	21.38	22.24	23.12	24.06	25.01	26.02	27.06	28.14	29.27	30.44	31.66	32.93	34.25	
42	20.17	20.98	21.83	22.70	23.60	24.55	25.54	26.55	27.62	28.72	29.87	31.06	32.30	33.59	34.93	
43	20.57	21.39	22.25	23.13	24.07	25.02	26.03	27.07	28.15	29.27	30.44	31.66	32.93	34.25	35.62	
44	20.98	21.83	22.70	23.60	24.55	25.54	26.55	27.62	28.72	29.86	31.05	32.29	33.58	34.92	36.32	
45	21.40	22.26	23.14	24.08	25.03	26.04	27.08	28.18	29.28	30.45	31.67	32.94	34.26	35.63	37.06	
46	21.84	22.71	23.63	24.56	25.55	26.57	27.63	28.73	29.87	31.06	32.30	33.59	34.93	36.33	37.78	
47	22.27	23.15	24.09	25.04	26.05	27.09	28.17	29.30	30.47	31.69	32.98	34.28	35.65	37.08	38.56	
48	22.71	23.63	24.56	25.55	26.57	27.63	28.73	29.87	31.06	32.31	33.60	34.94	36.34	37.79	39.30	
49	23.16	24.10	25.06	26.06	27.10	28.18	29.31	30.48	31.70	32.96	34.28	35.65	37.08	38.56	40.10	
50	23.64	24.57	25.56	26.59	27.65	28.75	29.89	31.09	32.34	33.63	34.98	36.38	37.84	39.35	40.92	
formula	51	24.11	25.07	26.07	27.11	28.19	29.32	30.49	31.71	32.97	34.29	35.66	37.09	38.57	40.11	41.71
break	52	26.33	27.38	28.46	29.61	30.80	32.04	33.31	34.64	36.03	37.46	38.96	40.52	42.14	43.83	45.58

Range 30: Instructional Aide, Office Assistant, Preschool Teacher, Cook, Library Assistant

Range 32: Grounds Keeper, Custodian

Range 35: Accounts Payable/Office Asst., Manager Cook, MCN Inside Operations Agent

Range 36: Maintenance Worker I, Lead Custodian, Preschool Teacher

Range 38: Integrative Aide

Range 39: Maintenance Worker II, Chorus Accompanist

Range 40: Bus Driver

Range 41: Payroll/Accounting Technician, Administrative Assistant, Lead Technical Sales + Billing, Registrar

Range 42: Administrative Support - H.S.

Range 43: MCN Operations Technician

Range 48: MCN Inside + Outside Operations Manager

Range 50: MCN Operations Engineer

Range 51: Lead Bus Mechanic

Range 52: Computer Support Technician

See separate schedule for Jr. + Sr. Network Administrators

Effective 07-01-2020 - 12 Month Employees will be contracted for 260 days per year

Per Section 11.9.1 of the CEMUS Collective Bargaining Unit Agreement, unit members may earn up to two (2) professional development increments; or a maximum of an 8% salary adjustment.

X

Signature Superintendent

Date

6/16/22

Mendocino Unified School District
2022-23 Network Administrator Hourly Salary Schedule
Effective: July 1, 2022
Board Approved: June 14, 2022
CEMUS Represented Positions

	1	2	3	4	5	6	7	8
MCN Junior Network Admin.	29.01	30.16	31.37	32.64	33.93	35.29	36.72	38.19
MCN Senior Network Admin.	36.54	38.01	39.53	41.12	42.74	44.45	46.23	48.08

Effective 07-01-2020 - 12 Month Employees will be contracted for 260 days per year

Per Section 11.9.1 of the CEMUS Collective Bargaining Unit Agreement, unit members may earn up to two (2) professional development increments; or a maximum of an 8% salary adjustment.



Signature - Superintendent

Date

6/16/22

Students

Interdistrict Attendance – District of Choice

OPTION 1: Interdistrict Attendance Agreements and Permits

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student of either district to enroll in the other district may be issued upon approval of both districts.

The district shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year
2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence
3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision
4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request
5. Applicable timelines for processing a request, including the following statements:
 - a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.
 - b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

Priority for interdistrict attendance shall be given to a student who has been determined, through an investigation by either the district of residence or district of proposed enrollment, to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5131.2 - Bullying)

Until the district is at maximum capacity, the district shall accept any student whose interdistrict transfer application is based on being the victim of an act of bullying or a child of an active duty military parent/guardian. The district shall ensure that such students are admitted through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based on academic or athletic performance, physical condition, proficiency in English, family income, or any of the individual characteristics set forth in Education Code 220, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status. (Education Code 46600)

In addition, the Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. To meet the child care needs of the student, only as long as the student's child care provider remains within district boundaries

(cf. 5148 - Child Care and Development)

2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel

(cf. 6159 - Individualized Education Program)

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance

4. To allow the student to complete a school year when the student's parents/guardians have moved out of the district during that year

5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school

6. To allow a high school senior to attend the same school attended as a junior, even if the student's family moved out of the district during the junior year

7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district

8. When the student will be living out of the district for one year or less

9. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

10. When there is valid interest in a particular educational program not offered in the district of residence

11. To provide a change in school environment for reasons of personal and social adjustment

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district shall not deny continued attendance because of overcrowded facilities at the relevant grade level.

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

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, the Superintendent or designee shall notify the parent/guardian of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46600.2)

(cf. 5145.6 - Parental Notifications)

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

Pending a decision by the two districts or by the County Board on appeal, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

Bases for Revocation/Termination of Interdistrict Attendance Permit

Every interdistrict attendance permit shall stipulate the terms and conditions under which the permit may be revoked. (Education Code 46600)

An interdistrict attendance permit may be revoked by the Superintendent or designee for any of the following reasons:

1. Unsatisfactory academic performance (as defined above under Bases for Denial) at the district.
2. Unsatisfactory attendance (as defined above under Bases for Denial) at the district.
3. Providing incomplete, false or misleading information on the Application.
4. Repeated disruptive or otherwise unsatisfactory conduct in violation of Education Code sections 48900 et seq.
5. Suspension from the district as authorized by Education Code sections 48900 et seq.
6. Recommendation for expulsion or expulsion from the district as authorized by Education Code sections 48900 et seq.
7. The district makes the determination that the continuing presence of the student would interfere with the needs of the district, the best interests of students, or both.
8. Any other lawful, non-arbitrary basis for the district to conclude it would be in the best interest of the student, the student's school, or the district for the interdistrict attendance permit to be revoked.

If an interdistrict attendance permit is revoked by the Superintendent or designee, the parent/guardian of the student may appeal to the Superintendent for further consideration. An appeal must be submitted in writing to the Superintendent of Student Services and received in the District Office on or before the fifth calendar day following the date of the Notice of Revocation, excluding Saturdays, Sundays and days when the District Office is closed, or the right to appeal shall be deemed waived.

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)

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

Once a student is admitted to a school on the basis of an interdistrict attendance permit, the student will be required to reapply annually for an interdistrict transfer and will be allowed to continue to attend the school of enrollment only if reapplication standards are met. Existing interdistrict attendance permits shall not be rescinded after June 30 following a student's completion of grade 10 or for any student entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

OPTION 2: School District of Choice Program

The Superintendent or designee shall communicate with parents/guardians regarding transfer opportunities under the school district of choice program. Communications sent to parents/guardians shall be available in all languages for which translations are required pursuant to Education Code 48985, shall be factually accurate, and shall not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic skill or any other personal characteristic. (Education Code 48301, 48980)

The Superintendent or designee shall also make public announcements regarding district schools, programs, policies, and procedures, including transportation options if applicable, during the enrollment period. (Education Code 48312)

The Superintendent or designee may hold informational meetings on the district's current educational programs, so that parents/guardians can provide input to the district on methods to improve current programs and make informed decisions regarding their children's education. (Education Code 48302)

The process for student transfers into the district under the school district of choice program, including, but not limited to, any applicable form, the timeline for a transfer, and an explanation of the selection process, shall be posted on the district's web site. (Education Code 48301)

(cf. 1113 - District and School Web Sites)

Parents/guardians shall submit applications for interdistrict attendance to the district office before January 1 of the school year preceding the school year for which the student is requesting to be transferred. The application deadline may be waived upon agreement between the district and the student's district of residence. (Education Code 48308)

The application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48308)

(cf. 6173.2 - Education of Children of Military Families)

Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)

The district may deny a transfer into the district under the school district of choice program if the transfer would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities or an English learner. (Education Code 48303)

Whenever the number of transfer applications exceeds the number of interdistrict transfers that may be accepted as annually determined by the Governing Board, students accepted for transfer shall be selected by a random

drawing held in public at a regularly scheduled Board meeting before February 15 of the school year preceding the school year for which the transfer is sought. (Education Code 48301)

Priority for transfer under the school district of choice program shall be granted as follows: (Education Code 48306)

1. First priority shall be given to siblings of students already in attendance in the district.
2. Second priority shall be given to students eligible for free or reduced-price meals.

(cf. 3553 - Free and Reduced Price Meals)

3. Third priority shall be given to children of military personnel.

No later than February 15 of the school year preceding the school year for which the student is requesting to be transferred, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected or of the student's position on any waiting list. (Education Code 48308)

If a student's application for transfer is accepted, the Superintendent or designee shall so notify the student's district of residence no later than February 15 of the school year preceding the school year for which the student is requesting to be transferred. (Education Code 48308)

The number of students accepted for transfer into the district, by school and grade level, shall be reported to the district of residence on or before February 15. (Education Code 48308)

If a student's application is denied, the Superintendent or designee shall notify the student's parents/guardians that the number of students requesting to transfer exceeded the district's capacity and that the student was not selected during the random drawing. Such determination shall be accurately recorded in the minutes of the Board meeting at which the determination was made. (Education Code 48308)

(cf. 9324 - Minutes and Recordings)

For a student whose parent/guardian was relocated by the military less than 90 days prior to the submission of the application, the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon acceptance, the student may immediately enroll in a district school. (Education Code 48308)

Vacancies may be filled from the waiting list until May 1 of the school year preceding the school year for which students are requesting to be transferred. (Education Code 48308)

The final number of students enrolled in the district through the school district of choice program, by school and grade level, along with the names of the students, shall be reported to the district of residence on or before May 2. (Education Code 48308)

Students admitted through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204. (Education Code 48301)

(cf. 5111.1 - District Residency)

(cf. 5116.1 - Intradistrict Open Enrollment)

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts. (Education Code 48308)

Even if the district withdraws from participation in the program, students who attended or received a notice of acceptance into the district before the Board's resolution of withdrawal shall be permitted to attend school in the

district, and admitted high school students may continue attending school in the district until they graduate from high school. (Education Code 48307, 48308)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) the student has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)

(cf. 6146.3 - Reciprocity of Academic Credit)

The district may revoke a student's enrollment if the student is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

Transfers Out of the District

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

If the district is unable to provide an intradistrict transfer to a student who is a victim of an act of bullying, as defined in Education Code 46600, the district shall not prohibit the student from transferring out of the district if the district of proposed enrollment approves the application for transfer. (Education Code 46600)

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance.
2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

(cf. 3100 - Budget)

3. The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)
 - a. A court-ordered desegregation plan
 - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
 - c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

(10/17 3/19) 12/19

Students

Administering Medication and Monitoring Health Conditions

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should be able to participate in the educational program.

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing parents/guardians to administer medication to their child at school, designate other individuals to do so on their behalf, and, with the student's authorized health care provider's approval, request the district's permission for the student to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

The Superintendent or designee shall make epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The Superintendent or designee shall make naloxone hydrochloride or another opioid antagonist available for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

OPTION 1: The parent/guardian of a student who is a qualified patient pursuant to Health and Safety Code 11362.7-11362.85 may administer medicinal cannabis, excluding medicinal cannabis or cannabis products in a smokeable or vapeable form, to the student at a school site. School personnel are not authorized to administer medicinal cannabis to a student. (Education Code 49414.1)

Before administering medicinal cannabis at a school site, the parent/guardian shall provide to the principal or designee a valid written medical recommendation for the student to be given medicinal cannabis, which shall be kept on file at the school. The parent/guardian shall sign in at the school site before administering the medication, and shall not administer the medication in a manner that disrupts the educational environment or exposes other students. After the parent/guardian administers the medication, the parent/guardian shall remove any remaining medicinal cannabis from the school site. (Education Code 49414.1)

OPTION 2: Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the Board prohibits the administration of medicinal cannabis to students on school grounds by parents/guardians or school personnel.

END OF OPTION 2

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

Students

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.

2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)
3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands the responsibilities to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to the student, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
4. If a parent/guardian has requested that the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)
6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
7. Possible side effects of the medication
8. Name, address, telephone number, and signature of the student's authorized health care provider
For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and Spanish, and shall include the name and contact information for the physician or surgeon. (Education Code 49423.1)

District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be

administered

4. Maintain for each student a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained
7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities
8. Report to a student's parent/guardian and the site administrator any refusal by the student to take the medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance
14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code

49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

2021-22 Unaudited Actuals

Submitted by: Meg Kailikole, Business Manager

Regular Board Meeting September 8, 2022

Open Issue – DRAFT form:

The Unaudited Actuals for 2021-22 are submitted in DRAFT form, as of September 2, 2022. The Mendocino County Auditor-Controller's office has yet to complete the close of Cash, and the Bond Redemption Fund – meaning we are unable to reconcile cash in all funds, and unable to provide closing data for the Bond Redemption fund.

Generally, the Auditor-Controller is able to close cash and all funds by mid- to late August. Staffing changes and the transition to a new financial software have impacted their ability to meet their closing obligation in a timely manner. The Mendocino County Office of Education (MCOE) has informed district business offices that they are in contact with the Auditor-Controller, and will provide us with updates as soon as they receive.

As soon as the Auditor-Controller and MCOE have completed the cash closing process, I can reconcile MUSD's 2021-22 Unaudited Actuals and provide the FINAL version. My hope is that I am able to complete this by the September 8, 2022 board meeting. If I am unable to finalize our books in time for the board to consider on September 8, then we will likely need to schedule a special board meeting.

Closing Highlights

Cumulatively, property taxes aligned with estimates provided at Estimated Actuals in June. Secured taxes were \$48,521 better than projected, while timber tax was \$40,567 worse than projected. Overall, revenue was about 4% better than projected, attributable to restricted state program funding (categoricals) received toward end of year.

Salary and benefits were about half a percentage point better than projected, with overall expenditures 0.14% worse than projected. The expected contribution from unrestricted to restricted was not as large as expected, as adjustments were made between UNR/RES expenditures to meet the SPED maintenance of effort. Overall, the unrestricted ending fund balance is \$232,510, or 12% better than expected.

Unaudited Actuals
FINANCIAL REPORTS
2021-22 Unaudited Actuals
Summary of Unaudited Actual Data Submission

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
CEA	Percent of Current Cost of Education Expended for Classroom Compensation Must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts or future apportionments may be affected. (EC 41372)	55.96%
	CEA Deficiency Amount Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details.	\$0.00
ESMOE	Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Determination If MOE Not Met, the 2023-24 apportionment may be reduced by the lesser of the following two percentages: MOE Deficiency Percentage - Based on Total Expenditures MOE Deficiency Percentage - Based on Expenditures Per ADA	MOE Met
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1 If this amount is not zero, it represents an increase to your Appropriations Limit. The Department of Finance must be notified of increases within 45 days of budget adoption.	\$0.00
	Adjusted Appropriations Limit	\$6,742,514.91
	Appropriations Subject to Limit These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132.	\$6,742,514.91
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2023-24, subject to CDE approval.	8.09%

1/15/2021

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2021-22 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

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

Date of Meeting: Sep 08, 2022

To the Superintendent of Public Instruction:

2021-22 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

For School District:

Michelle Ebert
Name
Director External Business
Title
707-467-5043
Telephone
mebert@mcoe.us
E-mail Address

Meg Kailikole
Name
Business Manager
Title
707-937-5868
Telephone
musdcbo@mcn.org
E-mail Address

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals			2022-23 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) LCFF Sources		8010-8099	7,553,332.54	0.00	7,553,332.54	7,521,398.00	0.00	7,521,398.00	-0.4%
2) Federal Revenue		8100-8299	35,123.11	578,291.98	613,415.09	0.00	638,205.97	638,205.97	4.0%
3) Other State Revenue		8300-8599	94,173.17	1,527,271.67	1,621,444.84	88,770.08	447,909.96	536,680.04	-66.9%
4) Other Local Revenue		8600-8799	70,896.31	440,019.07	510,915.38	51,260.00	359,871.57	411,131.57	-19.5%
5) TOTAL, REVENUES			7,753,525.13	2,545,582.72	10,299,107.85	7,661,428.08	1,445,987.50	9,107,415.58	-11.6%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	2,911,630.84	829,930.45	3,741,561.29	2,990,778.34	953,882.55	3,944,660.89	5.4%
2) Classified Salaries		2000-2999	1,224,435.00	693,388.22	1,917,823.22	1,220,594.73	813,803.37	2,034,398.10	6.1%
3) Employee Benefits		3000-3999	1,644,914.48	1,036,926.60	2,681,841.08	1,780,239.85	1,173,415.25	2,953,655.10	10.1%
4) Books and Supplies		4000-4999	291,496.44	251,349.02	542,845.46	254,160.00	106,494.08	360,654.08	-33.6%
5) Services and Other Operating Expenditures		5000-5999	719,496.80	207,603.64	927,100.44	709,594.78	108,600.00	818,194.78	-11.7%
6) Capital Outlay		6000-6999	0.00	502,384.58	502,384.58	0.00	42,231.32	42,231.32	-91.6%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	19,037.00	0.00	19,037.00	0.00	0.00	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(24,378.13)	18,378.13	(6,000.00)	(6,000.00)	0.00	(6,000.00)	0.0%
9) TOTAL, EXPENDITURES			6,786,632.43	3,539,960.64	10,326,593.07	6,949,367.70	3,198,426.57	10,147,794.27	-1.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			966,892.70	(994,377.92)	(27,485.22)	712,060.38	(1,752,439.07)	(1,040,378.69)	3685.2%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	40,000.00	0.00	40,000.00	40,000.00	0.00	40,000.00	0.0%
b) Transfers Out		7600-7629	153,891.54	0.00	153,891.54	210,592.36	0.00	210,592.36	36.8%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(1,292,635.97)	1,292,635.97	0.00	(1,688,520.58)	1,688,520.58	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,406,527.51)	1,292,635.97	(113,891.54)	(1,859,112.94)	1,688,520.58	(170,592.36)	49.8%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals			2022-23 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(439,634.81)	298,258.05	(141,376.76)	(1,147,052.56)	(63,918.49)	(1,210,971.05)	756.6%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	2,567,683.01	245,640.20	2,813,323.21	2,128,048.20	543,898.25	2,671,946.45	-5.0%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,567,683.01	245,640.20	2,813,323.21	2,128,048.20	543,898.25	2,671,946.45	-5.0%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,567,683.01	245,640.20	2,813,323.21	2,128,048.20	543,898.25	2,671,946.45	-5.0%
2) Ending Balance, June 30 (E + F1e)			2,128,048.20	543,898.25	2,671,946.45	980,995.64	479,979.76	1,460,975.40	-45.3%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	10,000.00	0.00	10,000.00	0.00	0.00	0.00	-100.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	123,784.71	0.00	123,784.71	0.00	0.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted			0.00	543,898.25	543,898.25	0.00	479,979.76	479,979.76	-11.8%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	43,798.18	0.00	43,798.18	50,443.69	0.00	50,443.69	15.2%
Site Accounts, SLIP, LUMP	0000	9780	43,798.18		43,798.18				
Site Accts, SLIP, LUMP	0000	9780				50,443.69		50,443.69	
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	420,000.00	0.00	420,000.00	420,000.00	0.00	420,000.00	0.0%
Unassigned/Unappropriated Amount			1,530,465.31	0.00	1,530,465.31	510,551.95	0.00	510,551.95	-66.6%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals			2022-23 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
G. ASSETS									
1) Cash									
a) in County Treasury		9110	2,165,263.01	316,543.50	2,481,806.51				
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00	0.00	0.00				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Cash Account		9130	10,000.00	0.00	10,000.00				
d) with Fiscal Agent/Trustee		9135	0.00	0.00	0.00				
e) Collections Awaiting Deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	63,826.34	353,421.76	417,248.10				
4) Due from Grantor Government		9290	0.00	0.00	0.00				
5) Due from Other Funds		9310	614.00	0.00	614.00				
6) Stores		9320	0.00	0.00	0.00				
7) Prepaid Expenditures		9330	123,784.71	0.00	123,784.71				
8) Other Current Assets		9340	0.00	0.00	0.00				
9) Lease Receivable		9380	0.00	0.00	0.00				
10) TOTAL, ASSETS			2,363,488.06	669,965.26	3,033,453.32				
H. DEFERRED OUTFLOWS OF RESOURCES									
1) Deferred Outflows of Resources		9490	0.00	0.00	0.00				
2) TOTAL, DEFERRED OUTFLOWS			0.00	0.00	0.00				
I. LIABILITIES									
1) Accounts Payable		9500	125,175.58	23,234.11	148,409.69				
2) Due to Grantor Governments		9590	0.00	0.00	0.00				
3) Due to Other Funds		9610	110,264.28	4,085.41	114,349.69				
4) Current Loans		9640	0.00	0.00	0.00				
5) Unearned Revenue		9650	0.00	98,747.49	98,747.49				
6) TOTAL, LIABILITIES			235,439.86	126,067.01	361,506.87				
J. DEFERRED INFLOWS OF RESOURCES									
1) Deferred Inflows of Resources		9690	0.00	0.00	0.00				
2) TOTAL, DEFERRED INFLOWS			0.00	0.00	0.00				
K. FUND EQUITY									
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			2,128,048.20	543,898.25	2,671,946.45				

