

**AGENDA**

Annual Organizational Meeting of the Nicasio School District Board of Trustees

**Thursday, December 6, 2018 4pm**

*Nicasio School Library, 5555 Nicasio Valley Road, California*

**OPEN SESSION**

1. **Call to Order** (*Michelle Rutledge – Board President*)
  - a. Patriotic Moment
  - b. Roll Call
  - c. Trustee/Superintendent Announcements (*Trustees and Jan Derby, Ed.D., Interim Superintendent*)
  - d. Principal Announcements (*Barbara Snekkevik, Principal*)
2. **Approval and Adoption of Agenda** (*Board President Rutledge*)
3. **Public Comment**

*Public Comment is only for items not on the agenda. No formal action will be taken. Board members or district staff may, but are not obligated to, briefly respond to statements made or question posed by the public about items not appearing on the agenda. Designated amount of time to address the Board is limited to three minutes per individual. Concerns about individual employees shall not be discussed in public at school board meetings. Please contact the superintendent with specific concerns.*
4. **Governance**
  - a. Oath of Office for Incoming Trustees Mark Burton and Elaine Doss (*Mary Jane Burke, Marin County Superintendent of Schools*)
  - b. Annual Organizational Meeting of the Board of Trustees in Accordance with Ed. Code #35143
    - i. Election of Officers to the Board of Trustees
      1. President
      2. Clerk
      3. Designation of Trustee Representative to the Marin County School Board Association
    - ii. Establish Regular Board of Trustees Meeting Schedule
    - iii. Reception Honoring Outgoing Trustees Madeleine Sloane and Jason Snell
5. **Consent Agenda**
  - a. Approval of Minutes: Nov. 8, 2018 Regular Meeting (*Interim Supt. Derby*)
  - b. Ratify Warrants Paid: November 2018 (*Margie Bonardi, Chief Business Official*)
  - c. California School Board Association – GAMUT Contract (*Interim Supt. Derby*)
  - d. 2018-19 Common Sense Business Solutions, Inc. Maintenance Agreement (*Interim Supt. Derby*)
  - e. Request for Leave of Absence by Classified Employee (*Interim Supt. Derby*)
  - f. Request for Allowance of Attendance Because of Emergency Conditions (*CBO Bonardi*)

**6. Action**

- a. 2018-19 First Interim Report (*CBO Bonardi*)
- b. Agreement Between Nicasio School District and Marin County Library (*Interim Supt. Derby*)
- c. First Reading: Board Policies to Align with AB 699 Educational Equity (*Interim Supt. Derby*)
  - i. BP 1250 Community Relations
  - ii. BP 5125 Student records
  - iii. BP 5125.1 Release of Directory Information
  - iv. BP 5145.11 Questioning and Apprehension by Law Enforcement
  - v. BP 5145.13 Response to Immigration Enforcement
  - vi. BP 5145.6 Parental Notification
  - vii. BP 5145.9 Hate-Motivated Behavior

**7. Discussion /Action**

- a. New Law - AB 2826 Pupil Enrollment: BP 5117 Interdistrict Attendance (*Interim Supt. Derby*)
- b. Approve Application Timeframe and Enrollment Capacities for Interdistrict Attendance into Nicasio School District for 2019-20 (*Interim Supt. Derby*)

**8. Conclusion**

- a. Agenda items for upcoming Board Agenda: February 7, 2019 5pm
- b. Adjournment

*If you need assistance to access the Board meeting room or to otherwise participate at the meeting, please submit a written request to Nicasio School District Superintendent at P.O. Box 711, Nicasio, CA 94946 or [office@nicosioschool.org](mailto:office@nicosioschool.org). Notification at least 48 hours prior to the meeting will better enable the District to make reasonable accommodations in accordance with the Americans with Disabilities Act.*



## Nicasio School Board Schedule 2018-19

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Regular meetings are held on the 1<sup>st</sup> Thursday of each month unless otherwise noted with an asterisk (\*). Regular meetings commence at 5pm. Open session is held in the school library.

*No Regular Meeting in August*

September 5, 2018\*

October 4, 2018

November 1, 2018\* (*Date changed to Nov. 8 2018*)

December 6, 2018\* (*Time changed to 4pm*)

*No Regular Meeting in January*

February 7, 2019

March 7, 2019

April 3, 2019 \*

May 2, 2019

June 5, 2019\*

June 27, 2019 \* (*Special Meeting*)

Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

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## MINUTES

Regular Meeting of the Nicasio School District Board of Trustees

**Thursday, November 8, 2018 5pm**

*Nicasio School Library, 5555 Nicasio Valley Road, California*

### OPEN SESSION

1. **Call to Order** at 5:04pm

- a. **Patriotic Moment** There was recognition of the recent general election, as well as a moment of remembrance and appreciation for former NSD Board President Chuck Gompertz, who recently passed away. He served on the Board for many years and helped guide the District through construction of the new campus in the early 2000's. Trustee Madeleine Sloane noted that Mr. Gompertz' passing is a real loss to the entire community.
- b. **Roll Call** In attendance: **Trustees Jason Snell, Madeleine Sloane and Michelle Rutledge** *Also in attendance: Interim Superintendent Jan Derby, Ed.D., Principal Barbara Snekkevik and District Secretary/Office Manager Mikki McIntyre*
- c. **Trustee/Superintendent Announcements** Interim Supt. Derby reported the following:
  - Congratulations to neighboring school districts – TUHSD and SUSD - on their parcel tax and bond measure election results.
  - Trustee Workshop on Dec. 3, 2018 to focus on Ethics and the Brown Act.
  - Countywide calendar adoptions for 2019-21 are underway.
  - CSBA GAMUT for board policy development is needed to ensure policies are current. Board policies are required related to new laws focused on Educational Equity for Students in Immigrant Families.
- b. **Principal Announcements** Principal Snekkevik reported on the following:
  - Field trip to Tolay Fall Festival (grades 6/7/8), Oct. 11<sup>th</sup>
  - "Coco" Movie Night, Oct. 12<sup>th</sup>
  - Great California Shakeout Earthquake Drill, Oct. 18<sup>th</sup>
  - Walk-A-Thon, October 18<sup>th</sup>
  - Marin County Fire Department Visit to TK-2 class, Oct. 25<sup>th</sup>
  - Field trip to Nicasio Pumpkin Patch (grades TK-5), Oct. 19<sup>th</sup>
  - Schools Rule Distribution Event, Oct. 23<sup>rd</sup>
  - Halloween Parade, Parent Coffee, and Día de los Muertos ofrenda Oct. 31<sup>st</sup>
  - Intruder Lockdown and Parent Release Drill, Nov. 7<sup>th</sup>
  - Vision/Hearing Screening, Oct. 9<sup>th</sup>
  - School Assembly, Oct. 31<sup>st</sup>
  - Student recognition for October life skill, *Wellness*

- November life skill: *Generosity*
- California Poets in the Schools Program continues
- First trimester ends November 16<sup>th</sup>
- October Teacher of the Month, Kristy Snaith
- Staff Professional Development (CPR/First Aid/AED training), Oct. 15<sup>th</sup>
- Vaping Parent Workshop at MCOE, October 18<sup>th</sup> (Barbara)
- ELPAC Summative Assessment Coordinator Training at SCOE, Oct. 26<sup>th</sup>
- 2018 Keenan inspection report received and corrective actions in progress
- Annual heating system inspection, Oct. 17<sup>th</sup>

c. **Nicasio School Foundation Update** NSF Board Representative Mark Burton presented the following update:

- Many people attended movie night at the Nicasio Square. It was not a money-maker, however, it was a good event in the sense of kicking off the school year and building community.
- NSF will create and send its annual giving letter to the community before the end of December.
- The Foundation recently reimbursed the District for the expenses to hook up to the new high speed fiber optic Internet.
- Several grant requests have been made recently, and NSF is now signed up with the Sports Basement School Rewards Program. Shoppers can now designate that 10% of their purchase benefit Nicasio School.
- Plans for the annual spring fundraiser are starting, however, a date for the event has not yet been determined.
- There was 78% family participation in the recent Walk-a-thon fundraiser, which netted \$3800.
- Kristin Kuzma has taken on the role of NSF president and Ali Uzri has joined the board. Mr. Burton will continue to attend NSF meetings and provide ongoing assistance.

2. **Approval and Adoption of Agenda**

Action: **M/S: Snell/Sloane** to approve and adopt Open Session Agenda with the modification to add Public Comment, which was inadvertently omitted from the agenda **Vote: 3/0 Ayes:** Sloane, Snell, Rutledge; **Noes:** None

3. **Public Comment** (*This item was added as a modification to the agenda.*)

- a. There was no public comment.

4. **Consent Agenda**

- Approval of Minutes: Oct. 4, 2018 Regular Meeting and Oct. 4, 2018 Special Meeting
- Ratify Warrants Paid: October 2018-19
- Master Contract with Bay Area Community Resources
- 2018-19 Master Contract with Dragonfly Therapeutic

Action: **M/S: Snell/Sloane** to approve Consent Agenda **Vote: 3/0 Ayes:** Sloane, Snell, Rutledge; **Noes:** None

4. **Discussion**

a. **CA Department of Education Dashboard Annual Update**

Principal Snekkevik provided information regarding the required CDE Dashboard Annual Updates through which the District provides its own progress towards adhering to its LCAP priorities. Once the reporting is complete, the information will be available through a link on the CDE website and will be provided to parents.

5. **Action Items**

a. **Application to Establish State Funded PreK-School Program**

Interim Supt. Derby identified three options regarding submitting an application for a state-funded Pre-K Program – apply now to start the program in fall of 2019; apply next fall to begin in fall of 2020; or do not apply at all. Applications are now due for program implementation next fall. She also introduced Daphne Cummings, director of Shoreline Acres Pre-School, with whom the District would partner on the operation of an on-site, state-funded Pre-K program. Ms. Cummings said the hope would be to attract families for Pre-K who would become established at the school and want to remain there. She explained that the District would not be adding to its liability or adding to its classified staff. She noted that there is a lot of funding available through various local and state sources, and that the District would likely break even. There was discussion about extending afterschool care until 3pm for kindergarteners. A trustee expressed concern about moving too quickly on a whole new program when the District's existing budget issues have not yet been resolved. Interim Supt. Derby said that getting a pipeline in place to increase enrollment in the District is an important step to take.

Action: **M/S: Sloane/Snell** to approve submittal of an Application to Establish State Funded PreK-School Program for the 2019-20 school year. **Vote: 3/0** Ayes: Sloane, Snell, Rutledge; *Noes: None*

b. **Board Policy #6153 Field Trips Revision: Second Reading**

In a follow-up to the first reading of BP6153, there was further discussion about medical authorization requirements for field trip participants and amending the field trip permission form to include a medical authorization section. The Board also requested changes regarding field trip approval subject to funding availability, staffing requirements, swimming proficiency, and not requiring a specified number of field trips per year.

Action: **M/S: Snell/Sloane** to approve revision of Board Policy #6153 Field Trips and related administrative regulations as noted. **Vote: 3/0** Ayes: Sloane, Snell, Rutledge; *Noes: None*

c. **Board Policy #4160 Assault by Pupil Against Employee New: Second Reading**

Action: **M/S: Snell/Sloane** to approve new Board Policy #4160 Assault by Pupil Against Employee **Vote: 3/0** Ayes: Sloane, Snell, Rutledge; *Noes: None*

d. **Year-End Field Trip Proposal Grades 3/4/5 and 6/7/8**

Principal Snekkevik noted that total cost of the proposed Gr. 3/4/5 increased due to the recent enrollment of a new student in the class.

e. Action: **M/S: Snell/Sloane** to approve Year-End Field Trip Proposals for Grades 3/4/5 and 6/7/8 **Vote: 3/0** Ayes: Sloane, Snell, Rutledge; *Noes: None*

6. **Conclusion**

a. **Agenda Planning**

- i. Items for Dec. 6, 2018 Board Agenda: 4pm
  - 1. Annual Organizational Meeting
  - 2. Swearing-in of two new trustees
  - 3. First interim budget report
  - 4. IDT application timeframe
  - 5. Marin County Free Library Services Contract

b. **Adjournment**

Action: **M/S: Sloane/Snell** to Adjourn meeting at 6:08pm **Vote: 3/0** Ayes: Sloane, Snell, Rutledge; *Noes:* None

***Respectfully submitted,***

***Mikki McIntyre***

☐ Unadopted      ☐ Adopted

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***Madeleine Sloane, Board Clerk***

# Nicasio School District Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

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To: Nicasio School District Board of Trustees  
From: Margie Bonardi, Chief Business Official  
Date: December 6, 2018  
Re: Consent: Approval of Warrants

**Objective:**

To approve monthly warrants

**Background:**

Warrants are processed monthly and reflect expenditures for Nicasio School and District. November warrants include: employee payroll, district operations, safety, instructional materials, supplies, and state and county required expenditures.

**Funding Source/Cost:**

LCFF Funds/November 2018 Total for all batches: \$ 11,685.62  
Batches 19, 20, 21

**Recommendation:**

Staff recommends approval of Warrants.

APY250 L.00.05

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/14/2018

11/29/18 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT

BATCH: 0019 GF Nov

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION			
20216559	001049/	BLICK ART MATERIALS				
	PO-190146	2. 01-9320-0-4300.00-1451-1010-000-000-000	INV 510823			6.30
		WARRANT TOTAL				\$6.30
20216560	001335/	CON E SOLUTIONS				
	PO-190007	1. 01-0000-0-5840.00-0000-2700-000-000-000	AUG-OCT 2018			568.75
		WARRANT TOTAL				\$568.75
20216561	001445/	CTA				
	PV-190027	01-0000-0-9561.00-0000-0000-000-000-000	CASHED IN ERROR BY AMERICAN FI			178.40
		WARRANT TOTAL				\$178.40
20216562	000567/	NICASIO REVOLVING CASH				
	RC-190003	01-0000-0-5960.00-0000-2700-000-000-000	REIMBURSE POSTAGE			105.47
		01-0000-0-5960.00-0000-2700-000-000-000	REIMBURSE POSTAGE			7.21
		WARRANT TOTAL				\$112.68
20216563	000021/	RECOLOGY				
	PO-190030	1. 01-0000-0-5550.00-0000-8200-000-000-000	SERV FR 10/01/ TO 10/31/18			250.40
		WARRANT TOTAL				\$250.40
*** FUND	TOTALS ***	TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:		\$1,116.53*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$ .00*
		TOTAL PAYMENTS:	5	TOTAL AMOUNT:		\$1,116.53*
*** BATCH TOTALS ***		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:		\$1,116.53*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$ .00*
		TOTAL PAYMENTS:	5	TOTAL AMOUNT:		\$1,116.53*
*** DISTRICT TOTALS ***		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:		\$1,116.53*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$ .00*
		TOTAL PAYMENTS:	5	TOTAL AMOUNT:		\$1,116.53*

APY250 L.00.05

Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 11/07/2018

11/29/18 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
 BATCH: 0020 GL 11/07/18  
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20215744	000007/	OFFICE DEPOT				
		PO-190154	1. 01-0000-0-4300.00-0000-8200-000-000-000	219322087001		301.21
			1. 01-0000-0-4300.00-0000-8200-000-000-000	219321629001		310.07
			WARRANT TOTAL			\$611.28
20215745	001204/	PROTECTION ONE ALARM MONITORIN				
		PO-190029	1. 01-0000-0-5620.00-0000-8300-000-000-000	125377755		93.45
			WARRANT TOTAL			\$93.45
20215746	001376/	SAMANTHA SHURA				
		FV-190026	01-6500-0-5800.00-5770-3140-000-000-000	OT SERVICES OCT 2018		712.50
			WARRANT TOTAL			\$712.50
20215747	001260/	SILYCO				
		PO-190033	1. 01-0000-0-5840.00-1110-1010-000-000-000	OCT 2018		700.00
			WARRANT TOTAL			\$700.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	4	TOTAL AMOUNT OF CHECKS:	\$2,117.23*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	4	TOTAL AMOUNT:	\$2,117.23*
*** BATCH	TOTALS ***		TOTAL NUMBER OF CHECKS:	4	TOTAL AMOUNT OF CHECKS:	\$2,117.23*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	4	TOTAL AMOUNT:	\$2,117.23*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF CHECKS:	4	TOTAL AMOUNT OF CHECKS:	\$2,117.23*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	4	TOTAL AMOUNT:	\$2,117.23*



APY250 L.00.05

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/28/2018

11/29/18 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
BATCH: 0021 GF 11/28/18  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT	
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION			
20217687	001422/	AAERO HEATING & SHEET METAL IN					
		PO-190011	2. 01-0000-0-5610.00-0000-8100-000-000-000	INV 89597		500.00	
			WARRANT TOTAL			\$500.00	
20217688	001416/	MARGIE BONARDI					
		PV-190030	01-0000-0-4300.00-0000-7300-000-000-000	REIMBURSEMENT PRINTER INK		33.30	
			WARRANT TOTAL			\$33.30	
20217689	001341/	COMMON SENSE BUSINESS SULTION					
		PO-190034	1. 01-0000-0-5620.00-0000-2700-000-000-000	INV 20614		336.32	
			WARRANT TOTAL			\$336.32	
20217690	001306/	JENNIFER DEVINE					
		PO-190036	1. 01-1100-0-5840.00-1110-1010-000-000-000	INV 1053		2,323.08	
			WARRANT TOTAL			\$2,323.08	
20217691	001149/	MARIN COUNTY OFFICE OF ED					
		PV-190028	01-0000-0-9521.00-0000-0000-000-000-000	COBRA NOV		1,070.25	
			01-0000-0-9526.00-0000-0000-000-000-000	KAISER NOV		2,073.03	
			01-0000-0-9529.00-0000-0000-000-000-000	VISION NOV		74.75	
		PV-190029	01-0000-0-5230.00-0000-2700-000-000-000	LEGAL UPDATES INV 190243		40.00	
			WARRANT TOTAL			\$3,258.03	
20217692	001446/	NATURE BRIDGE					
		PO-190149	1. 01-9315-0-5819.00-1110-1010-000-345-000	INV 1902-000532		1,182.75	
			WARRANT TOTAL			\$1,182.75	
20217693	000007/	OFFICE DEPOT					
		PO-190161	1. 01-1100-0-4300.00-1110-1010-000-345-000	22657187001		26.09	
			1. 01-1100-0-4300.00-1110-1010-000-345-000	226573913001		92.29	
			WARRANT TOTAL			\$118.38	
20217694	001260/	SILYCO					
		PO-190033	1. 01-0000-0-5840.00-1110-1010-000-000-000	INV NOV2018		700.00	
			WARRANT TOTAL			\$700.00	

APY250 L.00.05

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/28/2018

11/29/18 PAGE 2

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
BATCH: 0021 GF 11/28/18  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	8	TOTAL AMOUNT OF CHECKS:	\$8,451.86*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	8	TOTAL AMOUNT:	\$8,451.86*

APY250 L.00.05

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/28/2018

11/29/18 PAGE 3

DISTRICT: 031 NICASIO SCHOOL DISTRICT

BATCH: 0021 GF 11/28/18

FUND : 14 DEFERRED MAINTENANCE FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20217695	001422/	AAERO HEATING & SHEET METAL IN												
		PO-190011	1.	14	-0000	-0-5610	00-0000	-8100	-000	-000	-000	-000	INV 89597	1,252.00
		WARRANT TOTAL												\$1,252.00
*** FUND	TOTALS ***													
		TOTAL NUMBER OF CHECKS:												1
		TOTAL ACH GENERATED:												0
		TOTAL EFT GENERATED:												0
		TOTAL PAYMENTS:												1
		TOTAL AMOUNT OF CHECKS:												\$1,252.00*
		TOTAL AMOUNT OF ACH:												\$ .00*
		TOTAL AMOUNT OF EFT:												\$ .00*
		TOTAL AMOUNT:												\$1,252.00*
*** BATCH TOTALS ***														
		TOTAL NUMBER OF CHECKS:												9
		TOTAL ACH GENERATED:												0
		TOTAL EFT GENERATED:												0
		TOTAL PAYMENTS:												9
		TOTAL AMOUNT OF CHECKS:												\$9,703.86*
		TOTAL AMOUNT OF ACH:												\$ .00*
		TOTAL AMOUNT OF EFT:												\$ .00*
		TOTAL AMOUNT:												\$9,703.86*
*** DISTRICT TOTALS ***														
		TOTAL NUMBER OF CHECKS:												9
		TOTAL ACH GENERATED:												0
		TOTAL EFT GENERATED:												0
		TOTAL PAYMENTS:												9
		TOTAL AMOUNT OF CHECKS:												\$9,703.86*
		TOTAL AMOUNT OF ACH:												\$ .00*
		TOTAL AMOUNT OF EFT:												\$ .00*
		TOTAL AMOUNT:												\$9,703.86*

# Nicasio School District

Since 1862

## Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

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To: Nicasio Board of Trustees  
From: Jan La Torre Ed.D. Interim Superintendent  
Date: December 6, 2018  
Re: Consent: California School Board Association- GAMUT Contract  
(LCAP Goals 1-6)

### **Objective:**

To approve a contract with California School Board Association (CSBA) in order to receive updated required board policies based on past and current legislation and Education Code

### **Background:**

California School Board Association provides districts throughout the state with direct services regarding GAMUT Online, Policy Manual Review, Policy Development Workshops, and Manual Maintenance. The fee schedule is attached for your review.

Nicasio School District will enter into an agreement to annually receive GAMUT Online to comply with past and current legislation and Education Code. Updates will be provided five times per year online to access and review with Trustees for input and approval and to adopt as a Nicasio Board Policy Manual.

### **Funding Source/Cost:**

LCFF/\$430.00

### **Recommendation:**

Staff recommends approval of the CSBA GAMUT Online services.

# **CALIFORNIA SCHOOL BOARDS ASSOCIATION GAMUT ONLINE SERVICE AGREEMENT**

**This GAMUT Online Agreement (Agreement) is entered into between the California School Boards Association (CSBA) and Nicasio Elementary School District of Nicasio, California (District) and shall be effective on the date executed by District.**

**WHEREAS CSBA is a statewide membership association for California school districts and county offices of education.**

**WHEREAS California school districts and county offices of education, including District, are required by law to establish policies and procedures for the governance and operations of educational programs and other activities for which they are responsible.**

**WHEREAS CSBA has written or developed, and as necessary, updates, a reference policy manual, including sample policies, regulations, bylaws, and exhibits, based on applicable state and federal law.**

**WHEREAS subject to the terms and conditions of this Agreement, CSBA grants school districts and county offices of education which are CSBA members in good standing a nontransferable and nonassignable access to its reference policy manual.**

**NOW THEREFORE, CSBA and District in consideration of the covenants herein contained, and other good and valuable consideration, agree as follows:**

## **I. CSBA RESPONSIBILITIES**

CSBA agrees to the following:

- a. Provide online access to CSBA's reference policy manual, including sample policies, regulations, bylaws, and exhibits and links to related policy resources through GAMUT, CSBA's web-based policy hosting platform
- b. Provide regular notifications of policy updates, sent to the District Liaison through email or other means of electronic communications.
- c. Provide District with user accounts to access GAMUT.

## **II. DISTRICT RESPONSIBILITIES**

District accepts responsibility for updating and maintaining District policies consistent with applicable laws and agrees to the following:

- a. Comply with the GAMUT Online License Agreement (Attachment A).

## **CALIFORNIA SCHOOL BOARDS ASSOCIATION GAMUT ONLINE SERVICE AGREEMENT**

- b. Designate a member of its administrative staff to serve as the District Liaison ("Liaison") to CSBA and advise CSBA of the name of the Liaison. The Liaison shall be responsible for all contacts with CSBA and the Policy Services Consultant, and for timely submitting to CSBA all information and documents to be provided by District under this Agreement. If District Liaison is not designated, the official who signs this Agreement on behalf of District shall be deemed the Liaison.
- c. This Agreement automatically renews and the fees therefor are due on July 1 each year.
- d. The CSBA samples policies, regulations, bylaws, and exhibits to which District is given access are CSBA's proprietary materials, they are provided for the District's sole use, and they may not be transmitted, reproduced, or distributed to others, in whole or in parts, without CSBA's written consent.

### **III. FEES AND PAYMENT SCHEDULE**

- a. In consideration for the services provided by CSBA under this Agreement, District shall pay an annual fee of \$430 to CSBA, based on the CSBA payment schedule for GAMUT Online Service.
- b. CSBA shall have the right to adjust the annual fee to reflect changes in the cost of providing services described in this Agreement. CSBA, through its regular billing process, shall provide notice of any such change by June 1 each year, and District shall have the right to cancel this Agreement in accordance with the terms and provisions contained herein.
- c. The annual fee shall be due and payable on July 1 each year and CSBA reserves the right to suspend any services of this Agreement if payment is not received by August 31 of that year.

### **IV. TERM**

- a. The term of this Agreement shall commence upon the mutual execution of this Agreement by the undersigned agents of CSBA and District and shall remain in effect and be deemed automatically renewed July 1 of each year unless terminated by either District or CSBA in a written notice delivered to the other party no later than June 15.
- b. In the event District fails to maintain its membership in CSBA or to timely pay the annual fees described in Section III of this Agreement, CSBA shall have no obligation to perform any services under this Agreement.

**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
GAMUT ONLINE SERVICE AGREEMENT**

**V. COPYRIGHT**

- a. All copies of CSBA's sample policies, regulations, bylaws, and exhibits, including electronic, digital, or other data storage device containing such materials, as well as the materials made available through CSBA's GAMUT website, are for District's sole use and shall not be made available for use outside of District.
- b. District shall comply with the GAMUT End User License Agreement attached to the District's GAMUT Online Service Agreement with CSBA.

**VI. DISCLAIMER OF WARRANTY**

- a. District acknowledges that by providing the services described in this Agreement, CSBA, its employees, agents, representatives and consultants are neither acting as District's legal counsel nor providing legal advice or counsel to District.
- b. CSBA policy services provide sample policies, administrative regulations, bylaws and exhibits as a resource for school districts and county offices of education in developing their own policy manual and are not intended for exact replication or as a substitute for legal advice. CSBA's samples are a reflection of current law and do not necessarily express the personal or political opinions or viewpoints of CSBA, its Board of Directors, or its employees.
- c. Although CSBA's sample policies, regulations, bylaws and exhibits have been carefully crafted and thoroughly reviewed, they contain no warranty as to their sufficiency for addressing District's specific legal situations. District is cautioned to seek the advice of its legal counsel when confronted with legal questions or situations requiring legal advice.

