

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING**

Trustees

*John Paff, President
Brian Swanson, Clerk
Cristy Dawson
Dr. Frank Rivera III
Carolyn Swanson
Gabriella Gaona, Student Representative*

DATE: Thursday, September 2, 2021

TIME: 5:30 p.m. Closed Session
6:30 p.m. Open Session

LOCATION: IN PERSON
Pacific Grove Unified School District Office
435 Hillcrest Avenue
Pacific Grove, CA 93950

VIRTUAL MEETING

Join Zoom Meeting

<https://pgusd.zoom.us/j/86081817215?pwd=aGtvbzhDeHF0cVJNTHBqVXN4R0gxQT09>

Meeting ID: 860 8181 7215

Passcode: 753779

One tap mobile

+16699006833,,86081817215#,,, *753779# US (San Jose)

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Meeting ID: 860 8181 7215

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The Board of Education welcomes you to its meetings, which are regularly scheduled for the first and third Thursdays of the month. Regular Board Meetings shall be adjourned by 10:00 pm, unless extended to a specific time determined by a majority of the Board. This meeting may be extended no more than once and may be adjourned to a later date. Individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent at least two days before the meeting date.

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 435 Hillcrest Avenue, Pacific Grove during normal business hours.

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

- A. Call to Order
- B. Roll Call
- C. Adoption of Agenda

Move: _____ Second: _____ Vote: _____

II. CLOSED SESSION

- A. Identify Closed Session Topics
The Board of Education will meet in Closed Session to consider matters appropriate for Closed Session in accordance with Education and Government Code.
 - 1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2021-22 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.
 - 2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2021-22 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.
 - 3. Public Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]
 - 4. Conference with Legal Counsel Regarding Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (1 case)

III. RECONVENE IN OPEN SESSION

- A. Report action taken in Closed Session:
 - 1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2021-22 [Government Code § 3549.1 (d)]
 - 2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2021-22 [Government Code § 3549.1 (d)]
 - 3. Public Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]
 - 4. Conference with Legal Counsel Regarding Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (1 case)
- B. Pledge of Allegiance

IV. COMMUNICATIONS

- A. Written Communication
- B. Board Member Comments
- C. Superintendent Report
- D. PGUSD Staff Comments (Non Agenda Items)

V. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Public comment on any item of interest to the public that is within the Board’s jurisdiction will be heard. The Board may limit comments to no more than three (3) minutes for each agenda or non-agenda item; a total time for public input on each item is 20 minutes, pursuant to Board Policy 9323. Public comment will also be allowed on each specific action item prior to Board action thereon. This meeting of the Board of Education is a business meeting of the Board, conducted in public. Please note that the Brown Act limits the Board’s ability to respond to public comment. The Board may choose to direct items to the Administration for action or place an item on a future agenda.

VI. CONSENT AGENDA

*Items listed under the Consent Agenda are considered to be routine and/or may have been discussed at a previous Board meeting. **There is no discussion of these items prior to the Board vote unless a member of the Board requests specific items be discussed and/or removed from the Consent Agenda.** Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.*

- A. Minutes of August 19, 2021 Board Meeting 10
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Certificated Assignment Order #3 16
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Certificated Assignment Order #3.
- C. Classified Assignment Order #3 20
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Classified Assignment Order #3.
- D. Acceptance of Donations 22
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration Recommends that the Board approve acceptance of the donations referenced below.
- E. Warrant Schedules No. 634 24
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District’s budget, and purchasing and accounting practices and therefore, recommend Board approval.
- F. Out of County or Overnight Activities 26
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.

- G. Cash Receipts Report No. 2 29
 Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.
- H. A New Plan Year With The American Fidelity Section 125 Flexible Benefit Plan 31
 Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends the Board review and approve a new plan year with the American Fidelity Section 125 Flexible Benefit Plan.
- I. Memorandum of Understanding between Pacific Grove Adult Education and Gateway Center of Monterey County 98
 Recommendation: (Barbara Martinez, Adult School Principal) The District Administration recommends the Board review and approve the renewal of the Memorandum of Understanding between Gateway Center of Monterey County and Pacific Grove Adult Education.
- J. Contract for Service Wonder Woofs K-9 Safety Unit 134
 Recommendation: (Barbara Martinez, Adult School Principal) The Administration recommends approval of the contract for services with Wonder Woofs K-9 Narcotic Unit to provide search and drug prevention services to the District.
- K. Contract for Services with Tom’s Site Services 137
 Recommendation: (Lito Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review and approves a contract for services with Tom’s Site Services for Portable Toilet rental, delivery, and service for “The Shoe Game” and other major events in the 2021-2022 school year.
- L. Change Order 001 to Otto Construction for the Pacific Grove High School K&L Dry Rot Repairs 141
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve Change Order 001 for additional removal and replacement of roof framing at the Pacific Grove High School K&L dry rot repair project.
- M. Change Order 001 & 002 to Fieldturf USA, Inc. for the Pacific Grove High School Stadium Field and Track Replacement Project 147
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve Change Order 001 & 002 to Fieldturf USA, Inc. for the Pacific Grove High School stadium field and turf replacement project.
- N. Change Order 001 to Richard Petty Electric for Pacific Grove High School Culinary Improvements 159
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve Change Order 001 to Richard Petty Electric for the Pacific Grove High School culinary improvements.
- O. Contract for Services with Monterey Bay Charter School at the Pacific Grove Campus 162
 Recommendation: (Stephanie Lip, School Nutrition Director) The District Administration recommends the Board review and approve the contract for services with Monterey Bay Charter School; Pacific Grove Campus (MBCS-PG) for Pacific Grove Unified School District (PGUSD) Food Services to provide daily lunch meals to MBCS-PG students for free as part of the federally-approved Seamless Summer Option.

Move: _____ Second: _____ Vote: _____

VII. INFORMATION/DISCUSSION ITEM A

- A. District Update on Response to COVID-19 165
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.

Board Direction: _____

VIII. ACTION/DISCUSSION

- A. Approve Resolution No. 1076 for the Gann Limits for 2020-21 and 2021-22 166
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review and approve Resolution #1076 for the Gann Limit calculations for 2020-21 and 2021-22.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson ___ Rivera ___ C. Swanson ___

- B. Approval of the 2020-21 Unaudited Actuals Financial Report 171
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review and accept the Unaudited Actuals Financial Report for the 2020-21 fiscal year.

Move: _____ Second: _____ Vote: _____

- C. Memorandum of Understanding with the California Department of Public Health (CDPH) for SARS-CoV-2 or Rapid Antigen Testing 340
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review and approve the Memorandum of Understanding (MOU) with the California Department of Public Health (CDPH) for SARS-CoV-2 or rapid antigen testing.

Move: _____ Second: _____ Vote: _____

- D. Service Agreement Proposal with Peninsula Messenger Service 348
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends the Board review and approve the Service Agreement Proposal with Peninsula Messenger Service to provide delivery service between Monterey County Office of Education and Pacific Grove Unified School District “District”.

Move: _____ Second: _____ Vote: _____

- E. Measure D Budget Update 353
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the proposed budget transfers and purchase orders for Measure D projects.

Move: _____ Second: _____ Vote: _____

- F. California School Board Association Policy Review 357
Recommendation: (Ralph Gómez Porras, Superintendent) In response to a Trustee future agenda item request to have all Board policies reviewed, the District recommends that the Board review the options through California School Board Association and provide direction to Administration.

Move: _____ Second: _____ Vote: _____

- G. Updates to Board Policy and Exhibit 5144 Student Discipline and Policy and Regulation 5144.1 Suspension and Expulsion/Due Process 360
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the updates to Board Policy and Exhibit 5144 Student Discipline and Policy and Regulation 5144.1 Suspension and Expulsion/Due Process.

Move: _____ Second: _____ Vote: _____

- H. Board Calendar/Future Meetings 447
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

Move: _____ Second: _____ Vote: _____

IX. INFORMATION/DISCUSSION continued

- B. Future Agenda Items 449
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review the list of future agenda items and direct Administration to add items to the list and/or schedule items for a particular agenda.

- Board requested a renewed discussion about District solar panels (September 16, 2021)
- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added March 4, 2021: A Board member requested a study about making ethnic studies a graduation requirement
- Added March 18, 2021: Return of Foreign Language Program (September 16, 2021)
- Added June 3, 2021: A Board member requested information about eco-friendly tools, products and supplies
- Added June 17, 2021: A Board member requested a review of what the District learned from COVID
- Added June 17, 2021: A Board member requested a review of WiFi family access
- Added June 17, 2021: A Board member requested parent orientation to the Board meetings
- Added August 19, 2021: A Board member requested a review of discrimination policies and training for staff and students
- Added August 19, 2021: A Board member requested curriculum/training on critical thinking skills and how to navigate social media and the internet for students

Board Direction: _____

X. ADJOURNMENT Next Board regular Board meeting: September 16, 2021

CLOSED SESSION

Under the Brown Act, governing boards may discuss pending, anticipated, or threatened litigation in closed session when “[a] point has been reached where, in the opinion of the legislative body of the local agency on the advice of legal counsel, based on existing facts and circumstances, there is significant exposure to litigation against the local agency.” (Gov. Code, § 54956.9, subd. (d)(2).)