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals			2022-23 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
LCFF SOURCES									
Principal Apportionment State Aid - Current Year		8011	1,668,418.00	0.00	1,668,418.00	1,669,156.00	0.00	1,669,156.00	0.0%
Education Protection Account State Aid - Current Year		8012	94,372.00	0.00	94,372.00	80,068.00	0.00	80,068.00	-15.2%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	38,102.88	0.00	38,102.88	38,106.00	0.00	38,106.00	0.0%
Timber Yield Tax		8022	120,819.85	0.00	120,819.85	118,017.00	0.00	118,017.00	-2.3%
Other Subventions/In-Lieu Taxes		8029	161.52	0.00	161.52	0.00	0.00	0.00	-100.0%
County & District Taxes Secured Roll Taxes		8041	5,555,057.38	0.00	5,555,057.38	5,608,851.00	0.00	5,608,851.00	1.0%
Unsecured Roll Taxes		8042	141,147.27	0.00	141,147.27	149,759.00	0.00	149,759.00	6.1%
Prior Years' Taxes		8043	10,253.64	0.00	10,253.64	7,441.00	0.00	7,441.00	-27.4%
Supplemental Taxes		8044	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			7,628,332.54	0.00	7,628,332.54	7,671,398.00	0.00	7,671,398.00	0.6%
LCFF Transfers									
Unrestricted LCFF Transfers - Current Year	0000	8091	(75,000.00)		(75,000.00)	(150,000.00)		(150,000.00)	100.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			7,553,332.54	0.00	7,553,332.54	7,521,398.00	0.00	7,521,398.00	-0.4%
FEDERAL REVENUE									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	68,566.00	68,566.00	0.00	96,629.00	96,629.00	40.9%
Special Education Discretionary Grants		8182	0.00	2,689.00	2,689.00	0.00	2,645.00	2,645.00	-1.6%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290		89,370.42	89,370.42		98,346.81	98,346.81	10.0%
Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290		12,940.00	12,940.00		12,768.00	12,768.00	-1.3%
Title III, Part A, Immigrant Student Program	4201	8290		0.00	0.00		0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals			2022-23 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Title III, Part A, English Learner Program	4203	8290		0.00	0.00		0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290		0.00	0.00		0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3045, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290		10,000.00	10,000.00		10,000.00	10,000.00	0.0%
Career and Technical Education	3500-3599	8290		0.00	0.00		0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	35,123.11	394,726.56	429,849.67	0.00	417,817.16	417,817.16	-2.8%
TOTAL, FEDERAL REVENUE			35,123.11	578,291.98	613,415.09	0.00	638,205.97	638,205.97	4.0%
OTHER STATE REVENUE									
Other State Apportionments									
ROC/P Entitlement Prior Years	6360	8319		0.00	0.00		0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311		0.00	0.00		0.00	0.00	0.0%
Prior Years	6500	8319		0.00	0.00		0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	30,625.00	30,625.00	0.00	0.00	0.00	-100.0%
Mandated Costs Reimbursements		8550	20,954.00	0.00	20,954.00	20,528.00	0.00	20,528.00	-2.0%
Lottery - Unrestricted and Instructional Materials		8560	73,219.17	33,919.21	107,138.38	68,242.08	24,784.96	93,027.04	-13.2%
Tax Relief Subventions Restricted Levies - Other									
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590		0.00	0.00		0.00	0.00	0.0%
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590		0.00	0.00		0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590		0.00	0.00		0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590		126,000.00	126,000.00		60,000.00	60,000.00	-52.4%
American Indian Early Childhood Education	7210	8590		0.00	0.00		0.00	0.00	0.0%
Specialized Secondary	7370	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	1,336,727.46	1,336,727.46	0.00	363,125.00	363,125.00	-72.8%
TOTAL, OTHER STATE REVENUE			94,173.17	1,527,271.67	1,621,444.84	88,770.08	447,909.96	536,680.04	-66.9%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals			2022-23 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
OTHER LOCAL REVENUE									
Other Local Revenue									
County and District Taxes									
Other Restricted Levies									
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes									
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	89,523.00	89,523.00	0.00	91,350.00	91,350.00	2.0%
Community Redevelopment Funds									
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from									
Delinquent Non-LCFF									
Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sales									
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	4,790.00	0.00	4,790.00	5,210.00	0.00	5,210.00	8.8%
Interest		8660	9,930.90	0.00	9,930.90	10,000.00	0.00	10,000.00	0.7%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts									
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	2,700.00	33,172.11	35,872.11	2,700.00	21,730.00	24,430.00	-31.9%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	1,641.39	0.00	1,641.39	1,000.00	0.00	1,000.00	-39.1%
Other Local Revenue Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	51,834.02	8,730.21	60,564.23	32,350.00	6,300.00	38,650.00	-36.2%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments									
Special Education SELPA Transfers									
From Districts or Charter Schools	6500	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6500	8792		308,593.75	308,593.75		240,491.57	240,491.57	-22.1%
From JPAs	6500	8793		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers									
From Districts or Charter Schools	6360	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments									
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			70,896.31	440,019.07	510,915.38	51,260.00	359,871.57	411,131.57	-19.5%
TOTAL, REVENUES			7,753,525.13	2,545,582.72	10,299,107.85	7,661,428.08	1,445,987.50	9,107,415.58	-11.6%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals			2022-23 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
CERTIFICATED SALARIES									
Certificated Teachers' Salaries		1100	2,297,629.77	677,579.10	2,975,208.87	2,457,661.31	683,834.90	3,141,496.21	5.6%
Certificated Pupil Support Salaries		1200	223,033.93	152,351.35	375,385.28	193,190.14	203,316.85	396,506.99	5.6%
Certificated Supervisors' and Administrators' Salaries		1300	389,292.14	0.00	389,292.14	339,926.89	66,730.80	406,657.69	4.5%
Other Certificated Salaries		1900	1,675.00	0.00	1,675.00	0.00	0.00	0.00	-100.0%
TOTAL, CERTIFICATED SALARIES			2,911,630.84	829,930.45	3,741,561.29	2,990,778.34	953,882.55	3,944,660.89	5.4%
CLASSIFIED SALARIES									
Classified Instructional Salaries		2100	127,116.80	333,493.83	460,610.63	122,282.92	383,859.16	506,142.08	9.9%
Classified Support Salaries		2200	306,238.81	271,887.83	578,126.64	337,104.00	334,957.17	672,061.17	16.2%
Classified Supervisors' and Administrators' Salaries		2300	290,914.98	68,209.08	359,124.06	261,639.64	94,987.04	356,626.68	-0.7%
Clerical, Technical and Office Salaries		2400	485,726.25	9,600.00	495,326.25	484,094.20	0.00	484,094.20	-2.3%
Other Classified Salaries		2900	14,438.16	10,197.48	24,635.64	15,473.97	0.00	15,473.97	-37.2%
TOTAL, CLASSIFIED SALARIES			1,224,435.00	693,388.22	1,917,823.22	1,220,594.73	813,803.37	2,034,398.10	6.1%
EMPLOYEE BENEFITS									
STRS		3101-3102	452,615.17	497,294.05	949,909.22	525,943.31	547,120.23	1,073,063.54	13.0%
PERS		3201-3202	277,284.20	151,835.63	429,119.83	334,032.82	195,755.96	529,788.78	23.5%
OASDI/Medicare/Alternative		3301-3302	134,528.76	63,396.09	197,924.85	133,850.39	69,859.47	203,709.86	2.9%
Health and Welfare Benefits		3401-3402	596,781.31	274,894.14	871,675.45	587,838.27	304,885.28	892,723.55	2.4%
Unemployment Insurance		3501-3502	19,057.55	7,603.00	26,660.55	19,721.22	7,962.63	27,683.85	3.8%
Workers' Compensation		3601-3602	111,877.52	41,903.69	153,781.21	113,969.84	47,831.68	161,801.52	5.2%
OPEB, Allocated		3701-3702	22,519.97	0.00	22,519.97	30,971.00	0.00	30,971.00	37.5%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	30,250.00	0.00	30,250.00	33,913.00	0.00	33,913.00	12.1%
TOTAL, EMPLOYEE BENEFITS			1,644,914.48	1,036,926.60	2,681,841.08	1,780,239.85	1,173,415.25	2,953,655.10	10.1%
BOOKS AND SUPPLIES									
Approved Textbooks and Core Curricula Materials		4100	2,631.69	22,111.47	24,743.16	0.00	26,000.00	26,000.00	5.1%
Books and Other Reference Materials		4200	344.63	1,552.85	1,897.48	0.00	0.00	0.00	-100.0%
Materials and Supplies		4300	242,165.17	94,003.35	336,168.52	229,160.00	60,494.08	289,654.08	-13.8%
Noncapitalized Equipment		4400	46,354.95	133,681.35	180,036.30	25,000.00	20,000.00	45,000.00	-75.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			291,496.44	251,349.02	542,845.46	254,160.00	106,494.08	360,654.08	-33.6%
SERVICES AND OTHER OPERATING EXPENDITURES									
Subagreements for Services		5100	30,000.00	0.00	30,000.00	30,000.00	0.00	30,000.00	0.0%
Travel and Conferences		5200	14,455.83	14,338.41	28,794.24	9,800.00	24,000.00	33,800.00	17.4%
Dues and Memberships		5300	23,596.03	0.00	23,596.03	27,015.26	0.00	27,015.26	14.5%
Insurance		5400 - 5450	89,395.00	0.00	89,395.00	124,132.75	0.00	124,132.75	38.9%
Operations and Housekeeping Services		5500	282,776.20	50.25	282,826.45	294,760.00	600.00	295,360.00	4.4%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	36,978.75	11,642.07	48,620.82	40,956.00	3,500.00	44,456.00	-8.6%
Transfers of Direct Costs		5710	(305.50)	305.50	0.00	0.77	0.00	0.77	New
Transfers of Direct Costs - Interfund		5750	(614.00)	4,085.41	3,471.41	0.00	0.00	0.00	-100.0%
Professional/Consulting Services and Operating Expenditures		5800	166,668.98	168,125.15	334,794.13	155,500.00	79,000.00	234,500.00	-30.0%
Communications		5900	76,545.51	9,056.85	85,602.36	27,430.00	1,500.00	28,930.00	-66.2%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			719,496.80	207,603.64	927,100.44	709,594.78	108,600.00	818,194.78	-11.7%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals			2022-23 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
CAPITAL OUTLAY									
Land		6100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	393,771.18	393,771.18	0.00	0.00	0.00	-100.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	108,613.40	108,613.40	0.00	42,231.32	42,231.32	-61.1%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	502,384.58	502,384.58	0.00	42,231.32	42,231.32	-91.6%
OTHER OUTGO (excluding Transfers of Indirect Costs)									
Tuition									
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	19,037.00	0.00	19,037.00	0.00	0.00	0.00	-100.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments To Districts or Charter Schools	6500	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments All Other		7221-7223	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service									
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			19,037.00	0.00	19,037.00	0.00	0.00	0.00	-100.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS									
Transfers of Indirect Costs		7310	(18,378.13)	18,378.13	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(6,000.00)	0.00	(6,000.00)	(6,000.00)	0.00	(6,000.00)	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(24,378.13)	18,378.13	(6,000.00)	(6,000.00)	0.00	(6,000.00)	0.0%
TOTAL, EXPENDITURES			6,786,632.43	3,539,960.64	10,326,593.07	6,949,367.70	3,198,426.57	10,147,794.27	-1.7%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals			2022-23 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
INTERFUND TRANSFERS									
INTERFUND TRANSFERS IN									
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	40,000.00	0.00	40,000.00	40,000.00	0.00	40,000.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			40,000.00	0.00	40,000.00	40,000.00	0.00	40,000.00	0.0%
INTERFUND TRANSFERS OUT									
To: Child Development Fund		7611	28,532.83	0.00	28,532.83	51,529.13	0.00	51,529.13	80.6%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	96,264.28	0.00	96,264.28	150,873.23	0.00	150,873.23	56.7%
Other Authorized Interfund Transfers Out		7619	29,094.43	0.00	29,094.43	8,190.00	0.00	8,190.00	-71.9%
(b) TOTAL, INTERFUND TRANSFERS OUT			153,891.54	0.00	153,891.54	210,592.36	0.00	210,592.36	36.8%
OTHER SOURCES/USES									
SOURCES									
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
USES									
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS									
Contributions from Unrestricted Revenues		8980	(1,292,635.97)	1,292,635.97	0.00	(1,688,520.58)	1,688,520.58	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(1,292,635.97)	1,292,635.97	0.00	(1,688,520.58)	1,688,520.58	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES									
(a - b + c - d + e)			(1,406,527.51)	1,292,635.97	(113,891.54)	(1,859,112.94)	1,688,520.58	(170,592.36)	49.8%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals			2022-23 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) LCFF Sources		8010-8099	7,553,332.54	0.00	7,553,332.54	7,521,398.00	0.00	7,521,398.00	-0.4%
2) Federal Revenue		8100-8299	35,123.11	578,291.98	613,415.09	0.00	638,205.97	638,205.97	4.0%
3) Other State Revenue		8300-8599	94,173.17	1,527,271.67	1,621,444.84	88,770.08	447,909.96	536,680.04	-66.9%
4) Other Local Revenue		8600-8799	70,896.31	440,019.07	510,915.38	51,260.00	359,871.57	411,131.57	-19.5%
5) TOTAL REVENUES			7,753,525.13	2,545,582.72	10,299,107.85	7,661,428.08	1,445,987.50	9,107,415.58	-11.6%
B. EXPENDITURES (Objects 1000-7999)									
1) Instruction	1000-1999		3,309,455.56	1,903,040.99	5,212,496.55	3,585,573.00	1,929,613.04	5,515,186.04	5.8%
2) Instruction - Related Services	2000-2999		1,031,074.95	95,184.11	1,126,259.06	961,412.91	151,588.84	1,113,001.75	-1.2%
3) Pupil Services	3000-3999		879,372.39	272,997.39	1,152,369.78	887,705.42	292,446.32	1,180,151.74	2.4%
4) Ancillary Services	4000-4999		176,933.87	9,379.50	186,313.37	169,062.01	0.00	169,062.01	-9.3%
5) Community Services	5000-5999		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) General Administration	7000-7999		894,656.71	69,901.33	964,558.04	853,053.32	30,419.06	883,472.38	-8.4%
8) Plant Services	8000-8999		476,101.95	1,189,457.32	1,665,559.27	492,561.04	794,359.31	1,286,920.35	-22.7%
9) Other Outgo	9000-9999	Except 7600-7699	19,037.00	0.00	19,037.00	0.00	0.00	0.00	-100.0%
10) TOTAL EXPENDITURES			6,786,632.43	3,539,960.64	10,326,593.07	6,949,367.70	3,198,426.57	10,147,794.27	-1.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			966,892.70	(994,377.92)	(27,485.22)	712,060.38	(1,752,439.07)	(1,040,378.69)	3685.2%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	40,000.00	0.00	40,000.00	40,000.00	0.00	40,000.00	0.0%
b) Transfers Out		7600-7629	153,891.54	0.00	153,891.54	210,592.36	0.00	210,592.36	36.8%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(1,292,635.97)	1,292,635.97	0.00	(1,688,520.58)	1,688,520.58	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(1,406,527.51)	1,292,635.97	(113,891.54)	(1,859,112.94)	1,688,520.58	(170,592.36)	49.8%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals			2022-23 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(439,634.81)	298,258.05	(141,376.76)	(1,147,052.56)	(63,918.49)	(1,210,971.05)	756.6%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	2,567,683.01	245,640.20	2,813,323.21	2,128,048.20	543,898.25	2,671,946.45	-5.0%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,567,683.01	245,640.20	2,813,323.21	2,128,048.20	543,898.25	2,671,946.45	-5.0%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,567,683.01	245,640.20	2,813,323.21	2,128,048.20	543,898.25	2,671,946.45	-5.0%
2) Ending Balance, June 30 (E + F1e)			2,128,048.20	543,898.25	2,671,946.45	980,995.64	479,979.76	1,460,975.40	-45.3%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	10,000.00	0.00	10,000.00	0.00	0.00	0.00	-100.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	123,784.71	0.00	123,784.71	0.00	0.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	543,898.25	543,898.25	0.00	479,979.76	479,979.76	-11.8%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments (by Resource/Object)		9780	43,798.18	0.00	43,798.18	50,443.69	0.00	50,443.69	15.2%
Site Accounts, SLIP, LUMP	0000	9780	43,798.18		43,798.18				
Site Accts, SLIP, LUMP	0000	9780				50,443.69		50,443.69	
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	420,000.00	0.00	420,000.00	420,000.00	0.00	420,000.00	0.0%
Unassigned/Unappropriated Amount		9790	1,530,465.31	0.00	1,530,465.31	510,551.95	0.00	510,551.95	-66.6%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
2600	Expanded Learning Opportunities Program	67,332.56	67,332.56
3010	ESSA: Title I, Part A, Basic Grants Low-Income and Neglected	0.00	18,300.82
3216	Expanded Learning Opportunities (ELO) Grant: ESSER II State Rese	0.00	31.00
6266	Educator Effectiveness, FY 2021-22	208,926.82	188,926.82
6300	Lottery: Instructional Materials	32,301.69	31,086.65
6547	Special Education Early Intervention Preschool Grant	6,871.00	6,871.00
7028	Child Nutrition: Kitchen Infrastructure Upgrade Funds	25,000.00	25,000.00
7029	Child Nutrition: Food Service Staff Training Funds	4,874.16	4,874.16
7311	Classified School Employee Professional Development Block Grant	3,734.28	3,734.28
7412	A-G Access/Success Grant	20,663.00	20,663.00
7413	A-G Learning Loss Mitigation Grant	7,747.00	7,747.00
7425	Expanded Learning Opportunities (ELO) Grant	80,821.26	18,485.99
7426	Expanded Learning Opportunities (ELO) Grant: Paraprofessional Sta	5,910.26	5,910.26
9010	Other Restricted Local	79,716.22	81,016.22
Total, Restricted Balance		<u>543,898.25</u>	<u>479,979.76</u>

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	58,190.62	0.00	-100.0%
5) TOTAL, REVENUES			58,190.62	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	33,692.11	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			33,692.11	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			24,498.51	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			24,498.51	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	65,635.37	90,133.88	37.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			65,635.37	90,133.88	37.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			65,635.37	90,133.88	37.3%
2) Ending Balance, June 30 (E + F1e)			90,133.88	90,133.88	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			90,133.88	90,133.88	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	90,133.88		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			90,133.88		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenues		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			90,133.88		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
REVENUES					
Sale of Equipment and Supplies		8631	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Interest		8660	32.06	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	58,158.56	0.00	-100.0%
TOTAL, REVENUES			58,190.62	0.00	-100.0%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
BOOKS AND SUPPLIES					
Materials and Supplies		4300	33,692.11	0.00	-100.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			33,692.11	0.00	-100.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.0%
CAPITAL OUTLAY					
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			33,692.11	0.00	-100.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES					
(a- b + c - d + e)			0.00	0.00	0.0%

Unaudited Actuals
Student Activity Special Revenue Fund
Expenditures by Function

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	58,190.62	0.00	-100.0%
5) TOTAL, REVENUES			58,190.62	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		33,692.11	0.00	-100.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			33,692.11	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)					
			24,498.51	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			24,498.51	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	65,635.37	90,133.88	37.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			65,635.37	90,133.88	37.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			65,635.37	90,133.88	37.3%
2) Ending Balance, June 30 (E + F1e)			90,133.88	90,133.88	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			90,133.88	90,133.88	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
8210	Student Activity Funds	90,133.88	90,133.88
Total, Restricted Balance		90,133.88	90,133.88

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	4,000.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	52,484.00	34,229.00	-34.8%
5) TOTAL, REVENUES			56,484.00	34,229.00	-39.4%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	50,434.22	54,389.57	7.8%
3) Employee Benefits		3000-3999	14,550.17	17,068.68	17.3%
4) Books and Supplies		4000-4999	644.68	1,225.00	90.0%
5) Services and Other Operating Expenditures		5000-5999	16,962.64	14,100.00	-16.9%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			82,591.71	86,783.25	5.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(26,107.71)	(52,554.25)	101.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	28,532.83	51,529.13	80.6%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			28,532.83	51,529.13	80.6%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			2,425.12	(1,025.12)	-142.3%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,000.00	3,425.12	242.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,000.00	3,425.12	242.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,000.00	3,425.12	242.5%
2) Ending Balance, June 30 (E + F1e)			3,425.12	2,400.00	-29.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	200.00	New
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	3,425.12	2,200.00	-35.8%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	5,350.77		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			5,350.77		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	1,925.65		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			1,925.65		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			3,425.12		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
FEDERAL REVENUE					
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	0.00	0.00	0.0%
Child Development Apportionments		8530	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
State Preschool	6105	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	4,000.00	0.00	-100.0%
TOTAL, OTHER STATE REVENUE			4,000.00	0.00	-100.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Interagency Services		8677	24,229.00	24,229.00	0.0%
All Other Fees and Contracts		8689	12,385.00	10,000.00	-19.3%
Other Local Revenue					
All Other Local Revenue		8699	15,870.00	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			52,484.00	34,229.00	-34.8%
TOTAL, REVENUES			56,484.00	34,229.00	-39.4%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	50,434.22	54,389.57	7.8%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			50,434.22	54,389.57	7.8%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	7,842.00	9,923.94	26.5%
OASDI/Medicare/Alternative		3301-3302	3,858.16	4,160.82	7.8%
Health and Welfare Benefits		3401-3402	1,141.20	1,141.20	0.0%
Unemployment Insurance		3501-3502	252.24	271.95	7.8%
Workers' Compensation		3601-3602	1,456.57	1,570.77	7.8%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			14,550.17	17,068.68	17.3%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	644.68	1,225.00	90.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			644.68	1,225.00	90.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	242.00	250.00	3.3%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	12,241.81	11,800.00	-3.6%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	549.63	800.00	45.6%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	3,149.90	350.00	-88.9%
Communications		5900	779.30	900.00	15.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			16,962.64	14,100.00	-16.9%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			82,591.71	86,783.25	5.1%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8911	28,532.83	51,529.13	80.6%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			28,532.83	51,529.13	80.6%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			28,532.83	51,529.13	80.6%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	4,000.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	52,484.00	34,229.00	-34.8%
5) TOTAL, REVENUES			56,484.00	34,229.00	-39.4%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		69,370.60	73,883.25	6.5%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		13,221.11	12,900.00	-2.4%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			82,591.71	86,783.25	5.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)					
			(26,107.71)	(52,554.25)	101.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	28,532.83	51,529.13	80.6%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			28,532.83	51,529.13	80.6%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			2,425.12	(1,025.12)	-142.3%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	1,000.00	3,425.12	242.5%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			1,000.00	3,425.12	242.5%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			1,000.00	3,425.12	242.5%
2) Ending Balance, June 30 (E + F1e)			3,425.12	2,400.00	-29.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Items					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	200.00	New
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)					
		9780	3,425.12	2,200.00	-35.8%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
6105	Child Development: California State Preschool Program	0.00	200.00
Total, Restricted Balance		0.00	200.00