**VII. MISCELLANEOUS**

- a. This Agreement and any Attachments hereto contain all of the terms and conditions agreed upon by CSBA and District relating to the matters covered by this Agreement, and supersede any and all prior and contemporaneous agreements, negotiations, correspondence, understandings, and communications between CSBA and District, whether oral or written, respecting the matters covered by this Agreement.
- b. This Agreement may be modified or amended only by a writing signed by the CSBA and District, or their authorized representatives.
- c. The language in all parts of this Agreement, unless otherwise stated, shall be construed according to its plain and ordinary meaning. This Agreement shall be construed pursuant to California law, without regard to conflict of law principles.

**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
GAMUT ONLINE SERVICE AGREEMENT**

- d. This Agreement may be executed in one or more counterparts which, taken together, shall be deemed to constitute one and the same document. An executed copy of this Agreement shall be valid as an original. Signatures of the Parties transmitted by facsimile or email shall be deemed binding.

**VIII. CANCELLATION**

- a. Either CSBA or District may terminate this Agreement at any time by providing at least thirty (30) days notice in writing to the other party.
- b. CSBA may terminate this contact if District fails to maintain its membership in CSBA or to timely pay the annual fees described in Section III of this Agreement.
- c. District understands and acknowledges that no refunds of any fees described in Section III of this Agreement will be given by CSBA if District cancels this Agreement after September 1 of the fiscal year.

California School Boards Association

Nicasio Elementary School District

\_\_\_\_\_  
Robert Tuerck

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Assistant Executive Director  
Policy & Governance Technology  
\_\_\_\_\_  
Title of Official

\_\_\_\_\_  
Title of Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



November 9<sup>th</sup>, 2018



The California School Boards Association (CSBA) is pleased to provide the Nicasio School District of Marin County the following quote for policy services.

**GAMUT Online**

**\$ 430/year**

CSBA's GAMUT Online is an online policy information service that offers quick access to 650-plus sample board policies, regulations, bylaws, and their legal references, including the entire Education Code, Title 5 regulations and other referenced state and federal code sections. GAMUT Online also features a "keyword" index, and the ability to easily search and download sample policies and regulations to word processing programs for editing. GAMUT Online is updated regularly and email notifications alert you when the CSBA sample policy manual has been revised.

**Policy Manual Review**

**\$ 1,200**

CSBA's Policy Manual Review service includes an analysis of the district's current policy manual to determine whether the district is up to date with state and federal mandated board policies. A report of findings will be generated to indicate if the district's mandated policies and administrative regulations reflect current law, identify priority areas for policy updating, and summarize the overall status of the district's policy manual.

**Policy Development Workshop (PDW)**

**\$8, 200**

GAMUT Online subscribers can participate in comprehensive Policy Development Workshop (PDW) to either develop a new policy manual or have comprehensive updates to their existing policy manual to help address key issues and achieve compliance with state and federal mandates. The 2-3 day on-site workshop pairs the knowledge and experience of district administrators and/or board members with the expertise of a CSBA consultant to generate a clear, user-friendly policy manual that complies with state and federal law and meets local needs. Group discounts may be available for districts with less than 1,000 ADA.

**Manual Maintenance**

**\$2,080/year**

Districts that have completed a Policy Development Workshop can keep their policy manual updated with CSBA's Manual Maintenance service. Updated policy packets are issued five times a year and contain sample policy language that may be modified to reflect local goals, philosophy and practices. Manual Maintenance users receive exclusive track changes and CSBA provides word processing of your district-adopted policies and regulations incorporating any modifications, official adoption dates, and your district name. This service is provided electronically (via email).

For additional information, please contact CSBA at (800) 266-3382 or email [policy@csba.org](mailto:policy@csba.org).

*This quote is valid for six months from the date issued.*

# Nicasio School District

Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

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To: Nicasio School District Board of Trustees  
From: Jan la Torre-Derby, Ed.D., Interim Superintendent  
Date: December 6, 2018  
Re: Consent: Common Sense Business Solutions Maintenance Agreement 2018-19

**Objective:**

To approve a Maintenance Agreement for 2018-19

**Background:**

Common Sense Business Solutions provides copier maintenance and repair. Services will be provided for 2018-19.

**Funding Source/Cost:**

LCFF / \$2,160.80

**Recommendation:**

Staff recommends approval of the Common Sense Business Solutions Inc. Maintenance Agreement 2018-19.



## Maintenance Agreement

Customer Name: Nicasio School

Street Address: 5555 Nicasio Valley Road

City, State and Zip: Nicasio, CA 94946

Phone: (415) 662-2184

Equipment Model: Sharp MX3610 Serial # - 15099168

	Per Page Rate	Start Date	End Date	Term	Base Fee	Annual Copy Allowance
Black Prints	\$.0065	9/24/2018	9/23/2019	12 Months	\$726.00	120,000 black copies included annually—excess billed at per page rate
Color Prints	\$.1815	9/24/2018	9/23/2019	12 Months	\$990.00	6,000 color copies included annually—excess billed at per page rate
Sharp Help Desk	N/A	9/24/2018	9/23/2019	12 Months	396.00	N/A

**Terms and Conditions:** This agreement covers all upkeep of the equipment listed and all of the attached accessories including but not limited to toner, image units, parts and labor. Paper and staples are not included in this agreement and customer is responsible for any damage caused by negligence or abuse. This agreement does include the initial set up and configuration of the system shown in this agreement to provide printing and scanning to customer's existing computers. This setup includes adding our device to customer's network and or workstations, loading print drivers on server and or up to 6 computer workstations, testing printing from all local workstations and setting up scan to folders on customer's server and or workstations. This agreement does not include IT support involving setup and configuration of computers added after the initial installation or reconfiguring network equipment that has been updated or replaced after the initial installation. This agreement does not include additional computer networking at a future date to accommodate password changes, firewall changes, computer upgrades or network changes that require reconfiguring the equipment for printing or scanning. Any IT related support to reconfigure or setup computers or reconfigure post installation network changes will be billed at a rate of \$145.00 an hour with a 30 minute minimum and billed in 15 minute increments thereafter. Common Sense Business Solutions will provide limited telephone IT consultation at no charge to assist a customer or a customer's IT department. This agreement will renew automatically for 12 month increments until such time as either the customer or Common Sense Business Solutions provides written 30 day notice of cancellation.

Customer Signature: \_\_\_\_\_

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

Vendor Signature: \_\_\_\_\_

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

# Nicasio School District

Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

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To: Nicasio School District Board of Trustees  
From: Jan la Torre-Derby, Ed.D., Interim Superintendent  
Date: December 6, 2018  
Re: Consent: Request for Personal Leave of Absence by Classified Staff

**Objective:**

To approve Leave of Absence for classified staff

**Background:**

A personal request has been submitted for a classified Leave of Absence for April 15 – June 13, 2019.

**Funding Source/Cost:**

N/A

**Recommendation:**

Staff recommends approval of the Leave of Absence.

Alice BALLERY  
8201 Camino Colegio #126  
Rohnert Park, Ca 94928  
(707) 779 2313  
alice.ballery@gmail.com

November 26, 2018

Dear Board,

I am writing to inform you that I am pregnant and wish to take maternity leave.

My due date is April 13, 2019. I would like to continue working until April 5, 2019 (last day of school before spring break, if possible and approved by my gynecologist). I am requesting a leave of absence for the remainder of the school year.

Please find attached the limitation form filled and signed by my doctor. Don't hesitate to let me know of any information or forms, such as a doctor's note, that you will require from me before or during my maternity leave. I look forward to working with you to ensure a smooth transition to maternity leave and back to work.

If anything changes for any reason, I will let you know as soon as possible. While I'm on leave don't hesitate to contact me if anything is needed for the Spanish program. Thank you for allowing me this time away from school to bond with my newborn. Please let me know if you have any questions.

Kind regards,

Alice BALLERY





# Nicasio School District

Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

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To: Nicasio School District Board of Trustees  
From: Margie Bonardi, Interim CBO  
Date: December 6, 2018  
Re: Request for Allowance of Attendance - State of CA

**Objective:** To request allowance of attendance due to emergency conditions.

**Background:**

Nicasio School District, along with all other school districts in the county, was closed on November 16, 2018 due to hazardous air quality conditions resulting from the Northern California wildfires.

**Funding Source/Cost:**

No significant impact to district funding.

**Recommendation:**

Staff requests approval of Application J-13A -School Closure

**REQUEST FOR ALLOWANCE OF ATTENDANCE  
DUE TO EMERGENCY CONDITIONS**

**Form J-13A**

(Revised December 2017)

**California Department of Education**

School Fiscal Services Division

Website: <https://www.cde.ca.gov/fq/>

Telephone: 916-324-4541

Email: [attendanceaccounting@cde.ca.gov](mailto:attendanceaccounting@cde.ca.gov)

## Form J-13A Instructions

### Why file:

The Request for Allowance of Attendance Due to Emergency Conditions, Form J-13A is used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code (EC)* Section 41422.
- When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- When attendance records have been lost or destroyed as described in *EC* Section 46391.

The California Department of Education's (CDE) approval of the J-13A, combined with other attendance records, serve to document the local educational agency's (LEA) compliance with instructional time laws and provide authority to maintain school for less than the required instructional days and minutes without incurring a fiscal penalty to the LEA's Local Control Funding Formula (LCFF) funding.

### How to file:

The Form J-13A is available at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp>. Also available on the J-13A Web page are FAQs and supplemental pages for sections B and C in Excel format. All affidavits must have original signatures.

Charter schools must file separately from the authorizing school district or county office of education (COE).

The LEA governing board must approve each request by completing Section E, Affidavit of School District, County Office of Education, or Charter School Governing Board Members. Once the majority of the governing board members have approved the request, the LEA should keep a copy of the request and then submit the original to the county superintendent who must approve the request before it can be submitted to the State Superintendent of Public Instruction, CDE. Charter schools must submit the request to their authorizing LEA for approval, who will then forward to the county superintendent for approval.

The following summarizes the J-13A submittal and CDE review process:

- The county superintendent executes the Affidavit of County Superintendent of Schools, certifying the approval.
- The COE should keep a copy of the request and mail the original request to the listed CDE address.
- Once CDE has received the Form J-13A, the request will go through a review process. If the request is approved, CDE will e-mail the approval letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the approval letter. If the request is denied, CDE will e-mail the denial letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the denial letter.

### Where to file:

Mail the entire original Form J-13A to:  
School Fiscal Services Division  
California Department of Education  
1430 N Street, Suite 3800  
Sacramento, CA 95814

### General Instructions:

- Multiple emergency events and schools may be included on one Form J-13A. Be sure to include specific detailed information and supporting documents for each event and school.
- If the emergency event resulted in a closure and material decrease, complete sections B and C.
- Supplemental pages for sections B and C are available in Excel format for a request that requires more lines than allocated on Form J-13A.
- Attach supporting documentation. Redact any personally identifiable information. Examples of required supporting documentation:
  - Declaration of a State of Emergency
  - News articles
  - E-mails
  - Invoices



## Form J-13A Instructions

- A local safety officer letter for any incident involving police activity, threats, cyber threats, etc.
- A county public health officer letter for any incident involving epidemic-type illness. The letter is to specify that the illness was an epidemic or that there was an increase in the number of cases of a disease above what is normally expected of the population in that area.

### SECTION A: REQUEST INFORMATION

Refer to the California School Directory at <https://www.cde.ca.gov/schooldirectory/> for information needed to complete this section.

#### PART I: LOCAL EDUCATIONAL AGENCY (LEA)

- LEA Name – Enter the name of the school district, COE, or charter school submitting the Form J-13A.
- County Code – Enter the two-digit county code associated with this entity.
- District Code – Enter the five-digit district code associated with this entity.
- Charter Number – If this request is for a charter school, enter the charter number associated with this entity.
- LEA Superintendent or Administrator Name – Enter the name of the superintendent or administrator associated with this entity.
- Fiscal Year – Enter the fiscal year of the requested emergency closure, material decrease and/or lost or destroyed attendance records.
- Address – Enter the LEA's full address including:
  - Number and street
  - County name
  - City
  - State
  - Zip code
- Contact Information – Enter a contact person for this request. Include the following:
  - Name
  - Title
  - Phone number
  - E-mail address

#### PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST

Select the LEA type associated with the request and, for a school district or COE request, if all or select school sites are included in the request. Only one LEA type may be selected.

#### PART III: CONDITION(S) APPLICABLE TO THIS REQUEST

Read each condition carefully and select one or more that apply to this request. In addition, indicate if the request is associated with a Declaration of a State of Emergency by the Governor of California.

### SECTION B: SCHOOL CLOSURE

This section is used for closures pursuant to *EC* Section 41422. If the request does not include any school closures, select the "Not Applicable" box on the top right corner and proceed to Section C.

#### PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the school closure.

#### PART II: SCHOOL INFORMATION

The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each school closed on a separate line. Use the supplemental Excel form at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 10 lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code.
- C. Site Type – Enter the site type associated with the school listed in Column A. This site information is need for CDE to determine the specific instructional time requirements for the listed school. Choose one of the following site type options:
  - Charter School
  - Community Day
  - Continuation School
  - County Community
  - Juvenile Court School

## Form J-13A Instructions

- Opportunity School
- Special Education
- Traditional

- D. Days in School Calendar – Provide the number of days in the school calendar. Attach a copy of the school calendar to the request. If the request includes multiple schools, attach a copy of each different school calendar and clearly identify which schools follow each calendar. If all schools have the same school calendar, note “all schools” at the top of the calendar.
- E. Emergency Days Built In – Provide the number of additional days the school has built in to the school calendar to use as make-up days for emergency closures.
- F. Built In Emergency Days Used – Provide the number of built in emergency days the school has used so far in the school year.
- G. Date(s) of Emergency Closure – Enter the date(s) closed for the emergency in the current request.
- H. Closure Dates Requested – Of the dates provided in Column G, enter the dates the school will not be able to make-up, and is requesting as part of the Form J-13A.
- I. Total Number of Days Requested – Enter the total number of days for the dates requested in Column H.

### PART III: CLOSURE HISTORY

In this section, provide the closure history for the current and five prior fiscal years for all schools included in the request, regardless if a J-13A request was submitted. For example, if a school had multiple closures in one year, group the closures by fiscal year and nature.

School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
School #1	0123456	2016-17	12/5, 2/10	Flooding	Yes
School #1	0123456	2016-17	4/17-4/18	Power Outage	No
School #1	0123456	2015-16	12/15-12/6	Road Closures	Yes

### SECTION C: MATERIAL DECREASE

This section is used to claim attendance for material decreases pursuant to *EC* Section 46392. If the request does not include any credits for a material decrease in attendance, select the “Not

Applicable” box on the top right corner and proceed to Section D.

If the attendance of an LEA or a school is less than or equal to 90 percent of “normal” attendance for a reasonable time during or after an emergency event, the LEA may assume that a case exists for claiming emergency attendance credit for the “material decrease” of attendance. According to *CCR*, Title 5, Section 428, “normal” attendance is the average daily attendance (ADA) for the month of either October or May of the same school year. If the emergency occurred between July and September of the current year, the LEA must wait to submit the request until after October ADA of the current year can be calculated. The October or May ADA is used as a proxy for a normal day of attendance for the emergency day. However, if an emergency occurs in October or May, the LEA may request to use a different month as a proxy for a normal day of attendance for the emergency day.

Pursuant to *EC* Section 46392, the 90 percent threshold may be waived when the Governor has declared a “State of Emergency.” A copy of the Governor’s declaration should be included in the submittal. Any reduction of attendance in a necessary small school (NSS), even if less than 10 percent, may be considered material.

Attendance must be provided at the school site level. Approval of a districtwide material decrease is contingent upon the inclusion of all district sites, and a districtwide percentage of 90 percent or less on each emergency day. For non-districtwide emergencies, each school must meet the 90 percent threshold on each emergency day for approval of attendance credit.

### PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the material decrease in attendance. Provide a detailed explanation for any gap in between emergencies. Request should be accompanied by supporting documents, if applicable.

### PART II: MATERIAL DECREASE CALCULATION

The information provided in Parts II and III will be used to determine if the loss of attendance meets the 90 percent threshold for attendance credit approval (except when the governor declares a state of emergency or in the case of a NSS site), and to calculate the estimated attendance credit

## Form J-13A Instructions

amount. The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each school requesting attendance credit on a separate line. Use the supplemental Excel form at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 10 lines are needed for this request and select the “Supplemental Page(s) Attached” box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code
- C. “Normal” Attendance – Provide the ADA for the school month of October or May of the same school year.

A school month is 20 days, or four weeks of five days each, including legal holidays but excluding weekend makeup classes (EC Section 37201). The school calendar begins on the first Monday of the week that includes July 1 or the Monday of the first week of school. As a result, school months can be split between September and October; October and November; April and May; May and June. Therefore, the CDE advises LEAs to use the school month that has the most school days in either October or May.

- D. Dates Used for Determining “Normal” Attendance – Enter the date range of the school month used to provide the ADA in Column C.
- E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**
- F. Actual Attendance – Provide the actual attendance for the school site on the date of emergency listed in Column E.
- G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with EC Section 46392, the school may qualify for an attendance

adjustment when the Actual Attendance (Column F) divided by the “Normal” Attendance (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.

- H. Net Increase of Apportionment Days (C-F) – Calculated field. The Actual Attendance (Column F) is subtracted from the “Normal” Attendance (Column C) to determine the Net Increase of Apportionment Days (Column H). When attendance on the date of emergency is greater than the “normal” attendance, this field will yield zero and should be removed from the material decrease calculation table.

**If the request is approved, CDE’s approval letter will include the total net increase of apportionment days, which may differ from the amount shown.** The LEA will then divide this number by the days in the applicable P-1, P-2, or Annual reporting period to determine the ADA increase.

### PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS

Continuation education is an hourly program, therefore the attendance must be provided in hours for continuation schools. Three hours equals one apportionment day. The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each continuation school requesting attendance credit on a separate line. Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than five lines are needed for this request and select the “Supplemental Page(s) Attached” box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code.

## Form J-13A Instructions

- C. "Normal" Attendance Hours – Provide the attendance hours for the continuation school on the same day of the week prior to, or the week following the emergency.

Example: If the emergency day is on a Tuesday, provide the attendance hours on the Tuesday of the week prior to or following the emergency.

- D. Date Used for Determining "Normal" Attendance – Enter the date of the school day used to provide the attendance hours in Column C.
- E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**
- F. Actual Attendance Hours – Provide the actual attendance hours for the continuation school on the date of emergency.
- G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with EC Section 46392, the school may qualify for an attendance adjustment when the Actual Attendance Hours (Column F) divided by the "Normal" Attendance Hours (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.
- H. Net Increase of Hours (C-F) – Calculated field. The Actual Attendance Hours (Column F) is subtracted from the "Normal" Attendance Hours (Column C) to determine the Net Increase of Hours (Column H). When attendance on the date of emergency is greater than the "normal" attendance, this field will yield zero and should be removed from the material decrease calculation table.

**If the request is approved, the approval letter will include the total net increase of hours for all continuation schools on the form, which may differ from the amount shown.** The LEA will then convert the hours to apportionment days and divide this number by the days in the applicable P-1,

P-2, or Annual reporting period to determine the ADA increase.

### SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

If this request does not include any lost or destroyed attendance records, select the "Not Applicable" box on the top right corner and proceed to Section E.

#### PART I: PERIOD OF REQUEST

Enter the dates of the records that were lost or destroyed.

#### PART II: CIRCUMSTANCES

Provide a detailed explanation on the emergency condition(s) and the extent of the lost or destroyed records.

#### PART III: PROPOSAL

Provide a detailed proposal or estimation in the allotted space.

### SECTION E: AFFIDAVIT

A completed affidavit is required before submitting the entire Form J-13A request to CDE.

#### PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS

- Enter the name of the school district, COE, or charter school.
- Enter the names of the all the board members.
- At least a majority of the board members must sign this affidavit.
- The governing board signatures must be witnessed. The witness person must complete the following fields:
  - Witnessed date
  - Name
  - Signature
  - Title
  - County name

#### PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER

Only complete for a charter school request. Once the governing board members and witness fields have been completed, this request will be submitted to the charter school's authorizer for approval. An authorizer for a charter school may be

## Form J-13A Instructions

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a school district, COE or State Board of Education.  
If approved, the superintendent of the charter school's authorizer will complete the following fields:

- Name
- Signature
- Authorizing LEA Name

### **PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

All requests must go to the COE for approval. If approved, the COE will complete Part III of the affidavit. The county superintendent's signature must be witnessed.

- Name of the County Superintendent of Schools (or designee)
- Signature of the County Superintendent of Schools (or designee)
- Witnessed date
- Witness name
- Witness signature
- Witness title
- County name
- Contact person/individual responsible for completing the county affidavit. Include the contact person's name, title, phone number and e-mail address.



CALIFORNIA DEPARTMENT OF EDUCATION  
**REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS**  
 FORM J-13A, REVISED DECEMBER 2017

**SECTION A: REQUEST INFORMATION**

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> for information regarding the completion of this form.

**PART I: LOCAL EDUCATIONAL AGENCY (LEA)**

LEA NAME: <b>Nicasio School District</b>		COUNTY CODE: <b>21</b>	DISTRICT CODE: <b>65409</b>	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: <b>Jan Derby, Ed.D.</b>			FISCAL YEAR: <b>2018-19</b>	
ADDRESS: <b>5555 Nicasio Valley Road / PO Box 711</b>			COUNTY NAME: <b>Marin</b>	
CITY: <b>Nicasio</b>		STATE: <b>CA</b>	ZIP CODE: <b>94946</b>	
CONTACT NAME: <b>Margie Bonardi</b>	TITLE: <b>Chief Business Official</b>	PHONE: <b>415-662-2184</b>	E-MAIL: <b>cbo@nicasioschool.org</b>	

**PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):**

<input checked="" type="checkbox"/> <b>SCHOOL DISTRICT</b> Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> <b>COUNTY OFFICE OF EDUCATION (COE)</b> Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> <b>CHARTER SCHOOL</b>
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**PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:**

<input checked="" type="checkbox"/> <b>SCHOOL CLOSURE:</b> When one or more schools were closed because of conditions described in <i>EC</i> Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per <i>EC</i> Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to <i>EC</i> Section 46200, et seq. <input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> <b>MATERIAL DECREASE:</b> When one or more schools were kept open but experienced a material decrease in attendance pursuant to <i>EC</i> Section 46392 and <i>CCR</i> , Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to <i>EC</i> Section 46392 and <i>CCR</i> , Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of <i>EC</i> Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency. <input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> <b>LOST OR DESTROYED ATTENDANCE RECORDS:</b> When attendance records have been lost or destroyed as described in <i>EC</i> Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to <i>EC</i> Section 46391: <i>"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."</i>

**SECTION B: SCHOOL CLOSURE**

☐ Not Applicable (Proceed to Section C)

**PART I: NATURE OF EMERGENCY** (Describe in detail.)

☐ Supplemental Page(s) Attached

Nicasio School District, along with all other school districts in the county, was closed on November 16, 2018 due to hazardous air quality conditions resulting from Northern California wildfires.

**PART II: SCHOOL INFORMATION** (Use the supplemental Excel form at <https://www.cde.ca.gov/fq/aa/pa/f13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Nicasio School	6024483	K-8 School	180	0	0	November 16, 2018	November 16, 2018	1

**PART III: CLOSURE HISTORY** (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Nicasio School	6024483	2017-18	October 13, 2017	Hazardous air quality due to regional firestorm emergency	Y
Nicasio School	6024483	2016-17	Jan. 4, 19 & 20, 2017 and Feb. 9, 2017	Power outages due to three winter rain/wind storms	Y
Nicasio School	6024483	2014-15	December 11, 2014	Power outage & impassable roads due to high winds/rainstorm	Y
Nicasio School	6024483	2012-13	April 24, 2013	Power outage due to local fire.	N
Nicasio School	6024483	2012-13	November 20, 2012	Power outage	N

**SECTION C: MATERIAL DECREASE**

☐ Not Applicable (Proceed to Section D)

**PART I: NATURE OF EMERGENCY** (Describe in detail.)

☐ Supplemental Page(s) Attached

**PART II: MATERIAL DECREASE CALCULATION** (Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			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:		0.00			0		0.00

**PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS** (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

\*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.



**SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS**

☐ Not Applicable (Proceed to Section E)

**PART I: PERIOD OF REQUEST** The entire period covered by the lost or destroyed records commences with \_\_\_\_\_ up to and including \_\_\_\_\_.

**PART II: CIRCUMSTANCES** (Describe below circumstances and extent of records lost or destroyed.)

**PART III: PROPOSAL** (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

**SECTION E: AFFIDAVIT**

**PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS** – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Nicasio School Board, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Michelle Rutledge

Elaine Doss

Mark Burton

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 6th day of December, 2018.

Witness: \_\_\_\_\_ Title: \_\_\_\_\_ of Marin County, California  
(Name) (Signature)

**PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER** (Only applicable to charter school requests)

Superintendent (or designee): Jan Derby, Ed.D. Authorizing LEA Name: \_\_\_\_\_  
(Name) (Signature)

**PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): \_\_\_\_\_  
(Name) (Signature)

Subscribed and sworn (or affirmed) before me, this \_\_\_\_\_ day of \_\_\_\_\_.

Witness: \_\_\_\_\_ Title: \_\_\_\_\_ of \_\_\_\_\_ County, California  
(Name) (Signature)

COE contact/individual responsible for completing this section:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

FOR IMMEDIATE RELEASE  
November 15, 2018

CONTACT: Mary Jane Burke  
Marin County  
Superintendent of Schools  
(415) 499-5801

### **Marin County Public Schools Close Due to Northern CA Regional Wildfires**

Marin County school districts have decided to close schools on Friday, November 16. After considering a variety of factors including unhealthy air quality and closure of schools in the surrounding areas, Marin County public school districts determined that closing school was in the best interest of our students and staff.

"We have been in close contact with our districts and the Department of Health and Human Services related to concerns and challenges associated with the regional wildfires this past week," said Mary Jane Burke, Marin County Superintendent of Schools. "Our school district leaders recognize that providing a consistent message in support our staff, families and community as a whole is critical."