When entering closed session to discuss a written threat of litigation, there is an additional posting requirement which provides that the written threat must be made available for “public inspection pursuant to Government Code section 54957.5. (Gov. Code, § 54956.9(e)(3).) The Pacific Grove Unified School District recently received a written letter from an attorney threatening litigation, which is the basis for Item II. A. 4. on tonight’s agenda: Conference with Legal Counsel Regarding Anticipated Litigation.

On the following page is a copy of the letter threatening litigation for the public’s inspection. Please feel free to contact the District office for more information.

Robert Goodman

ATTORNEY AT LAW
1114 STATE STREET, SUITE 312
SANTA BARBARA, CALIFORNIA 93101
TELEPHONE (805) 965-9869
FACSIMILE (805) 965-8669

August 9, 2021

Dr. Ralph G. Porras, Superintendent
Pacific Grove Unified School District
435 Hillcrest Ave.
Pacific Grove, CA 93950

Re: Notice of Violation of California Voting Rights Act

Dear Dr. Porras:

First, we would like to acknowledge and thank you for your work, and the work of the Board of Education and staff, on behalf of the Pacific Grove Unified School District.

On behalf of Olivia Hernandez, a member of a protected class and a registered voter in the Pacific Grove Unified School District, this letter and the enclosed report assert that the Pacific Grove Unified School District's method of conducting elections is in violation of the California Voting Rights Act. Pursuant to state law, the Board of Education of the Pacific Grove Unified School District has 45 days from receipt of this letter to adopt a resolution outlining its intention to transition from at-large to district elections, detailing specific steps it will take to facilitate this transition, and estimating the time-frame for this transition. If the Board of Education does not adopt a resolution to this effect, then a legal action will be commenced in Monterey County Superior Court. The lawsuit would seek a court order requiring the Pacific Grove Unified School District to establish district elections pursuant to the California Voting Rights Act.

District elections are sweeping California. As far as this office is aware, no government agency in California has successfully defended a complaint alleging a violation of the California Voting Rights Act. For this reason, we recommend a collaborative settlement which would cap costs to the Pacific Grove Unified School District and enable more participation by the Board of Education in the transition to district elections than would be the case through a court action.

Advantages of a pre-litigation settlement include that implementation of district elections in the Pacific Grove Unified School District could be deferred until November 2022 or November 2024, also deferring the hearings to draw district lines. This approach has proved successful in a number of other government jurisdictions in California.

Letter to Dr. Porras
August 9, 2021
Page 2

We appreciate that for a government agency that has not planned to institute district elections, the November 2022 deadline could be difficult, particularly since all census data are not yet available. Government jurisdictions elsewhere have asked for a settlement process whereby more time would be available for implementation, and a settlement agreement can achieve this result. Under any circumstances, reimbursement costs are capped at \$30,000, provided the Board of Education adopts a resolution of intent to implement district elections. The terms of existing Board members would not be affected by the move to district elections.

District elections elsewhere have been tied to more than greater representation -- these elections lead to more candidates seeking election to boards and councils and to greater participation and interest by the community in local government agencies and elections. There are many benefits that public agencies derive from district elections, including higher voter turn-out and more community participation, as described in the enclosed report. A number of government agencies in Monterey county, as elsewhere, have enacted district elections successfully.

Thank you for your consideration and attention to this matter. We look forward to working with you to establish district elections in the Pacific Grove Unified School District. We believe the Pacific Grove Unified School District will be an even better school district with district elections -- more representative of the people and in compliance with state law.

Sincerely yours,



Robert Goodman

RG/ph
Encl
Cc: California Voting Rights Project

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of August 19, 2021 – District Office/Virtual

A. **OPENED BUSINESS**

- A. Called to Order 5:30 p.m.
- B. Roll Call
 - President: Trustee Paff
 - Clerk Absent: Trustee Brian Swanson
 - Trustees Present: Trustee Dawson
Trustee Rivera
Trustee Carolyn Swanson
 - Administration Present: Superintendent Porras
Asst. Superintendent Chin-Bendib
 - Board Recorder: Mandi Ackerman

C. Adopted Agenda

A Trustee requested Consent Item N be pulled from the agenda and moved to Action/Discussion immediately following Consent.

MOTION Dawson/Rivera to adopt agenda as amended.
Public comment: none
Motion CARRIED 3 – 0

II. **CLOSED SESSION**

- A. Identified Closed Session Topics
 - 1. Consideration of Student Discipline
1 Case: Student # 012122 (Education Code Section 48915)
 - 2. Public Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]
- B. Public comment on Closed Session Topics
None.
- C. Adjourned to Closed Session 5:32 p.m.

III. **RECONVENED IN OPEN SESSION** 6:32 p.m.

- A. Reported action taken in Closed Session:
 - 1. Consideration of Student Discipline
1 Case: Student # 012122 (Education Code Section 48915)

The Board considered this item.

2. Public Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

The Board considered this item.

- B. Pledge of Allegiance Led By: Forest Grove Elementary School
Principal Buck Roggeman

IV. COMMUNICATIONS

A. Written Communication

The Board received dozens of letters regarding student discipline concerns, COVID, masking, testing. The Board thanked all those who wrote to the Board.

B. Board Member Comments

Pacific Grove High School Associated Student Body Representative read a statement to the Board regretting past actions, and resigned from the Board.

Trustee Rivera spoke about how painful public response has been to the recent incident of racism, and said Pacific Grove is a family.

Trustee Dawson spoke about student discipline, noting the District cannot provide full transparency regarding discipline issues, asked the community to trust the District.

Trustee Carolyn Swanson noted the COVID Dashboard on the District website; reminded the audience about the E-School option; thanked all who wrote to the Board; spoke about bias incident, noted Trustees do not elect or recall an ASB President; spoke about healing and uniting as a District; spoke about the commitment to equity and equality; and use the incident to review and update policy.

C. Superintendent Report

Superintendent Porras thanked families for their letters; spoke about personal experiences with racism; spoke about the opportunity to help youth grow; noted a student should never be turned away when are asking for help; spoke about District confidentiality.

Superintendent Porras also provided a brief update on COVID including vaccines, mask mandates, communication practices, contract tracing, rapid tests and at-home kits.

D. PGUSD Staff Comments (Non Agenda Items)

Teacher Mary Quindimil spoke about service credits for teachers and years of service and asked the District to look into current and past practice.

Robert Down Elementary School Principal Sean Keller thanked the community for the support while he was out sick; thanked substitute principal Matt Bell; thanked staff and students; and congratulated Erica Chavez for being nominated for the Monterey County Weekly Best of 2021.

A staff member spoke about COVID cases rising and concerns if classes have to be shut down.

V. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

The following individuals spoke about the incident involving the former ASB President. Comments included: personal experiences of racism; encouraged bias, equity and equality work/training within the District; concerns over discipline and lack of District action; student safety concerns:

Three individuals whose names were not announced

Ezra

Tara

Aliyah

Claudia

Jessica

Fiona

Katunga

Jung Hwa Kim

Molly Daniels

Mary

School Resource Officer Justin Hankes provided a brief update on Operation Safe Start, including traffic enforcement, car week, and See Something/Say Something campaign.

VI. CONSENT AGENDA

- A. Minutes of July 29, 2021 Special Board Meeting
- B. Certificated Assignment Order #2
- C. Classified Assignment Order #2
- D. Acceptance of Donations
- E. Cash Receipts Report No. 6 and 1
- F. Warrant Schedules No. 633
- G. Out of County or Overnight Activities
- H. Acceptance of Quarterly Treasurer’s Report
- I. Approval of Total Compensation Systems, Inc., Contract for 2021-22 for Other Post Employment Benefits (OPEB) Actuarial Study
- J. Pacific Grove High School California Interscholastic Federation (CIF) School Representatives
- K. Contract for Services with Coast Counties Truck & Equipment
- L. Contract for Services with Discovery Charters
- M. Change Order #1 to Steele Tape Construction to Supply the Stainless-Steel Ducting at Pacific Grove High School Culinary Room
- N. Contract for Services with Pacific West Water Purification, Inc. at Forest Grove Elementary School
- O. 2021-22 Consolidated Application for Funding, Part 1
- P. Interdistrict Attendance Agreement Between the North Monterey County Unified School District (NMCUSD) and Pacific Grove Unified School District (PGUSD)
- Q. Revisions to Board Regulation 5121 Grades/Evaluation of Student Achievement and Regulation 5121.1 Grades/Evaluation of Student Achievement at the High School
- R. Revisions to Board Policy 6146.1 High School Graduation Requirements
- S. Contract for Services with Nicolas Gonzalez at Pacific Grove High School

- T. Authorization to Order with AT&T Corp and the California Department of Technology for CALNET Legacy Telecommunications Voice and Data Services
- U. Ratification of Forest Grove Elementary School Surplus Materials and Furniture Discard

Consent Item N Contract for Services with Pacific West Water Purification, Inc. at Forest Grove Elementary School was pulled from the agenda and moved to Action/Discussion immediately following Consent.