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	158,750.51	120,000.00	-24.4%
3) Other State Revenue		8300-8599	9,888.94	8,000.00	-19.1%
4) Other Local Revenue		8600-8799	16,844.21	40,000.00	137.5%
5) TOTAL, REVENUES			185,483.66	168,000.00	-9.4%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	103,887.03	110,466.47	6.3%
3) Employee Benefits		3000-3999	60,551.66	66,406.76	9.7%
4) Books and Supplies		4000-4999	99,448.64	129,000.00	29.7%
5) Services and Other Operating Expenditures		5000-5999	3,268.59	7,000.00	114.2%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	6,000.00	6,000.00	0.0%
9) TOTAL, EXPENDITURES			273,155.92	318,873.23	16.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(87,672.26)	(150,873.23)	72.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	96,264.28	150,873.23	56.7%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			96,264.28	150,873.23	56.7%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			8,592.02	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	7,892.43	16,484.45	108.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,892.43	16,484.45	108.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,892.43	16,484.45	108.9%
2) Ending Balance, June 30 (E + F1e)			16,484.45	16,484.45	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	12,921.13	0.00	-100.0%
Prepaid Items		9713	3,238.32	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			325.00	16,484.45	4972.1%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	(118,392.58)		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	325.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	26,740.16		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	94,349.69		
6) Stores		9320	12,921.13		
7) Prepaid Expenditures		9330	3,238.32		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			19,181.72		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	2,083.27		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	614.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			2,697.27		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 + H2) - (I7 + J2)			16,484.45		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
FEDERAL REVENUE					
Child Nutrition Programs		8220	148,854.32	120,000.00	-19.4%
Donated Food Commodities		8221	9,282.19	0.00	-100.0%
All Other Federal Revenue		8290	614.00	0.00	-100.0%
TOTAL, FEDERAL REVENUE			158,750.51	120,000.00	-24.4%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	9,888.94	8,000.00	-19.1%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			9,888.94	8,000.00	-19.1%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	16,844.21	40,000.00	137.5%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			16,844.21	40,000.00	137.5%
TOTAL, REVENUES			185,483.66	168,000.00	-9.4%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	103,887.03	110,466.47	6.3%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			103,887.03	110,466.47	6.3%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	22,996.68	28,205.35	22.6%
OASDI/Medicare/Alternative		3301-3302	7,531.66	7,847.94	4.2%
Health and Welfare Benefits		3401-3402	26,734.38	26,924.58	0.7%
Unemployment Insurance		3501-3502	485.41	506.03	4.2%
Workers' Compensation		3601-3602	2,803.53	2,922.86	4.3%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			60,551.66	66,406.76	9.7%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	13,131.25	13,000.00	-1.0%
Noncapitalized Equipment		4400	2,409.38	0.00	-100.0%
Food		4700	83,908.01	116,000.00	38.2%
TOTAL, BOOKS AND SUPPLIES			99,448.64	129,000.00	29.7%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	445.00	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(3,471.41)	0.00	-100.0%
Professional/Consulting Services and Operating Expenditures		5800	6,295.00	7,000.00	11.2%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			3,268.59	7,000.00	114.2%
CAPITAL OUTLAY					
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	6,000.00	6,000.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			6,000.00	6,000.00	0.0%
TOTAL, EXPENDITURES			273,155.92	318,873.23	16.7%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8916	96,264.28	150,873.23	56.7%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			96,264.28	150,873.23	56.7%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			96,264.28	150,873.23	56.7%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	158,750.51	120,000.00	-24.4%
3) Other State Revenue		8300-8599	9,888.94	8,000.00	-19.1%
4) Other Local Revenue		8600-8799	16,844.21	40,000.00	137.5%
5) TOTAL, REVENUES			185,483.66	168,000.00	-9.4%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		267,155.92	312,873.23	17.1%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		6,000.00	6,000.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			273,155.92	318,873.23	16.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(87,672.26)	(150,873.23)	72.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	96,264.28	150,873.23	56.7%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			96,264.28	150,873.23	56.7%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			8,592.02	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	7,892.43	16,484.45	108.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,892.43	16,484.45	108.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,892.43	16,484.45	108.9%
2) Ending Balance, June 30 (E + F1e)			16,484.45	16,484.45	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	12,921.13	0.00	-100.0%
Prepaid Items		9713	3,238.32	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	325.00	16,484.45	4972.1%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
5310	Child Nutrition: School Programs (e.g., School Lunch, School I	325.00	16,484.45
Total, Restricted Balance		325.00	16,484.45

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	75,000.00	150,000.00	100.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	547.83	0.00	-100.0%
5) TOTAL, REVENUES			75,547.83	150,000.00	98.5%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	39,644.63	New
5) Services and Other Operating Expenditures		5000-5999	577.41	0.00	-100.0%
6) Capital Outlay		6000-6999	74,035.09	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			74,612.50	39,644.63	-46.9%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			935.33	110,355.37	11698.5%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			935.33	110,355.37	11698.5%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	90,468.05	91,403.38	1.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			90,468.05	91,403.38	1.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			90,468.05	91,403.38	1.0%
2) Ending Balance, June 30 (E + F1e)			91,403.38	201,758.75	120.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	91,403.38	201,758.75	120.7%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	91,980.79		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			91,980.79		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	577.41		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			577.41		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			91,403.38		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
LCFF SOURCES					
LCFF Transfers					
LCFF Transfers - Current Year		8091	75,000.00	150,000.00	100.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			75,000.00	150,000.00	100.0%
OTHER STATE REVENUE					
All Other State Revenue					
		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	547.83	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			547.83	0.00	-100.0%
TOTAL, REVENUES			75,547.83	150,000.00	98.5%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	39,644.63	New
TOTAL, BOOKS AND SUPPLIES			0.00	39,644.63	New

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	577.41	0.00	-100.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			577.41	0.00	-100.0%
CAPITAL OUTLAY					
Land Improvements		6170	26,810.09	0.00	-100.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	47,225.00	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			74,035.09	0.00	-100.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			74,612.50	39,644.63	-46.9%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	75,000.00	150,000.00	100.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	547.83	0.00	-100.0%
5) TOTAL, REVENUES			75,547.83	150,000.00	98.5%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		74,612.50	39,644.63	-46.9%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			74,612.50	39,644.63	-46.9%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)					
			935.33	110,355.37	11698.5%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			935.33	110,355.37	11698.5%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	90,468.05	91,403.38	1.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			90,468.05	91,403.38	1.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			90,468.05	91,403.38	1.0%
2) Ending Balance, June 30 (E + F1e)			91,403.38	201,758.75	120.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	91,403.38	201,758.75	120.7%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
<hr/>			
Total, Restricted Balance		<hr/> 0.00	<hr/> 0.00

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	0.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	20,000.00	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			20,000.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			20,000.00	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	20,000.00	New
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	20,000.00	New
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	20,000.00	New
2) Ending Balance, June 30 (E + F1e)			20,000.00	20,000.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	20,000.00	20,000.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	20,000.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			20,000.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			20,000.00		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER STATE REVENUE					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools		8791	0.00	0.00	0.0%
From County Offices		8792	0.00	0.00	0.0%
From JPAs		8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	0.0%
TOTAL, REVENUES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.0%
CAPITAL OUTLAY					
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	20,000.00	0.00	-100.0%
(a) TOTAL, INTERFUND TRANSFERS IN			20,000.00	0.00	-100.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Leases		8972	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			20,000.00	0.00	-100.0%

Unaudited Actuals
Pupil Transportation Equipment Fund
Expenditures by Function

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)					
			0.00	0.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	20,000.00	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			20,000.00	0.00	-100.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			20,000.00	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	20,000.00	New
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	20,000.00	New
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	20,000.00	New
2) Ending Balance, June 30 (E + F1e)			20,000.00	20,000.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	20,000.00	20,000.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
<hr/>		<hr/>	
Total, Restricted Balance		0.00	0.00
<hr/>		<hr/>	

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	5,058.31	3,000.00	-40.7%
5) TOTAL, REVENUES			5,058.31	3,000.00	-40.7%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			5,058.31	3,000.00	-40.7%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			5,058.31	3,000.00	-40.7%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	872,121.06	877,179.37	0.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			872,121.06	877,179.37	0.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			872,121.06	877,179.37	0.6%
2) Ending Balance, June 30 (E + F1e)			877,179.37	880,179.37	0.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	877,179.37	880,179.37	0.3%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	877,179.37		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			877,179.37		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			877,179.37		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	5,058.31	3,000.00	-40.7%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			5,058.31	3,000.00	-40.7%
TOTAL, REVENUES			5,058.31	3,000.00	-40.7%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund/CSSF		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: General Fund/CSSF		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	5,058.31	3,000.00	-40.7%
5) TOTAL, REVENUES			5,058.31	3,000.00	-40.7%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			5,058.31	3,000.00	-40.7%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			5,058.31	3,000.00	-40.7%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	872,121.06	877,179.37	0.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			872,121.06	877,179.37	0.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			872,121.06	877,179.37	0.6%
2) Ending Balance, June 30 (E + F1e)			877,179.37	880,179.37	0.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	877,179.37	880,179.37	0.3%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	91,933.34	60,000.00	-34.7%
5) TOTAL, REVENUES			91,933.34	60,000.00	-34.7%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	741.13	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	609,258.21	0.00	-100.0%
6) Capital Outlay		6000-6999	8,054,106.53	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	434,641.43	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			9,098,747.30	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(9,006,813.96)	60,000.00	-100.7%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	14,494,755.80	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			14,494,755.80	0.00	-100.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			5,487,941.84	60,000.00	-98.9%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	15,517,636.71	20,996,078.55	35.3%
b) Audit Adjustments		9793	(9,500.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			15,508,136.71	20,996,078.55	35.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			15,508,136.71	20,996,078.55	35.4%
2) Ending Balance, June 30 (E + F1e)			20,996,078.55	21,056,078.55	0.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	2,400.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			20,993,678.55	21,056,078.55	0.3%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	22,379,870.61		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	2,400.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			22,382,270.61		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	1,386,192.06		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			1,386,192.06		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			20,996,078.55		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
FEDERAL REVENUE					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll					
		8615	0.00	0.00	0.0%
Unsecured Roll					
		8616	0.00	0.00	0.0%
Prior Years' Taxes					
		8617	0.00	0.00	0.0%
Supplemental Taxes					
		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes					
		8621	0.00	0.00	0.0%
Other					
		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction					
		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes					
		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies					
		8631	0.00	0.00	0.0%
Leases and Rentals					
		8650	0.00	0.00	0.0%
Interest					
		8660	91,933.34	60,000.00	-34.7%
Net Increase (Decrease) in the Fair Value of Investments					
		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue					
		8699	0.00	0.00	0.0%
All Other Transfers In from All Others					
		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			91,933.34	60,000.00	-34.7%
TOTAL, REVENUES			91,933.34	60,000.00	-34.7%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	741.13	0.00	-100.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			741.13	0.00	-100.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	1,553.78	0.00	-100.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	112,156.50	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
Professional/Consulting Services and Operating Expenditures		5800	495,547.93	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			609,258.21	0.00	-100.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	8,047,027.70	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	7,078.83	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			8,054,106.53	0.00	-100.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.0%
Debt Service - Interest		7438	434,641.43	0.00	-100.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			434,641.43	0.00	-100.0%
TOTAL, EXPENDITURES			9,098,747.30	0.00	-100.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Sale of Bonds		8951	13,997,127.30	0.00	-100.0%
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	497,628.50	0.00	-100.0%
(c) TOTAL, SOURCES			14,494,755.80	0.00	-100.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			14,494,755.80	0.00	-100.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	91,933.34	60,000.00	-34.7%
5) TOTAL, REVENUES			91,933.34	60,000.00	-34.7%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		8,451,118.80	0.00	-100.0%
9) Other Outgo	9000-9999	Except 7600-7699	647,628.50	0.00	-100.0%
10) TOTAL, EXPENDITURES			9,098,747.30	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)					
			(9,006,813.96)	60,000.00	-100.7%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	14,494,755.80	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			14,494,755.80	0.00	-100.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			5,487,941.84	60,000.00	-98.9%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	15,517,636.71	20,996,078.55	35.3%
b) Audit Adjustments		9793	(9,500.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			15,508,136.71	20,996,078.55	35.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			15,508,136.71	20,996,078.55	35.4%
2) Ending Balance, June 30 (E + F1e)			20,996,078.55	21,056,078.55	0.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	2,400.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			20,993,678.55	21,056,078.55	0.3%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
9010	Other Restricted Local	20,993,678.55	21,056,078.55
Total, Restricted Balance		<u>20,993,678.55</u>	<u>21,056,078.55</u>

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	73,016.48	41,000.00	-43.8%
5) TOTAL, REVENUES			73,016.48	41,000.00	-43.8%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	528.20	0.00	-100.0%
6) Capital Outlay		6000-6999	168,219.65	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			168,747.85	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(95,731.37)	41,000.00	-142.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(95,731.37)	41,000.00	-142.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	302,354.30	206,622.93	-31.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			302,354.30	206,622.93	-31.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			302,354.30	206,622.93	-31.7%
2) Ending Balance, June 30 (E + F1e)			206,622.93	247,622.93	19.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			206,622.93	247,622.93	19.8%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	260,926.39		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			260,926.39		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	54,303.46		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			54,303.46		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			206,622.93		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER STATE REVENUE					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	1,583.28	1,000.00	-36.8%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts Mitigation/Developer Fees		8681	71,433.20	40,000.00	-44.0%
Other Local Revenue All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			73,016.48	41,000.00	-43.8%
TOTAL, REVENUES			73,016.48	41,000.00	-43.8%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
CERTIFICATED SALARIES					
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	528.20	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			528.20	0.00	-100.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	168,219.65	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			168,219.65	0.00	-100.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			168,747.85	0.00	-100.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	73,016.48	41,000.00	-43.8%
5) TOTAL, REVENUES			73,016.48	41,000.00	-43.8%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		168,747.85	0.00	-100.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			168,747.85	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(95,731.37)	41,000.00	-142.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(95,731.37)	41,000.00	-142.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	302,354.30	206,622.93	-31.7%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			302,354.30	206,622.93	-31.7%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			302,354.30	206,622.93	-31.7%
2) Ending Balance, June 30 (E + F1e)					
			206,622.93	247,622.93	19.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Items					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	206,622.93	247,622.93	19.8%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)					
		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
9010	Other Restricted Local	206,622.93	247,622.93
Total, Restricted Balance		<u>206,622.93</u>	<u>247,622.93</u>

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,347,659.05	2,280,335.00	-2.9%
5) TOTAL, REVENUES			2,347,659.05	2,280,335.00	-2.9%
B. EXPENSES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	587,555.18	579,030.00	-1.5%
3) Employee Benefits		3000-3999	290,342.92	318,237.00	9.6%
4) Books and Supplies		4000-4999	96,194.62	167,368.00	74.0%
5) Services and Other Operating Expenses		5000-5999	1,324,755.12	1,188,751.00	-10.3%
6) Depreciation and Amortization		6000-6999	25,729.95	18,011.00	-30.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			2,324,577.79	2,271,397.00	-2.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			23,081.26	8,938.00	-61.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	9,094.43	8,190.00	-9.9%
b) Transfers Out		7600-7629	40,000.00	40,000.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(30,905.57)	(31,810.00)	2.9%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			(7,824.31)	(22,872.00)	192.3%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	(643,437.65)	(724,562.90)	12.6%
b) Audit Adjustments		9793	(73,300.94)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			(716,738.59)	(724,562.90)	1.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			(716,738.59)	(724,562.90)	1.1%
2) Ending Net Position, June 30 (E + F1e)			(724,562.90)	(747,434.90)	3.2%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	54,032.22	0.00	-100.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	(778,595.12)	(747,434.90)	-4.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	27,927.09		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	118,212.61		
c) in Revolving Cash Account		9130	15,000.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	72,909.67		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	66,234.06		
e) Accumulated Depreciation - Buildings		9435	(66,234.06)		
f) Equipment		9440	235,343.34		
g) Accumulated Depreciation - Equipment		9445	(181,311.12)		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
10) TOTAL, ASSETS			288,081.59		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	244,342.00		
2) TOTAL, DEFERRED OUTFLOWS			244,342.00		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
I. LIABILITIES					
1) Accounts Payable		9500	28,648.27		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	14,731.48		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	1,128,573.00		
b) Total/Net OPEB Liability		9664	0.00		
c) Compensated Absences		9665	32,208.98		
d) COPs Payable		9666	0.00		
e) Leases Payable		9667	30,123.76		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			1,234,285.49		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	22,701.00		
2) TOTAL, DEFERRED INFLOWS			22,701.00		
K. NET POSITION					
Net Position, June 30 (must agree with line F2) (G10 + H2) - (I7 + J2)			(724,562.90)		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER STATE REVENUE					
STRS On-Behalf Pension Contributions	7690	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	269.40	500.00	85.6%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
All Other Fees and Contracts		8689	2,347,389.65	2,279,835.00	-2.9%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,347,659.05	2,280,335.00	-2.9%
TOTAL, REVENUES			2,347,659.05	2,280,335.00	-2.9%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	97,775.04	111,711.00	14.3%
Clerical, Technical and Office Salaries		2400	489,780.14	467,319.00	-4.6%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			587,555.18	579,030.00	-1.5%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	125,653.32	148,117.00	17.9%
OASDI/Medicare/Alternative		3301-3302	43,252.48	44,296.00	2.4%
Health and Welfare Benefits		3401-3402	102,369.73	107,967.00	5.5%
Unemployment Insurance		3501-3502	2,778.72	1,135.00	-59.2%
Workers' Compensation		3601-3602	16,288.67	16,722.00	2.7%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			290,342.92	318,237.00	9.6%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	96,194.62	145,585.00	51.3%
Noncapitalized Equipment		4400	0.00	21,783.00	New
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			96,194.62	167,368.00	74.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	7,994.53	10,425.00	30.4%
Dues and Memberships		5300	2,009.99	0.00	-100.0%
Insurance		5400-5450	9,744.27	9,748.00	0.0%
Operations and Housekeeping Services		5500	10,129.39	9,748.00	-3.8%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	302.40	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	107,946.87	121,337.00	12.4%
Communications		5900	1,186,627.67	1,037,493.00	-12.6%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,324,755.12	1,188,751.00	-10.3%
DEPRECIATION AND AMORTIZATION					
Depreciation Expense		6900	25,729.95	18,011.00	-30.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			25,729.95	18,011.00	-30.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENSES			2,324,577.79	2,271,397.00	-2.3%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	9,094.43	8,190.00	-9.9%
(a) TOTAL, INTERFUND TRANSFERS IN			9,094.43	8,190.00	-9.9%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	40,000.00	40,000.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			40,000.00	40,000.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(30,905.57)	(31,810.00)	2.9%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,347,659.05	2,280,335.00	-2.9%
5) TOTAL, REVENUES			2,347,659.05	2,280,335.00	-2.9%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		2,324,577.79	2,271,397.00	-2.3%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			2,324,577.79	2,271,397.00	-2.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			23,081.26	8,938.00	-61.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	9,094.43	8,190.00	-9.9%
b) Transfers Out		7600-7629	40,000.00	40,000.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(30,905.57)	(31,810.00)	2.9%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			(7,824.31)	(22,872.00)	192.3%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	(643,437.65)	(724,562.90)	12.6%
b) Audit Adjustments		9793	(73,300.94)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			(716,738.59)	(724,562.90)	1.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			(716,738.59)	(724,562.90)	1.1%
2) Ending Net Position, June 30 (E + F1e)			(724,562.90)	(747,434.90)	3.2%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	54,032.22	0.00	-100.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	(778,595.12)	(747,434.90)	-4.0%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
	Total, Restricted Net Position	0.00	0.00

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	115,831.91	101,600.00	-12.3%
5) TOTAL, REVENUES			115,831.91	101,600.00	-12.3%
B. EXPENSES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	94,348.87	100,000.00	6.0%
6) Depreciation and Amortization		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			94,348.87	100,000.00	6.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			21,483.04	1,600.00	-92.6%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			21,483.04	1,600.00	-92.6%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	204,085.27	225,568.31	10.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			204,085.27	225,568.31	10.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			204,085.27	225,568.31	10.5%
2) Ending Net Position, June 30 (E + F1e)			225,568.31	227,168.31	0.7%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	225,568.31	227,168.31	0.7%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	225,568.31		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
10) TOTAL, ASSETS			225,568.31		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	0.00		
b) Total/Net OPEB Liability		9664	0.00		
c) Compensated Absences		9665	0.00		
d) COPs Payable		9666	0.00		
e) Leases Payable		9667	0.00		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (must agree with line F2) (G10 + H2) - (I7 + J2)			225,568.31		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER STATE REVENUE					
STRS On-Behalf Pension Contributions	7690	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	927.03	600.00	-35.3%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
In-District Premiums/ Contributions		8674	114,904.88	101,000.00	-12.1%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			115,831.91	101,600.00	-12.3%
TOTAL, REVENUES			115,831.91	101,600.00	-12.3%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	94,348.87	100,000.00	6.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			94,348.87	100,000.00	6.0%
DEPRECIATION AND AMORTIZATION					
Depreciation Expense		6900	0.00	0.00	0.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			0.00	0.00	0.0%
TOTAL, EXPENSES			94,348.87	100,000.00	6.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	115,831.91	101,600.00	-12.3%
5) TOTAL, REVENUES			115,831.91	101,600.00	-12.3%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		94,348.87	100,000.00	6.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			94,348.87	100,000.00	6.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			21,483.04	1,600.00	-92.6%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			21,483.04	1,600.00	-92.6%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	204,085.27	225,568.31	10.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			204,085.27	225,568.31	10.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			204,085.27	225,568.31	10.5%
2) Ending Net Position, June 30 (E + F1e)			225,568.31	227,168.31	0.7%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	225,568.31	227,168.31	0.7%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
	Total, Restricted Net Position	0.00	0.00