Our decision was made with the support and guidance of Dr. Matt Willis, Marin County Public Health Officer. Dr. Willis advises residents of Marin County to remain indoors with limited physical exertion. Health advisories with additional information is available on the Marin County Department of Health and Human Services website at [www.marinhhs.org](http://www.marinhhs.org).

The College of Marin and Dominican University of California will also be closed on Friday.

Additional information on school status can be found at [www.marinschools.org](http://www.marinschools.org).

## Mikki McIntyre

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**From:** Mary Jane Burke  
**Sent:** Thursday, November 15, 2018 4:12 PM  
**To:** SUPERS; David Coon; Nicola Pitchford  
**Cc:** SUPTSEC  
**Subject:** Press Release: Marin County Public Schools Close Due to Northern CA Regional Wildfires  
**Attachments:** Press Release - School Closures Nov 2018.pdf

FOR IMMEDIATE RELEASE  
November 15, 2018

CONTACT: Mary Jane Burke  
Marin County Superintendent of Schools  
(415) 499-5801

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Mary Jane Burke  
Marin County Superintendent of Schools  
(415) 499-5801  
[@Burkemaryjane](mailto:@Burkemaryjane)

 Please consider the environment before printing this email.

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# Nicasio School District

Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

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To: Nicasio School District Board of Trustees  
From: Margie Bonardi, Chief Business Official  
Date: December 6, 2018  
Re: 2018-19 First Interim Report

**Objective:** To update and report changes to revenues and expenditures that have occurred since the district developed its initial adopted budget in June 2018, until the end of the fourth month of the current fiscal year, October 2018.

**Background:**

Local education agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the Leas financial health. The first interim report is due December 15 for the period ending October 31. For this period, revisions have not been material with these exceptions: 1. Increase in property tax /LCFF revenue of \$7, 851; 2. increase in one-time State mandated costs reimbursement of \$7,800; 3. increase of \$4,227 in Local revenues for Parcel Tax and the Foundation Donation. Expenditures were added for carryover funds for instructional materials and supplies in the amount of \$24,848, and a decrease in the cost of contracts and services, \$25,925.

**Funding Source/Cost:**

Interim reports cover all revenues and expenditures which have been changed (revised) since budget adoption in June 2018. Revisions cover any/all categories of district finance including both unrestricted and restricted resources from local property tax/LCFF, Federal, State and Local programs. For this period, budget revisions resulted in an increase to revenue of \$19,609 and a decrease to expenditures of \$7,101. Total overall savings \$26,710.

**Recommendation:**

Staff recommends approval of the District's First Interim Report

# **NICASIO SCHOOL DISTRICT**

**2018-19**

## **FIRST INTERIM REPORT**

### **Packet includes:**

- A. two column comparison; Adopted budget to First Interim Revised budget with budget revisions**
  
- B. four column comparison; Adopted budget, First Interim Revised budget, Multi Year Projections for 2019-20 and 2020-21 with assumptions used for projections .**

# NICASIO SCHOOL DISTRICT BUDGET REVISIONS GENERAL FUND

2018-2019  
FIRST INTERIM

General Fund Revisions - First Interim December 6, 2018  
2018-19 Fiscal Year

	Adopted Budget	First Interim Revisions 12-06-18	Second Interim Revisions	Increase/Decrease From 1st Interim
<b>Revenues:</b>				
Revenue Limit Sources 8010-8099	700,372	708,223	1	7,851
Federal Revenue 8100-8299	20,674	20,405	2	(269)
Other State Revenues 8300-8599	42,798	50,598	3	7,800
Other Local Revenues 8600-8799	277,247	281,474	4	4,227
<b>Total Revenues</b>	<b>1,041,091</b>	<b>1,060,700</b>		<b>19,609</b>
<b>Expenditures:</b>				
Certificated Salaries 1000-1999	295,075	292,330	5	2,745
Classified Salaries 2000-2999	172,959	170,867	6	2,092
Employee Benefits 3000-3999	160,483	159,296	7	1,187
Books and Supplies 4000-4999	26,876	51,724	8	(24,848)
Services/Other Operating 5000-5999	282,558	256,633	9	25,925
Capital Outlay 6400-6499				-
Transfers to Agencies (excess costs)	130,976	130,976		-
Indirect Costs 7300-7399		-		-
<b>Total Expenditures</b>	<b>1,068,927</b>	<b>1,061,826</b>		<b>7,101</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(27,836)</b>	<b>(1,126)</b>	<b>-</b>	
<b>Beginning Fund Balance</b>	<b>362,996</b>	<b>431,939</b>	<b>10</b>	<b>68,943</b>
<b>Adjustments</b>				
<b>Ending Fund Balance</b>	<b>335,160</b>	<b>430,813</b>		<b>26,710</b>
<b>Fund balance adjusted from Budget Adoption (Actual) with revisions to budgeted Revenue/ Expenditures</b>				<b>95,653</b>

## General Fund #01

### Budget Revisions for 1st Interim Report

1. Property Tax increase per County Treasurer J29 as of Oct. 31, 2018	<b>7,851</b>
2. Federal Revenues decrease Federal REAP award	
3. State Mandated Cost 1 time Grant increase	<b>-269</b>
	<b>7,800</b>
4. Local Revenue increase School Rules Donation, classroom fundraising, Foundation Grants	<b>4,227</b>

NICASIO SCHOOL DISTRICT  
BUDGET REVISIONS GENERAL FUND

2018-2019  
FIRST INTERIM

<b>Total change in general fund revenues</b>		<b>19,609</b>
5. Decrease - Adjust certificated salaries to actual contract amounts		
	<b>Total change in certificated salaries</b>	<b>2,745</b>
6.. Decrease - Adjust aide's salary to current contract hours		
	<b>Total change in classified salaries</b>	<b>2,092</b>
7.. Adjust salary driven benefits for revised salaries		
Decrease health benefits to actuals		
	<b>Total change in benefits</b>	<b>1,187</b>
8. Increase instructional supplies/carryover Lottery and Foundation accounts		
Increase equipment budget, replace computer equipment		
	<b>Total change in books, supplies &amp; materials</b>	<b>(24,848)</b>
9.. Increase staff development: Induction Principal/new teacher		
Increase for Special Education Services Contracts - Dragonfly OT Services		
Decrease for Emerald Classroom aide services		
	<b>Total change in Services &amp; other operating expenditures</b>	<b>25,925</b>
<b>Total change in general fund expenditures</b>		<b>7,101</b>
<b>Total change in funding (Revenue/Expenditure at 1st Interim</b>		<b>26,710</b>



# NICASIO School District

## 2018-19 First Interim Budget Overview

December 6, 2018

# First Interim Report

## What is First Interim:

- ◉ State Law requiring Districts to report periodic budget certification
  - Covers the period from July 1 to October 30 of each year.
  - Formal benchmark for one-third of the year (revenue & expenditure trends contained in report usually continue for the remainder of the year)
- ◉ Board's must certify that it can meet it's financial obligations for the current and next two years.

# NICASIO SCHOOL DISTRICT

## Revenue Detail

### 2018-19

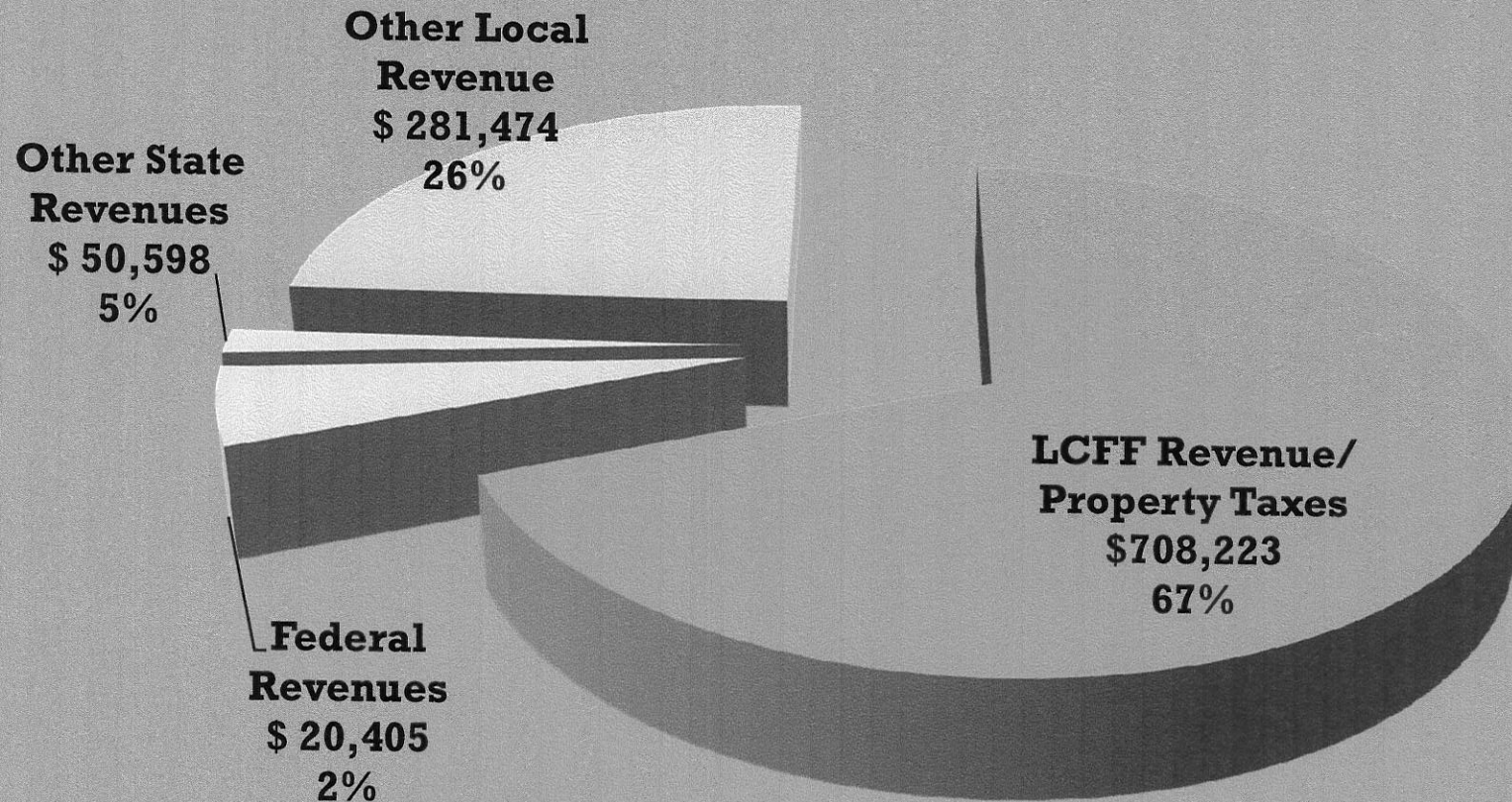
Revenue Source	Budget Adoption	First Interim
Property Tax/LCFF Limit Sources	\$ 700,372	\$ 708,223
Federal Revenues (Special Ed, TitleII-III, REAP)	\$ 20,674	\$ 20,405
Other State Revenues (Mandated Costs Block Grant, 1x Funding, Lottery)	\$ 42,798	\$ 50,598
Other Local Income (Parcel Tax, Interagency Services, Foundation Grants, MCOE Sp Ed Transfer)	\$ 277,247	\$ 281,474
<b>Total Revenues</b>	<b>\$ 1,041,091</b>	<b>\$ 1,060,700</b>

12/06/18



# NICASIO SCHOOL DISTRICT

## Total Revenues 2018-19



12/06/18

# NICASIO SCHOOL DISTRICT 2018-19

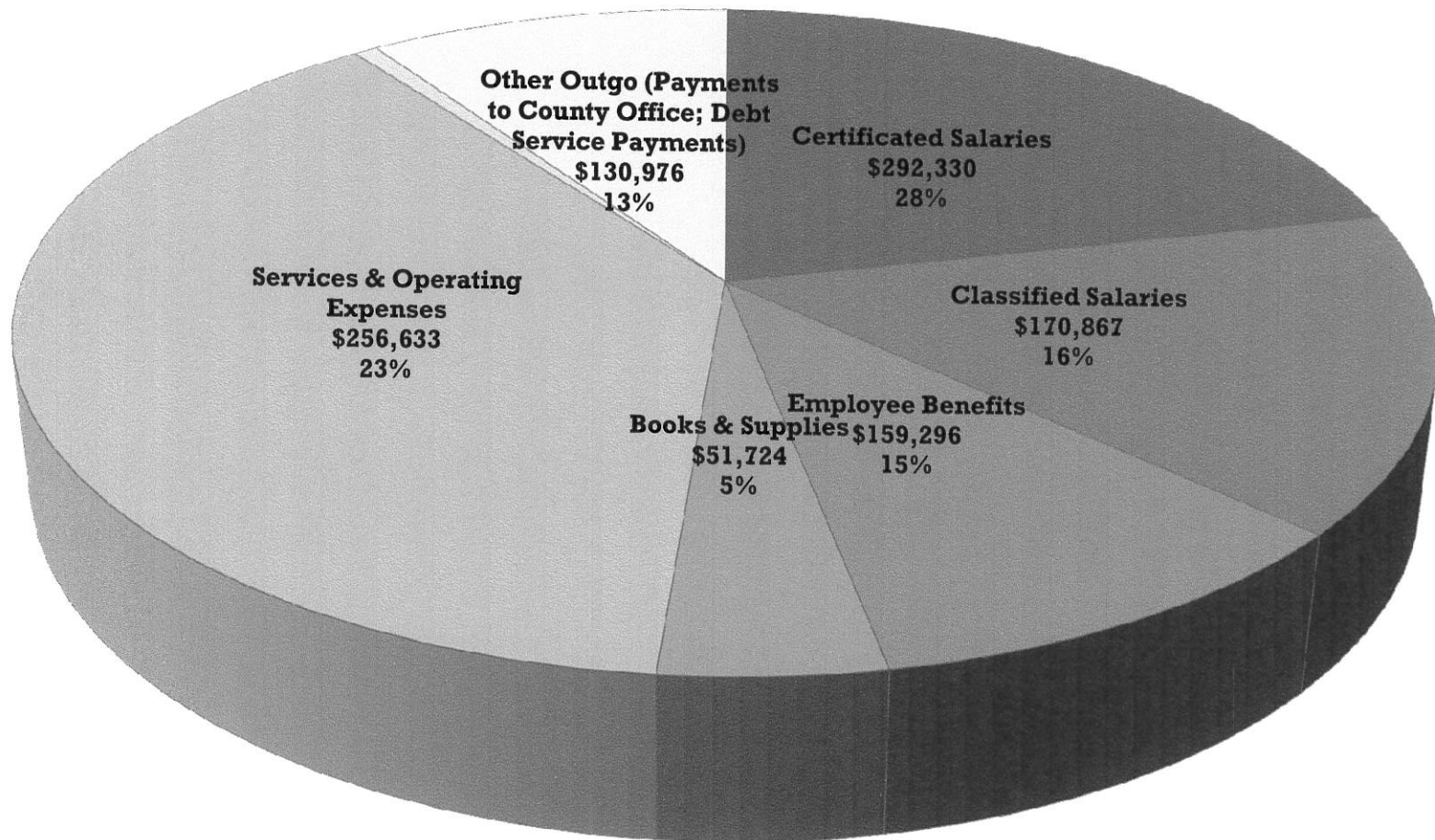
## Total Expenditure Details

<b>Expenditure Type</b>	<b>Budget Adoption</b>	<b>First Interim</b>
Certificated Salaries	\$ 295,075	\$ 292,330
Classified Salaries	\$ 172,959	\$ 170,867
Employee Benefits	\$ 160,483	\$ 159,296
Books & Supplies	\$ 26,876	\$ 51,724
Services & Operating Expenses	\$ 282,558	\$ 256,633
Other Outgo (Payments to County Office; Debt Service Payments)	\$ 130,976	\$ 130,976
<b>Total Expenditures</b>	<b>\$ 1,068,927</b>	<b>\$ 1,061,826</b>



# NICASIO SCHOOL DISTRICT

## Expenditures 2018-19



12/06/18

# 2018-19 First Interim Revenue and Expenditure Summary

- ▣ Total Revenues \$ 1,060,700
- ▣ Total Expenditures \$ 1,061,826
  
- ▣ Net Increase (Decrease) \$ - 1,126
  - In Fund Balance
  
  - NOTE: At Budget Adoption the projected net decrease in fund balance was \$ - 27,836

12/06/18



# COMMON MESSAGE

- ▣ Plan for MYP; 2 years out, continue to be cautious and focus on reduction strategies, develop financial projections and contingency plans accordingly
- ▣ Build Reserves: Community Funded  
Districts are advised to maintain reserves much greater than the State required minimum ( School Services of California advises school districts to try and maintain a minimum 16-18% reserve)



# CHALLENGES

- ▣ Special Education Encroachment; Costs are unpredictable
- ▣ District is Deficit Spending in the two (2) out years

12/06/18

NICASIO SCHOOL DISTRICT  
MULTI YEAR PROJECTIONS

page 1  
2018-19 First Interim Budget

NICASIO SCHOOL DISTRICT  
1st Interim

	2018-19 Adopted	2018-19 1st Interim	2019-20 MYP	2020-21 MYP
LCFF Sources	700,372	708,223	718,046	728,016
Federal Revenues	20,674	20,405	20,405	20,405
State Revenues	42,798	50,598	43,898	45,070
Local Revenues	277,247	281,474	287,345	293,392
<b>Total Revenues</b>	<b>1,041,091</b>	<b>1,060,700</b>	<b>1,069,694</b>	<b>1,086,883</b>
Certificated	295,075	292,330	298,826	305,655
Classified	172,959	170,867	177,000	178,343
Benefits	160,483	159,296	176,186	183,234
Supplies	26,876	51,724	33,538	42,298
Services	282,558	256,633	257,130	262,682
Capital Outlay				
Transfers to Agencies	130,976	130,976	144,758	166,244
<b>Total Expenditures</b>	<b>1,068,927</b>	<b>1,061,826</b>	<b>1,087,438</b>	<b>1,138,456</b>
Net Change	(27,836)	(1,126)	(17,744)	(51,573)
Beginning Fund Balance	362,996	431,939	430,813	413,456
Ending Fund Balance	335,160	430,813	413,069	361,496

Components of Ending Fund Balance

	2018-19 Adopted	2018-19 1st Interim	2019-20 MYP	2020-21 MYP
Restricted		15,285	1,704	342
Reserved for Revolving Cash	1,000	1,000	1,000	1,000
Economic Uncertainty	66,000	66,000	66,000	66,000
Board Reserve for Uncertainty	135,219	135,219	135,219	135,219
Board Reserve for Special Education	45,000	45,000	45,000	45,000
<b>Undesignated/Unappropriated</b>	<b>87,941</b>	<b>168,309</b>	<b>164,146</b>	<b>113,935</b>

NICASIO SCHOOL DISTRICT  
MULTI YEAR PROJECTIONS

	<u>335,160</u>	<u>430,813</u>	<u>413,069</u>	<u>361,496</u>
Economic Uncertainty - state required	6%	6%	6%	6%
Board reserve for uncertainty	13%	13%	12%	12%
Board reserve for Special Education	4%	4%	4%	4%
Undesignated/Unappropriated	8%	16%	15%	10%
Total reserves available for uncertainty	<u>31%</u>	<u>38%</u>	<u>38%</u>	<u>32%</u>

Multi Year Projections: MYP

2019-20

Unrestricted: Revenue

Increase Property tax 1.5%

Increase Special Ed Contribution \$10,000 - Restricted c/o

Unrestricted Expenditures

Salaries and benefits:

Increase certificated salaries for step and column 3%

Increase classified salaries for step and column 4%

**Increase Health and Welfare benefits for all salary increases including:**

1. 6% projected increase for health benefits
2. STRS increase 1.85% / PERS increase 2.64%

Books, Supplies, Services, Equipment and Other Outgo

Decrease supplies for all carry over funds ( i.e. Lottery)

Decrease ASB carryover for field trips

Decrease cost for Principal Induction Program \$ 4,000

Increase Utilities 3%

Increase excess cost to MCOE by 5%

Restricted Revenue

Budget Federal funds flat, no increase

Increase State revenue by COLA 2.57%

Increase Parcel Tax by 3% \$ 5,850

Decrease Parcel tax contribution to Unrestricted \$10,000 (carryover balance)

Restricted Expenditures

Salaries and benefits:

Increase certificated salaries for step and column 3%

Increase classified salaries for step and column 1%

(Three Classified employees - no step movement)

**Increase Health and Welfare benefits for all salary increases including:**

1. 6% projected increase for health benefits
2. STRS increase .97% / PERS increase 2.7%

Books, Supplies, Services, Equipment and Other Outgo

Increase Utilities 3%

Increase excess cost to MCOE by 12%

NICASIO SCHOOL DISTRICT  
MULTI YEAR PROJECTIONS

2020-21

**Unrestricted: Revenue**

Increase Property tax 1.5%  
Budget Federal funds flat  
Increase State funds by COLA 2.67%

Increase unrestricted contribution to special education 20%

**Unrestricted Expenditures**

Increase certificated salaries for step and column 3%  
Increase classified salaries for step and column 3%  
Increase Health and Welfare benefits for increase to salaries  
1. Increase STRS .97%,/ PERS 2.7%  
2. Increase health costs 6%  
Increase utilities 3%

**Restricted Revenue**

Budget Federal funds flat  
Increase State funds by COLA 2.67%  
Increase Parcel Tax 3%

**Restricted Expenditures**

Increase certificated salaries for step and column 1%  
Increase classified salaries for step and column 1%  
Increase Health and Welfare benefits for increase to salaries  
1. Increase STRS .97%,/ PERS 2.7%  
2. Increase health costs 6%  
Increase excess cost to MCOE by 12%

**NICASIO SCHOOL DISTRICT**  
**2018-19**  
**FIRST INTERIM REPORT**  
  
**FUND 01- GENERAL FUND**



2018-19 First Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	700,372.00	700,372.00	9,654.00	708,223.00	7,851.00	1.1%
2) Federal Revenue		8100-8299	20,674.00	20,674.00	0.00	20,405.00	(269.00)	-1.3%
3) Other State Revenue		8300-8599	42,798.00	42,798.00	341.06	50,598.00	7,800.00	18.2%
4) Other Local Revenue		8600-8799	277,247.00	277,247.00	48,014.74	281,474.00	4,227.00	1.5%
5) TOTAL, REVENUES			1,041,091.00	1,041,091.00	58,009.80	1,060,700.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	295,075.00	295,075.00	62,902.61	292,330.00	2,745.00	0.9%
2) Classified Salaries		2000-2999	172,959.19	172,959.19	50,936.22	170,867.00	2,092.19	1.2%
3) Employee Benefits		3000-3999	160,483.00	160,483.00	31,202.76	159,296.00	1,187.00	0.7%
4) Books and Supplies		4000-4999	26,876.00	26,876.00	13,701.49	51,724.00	(24,848.00)	-92.5%
5) Services and Other Operating Expenditures		5000-5999	282,558.00	282,558.00	46,748.76	256,633.00	25,925.00	9.2%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	130,976.00	130,976.00	4,908.00	130,976.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,068,927.19	1,068,927.19	210,399.84	1,061,826.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(27,836.19)	(27,836.19)	(152,390.04)	(1,126.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	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	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

2018-19 First Interim  
General Fund  
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<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(27,836.19)	(27,836.19)	(152,390.04)	(1,126.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	362,995.81	362,995.81		431,938.76	68,942.95	19.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			362,995.81	362,995.81		431,938.76		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			362,995.81	362,995.81		431,938.76		
2) Ending Balance, June 30 (E + F1e)			335,159.62	335,159.62		430,812.76		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	1,000.00	1,000.00		1,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	18,974.84	18,974.84		15,285.79		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	180,219.00	180,219.00		180,219.00		
Board Designated Reserve for Uncerta	0000	9780	135,219.00					
Board Designated Reserve for Special	0000	9780	45,000.00					
Board Designated Reserve for Uncerta	0000	9780		135,219.00				
Board Designated Reserve for Special	0000	9780		45,000.00				
Board Designated Reserve for Uncerta	0000	9780				135,219.00		
Board Designated Reserve for Special	0000	9780				45,000.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	66,000.00	66,000.00		66,000.00		
Unassigned/Unappropriated Amount		9790	68,965.78	68,965.78		168,307.97		

2018-19 First Interim  
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<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	39,589.00	39,589.00	7,521.00	39,589.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	8,182.00	8,182.00	2,133.00	8,182.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	3,122.00	3,122.00	0.00	3,015.00	(107.00)	-3.4%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	646,864.00	646,864.00	0.00	654,851.00	7,987.00	1.2%
Unsecured Roll Taxes		8042	11,992.00	11,992.00	0.00	11,963.00	(29.00)	-0.2%
Prior Years' Taxes		8043	623.00	623.00	0.00	623.00	0.00	0.0%
Supplemental Taxes		8044	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	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	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	0.0%
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	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	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			710,372.00	710,372.00	9,654.00	718,223.00	7,851.00	1.1%
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	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	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			700,372.00	700,372.00	9,654.00	708,223.00	7,851.00	1.1%
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	171.00	171.00	0.00	171.00	0.00	0.0%
Special Education Discretionary Grants		8182	1,974.00	1,974.00	0.00	1,974.00	0.00	0.0%
Child Nutrition Programs		8220	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	0.0%
Forest Reserve Funds		8260	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	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	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	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	1,530.00	1,530.00	0.00	1,530.00	0.00	0.0%



2018-19 First Interim  
General Fund  
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Revenues, Expenditures, and Changes in Fund Balance

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Title III, Part A, Immigrant Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	939.00	939.00	0.00	939.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3185, 4050, 4123, 4124, 4126, 4127, 5510, 5630							
Other NCLB / Every Student Succeeds Act		8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	16,060.00	16,060.00	0.00	15,791.00	(269.00)	-1.7%
<b>TOTAL, FEDERAL REVENUE</b>			<b>20,674.00</b>	<b>20,674.00</b>	<b>0.00</b>	<b>20,405.00</b>	<b>(269.00)</b>	<b>-1.3%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319	0.00	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	0.00	0.0%
Prior Years	6500	8319	0.00	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	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	1,306.00	1,306.00	0.00	9,106.00	7,800.00	597.2%
Lottery - Unrestricted and Instructional Materi		8560	8,289.00	8,289.00	341.06	8,289.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	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	0.0%
Pass-Through Revenues from State Sources		8587	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	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	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	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	33,203.00	33,203.00	0.00	33,203.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>42,798.00</b>	<b>42,798.00</b>	<b>341.06</b>	<b>50,598.00</b>	<b>7,800.00</b>	<b>18.2%</b>