MOTION Dawson/Rivera to approve consent agenda as amended.
Public comment: none
Motion CARRIED 4 – 0

VIII. ACTION/DISCUSSION

- A. Consent Item N: Contract for Services with Pacific West Water Purification, Inc. at Forest Grove Elementary School

MOTION Paff/Dawson to approve the contract for services with Pacific West Water Purification, Inc. at Forest Grove Elementary School.
Public comment: none
Motion CARRIED 3 – 0
Trustee Carolyn Swanson recused herself from this item.

VII. PUBLIC HEARING

- A. Public Hearing Regarding Potential Composition of Trustee Areas Prior to Drawing of Maps

Open Public Hearing: 7:45 p.m. Close Public Hearing: 8:21 p.m.

Dr. Justin Levitt with the National Demographics and Attorney Jonathan Berry-Smith of Lozano Smith presented information to the Board. Presentations are available on the District website.

VIII. ACTION/DISCUSSION

- A. Contract for Services with Advanced IPM for pest management at Pacific Grove High School and Pacific Grove Middle School

MOTION Rivera/Dawson to approve the Contract for Services with Advanced IPM for pest management at Pacific Grove High School and Pacific Grove Middle School.
Public comment: none
Motion CARRIED 4 – 0

- B. New Maintenance Vehicles - Purchase Order to Downtown Ford for 3-F250's and 1-Transit Van

MOTION Rivera/Dawson to approve the New Maintenance Vehicles - Purchase Order to Downtown Ford for 3-F250's and 1-Transit Van.
Public comment: none
Motion CARRIED 4 – 0

C. Board Calendar/Future Meetings

The Board directed Administration to cancel the Special Board meeting scheduled on Saturday, September 18, and move the Foreign Language item to the regular Board meeting scheduled on Thursday, September 16.

The Board discussed school site presentations. Administration will discuss at the upcoming Management meeting and provide more information at the next Board meeting.

MOTION Dawson/Rivera to approve the Board meeting calendar.

Public comment: none

Motion CARRIED 4 – 0

The Board took a break from 8:46 p.m. and returned at 8:50 p.m.

IX. INFORMATION/DISCUSSION

A. Pacific Grove Unified School District Quarterly Safety Update

District Safety Director Barbara Martinez spoke to the Board about comprehensive Safe Schools Plans, professional development, safety meetings/drills calendar, crossing guard update and COVID Safety Plan reminder on the dashboard.

Public comment:

Robin Pelc spoke about HVAC systems or HEPA filters to keep the air safe.

B. Review of the 2021-22 Education Budget Bill – Assembly Bill (AB) 130

Assistant Superintendent Song Chin-Bendib presented information to the Board.

C. Review of 2020-21 Actual and 2021-22 Estimated Property Tax Revenues

Assistant Superintendent Song Chin-Bendib presented information to the Board.

D. Review of District Enrollment Projections for the First Week of School for 2021-22

Assistant Superintendent Song Chin-Bendib presented information to the Board. The Board discussed this item.

Public comment:

Margaret Rice asked about e-school students and confirmed they do not count towards the District enrollment.

E. Future Agenda Items

- Board requested a renewed discussion about District solar panels (September 16, 2021)
- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added March 4, 2021: A Board member requested a study about making ethnic studies a graduation requirement
- Added March 18, 2021: Return of Foreign Language Program (Fall 2021)
- Added June 3, 2021: A Board member requested information about eco-friendly tools, products and supplies
- Added June 17, 2021: A Board member requested a review of what the District learned from COVID
- Added June 17, 2021: A Board member requested a review of WiFi family access
- Added June 17, 2021: A Board member requested a review of Board Policy (September 2021)
- Added June 17, 2021: A Board member requested parent orientation to the Board meetings
- Added June 17, 2021: A Board member requested a review of Measure D budget (September 2021)
 - A Board member requested a review of discrimination policies and training for staff and students
 - A Board member requested curriculum/training on critical thinking skills and how to navigate social media and the internet for students

X. ADJOURNED

9:58 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

- | | |
|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Certificated Assignment Order #3

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Billie Mankey, Director II, Human Resources

Page 1 of 4

RECOMMENDATION:

The District Administration recommends the Board review and approve the Certificated Assignment Order #3

BACKGROUND:

Under Board Policies #4200 and #4211, the Human Resource Office is directed by the Superintendent and the Board of Education to employ the most highly qualified person available for each position. Recruitment and selection procedures include dissemination of vacancy announcements to newspapers, trade journals, the internet through the Pacific Grove Unified School District website, Monterey County Office of Education website and other recruitment websites in California. The recommendation to hire a selected candidate is made after weighing the information obtained by the complete application package, the interview process, and confidential reference checks. No inquiry is made with regard to the age, sex, race, color, religion, national origin, disability or sexual orientation.

INFORMATION:

Persons listed in the Certificated Assignment Order are being recommended to the Board of Education for employment in the District. No individual is recommended to the Board of Education for employment prior to receipt of the criminal background summary.

FISCAL IMPACT:

Funding has been approved and allocated for these items.

<p>PACIFIC GROVE UNIFIED SCHOOL DISTRICT CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 3 September 2, 2021</p>

Page 2 of 4

NEW HIRE:

George Warren, PGHS (0.60 FTE), FGE (0.20 FTE), RDE (0.20 FTE), Instrumental Music Teacher, Full-time, 1.0 FTE, Column VI, Step 10+MA+Doctorate, effective August 25, 2021 (replaces Theresa Hruby)

TEMPORARY NEW HIRE:

Rene Montori, PGAS, Co-Op Preschool Program Teacher, Part-time, 4 hrs./day, 5 days per week, 185 day instructional calendar, Column C, Step 10, effective August 5, 2021 (replaces Kate Miller)

TEMPORARY INCREASE IN ASSIGNMENT:

Kathy Buller, PGHS Spanish Teacher, increase from 1.0 FTE to 1.2 FTE, regular rate of pay, effective August 2, 2021 through May 31, 2022 (partial replacement for Mariel Rosales-Levi)

Travis Selfridge, PGHS Math Teacher, increase from 1.0 FTE to 1.2 FTE, regular rate of pay, effective August 2, 2021 through May 31, 2022 (GF transfer of sections)

RESIGNATION:

Janet Light, PGAS HiSet Coordinator, resigns this position only, effective August 16, 2021

SUBSTITUTES:

Ron Cantu
Elizabeth May

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 3
September 2, 2021**

2021-2022 PGHS Stipends					
<u>Employee</u>	<u>Assignment</u>	<u>FTE</u>	<u>Funding</u>	<u>Amount</u>	
Jeff Gray	Football Varsity	1.0	GF - Athletics	\$3,717	
Jeff Bautista	Football Assistants	0.5	GF - Athletics	\$3,102	
Jeremiah Smith	Football Assistants	0.5	GF - Athletics	\$3,102	
David Murray	Football Assistants	0.5	GF - Athletics	\$2,684	
John Montenez	Football Assistants	0.5	GF - Athletics	\$3,102	
Eric Fonferek	Football JV	1.0	GF - Athletics	\$2,684	
Kyle Mountain	Volleyball Varsity	1.0	GF - Athletics	\$3,717	
Amaya Gamecho	Volleyball JV	1.0	GF - Athletics	\$2,684	
Peter Jordan	Cross Country (9/1-12/1)	1.0	GF - Athletics	\$2,891	
Jordan Gasperson	Golf Girls	1.0	GF - Athletics	\$3,341	
Greg Enterline	Water Polo Girls	1.0	GF - Athletics	\$3,108	
Casey Lyon	Water Polo Boys	1.0	GF - Athletics	\$3,108	
Preston Lujan	jvboyswaterpolo	1.0	GF - Athletics	\$2,891	
Kathy Buller	Tennis Girls (09/1-11/1)	1.0	GF - Athletics	\$3,341	
Linda Lyon	HS Spirit Squad Advisor	1.0	GF - Athletics	\$3,002	
Tatum Madrid	HS Dance Squad Advisor	1.0	GF - Athletics	\$2,793	
Michelle Boulware	HS Musical Advisor	1.0	Unrestricted GF - Music	\$3,016.00	
Sean Boulware	HS Musical Assisitant	1.0	Unrestricted GF	\$1,298.00	
Michelle Boulware	Music Performance Coach-Instrumental Performance	1.0	Unrestricted GF	\$2,949.00	
Michelle Boulware	Music Performance Coach-Vocal Performance	1.0	Unrestricted GF	\$1,179.00	
Desma Johnson	HS Drama Coach	1.0	Unrestricted GF	\$2,598.00	
2021-2022 PGHS Stipends, Continued				Page 4 of 4	