Description	2021-22 Unaudited Actuals			2022-23 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	358.96	357.68	423.89	362.27	362.27	381.35
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	47.97	47.83	47.97	47.10	47.10	47.10
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
4. Total, District Regular ADA (Sum of Lines A1 through A3)	406.93	405.51	471.86	409.37	409.37	428.45
5. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0.00
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	406.93	405.51	471.86	409.37	409.37	428.45
7. Adults in Correctional Facilities						
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land	3,109,699.00		3,109,699.00			3,109,699.00
Work in Progress	1,980,803.90	23,225.10	2,004,029.00	8,953,503.38		10,957,532.38
Total capital assets not being depreciated	5,090,502.90	23,225.10	5,113,728.00	8,953,503.38	0.00	14,067,231.38
Capital assets being depreciated:						
Land Improvements	790,922.60	(34,554.60)	756,368.00	0.00		756,368.00
Buildings	38,328,175.99	(838,681.99)	37,489,494.00	0.00		37,489,494.00
Equipment	1,224,492.87	(206,431.87)	1,018,061.00	0.00		1,018,061.00
Total capital assets being depreciated	40,343,591.46	(1,079,668.46)	39,263,923.00	0.00	0.00	39,263,923.00
Accumulated Depreciation for:						
Land Improvements	(376,268.00)		(376,268.00)		0.00	(376,268.00)
Buildings	(13,018,821.98)		(13,018,821.98)		834,844.39	(13,853,666.37)
Equipment	(1,228,373.60)	187,621.00	(1,040,752.60)		7,485.87	(1,048,238.47)
Total accumulated depreciation	(14,623,463.58)	187,621.00	(14,435,842.58)	0.00	842,330.26	(15,278,172.84)
Total capital assets being depreciated, net excluding lease assets	25,720,127.88	(892,047.46)	24,828,080.42	0.00	842,330.26	23,985,750.16
Lease Assets			0.00			0.00
Accumulated amortization for lease assets			0.00			0.00
Total lease assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Governmental activity capital assets, net	30,810,630.78	(868,822.36)	29,941,808.42	8,953,503.38	842,330.26	38,052,981.54
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings	66,234.00		66,234.00			66,234.00
Equipment	145,290.00	90,053.00	235,343.00			235,343.00
Total capital assets being depreciated	211,524.00	90,053.00	301,577.00	0.00	0.00	301,577.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings	(66,234.00)		(66,234.00)			(66,234.00)
Equipment	(122,132.00)	(33,449.00)	(155,581.00)			(155,581.00)
Total accumulated depreciation	(188,366.00)	(33,449.00)	(221,815.00)	0.00	0.00	(221,815.00)
Total capital assets being depreciated, net excluding lease assets	23,158.00	56,604.00	79,762.00	0.00	0.00	79,762.00
Lease Assets			0.00			0.00
Accumulated amortization for lease assets			0.00			0.00
Total lease assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	23,158.00	56,604.00	79,762.00	0.00	0.00	79,762.00

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	3,741,561.29	301	32,630.60	303	3,708,930.69	305	0.00		307	3,708,930.69	309
2000 - Classified Salaries	1,917,823.22	311	219,376.05	313	1,698,447.17	315	254,327.57		317	1,444,119.60	319
3000 - Employee Benefits	2,681,841.08	321	181,148.86	323	2,500,692.22	325	142,450.97		327	2,358,241.25	329
4000 - Books, Supplies Equip Replace. (6500)	542,845.46	331	281.69	333	542,563.77	335	119,263.31		337	423,300.46	339
5000 - Services. . . & 7300 - Indirect Costs	921,100.44	341	28,737.95	343	892,362.49	345	111,197.85		347	781,164.64	349
TOTAL					9,342,996.34	365			TOTAL	8,715,756.64	369

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)		Object	EDP No.
1. Teacher Salaries as Per EC 41011.		1100	375
2. Salaries of Instructional Aides Per EC 41011.		2100	380
3. STRS.		3101 & 3102	382
4. PERS.		3201 & 3202	383
5. OASDI - Regular, Medicare and Alternative.		3301 & 3302	384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans).		3401 & 3402	385
7. Unemployment Insurance.		3501 & 3502	390
8. Workers' Compensation Insurance.		3601 & 3602	392
9. OPEB, Active Employees (EC 41372).		3751 & 3752	393
10. Other Benefits (EC 22310).		3901 & 3902	393
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10).			395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2.			0.00
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted).			0.00
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*.			396
14. TOTAL SALARIES AND BENEFITS.			4,872,225.24
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372.			55.90%
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')			

PART III: DEFICIENCY AMOUNT	
A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.	
1. Minimum percentage required (60% elementary, 55% unified, 50% high)	55.00%
2. Percentage spent by this district (Part II, Line 15)	55.90%
3. Percentage below the minimum (Part III, Line 1 minus Line 2)	0.00%
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369).	8,715,756.64
5. Deficiency Amount (Part III, Line 3 times Line 4)	0.00

PART IV: Explanation for adjustments entered in Part I, Column 4b (required)	

Unaudited Actuals
2021-22 Unaudited Actuals
Schedule of Long-Term Liabilities

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable	32,642,616.00	433,562.00	33,076,178.00		2,389,085.00	30,687,093.00	3,026,110.00
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability	9,116,364.00	935,187.00	10,051,551.00			10,051,551.00	
Total/Net OPEB Liability	885,391.00	48,397.00	933,788.00			933,788.00	
Compensated Absences Payable	40,201.00	2,867.00	43,068.00			43,068.00	
Governmental activities long-term liabilities	42,684,572.00	1,420,013.00	44,104,585.00	0.00	2,389,085.00	41,715,500.00	3,026,110.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Leases Payable		58,665.00	58,665.00		28,541.00	30,124.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability	1,024,335.00	104,238.00	1,128,573.00			1,128,573.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable	31,222.52	986.00	32,208.52			32,208.52	
Business-type activities long-term liabilities	1,055,557.52	163,889.00	1,219,446.52	0.00	28,541.00	1,190,905.52	0.00

Section I - Expenditures	Funds 01, 09, and 62			2021-22 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	10,480,484.61
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	670,760.03
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999 except 6600, 6910	393,771.18
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	0.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	153,891.54
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	70,629.03
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			0.00
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				618,291.75
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	87,672.26
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			0.00
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				9,279,105.09

Section II - Expenditures Per ADA		2021-22 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form A, Annual ADA column, sum of lines A6 and C9)		405.51
B. Expenditures per ADA (Line I.E divided by Line II.A)		22,882.56
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		
	Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	8,210,258.81	16,811.90
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	8,210,258.81	16,811.90
B. Required effort (Line A.2 times 90%)	7,389,232.93	15,130.71
C. Current year expenditures (Line I.E and Line II.B)	9,279,105.09	22,882.56
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2023-24 may be reduced by the lower of the two percentages)	0.00%	0.00%

SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)		
Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

	2021-22 Calculations			2022-23 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA	2020-21 Actual			2021-22 Actual		
(2020-21 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)						
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	7,699,275.22	(46,441.07)	7,652,834.15			6,742,514.91
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	488.36		488.36			406.93
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2020-21			Adjustments to 2021-22		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA	2021-22 P2 Report			2022-23 P2 Estimate		
(2021-22 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)						
1. Total K-12 ADA (Form A, Line A6)	406.93		406.93	409.37		409.37
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			406.93			409.37
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2021-22 Actual			2022-23 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	38,102.88		38,102.88	38,106.00		38,106.00
2. Timber Yield Tax (Object 8022)	120,819.85		120,819.85	118,017.00		118,017.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	161.52		161.52	0.00		0.00
4. Secured Roll Taxes (Object 8041)	5,555,057.38		5,555,057.38	5,608,851.00		5,608,851.00
5. Unsecured Roll Taxes (Object 8042)	141,147.27		141,147.27	149,759.00		149,759.00
6. Prior Years' Taxes (Object 8043)	10,253.64		10,253.64	7,441.00		7,441.00
7. Supplemental Taxes (Object 8044)	0.00		0.00	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	89,523.00		89,523.00	91,350.00		91,350.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	5,955,065.54	0.00	5,955,065.54	6,013,524.00	0.00	6,013,524.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	5,955,065.54	0.00	5,955,065.54	6,013,524.00	0.00	6,013,524.00

	2021-22 Calculations			2022-23 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19a. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			88,027.93			92,173.02
19b. Qualified Capital Outlay Projects						
19c. Routine Restricted Maintenance Account (Fund 01, Resource 8150, Objects 8900-8999)	305,535.53		305,535.53	337,051.91		337,051.91
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)	305,535.53	0.00	393,563.46	337,051.91	0.00	429,224.93
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	1,762,790.00		1,762,790.00	1,749,224.00		1,749,224.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	0.00		0.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	1,762,790.00	0.00	1,762,790.00	1,749,224.00	0.00	1,749,224.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	10,299,107.85		10,299,107.85	9,107,415.58		9,107,415.58
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	9,930.90		9,930.90	10,000.00		10,000.00
D. APPROPRIATIONS LIMIT CALCULATIONS						
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			7,652,834.15			6,742,514.91
2. Inflation Adjustment			1.0573			1.0755
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.8333			1.0060
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			6,742,514.91			7,295,084.23
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			5,955,065.54			6,013,524.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			48,831.60			49,124.40
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,181,012.83			1,710,785.16
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,181,012.83			1,710,785.16
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			6,887.59			8,490.66
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			5,961,953.13			6,022,014.66
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			1,174,125.24			1,702,294.50
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			5,961,953.13			
b. State Subventions (Line D8)			1,174,125.24			
c. Less: Excluded Appropriations (Line C23)			393,563.46			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			6,742,514.91			

	2021-22 Calculations			2022-23 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
10. Adjustments to the Limit Per Government Code Section 7902.1 (Line D9d minus D4)			0.00			
SUMMARY	2021-22 Actual			2022-23 Budget		
11. Adjusted Appropriations Limit (Lines D4 plus D10)			6,742,514.91			7,295,084.23
12. Appropriations Subject to the Limit (Line D9d)			6,742,514.91			

* Please provide below an explanation for each entry in the adjustments column.

Adjustment due to excess limit in 2020-21 that has been transferred to the state.

Meg Kailikole
Gann Contact Person

707-938-5868
Contact Phone Number

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 393,261.28
- 2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 7,925,444.34

C. Percentage of Plant Services Costs Attributable to General Administration

- (Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 4.96%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. Retain supporting documentation. _____

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	534,390.80
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	69,985.89
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	15,600.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	57,693.46
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	677,670.15
9. Carry-Forward Adjustment (Part IV, Line F)	79,353.31
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	757,023.46

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	5,182,496.55
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	1,126,259.06
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	1,152,369.78
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	186,313.37
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	310,691.32
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	39,890.03
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	1,105,481.23
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	33,692.11
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	82,591.71
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	183,247.91
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	9,403,033.07

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs)
(Line A8 divided by Line B19) 7.21%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2023-24 see www.cde.ca.gov/fg/ac/ic)
(Line A10 divided by Line B19) 8.05%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	<u>677,670.15</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>26,044.56</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (6.64%) times Part III, Line B19); zero if negative	<u>79,353.31</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (6.64%) times Part III, Line B19) or (the highest rate used to recover costs from any program (6.64%) times Part III, Line B19); zero if positive	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>79,353.31</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>79,353.31</u>

Approved indirect cost rate: 6.64%
Highest rate used in any program: 6.64%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	2600	6,866.50	455.94	6.64%
01	3010	93,183.06	6,187.36	6.64%
01	3213	157,827.65	4,524.72	2.87%
01	5810	44,432.83	194.17	0.44%
01	6266	9,325.00	619.18	6.64%
01	6388	41,706.24	1,668.25	4.00%
01	6537	23,381.69	1,552.54	6.64%
01	7422	150,689.30	3,175.97	2.11%
13	5310	182,633.91	6,000.00	3.29%

Unaudited Actuals
2021-22 Unaudited Actuals
LOTTERY REPORT
Revenues, Expenditures and
Ending Balances - All Funds

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	34,784.32	3.00	20,797.39	55,584.71
2. State Lottery Revenue	8560	73,219.17		33,919.21	107,138.38
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		108,003.49	3.00	54,716.60	162,723.09
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	0.00			0.00
2. Classified Salaries	2000-2999	0.00			0.00
3. Employee Benefits	3000-3999	0.00			0.00
4. Books and Supplies	4000-4999	0.00		22,414.91	22,414.91
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	91,575.98			91,575.98
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800				
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800				
6. Capital Outlay	6000-6999	0.00			0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211,7212,7221, 7222,7281,7282	0.00			0.00
b. To JPAs and All Others	7213,7223, 7283,7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399				
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		91,575.98	0.00	22,414.91	113,990.89
C. ENDING BALANCE (Must equal Line A6 minus Line B12)					
	979Z	16,427.51	3.00	32,301.69	48,732.20
D. COMMENTS:					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
Program Cost Report

Goal	Program/Activity	----- Direct Costs -----			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
Instructional Goals							
0001	Pre-Kindergarten	3,096.02	0.00	3,096.02	327.13	3,423.15	
1110	Regular Education, K-12	3,895,662.76	2,441,284.85	6,336,947.61	669,572.57	7,006,520.18	
3100	Alternative Schools	259.44	0.00	259.44	27.41	286.85	
3200	Continuation Schools	135,897.57	49,321.67	185,219.24	19,570.58	204,789.82	
3300	Independent Study Centers	108,206.15	61,652.09	169,858.24	17,947.51	187,805.75	
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	
3550	Community Day Schools	0.00	0.00	0.00	0.00	0.00	
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	
3800	Career Technical Education	454,428.65	154,130.23	608,558.88	64,301.36	672,860.24	
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	
4620	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	
4760	Bilingual	0.00	0.00	0.00	0.00	0.00	
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	
5000-5999	Special Education	1,080,145.87	18,425.52	1,098,571.39	116,076.91	1,214,648.30	
6000	Regional Occupational Ctr/Prg (ROC/P)	0.00	0.00	0.00	0.00	0.00	
Other Goals							
7110	Nonagency - Educational	69,076.49	0.00	69,076.49	7,298.74	76,375.23	
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	
8100	Community Services	364,189.90	0.00	364,189.90	38,480.92	402,670.82	
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	
Other Costs							
----	Food Services					4,836.25	
----	Enterprise					0.00	
----	Facilities Acquisition & Construction					502,384.58	
----	Other Outgo					172,928.54	
Other Funds							
----	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)		0.00	0.00	36,954.92	36,954.92	
----	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)				(6,000.00)	(6,000.00)	
----	Total General Fund and Charter Schools Funds Expenditures	6,110,962.85	2,724,814.36	8,835,777.21	964,558.05	10,480,484.63	

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000-1999)	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110-3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000-4999)	Community Services (Functions 5000-5999)	General Administration (Functions 7000-7999, except 7210)*	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Total
Instructional Goals													
0001	Pre-Kindergarten	3,096.02	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	3,096.02
1110	Regular Education, K-12	3,609,573.65	0.00	109,539.76	0.00	111.84	(883.47)	177,320.98			0.00	0.00	3,895,662.76
3100	Alternative Schools	0.00	0.00	0.00	259.44	0.00	0.00	0.00			0.00	0.00	259.44
3200	Continuation Schools	135,897.57	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	135,897.57
3300	Independent Study Centers	106,928.92	0.00	1,277.23	0.00	0.00	0.00	0.00			0.00	0.00	108,206.15
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Career Technical Education	433,941.64	0.00	747.64	0.00	9,907.60	0.00	8,992.39			839.38	0.00	454,428.65
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	923,058.75	2,589.00	0.00	67.00	154,431.12	0.00	0.00			0.00	0.00	1,080,145.87
6000	ROC/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	69,076.49	0.00	0.00	0.00	0.00	0.00	0.00	69,076.49
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8100	Community Services		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	364,189.90	0.00	364,189.90
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Direct Charged Costs		5,212,496.55	2,589.00	111,564.63	326.44	233,527.05	(883.47)	186,313.37	0.00	0.00	365,029.28	0.00	6,110,962.85

* Functions 7100-7199 for goals 8100 and 8500

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Allocated Support Costs (AC)

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	1,227,970.23	701,740.21	511,574.41	2,441,284.85
3100	Alternative Schools	0.00	0.00	0.00	0.00
3200	Continuation Schools	31,385.82	17,935.85	0.00	49,321.67
3300	Independent Study Centers	39,232.28	22,419.81	0.00	61,652.09
3400	Opportunity Schools	0.00	0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00
3800	Career Technical Education	98,080.69	56,049.54	0.00	154,130.23
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	15,867.65	0.00	2,557.87	18,425.52
6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)		0.00		0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		1,412,536.67	798,145.41	514,132.28	2,724,814.36

Unaudited Actuals
2021-22
Program Cost Report
Schedule of Central Administration Costs (CAC)

A. Central Administration Costs in General Fund and Charter Schools Funds		
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	310,691.32
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	15,600.00
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	574,280.83
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	69,985.89
5	Total Central Administration Costs in General Fund and Charter Schools Funds	970,558.04
B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds		
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	6,110,962.85
2	Total Allocated Costs (from Form PCR, Column 2, Total)	2,724,814.36
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	8,835,777.21
C. Direct Charged Costs in Other Funds		
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	82,591.71
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	267,155.92
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100)	0.00
5	Total Direct Charged Costs in Other Funds	349,747.63
D. Total Direct Charged and Allocated Costs (B3 + C5)		9,185,524.84
E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)		10.57%

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Other Costs (OC)

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400-6910)	4,836.25				4,836.25
Enterprise (Objects 1000-5999, 6400-6910)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6600)			502,384.58		502,384.58
Other Outgo (Objects 1000-7999)				172,928.54	172,928.54
Total Other Costs	4,836.25	0.00	502,384.58	172,928.54	680,149.37

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Allocation Factors (AF) for Support Costs

	----- Teacher Full-Time Equivalents -----				----- Classroom Units -----		Pupils Transported
	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)	1,204.11	146,032.87	864,542.01	400,757.67	798,145.41	0.00	514,132.28
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)
Instructional Goals Description							
0001 Pre-Kindergarten							
1110 Regular Education, K-12	31.30	31.30	31.30	31.30	31.30		200.00
3100 Alternative Schools							
3200 Continuation Schools	0.80	0.80	0.80	0.80	0.80		
3300 Independent Study Centers	1.00	1.00	1.00	1.00	1.00		
3400 Opportunity Schools							
3550 Community Day Schools							
3700 Specialized Secondary Programs							
3800 Career Technical Education	2.50	2.50	2.50	2.50	2.50		
4110 Regular Education, Adult							
4610 Adult Independent Study Centers							
4620 Adult Correctional Education							
4630 Adult Career Technical Education							
4760 Bilingual							
4850 Migrant Education							
5000-5999 Special Education (allocated to 5001)	4.30	4.30					1.00
6000 ROC/P							
Other Goals Description							
7110 Nonagency - Educational							
7150 Nonagency - Other							
8100 Community Services							
8500 Child Care and Development Services							
Other Funds Description							
-- Adult Education (Fund 11)							
-- Child Development (Fund 12)							
-- Cafeteria (Funds 13 & 61)							
C. Total Allocation Factors	39.90	39.90	35.60	35.60	35.60	0.00	201.00

Unaudited Actuals
Special Education Maintenance of Effort
2021-22 Actual vs. Actual Comparison Year
2021-22 Expenditures by LEA (LE-CY)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total	
UNDUPLICATED PUPIL COUNT									52	
TOTAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-9999)										
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	431,050.44		431,050.44	
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	252,914.93		252,914.93	
3000-3999	Employee Benefits	2,544.00	0.00	0.00	0.00	0.00	351,231.15		353,775.15	
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	3,970.15		3,970.15	
5000-5999	Services and Other Operating Expenditures	112.00	0.00	0.00	0.00	0.00	38,323.20		38,435.20	
6000-6999	Capital Outlay (except Object 6600 & Object 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
	Total Direct Costs	2,656.00	0.00	0.00	0.00	0.00	1,077,489.87	0.00	1,080,145.87	
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
PCRA	Program Cost Report Allocations	18,425.52							18,425.52	
	Total Indirect Costs and PCR Allocations	18,425.52	0.00	0.00	0.00	0.00	0.00	0.00	18,425.52	
	TOTAL COSTS	21,081.52	0.00	0.00	0.00	0.00	1,077,489.87	0.00	1,098,571.39	
FEDERAL EXPENDITURES (Funds 01, 09, and 62; resources 3000-5999, except 3385)										
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	2,689.00	0.00		2,689.00	
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	108,797.39		108,797.39	
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	24,750.80		24,750.80	
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
6000-6999	Capital Outlay (except Object 6600 & Object 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
	Total Direct Costs	0.00	0.00	0.00	0.00	2,689.00	133,548.19	0.00	136,237.19	
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	2,689.00	133,548.19	0.00	136,237.19	
8980	Less: Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)									0.00
	TOTAL COSTS									136,237.19

Unaudited Actuals
Special Education Maintenance of Effort
2021-22 Actual vs. Actual Comparison Year
2021-22 Expenditures by LEA (LE-CY)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
STATE AND LOCAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	(2,689.00)	431,050.44		428,361.44
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	144,117.54		144,117.54
3000-3999	Employee Benefits	2,544.00	0.00	0.00	0.00	0.00	326,480.35		329,024.35
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	3,970.15		3,970.15
5000-5999	Services and Other Operating Expenditures	112.00	0.00	0.00	0.00	0.00	38,323.20		38,435.20
6000-6999	Capital Outlay (except Object 6600 & Object 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	2,656.00	0.00	0.00	0.00	(2,689.00)	943,941.68	0.00	943,908.68
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations	18,425.52							18,425.52
	Total Indirect Costs and PCR Allocations	18,425.52	0.00	0.00	0.00	0.00	0.00	0.00	18,425.52
	TOTAL BEFORE OBJECT 8980	21,081.52	0.00	0.00	0.00	(2,689.00)	943,941.68	0.00	962,334.20
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)								0.00
	TOTAL COSTS								962,334.20
LOCAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		0.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	3,743.08		3,743.08
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	30,403.20		30,403.20
6000-6999	Capital Outlay (except Object 6600 & Object 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	34,146.28	0.00	34,146.28
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	34,146.28	0.00	34,146.28
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)								0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500, 6510, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500, 6510, & 7240, goals 5000-5999)								550,650.65
	TOTAL COSTS								584,796.93

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

2020-21 Expenditures	A. State and Local	B. Local Only
1. Enter Total Costs amounts from the 2020-21 Report SEMA, 2020-21 Expenditures by LEA (LE-CY) worksheet, Total Column, for the State and Local Expenditures section and the Local Expenditures section	967,440.88	617,860.54
2. Enter audit adjustments of 2020-21 special education expenditures from SACS2022ALL data, not included in Line 1 (explain below) (Funds 01, 09, and 62; resources 0000-2999 & 6000-9999; Object 9793)		

3. Enter restatements of 2021-22 special education beginning fund balances from SACS2022ALL data, not included in Line 1 (explain below) (Funds 01, 09, and 62; resources 0000-2999 & 6000-9999; Object 9795)		

4. Enter any other adjustments, not included in Line 1 (explain below)		

5. 2020-21 Expenditures, Adjusted for 2021-22 MOE Calculation (Sum lines 1 through 4)	967,440.88	617,860.54
C. Unduplicated Pupil Count		
1. Enter the unduplicated pupil count reported in 2020-21 Report SEMA, 2020-21 Expenditures by LEA (LE-CY) worksheet	69.00	
2. Enter any adjustments not included in Line C1 (explain below)		

3. 2020-21 Unduplicated Pupil Count, Adjusted for 2021-22 MOE Calculation (Line C1 plus Line C2)	69.00	

SELPA: (??)