2018-19 First Interim  
General Fund  
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Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	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	0.0%
Prior Years' Taxes		8617	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	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	195,700.00	195,700.00	0.00	195,700.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	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	0.0%
Sale of Publications		8632	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	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	2,000.00	2,000.00	0.00	2,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	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	0.0%
Non-Resident Students		8672	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	0.0%
Interagency Services		8677	12,000.00	12,000.00	0.00	12,000.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	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	0.0%
All Other Local Revenue		8699	44,893.00	44,893.00	45,677.74	49,120.00	4,227.00	9.4%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	2,337.00	2,337.00	2,337.00	2,337.00	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	0.00	0.0%
From County Offices	6500	8792	20,317.00	20,317.00	0.00	20,317.00	0.00	0.0%
From JPAs	6500	8793	0.00	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	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	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	0.0%
From County Offices	All Other	8792	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	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>277,247.00</b>	<b>277,247.00</b>	<b>48,014.74</b>	<b>281,474.00</b>	<b>4,227.00</b>	<b>1.5%</b>
<b>TOTAL, REVENUES</b>			<b>1,041,091.00</b>	<b>1,041,091.00</b>	<b>58,009.80</b>	<b>1,060,700.00</b>	<b>19,609.00</b>	<b>1.9%</b>

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<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	228,570.00	228,570.00	44,764.82	225,825.00	2,745.00	1.2%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	66,505.00	66,505.00	18,137.79	66,505.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			295,075.00	295,075.00	62,902.61	292,330.00	2,745.00	0.9%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	67,608.19	67,608.19	16,248.76	65,955.00	1,653.19	2.4%
Classified Support Salaries		2200	33,323.00	33,323.00	10,537.56	33,323.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	70,428.00	70,428.00	24,019.90	69,989.00	439.00	0.6%
Other Classified Salaries		2900	1,600.00	1,600.00	130.00	1,600.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			172,959.19	172,959.19	50,936.22	170,867.00	2,092.19	1.2%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	80,164.00	80,164.00	11,223.85	79,390.00	774.00	1.0%
PERS		3201-3202	18,620.00	18,620.00	6,011.71	18,345.00	275.00	1.5%
OASDI/Medicare/Alternative		3301-3302	15,627.00	15,627.00	4,434.28	15,517.00	110.00	0.7%
Health and Welfare Benefits		3401-3402	32,558.00	32,558.00	6,231.58	32,558.00	0.00	0.0%
Unemployment Insurance		3501-3502	320.00	320.00	56.94	285.00	35.00	10.9%
Workers' Compensation		3601-3602	13,194.00	13,194.00	3,244.40	13,201.00	(7.00)	-0.1%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			160,483.00	160,483.00	31,202.76	159,296.00	1,187.00	0.7%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	5,632.00	5,632.00	2,390.61	13,258.00	(7,626.00)	-135.4%
Books and Other Reference Materials		4200	2,051.00	2,051.00	1,616.01	10,470.00	(8,419.00)	-410.5%
Materials and Supplies		4300	13,193.00	13,193.00	5,861.68	20,089.00	(6,896.00)	-52.3%
Noncapitalized Equipment		4400	6,000.00	6,000.00	3,833.19	7,907.00	(1,907.00)	-31.8%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			26,876.00	26,876.00	13,701.49	51,724.00	(24,848.00)	-92.5%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	4,630.00	4,630.00	4,000.00	12,650.00	(8,020.00)	-173.2%
Dues and Memberships		5300	400.00	400.00	575.00	1,300.00	(900.00)	-225.0%
Insurance		5400-5450	5,827.00	5,827.00	5,828.00	5,827.00	0.00	0.0%
Operations and Housekeeping Services		5500	41,000.00	41,000.00	8,692.26	42,250.00	(1,250.00)	-3.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	7,449.00	7,449.00	1,732.42	7,449.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	214,652.00	214,652.00	23,985.25	176,432.00	38,220.00	17.8%
Communications		5900	8,600.00	8,600.00	1,935.83	10,725.00	(2,125.00)	-24.7%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			282,558.00	282,558.00	46,748.76	256,633.00	25,925.00	9.2%

2018-19 First Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	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	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	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	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	122,858.00	122,858.00	4,908.00	122,858.00	0.00	0.0%
Payments to JPAs		7143	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	0.0%
To County Offices		7212	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	0.0%
Special Education SELPA Transfers of Apportionments To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	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	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	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	0.0%
All Other Transfers		7281-7283	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	0.0%
Debt Service								
Debt Service - Interest		7438	3,225.00	3,225.00	0.00	3,225.00	0.00	0.0%
Other Debt Service - Principal		7439	4,893.00	4,893.00	0.00	4,893.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			130,976.00	130,976.00	4,908.00	130,976.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			1,068,927.19	1,068,927.19	210,399.84	1,061,826.00	7,101.19	0.7%

2018-19 First Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	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	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	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	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	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	0.0%
Proceeds from Capital Leases		8972	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	0.0%
All Other Financing Sources		8979	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	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	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	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>								
(a - b + c - d + e)			0.00	0.00	0.00	0.00	0.00	0.0%

Resource	Description	2018-19
		Projected Year Totals
6230	California Clean Energy Jobs Act	342.62
6300	Lottery: Instructional Materials	0.45
9010	Other Restricted Local	14,942.72
Total, Restricted Balance		15,285.79

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	700,372.00	700,372.00	9,654.00	708,223.00	7,851.00	1.1%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	7,644.00	7,644.00	136.67	15,444.00	7,800.00	102.0%
4) Other Local Revenue		8600-8799	20,037.00	20,037.00	3,614.74	21,044.00	1,007.00	5.0%
5) TOTAL, REVENUES			728,053.00	728,053.00	13,405.41	744,711.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	203,204.00	203,204.00	44,528.41	200,459.00	2,745.00	1.4%
2) Classified Salaries		2000-2999	121,182.00	121,182.00	38,279.28	119,829.00	1,353.00	1.1%
3) Employee Benefits		3000-3999	91,850.00	91,850.00	22,985.43	91,118.00	732.00	0.8%
4) Books and Supplies		4000-4999	20,970.00	20,970.00	10,926.34	28,610.00	(7,640.00)	-36.4%
5) Services and Other Operating Expenditures		5000-5999	172,801.00	172,801.00	31,579.51	187,458.00	(14,657.00)	-8.5%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	8,118.00	8,118.00	0.00	8,118.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			618,125.00	618,125.00	148,298.97	635,592.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			109,928.00	109,928.00	(134,893.56)	109,119.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	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	0.0%
3) Contributions		8980-8999	(121,632.00)	(121,632.00)	0.00	(81,050.00)	40,582.00	-33.4%
4) TOTAL, OTHER FINANCING SOURCES/USES			(121,632.00)	(121,632.00)	0.00	(81,050.00)		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(11,704.00)	(11,704.00)	(134,893.56)	28,069.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	327,888.78	327,888.78		387,458.97	59,570.19	18.2%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			327,888.78	327,888.78		387,458.97		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			327,888.78	327,888.78		387,458.97		
2) Ending Balance, June 30 (E + F1e)			316,184.78	316,184.78		415,527.97		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	1,000.00	1,000.00		1,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	180,219.00	180,219.00		180,219.00		
Board Designated Reserve for Uncerta	0000	9780	135,219.00					
Board Designated Reserve for Special	0000	9780	45,000.00					
Board Designated Reserve for Uncerta	0000	9780		135,219.00				
Board Designated Reserve for Special	0000	9780		45,000.00				
Board Designated Reserve for Uncerta	0000	9780				135,219.00		
Board Designated Reserve for Special	0000	9780				45,000.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	66,000.00	66,000.00		66,000.00		
Unassigned/Unappropriated Amount		9790	68,965.78	68,965.78		168,308.97		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	39,589.00	39,589.00	7,521.00	39,589.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	8,182.00	8,182.00	2,133.00	8,182.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	3,122.00	3,122.00	0.00	3,015.00	(107.00)	-3.4%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	646,864.00	646,864.00	0.00	654,851.00	7,987.00	1.2%
Unsecured Roll Taxes		8042	11,992.00	11,992.00	0.00	11,963.00	(29.00)	-0.2%
Prior Years' Taxes		8043	623.00	623.00	0.00	623.00	0.00	0.0%
Supplemental Taxes		8044	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	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	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	0.0%
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	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	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			710,372.00	710,372.00	9,654.00	718,223.00	7,851.00	1.1%
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	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	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			700,372.00	700,372.00	9,654.00	708,223.00	7,851.00	1.1%
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00		
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00		
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00		
Donated Food Commodities		8221	0.00	0.00	0.00	0.00		
Forest Reserve Funds		8260	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	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	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		
Title I, Part A, Basic	3010	8290						
Title I, Part D, Local Delinquent Programs	3025	8290						
Title II, Part A, Educator Quality	4035	8290						

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Education Program	4201	8290						
Title III, Part A, English Learner Program	4203	8290						
Public Charter Schools Grant Program (PCSGP)	4610	8290						
	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3185, 4050, 4123, 4124, 4126, 4127, 5510, 5630							
Other NCLB / Every Student Succeeds Act		8290						
Career and Technical Education	3500-3599	8290						
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319						
Special Education Master Plan Current Year	6500	8311						
Prior Years	6500	8319						
All Other State Apportionments - Current Year	All Other	8311	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	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		
Mandated Costs Reimbursements		8550	1,306.00	1,306.00	0.00	9,106.00	7,800.00	597.2%
Lottery - Unrestricted and Instructional Materials		8560	6,238.00	6,238.00	136.67	6,238.00	0.00	0.0%
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590						
Career Technical Education Incentive Grant Program	6387	8590						
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590						
California Clean Energy Jobs Act	6230	8590						
Specialized Secondary	7370	8590						
American Indian Early Childhood Education	7210	8590						
Quality Education Investment Act	7400	8590						
All Other State Revenue	All Other	8590	100.00	100.00	0.00	100.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			7,644.00	7,644.00	136.67	15,444.00	7,800.00	102.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00		
Unsecured Roll		8616	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00		
Sales								
Sale of Equipment/Supplies		8631	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	0.0%
Food Service Sales		8634	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	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	2,000.00	2,000.00	0.00	2,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	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	0.0%
Non-Resident Students		8672	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	0.0%
Interagency Services		8677	12,000.00	12,000.00	0.00	12,000.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	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		
All Other Local Revenue		8699	3,700.00	3,700.00	1,277.74	4,707.00	1,007.00	27.2%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	2,337.00	2,337.00	2,337.00	2,337.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791						
From County Offices	6500	8792						
From JPAs	6500	8793						
ROC/P Transfers								
From Districts or Charter Schools	6360	8791						
From County Offices	6360	8792						
From JPAs	6360	8793						
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	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	0.0%
From JPAs	All Other	8793	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	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>20,037.00</b>	<b>20,037.00</b>	<b>3,614.74</b>	<b>21,044.00</b>	<b>1,007.00</b>	<b>5.0%</b>
<b>TOTAL, REVENUES</b>			<b>728,053.00</b>	<b>728,053.00</b>	<b>13,405.41</b>	<b>744,711.00</b>	<b>16,658.00</b>	<b>2.3%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Certificated Teachers' Salaries		1100	136,699.00	136,699.00	26,390.62	133,954.00	2,745.00	2.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	66,505.00	66,505.00	18,137.79	66,505.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>203,204.00</b>	<b>203,204.00</b>	<b>44,528.41</b>	<b>200,459.00</b>	<b>2,745.00</b>	<b>1.4%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	15,831.00	15,831.00	3,591.82	14,917.00	914.00	5.8%
Classified Support Salaries		2200	33,323.00	33,323.00	10,537.56	33,323.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	70,428.00	70,428.00	24,019.90	69,989.00	439.00	0.6%
Other Classified Salaries		2900	1,600.00	1,600.00	130.00	1,600.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>121,182.00</b>	<b>121,182.00</b>	<b>38,279.28</b>	<b>119,829.00</b>	<b>1,353.00</b>	<b>1.1%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	35,209.00	35,209.00	7,780.33	34,435.00	774.00	2.2%
PERS		3201-3202	18,099.00	18,099.00	6,011.71	18,345.00	(246.00)	-1.4%
OASDI/Medicare/Alternative		3301-3302	11,253.00	11,253.00	3,371.83	11,084.00	169.00	1.5%
Health and Welfare Benefits		3401-3402	17,968.00	17,968.00	3,420.15	17,968.00	0.00	0.0%
Unemployment Insurance		3501-3502	240.00	240.00	41.39	205.00	35.00	14.6%
Workers' Compensation		3601-3602	9,081.00	9,081.00	2,360.02	9,081.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>91,850.00</b>	<b>91,850.00</b>	<b>22,985.43</b>	<b>91,118.00</b>	<b>732.00</b>	<b>0.8%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	3,532.00	3,532.00	2,390.61	3,532.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	5,733.00	(5,733.00)	New
Materials and Supplies		4300	11,438.00	11,438.00	4,702.54	11,438.00	0.00	0.0%
Noncapitalized Equipment		4400	6,000.00	6,000.00	3,833.19	7,907.00	(1,907.00)	-31.8%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>20,970.00</b>	<b>20,970.00</b>	<b>10,926.34</b>	<b>28,610.00</b>	<b>(7,640.00)</b>	<b>-36.4%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	3,100.00	3,100.00	4,000.00	11,120.00	(8,020.00)	-258.7%
Dues and Memberships		5300	400.00	400.00	575.00	1,300.00	(900.00)	-225.0%
Insurance		5400-5450	5,827.00	5,827.00	5,828.00	5,827.00	0.00	0.0%
Operations and Housekeeping Services		5500	41,000.00	41,000.00	8,692.26	42,250.00	(1,250.00)	-3.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	7,449.00	7,449.00	1,732.42	7,449.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	106,425.00	106,425.00	8,816.00	108,787.00	(2,362.00)	-2.2%
Communications		5900	8,600.00	8,600.00	1,935.83	10,725.00	(2,125.00)	-24.7%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>172,801.00</b>	<b>172,801.00</b>	<b>31,579.51</b>	<b>187,458.00</b>	<b>(14,657.00)</b>	<b>-8.5%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	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	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	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	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	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	0.0%
To County Offices		7212	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	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221						
To County Offices	6500	7222						
To JPAs	6500	7223						
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221						
To County Offices	6360	7222						
To JPAs	6360	7223						
Other Transfers of Apportionments	All Other	7221-7223	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	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	3,225.00	3,225.00	0.00	3,225.00	0.00	0.0%
Other Debt Service - Principal		7439	4,893.00	4,893.00	0.00	4,893.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			8,118.00	8,118.00	0.00	8,118.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			618,125.00	618,125.00	148,298.97	635,592.00	(17,467.00)	-2.8%



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	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	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	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	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	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	0.0%
Proceeds from Capital Leases		8972	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	0.0%
All Other Financing Sources		8979	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	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	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	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	(121,632.00)	(121,632.00)	0.00	(161,050.00)	(39,418.00)	32.4%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	80,000.00	80,000.00	New
(e) TOTAL, CONTRIBUTIONS			(121,632.00)	(121,632.00)	0.00	(81,050.00)	40,582.00	-33.4%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>								
(a - b + c - d + e)			(121,632.00)	(121,632.00)	0.00	(81,050.00)	40,582.00	-33.4%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	20,674.00	20,674.00	0.00	20,405.00	(269.00)	-1.3%
3) Other State Revenue		8300-8599	35,154.00	35,154.00	204.39	35,154.00	0.00	0.0%
4) Other Local Revenue		8600-8799	257,210.00	257,210.00	44,400.00	260,430.00	3,220.00	1.3%
5) TOTAL, REVENUES			313,038.00	313,038.00	44,604.39	315,989.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	91,871.00	91,871.00	18,374.20	91,871.00	0.00	0.0%
2) Classified Salaries		2000-2999	51,777.19	51,777.19	12,656.94	51,038.00	739.19	1.4%
3) Employee Benefits		3000-3999	68,633.00	68,633.00	8,217.33	68,178.00	455.00	0.7%
4) Books and Supplies		4000-4999	5,906.00	5,906.00	2,775.15	23,114.00	(17,208.00)	-291.4%
5) Services and Other Operating Expenditures		5000-5999	109,757.00	109,757.00	15,169.25	69,175.00	40,582.00	37.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	122,858.00	122,858.00	4,908.00	122,858.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			450,802.19	450,802.19	62,100.87	426,234.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			(137,764.19)	(137,764.19)	(17,496.48)	(110,245.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	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	0.0%
3) Contributions		8980-8999	121,632.00	121,632.00	0.00	81,050.00	(40,582.00)	-33.4%
4) TOTAL, OTHER FINANCING SOURCES/USES			121,632.00	121,632.00	0.00	81,050.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(16,132.19)	(16,132.19)	(17,496.48)	(29,195.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	35,107.03	35,107.03		44,479.79	9,372.76	26.7%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			35,107.03	35,107.03		44,479.79		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			35,107.03	35,107.03		44,479.79		
2) Ending Balance, June 30 (E + F1e)			18,974.84	18,974.84		15,284.79		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	18,974.84	18,974.84		15,285.79		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		(1.00)		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Education Protection Account State Aid - Current Year		8012	0.00	0.00	0.00	0.00		
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00		
Tax Relief Subventions								
Homeowners' Exemptions		8021	0.00	0.00	0.00	0.00		
Timber Yield Tax		8022	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00		
County & District Taxes								
Secured Roll Taxes		8041	0.00	0.00	0.00	0.00		
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8043	0.00	0.00	0.00	0.00		
Supplemental Taxes		8044	0.00	0.00	0.00	0.00		
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00		
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00		
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00		
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00		
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00		
Subtotal, LCFF Sources			0.00	0.00	0.00	0.00		
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091						
All Other LCFF Transfers - Current Year	All Other	8091	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		
Property Taxes Transfers		8097	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	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	171.00	171.00	0.00	171.00	0.00	0.0%
Special Education Discretionary Grants		8182	1,974.00	1,974.00	0.00	1,974.00	0.00	0.0%
Child Nutrition Programs		8220	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	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00		
Flood Control Funds		8270	0.00	0.00	0.00	0.00		
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00		
FEMA		8281	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	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	1,530.00	1,530.00	0.00	1,530.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	939.00	939.00	0.00	939.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3185, 4050, 4123, 4124, 4126, 4127,							
Other NCLB / Every Student Succeeds Act	5510, 5630	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	16,060.00	16,060.00	0.00	15,791.00	(269.00)	-1.7%
<b>TOTAL, FEDERAL REVENUE</b>			<b>20,674.00</b>	<b>20,674.00</b>	<b>0.00</b>	<b>20,405.00</b>	<b>(269.00)</b>	<b>-1.3%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319	0.00	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	0.00	0.0%
Prior Years	6500	8319	0.00	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	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00		
Lottery - Unrestricted and Instructional Materi		8560	2,051.00	2,051.00	204.39	2,051.00	0.00	0.0%
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	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	0.0%
Pass-Through Revenues from State Sources		8587	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	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	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	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	33,103.00	33,103.00	0.00	33,103.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>35,154.00</b>	<b>35,154.00</b>	<b>204.39</b>	<b>35,154.00</b>	<b>0.00</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	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	0.0%
Prior Years' Taxes		8617	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	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	195,700.00	195,700.00	0.00	195,700.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	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	0.0%
Sale of Publications		8632	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	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	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		
Non-Resident Students		8672	0.00	0.00	0.00	0.00		
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustm		8691	0.00	0.00	0.00	0.00		
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	41,193.00	41,193.00	44,400.00	44,413.00	3,220.00	7.8%
Tuition		8710	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	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	20,317.00	20,317.00	0.00	20,317.00	0.00	0.0%
From JPAs	6500	8793	0.00	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	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	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	0.0%
From County Offices	All Other	8792	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	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>257,210.00</b>	<b>257,210.00</b>	<b>44,400.00</b>	<b>260,430.00</b>	<b>3,220.00</b>	<b>1.3%</b>
<b>TOTAL, REVENUES</b>			<b>313,038.00</b>	<b>313,038.00</b>	<b>44,604.39</b>	<b>315,989.00</b>	<b>2,951.00</b>	<b>0.9%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	91,871.00	91,871.00	18,374.20	91,871.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			91,871.00	91,871.00	18,374.20	91,871.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	51,777.19	51,777.19	12,656.94	51,038.00	739.19	1.4%
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			51,777.19	51,777.19	12,656.94	51,038.00	739.19	1.4%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	44,955.00	44,955.00	3,443.52	44,955.00	0.00	0.0%
PERS		3201-3202	521.00	521.00	0.00	0.00	521.00	100.0%
OASDI/Medicare/Alternative		3301-3302	4,374.00	4,374.00	1,062.45	4,433.00	(59.00)	-1.3%
Health and Welfare Benefits		3401-3402	14,590.00	14,590.00	2,811.43	14,590.00	0.00	0.0%
Unemployment Insurance		3501-3502	80.00	80.00	15.55	80.00	0.00	0.0%
Workers' Compensation		3601-3602	4,113.00	4,113.00	884.38	4,120.00	(7.00)	-0.2%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			68,633.00	68,633.00	8,217.33	68,178.00	455.00	0.7%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	2,100.00	2,100.00	0.00	9,726.00	(7,626.00)	-363.1%
Books and Other Reference Materials		4200	2,051.00	2,051.00	1,616.01	4,737.00	(2,686.00)	-131.0%
Materials and Supplies		4300	1,755.00	1,755.00	1,159.14	8,651.00	(6,896.00)	-392.9%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			5,906.00	5,906.00	2,775.15	23,114.00	(17,208.00)	-291.4%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	1,530.00	1,530.00	0.00	1,530.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	108,227.00	108,227.00	15,169.25	67,645.00	40,582.00	37.5%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			109,757.00	109,757.00	15,169.25	69,175.00	40,582.00	37.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	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	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	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	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	122,858.00	122,858.00	4,908.00	122,858.00	0.00	0.0%
Payments to JPAs		7143	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	0.0%
To County Offices		7212	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	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	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	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	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	0.0%
All Other Transfers		7281-7283	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	0.0%
Debt Service								
Debt Service - Interest		7438	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	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			122,858.00	122,858.00	4,908.00	122,858.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			450,802.19	450,802.19	62,100.87	426,234.00	24,568.19	5.4%



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	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		
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	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	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	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	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	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	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	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	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	121,632.00	121,632.00	0.00	161,050.00	39,418.00	32.4%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	(80,000.00)	(80,000.00)	New
(e) TOTAL, CONTRIBUTIONS			121,632.00	121,632.00	0.00	81,050.00	(40,582.00)	-33.4%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>								
(a - b + c - d + e)			121,632.00	121,632.00	0.00	81,050.00	40,582.00	-33.4%



**NICASIO SCHOOL DISTRICT**

**2018-19**

**FIRST INTERIM REPORT**

**FUND 14 - DEFERRED MAINTENANCE**

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	10,000.00	10,000.00	0.00	10,000.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	200.00	200.00	0.00	200.00	0.00	0.0%
5) TOTAL, REVENUES			10,200.00	10,200.00	0.00	10,200.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	3,500.00	3,500.00	3,171.92	3,500.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	6,200.00	6,200.00	0.00	6,200.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			9,700.00	9,700.00	3,171.92	9,700.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			500.00	500.00	(3,171.92)	500.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	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	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			500.00	500.00	(3,171.92)	500.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	40,235.23	40,235.23		43,389.58	3,154.35	7.8%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			40,235.23	40,235.23		43,389.58		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			40,235.23	40,235.23		43,389.58		
2) Ending Balance, June 30 (E + F1e)			40,735.23	40,735.23		43,889.58		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	40,735.23	40,735.23		43,889.58		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>LCFF SOURCES</b>								
LCFF Transfers								
LCFF Transfers - Current Year		8091	10,000.00	10,000.00	0.00	10,000.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			10,000.00	10,000.00	0.00	10,000.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	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	0.0%
Interest		8660	200.00	200.00	0.00	200.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	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	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			200.00	200.00	0.00	200.00	0.00	0.0%
<b>TOTAL, REVENUES</b>			10,200.00	10,200.00	0.00	10,200.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CLASSIFIED SALARIES</b>								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	3,500.00	3,500.00	0.00	3,500.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	3,171.92	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			3,500.00	3,500.00	3,171.92	3,500.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	6,200.00	6,200.00	0.00	6,200.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			6,200.00	6,200.00	0.00	6,200.00	0.00	0.0%
<b>CAPITAL OUTLAY</b>								
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Debt Service								
Debt Service - Interest		7438	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	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			9,700.00	9,700.00	3,171.92	9,700.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Capital Leases		8972	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	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	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	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.00	0.00		



Resource	Description	2018/19 Projected Year Totals
	Total, Restricted Balance	0.00

**NICASIO SCHOOL DISTRICT**  
**2018-19**  
**FIRST INTERIM REPORT**

**FUND 51 - BOND INTEREST AND REDEMPTION**

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.00	0.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			0.00	0.00	0.00	0.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	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	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	0.00	0.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	213,245.91	213,245.91		226,453.06	13,207.15	6.2%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			213,245.91	213,245.91		226,453.06		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			213,245.91	213,245.91		226,453.06		
2) Ending Balance, June 30 (E + F1e)			213,245.91	213,245.91		226,453.06		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	213,245.91	213,245.91		226,453.06		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>FEDERAL REVENUE</b>								
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
Tax Relief Subventions								
Voted Indebtedness Levies								
Homeowners' Exemptions		8571	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8572	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
County and District Taxes								
Voted Indebtedness Levies								
Secured Roll		8611	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8612	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8613	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8614	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	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	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	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, REVENUES</b>			0.00	0.00	0.00	0.00		
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Debt Service								
Bond Redemptions		7433	0.00	0.00	0.00	0.00	0.00	0.0%
Bond Interest and Other Service Charges		7434	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service - Interest		7438	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	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: General Fund		7614	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	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	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			0.00	0.00	0.00	0.00		



Resource	Description	2018/19
		Projected Year Totals
Total, Restricted Balance		0.00

**NICASIO SCHOOL DISTRICT**  
**2018-19**  
**FIRST INTERIM REPORT**  
  
**ATTENDANCE**

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
<b>A. DISTRICT</b>						
<b>1. Total District Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	35.00	35.00	38.90	38.90	3.90	11%
<b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
<b>3. Total Basic Aid Open Enrollment Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
<b>4. Total, District Regular ADA (Sum of Lines A1 through A3)</b>	35.00	35.00	38.90	38.90	3.90	11%
<b>5. District Funded County Program ADA</b>						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	1.02	1.02	1.02	0.00	(1.02)	-100%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
<b>g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)</b>	1.02	1.02	1.02	0.00	(1.02)	-100%
<b>6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)</b>	36.02	36.02	39.92	38.90	2.88	8%
<b>7. Adults in Correctional Facilities</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

**NICASIO SCHOOL DISTRICT**  
**2018-19**  
**FIRST INTERIM REPORT**

**EVERY STUDENT MAINTENANCE OF EFFORT**

Section I - Expenditures	Funds 01, 09, and 62			2018-19 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	1,061,826.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	20,406.00
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	0.00
3. Debt Service	All	9100	5400-5450, 5800, 7430- 7439	8,118.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100 9200	7699 7651	0.00
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	0.00
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.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				8,118.00
D. Plus additional MOE expenditures:			1000-7143, 7300-7439 minus 8000-8699	
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All		0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				1,033,302.00

Section II - Expenditures Per ADA		2018-19 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form AI, Column C, sum of lines A6 and C9)*		39.92
B. Expenditures per ADA (Line I.E divided by Line II.A)		25,884.32
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		
	Total	Per ADA
A. Base expenditures (Preloaded expenditures extracted from prior year Unaudited Actuals MOE calculation). (Note: If the prior year MOE was not met, in its final determination, CDE will adjust the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	1,004,158.90	24,763.47
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)	1,004,158.90	24,763.47
B. Required effort (Line A.2 times 90%)	903,743.01	22,287.12
C. Current year expenditures (Line I.E and Line II.B)	1,033,302.00	25,884.32
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 2020-21 may be reduced by the lower of the two percentages)	0.00%	0.00%

\*Interim Periods - Annual ADA not available from Form AI. For your convenience, Projected Year Totals Estimated P-2 ADA is extracted. Manual adjustment may be required to reflect estimated Annual ADA.