<u>Employee</u>	<u>Assignment</u>	<u>FTE</u>	<u>Funding</u>	<u>Amount</u>	
Frank Alex Morrison	HS Yearbook Advisor	1.0	Unrestricted GF	\$5,488.00	
Sheri Deeter	Lead Teacher Community High	1.0	Unrestricted GF	\$8,177.00	
Michelle Boulware	Choral Stipend- Saturday Class	1.0	Not to exceed \$10000 paid quarterly	\$10,000.00	
Department Chairs					<u>Sections</u>
Jenn Erickson	Department Chair- CTE		Unrestricted GF	\$530	11.5
Matthew Kelly	Department Chair- CTE		Unrestricted GF	\$530	11.5
Jessica Grogan	Department Chair- English		Unrestricted GF	\$860	28
Desma Johnson	Department Chair- World Languages		Unrestricted GF	\$600	15
Donna O'Donnell-Smith	Department Chair- PE		Unrestricted GF	\$500	10
Natasha Pignatelli	Department Chair- Science		Unrestricted GF	\$760	23
Ronald Morgan	Department Chair- Social Science		Unrestricted GF	\$760	23
Sally Richmond	Department Chair- Math		Unrestricted GF	\$800	25
Nick Lackey	Department Chair- SPED		Unrestricted GF	\$820	26
Linda Lyon	HS Musical Costume Design		ASB	\$1,000	
Sherri Beck	HS Musical Choreography		ASB	\$900	

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|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Classified Assignment Order #3

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Billie Mankey, Director II, Human Resources

Page 1 of 2

RECOMMENDATION:

The District Administration recommends the Board review and approve the Classified Assignment Order #3

BACKGROUND:

Under Board Policies #4200 and #4211, the Human Resource Office is directed by the Superintendent and the Board of Education to employ the most highly qualified person available for each position. Recruitment and selection procedures include dissemination of vacancy announcements to newspapers, trade journals, the internet through the Pacific Grove Unified School District website, Monterey County Office of Education website and other recruitment websites in California. The recommendation to hire a selected candidate is made after weighing the information obtained by the complete application package, the interview process, and confidential reference checks. No inquiry is made with regard to the age, sex, race, color, religion, national origin, disability or sexual orientation.

INFORMATION:

Persons listed in the Classified Assignment Order are being recommended to the Board of Education for employment in the District. No individual is recommended to the Board of Education for employment prior to receipt of the criminal background summary.

FISCAL IMPACT:

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL ASSIGNMENT ORDER NO. 3
September 2, 2021**

NEW HIRE:

Nicki Klevan, PGAS Co-Op Parent Ed Program, Instructional Assistant, 3 hrs./day, 4 days per week, 185 day work calendar, Range 30, Step F, effective August 3, 2021 (replaces Silvia Gil)

Jeanie DeTomaso PGAS Co-Op Parent Ed Program, Instructional Assistant, 3 hrs./day, 4 days per week, 185 day work calendar, Range 30, Step F, effective August 3, 2021 (replaces Marlene Mejia)

Morgan Bailey, PGAS, IT Technician, part-time, 4 hrs./day, 5 days per week, 11.5 month work calendar, Range 35, Step A, effective August 26, 2021 (replaces transferee Raymond DeVost)

Kristin Sells, RDE Crossing Guard, part-time, 1.08 hrs./day, 5 days per week, paid per timesheet, Range 27, Step A, effective August 11, 2021 (new position)

Rosa Diaz-Mendoza, RHD, Food Service II, part-time, 3.25 hrs./day, 5 days per week, 180 day work calendar, Range 30, Step A, effective August 18, 2021 (replaces transferee Summer Coe)

ADDITIONAL ASSIGNMENT/INCREASE IN ASSIGNMENT:

Michelle Mitchell, RDE Instructional Assistant, increase in hours from 1.5 hrs./day to 3.0 hrs./day, 5 days per week, 180 day work calendar at regular rate of pay, effective August 9, 2021 and based on student need

Yuri Dorantes, RDE, Paraeducator, increase in hours from 4.75 to 6.5 hrs./day, 5 days per week, 180 day work calendar, regular rate of pay, effective August 5, 2021 and based on student need

TEMPORARY INCREASE IN ASSIGNMENT:

Cherie Mares, RDE Instructional Assistant increase in hours of 30 mins/5 days per week, paid per time sheet, regular rate of pay, effective August 9, 2021 and ends on May 31, 2022 (ELO Funding)

Danielle Groshong, RDE Instructional Assistant increase in hours of 30 mins./5 days per week, paid per time sheet, regular rate of pay, effective August 16, 2021 and ends on May 31, 2022 (ELO Funding)

LEAVE OF ABSENCE:

Kathleen Poet, FGE, Instructional Assistant and Noon Duty requests and qualifies for a leave of absence for Military Duty, effective August 17, 2021 through approximately December 31, 2021

RESIGNATION:

Sally Jones, RDE Food Service I, 1.25 hrs./day/180 day work calendar resigns effective August 13, 2021

Jodi Bitter, PGMS Library Media Technician, resigns after nine years of successful service in the Pacific Grove Unified School district

SUBSTITUTES:

Mayra Zapeda, Marlaina Loubac

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Acceptance of Donations

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board approve acceptance of donations referenced below.

INFORMATION:

During the past month the following donations were received:

Forest Grove Elementary School

None

Robert H. Down Elementary School

None

Pacific Grove Middle School

Chapman Foundation \$31,000 (AVID)

Pacific Grove High School

PG Breakers Club	\$ 5,000 (Athletics)
Various Donations – see attached	\$13,633 (CTE Program)
Chapman Foundation	\$ 1,000 (AVID)
Chapman Foundation	\$26,000 (AVID)

Pacific Grove Community High School

None

Pacific Grove Adult School /Lighthouse Preschool & Preschool Plus Co-op

None

Pacific Grove Unified School District

Chapman Foundation \$15,000 (GATE)

CTE Donations 2021-22 Pacific Grove High School

8/5-8/24

Program	Donation	Donor
Culinary	\$ 50.00	Jacquelynn Evans
	\$ 40.00	Luis De La Garza
	\$ 50.00	Karen Ward
	\$ 250.00	Daniel Lukaszweski
	\$ 100.00	Katrina McFarland
	\$ 25.00	Julia Keller
	\$ 50.00	Paul Hein
	\$ 50.00	Jennifer Gorman
	\$ 50.00	Kyra Schlining
	\$ 300.00	Rachel Hunter
	\$ 300.00	Sebastian Correa-Bulnes
	\$ 100.00	Susan Moore
Art	\$ 50.00	Jennifer Gorman
	\$ 150.00	Kilene Brosseau
	\$ 100.00	Katrina McFarland
	\$ 30.00	Travaille Insurance and Financial Services Inc
	\$ 50.00	Julianna Hansen
	\$ 50.00	Kari Galer
	\$ 100.00	Siobhan Macguire
	\$ 8.00	Linda Cooper
	\$ 200.00	Anne Martin
	\$ 200.00	Sarah Pennington
	\$ 50.00	Lori Arnaldo
	\$ 60.00	Karen Granger
	\$ 100.00	Kathleen Pesenhofer
	\$ 300.00	Rachel Hunter
	\$ 250.00	Pacific Grove Property Management
	\$ 100.00	Jacquelynn Evans
\$ 120.00	Summer Wright	
\$ 100.00	Silvia Millan-Vossler	
Healthcare	\$ 50.00	Jennifer Nelson
	\$ 50.00	Jennifer Gorman
	\$ 10,000.00	CHOMP
Photography	\$ 100.00	April Whitehead
	\$ 50.00	Jennifer McAdams
TOTAL	\$ 13,633.00	

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Warrant Schedule 634

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District’s budget, and purchasing and accounting practices and therefore, recommend Board approval.

BACKGROUND:

The attached listing of warrants identifies payments made by the District during the noted time period from July 1, 2021 through July 31, 2021.

INFORMATION:

Prior to the issuance of the warrants, District procedures have been followed to ensure the appropriateness of the item purchased, the correctness of the amount to be paid, and that funds were available within the appropriate budget. All necessary site, department, and district authorizations have been obtained.