This form is used to check maintenance of effort (MOE) for an LEA, whether the LEA is a member of a SELPA or is a single-LEA SELPA. If a member of a SELPA, submit this form together with the 2021-22 Expenditures by LEA (LE-CY) and the 2020-21 Expenditures by LEA (LE-PY) to the SELPA AU. If a single-LEA SELPA, submit the forms to the CDE.

Per the federal Subsequent Years Rule, in order to determine the required level of effort, the LEA must look back to the last fiscal year in which the LEA maintained effort using the same method by which it is currently establishing the compliance standard. To meet the requirement of the Subsequent Years Rule, the LMC-A worksheet has been revised to make changes to sections 3.A.1, 3.A.2, 3.B.1, and 3.B.2. The revised sections allow the LEA to compare the 2021-22 expenditures to the most recent fiscal year the LEA met MOE using that method, which is the comparison year. To ensure the LEA is comparing 2021-22 expenditures to the appropriate comparison year, the LEA is required to complete the Subsequent Years Tracking (SYT) worksheet with their LMC-A worksheet. The SYT worksheet tracks the result for each of the four methods back to FY 2011-12, which is the baseline year for LEA MOE calculations established by the Office of Special Education Programs. The SYT worksheet is available at: <http://www.cde.ca.gov/sp/se/as/documents/subseqyrtrckwrksht.xls>.

There are four methods that the LEA can use to demonstrate the compliance standard. They are (1) combined state and local expenditures; (2) combined state and local expenditures on a per capita basis; (3) local expenditures only; and (4) local expenditures only on a per capita basis.

The LEA is only required to pass one of the tests to meet the MOE requirement. However, the LEA is required to show results for all four methods. These results are necessary both for historical purposes and for the possibility that the LEA may want, or need, to switch methods in future years.

SECTION 1 Exempt Reduction Under 34 CFR Section 300.204

If your LEA determines that a reduction in expenditures occurred as a result of one or more of the following conditions, you may calculate a reduction to the required MOE standard. Reductions may apply to combined state and local MOE standard, local only MOE standard, or both. If the LEA meets one of the conditions below, the LEA must complete and include the IDEA MOE Exemption Worksheet available at: <http://www.cde.ca.gov/sp/se/as/documents/leamoeexempwrksht.xls>

1. Voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.
2. A decrease in the enrollment of children with disabilities.
3. The termination of the obligation of the agency to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child:
 - a. Has left the jurisdiction of the agency;
 - b. Has reached the age at which the obligation of the agency to provide free appropriate public education (FAPE) to the child has terminated; or
 - c. No longer needs the program of special education.
4. The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.
5. The assumption of cost by the high cost fund operated by the SEA under 34 CFR Sec. 300.704(c).

Provide the condition number, if any, to be used in the calculation below:	<u>State and Local</u>	<u>Local Only</u>
<u>2. A decrease in the enrollment of children with disabilities</u>	<u>195,374.70</u>	<u>195,374.70</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total exempt reductions	<u>195,374.70</u>	<u>195,374.70</u>

SELPA: (??)

SECTION 2 Reduction to MOE Requirement Under IDEA, Section 613 (a)(2)(C) (34 CFR Sec. 300.205)

IMPORTANT NOTE: Only LEAs that have a "meets requirement" compliance determination and that are not found significantly disproportionate for the current year are eligible to use this option to reduce their MOE requirement.

Up to 50% of the increase in IDEA Part B Section 611 funding in current year compared with prior year may be used to reduce the required level of state and local expenditures. This option is available only if the LEA used or will use the freed up funds for activities authorized under the Elementary and Secondary Education Act (ESEA) of 1965. Also, the amount of Part B funds used for early intervening services (34 CFR 300.226(a)) will count toward the maximum amount by which the LEA may reduce its MOE requirement under this exception [P.L. 108-446].

	<u>State and Local</u>	<u>Local Only</u>
Current year funding (IDEA Section 611 Local Assistance Grant Award - Resources 3305 and 3310)	_____	_____
Less: Prior year's funding (IDEA Section 611 Local Assistance Grant Awards - Resource 3310)	_____	_____
Increase in funding (if difference is positive)	<u>0.00</u>	_____
Maximum available for MOE reduction (50% of increase in funding)	<u>0.00 (a)</u>	_____
Current year funding (IDEA Section 619 - Resources 3308 and 3315)	_____	_____
Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3305, 3308, 3310 and 3315)	<u>0.00 (b)</u>	_____

If (b) is greater than (a).

Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS) _____ (c)

Available for MOE reduction.
(line (a) minus line (c), zero if negative) _____ 0.00 (d)

Enter portion used to reduce MOE requirement
(cannot exceed line (d), Available for MOE reduction). _____

If (b) is less than (a).

Enter portion used to reduce MOE requirement
(first column cannot exceed line (a), Maximum available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement). _____ (e) _____

Available to set aside for EIS
(line (b) minus line (e), zero if negative) _____ 0.00 (f)

Note: If your LEA exercises the authority under 34 CFR 300.205(a) to reduce the MOE requirement, the LEA must provide the ESEA programs, SACS Only Account Code, Local Account Code, and description of the activities paid with the freed up funds:

SELPA: (??)

SECTION 3

	Column A	Column B	Column C
	Actual Expenditures (LE-CY Worksheet) FY 2021-22	Actual Expenditures Comparison Year FY 2018-19	Difference (A - B)
A. COMBINED STATE AND LOCAL EXPENDITURES METHOD			
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on state and local expenditures.			
a. Total special education expenditures	1,098,571.39		
b. Less: Expenditures paid from federal sources	136,237.19		
c. Expenditures paid from state and local sources	962,334.20	1,041,998.42	
Add/Less: Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE calculation		0.00	
		1,041,998.42	
Less: Exempt reduction(s) for SECTION 1		195,374.70	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	962,334.20	846,623.72	115,710.48

If the difference in Column C for the Section 3.A.1 is positive or zero, the MOE compliance requirement is met based on the combination of state and local expenditures.

	Actual FY 2021-22	Comparison Year FY 2018-19	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita state and local expenditures.			
a. Total special education expenditures	1,098,571.39		
b. Less: Expenditures paid from federal sources	136,237.19		
c. Expenditures paid from state and local sources	962,334.20	1,041,998.42	
Add/Less: Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE calculation		0.00	
		1,041,998.42	
Less: Exempt reduction(s) from SECTION 1		195,374.70	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	962,334.20	846,623.72	
d. Special education unduplicated pupil count	52	64	
e. Per capita state and local expenditures (A2c/A2d)	18,506.43	13,228.50	5,277.93

If the difference in Column C for the Section 3.A.2 is positive or zero, the MOE compliance requirement is met based on the per capita state and local expenditures.

SELPA: (??)

B. LOCAL EXPENDITURES ONLY METHOD

	Actual FY 2021-22	Comparison Year FY 2020-21	Difference
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on local expenditures only.			
a. Expenditures paid from local sources	584,796.93	617,855.73	
Add/Less: Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE calculation		0.00	
		617,855.73	
Less: Exempt reduction(s) from SECTION 1		195,374.70	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	584,796.93	422,481.03	162,315.90

If the difference in Column C for the Section 3.B.1 is positive or zero, the MOE compliance requirement is met based on the local expenditures only.

	Actual FY 2021-22	Comparison Year FY 2018-19	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita local expenditures only.			
a. Expenditures paid from local sources	584,796.93	599,273.95	
Add/Less: Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE		0.00	
		599,273.95	
Less: Exempt reduction(s) from SECTION 1		195,374.70	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	584,796.93	403,899.25	
b. Special education unduplicated pupil count	52	64	
c. Per capita local expenditures (B2a/B2b)	11,246.09	6,310.93	4,935.16

If the difference in Column C for the Section 3.B.2 is positive or zero, the MOE compliance requirement is met based on the per capita local expenditures only.

Meg Kailikole
Contact Name

(707) 937-5868
Telephone Number

Business Manager
Title

musdcbo@mcn.org
Email Address

SELPA: (??)

Object Code	Description	Adjustments*	Total
TOTAL EXPENDITURES - All Sources			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay (except Object 6600 & Object 6910)		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
PCRA	Program Cost Report Allocations		0.00
	Total Indirect Costs and PCR Allocations	0.00	0.00
	TOTAL COSTS	0.00	0.00
EXPENDITURES - Paid from State and Local Sources			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay (except Object 6600 & Object 6910)		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
PCRA	Program Cost Report Allocations		0.00
	Total Indirect Costs and PCR Allocations	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources		0.00
	TOTAL COSTS	0.00	0.00

SELPA: (??)

Object Code	Description	Adjustments*	Total
EXPENDITURES - Paid from Local Sources			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay (except Object 6600 & Object 6910)		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
	Total Indirect Costs	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (from EXPENDITURES - Paid from State and Local Sources section)		0.00
8980	Contributions from Unrestricted Revenues to State Resources		0.00
	TOTAL COSTS	0.00	0.00
UNDUPLICATED PUPIL COUNT			0

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

Unaudited Actuals
Special Education Maintenance of Effort
2022-23 Budget vs. Actual Comparison Year
2022-23 Budget by LEA (LB-B)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
UNDUPLICATED PUPIL COUNT									52
TOTAL BUDGET (Funds 01, 09, & 62; resources 0000-9999)									
1000-1999	Certificated Salaries	66,730.80	0.00	0.00	0.00	0.00	503,502.51		570,233.31
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	305,534.44		305,534.44
3000-3999	Employee Benefits	26,222.06	0.00	0.00	0.00	0.00	416,444.99		442,667.05
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	6,160.00		6,160.00
5000-5999	Services and Other Operating Expenditures	800.00	0.00	0.00	0.00	0.00	30,540.00		31,340.00
6000-6999	Capital Outlay (except Object 6600 & Object 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	93,752.86	0.00	0.00	0.00	0.00	1,262,181.94	0.00	1,355,934.80
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL COSTS	93,752.86	0.00	0.00	0.00	0.00	1,262,181.94	0.00	1,355,934.80
STATE AND LOCAL BUDGET (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)									
1000-1999	Certificated Salaries	66,730.80	0.00	0.00	0.00	(2,645.00)	503,502.51		567,588.31
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	208,905.44		208,905.44
3000-3999	Employee Benefits	26,222.06	0.00	0.00	0.00	0.00	416,444.99		442,667.05
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	6,160.00		6,160.00
5000-5999	Services and Other Operating Expenditures	800.00	0.00	0.00	0.00	0.00	30,540.00		31,340.00
6000-6999	Capital Outlay (except Object 6600 & Object 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	93,752.86	0.00	0.00	0.00	(2,645.00)	1,165,552.94	0.00	1,256,660.80
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	93,752.86	0.00	0.00	0.00	(2,645.00)	1,165,552.94	0.00	1,256,660.80
8980	Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)								0.00
	TOTAL COSTS								1,256,660.80

Unaudited Actuals
Special Education Maintenance of Effort
2022-23 Budget vs. Actual Comparison Year
2022-23 Budget by LEA (LB-B)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total	
LOCAL BUDGET (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)										
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	39,560.51		39,560.51	
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	12,301.70		12,301.70	
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	6,160.00		6,160.00	
5000-5999	Services and Other Operating Expenditures	800.00	0.00	0.00	0.00	0.00	30,540.00		31,340.00	
6000-6999	Capital Outlay (except Object 6600 & Object 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
	Total Direct Costs	800.00	0.00	0.00	0.00	0.00	88,562.21	0.00	89,362.21	
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL BEFORE OBJECT 8980	800.00	0.00	0.00	0.00	0.00	88,562.21	0.00	89,362.21	
8980	Contributions from Unrestricted Revenues to Federal Resources (from State and Local Budget section)									0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500-6540, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500-6540, & 7240, goals 5000-5999)									
	TOTAL COSTS									872,891.04
										962,253.25

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total	
	UNDUPLICATED PUPIL COUNT								52	
TOTAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-9999)										
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	431,050.44		431,050.44	
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	252,914.93		252,914.93	
3000-3999	Employee Benefits	2,544.00	0.00	0.00	0.00	0.00	351,231.15		353,775.15	
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	3,970.15		3,970.15	
5000-5999	Services and Other Operating Expenditures	112.00	0.00	0.00	0.00	0.00	38,323.20		38,435.20	
6000-6999	Capital Outlay (exclude Object 6600 & Object 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
	Total Direct Costs	2,656.00	0.00	0.00	0.00	0.00	1,077,489.87	0.00	1,080,145.87	
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
PCRA	Program Cost Report Allocations (non-add)	18,425.52							18,425.52	
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL COSTS	2,656.00	0.00	0.00	0.00	0.00	1,077,489.87	0.00	1,080,145.87	
FEDERAL EXPENDITURES (Funds 01, 09, and 62; resources 3000-5999, except 3385)										
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	2,689.00	0.00		2,689.00	
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	108,797.39		108,797.39	
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	24,750.80		24,750.80	
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
6000-6999	Capital Outlay (exclude Object 6600 & 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
	Total Direct Costs	0.00	0.00	0.00	0.00	2,689.00	133,548.19	0.00	136,237.19	
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	2,689.00	133,548.19	0.00	136,237.19	
8980	Less: Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)									0.00
	TOTAL COSTS									136,237.19

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
STATE AND LOCAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	(2,689.00)	431,050.44		428,361.44
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	144,117.54		144,117.54
3000-3999	Employee Benefits	2,544.00	0.00	0.00	0.00	0.00	326,480.35		329,024.35
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	3,970.15		3,970.15
5000-5999	Services and Other Operating Expenditures	112.00	0.00	0.00	0.00	0.00	38,323.20		38,435.20
6000-6999	Capital Outlay (exclude Object 6600 & Object 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	2,656.00	0.00	0.00	0.00	(2,689.00)	943,941.68	0.00	943,908.68
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)	18,425.52							18,425.52
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	2,656.00	0.00	0.00	0.00	(2,689.00)	943,941.68	0.00	943,908.68
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)								0.00
	TOTAL COSTS								943,908.68
LOCAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		0.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	3,743.08		3,743.08
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	30,403.20		30,403.20
6000-6999	Capital Outlay (exclude Object 6600 & 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	34,146.28	0.00	34,146.28
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	34,146.28	0.00	34,146.28
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)								0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500, 6510, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500, 6510, & 7240, goals 5000-5999)								550,650.65
	TOTAL COSTS								584,796.93

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

SELPA: (??)

SECTION 2

Reduction to MOE Requirement Under IDEA, Section 613 (a)(2)(C) (34 CFR Sec. 300.205)

IMPORTANT NOTE: Only LEAs that have a "meets requirement" compliance determination and that are not found significantly disproportionate for the current year are eligible to use this option to reduce their MOE requirement.

Up to 50% of the increase in IDEA Part B Section 611 funding in current year compared with prior year may be used to reduce the required level of state and local expenditures. This option is available only if the LEA used or will use the freed up funds for activities authorized under the Elementary and Secondary Education Act (ESEA) of 1965. Also, the amount of Part B funds used for early intervening services (34 CFR 300.226(a)) will count toward the maximum amount by which the LEA may reduce its MOE requirement under this exception [P.L. 108-446].

	<u>State and Local</u>	<u>Local Only</u>
Current year funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310)	_____	
Less: Prior year's funding (IDEA Section 611 Local Assistance Grant Award - Resources 3305 and 3310)	_____	
Increase in funding (if difference is positive)	<u>0.00</u>	
Maximum available for MOE reduction (50% of increase in funding)	<u>0.00</u> (a)	
Current year funding (IDEA Section 619 - Resource 3315)	_____	
Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3310 and 3315)	<u>0.00</u> (b)	

If (b) is greater than (a).		
Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS)	_____ (c)	
Available for MOE reduction. (line (a) minus line (c), zero if negative)	<u>0.00</u> (d)	
Enter portion used to reduce MOE requirement (cannot exceed line (d), Available for MOE reduction).	_____	_____

If (b) is less than (a).		
Enter portion used to reduce MOE requirement (first column cannot exceed line (a), Maximum available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement).	_____ (e)	_____
Available to set aside for EIS (line (b) minus line (e), zero if negative)	<u>0.00</u> (f)	

Note: If your LEA exercises the authority under 34 CFR 300.205(a) to reduce the MOE requirement, the LEA must provide the ESEA programs, SACS Only Account Code, Local Account Code, and description of the activities paid with the freed up funds:		

SELPA: (??)

SECTION 3

	<u>Column A</u>	<u>Column B</u>	<u>Column C</u>
	Budgeted Amounts (LB-B Worksheet) FY 2022-23	Actual Expenditures Comparison Year FY 2021-22	Difference (A - B)
A. COMBINED STATE AND LOCAL EXPENDITURES METHOD			
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on state and local expenditures.			
a. Total special education expenditures	1,355,934.80		
b. Less: Expenditures paid from federal sources	99,274.00		
c. Expenditures paid from state and local sources	1,256,660.80	943,908.68	
Add/Less: Adjustments and/or PCRA required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		943,908.68	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	1,256,660.80	943,908.68	312,752.12

If the difference in Column C for the Section 3.A.1 is positive or zero, the MOE Eligibility requirement is met based on the combination of state and local expenditures.

	Budgeted Amounts FY 2022-23	Comparison Year FY 2021-22	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita state and local expenditures.			
a. Total special education expenditures	1,355,934.80		
b. Less: Expenditures paid from federal sources	99,274.00		
c. Expenditures paid from state and local sources	1,256,660.80	943,908.68	
Add/Less: Adjustments and/or PCRA required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		943,908.68	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	1,256,660.80	943,908.68	
d. Special education unduplicated pupil count	52	52	
e. Per capita state and local expenditures (A2c/A2d)	24,166.55	18,152.09	6,014.46

If the difference in Column C for the Section 3.A.2 is positive or zero, the MOE eligibility requirement is met based on the per capita state and local expenditures.

SELPA: (??) _____

Object Code	Description	Adjustments*	Total
TOTAL BUDGET - All Sources			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay (except Object 6600 & Object 6910)		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
	Total Indirect Costs	0.00	0.00
	TOTAL COSTS	0.00	0.00
BUDGET - State and Local Sources			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay (except Object 6600 & Object 6910)		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
	Total Indirect Costs	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources		0.00
	TOTAL COSTS	0.00	0.00

SELPA: (??)