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

**NICASIO SCHOOL DISTRICT**  
**2018-19**  
**FIRST INTERIM REPORT**  
  
**MULTI YEAR PROJECTIONS**

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	708,223.00	1.39%	718,045.00	1.39%	728,016.00
2. Federal Revenues	8100-8299	20,405.00	0.00%	20,405.00	0.00%	20,405.00
3. Other State Revenues	8300-8599	50,598.00	-13.24%	43,897.00	2.67%	45,070.00
4. Other Local Revenues	8600-8799	281,474.00	2.09%	287,345.00	2.10%	293,392.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		1,060,700.00	0.85%	1,069,692.00	1.61%	1,086,883.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				292,330.00		298,826.00
b. Step & Column Adjustment				6,496.00		6,829.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	292,330.00	2.22%	298,826.00	2.29%	305,655.00
2. Classified Salaries						
a. Base Salaries				170,867.00		177,000.00
b. Step & Column Adjustment				6,133.00		1,343.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	170,867.00	3.59%	177,000.00	0.76%	178,343.00
3. Employee Benefits	3000-3999	159,296.00	10.60%	176,186.00	4.00%	183,234.00
4. Books and Supplies	4000-4999	51,724.00	-35.16%	33,538.00	26.12%	42,298.00
5. Services and Other Operating Expenditures	5000-5999	256,633.00	0.19%	257,130.00	2.16%	262,682.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	130,976.00	10.52%	144,758.00	14.84%	166,244.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		1,061,826.00	2.41%	1,087,438.00	4.69%	1,138,456.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)		(1,126.00)		(17,746.00)		(51,573.00)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		431,938.76		430,812.76		413,066.76
2. Ending Fund Balance (Sum lines C and D1)		430,812.76		413,066.76		361,493.76
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	1,000.00		1,000.00		1,000.00
b. Restricted	9740	15,285.79		1,703.79		339.79
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	180,219.00		180,219.00		180,219.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	66,000.00		66,000.00		66,000.00
2. Unassigned/Unappropriated	9790	168,307.97		164,143.97		113,934.97
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		430,812.76		413,066.76		361,493.76

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
<b>E. AVAILABLE RESERVES (Unrestricted except as noted)</b>						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	66,000.00		66,000.00		66,000.00
c. Unassigned/Unappropriated	9790	168,308.97		164,143.97		113,934.97
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z	(1.00)		0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1 thru E2c)		234,307.97		230,143.97		179,934.97
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		22.07%		21.16%		15.81%
<b>F. RECOMMENDED RESERVES</b>						
1. Special Education Pass-through Exclusions						
For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	No					
b. If you are the SELPA AU and are excluding special education pass-through funds:						
1. Enter the name(s) of the SELPA(s):						
2. Special education pass-through funds (Column A: Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)		0.00		0.00		0.00
2. District ADA						
Used to determine the reserve standard percentage level on line F3d (Col. A: Form AI, Estimated P-2 ADA column, Lines A4 and C4; enter projections)		38.90		38.90		38.90
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		1,061,826.00		1,087,438.00		1,138,456.00
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		1,061,826.00		1,087,438.00		1,138,456.00
d. Reserve Standard Percentage Level (Refer to Form 01CSI, Criterion 10 for calculation details)		5%		5%		5%
e. Reserve Standard - By Percent (Line F3c times F3d)		53,091.30		54,371.90		56,922.80
f. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 10 for calculation details)		67,000.00		67,000.00		67,000.00
g. Reserve Standard (Greater of Line F3e or F3f)		67,000.00		67,000.00		67,000.00
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	708,223.00	1.39%	718,045.00	1.39%	728,016.00
2. Federal Revenues	8100-8299	0.00	0.00%		0.00%	
3. Other State Revenues	8300-8599	15,444.00	-49.24%	7,840.00	2.68%	8,050.00
4. Other Local Revenues	8600-8799	21,044.00	0.00%	21,044.00	0.00%	21,044.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	(81,050.00)	27.54%	(103,371.00)	38.08%	(142,736.00)
6. Total (Sum lines A1 thru A5c)		663,661.00	-3.03%	643,558.00	-4.53%	614,374.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				200,459.00		205,625.00
b. Step & Column Adjustment				5,166.00		5,916.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	200,459.00	2.58%	205,625.00	2.88%	211,541.00
2. Classified Salaries						
a. Base Salaries				119,829.00		124,632.00
b. Step & Column Adjustment				4,803.00		200.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	119,829.00	4.01%	124,632.00	0.16%	124,832.00
3. Employee Benefits	3000-3999	91,118.00	15.31%	105,072.00	4.00%	109,274.00
4. Books and Supplies	4000-4999	28,610.00	-31.96%	19,465.00	25.70%	24,468.00
5. Services and Other Operating Expenditures	5000-5999	187,458.00	-1.31%	184,993.00	1.05%	186,938.00
6. Capital Outlay	6000-6999	0.00	0.00%		0.00%	
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	8,118.00	-2.24%	7,936.00	-5.12%	7,530.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%		0.00%	
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%		0.00%	
b. Other Uses	7630-7699	0.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		635,592.00	1.91%	647,723.00	2.60%	664,583.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)</b>						
		28,069.00		(4,165.00)		(50,209.00)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		387,458.97		415,527.97		411,362.97
2. Ending Fund Balance (Sum lines C and D1)		415,527.97		411,362.97		361,153.97
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	1,000.00		1,000.00		1,000.00
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	180,219.00		180,219.00		180,219.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	66,000.00		66,000.00		66,000.00
2. Unassigned/Unappropriated	9790	168,308.97		164,143.97		113,934.97
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		415,527.97		411,362.97		361,153.97

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
<b>1. General Fund</b>						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	66,000.00		66,000.00		66,000.00
c. Unassigned/Unappropriated	9790	168,308.97		164,143.97		113,934.97
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted)						
<b>2. Special Reserve Fund - Noncapital Outlay (Fund 17)</b>						
a. Stabilization Arrangements	9750	0.00				
b. Reserve for Economic Uncertainties	9789	0.00				
c. Unassigned/Unappropriated	9790	0.00				
<b>3. Total Available Reserves (Sum lines E1a thru E2c)</b>		<b>234,308.97</b>		<b>230,143.97</b>		<b>179,934.97</b>
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	0.00	0.00%		0.00%	
2. Federal Revenues	8100-8299	20,405.00	0.00%	20,405.00	0.00%	20,405.00
3. Other State Revenues	8300-8599	35,154.00	2.57%	36,057.00	2.67%	37,020.00
4. Other Local Revenues	8600-8799	260,430.00	2.25%	266,301.00	2.27%	272,348.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	81,050.00	27.54%	103,371.00	38.08%	142,736.00
6. Total (Sum lines A1 thru A5c)		397,039.00	7.33%	426,134.00	10.88%	472,509.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				91,871.00		93,201.00
b. Step & Column Adjustment				1,330.00		913.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	91,871.00	1.45%	93,201.00	0.98%	94,114.00
2. Classified Salaries						
a. Base Salaries				51,038.00		52,368.00
b. Step & Column Adjustment				1,330.00		1,143.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	51,038.00	2.61%	52,368.00	2.18%	53,511.00
3. Employee Benefits	3000-3999	68,178.00	4.31%	71,114.00	4.00%	73,960.00
4. Books and Supplies	4000-4999	23,114.00	-39.11%	14,073.00	26.70%	17,830.00
5. Services and Other Operating Expenditures	5000-5999	69,175.00	4.28%	72,137.00	5.00%	75,744.00
6. Capital Outlay	6000-6999	0.00	0.00%		0.00%	
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	122,858.00	11.37%	136,822.00	16.00%	158,714.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%		0.00%	
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%		0.00%	
b. Other Uses	7630-7699	0.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		426,234.00	3.16%	439,715.00	7.77%	473,873.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)		(29,195.00)		(13,581.00)		(1,364.00)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		44,479.79		15,284.79		1,703.79
2. Ending Fund Balance (Sum lines C and D1)		15,284.79		1,703.79		339.79
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740	15,285.79		1,703.79		339.79
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789					
2. Unassigned/Unappropriated	9790	(1.00)		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		15,284.79		1,703.79		339.79



Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated Amount	9790					
(Enter current year reserve projections in Column A, and other reserve projections in Columns C and E for subsequent years 1 and 2)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)						
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						

**NICASIO SCHOOL DISTRICT**  
**2018-19**  
**FIRST INTERIM REPORT**

**CRITERIA AND STANDARDS**

**NICASIO SCHOOL DISTRICT**  
**2018-19**  
**FIRST INTERIM REPORT**  
  
**CERTIFICATION**

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

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

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

District Superintendent or Designee

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: December 06, 2018

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

President of the Governing Board

#### CERTIFICATION OF FINANCIAL CONDITION

##### ☒ POSITIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

##### ☐ QUALIFIED CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

##### ☐ NEGATIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Margaret Bonardi

Telephone: 415-662-2184

Title: Interim CBO

E-mail: cbo@nicasioschool.org

### Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.		X

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

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since budget adoption that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since budget adoption by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?		X

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2017-18) annual payment?		X
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?	X	
		• If yes, have there been changes since budget adoption in OPEB liabilities?	n/a	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since budget adoption in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)		X
		• Classified? (Section S8B, Line 1b)		X
S8	Labor Agreement Budget Revisions	• Management/supervisor/confidential? (Section S8C, Line 1b)		X
		For negotiations settled since budget adoption, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
S8	Labor Agreement Budget Revisions	• Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?		X
A2	Independent Position Control	Is personnel position control independent from the payroll system?		X
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?		X
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	

**NICASIO SCHOOL DISTRICT**  
**2018-19**  
**FIRST INTERIM REPORT**  
  
**CRITERIA AND STANDARDS**



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

Deviations from the standards must be explained and may affect the interim certification.

## CRITERIA AND STANDARDS

### 1. CRITERION: Average Daily Attendance

STANDARD: Funded average daily attendance (ADA) for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's ADA Standard Percentage Range: -2.0% to +2.0%

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

DATA ENTRY: Budget Adoption data that exist for the current year will be extracted; otherwise, enter data into the first column for all fiscal years. First Interim Projected Year Totals data that exist for the current year will be extracted; otherwise, enter data for all fiscal years. Enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for all fiscal years.

##### Estimated Funded ADA

Fiscal Year	Budget Adoption Budget (Form 01CS, Item 1A)	First Interim Projected Year Totals (Form AI, Lines A4 and C4)	Percent Change	Status
Current Year (2018-19)				
District Regular	35.00	38.90		
Charter School	0.00	0.00		
<b>Total ADA</b>	<b>35.00</b>	<b>38.90</b>	<b>11.1%</b>	<b>Not Met</b>
1st Subsequent Year (2019-20)				
District Regular	35.00			
Charter School		38.90		
<b>Total ADA</b>	<b>35.00</b>	<b>38.90</b>	<b>11.1%</b>	<b>Not Met</b>
2nd Subsequent Year (2020-21)				
District Regular	35.00			
Charter School		38.90		
<b>Total ADA</b>	<b>35.00</b>	<b>38.90</b>	<b>11.1%</b>	<b>Not Met</b>

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

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

- 1a. STANDARD NOT MET - The projected change since budget adoption for funded ADA exceeds two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard, a description of the methods and assumptions used in projecting funded ADA, and what changes will be made to improve the accuracy of projections in this area.

Explanation:  
(required if NOT met)

Additional family registered at start of school.

## 2. CRITERION: Enrollment

**STANDARD:** Projected enrollment for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's Enrollment Standard Percentage Range: -2.0% to +2.0%

### 2A. Calculating the District's Enrollment Variances

**DATA ENTRY:** Budget Adoption data that exist will be extracted; otherwise, enter data into the first column for all fiscal years. Enter data in the second column for all fiscal years. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	Budget Adoption (Form 01CS, Item 3B)	Enrollment First Interim CBEDS/Projected	Percent Change	Status
Current Year (2018-19)				
District Regular	37	39		
Charter School				
<b>Total Enrollment</b>	<b>37</b>	<b>39</b>	<b>5.4%</b>	<b>Not Met</b>
1st Subsequent Year (2019-20)				
District Regular	37	39		
Charter School				
<b>Total Enrollment</b>	<b>37</b>	<b>39</b>	<b>5.4%</b>	<b>Not Met</b>
2nd Subsequent Year (2020-21)				
District Regular	37	39		
Charter School				
<b>Total Enrollment</b>	<b>37</b>	<b>39</b>	<b>5.4%</b>	<b>Not Met</b>

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

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

- 1a. **STANDARD NOT MET** - Enrollment projections have changed since budget adoption by more than two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard, a description of the methods and assumptions used in projecting enrollment, and what changes will be made to improve the accuracy of projections in this area.

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

The district had done an initial community outreach to determine 2018-19 enrollment numbers. A new family enrolled at start of school.

### 3. CRITERION: ADA to Enrollment

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

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

DATA ENTRY: Unaudited Actuals data that exist will be extracted into the P-2 ADA column for the First Prior Year; otherwise, enter First Prior Year data. P-2 ADA for the second and third prior years are preloaded. Budget Adoption data that exist will be extracted into the Enrollment column; otherwise, enter Enrollment data for all fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	P-2 ADA Unaudited Actuals (Form A, Lines A4 and C4)	Enrollment CBEDS Actual (Form 01CS, Item 2A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2015-16)			
District Regular	49	50	
Charter School			
<b>Total ADA/Enrollment</b>	<b>49</b>	<b>50</b>	<b>98.0%</b>
Second Prior Year (2016-17)			
District Regular	42	43	
Charter School			
<b>Total ADA/Enrollment</b>	<b>42</b>	<b>43</b>	<b>97.7%</b>
First Prior Year (2017-18)			
District Regular	40	45	
Charter School	0		
<b>Total ADA/Enrollment</b>	<b>40</b>	<b>45</b>	<b>88.9%</b>
Historical Average Ratio:			94.9%
District's ADA to Enrollment Standard (historical average ratio plus 0.5%):			95.4%

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

DATA ENTRY: Estimated P-2 ADA will be extracted into the first column for the Current Year; enter data in the first column for the subsequent fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years. All other data are extracted.

Fiscal Year	Estimated P-2 ADA (Form AI, Lines A4 and C4)	Enrollment CBEDS/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Current Year (2018-19)				
District Regular	39	39		
Charter School	0			
<b>Total ADA/Enrollment</b>	<b>39</b>	<b>39</b>	<b>100.0%</b>	<b>Not Met</b>
1st Subsequent Year (2019-20)				
District Regular	39	39		
Charter School				
<b>Total ADA/Enrollment</b>	<b>39</b>	<b>39</b>	<b>100.0%</b>	<b>Not Met</b>
2nd Subsequent Year (2020-21)				
District Regular	39	39		
Charter School				
<b>Total ADA/Enrollment</b>	<b>39</b>	<b>39</b>	<b>100.0%</b>	<b>Not Met</b>

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

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

- 1a. STANDARD NOT MET - Projected P-2 ADA to enrollment ratio exceeds the standard in any of the current year or two subsequent fiscal years. Provide reasons why the projected ratio exceeds the district's historical average ratio by more than 0.5%.

Explanation:  
(required if NOT met)

#### 4. CRITERION: LCFF Revenue

STANDARD: Projected LCFF revenue for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's LCFF Revenue Standard Percentage Range: -2.0% to +2.0%

#### 4A. Calculating the District's Projected Change in LCFF Revenue

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. In the First Interim column, Current Year data are extracted; enter data for the two subsequent years.

LCFF Revenue				
(Fund 01, Objects 8011, 8012, 8020-8089)				
Budget Adoption		First Interim		
Fiscal Year	(Form 01CS, Item 4B)	Projected Year Totals	Percent Change	Status
Current Year (2018-19)	710,372.00	718,223.00	1.1%	Met
1st Subsequent Year (2019-20)	724,052.00	728,045.00	0.6%	Met
2nd Subsequent Year (2020-21)	733,948.00	738,016.00	0.6%	Met

#### 4B. Comparison of District LCFF Revenue to the Standard

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

- 1a. STANDARD MET - LCFF revenue has not changed since budget adoption by more than two percent for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

## 5. CRITERION: Salaries and Benefits

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

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

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

Fiscal Year	Unaudited Actuals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2015-16)	401,163.39	609,964.19	65.8%
Second Prior Year (2016-17)	325,445.28	626,559.08	51.9%
First Prior Year (2017-18)	405,874.75	585,996.34	69.3%
Historical Average Ratio:			62.3%

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
District's Reserve Standard Percentage (Criterion 10B, Line 4)	5.0%	5.0%	5.0%
District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):	57.3% to 67.3%	57.3% to 67.3%	57.3% to 67.3%

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

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current Year are extracted.

Fiscal Year	Projected Year Totals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures	Status
	Salaries and Benefits (Form 011, Objects 1000-3999) (Form MYPI, Lines B1-B3)	Total Expenditures (Form 011, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)		
Current Year (2018-19)	411,406.00	635,592.00	64.7%	Met
1st Subsequent Year (2019-20)	435,329.00	647,723.00	67.2%	Met
2nd Subsequent Year (2020-21)	445,647.00	664,583.00	67.1%	Met

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

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

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

Explanation:  
(required if NOT met)

## 6. CRITERION: Other Revenues and Expenditures

**STANDARD:** Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since budget adoption.

Changes that exceed five percent in any major object category must be explained.

District's Other Revenues and Expenditures Standard Percentage Range:	-5.0% to +5.0%
District's Other Revenues and Expenditures Explanation Percentage Range:	-5.0% to +5.0%

### 6A. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range

**DATA ENTRY:** Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. First Interim data for the Current Year are extracted. If First Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column.

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

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 6B)	First Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
----------------------------	---	---	----------------	--

#### Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)

Current Year (2018-19)	20,674.00	20,405.00	-1.3%	No
1st Subsequent Year (2019-20)	20,674.00	20,405.00	-1.3%	No
2nd Subsequent Year (2020-21)	20,674.00	20,405.00	-1.3%	No

Explanation:  
(required if Yes)

#### Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)

Current Year (2018-19)	42,798.00	50,598.00	18.2%	Yes
1st Subsequent Year (2019-20)	43,872.00	43,897.00	0.1%	No
2nd Subsequent Year (2020-21)	44,930.00	45,070.00	0.3%	No

Explanation:  
(required if Yes)

One time Mandated Cost Grant approved by the Governor in his 2018-19 Budget

#### Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)

Current Year (2018-19)	277,247.00	281,474.00	1.5%	No
1st Subsequent Year (2019-20)	281,947.00	287,345.00	1.9%	No
2nd Subsequent Year (2020-21)	292,423.00	293,392.00	0.3%	No

Explanation:  
(required if Yes)

#### Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)

Current Year (2018-19)	26,876.00	51,724.00	92.5%	Yes
1st Subsequent Year (2019-20)	27,550.00	33,538.00	21.7%	Yes
2nd Subsequent Year (2020-21)	28,213.00	42,298.00	49.9%	Yes

Explanation:  
(required if Yes)

All carryover funds were budgeted at First Interim. Subsequent years include cost of living adjustment.

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

Current Year (2018-19)	282,558.00	256,633.00	-9.2%	Yes
1st Subsequent Year (2019-20)	291,035.00	257,130.00	-11.6%	Yes
2nd Subsequent Year (2020-21)	299,766.00	262,682.00	-12.4%	Yes

Explanation:  
(required if Yes)

The decrease for service contracts is a result of changes in IEP services for 1 student; one to one assistant no longer needed.

## 6B. Calculating the District's Change in Total Operating Revenues and Expenditures

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Budget Adoption Budget	First Interim Projected Year Totals	Percent Change	Status
<b>Total Federal, Other State, and Other Local Revenue (Section 6A)</b>				
Current Year (2018-19)	340,719.00	352,477.00	3.5%	Met
1st Subsequent Year (2019-20)	346,493.00	351,647.00	1.5%	Met
2nd Subsequent Year (2020-21)	358,027.00	358,867.00	0.2%	Met
<b>Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)</b>				
Current Year (2018-19)	309,434.00	308,357.00	-0.3%	Met
1st Subsequent Year (2019-20)	318,585.00	290,668.00	-8.8%	Not Met
2nd Subsequent Year (2020-21)	327,979.00	304,980.00	-7.0%	Not Met

## 6C. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range

DATA ENTRY: Explanations are linked from Section 6A if the status in Section 6B is Not Met; no entry is allowed below.

- 1a. STANDARD MET - Projected total operating revenues have not changed since budget adoption by more than the standard for the current year and two subsequent fiscal years.

Explanation:  
Federal Revenue  
(linked from 6A  
if NOT met)

Explanation:  
Other State Revenue  
(linked from 6A  
if NOT met)

Explanation:  
Other Local Revenue  
(linked from 6A  
if NOT met)

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

Explanation:  
Books and Supplies  
(linked from 6A  
if NOT met)

All carryover funds were budgeted at First Interim. Subsequent years include cost of living adjustment.

Explanation:  
Services and Other Exps  
(linked from 6A  
if NOT met)

The decrease for service contracts is a result of changes in IEP services for 1 student; one to one assistant no longer needed.



## 7. CRITERION: Facilities Maintenance

**STANDARD:** Identify changes that have occurred since budget adoption in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

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

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

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

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

**DATA ENTRY:** Enter the Required Minimum Contribution if Budget data does not exist. If EC 17070.75(e)(1) and (e)(2) apply, input 3%. Budget data that exist will be extracted; otherwise, enter budget data into lines 1, if applicable, and 2. All other data are extracted.

	Required Minimum Contribution	First Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1. OMMA/RMA Contribution	32,067.82	0.00	Not Met
2. Budget Adoption Contribution (information only) (Form 01CS, Criterion 7, Lines 2c/3e)		0.00	

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

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

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

## 8. CRITERION: Deficit Spending

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

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

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

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

DATA ENTRY: All data are extracted or calculated.

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
District's Available Reserve Percentages (Criterion 10C, Line 9)	22.1%	21.2%	15.8%
District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	7.4%	7.1%	5.3%

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

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Projected Year Totals		Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
	Net Change in Unrestricted Fund Balance (Form 011, Section E) (Form MYPI, Line C)	Total Unrestricted Expenditures and Other Financing Uses (Form 011, Objects 1000-7999) (Form MYPI, Line B11)		
Current Year (2018-19)	28,069.00	635,592.00	N/A	Met
1st Subsequent Year (2019-20)	(4,165.00)	647,723.00	0.6%	Met
2nd Subsequent Year (2020-21)	(50,209.00)	664,583.00	7.6%	Not Met

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

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

- 1a. STANDARD NOT MET - Unrestricted deficit spending has exceeded the standard percentage level in any of the current year or two subsequent fiscal years. Provide reasons for the deficit spending, a description of the methods and assumptions used in balancing the unrestricted budget, and what changes will be made to ensure that the budget deficits are eliminated or are balanced within the standard.

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

The District will be using projected carryover funds from their Parcel Tax to support the unrestricted General Funds contribution to Special Education. By the third year out, 2020-21, projections eliminate carryover to Parcel tax carryover. The District is currently holding meetings with their Board of Trustees to address these concerns related to potential deficit spending.

## 9. CRITERION: Fund and Cash Balances

A. FUND BALANCE STANDARD: Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.

### 9A-1. Determining if the District's General Fund Ending Balance is Positive

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals (Form 011, Line F2) (Form MYPI, Line D2)		Status
Current Year (2018-19)		430,812.76	Met
1st Subsequent Year (2019-20)		413,066.76	Met
2nd Subsequent Year (2020-21)		361,493.76	Met

### 9A-2. Comparison of the District's Ending Fund Balance to the Standard

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

- 1a. STANDARD MET - Projected general fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

B. CASH BALANCE STANDARD: Projected general fund cash balance will be positive at the end of the current fiscal year.

### 9B-1. Determining if the District's Ending Cash Balance is Positive

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund (Form CASH, Line F, June Column)		Status
Current Year (2018-19)			Not Met

### 9B-2. Comparison of the District's Ending Cash Balance to the Standard

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

- 1a. STANDARD NOT MET - General fund cash balance is projected to be negative at the end of the current fiscal year. Provide reasons for the negative cash balance and what changes or remedies will be made to ensure that the general fund is solvent and able to satisfy its current year financial obligations.