Please note a full copy of the warrants are available by request.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 634

JULY 2021

WARRANTS - PAYROLL

Certificated	Regular	07/02/21	\$	575.82
	Regular	07/09/21	\$	925,522.34
	Regular	07/15/21	\$	9,949.09
	Regular	07/30/21	\$	199,727.25
<u>Total Certificated</u>			<u>\$</u>	<u>1,135,774.50</u>
Other	Regular	07/02/21	\$	960.48
	Regular	07/09/21	\$	722,722.99
	Regular	07/15/21	\$	4,326.41
	Regular	07/30/21	\$	392,205.89
<u>Total Other</u>			<u>\$</u>	<u>1,120,215.77</u>
Classified	Regular	07/02/21	\$	-
	Regular	07/09/21	\$	33,655.22
	Regular	07/15/21	\$	1,033.00
	Regular	07/30/21	\$	852.25
<u>Total Classified</u>			<u>\$</u>	<u>35,540.47</u>
<u>TOTAL PAYROLL</u>			<u>\$</u>	<u>2,291,530.74</u>

WARRANTS - ACCOUNTS PAYABLE

Checks	V-Card Payment			
12627411-12627430	04600000072-04600000073	07/08/21	\$	122,560.23
12628552-12628715	04600000074-04600000079	07/15/21	\$	433,353.95
12629544-12629565	04600000080	07/22/21	\$	99,544.24
12630762- 12630794	04600000081-04600000086	07/29/21	\$	167,766.24
<u>TOTAL ACCOUNTS PAYABLE</u>			<u>\$</u>	<u>823,224.66</u>

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Out of County or Overnight Activities

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board approve or receive the request as presented.

BACKGROUND:

Board Policy 6153 requires prior approval of all school sponsored trips. Out of County/State or overnight trips require Board approval. Other trips may be approved by the Superintendent or designee.

INFORMATION:

The attached list identifies an overnight/Out of County/State trip(s) being proposed by a school site at this time.

FISCAL IMPACT:

The request has an identified cost and associated source of funds. The activities expose the District to increased liability with a resulting potential for financial impact.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

Board Approval is required for all out-of-county, out-of-state, or overnight activities. The request must be approved by the Board prior to the event, therefore the request must be submitted AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT. For ALL other activities, submit request two weeks in advance of activity. I understand.

Date of Activity 09/03/2021 -> 9/4/2021 Day of Activity Friday -Saturday

Location of Activity Arroyo Grande High School City Arroyo Grande County San Luis Obispo

School PG High School Class or Club JV Water Polo - Boys Grade Level/s 9-12

School Departure Time 9:00 AM

Pickup Time from Place of Activity 4:00 approx. PM

Name of Employee Accompanying Students Casey Lyon, Preston Lujan and Jared Pechan

Number of Adults 5 Number of Students 14

Description of Activity/Educational Objective
JV Water Polo Tournament

List All Stops Pacific Grove High School and Arroyo Grande High School

Means of Transportation: District Van**

* Board Regulation 3541.1 Requirements will be complied with when using private Autos CL (Teacher initials)

**If using District vans, driver names must be listed: Casey Lyon and Jared Pechan

Cost of Activity \$ 400.00 + Cost of Transportation \$ 200.00 = Total \$ 600.00

Fund/s to be charged for all activity expenses () Students () Club () PG Pride () Other

Account Code: Wellss Fargo Bank Athletics - #1965169244/420 Water Polo Account

Requested by: FA for Casey Lyon / Casey Lyon Date 08/20/2021
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 08/20/2021

Transportation Department/District Office Use

() School Bus () Charter (x) Available () Not available Date Received 08/26/2021

Cost Estimate \$ 200.00 (Gas receipts required)

Approved by Transportation Supervisor: Lori Aiello Date 08/26/2021

Approved by Assistant Superintendent: song chinbendib Date 08/26/2021

Date of Board Approval 09/02/2021

Does form need board approval PGUSD Yes

Fall Out of County Sports List

Cross Country	Thursday	09/16/2021	3:30	Gilroy HS Host @ Christmas Hill	Santa Cruz County
Volleyball	Tuesday	9/21/21	5:00/6:30	Pajaro Valley HS	Santa Cruz County
Cross Country	Thursday	09/30/2021	3:30	Monte Vista Christian HS	Santa Cruz County
Volleyball	Thursday	9/30/21	5:00/6:30	Watsonville HS	Santa Cruz County
Boys Water Polo	Monday	10/04/2021	4:00/5:00	Gilroy HS	Santa Clara County
Girls Water Polo	Monday	10/04/2021	6:00	Gilroy HS	Santa Clara County
Volleyball	Tuesday	10/12/21	5:00/6:30	Anzar HS	San Benito County
Boys Water Polo	Thursday	10/14/2021	4:00/5:00	San Benito HS	San Benito County
Boys Water Polo	Thursday	10/14/2021	4:00/5:00	San Benito HS	San Benito County
Girls Water Polo	Thursday	10/14/2021	6:00	San Benito HS	San Benito County
Volleyball	Monday	10/25/21	5:00/6:30	Pajaro Valley HS	Santa Cruz County
Football	Saturday	10/30/21	11:30/2:00	Scotts Valley HS	Santa Cruz
Cross Country	Saturday	11/13/21	TD	@Crystal Springs in Belmont, CA.	San Mateo

Girls Golf	Thursday	9-2	3:30 PM	Hollister	San Benito
Girls Golf	Wednesday	9-8	3:30 PM	Christopher	Santa Clara
Girls Golf	Thursday	9-16	3:30 PM	Gilroy	Santa Clara
Girls Golf	Tuesday	9-28	3:30 PM	Hollister	San Benito
Girls Golf	Monday	10-4	3:30 PM	Christopher	Santa Clara
Girls Golf	Tuesday	10-12	3:30 PM	Gilroy	Santa Clara
Boys JV Water Polo	Friday-Saturday	Sept 3-4	Departure at 4 pm	Arroyo Grande High School	San Luis Obispo
Varsity Boys Water Polo	Friday-Saturday	Sept 17-18	Departure at 4	Morro bay High School	San Luis Obispo

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Cash Receipts Report No. 2

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.

BACKGROUND:

The attached listing identifies Cash Receipts received by the District during the period of August 6, 2021 through August 19, 2021.

INFORMATION:

The receipt and deposit of the identified funds were conducted consistent with District policies and procedures within the appropriate revenue accounts.

PGUSD BOARD REPORT # 2 Cash Receipts

August 6, 2021 - August 19, 2021

Date	Num	Name	Account	Amount
Aug 6 - 19, 21				
08/12/2021	20676	RETIREE INSURANCE	RETIREE INSURANCE	4,159.24
08/12/2021	20677	STATE OF CALIFORNIA	SP ED	3,632.63
08/12/2021	20678	TEXTBOOKS	TEXT BOOK FEES	9.00
08/12/2021	20679	BUS PASS	BUS PASS	300.00
08/12/2021	20680	BUS PASS	BUS PASS	1,150.00
08/12/2021	20681	BUS PASS	BUS PASS	430.00
08/12/2021	20682	CTA	REFUND	113.70
08/12/2021	20683	Intercare Holding Insurance	WORKERSCOMP	1,946.78
08/12/2021	20684	Intercare Holding Insurance	WORKERSCOMP	522.64
08/12/2021	20685	Maria Rivera	INS PAYMENT	383.23
08/12/2021	20686	Fran Castorina	INS PAYMENT	498.77
08/12/2021	20687	Fran Castorina	INS PAYMENT	498.77
08/12/2021	20688	Chapman Foundation	Avid	1,000.00
08/12/2021	20689	CHOMP	DONATION	10,000.00
08/12/2021	20690	ADULT EDUCATION	ADULT EDUCATION	26,639.72
08/12/2021	20691	ADULT EDUCATION	ADULT EDUCATION	1,200.00
08/16/2021	20692	ADULT EDUCATION	ADULT EDUCATION	118.95
08/19/2021	20693	BUS PASS	BUS PASS	350.00
08/19/2021	20694	BUS PASS	BUS PASS	250.00
08/19/2021	20695	TEXTBOOKS	TEXT BOOK FEES	376.00
08/19/2021	20696	Robert Down Elementary	DONATION	840.00
08/19/2021	20697	STATE OF CALIFORNIA	CAFETERIA	3,916.52
08/19/2021	20698	STATE OF CALIFORNIA	CAFETERIA	267.48
08/19/2021	20699	RETIREE INSURANCE	RETIREE INSURANCE	526.00
Aug 6 - 19, 21				59,129.43

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| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: A New Plan Year With The American Fidelity Section 125 Flexible Benefit Plan

DATE: September 2, 2021

PERSON RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends the Board review and approve a new plan year with the American Fidelity Section 125 Flexible Benefit Plan.

BACKGROUND:

Currently, the District has an agreement with American Fidelity to process employees’ Section 125 Flexible spending plans. Section 125 Plan is commonly known as Cafeteria Plan which allows employees to set aside pre-tax dollars for expenses such as medical care and dependent/child care services.

INFORMATION:

The current Plan Year is from September 15 to the following September 15 of each calendar year. It does not align with employees’ health benefit plan with the Monterey County Schools Insurance Group (MCSIG).