Object Code	Description	Adjustments*	Total
BUDGET - Local Sources			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay (except Object 6600 & Object 6910)		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
	Total Indirect Costs	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (from BUDGET - State and Local Sources section)		0.00
8980	Contributions from Unrestricted Revenues to State Resources		0.00
	TOTAL COSTS	0.00	0.00
UNDUPLICATED PUPIL COUNT			0

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

Unaudited Actuals
2021-22 Unaudited Actuals
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
01 GENERAL FUND								
Expenditure Detail	3,471.41	0.00	0.00	(6,000.00)				
Other Sources/Uses Detail					40,000.00	153,891.54		
Fund Reconciliation							614.00	114,349.69
08 STUDENT ACTIVITY SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
09 CHARTER SCHOOLS SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
10 SPECIAL EDUCATION PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
11 ADULT EDUCATION FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
12 CHILD DEVELOPMENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					28,532.83	0.00		
Fund Reconciliation							0.00	0.00
13 CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	0.00	(3,471.41)	6,000.00	0.00				
Other Sources/Uses Detail					96,264.28	0.00		
Fund Reconciliation							94,349.69	614.00
14 DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
15 PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					20,000.00	0.00		
Fund Reconciliation							20,000.00	0.00
17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
18 SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
19 FOUNDATION SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation							0.00	0.00
20 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
21 BUILDING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
25 CAPITAL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
30 STATE SCHOOL BUILDING LEASE/PURCHASE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
35 COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
40 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
49 CAP PROJ FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
51 BOND INTEREST AND REDEMPTION FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
52 DEBT SVC FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
53 TAX OVERRIDE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
56 DEBT SERVICE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
57 FOUNDATION PERMANENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation							0.00	0.00

Unaudited Actuals
2021-22 Unaudited Actuals
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
61 CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
62 CHARTER SCHOOLS ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
63 OTHER ENTERPRISE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					9,094.43	40,000.00		
Fund Reconciliation							0.00	0.00
66 WAREHOUSE REVOLVING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
67 SELF-INSURANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
71 RETIREE BENEFIT FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
73 FOUNDATION PRIVATE-PURPOSE TRUST FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
76 WARRANT/PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
95 STUDENT BODY FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
TOTALS	3,471.41	(3,471.41)	6,000.00	(6,000.00)	193,891.54	193,891.54	114,963.69	114,963.69

Mendocino Unified
2021-22 Unaudited Actuals
Variance to Estimated Actuals

Gen Fund Budget Comparison Worksheet

		Unrestricted				Restricted				Total			
Year:	Period:	21/22	21/22	Pos (Neg)	%	21/22	21/22	Pos (Neg)	%	21/22	21/22	Pos (Neg)	%
		Est Actuals	Actuals	Difference	Change	Est Actuals	Actuals	Difference	Change	Est Actuals	Actuals	Difference	Change
Revenues													
LCFF Funding	8010-8099	7,530,181	7,553,333	23,152	0.31% A	-	-	-		7,530,181	7,553,333	23,152	0.31%
Federal Revenues	8100-8299	35,123	35,123	-	0.00%	655,429	578,292	(77,137)	-11.77% C	690,552	613,415	(77,137)	-11.17%
State Revenues	8300-8599	119,320	94,173	(25,147)	-21.08% B	1,112,868	1,527,272	414,403	37.24% B	1,232,188	1,621,445	389,257	31.59%
Local Revenues	8600-8799	97,765	70,896	(26,868)	-27.48% C	314,634	440,019	125,385	39.85% C	412,399	510,915	98,517	23.89%
Total Revenues		7,782,389	7,753,525	(28,864)	-0.37%	2,082,931	2,545,583	462,652	22.21%	9,865,320	10,299,108	433,788	4.40%
Expenditures													
Certificated Salaries	1000-1999	2,776,171	2,911,631	135,460	4.88%	906,963	829,930	(77,033)	-8.49%	3,683,134	3,741,561	58,427	1.59%
Classified Salaries	2000-2999	1,204,111	1,224,435	20,324	1.69%	723,045	693,388	(29,657)	-4.10%	1,927,156	1,917,823	(9,333)	-0.48%
Benefits & Taxes	3000-3999	1,710,208	1,644,914	(65,293)	-3.82%	1,068,937	1,036,927	(32,010)	-2.99%	2,779,145	2,681,841	(97,304)	-3.50%
Materials & Supplies	4000-4999	283,461	291,496	8,036	2.83%	259,627	251,349	(8,278)	-3.19%	543,088	542,845	(242)	-0.04%
Operating Expenditure	5000-5999	773,129	719,497	(53,632)	-6.94%	163,850	207,604	43,754	26.70%	936,979	927,100	(9,878)	-1.05%
Capital Outlay	6000-6599	-	-	-		447,248	502,385	55,136	12.33%	447,248	502,385	55,136	12.33%
Other Outgo	7xxx's	-	19,037	19,037	A	-	-	-		-	19,037	19,037	
Other Outgo	7300-7399	(4,329)	(24,378)	(20,049)	463.14%	-	18,378	18,378		(4,329)	(6,000)	(1,671)	38.60%
Total Expenditures		6,742,750	6,786,632	43,882	0.65%	3,569,671	3,539,961	(29,710)	-0.83%	10,312,421	10,326,593	14,172	0.14%
Rev less Exp		1,039,638	966,893	(72,746)	-7.00%	(1,486,740)	(994,378)	492,362	-33.12%	(447,101)	(27,485)	419,616	-93.85%
Other Sources/Uses													
Transfers In	8910-8979	40,000	40,000	-	0.00%	-	-	-		40,000	40,000	-	
Contributions	8980-8999	(1,570,170)	(1,292,636)	277,534	-17.68%	1,570,170	1,292,636	(277,534)	-17.68%	-	-	-	
Transfers Out	7610-7699	(181,613)	(153,892)	27,722	-15.26%	-	-	-		(181,613)	(153,892)	27,722	-15.26%
Total Other Sources		(1,711,783)	(1,406,528)	305,256	-17.83%	1,570,170	1,292,636	(277,534)	-17.68%	(141,613)	(113,892)	27,722	-19.58%
Change in Fund Bal		(672,145)	(439,635)	232,510	-34.59% I	83,430	298,258	214,828	257.49% I	(588,715)	(141,377)	447,338	-75.99%
Beg Fund Bal		2,567,683	2,567,683	-	0.00%	245,640	245,640	-	0.00%	2,813,323	2,813,323	-	0.00%
Adjustments		-	-	-		-	-	-		-	-	-	
Adj Beg Fund Bal		2,567,683	2,567,683	-	0.00%	245,640	245,640	-	0.00%	2,813,323	2,813,323	-	0.00%
End Fund Bal		1,895,538	2,128,048	232,510	12.27%	329,070	543,898	214,828	65.28%	2,224,609	2,671,946	447,338	20.11%
Non Spendable		10,000	133,785	123,785						10,000	133,785	123,785	
Restricted		-	-	-		329,070	543,898	214,828	65.28%	329,070	543,898	214,828	65.28%
Committed		-	-	-		-	-	-		-	-	-	
Assigned		74,650	43,798	(30,852)	-41.33%	-	-	-		74,650	43,798	(30,852)	-41.33%
REU		419,761	420,000	239		419,761	420,000	239		419,761	420,000	239	
Unassigned		1,391,126	1,530,465	139,339	10.02%	-	-	0		1,391,126	1,530,465	139,339	10.02%

Notes:

- A** DOC (-738), EPA (+23,252 - PY Adjustment + DOC ADA), Timber Tax (-40,567), Secured Tax (+48,521), Unsecured (-8,612), Other taxes (+1,296). Other Outgo - County Operated ADA - formerly part of LCFF calculation. Beginning 2021/22 a direct charge. Essentially, a reduction to revenue as budgeted. Meaning net increase = \$4,115.
- B** Budgeted State Rev in UNR - Actual posted in RES. Total unbudgeted new RES State Rev - def'd rev + categoricals + water grant. Water Grant (150,746), KIT (30,625), ELOP (74,655), Ed Eff (43,774), A-G Completion (28,000), CTEIG (54,000).
- C** Overbudgeted Interest UNR Local (-20,069). RES Local Revenue - SPED funding Lower in Fed Rev/Higher Local Rev. Local Grants.
- D** At close salaries moved between RES and UNR to meet SPED MOE. Overall, Certificated slightly over, Classified slightly under
- E** Benefits - retiree benefits overbudgeted (-56,200). Other overbudgeted- STRS, PERS, Health Ins. Total Employee cost - Sal/Ben - overbudgeted by \$48k.
- F** Capital Outlay - water project.
- G** Actual Indirect Charged at close.
- H** Contribution lower than projected - partly due to changes in SPED to meet MOE.
- I** Ending Fund Balance better by \$447,338, or 20%.
UNR EFB better by \$232,510, or 12%
RES EFB better by \$214,828, or 65%.

C
B
C

D
D
E

F
G

H

I

Mendocino Unified
 2021-22 Unaudited Actuals
 Variance to Estimated Actuals

Gen Fund Budget Comparison Worksheet

		Unrestricted				Restricted				Total				
Year:	Period:	21/22	21/22	Pos (Neg)	%	21/22	21/22	Pos (Neg)	%	21/22	21/22	Pos (Neg)	%	
		Est Actuals	Actuals	Difference	Change	Est Actuals	Actuals	Difference	Change	Est Actuals	Actuals	Difference	Change	
Revenues														
	LCFF Funding	8010-8099	7,530,181	7,553,333	23,152	0.31%	A	-	-	-	-	23,152	0.31%	
	Federal Revenues	8100-8299	35,123	35,123	-	0.00%		655,429	578,292	(77,137)	-11.77%	C	(77,137)	-11.17%
	State Revenues	8300-8599	119,320	94,173	(25,147)	-21.08%	B	1,112,868	1,527,272	414,403	37.24%	B	389,257	31.59%
	Local Revenues	8600-8799	97,765	70,896	(26,868)	-27.48%	C	314,634	440,019	125,385	39.85%	C	98,517	23.89%
	Total Revenues		7,782,389	7,753,525	(28,864)	-0.37%		2,082,931	2,545,583	462,652	22.21%		433,788	4.40%
Expenditures														
	Certificated Salaries	1000-1999	2,776,171	2,911,631	135,460	4.88%		906,963	829,930	(77,033)	-8.49%		58,427	1.59%
	Classified Salaries	2000-2999	1,204,111	1,224,435	20,324	1.69%		723,045	693,388	(29,657)	-4.10%		(9,333)	-0.48%
	Benefits & Taxes	3000-3999	1,710,208	1,644,914	(65,293)	-3.82%		1,068,937	1,036,927	(32,010)	-2.99%		(97,304)	-3.50%
	Materials & Supplies	4000-4999	283,461	291,496	8,036	2.83%		259,627	251,349	(8,278)	-3.19%		(242)	-0.04%
	Operating Expenditures	5000-5999	773,129	719,497	(53,632)	-6.94%		163,850	207,604	43,754	26.70%		(9,878)	-1.05%
	Capital Outlay	6000-6599	-	-	-		447,248	502,385	55,136	12.33%		55,136	12.33%	
	Other Outgo	7xxx's	-	19,037	19,037		A	-	-	-	-	19,037		
	Other Outgo	7300-7399	(4,329)	(24,378)	(20,049)	463.14%		-	18,378	18,378		(1,671)	38.60%	
	Total Expenditures		6,742,750	6,786,632	43,882	0.65%		3,569,671	3,539,961	(29,710)	-0.83%		14,172	0.14%
	Rev less Exp		1,039,638	966,893	(72,746)	-7.00%		(1,486,740)	(994,378)	492,362	-33.12%		419,616	-93.85%
Other Sources/Uses														
	Transfers In	8910-8979	40,000	40,000	-	0.00%		-	-	-	-	-	-	
	Contributions	8980-8999	(1,570,170)	(1,292,636)	277,534	-17.68%		1,570,170	1,292,636	(277,534)	-17.68%		(277,534)	-17.68%
	Transfers Out	7610-7699	(181,613)	(153,892)	27,722	-15.26%		-	-	-	-	27,722	-15.26%	
	Total Other Sources		(1,711,783)	(1,406,528)	305,256	-17.83%		1,570,170	1,292,636	(277,534)	-17.68%		27,722	-19.58%
	Change in Fund Bal		(672,145)	(439,635)	232,510	-34.59%	I	83,430	298,258	214,828	257.49%	I	447,338	-75.99%
	Beg Fund Bal		2,567,683	2,567,683	-	0.00%		245,640	245,640	-	0.00%		-	0.00%
	Adjustments		-	-	-			-	-	-	-	-		
	Adj Beg Fund Bal		2,567,683	2,567,683	-	0.00%		245,640	245,640	-	0.00%		-	0.00%
	End Fund Bal		1,895,538	2,128,048	232,510	12.27%		329,070	543,898	214,828	65.28%		447,338	20.11%
	Non Spendable		10,000	133,785	123,785			10,000	133,785	123,785			123,785	
	Restricted		-	-	-			329,070	543,898	214,828	65.28%		214,828	65.28%
	Committed		-	-	-			-	-	-		-		
	Assigned		74,650	43,798	(30,852)	-41.33%		74,650	43,798	(30,852)	-41.33%		(30,852)	-41.33%
	REU		419,761	420,000	239			419,761	420,000	239			239	
	Unassigned		1,391,126	1,530,465	139,339	10.02%		-	-	0			139,339	10.02%

Notes:

- A** DOC (-738), EPA (+23,252 - PY Adjustment + DOC ADA), Timber Tax (-40,567), Secured Tax (+48,521), Unsecured (-8,612), Other taxes (+1,296). Other Outgo - County Operated ADA - formerly part of LCFB calculation. Beginning 2021/22 a direct charge. Essentially, a reduction to revenue as budgeted. Meaning net increase = \$4,115.
- B** Budgeted State Rev in UNR - Actual posted in RES. Total unbudgeted new RES State Rev - def'd rev + categoricals + water grant. Water Grant (150,746), KIT (30,625), ELOP (74,655), Ed Eff (43,774), A-G Completion (28,000), CTEIG (54,000).
- C** Overbudgeted Interest UNR Local (-20,069). RES Local Revenue - SPED funding Lower in Fed Rev/Higher Local Rev. Local Grants.
- D** At close salaries moved between RES and UNR to meet SPED MOE. Overall, Certificated slightly over, Classified slightly under
- E** Benefits - retiree benefits overbudgeted (-56,200). Other overbudgeted- STRS, PERS, Health Ins. Total Employee cost - Sal/Ben - overbudgeted by \$48k.
- F** Capital Outlay - water project.
- G** Actual Indirect Charged at close.
- H** Contribution lower than projected - partly due to changes in SPED to meet MOE.
- I** Ending Fund Balance better by \$447,338, or 20%.
UNR EFB better by \$232,510, or 12%
RES EFB better by \$214,828, or 65%.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE MENDOCINO UNIFIED SCHOOL DISTRICT
AND
MENDOCINO CITY COMMUNITY SERVICES DISTRICT

The Memorandum of Understanding (MOU) is between the Mendocino Unified School District (MUSD) and the Mendocino City Community Services District (MCCSD) regarding a project involving the planning, design and construction of new potable water wells, a water storage tank and water system interconnection on MUSD property for the benefit of the village of Mendocino and in support of each agency's respective missions.

MCCSD is a California Community Services District formed pursuant to Government Code Section 61000 et seq., with responsibility for providing sanitary sewer service and treatment, groundwater management and street lighting within a district including the village of Mendocino. The MUSD is a K-12 school district that covers 420 square miles and serves the communities from Caspar on the north to Elk in the south and inland to Comptche.

The drought period of 2020-2022 is the worst multi-year drought in recorded State history. The ongoing drought highlights the need for improved water security in the face of climate change and natural disasters. The MCCSD is the groundwater management authority within the service area boundary and is responsible for the management of the Mendocino Headlands Aquifer to prevent overdraft and help maintain equitable access to groundwater for the residents, business, and property owners. MCCSD has a robust Groundwater Management Program and Water Shortage Contingency Plan. Even with these plans in place, some wells in the service area run dry each summer and others are not able to keep up with demand. The 2021 drought year exposed another weakness, that MCCSD cannot depend on neighboring water districts to meet water demand short fall during dry periods. This has led to the need to create a local emergency water supply and storage for use during dry periods.

The MUSD is in the unique position of owning one of the most developed and expansive water systems within the MCCSD service area. MUSD owns, operates, and maintains two wells, 115,000 gallons of potable water storage in two tanks, a water treatment system, and a water distribution main that extends through most of the

MCCSD service area, East to West, and includes fire hydrants. MUSD has a project planned for construction in 2023 to replace the two existing tanks, replace the water treatment system and bring an additional well online.

MCCSD and MUSD have had preliminary discussions regarding the development of additional water supply and storage on MUSD owned property. Both districts currently employ the engineering consulting firm GHD Inc. (GHD) to assist with funding, planning, engineering, and construction of water-related projects. GHD has conducted extensive water planning work since 2017 for MUSD to replace their existing water supply, treatment, and storage infrastructure, including hydro-geologic work, planning, environmental, permitting, and design.

MCCSD, in cooperation with GHD and MUSD, has obtained State Water Board grant funding through the *Urban and Multibenefit Drought Relief Grant* program for an Emergency Water Supply and Storage project to help serve the community's water needs during dry periods. MCCSD has entered into an agreement with GHD for the planning, design, and construction of the project. This project includes a new 500,000-gallon bolted stainless steel water storage tank, the drilling of up to 10 new groundwater wells, and an emergency intertie with the MUSD water treatment and distribution system. After careful consideration and coordination with MUSD, the recommended location for this new tank and new supply wells is on MUSD property near the existing water storage tanks, treatment building and wells. This area is recommended because of its proximity to MUSD's existing water system infrastructure and the known presence of groundwater.

This project is supported by the County of Mendocino, California State political leaders, local residents, and business.

MCCSD and MUSD therefore agree to the following:

1. MUSD will make available its real property for the purpose of planning, designing and constructing up to ten (10) new potable water wells and a 500,000 gallon water storage tank. MUSD and MCCSD agree that MUSD has priority to all water on MUSD property.
2. MCCSD will work with GHD to prepare the hydro-geologic study, well siting study, geotechnical investigation, survey, environmental document and permitting, and develop designs for the new potable water wells, 500,000 gallon water storage tank, and emergency intertie with the MUSD water

treatment and distribution system. It is presently estimated that the construction of the wells will be a separate contract from the construction of the tank and intertie.

3. MCCSD shall be responsible for the proportionate cost of water pumping and treatment as well as all costs related to the intertie including costs to maintain water quality.
4. The hydro-geologic study and well siting study will inform the design and locations of the wells. The well design will be advertised for bids and construction. The wells will be constructed in accordance with the MCCSD Groundwater Management Plan, specifically Ordinance 2020-01. This includes notification of surrounding properties, a 72-hour pump test as part of a hydro-geologic study. If the wells produce water in sufficient quantity and pump testing and the hydro-geologic study concludes that water may be extracted without negatively affecting existing users of groundwater, the MCCSD will develop the wells for potable water production.
5. In the event adequate water is not found as a result of drilling these new wells, it is unlikely that the project will move forward as envisioned, and alternative well sites may be explored. Similarly, if hydrological testing shows that the water cannot be extracted without negatively affecting existing groundwater users including MUSD, alternative well sites may be explored. Changes to the proposed project are at the discretion of MCCSD, the grant recipient, and require approval of the State Water Board, the grant provider. Changes to the project that may affect MUSD will be subject to MUSD approval.
6. In the event adequate water is not found as a result of drilling these new wells, MUSD shall retain the right to use the wells drilled on its property for whatever purpose the hydrological testing identifies as appropriate subject to state requirements, and MCCSD shall have no further financial commitment to this project.
7. Following well construction it is anticipated that the next phase of the project would involve the construction of the water storage tank and emergency intertie with the MUSD water treatment and distribution system.
8. Water will be treated by the existing MUSD treatment system. MCCSD staff will have unrestricted access to this treatment system. Operation and maintenance of the treatment system to ensure health and safety of the water will remain the responsibility of MUSD.

9. No water will be pumped from MCCSD wells if the MUSD has insufficient water for its needs.
10. MUSD will grant MCCSD an access and utility easement onto MUSD property for the construction, maintenance, service, use, and future replacement of the 500,000-gallon tank and new wells.
11. Once constructed and operational MCCSD will own, operate, and maintain the new 500,000-gallon bolted stainless steel water storage tank and new wells. MCCSD will be responsible for all costs associated with maintenance, use, and replacement of the tank and wells, as required.
12. MCCSD will provide access to the emergency water to eligible customers from the 500,000 gallon tank as needed during dry periods. Water will be provided for a reasonable fee to recover production and distribution costs. Water will be prioritized for students, families, and other residential needs, but also accessible to commercial customers as determined by MCCSD. Water would be provided through various fire hydrants connected to the existing MUSD distribution main.
13. MCCSD and MUSD will make sure water is accessible to Fire Departments as needed for emergency fire suppression.
14. This MOU may be modified by MCCSD and MUSD in a subsequent memorandum signed by both parties.

This MOU is hereby accepted by MCCSD and MUSD effective _____, 2022 at Mendocino, California.

Mendocino City Community Services District

By: Dennak Murphy, Board President

Mendocino Unified School District

By: Michael Schaeffer, Board President

Resolution 2022-24
Mendocino Unified School District
Mendocino, California
Mendocino County, California

RESOLUTION REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS:

Whereas, the governing board of Mendocino Unified School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on **September 8, 2022 at 5:05 pm**, which is on or before the eighth week of school *and* which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days' notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

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

- Mathematics
- Science
- History-social science
- English/language arts, including the English language development component of an adopted program

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

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

Therefore, it is resolved that, for the **2022 –23** school year, the Mendocino Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

This resolution was passed and adopted by the Board of Trustees of the Mendocino Unified School District in Mendocino, California, this **8th day of September, 2022**, by the following vote:

President Michael Schaeffer _____
Clerk Jessica Grinberg _____
Trustee Jim Gay _____
Trustee Mark Morton _____
Trustee Windspirit Aum _____

(Continued on next page)

(Continued from previous page)

I, Jessica Grinberg, Clerk of the Board of Trustees of the MENDOCINO UNIFIED SCHOOL DISTRICT, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees at a Regular Board meeting held on **September 8, 2022**.

Jessica Grinberg, Clerk
Board of Trustees
Mendocino Unified School District
Mendocino County, California

Michael Schaeffer, President
Board of Trustees

September 9, 2021

ATTESTATION

Procedures are in place at each school to ensure that all requirements of the Williams Sufficiency of Instructional Materials as listed in Resolution 2022-14 above.

Kim Humrichouse
Principal, K-8 School, Albion School, and Comptche School

Tobin Hahn
Principal, Mendocino High Schools

Jason Morse
Superintendent, Mendocino Unified School District

Mendocino Unified School District

**Resolution No. 2022-26
Continuing Board of Trustees Authority to Hold Virtual Meetings
Pursuant to AB 361**

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Mendocino Unified School District finds that the Governor’s March 4, 2020 declaration of a state of emergency due to the COVID-19 pandemic remains active.

BE IT FURTHER RESOLVED, the Board of Trustees of the Mendocino Unified School District finds that due to the state of emergency meeting in person would present imminent risks to the health or safety of attendees and/or the state of emergency continues to directly impact the ability of the members to meet safely in person due to the prevalence of the Delta and Omicron variants, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of immuno-compromised trustee(s), staff and the public.

PASSED AND ADOPTED by the following vote of the Board of Trustees of the Mendocino Unified School District, County of Mendocino, State of California on September 8, 2022.

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

**BEFORE THE GOVERNING BOARD OF
MENDOCINO UNIFIED SCHOOL
DISTRICT RESOLUTION NO. 2022-27**

**ESTABLISHMENT OF FUND 15: PUPIL TRANSPORTATION
EQUIPMENT FUND, PER EDUCATION CODE SECTION 41852**

WHEREAS, the Mendocino Unified School District wishes to establish Fund 15, the Pupil Transportation Equipment Fund, as permitted under Education Code Section 41852; and

WHEREAS, the purpose for which this fund shall be established is to provide for the acquisition, rehabilitation and replacement of pupil transportation equipment; and

WHEREAS, the Mendocino Unified School District is currently operating such services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby authorize the Mendocino County Auditor and Treasurer to establish Fund 15, the Pupil Transportation Equipment Fund for the district.