Explanation:  
(required if NOT met)

Nicasio is using the alternative cash flow spreadsheet

# 10. CRITERION: Reserves

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

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

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

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

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

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

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
District Estimated P-2 ADA (Current Year, Form AI, Lines A4 and C4.	39	39	39

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

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

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

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

No

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

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

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

DATA ENTRY: If Form MYPI exists, all data will be extracted or calculated. If not, enter data for line 1 for the two subsequent years; Current Year data are extracted.

	Current Year Projected Year Totals (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. Expenditures and Other Financing Uses (Form 011, objects 1000-7999) (Form MYPI, Line B11)	1,061,826.00	1,087,438.00	1,138,456.00
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)	0.00	0.00	0.00
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	1,061,826.00	1,087,438.00	1,138,456.00
4. Reserve Standard Percentage Level	5%	5%	5%
5. Reserve Standard - by Percent (Line B3 times Line B4)	53,091.30	54,371.90	56,922.80
6. Reserve Standard - by Amount (\$67,000 for districts with less than 1,001 ADA, else 0)	67,000.00	67,000.00	67,000.00
7. District's Reserve Standard (Greater of Line B5 or Line B6)	67,000.00	67,000.00	67,000.00

### 10C. Calculating the District's Available Reserve Amount

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4)	Current Year Projected Year Totals (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00		
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	66,000.00	66,000.00	66,000.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	168,308.97	164,143.97	113,934.97
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)	(1.00)	0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00		
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00		
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00		
8. District's Available Reserve Amount (Lines C1 thru C7)	234,307.97	230,143.97	179,934.97
9. District's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	22.07%	21.16%	15.81%
<b>District's Reserve Standard (Section 10B, Line 7):</b>	<b>67,000.00</b>	<b>67,000.00</b>	<b>67,000.00</b>
Status:	Met	Met	Met

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

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

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

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## SUPPLEMENTAL INFORMATION

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

### S1. Contingent Liabilities

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

No

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

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

- 1a. Does your district have ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?

No

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

### S3. Temporary Interfund Borrowings

- 1a. Does your district have projected temporary borrowings between funds?  
(Refer to Education Code Section 42603)

No

- 1b. If Yes, identify the interfund borrowings:

### S4. Contingent Revenues

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

No

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

## S5. Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since budget adoption.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than \$20,000 and more than five percent since budget adoption.

Identify capital project cost overruns that have occurred since budget adoption that may impact the general fund budget.

District's Contributions and Transfers Standard: -5.0% to +5.0%  
or -\$20,000 to +\$20,000

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

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the First Interim's Current Year data will be extracted. Enter First Interim Contributions for the 1st and 2nd Subsequent Years. For Transfers In and Transfers Out, if Form MYP exists, the data will be extracted into the First Interim column for the Current Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Current Year, and 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	Budget Adoption (Form 01CS, Item S5A)	First Interim Projected Year Totals	Percent Change	Amount of Change	Status
<b>1a. Contributions, Unrestricted General Fund</b> (Fund 01, Resources 0000-1999, Object 8980)					
Current Year (2018-19)	(121,632.00)	(161,050.00)	32.4%	39,418.00	Not Met
1st Subsequent Year (2019-20)	(135,700.00)	(173,371.00)	27.8%	37,671.00	Not Met
2nd Subsequent Year (2020-21)	(165,457.00)	(202,736.00)	22.5%	37,279.00	Not Met
<b>1b. Transfers In, General Fund *</b>					
Current Year (2018-19)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2019-20)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2020-21)	0.00	0.00	0.0%	0.00	Met
<b>1c. Transfers Out, General Fund *</b>					
Current Year (2018-19)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2019-20)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2020-21)	0.00	0.00	0.0%	0.00	Met

#### 1d. Capital Project Cost Overruns

Have capital project cost overruns occurred since budget adoption that may impact the general fund operational budget?

No

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

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

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

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

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

The District has reclassified the contribution from their Parcel Tax carryover. At budget adoption, the contribution from Parcel Tax was budgeted directly to Special Education resource 6500. At First Interim, the Parcel Tax contribution has been budgeted as a contribution to the unrestricted General Fund and the total contribution to resource 6500 is shown from unresrted funding. Additionally, the contribution to Special Education has been reduced at First Interim due to savings through discontinued services.

- 1b. MET - Projected transfers in have not changed since budget adoption by more than the standard for the current year and two subsequent fiscal years.

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



- 1c. MET - Projected transfers out have not changed since budget adoption by more than the standard for the current year and two subsequent fiscal years.

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

--

- 1d. NO - There have been no capital project cost overruns occurring since budget adoption that may impact the general fund operational budget.

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




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

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DATA ENTRY: Enter an explanation if Yes.

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

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

The increase in annual payment does not represent a significant increase to the General Fund.

---

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

---

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

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

No

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

**Explanation:**  
(Required if Yes)

## S7. Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since budget adoption, and indicate whether the changes are the result of a new actuarial valuation.

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

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7A) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

1. a. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)

No

- b. If Yes to Item 1a, have there been changes since budget adoption in OPEB liabilities?

n/a

- c. If Yes to Item 1a, have there been changes since budget adoption in OPEB contributions?

n/a

#### 2. OPEB Liabilities

- a. Total OPEB liability  
b. OPEB plan(s) fiduciary net position (if applicable)  
c. Total/Net OPEB liability (Line 2a minus Line 2b)  
d. Is total OPEB liability based on the district's estimate or an actuarial valuation?  
e. If based on an actuarial valuation, indicate the date of the OPEB valuation.

Budget Adoption (Form 01CS, Item S7A)	First Interim
0.00	0.00

#### 3. OPEB Contributions

- a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method  
Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)

Budget Adoption (Form 01CS, Item S7A)	First Interim

- b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund)  
(Funds 01-70, objects 3701-3752)  
Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)

0.00	0.00

- c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)  
Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)


- d. Number of retirees receiving OPEB benefits  
Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)


#### 4. Comments:

**S7B. Identification of the District's Unfunded Liability for Self-insurance Programs**

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7B) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

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

No
----

- b. If Yes to item 1a, have there been changes since budget adoption in self-insurance liabilities?

n/a
-----

- c. If Yes to item 1a, have there been changes since budget adoption in self-insurance contributions?

n/a
-----

2. Self-Insurance Liabilities

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

Budget Adoption (Form 01CS, Item S7B)	First Interim

3. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs  
Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)

Budget Adoption (Form 01CS, Item S7B)	First Interim

- b. Amount contributed (funded) for self-insurance programs  
Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)


4. Comments:

--

**S8. Status of Labor Agreements**

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

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

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

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

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

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Certificated Labor Agreements as of the Previous Reporting Period**

Were all certificated labor negotiations settled as of budget adoption?

No

If Yes, complete number of FTEs, then skip to section S8B.

If No, continue with section S8A.

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

Prior Year (2nd Interim)  
(2017-18)

Current Year  
(2018-19)

1st Subsequent Year  
(2019-20)

2nd Subsequent Year  
(2020-21)

Number of certificated (non-management) full-time-equivalent (FTE) positions

3.0

3.0

3.0

3.0

1a. Have any salary and benefit negotiations been settled since budget adoption?

No

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

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

If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled?

Yes

If Yes, complete questions 6 and 7.

**Negotiations Settled Since Budget Adoption**

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

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

If Yes, date of Superintendent and CBO certification:

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

If Yes, date of budget revision board adoption:

n/a

4. Period covered by the agreement:

Begin Date:

End Date:

5. Salary settlement:

Current Year  
(2018-19)

1st Subsequent Year  
(2019-20)

2nd Subsequent Year  
(2020-21)

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

**One Year Agreement**

Total cost of salary settlement

% change in salary schedule from prior year

or

**Multiyear Agreement**

Total cost of salary settlement

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

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

**Negotiations Not Settled**

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

2,690

7. Amount included for any tentative salary schedule increases

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
0	0	0

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

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

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	Yes	Yes
20,996	22,656	25,159
100.0%	100.0%	100.0%
9.0%	8.0%	11.0%

**Certificated (Non-management) Prior Year Settlements Negotiated Since Budget Adoption**

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?

No		
----	--	--

If Yes, amount of new costs included in the interim and MYPs  
If Yes, explain the nature of the new costs:

--

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

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

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	Yes	Yes
2,681	4,742	3,083
1.5%	2.0%	1.5%

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

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

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
No	No	No
No	No	No

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

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




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

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Classified Labor Agreements as of the Previous Reporting Period**

Were all classified labor negotiations settled as of budget adoption?

If Yes, complete number of FTEs, then skip to section S8C.

If No, continue with section S8B.

No

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

	Prior Year (2nd Interim) (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of classified (non-management) FTE positions	2.7	2.7	2.7	2.7

1a. Have any salary and benefit negotiations been settled since budget adoption?

No

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

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

If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 6 and 7.

Yes

**Negotiations Settled Since Budget Adoption**

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

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

If Yes, date of Superintendent and CBO certification:

4. Period covered by the agreement:

Begin Date:

End Date:

5. Salary settlement:

Current Year  
(2018-19)

1st Subsequent Year  
(2019-20)

2nd Subsequent Year  
(2020-21)

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

**One Year Agreement**

Total cost of salary settlement

% change in salary schedule from prior year  
or

**Multiyear Agreement**

Total cost of salary settlement

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

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

**Negotiations Not Settled**

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

2,033

7. Amount included for any tentative salary schedule increases

Current Year  
(2018-19)

1st Subsequent Year  
(2019-20)

2nd Subsequent Year  
(2020-21)

0

0

0

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

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

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	Yes	Yes
11,477	12,353	13,402
100.0%	100.0%	100.0%
9.0%	8.0%	8.5%

**Classified (Non-management) Prior Year Settlements Negotiated Since Budget Adoption**

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?

No		
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If Yes, amount of new costs included in the interim and MYPs  
If Yes, explain the nature of the new costs:

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

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

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	Yes	Yes
5,898	4,296	1,131
4.0%	3.0%	1.0%

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

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

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
No	No	No
No	No	No

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

List other significant contract changes that have occurred since budget adoption and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):


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

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period**

Were all managerial/confidential labor negotiations settled as of budget adoption?

No

If Yes or n/a, complete number of FTEs, then skip to S9.

If No, continue with section S8C.

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

	Prior Year (2nd Interim) (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of management, supervisor, and confidential FTE positions	0.6	0.6	0.6	0.6

1a. Have any salary and benefit negotiations been settled since budget adoption?

If Yes, complete question 2.

If No, complete questions 3 and 4.

No

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 3 and 4.

Yes

**Negotiations Settled Since Budget Adoption**

2. Salary settlement:

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

Total cost of salary settlement

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

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

**Negotiations Not Settled**

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

661

4. Amount included for any tentative salary schedule increases

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
0	0	0

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

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

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	Yes	Yes
0	0	0

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

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

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	Yes	Yes
1,305	1,331	1,356

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

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

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
No	No	No

**S9. Status of Other Funds**

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

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**S9A. Identification of Other Funds with Negative Ending Fund Balances**

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DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?

No

If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

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## ADDITIONAL FISCAL INDICATORS

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

DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9; Item A1 is automatically completed based on data from Criterion 9.

A1. Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)

Yes

A2. Is the system of personnel position control independent from the payroll system?

Yes

A3. Is enrollment decreasing in both the prior and current fiscal years?

Yes

A4. Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?

No

A5. Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?

No

A6. Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?

No

A7. Is the district's financial system independent of the county office system?

No

A8. Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)

No

A9. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

No

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

Comments:  
(optional)

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## End of School District First Interim Criteria and Standards Review

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Nicasio School District  
Since 1862

Agenda Item # 66

Board of Trustees

Michelle Rutledge, Board President ~ Madeleine Sloane, Trustee ~ Jason Snell, Trustee

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To: Nicasio Board of Trustees  
From: Jan La Torre-Derby, Interim Superintendent  
Date: December 6, 2018  
Re: Action: Agreement Between Nicasio School District and Marin County Library  
(LCAP Goals 2, 3, 6)

**Objective:**

To approve an agreement between Nicasio School District and Marin County Library for support and services

**Background:**

Staff met with Bonny White, Deputy County Librarian, and Sara Jones in September to determine a possible partnership. A second meeting was held with Bonny White to discuss a formal agreement similar to partnerships with other rural and urban school districts. Several support systems were discussed and will be determined once the agreement is approved by Trustees and upgrading of the library commences.

Services may include:

1. Accessing free books for classroom use and use in the library
2. Purchase of new library books based on the Marin Free Library recommendations and cost savings
3. Assistance with the design and set up of the library to include a Maker Space focused on Next Generation Science activities and projects
4. Resurrection of the regular Book Mobile services
5. Providing library cards for students, staff, and families to encourage visiting libraries throughout the county
6. Providing professional development regarding on-line learning, accessing research materials, tutoring, including accessing Brain Vibe, which is on-line interactive homework support in all subject areas and taught by credentialed teachers.
7. Potential monthly direct services by a Marin County Librarian; conversations in process

**Funding Source/Cost:**

Carryover Lottery Funds/\$6,000 for 2018-19

**Recommendation:**

Staff recommends approval of the Agreement between Nicasio School District and Marin County Library for 2018-21, with annual review of available budget to support services.



## **PARTNERSHIP AGREEMENT FOR LIBRARY SUPPORT FOR THE NICASIO SCHOOL DISTRICT**

This Partnership Agreement for Library Support ("Agreement") is made between the Nicasio District/MCOE ("District"), a public school district duly organized and validly existing under the laws of the State of California, and Marin County Free Library ("Library"), a county public library, both duly organized and validly existing under the laws of the State of California. District and Library may be referred to as "Parties".

WHEREAS, District is required under Education Code section 18100 et seq. to provide School Library Services for pupils and teachers of the district by establishing and maintaining school libraries; and

WHEREAS, District is desirous of providing quality library services for the students of the District; and

WHEREAS, District's School Libraries would benefit from collaboration, coordination and support of their operations by Public Library professionals; and

WHEREAS, Library is a county free library organized and operated by the Board of Supervisors of the County of Marin pursuant to the provisions of Education Code section 19100 et seq. ; and

WHEREAS, Library desires to assist the District in providing School Library Services in support of the educational programs of the District; and;

WHEREAS, the Parties desire to collaborate to promote the development of 21st Century skills in students by entering into an arrangement where the Library, in partnership with the District, provides support and guidance to the school libraries of the District.

NOW, THEREFORE, the Parties desire to memorialize their agreement with regard to the use and operations of the School-Community Library.

### **TERMS OF AGREEMENT**

#### **1. PURPOSE OF AGREEMENT.**

(a) The purpose of this Agreement is for District to permit Library to provide support of School Library Services to benefit District students and teachers; to

(iii) define and describe support of School Library Services and other programs to be provided during the term of the Agreement by the Parties; and

(iv) outline the respective roles and responsibilities of the Parties with regard to oversight of School Library Services and other collaborative efforts.

#### **2. TERM.** The term of this Agreement shall be for **three (3) years**, commencing as of December 7, **2018 and ending on November 1, 2021.**

(a) **Renewal.** This Agreement may be renewed upon mutual agreement by the Parties for a maximum of one (1) additional three (3)-year term, unless sooner terminated by either Party.



(b) Review. The Parties shall review the Agreement on an ongoing basis as described in Section 5(c)(i).

3. CONSIDERATION. Consideration for Library's guidance and support shall be (a) Library providing the support of School Library Services for the benefit of the District, and (b) District making a funding contribution to Library ("District Contribution"). In 2018-2019, District shall provide to Library the sum of up to \$6,000, as evidenced by a letter of commitment from District to Library, as a contribution to the costs to provide guidance and support of District's School Library Services. The final amount due shall be paid based on Library's final actual cost and shall not exceed \$6,000.

5. DUTIES AND RESPONSIBILITIES.

(a) Library will:

(i) Provide guidance and support for the School Library and of School Library Services in support of District's educational programs, as more specifically described in Section 6 hereof. Including expanded sharing of library print materials and electronic resources, and materials no longer in use by the Library.

(b) District will:

(i) Equip the library with all necessary furniture, equipment, supplies, computer hardware, software and network infrastructure in a manner and quantity that meets the District's standard of School Libraries for the size and type of services to be offered;

(ii) Reimburse Library for its share of the direct costs associated with Library's use of the Premises, as described in Section 8 hereof.

(iii) Provide circulation support for on-line circulation functions

(c) District and Library, together, will:

(i) Meet annually on or before July 1 of each year during this Agreement to identify and schedule the specific support of School Library Services to be provided for the coming school year in the School. In addition, the parties shall meet at least once each semester to review and evaluate programs, equity in resource allocation, and resolve any problems to ensure that both Parties achieve their goals from the Agreement.

(ii) Annually present a report to each Party's governing board regarding the programs, progress and evaluation of the success and goals of the Agreement.

(iv) Continuously develop cooperative policies and procedures for the selection and acquisition of materials related to support the programs at the School Libraries.

(v) Implement the support of School Library Services as further described in Section 6 hereof.

6. SUPPORT OF SCHOOL LIBRARY SERVICES

(i) The Parties together shall develop and provide:

(a) "School library services" which include, but are not limited to, the provision, organization, and utilization of materials and related activities supportive of the educational requirements prescribed by law and by the school districts which may include the following:

(1) Library Instruction -Provide instruction to students that will enable them to become proficient users of library resources; and provide in-service training for teachers.

(2) Curriculum Development -Provide information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum; team with classroom teachers to develop units of instruction and activities using library resources in the instructional programs.

(3) Materials Selection -Provide assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials.

(4) Access to Materials and Information Resources -Provide a collection of materials and resources that support the curriculum and are appropriate for user needs.

(5) Professional Development -Assist teachers, administrators, and other school staff members in becoming knowledgeable and current concerning appropriate uses of library media services, materials and equipment.

(b) Programs to expand learning, student achievement, and assist District students with mastery of 21st century skills (collectively, the "oversight of School Library Services"). Together, the Parties endeavor to link oversight of School Library Services intentionally to District PreK-12 education to expand learning opportunities beyond the school room and the school year.

(ii) District shall provide the following:

- (a) Staffing of District school library
- (b) Facilities to house the School Library.
- (c) Funding for continued use and improvement of materials and School Library Services provided to district faculty and students,

(iii) Library shall provide support of School Library Services, which include the following:

(a) Library Instruction -Provide instruction to students that will enable them to become proficient users of library resources; and provide in service training for teachers.

(b) Curriculum Development -Provide information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum; team with classroom teachers to develop units of instruction and activities using library resources in the instructional programs.

(c) Materials Selection -Provide assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials.

(d) Access to Materials and Information Resources -Provide a collection of materials and resources that support the curriculum and are appropriate for user needs.

- (e) Professional Development -Assist teachers, administrators, and other school staff members in becoming knowledgeable and current concerning appropriate uses of library media services, materials and equipment.
- (f) Issue every District student and teacher with a library card to use print and e-resources without barriers like fines, transportation, and access.
- (g) Assist with the effort to ensure grade level reading by 3rd graders (all students score proficient or higher on English Language Arts).
- (h) Provide Library activities, after school and summer learning/reading programs that support District's learning goals with activities that encourage students to become self-directed learners and provide a focus to:

By: \_\_\_\_\_

Nicasio School District

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Marin Free Library

Title: \_\_\_\_\_

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

# Nicasio School District

Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

To: Nicasio School District Board of Trustees  
 From: Jan La Torre-Derby, Ed.D. Interim Superintendent  
 Date: December 6, 2018  
 Re: Action: First Reading Board Policies to Align with AB 699 Educational Equity (LCAP Goal 5)

## **Objective:**

To approve Board Policies regarding Educational Equity for Immigrant Families (AB 699)

## **Background:**

Assembly Bill 699, Educational Equity: Immigration and Citizenship Status, was approved by the Governor and filed by the Secretary of State on October 5, 2017. On April 1, 2018, the Attorney General's office released a Model Policy: Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist K-12 Schools in Responding to Immigration Issues. The guide is also available on the Attorney General's website. The legislation was enacted on July 1, 2018 for all California public schools in providing protection for students, regardless of immigration status, and extend specific support to immigrant students and families. The law requires schools to adopt supportive practices in response to heightened enforcement, including updated staff training, curriculum development, and the following: discrimination, harm of bullying, collection of immigration status information, reporting of police enforcement to school boards, ensuring family designated emergency plan, and informing parents of student rights for a free public education.

School districts are required to enhance current policies or create new policies to comply with AB699, with specific emphasis on the following policies.

1. Gathering and Handling Student and Family Information
2. Sharing Student and Family Information
3. Responding to Requests for Access to School Grounds for Immigration Enforcement Purposes
4. Responding to the Detention or Deportation of a Student's Family Member
5. Responding to Hate Crimes and Bullying Related to National Origin or Ethnicity

Staff reviewed the Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Immigration Issues, researched current policies, and developed required policies to align with AB 699.

Based on the review and research, the following new policies were developed for the Nicasio School District.

1. BP 1250 Community Relations
2. BP 5125 Student Records
3. BP 5125.1 Release of Directory Information
4. BP 5145.11 Questioning and Apprehension By Law Enforcement
5. BP 5145.13 Response to Immigration Enforcement
6. BP 5145.6 Parental Notification
7. BP 5145.9 Hate-Motivated Behavior

**Funding Source/Cost:**

NA

**Recommendation:**

Staff recommends review of BP #1-7 above as a first reading, and placement on the January board agenda as a second and final reading.

## Nicasio School District

### Board Policy

#### Visitors/Outsiders

BP 1250

#### Community Relations

The Board of Trustees believe that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure the safety of students and staff and minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

(cf. 1112 - Media Relations)

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

No outsider shall enter or remain on school grounds during school hours without having registered with the principal or designee. If signs posted in accordance with Penal Code 627.6 restrict entrance or route that outsider may use to reach the office of the principal or designee, an outsider shall comply with such signs. (Penal Code 627.2)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)



(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 3515.2 - Disruptions)

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

#### Responding to Requests for Access to School Grounds for Immigration-Enforcement Purposes

No outsider—which would include immigration-enforcement officers—shall enter or remain on school grounds of the District during school hours without having registered with the principal or designee. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the principal or designee:

- Name, address, occupation;
- Age, if less than 21;
- Purpose in entering school grounds;
- Proof of identity; and
- Any other information as required by law.

The District shall adopt measures for responding to outsiders that avoids classroom disruption, and preserves the peaceful conduct of the school's activities, consistent with local circumstances and practices.

The District] shall post signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.

District personnel shall report entry by immigration-enforcement officers to any on-site school police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

#### Legal Reference:

##### EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

32212 Classroom interruptions

35160 Authority of governing boards

35292 Visits to schools (board members)

49091.10 Parental right to inspect instructional materials and observe school activities



51101 Parent Rights Act of 2002

51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off to participate in child's educational activities

PENAL CODE

290 Sex offenders

626-626.10 Schools

626.81 Misdemeanor for registered sex offender to come onto school grounds

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

COURT DECISIONS

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

Policy Nicasio School District  
New Policy

**Nicasio School District**  
**Board Policy**  
**Student Records**

BP 5125

**Students**

The Trustees recognize the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law.

(cf. 3580 - District Records)

(cf. 4040 - Employee Use of Technology)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that

ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

(cf. 5145.13 - Response to Immigration Enforcement)

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

#### Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.2 - Bullying)

(cf. 5145.6 - Parental Notifications)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

#### Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

(cf. 3312 - Contracts)

#### Collecting and Retaining Student Information

The Superintendent or designee shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

If the District possesses information that could indicate immigration status, citizenship status, or national origin information, the District shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school.

If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin information, the District shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

The District shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.

#### Inquiries Regarding Immigration Status, Citizenship Status, and National Origin Information

District personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, District personnel shall solicit that documentation or information separately from the school enrollment process.

Where permitted by law, the Superintendent or designee of the District shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status.

#### Inquiries About Social Security Numbers or Cards

The District shall not solicit or collect entire Social Security numbers or cards.

The District shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.

When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, the District shall explain the limited purpose for which this information is collected, and clarify that a failure to provide this information will not bar the student from enrolling in or attending the school.

The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the free and reduced lunch program, transportation and educational instruction.

#### Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status  
 17604 Contracts  
 48201 Student records for transfer students who have been suspended/expelled  
 48853.5 Foster youth; placement, immunizations  
 48902 Notification of law enforcement of specified violations  
 48904-48904.3 Withholding grades, diplomas, or transcripts  
 48918 Rules governing expulsion procedures  
 48980 Parental notifications  
 48985 Notices in parent/guardian's primary language  
 49060-49079 Student records  
 49091.14 Parental review of curriculum  
 51747 Independent study programs  
 56041.5 Rights of students with disabilities  
 56050 Surrogate parents  
 56055 Foster parents  
 69432.9 Cal Grant program; notification of grade point average  
 BUSINESS AND PROFESSIONS CODE  
 22580-22582 Digital privacy  
 22584-22585 Student Online Personal Information Protection Act  
 22586-22587 Early Learning Personal Information Protection Act  
 CODE OF CIVIL PROCEDURE  
 1985.3 Subpoena duces tecum  
 FAMILY CODE  
 3025 Access to records by noncustodial parents  
 6552 Caregiver's authorization affidavit  
 GOVERNMENT CODE  
 6252-6260 Inspection of public records  
 HEALTH AND SAFETY CODE  
 120440 Immunizations; disclosure of information  
 PENAL CODE  
 245 Assault with deadly weapon  
 WELFARE AND INSTITUTIONS CODE  
 681 Truancy petitions  
 701 Juvenile court law  
 16010 Health and education records of a minor  
 CODE OF REGULATIONS, TITLE 5  
 430-438 Individual student records  
 16020-16027 Destruction of records of school districts  
 UNITED STATES CODE, TITLE 20  
 1232g Family Educational Rights and Privacy Act  
 1232h Protection of Pupil Rights Amendment  
 UNITED STATES CODE, TITLE 26  
 152 Dependent child, definition  
 UNITED STATES CODE, TITLE  
 4211434a McKinney-Vento Homeless  
 Assistance Act; definite

CODE OF FEDERAL REGULATIONS, TITLE 16

Part 312 Children's Online Privacy Protection Rule

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

300.501 Opportunity to examine records for parents of student with disability

Management Resources:

CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FEDERAL REGISTER

Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Computing Era, April 2014

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

IDEA and FERPA Confidentiality Provisions, 2014

Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, November 2008

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, October 2007

WEB SITES

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

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

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

U.S. Department of Education, Family Policy Compliance Office,  
<http://www.ed.gov/policy/gen/guid/fpc/index.html>

Policy            Nicasio School District  
New Policy

**Nicasio School District**  
**Board Policy**  
**Release Of Directory Information**

BP 5125.1  
**Students**

The Board of Education recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with Board policy and administrative regulation.