Attached are two contract agreements:

- Agreement #1 shows the effective date as September 15, 2021 as the current agreement expires on this date and we need to extend the current agreement
- Agreement #2 shows the effective date as January 1, 2022 which aligns this agreement with the annual cycle of MCSIG health plans

Aligning the American Fidelity Section 125 Plan with MCSIG is less confusing for employees to plan for their health care expenses for the year. For example, in September, someone may elect a certain amount based on their deductible but they would not know if their deductible or out-of-pocket costs will change in January when MCSIG’s new plan comes into effect. In other words, employees are making elections for their Section 125 plans with the old plan year without knowing the true cost of health care premiums for the new plan year. Changing the plan year is a benefit to the employees as they can make plans according to the true cost of their out-of-pocket expenses.

FISCAL IMPACT:

None.

Agreement # 1

**SAMPLE PLAN DOCUMENT
SECTION 125
FLEXIBLE BENEFIT PLAN**

The attached plan document and adoption agreement are being provided for illustrative purposes only. Because of differences in facts, circumstances, and the laws of the various states, interested parties should consult their own attorneys. This document is intended as a guide only, for use by local counsel.

**SECTION 125 FLEXIBLE BENEFIT PLAN
ADOPTION AGREEMENT**

The undersigned Employer hereby adopts the Section 125 Flexible Benefit Plan for those Employees who shall qualify as Participants hereunder. The Employer hereby selects the following Plan specifications:

A. EMPLOYER INFORMATION

Name of Employer: Pacific Grove Unified School District
Address: 435 Hillcrest Ave
 PACIFIC GROVE, CA 93950
Employer Identification Number: 58-1908280
Nature of Business: Education
Name of Plan: Pacific Grove Unified School District Flexible Benefit Plan
Plan Number: 502

B. EFFECTIVE DATE

Original effective date of the Plan: September 15, 2010
If Amendment to existing plan, effective date of amendment: September 15, 2021

C. ELIGIBILITY REQUIREMENTS FOR PARTICIPATION

Eligibility requirements for each component plan under this Section 125 document will be applicable and, if different, will be listed in Item F.

Length of Service: First day of the month following employment
Retiree Wording: N/A
Minimum Hours: All employees with Class-20; Cert-14 hours of service or more each week. An hour of service is each hour for which an employee receives, or is entitled to receive, payment for performance of duties for the Employer.
Age: Minimum age of 18.0 years.

D. PLAN YEAR

The current plan year will begin on September 15, 2021 and end on December 31, 2021.
 Each subsequent plan year will begin on January 1 and end on December 31.

E. EMPLOYER CONTRIBUTIONS

Non-Elective Contributions:

The maximum amount available to each Participant for the purchase of elected benefits with non-elective contributions will be:

Employer may furnish a non-elective contribution as shown in the enrollment materials.

The Employer may at its sole discretion provide a non-elective contribution to provide benefits for each Participant under the Plan. This amount will be set by the Employer each Plan Year in a uniform and non-discriminatory manner. If this non-elective contribution amount exceeds the cost of benefits elected by the Participant, excess amounts will not be paid to the Participant as taxable cash.

**Elective Contributions
(Salary Reduction):**

The maximum amount available to each Participant for the purchase of elected benefits through salary reduction will be:

100% of compensation per entire plan year.

Each Participant may authorize the Employer to reduce his or her compensation by the amount needed for the purchase of benefits elected, less the amount of non-elective contributions. An election for salary reduction will be made on the benefit election form.

F. AVAILABLE BENEFITS: Each of the following components should be considered a plan that comprises this Plan.

1. **Group Medical Insurance** -- The terms, conditions, and limitations for the Group Medical Insurance will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)
American Fidelity Assurance Company Accident Only, Group Hospital Indemnity | Monterey County Schools Insurance Group | Eligibility Requirements for Participation, if different than Item C.
Monterey County Schools Insurance Group:20 hours for Classified; 14 hours for certificated
2. **Disability Income Insurance** -- The terms, conditions, and limitations for the Disability Income Insurance will be as set forth in the insurance policy or policies described below: (See Section VI of the Plan Document)

N/A

Eligibility Requirements for Participation, if different than Item C.

3. **Cancer Coverage** -- The terms, conditions, and limitations for the Cancer Coverage will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

American Fidelity Assurance Company C-12D and subsequent series | Eligibility Requirements for Participation, if different than Item C.

4. **Dental/Vision Insurance** -- The terms, conditions, and limitations for the Dental/Vision Insurance will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

Monterey County Schools Insurance Group Dental | Monterey County Schools Insurance Group Vision |

Eligibility Requirements for Participation, if different than Item C.

Monterey County Schools Insurance Group:20 hours for Classified; 14 hours for certificated
 Monterey County Schools Insurance Group:20 hours for Classified; 14 hours for certificated

5. **Group Life Insurance** which will be comprised of Group term life insurance and Individual term life insurance under Section 79 of the Code.

The terms, conditions, and limitations for the Group Life Insurance will be as set forth in the insurance policy or policies described below: (See Section VII of the Plan Document)

N/A

Individual life coverage under Section 79 is available as a benefit, and the face amount when combined with the group-term life, if any, N/A exceed \$50,000.

Eligibility Requirements for Participation, if different than Item C.

6. **Dependent Care Assistance Plan** -- The terms, conditions, and limitations for the Dependent Care Assistance Plan will be as set forth in Section IX of the Plan Document and described below:

Minimum Contribution - **\$0.00** per Plan Year

Maximum Contribution - **\$5000.00** per Plan Year

Recordkeeper: American Fidelity Assurance Company

Eligibility Requirements for Participation, if different than Item C.

N/A

7. **Medical Expense Reimbursement Plan** -- The terms, conditions, and limitations for the Medical Expense Reimbursement Plan will be as set forth in Section VIII of the Plan Document and described below:

Minimum Coverage - **\$0.00** per Plan Year or a Prorated Amount for a Short Plan Year.

Maximum Coverage - **\$2750.00** per Plan Year or a Prorated Amount for a Short Plan Year. In no event can the maximum exceed the limit as indicated by the IRS in accordance with the law.

Recordkeeper: American Fidelity Assurance Company

Restrictions: As outlined in Policy G-905/R1.

Grace Period: The Provisions in Section 8.06 of the Plan to permit a Grace Period with respect to the Medical Expense Reimbursement Plan **are not** elected.

Carryover: The Provisions in Section 8.07 of the Plan to permit a Carryover with respect to the Medical Expense Reimbursement Plan **are** elected.

HEART Act: The provisions in Section 8.08 of the Plan to permit the Qualified Reservist Distribution of the Heroes Earnings Assistance and Relief Tax Act (HEART) are elected.

Eligibility Requirements for Participation, if different than Item C.

8. **Health Savings Accounts** – The Plan permits contributions to be made to a Health Savings Account on a pretax basis in accordance with Section X of the Plan and the following provisions:

HSA Trustee – **N/A**

Maximum Contribution – **N/A**

Limitation on Eligible Medical Expenses – For purposes of the Medical Reimbursement Plan, Eligible Medical Expenses of a Participant that is eligible for and elects to participate in a Health Savings Account shall be limited to expenses for:

N/A

Eligibility Requirements for Participation, if different than Item C.

- a. An Employee must complete a Certification of Health Savings Account Eligibility which confirms that the Participant is an eligible individual who is entitled to establish a Health Savings Account in accordance with Code Section 223(c)(1).
- b. Eligibility for the Health Savings Account shall begin on the later of (i) first day of the month coinciding with or next following the Employee's commencement of coverage under the High Deductible Health Plan, or (ii) the first day following the end of a Grace Period available to the Employee with respect to the Medical Reimbursement Accounts that are not limited to vision and dental expenses (unless the participant has a \$0.00 balance on the last day of the plan year).
- c. An Employee's eligibility for the Health Savings Account shall be determined monthly.

The Plan shall be construed, enforced, administered, and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974, (as amended) if applicable, the Internal Revenue Code of 1986 (as amended), and the laws of the State of California. Should any provision be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only, will be deemed not to include the provision determined to be void.

This Plan is hereby adopted _____.

Pacific Grove Unified School District -
(Name of Employer)

Signed By: _____

Title: _____

APPENDIX A

Related Employers that have adopted this Plan

Name(s):

N/A

THIS DOCUMENT IS NOT COMPLETE WITHOUT SECTIONS I THROUGH XIII
SW PD – 0420 Document ID # 139496MCP #95612 Effective Date:09/15/2021 8/19/21 12:23 PM

SECTION 125 FLEXIBLE BENEFIT PLAN

SECTION I

PURPOSE

The Employer is establishing this Flexible Benefit Plan in order to make a broader range of benefits available to its Employees and their Beneficiaries. This Plan allows Employees to choose among different types of benefits and select the combination best suited to their individual goals, desires, and needs. These choices include an option to receive certain benefits in lieu of taxable compensation.