PASSED AND ADOPTED by the Governing Board on _____
by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mendocino Unified School District

By _____
Michael Schaefer, President
Board of Education

**BEFORE THE GOVERNING BOARD OF MENDOCINO
UNIFIED SCHOOL DISTRICT RESOLUTION NO. 2022-28**

RESOLUTION FOR ADOPTING THE “GANN” LIMIT
No Change to Limit pursuant to G.C. 7902.1 (ZERO ON LINE 10)

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2021-22 fiscal year and a projected Gann Limit for the 2022-23 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2021-22 and 2022-23 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2021-22 and 2022-23 fiscal years include **NO CHANGE** to the 2021-22 Gann Limit pursuant to the provisions of Government Code Section 7902.1;

AND BE IT FURTHER RESOLVED that the Superintendent notifies the Director of the State Department of Finance of the decrease to the 2021-22 Gann Limit;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2021-22 and 2022-23 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

PASSED AND ADOPTED by the Governing Board on _____ by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mendocino Unified School District

Michael Schaefer, President, Board of Education

	2021-22 Calculations			2022-23 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2020-21 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2020-21 Actual			2021-22 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	7,699,275.22	(46,441.07)	7,652,834.15			6,742,514.91
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	488.36		488.36			406.93
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2020-21			Adjustments to 2021-22		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2021-22 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2021-22 P2 Report			2022-23 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	406.93		406.93	409.37		409.37
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			406.93			409.37
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2021-22 Actual			2022-23 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	38,102.88		38,102.88	38,106.00		38,106.00
2. Timber Yield Tax (Object 8022)	120,819.85		120,819.85	118,017.00		118,017.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	161.52		161.52	0.00		0.00
4. Secured Roll Taxes (Object 8041)	5,555,057.38		5,555,057.38	5,608,851.00		5,608,851.00
5. Unsecured Roll Taxes (Object 8042)	141,147.27		141,147.27	149,759.00		149,759.00
6. Prior Years' Taxes (Object 8043)	10,253.64		10,253.64	7,441.00		7,441.00
7. Supplemental Taxes (Object 8044)	0.00		0.00	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	89,523.00		89,523.00	91,350.00		91,350.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	5,955,065.54	0.00	5,955,065.54	6,013,524.00	0.00	6,013,524.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	5,955,065.54	0.00	5,955,065.54	6,013,524.00	0.00	6,013,524.00

	2021-22 Calculations			2022-23 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19a. Medicare (Enter federally mandated amounts only from obj. 3301 & 3302; do not include negotiated amounts)			88,027.93			92,173.02
19b. Qualified Capital Outlay Projects						
19c. Routine Restricted Maintenance Account (Fund 01, Resource 8150, Objects 8900-8999)	305,535.53		305,535.53	337,051.91		337,051.91
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)	305,535.53	0.00	393,563.46	337,051.91	0.00	429,224.93
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	1,762,790.00		1,762,790.00	1,749,224.00		1,749,224.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	0.00		0.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	1,762,790.00	0.00	1,762,790.00	1,749,224.00	0.00	1,749,224.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	10,299,107.85		10,299,107.85	9,107,415.58		9,107,415.58
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	9,930.90		9,930.90	10,000.00		10,000.00
D. APPROPRIATIONS LIMIT CALCULATIONS						
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			7,652,834.15			6,742,514.91
2. Inflation Adjustment			1,057.3			1,075.5
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.8333			1,006.0
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			6,742,514.91			7,285,084.23
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			5,955,065.54			6,013,524.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			48,831.60			49,124.40
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,181,012.83			1,710,785.16
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,181,012.83			1,710,785.16
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			6,887.59			8,490.66
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			5,961,953.13			6,022,014.66
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C28 or less than zero)			1,174,125.24			1,702,294.50
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			5,961,953.13			
b. State Subventions (Line D8)			1,174,125.24			
c. Less: Excluded Appropriations (Line C23)			393,563.46			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			6,742,514.91			

	2021-22 Calculations			2022-23 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
10. Adjustments to the Limit Per Government Code Section 7902.1 (Line D9d minus D4)			0.00			
SUMMARY	2021-22 Actual			2022-23 Budget		
11. Adjusted Appropriations Limit (Lines D4 plus D10)			6,742,514.91			7,295,084.23
12. Appropriations Subject to the Limit (Line D9d)			6,742,514.91			

* Please provide below an explanation for each entry in the adjustments column.

Adjustment due to excess limit in 2020-21 that has been transferred to the state.

Meg Kailikole
Gann Contact Person

707-938-5868
Contact Phone Number

Uniform Complaint Procedures (UCP)

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

Complaints Subject to UCP

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

- 1. Accommodations for pregnant and parenting students (Education Code 46015)*
- 2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)*
- 3. After School Education and Safety programs (Education Code 8482-8484.65)*
- 4. Agricultural career technical education (Education Code 52460-52462)*
- 5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)*
- 6. Child care and development programs (Education Code 8200-8488)*
- 7. Compensatory education (Education Code 54400)*
Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
- 8. Course periods without educational content (Education Code 51228.1-51228.3)*
- 9. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)*
- 10. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)*
- 11. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)*
- 12. Local control and accountability plan (Education Code 52075)*

13. *Migrant education (Education Code 54440-54445)*
14. *Physical education instructional minutes (Education Code 51210, 51222, 51223)*
15. *Student fees (Education Code 49010-49013)*
16. *Reasonable accommodations to a lactating student (Education Code 222)*
17. *Regional occupational centers and programs (Education Code 52300-52334.7)*
18. *School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)*
19. *School safety plans (Education Code 32280-32289)*
20. *School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)*
21. *State preschool programs (Education Code 8207-8225)*
22. *State preschool health and safety issues in license-exempt programs (Education Code 8212)*
23. *Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy*
24. *Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate*
The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

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

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

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

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

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)

3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)

7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)

8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher

vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <http://www2.ed.gov/policy/gen/guid/fpco>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

(3/18 3/19 5/20)

Uniform Complaint Procedures (UCP)

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

Complaints Subject to UCP

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

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; California State Preschool Programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code [64000](#)
2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code [200](#) or [220](#), Government Code [11135](#), or Penal Code [422.55](#), or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR [4610](#))
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code [222](#))
4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)
5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR [4610](#))
6. Any complaint alleging district noncompliance with applicable requirements of Education Code [52060-52077](#) related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code [52075](#))
7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated

application for specified federal and/or state categorical funding (Education Code [64000-64001](#), 65000-65001)

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

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC [11434a](#), a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code [49701](#), or a migrant student as defined in Education Code [54441](#), or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code [51225.2](#) in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code [51225.1](#))

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC [11434a](#), a former juvenile court school student, a child of a military family as defined in Education Code [49701](#), a migrant child as defined in Education Code [54441](#), or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code [51225.2](#), alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code [51225.2](#))

11. Any complaint alleging district noncompliance with the requirements of Education Code [51228.1](#) and [51228.2](#) that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code [51228.3](#))

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement (Education Code [51210](#), [51222](#), [51223](#))

(cf. [6142.7](#) - Physical Education and Activity)

13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code [1596.7925](#) and related state regulations (Education Code [8235.5](#); Health and Safety Code [1596.7925](#))

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

15. Any other complaint as specified in district policy

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

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or

unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

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

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR [4631](#) and [4633](#).

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code [8235.5](#), [35186](#))

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination

[8200-8498](#) Child care and development programs

[8500-8538](#) Adult basic education

[18100-18203](#) School libraries

[32280-32289](#) School safety plan, uniform complaint procedures

[35186](#) Williams uniform complaint procedures

46015 Parental leave for students

[48853-48853.5](#) Foster youth

[48985](#) Notices in language other than English

[49010-49014](#) Student fees

[49060-49079](#) Student records, especially:

49069.5 Records of foster youth

[49490-49590](#) Child nutrition programs

[49701](#) Interstate Compact on Educational Opportunity for Military Children

[51210](#) Courses of study grades 1-6

[51222](#) Physical education, secondary schools

[51223](#) Physical education, elementary schools

[51225.1-51225.2](#) Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements

[51226-51226.1](#) Career technical education

[51228.1-51228.3](#) Course periods without educational content

[52060-52077](#) Local control and accountability plan, especially:

[52075](#) Complaint for lack of compliance with local control and accountability plan requirements

[52300-52462](#) Career technical education

[52500-52616.24](#) Adult schools

[54400-54425](#) Compensatory education programs

[54440-54445](#) Migrant education

[54460-54529](#) Compensatory education programs

[59000-59300](#) Special schools and centers

[64000-64001](#) Consolidated application process; school plan for student achievement

65000-65001 School site councils

GOVERNMENT CODE

[11135](#) Nondiscrimination in programs or activities funded by state

[12900-12996](#) Fair Employment and Housing Act

HEALTH AND SAFETY CODE

[1596.792](#) California Child Day Care Act; general provisions and definitions

[1596.7925](#) California Child Day Care Act; health and safety regulations

PENAL CODE

[422.55](#) Hate crime; definition

[422.6](#) Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

[11023](#) Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

[4600-4670](#) Uniform complaint procedures

[4680-4687](#) Williams uniform complaint procedures

[4900-4965](#) Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

[1221](#) Application of laws

[1232g](#) Family Educational Rights and Privacy Act

[1681-1688](#) Title IX of the Education Amendments of 1972

[6301-6576](#) Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

[794](#) Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

[2000d-2000e-17](#) Title VI and Title VII Civil Rights Act of 1964, as amended

[2000h-2-2000h-6](#) Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

[35.107](#) Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

[99.1-99.67](#) Family Educational Rights and Privacy Act

[100.3](#) Prohibition of discrimination on basis of race, color or national origin

[104.7](#) Designation of responsible employee for Section 504

[106.8](#) Designation of responsible employee for Title IX

[106.9](#) Notification of nondiscrimination on basis of sex

[110.25](#) Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Uniform Complaint Procedure 2020-21 Program Instrument

Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <http://www2.ed.gov/policy/gen/guid/fpco>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

(3/18 3/19 5/20)

Community Relations
Uniform Complaint Procedures
Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

*Jason Morse
Superintendent
P.O. Box 150
Mendocino, CA 95460
(707) 937-5868
JMorse@mcn.org*

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

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

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

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

Notifications

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

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR

The notice shall include:

- 1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy*
- 2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate*
- 3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred*
- 4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct*
- 5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities*
- 6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint*
- 7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the district, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process*
- 8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant*
- 9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision*
- 10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable*
- 11. A statement that copies of the district's UCP are available free of charge*

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school web sites and may be provided through district-supported social media, if available.

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

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

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

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

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

- 1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)*
- 2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.*
- 3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)*
- 4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)*
- 5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the*

complainant setting forth the reasons for the extension. (5 CCR 4630)

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

7. *When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.*

Mediation

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

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

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

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

Investigation of Complaint

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

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

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

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

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

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

Timeline for Investigation Report

OPTION 1: (Districts that do not allow complainants to appeal to the Board)

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant.

OPTION 2: (Districts that allow complainants to appeal to the Board)

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

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

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

END OF OPTION 2

Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. *The findings of fact based on the evidence gathered*
2. *A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law*
3. *Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600*
4. *Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610*
5. *Procedures to be followed for initiating an appeal to CDE*
The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, and bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. *The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)*
2. *The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)*
3. *Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.*

Corrective Actions

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

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

1. *Counseling*
2. *Academic support*
3. *Health services*
4. *Assignment of an escort to allow the victim to move safely about campus*
5. *Information regarding available resources and how to report similar incidents or retaliation*
6. *Separation of the victim from any other individuals involved, provided the separation does not penalize the victim*
7. *Restorative justice*

8. *Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation*
For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. *Transfer from a class or school as permitted by law*
2. *Parent/guardian conference*
3. *Education regarding the impact of the conduct on others*
4. *Positive behavior support*
5. *Referral to a student success team*
6. *Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law*
7. *Disciplinary action, such as suspension or expulsion, as permitted by law*

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

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

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

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

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

- 1. The district failed to follow its complaint procedures.*
- 2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.*
- 3. The material findings of fact in the district's investigation report are not supported by substantial evidence.*
- 4. The legal conclusion in the district's investigation report is inconsistent with the law.*
- 5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.*

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

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

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Health and Safety Complaints in License-Exempt Preschool Programs

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE web site. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

Uniform Complaint Procedures

Compliance Officers

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

Superintendent Jason Morse
District Office
44141 Little Lake Road
P.O. Box 150
Mendocino, CA 95460
(707) 937-5868
JMorse@mcn.org

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

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

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

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

Notifications

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

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred
5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code [48853](#), [48853.5](#), [49069.5](#), [51225.1](#), and [51225.2](#), and the complaint process
6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints
7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision
9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable
10. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code [221.61](#) shall be posted on the district web site and may be provided through district-supported social media, if available.

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

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

Filing of Complaints

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

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR [4630](#))
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code [49013](#), [52075](#); 5 CCR [4630](#))
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR [4630](#))
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

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

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

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

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

Investigation of Complaint

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

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance

officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

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

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

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

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

Timeline for Final Decision

OPTION 1:

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

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

OPTION 2:

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

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

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

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

For all complaints, the district's final written decision shall include: (5 CCR [4631](#))

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:

- a. Statements made by any witnesses
- b. The relative credibility of the individuals involved
- c. How the complaining individual reacted to the incident
- d. Any documentary or other evidence relating to the alleged conduct
- e. Past instances of similar conduct by any alleged offenders
- f. Past false allegations made by the complainant

2. The conclusion(s) of law

3. Disposition of the complaint

4. Rationale for such disposition

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

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

- a. The manner in which the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code [49013](#) and 5 CCR [4600](#)

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

- a. The corrective actions imposed on the respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

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

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

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code [48985](#). In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

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

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code [262.3](#))
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code [262.3](#))
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

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

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

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

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

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

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

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

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code [49013](#), [51222](#), [51223](#), [52075](#))

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

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR [4632](#))

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR [4632](#))

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

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

1. A copy of the original complaint
2. A copy of the written decision

3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's UCP
7. Other relevant information requested by CDE

Health and Safety Complaints in California State Preschool Program

In each license-exempt CSPP classroom, a notice shall be posted notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code [1596.7925](#) and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. (Education Code [8235.5](#))

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint and shall contain a space to indicate whether the complainant desires a response to the complaint. If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. (Education Code [8235.5](#))

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code [8235.5](#))

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled meeting. (Education Code [8235.5](#))

A complainant may file a written appeal of the district's decision to CDE in accordance with 5 CCR [4632](#). (Education Code [8235.5](#))

Any such appeal shall be filed within 30 days of receiving the decision.

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools.

(3/18 3/19) 5/20

Uniform Complaint Procedures (UCP) Annual Notice

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

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8212, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

- 1. Outdoor shade that is safe and in good repair*
- 2. Drinking water that is accessible and readily available throughout the day*
- 3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children*
- 4. Restroom facilities that are available only for preschoolers and kindergartners*
- 5. Visual supervision of children at all times*
- 6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time*
- 7. Playground equipment that is safe, in good repair, and age appropriate*

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

5/20

Uniform Complaint Procedures (UCP) Annual Notice

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

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

5/20

Uniform Complaint Procedures (UCP) Annual Notice

PRESCHOOL COMPLAINT FORM:

UNIFORM COMPLAINT PROCEDURES

Education Code 8212 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

The preschool does not have outdoor shade that is safe and in good repair.

Drinking water is not accessible and/or readily available throughout the day.

The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

Restroom facilities are not available only for preschoolers and kindergartners.

The preschool program does not provide visual supervision of children at all times.

Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

Please file this complaint at the following location:

*Jason Morse, Superintendent
District Office
44141 Little Lake Rd, PO Box 1154
Mendocino, CA 95460*

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature) (Date)

5/20

Uniform Complaint Procedures (UCP) Annual Notice

PRESCHOOL COMPLAINT FORM:

UNIFORM COMPLAINT PROCEDURES

Education Code 8235.5 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

The preschool does not have outdoor shade that is safe and in good repair.

Drinking water is not accessible and/or readily available throughout the day.

The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

Restroom facilities are not available only for preschoolers and kindergartners.

The preschool program does not provide visual supervision of children at all times.

Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

Please file this complaint at the following location:

(preschool administrator or designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature) (Date)

5/20

Bids

The District has adopted the Uniform Public Construction Cost Accounting Act (Public Contract Code 22000) and therefore shall utilize informal bidding procedures for contracts involving an expenditure between \$60,000 to \$200,000 for a public project, and will utilize formal bidding procedures for a public project involving an expenditure of \$200,000 or more "Public project" includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a District owned, leased, or operated facility.

The amount by which contracts other than those for public projects shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

Competitive bids shall be sought through advertisement for contracts exceeding **\$99,100** (technical revision) for the following: (PCC 20111)

- 1) The purchase, rent, or lease of equipment, material, or supplies
- 2) Services excluding construction services, professional services or advice, and insurance services
- 3) Repairs, including maintenance that is not a public project

"Maintenance work" means routine, recurring, and usual work for preserving, protecting, and keeping a District facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. "Maintenance" includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup. (PCC 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (PCC 20111, 20112)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (PCC 20118.1)

The Board shall secure bids for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Ed Code 39802)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20110-20116 for contracting after competitive bidding. (PCC 20116)

Instructions and Procedures for Bids:

In order to facilitate the informal bidding process, the District shall maintain a list of qualified contractors. The list of contractors is established each November, by mailing a notice to the North Coast and Humboldt Builder's Exchange trade journals inviting all licensed contractors to submit certain information to the District for inclusion on the list. This information includes the following:

- 1) The name and address to which a notice or proposal should be mailed or emailed;
- 2) A telephone number at which they can be reached;
- 3) The type of work in which the contractor is interested and for which they are currently licensed; and
- 4) The class of license(s) they currently possess.

In addition, the District may include any contractor it desires and must include any contractor who requests to be added to the list during the year, so long as the contractor provides the required information.

*In order to request bids utilizing the **informal** process, the Superintendent or designee shall call for bids by contacting qualified contractors engaged in the appropriate trades two weeks prior to the bid date. The bid request may also be advertised at the option of the Superintendent or designee.*

*In order to request bids utilizing the **formal** process, The Superintendent or designee shall call for bids by advertising in a local newspaper at least once a week for two weeks. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. The Superintendent shall also provide the North Coast and Humboldt Builder's Exchange trade journals with the Notice Inviting Formal Bids for the Large Contract at least fifteen (15) calendar days before the date of opening the bids. (PCC 22037) The informal or formal notice shall contain the time, date and location of any mandatory pre-bid conference, site visit or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (PCC 6610)*

Bid instructions and specifications shall include the following requirements and information:

- 1) All bidders, including bidders for printing contracts, shall specify the minimum, if not exact, percentage of recycled product in the products offered, and both the postconsumer and secondary waste content. (PCC 12169, 12213)*
- 2) All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (PCC 20107, 20111)*
 - a) Cash*
 - b) A cashier's check made payable to the district*
 - c) A certified check made payable to the District*
 - d) A bidder's bond executed by an admitted surety insurer and made payable to the District*

The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded. (PCC 20111)

- 3) Under no condition shall bids be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (PCC 20112)*
- 4) When two or more identical bids are received, the Board may determine by lot which bid shall be accepted (PCC 20117)*
- 5) If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, depending on the availability of funds, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a, below, will be used: (PCC 20103.8)*
 - a. The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.*
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.*
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items taken in order from a specifically identified list of those items, depending on available funds as identified in the solicitation.*
 - d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders from being revealed to the public entity before the ranking of all bidders from lowest to highest has been determined.*

- 6) Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
- 7) After being opened, all advertised bids shall be made available for review by all interested parties. (Gov Code 6252)

Bids Not Required: Upon a case-by-case determination that it is in the best interests of the District and to the extent permitted by law, the Board may authorize the purchase, lease, or contract for equipment and supplies through a public corporation or agency without advertised bids. (PCC 20118) For projects between \$1000 and \$59,999, the District will attempt to secure 3 quotes for the project and choose the quote that best fits the needs of the District. For projects under \$1000, the District may contact a trusted and proven contractor to complete the job.

Supplementary textbooks, library books, periodicals, educational films, audiovisual materials, test materials, workbooks, and instructional computer software packages may be purchased without taking estimates or advertising for bids. (PCC 20118.3)

Perishable commodities such as foodstuffs may be purchased through bid or on the open market, depending on District preference (EC 39873)

In an emergency when repairs, alterations, work, or improvement is necessary for the continuance of existing school classes or to avoid danger to life or property, the Board, by unanimous vote and with the approval of the County Superintendent of Schools, may contract for labor and materials or supplies without advertising for or inviting bids. (PCC 20113)

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (PCC 20114)

Whenever the total number of hours on the job does not exceed 350 hours, day labor may be used to erect new buildings and for the following purposes: (PCC 20114)

- 1) School building repairs, alterations, additions
- 2) Painting, repainting, or decorating of school buildings
- 3) Repair or building of apparatus or equipment
- 4) Improvements on school grounds
- 5) Maintenance work as defined above

Sole Sourcing: Specifications for contracts for construction, alteration, or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality and follow the description with the words "or equal." (PCC 3400)

Specifications for contracts may designate a product by brand or trade name (sole sourcing) when one or more of the following conditions apply: (PCC 3400)

- 1) The product is designated to match others in use on a particular public improvement that has been completed or is in the course of completion.
- 2) One product has a unique application required to be used in the public interest.
- 3) Only one brand name is known, or
- 4) Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.

Prequalification Procedure: For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified as prescribed by law, and

bidders must be deemed prequalified by the District at least one day before the fixed bid-opening date. The questionnaires and financial statement shall not be public records and shall not be open to public inspection. (PCC 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (PCC 20111.5) The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (PCC 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (PCC 20111.5)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy or the bid's specifications or was not in compliance with law.

A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.

Bids

The District has adopted the Uniform Public Construction Cost Accounting Act (Public Contract Code 22000) and therefore shall utilize informal bidding procedures for contracts involving an expenditure between ~~\$45,000~~ to ~~\$175,000~~ for a public project, and will utilize formal bidding procedures for a public project involving an expenditure of ~~\$175,000~~ or more "Public project" includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a District owned, leased, or operated facility.

The amount by which contracts other than those for public projects shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

Competitive bids shall be sought through advertisement for contracts exceeding ~~\$92,600~~ (technical revision) for the following: (PCC 20111) ~~\$99,100~~ (thru 12/31/22)

- 1) The purchase, rent, or lease of equipment, material, or supplies
- 2) Services excluding construction services, professional services or advice, and insurance services
- 3) Repairs, including maintenance that is not a public project

"Maintenance work" means routine, recurring, and usual work for preserving, protecting, and keeping a District facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. "Maintenance" includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup. (PCC 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (PCC 20111, 20112)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (PCC 20118.1)

The Board shall secure bids for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Ed Code 39802)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20110-20116 for contracting after competitive bidding. (PCC 20116)

Instructions and Procedures for Bids:

In order to facilitate the informal bidding process, the District shall maintain a list of qualified contractors. The list of contractors is established each November, by mailing a notice to the North Coast and Humboldt Builder's Exchange trade journals inviting all licensed contractors to submit certain information to the District for inclusion on the list. This information includes the following:

- 1) The name and address to which a notice or proposal should be mailed or emailed;
- 2) A telephone number at which they can be reached;
- 3) The type of work in which the contractor is interested and for which they are currently licensed; and
- 4) The class of license(s) they currently possess.

In addition, the District may include any contractor it desires and must include any contractor who requests to be added to the list during the year, so long as the contractor provides the required information.