(cf. 1112 - Media Relations)

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on his/her determination of the best interests of district students. (Education Code 49073)

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and prospective employers, in accordance with Board policy.

(cf. 1113 - District and School Web Sites)

**Policies and Procedures Regarding Information Sharing**

The Districts request for written or parental or guardian consent for release of student information must include the following information:

1. the signature and date of the parent, guardian, or eligible student providing consent;
2. a description of the records to be disclosed;
3. the reason for release of information;
4. the parties or class of parties receiving the information; and
5. if requested by the parents, guardians or eligible student, a copy of the records to be released.

The District shall permanently keep the consent notice with the record file.

A parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that this not otherwise subject to release, the District shall not release the information.



## Annual Information Notice to Parents and Guardians General Information Policy

The District must provide an annual notice to parents and guardians of the school's general information policies that includes:

1. Assurances that the District will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.
2. A description of the types of student records maintained by the District.
3. A list of the circumstances or conditions under which the District might release student information to outside people or entities.
4. A statement that, unless the District is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, the District shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

### Legal Reference:

EDUCATION CODE

49061 Definitions

49063 Notification of parents of their rights

49073 Release of directory information

49073.5 Directory information; military representatives; telephone numbers

49603 Public high schools; military recruiting

UNITED STATES CODE, TITLE 10

503 Military recruiter access to directory information

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

7908 Armed forces recruiter access to students and student recruiting information

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

### Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Access to High School Students and Information on Students by Military Recruiters, 2002

WEB SITES

U.S. Department of Education, Family Policy Compliance Office:

<http://www.ed.gov/policy/gen/guid/fpc/index.html>

Policy Nicasio SCHOOL DISTRICT

New Policy

## **Novato School District**

### **Board Policy**

#### **Questioning And Apprehension By Law Enforcement**

BP 5145.11

##### **Students**

The Trustees believe that the safety of district students and staff is essential to achieving the goal of student learning. In accordance with standards specified in law, law enforcement officers may interview and question students on school premises and may remove them when appropriate.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 3515.3 - District Police/Security Department)  
(cf. 4158/4258/4358 - Employee Security)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5145.12 - Search and Seizure)

The Superintendent or designee shall collaborate with local law enforcement agencies to establish procedures which enable law enforcement officers to carry out their duties on school campus, including, when necessary, the questioning and/or apprehension of students.

When any law enforcement officer requests an interview with a student, the principal or designee shall request the officer's identity, his/her official capacity, and the legal authority under which the interview is to be conducted. The principal or designee shall maintain a record of all documentation relative to law enforcement interviews of students.

The principal or designee shall accommodate the interview in a way that causes the least possible disruption for the student and school, and provides the student appropriate privacy.

The principal or designee may be present during the interview with the law enforcement officer with the student's approval.

Except in cases of child abuse or neglect, the principal or designee shall attempt to notify the student's parent/guardian as soon as practicable after the law enforcement officer has interviewed the student on school premises.

If a minor student is removed from school into the custody of law enforcement, the principal or designee shall immediately notify the parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906)

##### **Subpoenas**

Although subpoenas may legally be served at school on students age 12 or older, the Board

believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. When served at school, the principal or designee shall take reasonable steps protect the student's privacy rights and to minimize loss of class time for the student.

#### Policies for Responding to the Detention or Deportation of a Student's Family Member

The District shall encourage that families and students have and know their emergency phone numbers and know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.

The District shall permit students and families to update students' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available.

The District shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.

The District shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

In the event a student's parent/guardian has been detained or deported by federal immigration authorities, the District shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, the District shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. The District shall only contact Child Protective Services if the District personnel are unsuccessful in arranging for the timely care of the child through the emergency contact information that the school has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

#### Legal Reference:

##### EDUCATION CODE

44807 Duty concerning conduct of pupils

48264 Arrest of truants

48265 Delivery of truant

48902 Notice to law enforcement authorities

48906 Release of minor pupil to peace officers; notice to parent, guardian

48909 Narcotics and other hallucinogenic drugs (re arrest)

##### CODE OF CIVIL PROCEDURE

416.60 Service of summons or complaint to a minor

##### PENAL CODE

830-832.17 Peace officers  
1328 Service of subpoena  
WELFARE AND INSTITUTIONS CODE  
627 Custody of minor  
CODE OF REGULATIONS, TITLE 5  
303 Duty to remain at school  
COURT DECISIONS  
Camreta v. Greene, (2011) 131 S.Ct. 2020  
People v. Lessie, (2010) 47 Cal. 4th 1152  
In re William V., (2003) 111 Cal.App.4th 1464  
ATTORNEY GENERAL OPINIONS  
54 Ops.Cal.Atty.Gen. 96 (1971)  
34 Ops.Cal.Atty.Gen. 93 (1959)

Management Resources:

WEB SITES

California Department of Justice, Office of the Attorney General: <http://oag.ca.gov>

Policy Nicasio SCHOOL DISTRICT

New Policy

## **Nicasio School**

### **Board Policy**

#### **Response To Immigration Enforcement**

BP 5145.13

##### **Students**

The Trustees are committed to the success of all students and believe that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law. (Education Code 234.7)

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status. (Education Code 200, 220, 234.1)

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

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

(cf. 5145.6 - Parental Notifications)

Consistent with requirements of the California Office of the Attorney General, the Superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

Teachers, school administrators, and other school staff shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information.

(Education Code 234.7)

#### Responding to On-Campus Immigration Enforcement

As early as possible, District personnel shall notify the Superintendent or designee of any request by an immigration-enforcement officer for school or student access, or any requests for review of school documents (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.).

In addition to notifying the Superintendent or designee, District personnel shall take the following action steps in response to an officer present on the school campus specifically for immigration-enforcement purposes:

1. Advise the officer that before proceeding with his or her request, and absent exigent circumstances, school personnel must first receive notification and direction from the Superintendent or administrator.
2. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also, ask for and copy or note the phone number of the officer's supervisor.
3. Ask the officer for his/her reason for being on school grounds and document it.
4. Ask the officer to produce any documentation that authorizes school access.
5. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, District personnel should comply with the officer's orders and immediately contact the Superintendent or designee.
7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation.

If the immigration-enforcement officer has an ICE (Immigrations and Customs Enforcement) administrative warrant, District personnel shall inform the agent that he or she cannot consent to any request without first consulting with the District's counsel or other designated agency official.

A federal judicial warrant, prompt compliance with such a warrant is usually legally required. If feasible, consult with the District's legal counsel or designated administrator, before providing the agent access to the person or materials specified in the warrant.

A subpoena for production of documents or other evidence, immediate compliance is not required. Therefore, District personnel shall inform the District's legal counsel or other designated official of the subpoena, and await further instructions on how to proceed.

1. While District personnel should not consent to access by an immigration-enforcement officer, except as described above, he/she should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, District personnel shall document his or her actions while on campus.

2. After the encounter with the officer, District personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:

- a. List or copy of the officer's credentials and contact information;
- b. Identity of all school personnel who communicated with the officer;
- c. Details of the officer's request;
- d. Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
- e. District personnel's response to the officer's request;
- f. Any further action taken by the agent; and
- g. Photo or copy of any documents presented by the agent.
- h. District personnel shall provide a copy of those notes, and associated documents collected from the officer, to the District's legal counsel or other designated agency official.
- i. In turn, the District's legal counsel or other designated official shall submit a timely report to the District's governing board regarding the officer's requests and actions and the District's response(s).



- j. E-mail the Bureau of Children's Justice in the California Department of Justice, at [BCJ@doj.ca.gov](mailto:BCJ@doj.ca.gov), regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes.

### Parental Notification of Immigration-Enforcement Actions

District personnel must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.

District personnel shall immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

#### Legal Reference:

##### EDUCATION CODE

200 Educational equity

220 Prohibition of discrimination

234.1 Safe Place to Learn Act

234.7 Student protections relating to immigration and citizenship status

48204.4 Evidence of residency for school enrollment

48980 Parental notifications

48985 Notices to parents in language other than English

##### GOVERNMENT CODE

8310.3 California Religious Freedom Act

##### PENAL CODE

422.55 Definition of hate crime

627.1-627.6 Access to school premises, outsiders

##### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

##### COURT DECISIONS

*Plyler v. Doe*, 457 U.S. 202 (1982)

#### Management Resources:

##### CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

##### CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

##### WEB SITES

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

California Office of the Attorney General: <http://oag.ca.gov>

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>  
California Department of Justice: <http://www.justice.gov>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
U.S. Immigration and Customs Enforcement: <http://www.ice.gov>  
U.S. Immigration and Customs Enforcement, Online Detainee Locator System:  
<http://locator.ice.gov/odls>

Policy: Nicasio School District  
New Policy

## **Nicasio**

### **Board Policy**

#### **Parental Notifications**

BP 5145.6

#### **Students**

The Trustees recognize that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 5022 - Student and Family Privacy Rights)  
(cf. 5124 - Communication with Parents/Guardians)  
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall ensure that notifications which must be sent at the beginning of each academic year include a request that the parent/guardian sign the notice and return it to the school. (Education Code 48981, 48982)

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. Whenever an employee learns that a student's parent/guardian is for any reason unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

(cf. 6174 - Education for English Language Learners)

#### **Parental Notification of Immigration-Enforcement Actions**

District personnel must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.

Personnel shall immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

Legal Reference:  
EDUCATION CODE

221.5 Prohibited sex discrimination  
 231.5 Sexual harassment policy  
 262.3 Appeals; information re: availability of civil remedies  
 310 Structured English Immersion Program  
 17288 Pupils: school buildings  
 17612 Notification of pesticide use  
 32255-32255.6 Right to refuse harmful or destructive use of animals  
 32390 Fingerprint program; contracts; funding; consent of parent/guardian  
 35178.4 Notice of accreditation status  
 35183 School dress codes; uniforms  
 35186 Complaints concerning deficiencies in instructional materials and facilities  
 35256 School accountability report card  
 35291 Rules  
 37616 Consultation  
 39831.5 School bus rider rules and information  
 44808.5 Permission to leave school grounds  
 46010.1 Notice re: excuse to obtain confidential medical services  
 46014 Regulations regarding absences for religious purposes  
 46600-46611 Interdistrict attendance agreements especially:  
 46601 Failure to approve interdistrict attendance  
 48000 Minimum age of admission  
 48070.5 Promotion or retention of students  
 48205 Absence for personal reasons  
 48206.3 Pupils with temporary disabilities; individual instruction; definitions  
 48207 Pupils with temporary disabilities in hospitals outside of school district  
 48208 Students with temporary disabilities in qualifying hospitals  
 48216 Immunization  
 48260.5 Notice to parent re truancy  
 48263 Referral to SARB or probation department  
 48432.5 Involuntary transfers of pupils  
 48904 Liability of parent/guardian for willful pupil misconduct  
 48904.3 Withholding grades, diplomas, or transcripts  
 48906 Notification of release of pupil to peace officer  
 48911 Notification in case of suspension  
 48912 Closed sessions; consideration of suspension  
 48915.1 Expelled individuals: enrollment in another district  
 48916 Readmission procedures  
 48918 Rules governing expulsion procedures  
 48980 Required notification at beginning of term  
 48980.3 Notification of pesticide use  
 48981 Time and means of notification  
 EDUCATION CODE (continued)  
 48982 Signature; return to school; effect of signature  
 48983 Contents of notice  
 48984 Activities prohibited unless notice given  
 48985 Notices to parents in language other than English

48987 Child abuse information  
 49063 Notification of parents of their rights  
 49067 Regulations regarding pupil's achievement  
 49068 Transfer of permanent enrollment and scholarship record  
 49069 Absolute right to access  
 49070 Challenging content of records  
 49073 Release of directory information  
 49076 Access to student records  
 49077 Access to information concerning a student in compliance with court order  
 49091.14 Prospectus  
 49302 Parental consent  
 49332 Notifications of retention of object by school personnel; release  
 49403 Cooperation in control of communicable disease and immunization  
 49423 Administration of prescribed medication for pupil  
 49451 Physical examinations: parent's refusal to consent  
 49452.5 Screening for scoliosis  
 49452.7 Information on type 2 diabetes  
 49456 Report to parent  
 49472 Medical and hospital services for pupils  
 49480 Continuing medication regimen for nonepisodic conditions  
 49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970  
 51229 Course of study for grades 7-12  
 51513 Personal beliefs  
 51938 Right of parent/guardian notice HIV/AIDS and sexual health instruction  
 52164.1 Census-taking methods; determination of primary language; assessment of language skills  
 52164.3 Notice of reassessment of language skills  
 52173 Consultation with parents or guardians; notice to parents or guardians; withdrawal of pupil  
 52244 Advanced Placement Program  
 54444.2 Migrant education programs; parent involvement  
 56301 Child-find system; policies re: written notification rights  
 56321 Special education: proposed assessment plan  
 56321.5-56321.6 Notice of parent rights pertaining to special education  
 56329 Written notice of right to findings; independent assessment  
 56341 Individualized education program team  
 56341.1 Development of individualized education program; right to audio record meeting  
 56341.5 Individualized education program team meetings  
 EDUCATION CODE (continued)  
 56343.5 IEP meetings  
 56346 Parental notice and consent to special education program  
 58501 Alternative schools: notice required prior to establishment  
 60641 Standardized Testing and Reporting Program  
 60850 High School Exit Examination  
 66204 Certification of high school courses as meeting university admission criteria  
 HEALTH AND SAFETY CODE  
 1596.857 Right to enter child care facility

120365 Immunizations  
 120370 Immunizations  
 120375 Immunizations  
 120440 Sharing immunization information  
 124085 Certificate of receipt; health screening and evaluation services; waiver by parent/guardian  
 124100 School districts and private schools; information to parents  
 PENAL CODE  
 627.5 Hearing request following denial or revocation of registration  
 WELFARE AND INSTITUTIONS CODE  
 18976.5 Parental notice; right of refusal to participate  
 CODE OF REGULATIONS, TITLE 5  
 863 Standardized Testing and Reporting Program  
 3052 Behavioral intervention  
 3831 General standards (Gifted and Talented Program)  
 4622 Notice requirements and recipients  
 4631 Responsibilities of the local agency  
 11303 Reclassification of English language learners  
 11309 Parental exception waivers  
 11523 Notice of proficiency examinations  
 18066 Policies and procedures absences for child care  
 UNITED STATES CODE, TITLE 20  
 1232g Family Educational and Privacy Rights Act  
 1415 Procedural safeguards  
 1681-1688 Title IX, discrimination based on sex or blindness  
 6311 State plans  
 6312 Local education agency plans  
 6316 Academic assessment and local education agency school improvement  
 6318 Parental involvement  
 7908 Armed forces recruiter access to students  
 UNITED STATES CODE, TITLE 42  
 2000d -2000d-7, Title VI, Civil Rights Act of 1964  
 CODE OF FEDERAL REGULATIONS, TITLE 34  
 99.7 Student records, annual notification  
 99.34 Student records, disclosure to other educational agencies  
 104.36 Procedural safeguards  
 106.9 Dissemination of policy, nondiscrimination on basis of sex  
 300.345 Parent participation  
 300.502 Independent educational evaluation  
 300.503 Prior written notice  
 300.505 Parental consent  
 300.507 Parent notice due process hearing  
 300.523 Manifestation determination review  
 CODE OF FEDERAL REGULATIONS, TITLE 40  
 763.84 Asbestos inspections, response actions and post-response actions  
 763.93 Asbestos management plans

Policy Nicasio SCHOOL DISTRICT  
New Policy



**Nicasio School District**  
**Board Policy**  
**Hate-Motivated Behavior**

**BP 5145.9**  
**Students**

The Trustees are committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3515.4 - Recovery for Property Loss or Damage)  
(cf. 5131- Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5131.5 - Vandalism, Theft and Graffiti)  
(cf. 5136 - Gangs)  
(cf. 5137 - Positive School Climate)  
(cf. 5141.52 - Suicide Prevention)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts

(cf. 1020 - Youth Services)  
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 1700 - Relations Between Private Industry and the Schools)  
(cf. 5148.2 - Before/After School Programs)

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6142.3 - Civic Education)  
(cf. 6142.4 - Service Learning/Community Service Classes)  
(cf. 6142.94 - History-Social Science Instruction)

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

#### Responding to Hate Crimes and Bullying

##### Adopting and Publicizing Anti-Bullying and Anti-Harassment Policy

The District shall adopt and publicize policies that prohibit discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, or immigration status.

The District shall notify parents and guardians of their children's right to a free public education, regardless of immigration status or religious beliefs. This information shall include information related to the "Know Your Rights" immigration enforcement established by the Attorney General.

The District shall inform students who are victims of hate crimes of their right to report such crimes.

#### Processing Complaints of Harassment and Bullying

The District shall adopt a process for receiving complaints of and investigating complaints of discrimination, harassment, intimidation, and bullying based on any of the following actual or perceived characteristics:

The complaint process must include, but is not limited to, the following steps:

1. A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so
2. A timeline to investigate and resolve complaints of discrimination, harassment, intimidation, or bullying that shall be followed by all schools under the jurisdiction of the local educational agency; and
3. An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint.
4. The District shall ensure that complaint procedures contain confidentiality safeguards for immigration status information.
5. The District shall prohibit retaliation against a person who submits a complaint of discrimination, harassment, intimidation, or bullying based on any of the following actual or perceived characteristics: disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, immigration status, association with a person or group with one or more of the aforementioned characteristics.

The complaint process must include, but is not limited to, the following steps:

1. A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so;
2. A timeline to investigate and resolve complaints of discrimination, harassment, intimidation, or bullying that shall be followed by all schools under the jurisdiction of the local educational agency; and
3. An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint.
4. The District shall ensure that complaint procedures contain confidentiality safeguards for immigration status information.
5. The District shall prohibit retaliation against a person who submits a complaint of discrimination, harassment, intimidation, or bullying.

Training Students, Teachers, and Staff on Anti-Bullying and Anti-Harassment Policy The District shall educate students about the negative impact of bullying other students

based on their actual or perceived immigration status or their religious beliefs or customs.

The District shall also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training should, at minimum, provide agency personnel with the skills to do the following:

1. Discuss the varying immigration experiences among members of the student body and school community;
2. Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
3. Identify the signs of bullying or harassing behavior;
4. Take immediate corrective action when bullying is observed; and
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

#### Complaint Process

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

(cf. 3515.3 - District Police/Security Department)  
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

48900.4 Suspension or expulsion for threats or harassment

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

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

110.25 Prohibition of discrimination based on age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Prohibited Disability Harassment, July 2000

WEB SITES

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

California Association of Human Relations Organizations: <http://www.cahro.org>

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

California Office of the Attorney General: <http://oag.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <http://www.justice.gov>

Policy            Nicasio School District

New Policy

# Nicasio School District

Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

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To: Nicasio School District Board of Trustees  
From: Jan La Torre-Derby, Ed.D. Interim Superintendent  
Date: December 6, 2018  
Re: Action: Review and Approval of BP 5117 Inter-district Transfers (LCAP Goals 2, 3)

**Objective:**

To review and approve BP 5117 regarding Enrollment Capacities for 2019-20

**Background:**

Board Policy 5117 has specific guidelines requiring Trustees annually, in December, to review the Nicasio District BP/AR 5117 and the enrollment capacities. Establishing enrollment capacities is critical as most inter-district transfers are due by March 1, and requests occur in January-February of each year.

Additionally, Nancy Klein, legal counsel, reviewed all aspects of the board policy and alignment with recent legislation AB2826 Pupil Enrollment: Inter-district Attendance. Changes are reflected in Education Code 46600. Nancy Klein will review the legal requirements outlined in AB2826, which will require changes to BP 5117.

**Funding Source/Cost:**

NA

**Recommendation:**

Staff recommends review and alignment with AB2826 regarding capacities, educational quality, philosophy, legislation, and education code.





### AB-2826 Pupil enrollment: interdistrict attendance. (2017-2018)

#### SECTION 1. Section 46600 of the Education Code is amended to read:

**46600.** (a) (1) The governing boards of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the interdistrict attendance of pupils who are residents of the school districts. The agreement may provide for the admission to a school district other than the school district of residence of a pupil who requests a permit to attend a school district of *proposed enrollment* that is a party to the agreement and that maintains schools and classes in ~~kindergarten- transitional kindergarten, kindergarten,~~ or any of grades 1 to 12, inclusive, to which the pupil requests admission. Once a pupil in ~~kindergarten- transitional kindergarten, kindergarten,~~ or any of grades 1 to 12, inclusive, is enrolled in a school pursuant to this chapter, the pupil shall not have to reapply for an interdistrict transfer, and the governing board of the school district of enrollment shall allow the pupil to continue to attend the school in which he or she is enrolled, except as specified in paragraphs (2) and (4).

(2) The agreement shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. The agreement may contain standards for reapplication agreed to by the school district of residence and the school district of enrollment that differ from the requirements prescribed by paragraph (1). The agreement may stipulate terms and conditions established by the school district of residence and the school district of enrollment under which the permit may be revoked.

(3) The ~~supervisor designee~~ of ~~attendance- the superintendent~~ of the school district of residence shall issue an individual permit verifying the school district's approval, pursuant to policies of the governing board of the school district and terms of the agreement for the transfer. A permit shall be valid upon concurring endorsement by the designee of the governing board of the school district of proposed enrollment. The stipulation of the terms and conditions under which the permit may be revoked is the responsibility of the school district of enrollment.

(4) Notwithstanding paragraph (2), a school district of residence or school district of enrollment shall not rescind existing transfer permits for pupils ~~entering grade 11 or 12 in the subsequent school year, after June 30 following the completion of grade 10, or for pupils in grade 11 or 12.~~

(b) A pupil who has been determined by personnel of either the school district of residence or the school district of proposed enrollment to have been the victim of an act of bullying, as defined in subdivision (r) of Section 48900, committed by a pupil of the school district of residence shall, at the request of the ~~person having legal custody of the pupil, parent,~~ be given priority for interdistrict ~~attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.~~ *attendance.*

(c) In addition to the requirements of subdivision (e) of Section 48915.1, and regardless of whether an agreement exists or a permit is issued pursuant to this section, any school district may admit a pupil expelled from another school district in which the pupil continues to reside.

(d) (1) Notwithstanding any other law, and regardless of whether an agreement exists or a permit is issued pursuant to this section, a school district of residence shall not prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if the school district of proposed enrollment approves the application for transfer.

(2) ~~(A)~~ -For purposes of this subdivision, "active military duty parent" means a parent with full-time military duty status in the active uniformed service of the United States, including members of the National Guard and the State Military Reserve on active duty orders pursuant to Chapter 1209 (commencing with Section 12301) and Chapter 1211 (commencing with Section 12401) of Part II of Subtitle E of Title 10 of the United States Code.

~~(B) -For purposes of this subdivision, "parent" means the natural or adoptive parent or guardian of a dependent~~



~~child.~~

**SEC. 1.5.** Section 46600 of the Education Code is amended to read:

**46600.** (a) (1) The governing boards of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the interdistrict attendance of pupils who are residents of the school districts. The agreement may provide for the admission to a school district other than the school district of residence of a pupil who requests a permit to attend a school district *of proposed enrollment* that is a party to the agreement and that maintains schools and classes in ~~kindergarten- transitional kindergarten, kindergarten,~~ or any of grades 1 to 12, inclusive, to which the pupil requests admission. Once a pupil in ~~kindergarten- transitional kindergarten, kindergarten,~~ or any of grades 1 to 12, inclusive, is enrolled in a school pursuant to this chapter, the pupil shall not have to reapply for an interdistrict transfer, and the governing board of the school district of enrollment shall allow the pupil to continue to attend the school in which he or she is enrolled, except as specified in paragraphs (2) and (4).

(2) The agreement shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. The agreement may contain standards for reapplication agreed to by the school district of residence and the school district of enrollment that differ from the requirements prescribed by paragraph (1). The agreement may stipulate terms and conditions established by the school district of residence and the school district of enrollment under which the permit may be revoked.

(3) The ~~supervisor designee~~ *of attendance- the superintendent* of the school district of residence shall issue an individual permit verifying the school district's approval, pursuant to policies of the governing board of the school district and terms of the agreement for the transfer. A permit shall be valid upon concurring endorsement by the designee of the governing board of the school district of proposed enrollment. The stipulation of the terms and conditions under which the permit may be revoked is the responsibility of the school district of enrollment.

(4) Notwithstanding paragraph (2), a school district of residence or school district of enrollment shall not rescind existing transfer permits for pupils ~~entering grade 11 or 12 in the subsequent school year; after June 30 following the completion of grade 10, or for pupils in grade 11 or 12.~~

(b) A pupil who has been determined by personnel of either the school district of residence or the school district of proposed enrollment to have been the victim of an act of bullying, as defined in subdivision (r) of Section 48900, committed by a pupil of the school district of residence shall, at the request of the ~~person having legal custody of the pupil; parent,~~ be given priority for interdistrict ~~attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.~~ *attendance.*

(c) In addition to the requirements of subdivision (e) of Section 48915.1, and regardless of whether an agreement exists or a permit is issued pursuant to this section, any school district may admit a pupil expelled from another school district in which the pupil continues to reside.