In establishing this Plan, the Employer desires to attract, reward, and retain highly qualified, competent Employees, and believes this Plan will help achieve that goal.

It is the intent of the Employer to establish this Plan in conformity with Section 125 of the Internal Revenue Code of 1986, as amended, and in compliance with applicable rules and regulations issued by the Internal Revenue Service. This Plan will grant to eligible Employees an opportunity to purchase qualified benefits which, when purchased alone by the Employer, would not be taxable.

SECTION II

DEFINITIONS

The following words and phrases appear in this Plan and will have the meaning indicated below unless a different meaning is plainly required by the context:

- 2.01 **Administrator** The Employer unless another has been designated in writing by the Employer as Administrator within the meaning of Section 3(16) of ERISA (if applicable).

- 2.02 **Beneficiary** Any person or persons designated by a participating Employee to receive any benefit payable under the Plan on account of the Employee's death.

- 2.02a **Carryover** The amount equal to the lesser of (a) any unused amounts from the immediately preceding Plan Year or (b) five hundred dollars (\$500), except that in no event may the Carryover be less than five dollars (\$5).

- 2.03 **Code** Internal Revenue Code of 1986, as amended.

- 2.04 **Dependent** Any of the following:
 - (a) Tax Dependent: A Dependent includes a Participant's spouse and any other person who is a Participant's dependent within the meaning of Code Section 152, provided that, with respect to any plan that provides benefits that are excluded from an Employee's income under Code Section 105, a Participant's dependent (i) is any person within the meaning of Code Section 152, determined without regard to Subsections (b)(1), (b)(2), and (d)(1)(B) thereof, and (ii) includes any child of the Participant to whom

Code Section 152(e) applies (such child will be treated as a dependent of both divorced parents).

(b) Student on a Medically Necessary Leave of Absence: With respect to any plan that is considered a group health plan under Michelle’s Law (and not a HIPAA excepted benefit under Code Sections 9831(b), (c) and 9832(c)) and to the extent the Employer is required by Michelle’s Law to provide continuation coverage, a Dependent includes a child who qualifies as a Tax Dependent (defined in Section 2.04(a)) because of his or her full-time student status, is enrolled in a group health plan, and is on a medically necessary leave of absence from school. The child will continue to be a Dependent if the medically necessary leave of absence commences while the child is suffering from a serious illness or injury, is medically necessary, and causes the child to lose student status for purposes of the group health plan’s benefits coverage. Written physician certification that the child is suffering from a serious illness or injury and that the leave of absence is medically necessary is required at the Administrator’s request. The child will no longer be considered a Dependent as of the earliest date that the child is no longer on a medically necessary leave of absence, the date that is one year after the first day of the medically necessary leave of absence, or the date benefits would otherwise terminate under either the group health plan or this Plan. Terms related to Michelle’s Law, and not otherwise defined, will have the meaning provided under the Michelle’s Law provisions of Code Section 9813.

(c) Adult Children: With respect to any plan that provides benefits that are excluded from an Employee’s income under Code Section 105, a Dependent includes a child of a Participant who as of the end of the calendar year has not attained age 27. A ‘child’ for purpose of this Section 2.04(c) means an individual who is a son, daughter, stepson, or stepdaughter of the Participant, a legally adopted individual of the Participant, an individual who is lawfully placed with the Participant for legal adoption by the Participant, or an eligible foster child who is placed with the Participant by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction. An adult child described in this Section 2.04(c) is only a Dependent with respect to benefits provided after March 30, 2010 (subject to any other limitations of the Plan).

Dependent for purposes of the Dependent Care Reimbursement Plan is defined in Section 9.04(a).

- 2.05 **Effective Date** The effective date of this Plan as shown in Item B of the Adoption Agreement.
- 2.06 **Elective Contribution** The amount the Participant authorizes the Employer to reduce compensation for the purchase of benefits elected.
- 2.07 **Eligible Employee** Employee meeting the eligibility requirements for participation as shown in Item C of the Adoption Agreement.

- 2.08 **Employee** Any person employed by the Employer on or after the Effective Date.
- 2.09 **Employer** The entity shown in Item A of the Adoption Agreement, and any Related Employers authorized to participate in the Plan with the approval of the Employer. Related Employers who participate in this Plan are listed in Appendix A to the Adoption Agreement. For the purposes of Section 11.01 and 11.02, only the Employer as shown in Item A of the Adoption Agreement may amend or terminate the Plan.
- 2.10 **Employer Contributions** Amounts that have not been actually received by the Participant and are available to the Participant for the purpose of selecting benefits under the Plan. This term includes Non-Elective Contributions and Elective Contributions through salary reduction.
- 2.11 **Entry Date** The date that an Employee is eligible to participate in the Plan.
- 2.12 **ERISA** The Employee Retirement Income Security Act of 1974, Public Law 93-406 and all regulations and rulings issued thereunder, as amended (if applicable).
- 2.13 **Fiduciary** The named fiduciary shall mean the Employer, the Administrator and other parties designated as such, but only with respect to any specific duties of each for the Plan as may be set forth in a written agreement.
- 2.14 **Health Savings Account** A “health savings account” as defined in Section 223(d) of the Internal Revenue Code of 1986, as amended established by the Participant with the HSA Trustee.
- 2.15 **HSA Trustee** The Trustee of the Health Savings Account which is designated in Section F.8 of the Adoption Agreement.
- 2.16 **Highly Compensated** Any Employee who at any time during the Plan Year is a "highly compensated employee" as defined in Section 414(q) of the Code.
- 2.17 **High Deductible Health Plan** A health plan that meets the statutory requirements for annual deductibles and out-of-pocket expenses set forth in Code section 223(c)(2).
- 2.18 **HIPAA** The Health Insurance Portability and Accountability Act of 1996, as amended.
- 2.19 **Insurer** Any insurance company that has issued a policy pursuant to the terms of this Plan.

- 2.20 **Key Employee** Any Participant who is a "key employee" as defined in Section 416(i) of the Code.
- 2.21 **Non-Elective Contribution** A contribution amount made available by the Employer for the purchase of benefits elected by the Participant.
- 2.22 **Participant** An Employee who has qualified for Plan participation as provided in Item C of the Adoption Agreement.
- 2.23 **Plan** The Plan referred to in Item A of the Adoption Agreement as may be amended from time to time.
- 2.24 **Plan Year** The Plan Year as specified in Item D of the Adoption Agreement.
- 2.25 **Policy** An insurance policy issued as a part of this Plan.
- 2.26 **Preventative Care** Medical expenses which meet the safe harbor definition of "preventative care" set forth in IRS Notice 2004-23, which includes, but is not limited to, the following: (i) periodic health evaluations, such as annual physicals (and the tests and diagnostic procedures ordered in conjunction with such evaluations); (ii) well-baby and/or well-child care; (iii) immunizations for adults and children; (iv) tobacco cessation and obesity weight-loss programs; and (v) screening devices. However, preventative care does not generally include any service or benefit intended to treat an existing illness, injury or condition.
- 2.27 **Recordkeeper** The person designated by the Employer to perform recordkeeping and other ministerial duties with respect to the Medical Expense Reimbursement Plan and/or the Dependent Care Reimbursement Plan.
- 2.28 **Related Employer** Any employer that is a member of a related group of organizations with the Employer shown in Item A of the Adoption Agreement, and as specified under Code Section 414(b), (c) or (m).

SECTION III

ELIGIBILITY, ENROLLMENT, AND PARTICIPATION

- 3.01 **ELIGIBILITY:** Each Employee of the Employer who has met the eligibility requirements of Item C of the Adoption Agreement will be eligible to participate in the Plan on the Entry Date specified or the Effective Date of the Plan, whichever is later. Dependent eligibility to receive benefits under any of the plans listed in Item F of the Adoption Agreement will be described in the documents governing those benefit plans. To the extent a Dependent is eligible to receive benefits under a plan listed in Item F, an Eligible Employee may elect coverage under this Plan with respect to such Dependent. Notwithstanding the foregoing, life insurance coverage on the life of a Dependent may not be elected under this Plan.

3.02 **ENROLLMENT**: An eligible Employee may enroll (or re-enroll) in the Plan by submitting to the Employer, during an enrollment period, an Election Form which specifies his or her benefit elections for the Plan Year and which meets such standards for completeness and accuracy as the Employer may establish. A Participant's Election Form shall be completed prior to the beginning of the Plan Year, and shall not be effective prior to the date such form is submitted to the Employer. Any Election Form submitted by a Participant in accordance with this Section shall remain in effect until the earlier of the following dates: the date the Participant terminates participation in the Plan; or, the effective date of a subsequently filed Election Form.