In order to request bids utilizing the **informal** process, the Superintendent or designee shall call for bids by contacting qualified contractors engaged in the appropriate trades two weeks prior to the bid date. The bid request may also be advertised at the option of the Superintendent or designee.

In order to request bids utilizing the **formal** process, The Superintendent or designee shall call for bids by advertising in a local newspaper at least once a week for two weeks. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. The Superintendent shall also provide the North Coast and Humboldt Builder's Exchange trade journals with the Notice Inviting Formal Bids for the Large Contract at least fifteen (15) calendar days before the date of opening the bids. (PCC 22037) The informal or formal notice shall contain the time, date and location of any mandatory pre-bid conference, site visit or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (PCC 6610)

Bid instructions and specifications shall include the following requirements and information:

- 1) All bidders, including bidders for printing contracts, shall specify the minimum, if not exact, percentage of recycled product in the products offered, and both the postconsumer and secondary waste content. (PCC 12169, 12213)
- 2) All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (PCC 20107, 20111)
 - a) Cash
 - b) A cashier's check made payable to the district
 - c) A certified check made payable to the District
 - d) A bidder's bond executed by an admitted surety insurer and made payable to the District

The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded. (PCC 20111)

- 3) Under no condition shall bids be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (PCC 20112)
- 4) When two or more identical bids are received, the Board may determine by lot which bid shall be accepted (PCC 20117)
- 5) If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, depending on the availability of funds, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a, below, will be used: (PCC 20103.8)
 - a. The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall the lowest total of the bid prices on the base contract and those additive or deductive items taken in order from a specifically identified list of those items, depending on available funds as identified in the solicitation.
 - d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders from being revealed to the public entity before the ranking of all bidders from lowest to highest has been determined.

- 6) Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
- 7) After being opened, all advertised bids shall be made available for review by all interested parties. (Gov Code 6252)

\$59,999? (to bring up to \$60,000 capex limit)

Bids Not Required: Upon a case-by-case determination that it is in the best interests of the District and to the extent permitted by law, the Board may authorize the purchase, lease, or contract for equipment and supplies through a public corporation or agency without advertised bids. (PCC 20118) For projects between \$1000 and \$44,999, the District will attempt to secure 3 quotes for the project and choose the quote that best fits the needs of the District. For projects under \$1000, the District may contact a trusted and proven contractor to complete the job.

Supplementary textbooks, library books, periodicals, educational films, audiovisual materials, test materials, workbooks, and instructional computer software packages may be purchased without taking estimates or advertising for bids. (PCC 20118.3)

Perishable commodities such as foodstuffs may be purchased through bid or on the open market, depending on District preference (EC 39873)

In an emergency when repairs, alterations, work, or improvement is necessary for the continuance of existing school classes or to avoid danger to life or property, the Board, by unanimous vote and with the approval of the County Superintendent of Schools, may contract for labor and materials or supplies without advertising for or inviting bids. (PCC 20113)

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (PCC 20114)

Whenever the total number of hours on the job does not exceed 350 hours, day labor may be used to erect new buildings and for the following purposes: (PCC 20114)

- 1) School building repairs, alterations, additions
- 2) Painting, repainting, or decorating of school buildings
- 3) Repair or building of apparatus or equipment
- 4) Improvements on school grounds
- 5) Maintenance work as defined above

Sole Sourcing: Specifications for contracts for construction, alteration, or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality and follow the description with the words "or equal." (PCC 3400)

Specifications for contracts may designate a product by brand or trade name (sole sourcing) when one or more of the following conditions apply: (PCC 3400)

- 1) The product is designated to match others in use on a particular public improvement that has been completed or is in the course of completion.
- 2) One product has a unique application required to be used in the public interest.
- 3) Only one brand name is known, or
- 4) Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.

Prequalification Procedure: For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified as prescribed by law, and bidders must

be deemed prequalified by the District at least one day before the fixed bid-opening date. The questionnaires and financial statement shall not be public records and shall not be open to public inspection. (PCC 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (PCC 20111.5) The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (PCC 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (PCC 20111.5)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy or the bid's specifications or was not in compliance with law.

A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.

Students

Work Permits

The Governing Board recognizes that part-time employment can provide students with income, job experience, and valuable life skills and should be permitted to the extent that such employment does not interfere with a student's education. Before accepting any offer of employment, district students who are minors shall obtain work permits from the Superintendent or designee, regardless of whether the employment will occur when school is in session and/or not in session, unless otherwise exempted by law.

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits shall be required to demonstrate and maintain a 2.0 grade point average and satisfactory school attendance, except during periods of extended school closure due to an emergency as described in Education Code 49200 and the accompanying administrative regulation. On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

Students with work permits may be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full time when school is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 10120-10121	<u>Work permits</u>
5 CCR 16023-16027	<u>District records, retention and destruction</u>
8 CCR 11701-11707	<u>Prohibited and dangerous occupations for minors</u>
8 CCR 11750-11763	<u>Work permits and conditions, minor employed in entertainment industry</u>

State	Description
<i>Ed. Code 48230</i>	<u><i>Exemption from full-time school attendance for students with work permits</i></u>
<i>Ed. Code 48231</i>	<u><i>Exemption from compulsory attendance for students entering attendance area near end of term</i></u>
<i>Ed. Code 49100-49101</i>	<u><i>Compulsory attendance</i></u>
<i>Ed. Code 49110-49119</i>	<u><i>Permits to work</i></u>
<i>Ed. Code 49130-49135</i>	<u><i>Permits to work full time</i></u>
<i>Ed. Code 49140-49141</i>	<u><i>Exceptions</i></u>
<i>Ed. Code 49160-49165</i>	<u><i>Employment of minors; duties of employers</i></u>
<i>Ed. Code 49180-49183</i>	<u><i>Violations</i></u>
<i>Ed. Code 49200</i>	<u><i>Permit to work during extended emergency school closure</i></u>
<i>Ed. Code 51760-51769.5</i>	<u><i>Work experience education</i></u>
<i>Ed. Code 52300-52499.66</i>	<u><i>Career technical education</i></u>
<i>Lab. Code 1285-1312</i>	<u><i>Employment of minors</i></u>
<i>Lab. Code 1391-1394</i>	<u><i>Working hours for minors</i></u>

Federal	Description
<i>29 CFR 570.1-570.129</i>	<u><i>Child labor regulations</i></u>

Management Resources	Description
<i>Attorney General Opinion</i>	<u><i>18 Ops.Cal.Atty.Gen. 114 (1951)</i></u>
<i>CA Department of Industrial Relations Publication</i>	<u><i>Child Labor Laws, 2013</i></u>
<i>California Department of Education Publication</i>	<u><i>Statement of Intent to Employ a Minor and Request for a Work Permit - Certificate of Age, Form B1-1</i></u>
<i>California Department of Education Publication</i>	<u><i>Permit to Employ and Work, Form B1-4</i></u>
<i>Website</i>	<u><i>California Department of Education, Work Experience Education</i></u>
<i>Website</i>	<u><i>California Department of Industrial Relations</i></u>
<i>Cross References</i>	

Code	Description
<i>1700</i>	<u><i>Relations Between Private Industry And The Schools</i></u>
<i>3580</i>	<u><i>District Records</i></u>
<i>3580</i>	<u><i>District Records</i></u>
<i>5112.1</i>	<u><i>Exemptions From Attendance</i></u>

Code	Description
5112.1	<u>Exemptions From Attendance</u>
5113.1	<u>Chronic Absence And Truancy</u>
5113.1	<u>Chronic Absence And Truancy</u>
5113.11	<u>Attendance Supervision</u>
5121	<u>Grades/Evaluation Of Student Achievement</u>
5121	<u>Grades/Evaluation Of Student Achievement</u>
5125	<u>Student Records</u>
5125	<u>Student Records</u>
5147	<u>Dropout Prevention</u>
6146.1	<u>High School Graduation Requirements</u>
6146.1	<u>High School Graduation Requirements</u>
6146.2	<u>Certificate Of Proficiency/High School Equivalency</u>
6146.2	<u>Certificate Of Proficiency/High School Equivalency</u>
6146.2-E(1)	<u>Certificate Of Proficiency/High School Equivalency</u>
6146.2-E PDF(1)	<u>Certificate Of Proficiency/High School Equivalency</u>
6177	<u>Summer Learning Programs</u>
6178	<u>Career Technical Education</u>
6178	<u>Career Technical Education</u>
6178.1	<u>Work-Based Learning</u>
6178.1	<u>Work-Based Learning</u>
6184	<u>Continuation Education</u>
6184	<u>Continuation Education</u>

Mendocino Unified School District

Students

Board Policy 5113.2
Adopted by the Board 12/2/93

Work Permits

the Governing Board recognizes that many students hold jobs. Part-time jobs can give these students needed supplementary income, valuable work experience, and enhanced self-esteem.

The Board also recognizes that all school-aged persons should acquire an education and that work permit laws exist to prevent outside employment from impairing a student's health and educational progress.

Before accepting employment, students must obtain work permits which school authorities have been given the responsibility of issuing.

The Superintendent or designee shall issue work permits only as allowed by law and only to the extent that outside employment does not significantly interfere with the student's schoolwork.

Legal Reference: Education Code

- 48231 Entrance into attendance area within ten school days of end of term
- 49110-49119 Permits to work
- 49130-49135 Permits to work full time
- 49140-49141 Exceptions
- 49150.5 Reports not required
- 49164 Inspection; cancellation or revocation

Labor Code:

- 1285-1312 Employment of minors
- 1391-1399 Working hours for minors

Management Resources:

CDE Management Advisories: 1016.89 Local work permit policies

Students

Work Permits

Before accepting employment, a student under the age of 18 who is subject to the state's compulsory attendance law, including a student who has not yet graduated from high school or has not received a certificate of proficiency, shall obtain a work permit.

The district may issue a permit authorizing employment while school is in session, including employment connected with a work experience education program pursuant to Education Code 51760-51769.5, to a student 14-17 years of age. The district also may issue a permit to any student 12-17 years of age to be employed during a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance pursuant to Education Code 48231 because the student arrived from another state within 10 days before the end of the school term. (Education Code 49111, 49113, 49160)

If a student has obtained an offer of employment in the entertainment industry, the student shall request a work permit from the California Department of Industrial Relations, Division of Labor Standards Enforcement, pursuant to Labor Code 1308.5 and 8 CCR 11752-11753.

A work permit shall not be required for a student who is not receiving pay or financial reimbursement for services rendered in volunteer services or educational purposes, is not in an employer-employee relationship in accordance with the Fair Labor Standards Act, is serving as an unpaid trainee or volunteer or in an in-school placement, and has submitted written parent/guardian permission. (5 CCR 10121)

In addition, a student shall not be required to obtain a work permit if the student is self-employed; is working at odd jobs such as yard work and babysitting in private homes where the student is not regularly employed; is a self-employed news carrier delivering newspapers to consumers on a regular route; is employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian and is performed upon or in connection with premises the parent/guardian owns, operates, or controls; or is otherwise exempted by law.

Persons Authorized to Issue Work Permits

The following individuals are authorized to issue a work permit to a student in the district: (Education Code 49110)

- 1. The Superintendent*
- 2. An employee holding a services credential with a specialization in pupil personnel services or a certificated work experience education teacher or coordinator, when authorized by the*

Superintendent in writing

3. *A principal, or another school administrator designated by the principal, provided that the principal or designee:*
 - a. *Provides a self-certification that the principal or designee understands the requirements of law for issuing a work permit*
 - b. *Does not issue a work permit to the principal's or designee's own child*

If the person designated to issue work permits is not available and delay in issuing a permit would jeopardize a student's ability to secure work, the Superintendent may temporarily authorize another person to issue the permit. (Education Code 49110)

Application

The student's parent/guardian, foster parent, caregiver with whom the student resides, or residential shelter services provider shall file a written request for a work permit. (Education Code 49110)

The request for a work permit shall be submitted to the Superintendent or designee on a form approved by the California Department of Education (CDE).

If the student is applying for a full-time work permit, the student and the student's parent/guardian shall generally be required to appear before, and submit the application to, the Superintendent or designee. (Education Code 49132)

In the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency, the required documentation, including signatures, may be collected electronically. In addition, if the application is for a full-time work permit, the student and parent/guardian shall not be required to appear in person before the Superintendent or designee if the completed application has been successfully submitted electronically and the student and parent/guardian have attended a video conference with the person issuing the work permit. (Education Code 49132, 49200)

Approval Process

The Superintendent or designee shall have discretion to determine whether or not to issue the work permit.

In determining whether to approve a work permit, the Superintendent or designee shall verify the student's date of birth, the type of work permit to be issued, and whether the student meets any other criteria established by the Governing Board. The Superintendent or designee may inspect the student's records and/or may confer with at least one of the student's teachers for evidence of satisfactory grades and school attendance and to determine whether the student possesses the motivation and maturity to maintain academic progress while working.

However, a work permit shall not be denied based on a student's grades, grade point

average, or school attendance under either of the following circumstances: (Education Code 49120, 49200)

- 1. The student's school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency.*
- 2. The student is applying for a work permit in order to participate in a government-administered employment and training program that will occur during the regular summer recess or vacation of the student's school.*

Students shall not be approved to work in environments declared hazardous or dangerous for young workers or otherwise prohibited by child labor laws. (Labor Code 1290-1298; 29 CFR 570.33, 570.50-570.72)

The Superintendent or designee shall ensure that the requested work hours do not exceed the maximum work hours specified in law based on the student's age and whether the employment will occur while school is in session and/or not in session. (Education Code 49111, 49112, 49116; Labor Code 1391-1391.1; 29 CFR 570.35)

Full-time employment may be authorized for students 14-17 years of age in accordance with Education Code 49130-49135.

All work permits shall be issued on forms provided by or authorized by CDE. (Education Code 49117)

Each permit shall authorize work for a specific employer. Whenever a student changes employers, the student shall request a new permit.

The student may be issued more than one work permit if the student works concurrently for more than one employer, provided that the total number of hours worked does not exceed the total number of hours allowed by law and the district.

Whenever a work permit is issued by a principal or other designated school administrator, the principal or designee shall submit to the Superintendent a copy of each work permit issued, along with a copy of the application. (Education Code 49110)

The Superintendent or designee shall periodically inspect the grades and attendance records of students granted work permits to ensure maintenance of academic progress and any additional criteria established in Board policy.

Expiration of Work Permits

Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (Education Code 49118)

Before the work permit expires, a student may apply for a renewed work permit in accordance with the procedures specified in the section "Approval Process" above.

Revocation of Work Permits

The Superintendent or designee shall revoke a student's work permit whenever the Superintendent or designee determines that the employment is impairing the health or education of the student, any provision or condition of the permit is being violated, the student is performing work in violation of law, or any condition for the issuance of the permit no longer exists or never existed. (Education Code 49116, 49164; Labor Code 1300)

The Superintendent may revoke a work permit issued by a principal of a public or private school located within the district if the Superintendent becomes aware of any grounds upon which the student may be deemed ineligible for a work permit under law. (Education Code 49110)

Retention of Records

The Superintendent or designee shall retain a copy of the work permit application and the work permit until the end of the fourth year after the work permit was issued. (5 CCR 16026)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 10120-10121	<u>Work permits</u>
5 CCR 16023-16027	<u>District records, retention and destruction</u>
8 CCR 11701-11707	<u>Prohibited and dangerous occupations for minors</u>
8 CCR 11750-11763	<u>Work permits and conditions, minor employed in entertainment industry</u>
Ed. Code 48230	<u>Exemption from full-time school attendance for students with work permits</u>
Ed. Code 48231	<u>Exemption from compulsory attendance for students entering attendance area near end of term</u>
Ed. Code 49100-49101	<u>Compulsory attendance</u>
Ed. Code 49110-49119	<u>Permits to work</u>
Ed. Code 49130-49135	<u>Permits to work full time</u>
Ed. Code 49140-49141	<u>Exceptions</u>
Ed. Code 49160-49165	<u>Employment of minors; duties of employers</u>
Ed. Code 49180-49183	<u>Violations</u>
Ed. Code 49200	<u>Permit to work during extended emergency school closure</u>
Ed. Code 51760-51769.5	<u>Work experience education</u>
Ed. Code 52300-52499.66	<u>Career technical education</u>

State
Lab. Code 1285-1312
Lab. Code 1391-1394

Federal

29 CFR 570.1-570.129

Management Resources

Attorney General Opinion
CA Department of Industrial Relations Publication

California Department of Education Publication
California Department of Education Publication

Website

Website

Cross References

Code

1700
3580
3580
5112.1
5112.1
5113.1
5113.1
5113.11
5121
5121
5125
5125
5147
6146.1
6146.1
6146.2
6146.2
6146.2-E(1)
6146.2-E PDF(1)

Description

Employment of minors
Working hours for minors

Description

Child labor regulations

Description

18 Ops.Cal.Atty.Gen. 114 (1951)
Child Labor Laws, 2013
Statement of Intent to Employ a Minor and Request for a Work Permit - Certificate of Age, Form B1-1
Permit to Employ and Work, Form B1-4
California Department of Education, Work Experience Education
California Department of Industrial Relations

Description

Relations Between Private Industry And The Schools
District Records
District Records
Exemptions From Attendance
Exemptions From Attendance
Chronic Absence And Truancy
Chronic Absence And Truancy
Attendance Supervision
Grades/Evaluation Of Student Achievement
Grades/Evaluation Of Student Achievement
Student Records
Student Records
Dropout Prevention
High School Graduation Requirements
High School Graduation Requirements
Certificate Of Proficiency/High School Equivalency
Certificate Of Proficiency/High School Equivalency
Certificate Of Proficiency/High School Equivalency
Certificate Of Proficiency/High School Equivalency

Code	Description
6177	<u>Summer Learning Programs</u>
6178	<u>Career Technical Education</u>
6178	<u>Career Technical Education</u>
6178.1	<u>Work-Based Learning</u>
6178.1	<u>Work-Based Learning</u>
6184	<u>Continuation Education</u>
6184	<u>Continuation Education</u>

Students

Work Permits

Approval/Revocation of Work Permits

1. No work permit shall be issued until the student's parent/guardian has filed a written request for it with the District. (EC 49110)
2. To help in determining the extent to which outside employment may be approved, the Superintendent or designee shall:
 - a. Inspect the student's records for evidence of satisfactory grades and attendance.
 - b. Confer with at least one of the student's teachers to determine whether the student appears to have the time, stamina, motivation, and maturity to maintain academic progress while working.
3. After issuing a work permit, the Superintendent or designee shall periodically inspect the student's scholastic and attendance records.
4. The Superintendent or designee shall revoke a student's work permit whenever he/she determines that employment is impairing the student's health or education. (EC 49164)

Permits to Work Part Time When School Is In Session

1. A student 14 or 15 years of age who has completed the seventh grade may receive a permit to work outside of school hours for no more than three hours on any day while school is in session and no more than 18 hours in any week. (EC 449112, 49116)
If enrolled in and employed pursuant to a school-supervised and school-administered work experience and career exploration program, a student 14 or 15 years of age may be employed for up to 23 hours a week, any portion of which may occur during school hours. (EC 49116)
2. A student 16 or 17 who has completed the seventh grade may receive a permit to work outside of school hours for no more than

four hours on any day on which the student is required by law to attend school. (EC 49112) The following exceptions shall apply:

- a. The four-hour limit may be exceeded for students 16 or 17 who are employed in a school-approved work experience or cooperative vocational education program or in personnel attendance occupations as defined in Industrial Welfare Commission Minimum Wage Order #1-74. (EC 49116)
 - b. A student 16 or 17 may receive a permit to work outside of school hours for no more than eight hours on any day on which the student is required by law to attend school, provided it is a day which immediately precedes a nonschool day. (EC 49112)
 - c. A student 16 or 17 may work at an agricultural occupation for up to six hours of any day on which the student is required by law to attend school for four hours or more. (EC 49116)
3. With the consent of the Superintendent or designee, a student who is 13 years old and has completed the sixth grade may receive a permit to work for no more than two hours on any given day, up to a maximum of four hours each week, provided that:
 - a. The student has been identified by the District as a potential dropout, and
 - b. The student is participating in an employment program that is conducted on school premises and sponsored by one or more school districts to foster student appreciation of the importance of education in preparing for future employment and education. (EC 49112)

Permits to Work Full Time When School Is In Session, Students 14 or 15 Years of Age

A permit to work full time may be issued to a minor 14 or 15 years of age who holds an elementary school diploma, provided that the permit expires no later than the end of the current school year, and provided that one of the following circumstances exists: (EC 49130)

- 1) The parent/guardian presents a sworn statement that the parent/guardian is incapacitated for labor through illness or injury, or that through the death or desertion of the father or mother, the family is in need of the minor's earnings and that sufficient aid cannot be secured in any other manner.
- 2) The minor is unable to reside with his/her family and needs his/her earnings for his/her support.
- 3) The minor is residing with a foster care provider, or a guardian receiving foster care funds for the minor, provided that:
 - a) The provider or guardian obtains written authorization from the minor's social worker, probation officer, or child protective services worker acting as an officer of the court, and
 - b) The minor's case plan documents that the purpose of the employment is to further the goal of emancipation pursuant to law, or to enable the minor to learn necessary skills, habits, and responsibilities related to maintaining employment.

The Superintendent or designee shall sign a statement that he/she has investigated the conditions under which the work permit application has been made and has judged that the minor's earnings are necessary for the minor's support and that sufficient aid cannot be secured in another manner. If issuing a work permit subject to circumstances #3 above, the Superintendent or designee shall sign a statement that he/she has received authorization from the minor's social worker, probation officer, or child protective services worker. (EC 49130)

A permit to work full time may be granted to a student 16 or 17 years of age when the Superintendent or designee has received and approved the following documents: (EC 49133)

- 1) The student's school record, including age, grade, and attendance for the current term, signed by the principal or teacher.
- 2) Evidence of sufficient age, such as a birth certificate, passport, or affidavit of the student's age, signed by the parent/guardian.
- 3) A written statement from the prospective employer stating that work is waiting for the student and describing the nature of the work.

The Superintendent or designee shall give the name of the student and his/her employer to the continuation school. The student shall then enroll in the continuation school. (EC 49135)

Permits to Work on Nonschool Days

Students 12 through 17 may receive a permit to work on a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance because he/she arrived from another state within ten days before the end of the school term. (EC 49111)

Permits to Work Full Time When School Is in Session, Students 16 or 17 Years of Age