(d) (1) Notwithstanding any other law, and regardless of whether an agreement exists or a permit is issued pursuant to this section, a school district of residence shall not prohibit the transfer of a pupil ~~who is a child of an active military duty parent~~ to a school district of proposed enrollment if the school district of proposed enrollment approves the application for ~~transfer; transfer and the pupil is any of the following:~~

(A) *Currently, or at any time within the previous five school years, a homeless child or youth, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)).*

(B) *A currently migratory child or former migratory child, as those terms are defined in Section 54441.*

(C) *A foster youth.*

(D) *A victim of an act of bullying.*

(E) *A child of an active military duty parent.*

(2) *A school district of proposed enrollment that elects to accept an interdistrict transfer pursuant to this subdivision shall accept all pupils who apply to transfer under this subdivision until the school district is at maximum capacity and shall ensure that pupils admitted under this subdivision are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based on his or her academic or athletic performance, physical condition, proficiency in English, family income, or any of the individual characteristics set forth in Section 220, including, but not limited to, race or ethnicity,*



*gender, gender identity, gender expression, and immigration status.*

~~(2)~~ (3) (A) For purposes of this subdivision, "active military duty parent" means a parent with full-time military duty status in the active uniformed service of the United States, including members of the National Guard and the State Military Reserve on active duty orders pursuant to Chapter 1209 (commencing with Section 12301) and Chapter 1211 (commencing with Section 12401) of Part II of Subtitle E of Title 10 of the United States Code.

(B) For purposes of this subdivision, ~~"parent" means the natural or adoptive parent or guardian of a dependent child;~~ a "victim of an act of bullying" means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency.

(4) (A) Upon request of the parent or guardian on behalf of a pupil eligible for transfer pursuant to this subdivision, a school district of enrollment shall provide transportation assistance to a pupil who is eligible for free or reduced-price meals.

(B) A school district of enrollment may provide transportation assistance to any pupil admitted under this subdivision.

(C) It is the intent of the Legislature that the amount of transportation assistance provided to a pupil pursuant to subparagraph (A) or (B) not exceed the supplemental grant received, if any, for the pupil pursuant to subdivision (e) of Section 42238.02.

**SEC. 2.** Section 46600.1 is added to the Education Code, to read:

**46600.1.** For purposes of this chapter, the following terms have the following meanings:

(a) "Class 1 county" and "class 2 county" have the same meanings as defined in subdivision (e) of Section 48919.5.

(b) "County board of education" means the county board that has jurisdiction over the school district denying the permit.

(c) "Current year request" means a request for interdistrict transfer received beginning 15 calendar days before the commencement of instruction in the school year for which interdistrict transfer is sought.

(d) (1) For purposes of appealing to the county board of education, a "denial" includes a school district's failure to provide written notification of the school district's decision within the timelines prescribed in this chapter.

(2) A "denial" shall not include any of the following:

(A) A request that has been deemed abandoned, as described in paragraph (4) of subdivision (a) of Section 46600.2.

(B) An existing interdistrict transfer permit that has been revoked or rescinded in accordance with the policy of the governing board of the school district.

(C) A denial by the school district of proposed enrollment when no permit has been first issued by the school district of residence.

(e) "Future year request" means a request for interdistrict transfer received up until 15 calendar days before the commencement of instruction in the school year for which interdistrict transfer is sought.

(f) "Parent" means the natural or adoptive parent or guardian, the person having legal custody, or other educational rights holder.

(g) "School district of proposed enrollment" means a school district other than the school district in which the parent of a pupil resides, but in which the parent of the pupil nevertheless intends to enroll the pupil pursuant to this chapter.

(h) "School district of residence" means a school district in which the parent of a pupil resides and in which the pupil would otherwise be required to enroll pursuant to the compulsory education requirements as specified in Section 48200.

**SEC. 3.** Section 46600.2 is added to the Education Code, to read:

*46600.2. (a) Each school district of residence and school district of proposed enrollment shall post on its Internet Web site the procedures and timelines, including a link to the policy of the governing board of the school district, regarding a request for an interdistrict transfer permit in a manner that is accessible to the public without a password. The information posted on the Internet Web site shall include, but need not be limited to, all of the following:*

*(1) The date upon which the school district will begin accepting and processing interdistrict transfer requests for the subsequent school year.*

*(2) The reasons for which the school 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 school district before the school district renders a final decision.*

*(4) That failure of the parent to meet any timelines established by the school district shall be deemed an abandonment of the request.*

*(5) Applicable timelines for processing a request, including statements that the school district shall do both of the following:*

*(A) Notify a parent submitting a current year request, as defined in Section 46600.1, of its final decision within 30 calendar days from the date the request was received.*

*(B) Notify a parent submitting a future year request, as defined in Section 46600.1, 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 interdistrict transfer is sought.*

*(6) The conditions under which an existing interdistrict transfer permit may be revoked or rescinded.*

*(b) A school district that denies a request for an interdistrict transfer shall advise the parent, in writing, of the right to appeal to the county board of education within 30 calendar days from the date of the final denial.*

*(c) Any written notice to parents regarding a school district's decision on a request for interdistrict transfer shall conform to the translation requirements of Section 48985 and may be provided using any of the following methods:*

*(1) Regular mail.*

*(2) Electronic format, if the parent provides an email address.*

*(3) By any other method normally used to communicate with parents in writing.*

**SEC. 4.** Section 46601 of the Education Code is amended to read:

~~46601. (a) If, within 30 calendar days after the person having legal custody of a pupil has so requested, the governing board of either school district fails to approve interdistrict attendance in the current term, or, in the absence of an agreement between the school districts, fails or refuses to enter into an agreement, the school district denying the permit, or, in the absence of an agreement, the school district of residence, shall advise the person requesting the permit of the right to appeal to the~~ A parent may appeal a school district's decision regarding a request for interdistrict transfer, within 30 calendar days of the date of the school district's final denial, to the county board of education.

~~(b) If, within 14 calendar days after the commencement of instruction in a new term in each of the school districts, respectively, when the person having legal custody of a pupil has so requested separately of each school district not later than 30 calendar days before the commencement of instruction in that term in that school district, the governing board of either school district fails to approve interdistrict attendance in that term, or, in the absence of an agreement between the school districts to permit that attendance, fails or refuses to enter an agreement, the school district denying the permit, or, in the absence of an agreement, the school district of residence, shall advise the person requesting the permit of the right to appeal to the county board of education.~~

~~(c) Notifying school districts shall also, in all instances, advise persons making unsuccessful requests for interdistrict attendance of all of the following:~~

~~(b) (1) The person having legal custody may appeal, within 30 calendar days of the failure or refusal to issue a~~



~~permit, or to enter into an agreement allowing the attendance, to the county board of education having jurisdiction over the school district of residence of the parent or legal guardian or person having legal custody.~~  
~~Failure-~~ *Failure by the parent* to appeal within the required time is good cause for ~~denial~~ *rejection* of an appeal. An appeal shall be accepted only upon verification by the county board of education's designee that appeals within the school districts have been ~~exhausted-~~ *exhausted within the timelines provided pursuant to Section 46600.2.*

If new evidence or grounds for the request are introduced, the county board of education may remand the matter for further consideration by the school district or districts. In all other cases, the appeal shall be granted or denied on its merits.

(2) (A) (i) The county board of education shall, unless clause (ii) or clause (iii) applies, within 30 calendar days after the appeal is filed, determine whether the pupil should be permitted to attend ~~in-~~ the school district ~~in-which~~ *the pupil desires to attend-* *of proposed enrollment* and the applicable period of attendance.

(ii) Until July 1, 2023, the county board of education in a class 1 county shall, within 60 calendar days after the appeal is filed, determine whether the pupil should be permitted to attend ~~in-~~ the school district ~~in-which-the-pupil~~ *desires-to-attend-* *of proposed enrollment* and the applicable period of attendance.

(iii) Until July 1, 2019, the county board of education in a class 2 county shall, within 45 calendar days after the appeal is filed, determine whether the pupil should be permitted to attend ~~in-~~ the school district ~~in-which-the-pupil~~ *desires-to-attend-* *of proposed enrollment* and the applicable period of attendance.

(B) In the event that compliance by the county board of education within the time requirement for determining whether the pupil should be permitted to attend ~~in-~~ the school district ~~in-which-the-pupil-desires-to-attend-~~ *proposed enrollment* is impractical, the county board of education or the county superintendent of schools, for good cause, may extend the time period for up to an additional five schooldays. The county board of education shall provide adequate notice to all parties of the date and time of any hearing scheduled and of the opportunity to submit written statements and documentation and to be heard on the matter pursuant to rules and regulations adopted by the county board of education in accordance with this chapter. The county board of education's rules may provide for the granting of continuances upon a showing of good cause. The county board of education shall render a decision within three schooldays of any hearing conducted by the county board of education unless the ~~person who filed the appeal-~~ *parent* requests a postponement.

(C) In a class 1 or class 2 county, the county board of education's rules may provide for any hearing pursuant to this section to be conducted by a hearing officer pursuant to Chapter 14 (commencing with Section 27720) of Part 3 of Division 2 of Title 3 of the Government Code, or by an impartial administrative panel of three or more certificated persons appointed by the county board of education. Section 27722 of the Government Code applies to a hearing by an impartial administrative panel and, for purposes of this section, the term "hearing officer" in Section 27722 of the Government Code includes an impartial administrative panel. A member of the impartial administrative panel shall not be a member of the county board of education, nor be employed by the school district of residence or the school district of ~~desired attendance-~~ *proposed enrollment*.

(D) ~~The definitions of "class 1 county" and "class 2 county" in subdivision (c) of Section 48919.5 apply to this section-~~ If the hearing officer is not authorized to decide whether the pupil should be permitted to attend in the school district ~~in-which-the-pupil-desires-to-attend-the-~~ *of proposed enrollment, the* county board of education, within 10 *calendar* days of receiving the recommended decision pursuant to subdivision (b) of Section 27722 of the Government Code, shall render a decision.

(3) The ~~county supervisor of attendance, or other-~~ designee of the county superintendent of ~~schools;~~ *schools* shall investigate to determine whether local remedies in the matter have been exhausted and to provide any additional information deemed useful to the county board of education in reaching a decision.

~~(4) If the interdistrict attendance involves school districts located in different counties, the county board of education having jurisdiction over the school district denying a permit, or refusing or failing to enter into an agreement to allow for the issuance of a permit, shall have jurisdiction for purposes of an appeal. If both school districts deny a permit, or refuse or fail to enter into an agreement to allow for the issuance of a permit, the county board of education having jurisdiction over the school district of residence shall have jurisdiction for purposes of an appeal and, upon granting a pupil's appeal, shall seek concurrence in the decision by the county board of education of the other county that shall provide adequate opportunity for the school district under its jurisdiction to be heard on the matter before making a decision. If the two county boards of education do not then concur, the pupil's appeal shall be denied.~~

~~(5)~~ (4) Pupils who are under consideration for expulsion, or who have been expelled pursuant to Sections 48915 and 48918, may not appeal interdistrict attendance denials or ~~recisions~~ *rescissions* while expulsion proceedings

are pending, or during the term of the expulsion.

**SEC. 5.** Section 46602 of the Education Code is amended to read:

**46602.** (a) If the county board of education determines that the pupil should be permitted to attend ~~in~~ the school district ~~in which he or she desires to attend,~~ *of proposed enrollment*, the pupil shall be admitted to school in the school district without delay and the attendance may be counted by the school district of ~~attendance~~ *enrollment* for state apportionment purposes.

(b) Written notice of the decision by the county board of education shall be delivered to the ~~pupil and the parent or guardian, or person having custody of him or her, and to the governing boards of the school districts;~~ *parent and to the governing boards of the school districts. Notice shall conform to the requirements of Section 48985 and may be provided using any of the following methods:*

(1) *Regular mail.*

(2) *Electronic format, if the parent provides an email address.*

(3) *By any other method normally used to communicate with parents in writing.*

**SEC. 6.** Section 46603 of the Education Code is amended to read:

**46603.** (a) (1) For a period not to exceed two school months, the governing board of a school district *of proposed enrollment* may provisionally admit to the schools of the school district a pupil who resides in another school district, pending a decision of the ~~two~~ governing boards of the ~~two~~ school districts, or by the county board of education upon appeal, regarding the interdistrict attendance. *A pupil shall be eligible for provisional attendance only upon providing reasonable evidence that a final decision for a request for interdistrict transfer is pending either with the school district of residence, the school district of proposed enrollment, or the county board of education.*

(2) *The period of provisional attendance begins on the first day of the pupil's attendance in the school.*

(3) *If a decision by the school districts or the county board of education has not been rendered by the conclusion of two school months, and the school districts or the county board of education are still operating within the prescribed timelines, the pupil shall not be allowed to continue attendance at the school district of proposed enrollment. The pupil is subject to compulsory full-time education pursuant to Section 48200 and shall enroll in the school district of residence or in another educational program.*

(4) *Provisional attendance shall not guarantee that a school district or county board of education will approve a request for interdistrict transfer.*

(b) Regardless of whether the decision on interdistrict attendance is allowed, the provisional attendance may be counted by the school district of ~~attendance-~~ *proposed enrollment* for state apportionment purposes.

**SEC. 7.** *Section 1.5 of this bill incorporates amendments to Section 46600 of the Education Code proposed by both this bill and Assembly Bill 3086. That section shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2019, (2) each bill amends Section 46600 of the Education Code, and (3) this bill is enacted after Assembly Bill 3086, in which case Section 1 of this bill shall not become operative.*



# **NICASIO SCHOOL DISTRICT**

## **Board Policy**

Series 5000: Students

BP 5117

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### **INTERDISTRICT ATTENDANCE**

#### **Overview**

The Governing Board is committed to maintaining a quality neighborhood school, serving families and providing continuity of education for children. The Governing Board believes that children generally should attend elementary schools in the communities where they live and supports the concept of neighborhood schools but will consider interdistrict transfer requests ("IDT Request") with the intent of serving the best interests of the student and the Nicasio School District community.

As a Basic Aid district, Nicasio School District does not receive additional state funding sufficient to support the additional cost of students who transfer from other districts. After enrollment of current residents for the requested transfer year and grade-level configurations have been determined, an interdistrict transfer request may be approved or denied by the District on the bases specified in Administrative Regulation 5117. IDT Requests may be approved for a maximum period of one school year. Such students desiring to continue their education at Nicasio School District must reapply on an annual basis.

#### **Approval/Denial of Application**

Parents/guardians of students residing in Nicasio School District who would like their children to attend school in another district, and parents/guardians of students residing in other districts who would like their children to attend school in Nicasio School District, must submit an IDT Request. At the regular meeting held in December, the Governing Board will establish a window for consideration of IDT Requests and anticipated capacity limits for classroom configurations for the following school year. All IDT Requests shall be approved or denied by the Superintendent or designee based upon criteria in Administrative Regulation 5117.

Requests to transfer into the District shall not be approved until after the enrollment of current residents and grade-level configurations have been determined for the requested transfer year.

An interdistrict transfer request, if approved, shall be limited to a maximum period of one school year and shall be subject to revocation or non-renewal for reasons specified in Administrative Regulation 5117.

#### **Appeal of Denial**

A parent/guardian may appeal the Superintendent's, or designee's, denial of an IDT Request to the Governing Board. If the Governing Board upholds the denial, a parent/guardian may appeal to the Marin County Board of Education.

Legal Reference:

EDUCATION CODE

46600-46611 Interdistrict attendance agreements  
48204 Residency requirements for school attendance  
48300-48315 Student attendance alternatives  
48915 Expulsion; particular circumstances  
48915.1 Expelled individuals: enrollment in another district  
48918 Rules governing expulsion procedures  
48980 Notice at beginning of term  
52317 ROP, enrollment of students, interdistrict attendance

GOVERNMENT CODE

6250-6270 Public Records Act

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 198 (2001)  
87 Ops.Cal.Atty.Gen. 132 (2004)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

First Reading:	April 23, 2008
Board Approved:	May 21, 2008
1 <sup>st</sup> Reading of Revision/Approved:	May 13, 2010
1 <sup>st</sup> Reading of Revision:	February 7, 2013
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# NICASIO SCHOOL DISTRICT

## Administrative Regulations

Series 5000: Students

AR 5117

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### INTERDISTRICT ATTENDANCE

#### Application Form

Any parent/guardian desiring an interdistrict transfer to or from Nicasio School District must complete a "Request for Interdistrict Transfer: Marin County, California" ("IDT Request") form which may be obtained from the student's district of residence (if within Marin County) or the Nicasio School office.

#### Application Procedures and Timelines

##### New Requests to Transfer into Nicasio School

1. Nicasio School District will consider IDT Requests into Nicasio School only if the student's district of residence (a) is a signatory to "Agreement of the Participating School Districts in Marin County Regarding Interdistrict Attendance Agreements" or (b) specifically agrees that any interdistrict transfer shall be limited to a maximum period of one school year and subject to revocation or non-renewal in accordance with Board Policy and Administrative Regulation 5117.
2. All IDT Requests must be submitted first to the student's district of residence for approval.
3. If the student's district of residence approves the IDT Request, parent/guardian is responsible for ensuring that such notice is submitted to the Nicasio School District office for the Superintendent's or designee's review and decision.
4. Once Nicasio School District receives the IDT request, the student's parent/guardian will receive written confirmation of receipt along with a list of additional required documentation, which will include the student's two most recent years of records related to academics, attendance, discipline, and special programs (example: 504 Plan, Individualized Education Plan, English Language Development Program, etc.).
5. The Superintendent or designee will approve or deny the IDT Request and send a written notice of decision to the parent/guardian within thirty (30) days of receipt of the request.

##### Renewal Requests to Transfer into Nicasio School District

1. Parents/guardians wishing to renew a student's Interdistrict Attendance Contract must follow the same procedures and timelines outlined above for new requests.
2. Approval of a previous IDT Request does not guarantee approval of any subsequent request.

##### Requests to Transfer Out of Nicasio School District

1. The Superintendent or designee will consider all outgoing IDT Requests and send a written notice of decision to the parent/guardian within thirty (30) days of receipt of the request.

2. A parent/guardian seeking an out-of-district transfer must request authorization from Nicasio School District to attend school in another district before seeking authorization from the district to which the student wishes to transfer.
3. An IDT Request may be authorized for a maximum of one school year.

### **Enrollment Target and Capacity**

#### General Education Program

Currently Nicasio School operates three multi-grade classrooms with the following grade level configurations, which are subject to change, as described below:

Classroom A	Grades TK – 2 <sup>nd</sup>
Classroom B	Grades 3 <sup>rd</sup> – 5 <sup>th</sup>
Classroom C	Grades 6 <sup>th</sup> – 8 <sup>th</sup>

The District recognizes the need to maintain small class sizes with a teacher-to-student ratio that supports multi-grade instruction. To ensure that sufficient space is available within each classroom for new District residents, for IDT Request purposes the District has established a targeted enrollment in each grade level and a capacity limit in each classroom, which is subject to change, as described below.

#### **Student Enrollment**

		<u>Grade Level Target</u>	<u>Classroom Capacity</u>
Classroom A	Grades TK – 2 <sup>nd</sup>	5	16
Classroom B	Grades 3 <sup>rd</sup> – 5 <sup>th</sup>	5	16
Classroom C	Grades 6 <sup>th</sup> – 8 <sup>th</sup>	7	23

To promote overall balance within each classroom the District will consider the grade level target first. The District will consider IDT requests for individual grade levels up to their target when possible before filling the classroom up to capacity. A lottery will be held when IDT requests for a specific grade level exceed the target number. After each grade level has reached its target, or when there are insufficient IDT requests to meet a grade level target, the District will consider any additional IDT requests for those grade levels, by lottery, up to the classroom capacity.

In the event that currently enrolled students' IDT renewal requests exceed the classroom capacity, a lottery will be held. However, in such cases, the District may approve renewal requests that exceed the classroom capacity provided that the decision would not adversely impact the learning environment and would be in the best interest of students, Nicasio School and the District as determined by the Superintendent or designee based on any lawful, non-arbitrary considerations.

#### Special Education Programs

To ensure that sufficient space is available in special education programs to meet the needs of District residents who have been determined eligible and current or new District residents who are determined eligible during the school year, for IDT Request purposes the District has established the following capacity in each program which is subject to change, as described below.

Program Capacity  
As a Percentage of  
Projected  
Enrollment

1. Resource	11.36%
2. Speech and Language	6.82%
3. Counseling	6.82%
4. Occupational Therapy	2.00%

Classroom configurations, grade level target, and classroom and program capacity will be reviewed periodically, and any changes shall be determined by the Governing Board no later than April 30<sup>th</sup> and have a prospective implementation date of July 1 of the next school year.

**Priority/Requests in Excess of Capacity**

To the extent permitted by law IDT Requests that meet Renewal or Siblings criteria (see Bases for Approval, paragraphs 1-2, below) will be considered first. If the number of IDT requests exceeds capacity, the Superintendent or designee will place the students' names on a waiting list, unless the parent/guardian otherwise requests, in an order determined by lottery.

**Bases for Approval of IDT Request**

Subject to applicable law, District policies and regulations, and the Governing Board's determination of classroom configurations, grade level target, and classroom and program capacity for the requested transfer year, the Superintendent or designee may approve an IDT Request, for a maximum period of one school year, on any of the following bases.

1. Renewal

Student is currently attending Nicasio School under an IDT Attendance Contract and desires to continue attendance in Nicasio School the following school year.

2. Siblings

Student is a sibling of a student who is currently attending Nicasio School under an IDT Attendance Contract and who will continue to be in attendance during the requested transfer year.

3. Personal Adjustment

An administrator of another school district requests such transfer for the well-being of a child.

As certified by a physician, school psychologist or other appropriate school personnel, student has special mental or physical health needs which cannot be met in the district of residence and can be met in the District.

A recommendation by the School Attendance Review Board or by a county child welfare, probation or social service agency in documented cases of serious home or community problems makes it inadvisable for the pupil to attend the school of residence.

4. Transitional

To allow the student to complete the current school year at Nicasio School when the parent/guardian has moved out or will move out of the District during the school year.

The student completed 7<sup>th</sup> grade at Nicasio School and would like to continue through 8<sup>th</sup> grade at Nicasio School to graduate with his/her classmates.

5. Statutory

The student has been determined by staff of the district of residence or by the Superintendent or designee on behalf of the District to be a victim of bullying as defined by Education Code section 48900(r). In accordance with applicable law, such students will be given priority for interdistrict attendance under an existing interdistrict attendance agreement with the district of residence, or in the absence of such an agreement, shall be given consideration for the creation of an interdistrict attendance agreement.

6. Other Lawful Considerations.

The transfer would be in the best interests of the student, Nicasio School and the District as determined by the Superintendent or designee based on any lawful, non-arbitrary considerations.

If an IDT Request is approved, the Superintendent or designee shall issue an Interdistrict Attendance Contract setting forth the terms and conditions of the student's enrollment in the District, including bases for revocation of the Contract. The parent/guardian and student shall sign and return the Contract to the Nicasio School District Office prior to the first day of attendance.

**Bases for Denial of IDT Request**

In accordance with applicable law the Superintendent or designee may deny an IDT Request on any of the following bases:

1. For incoming IDT Requests, lack of capacity (in the relevant classroom, grade and/or program) in the requested transfer year based on the actual enrollment figures of current residents or the anticipated enrollment figures.
2. The District does not have an appropriate educational program at Nicasio School to meet the student's needs.
3. The student's school records for the preceding year reflect unsatisfactory attendance, which may include, but is not limited to, three (3) or more unexcused absences or unexcused tardy arrivals.
4. The student's school records for the preceding year reflect unsatisfactory academic performance, which may include, but is not limited to, grades that do not meet standards in the majority of student's subject areas/courses of study; unexcused, inconsistent homework completion; or regularly coming to class unprepared without an excusable reason.
5. The student's school records reflect unsatisfactory behavior, which may include, but is not limited to, a history of disciplinary referral(s), detention(s), suspension(s), recommendation(s) for expulsion, or expulsion(s).
6. The IDT Request is incomplete or contains information that is false or misleading.

7. The student's district of residence (a) is not a current signatory to "Agreement of the Participating School Districts in Marin County Regarding Interdistrict Attendance Agreements" or (b) declines to agree that any interdistrict transfer shall be limited to a maximum period of one school year and subject to revocation or non-renewal in accordance with Board Policy and Administrative Regulation 5117.
8. The denial would be in the best interests of the student, Nicasio School or the District as determined by the Superintendent or designee based on any lawful, non-arbitrary considerations.

If an IDT Request is denied by the Superintendent or designee, the parent/guardian of the student may appeal to the Nicasio School District Governing Board for further consideration. An appeal must be submitted in writing, addressed to the Governing Board, and received in the Nicasio School District office on or before the fifth (5<sup>th</sup>) calendar day following the date of the notice of denial. If the Governing Board denies the appeal, the parent/guardian may appeal within 30 calendar days to the Marin County Board of Education, except when the student is currently expelled from another school district or while expulsion proceedings are pending against the student.

#### **Bases for Revocation of IDT Attendance Contract**

An IDT Attendance Contract 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 Nicasio School,
2. Unsatisfactory attendance (as defined above under Bases for Denial) at Nicasio School,
3. Providing incomplete, false or misleading information on the IDT Request,
4. Repeated disruptive or otherwise unsatisfactory behavior in violation of Education Code sections 48900 et seq.,
5. Suspension from Nicasio School as authorized by Education Code sections 48900 et seq.,
6. Recommendation for expulsion or expulsion from Nicasio School District as authorized by Education Code sections 48900 et seq.,
7. Any other lawful, non-arbitrary basis for the District to conclude it would be in the best interest of the student, Nicasio School or the District for the IDT to be revoked.

If an IDT Request is revoked by the Superintendent or designee, the parent/guardian of the student may appeal to the Nicasio School District Governing Board for further consideration. An appeal must be submitted in writing to the Governing Board and received in the District office on or before the fifth (5<sup>th</sup>) calendar day following the notice of revocation. The Governing Board's decision is final.

#### **Failure to Obtain Advance Authorization from District of Residence**

When it becomes known to the Superintendent or designee that a non-resident student has enrolled in Nicasio School District without the advance authorization of the district of residence or approval of

Nicasio School District, whether or not the failure to obtain advance authorization was intentional, the Superintendent or designee shall notify the parent/guardian promptly that the student will no longer be permitted to attend Nicasio School.

In such cases, the Superintendent or designee's determination is final. There is no right to appeal to the Governing Board or to the Marin County Board of Education.

### **Transportation**

Transportation will not be provided by Nicasio School or the District for outgoing or incoming interdistrict transfer students. The parent or legal guardian of any student whose IDT Request is approved shall be responsible for the student's transportation to and from school.

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