A Participant's right to elect certain benefit coverage shall be limited hereunder to the extent such rights are limited in the Policy. Furthermore, a Participant will not be entitled to revoke an election after a period of coverage has commenced and to make a new election with respect to the remainder of the period of coverage unless both the revocation and the new election are on account of and consistent with a change in status, or other allowable events, as determined by Section 125 of the Internal Revenue Code and the regulations thereunder.

3.03 **TERMINATION OF PARTICIPATION**: A Participant shall continue to participate in the Plan until the earlier of the following dates:

- a. The date the Participant terminates employment by death, disability, retirement or other separation from service; or
- b. The date the Participant ceases to work for the Employer as an eligible Employee; or
- c. The date of termination of the Plan; or
- d. The first date a Participant fails to pay required contributions while on a leave of absence.

3.04 **SEPARATION FROM SERVICE**: The existing elections of an Employee who separates from the employment service of the Employer shall be deemed to be automatically terminated and the Employee will not receive benefits for the remaining portion of the Plan Year.

3.05 **QUALIFYING LEAVE UNDER FAMILY LEAVE ACT**: Notwithstanding any provision to the contrary in this Plan, if a Participant goes on a qualifying unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), to the extent required by the FMLA, the Employer will continue to maintain the Participant's existing coverage under the Plan with respect to benefits under Section V and Section VIII of the Plan on the same terms and conditions as though he were still an active Employee. If the Employee opts to continue his coverage, the Employee may pay his Elective Contribution with after-tax dollars while on leave (or pre-tax dollars to the extent he receives compensation during the leave), or the Employee may be given the option to pre-pay all or a portion of his Elective Contribution for the expected duration of the leave on a pre-tax salary reduction basis out of his pre-leave compensation (including unused sick days or vacation) by making a special election to that effect prior to the date such compensation would normally be made available to him (provided, however, that pre-tax dollars may not be utilized to fund coverage during the next plan year), or via other arrangements agreed upon between the Employee and the Administrator (e.g., the Administrator may fund coverage during the leave and withhold amounts upon the Employee's return). Upon return from such leave, the Employee will be permitted to reenter the Plan on the same basis the Employee was participating in the Plan prior to his leave, or as otherwise required by the FMLA.

SECTION IV

CONTRIBUTIONS

4.01 EMPLOYER CONTRIBUTIONS: The Employer may pay the costs of the benefits elected under the Plan with funds from the sources indicated in Item E of the Adoption Agreement. The Employer Contribution may be made up of Non-Elective Contributions and/or Elective Contributions authorized by each Participant on a salary reduction basis.

4.02 IRREVOCABILITY OF ELECTIONS: A Participant may file a written election form with the Administrator before the end of the current Plan Year revising the rate of his contributions or discontinuing such contributions effective as of the first day of the next following Plan Year. The Participant's Elective Contributions will automatically terminate as of the date his employment terminates. Except as provided in this Section 4.02 and Section 4.03, a Participant's election under the Plan is irrevocable for the duration of the plan year to which it relates. The exceptions to the irrevocability requirement which would permit a mid-year election change in benefits and the salary reduction amount elected are set out in the Treasury regulations promulgated under Code Section 125, which include the following:

(a) Change in Status. A Participant may change or revoke his election under the Plan upon the occurrence of a valid change in status, but only if such change or termination is made on account of, and is consistent with, the change in status in accordance with the Treasury regulations promulgated under Section 125. The Employer, in its sole discretion as Administrator, shall determine whether a requested change is on account of and consistent with a change in status, as follows:

- (1) Change in Employee's legal marital status, including marriage, divorce, death of spouse, legal separation, and annulment;
- (2) Change in number of Dependents, including birth, adoption, placement for adoption, and death;
- (3) Change in employment status, including any employment status change affecting benefit eligibility of the Employee, spouse or Dependent, such as termination or commencement of employment, change in hours, strike or lockout, a commencement or return from an unpaid leave of absence, and a change in work site. If the eligibility for either the cafeteria Plan or any underlying benefit plans of the Employer of the Employee, spouse or Dependent relies on the employment status of that individual, and there is a change in that individual's employment status resulting in gaining or losing eligibility under the Plan, this constitutes a valid change in status. This category only applies if benefit eligibility is lost or gained as a result of the event. If an Employee terminates and is rehired within 30 days, the Employee is required to step back into his previous election. If the Employee terminates and is rehired after 30 days, the Employee may either step back into the previous election or make a new election;
- (4) Dependent satisfies, or ceases to satisfy, Dependent eligibility requirements due to attainment of age, gain or loss of student status, marriage or any similar circumstances; and
- (5) Residence change of Employee, spouse or Dependent, affecting the Employee's eligibility for coverage.

(b) Special Enrollment Rights. If a Participant or his or her spouse or Dependent is entitled to special enrollment rights under a group health plan (other than an excepted benefit), as required by HIPAA under Code Section 9801(f), then a Participant may revoke a prior election for group health plan coverage and make a new election, provided that the election change corresponds with such HIPAA special enrollment right. As required by HIPAA, a special enrollment right will arise in the following circumstances: (i) a Participant or his or her spouse or Dependent declined to enroll in group health plan coverage because he or she had coverage, and eligibility for such coverage is subsequently lost because the coverage was provided under COBRA and the COBRA coverage was exhausted, or the coverage was non-COBRA coverage and the coverage terminated due to loss of eligibility for coverage or the employer contributions for the coverage were terminated; (ii) a new Dependent is acquired as a result of marriage, birth, adoption, or placement for adoption; (iii) the Participant's or

his or her spouse's or Dependent's coverage under a Medicaid plan or under a children's health insurance program (CHIP) is terminated as a result of loss of eligibility for such coverage and the Participant requests coverage under the group health plan not later than 60 days after the date of termination of such coverage; or (iv) the Participant, his or her spouse or Dependent becomes eligible for a state premium assistance subsidy from a Medicaid plan or through a state children's insurance program with respect to coverage under the group health plan and the Participant requests coverage under the group health plan not later than 60 days after the date the Participant, his or her spouse or Dependent is determined to be eligible for such assistance. An election change under (iii) or (iv) of this provision must be requested within 60 days after the termination of Medicaid or state health plan coverage or the determination of eligibility for a state premium assistance subsidy, as applicable. Special enrollment rights under the health insurance plan will be determined by the terms of the health insurance plan.

- (c) Certain Judgments, Decrees or Orders. If a judgment, decree or order resulting from a divorce, legal separation, annulment or change in legal custody (including a qualified medical child support order [QMCSO]) requires accident or health coverage for a Participant's child or for a foster child who is a dependent of the Participant, the Participant may have a mid-year election change to add or drop coverage consistent with the Order.
- (d) Entitlement to Medicare or Medicaid. If a Participant, Participant's spouse or Participant's Dependent who is enrolled in an accident or health plan of the Employer becomes entitled to Medicare or Medicaid (other than coverage consisting solely of benefits under Section 1928 of the Social Security Act providing for pediatric vaccines), the Participant may cancel or reduce health coverage under the Employer's Plan. Loss of Medicare or Medicaid entitlement would allow the Participant to add health coverage under the Employer's Plan.
- (e) Family Medical Leave Act. If an Employee is taking leave under the rules of the Family Medical Leave Act, the Employee may revoke previous elections and re-elect benefits upon return to work.
- (f) COBRA Qualifying Event. If an Employee has a COBRA qualifying event (a reduction in hours of the Employee, or a Dependent ceases eligibility), the Employee may increase his pre-tax contributions for coverage under the Employer's Plan if a COBRA event occurs with respect to the Employee, the Employee's spouse or Dependent. The COBRA rule does not apply to COBRA coverage under another Employer's Plan.
- (g) Changes in Eligibility for Adult Children. To the extent the Employer amends a plan listed in Item F of the Adoption Agreement that provides benefits that are excluded from an Employee's income under Code Section 105 to provide that Adult Children (as defined in Section 2.04(c)) are eligible to receive benefits under the plan, an Eligible Employee may make or change an election under this Plan to add coverage for the Adult Child and to make any corresponding change to the Eligible Employee's coverage that is consistent with adding coverage for the Adult Child.
- (h) Cancellation due to reduction in hours of service. A Participant may cancel group health plan (as that term is defined in Code Section 9832(a)) coverage, except Health FSA coverage, under the Employer's Plan if both of the following conditions are met:
 - (i) The Participant has been in an employment status under which the Participant was reasonably expected to average at least 30 hours of service per week and there is a change in that Participant's status so that the Participant will reasonably be expected to average

less than 30 hours of service per week after the change, even if that reduction does not result in the Participant ceasing to be eligible under the group health plan; and

- (ii) The cancellation of the election of coverage under the Employer’s group health plan coverage corresponds to the intended enrollment of the Participant, and any related individuals who cease coverage due to the cancellation, in another plan that provides minimum essential coverage with the new coverage effective no later than the first day of the second month following the month that includes the date the original coverage is cancelled.

(i) Cancellation due to enrollment in a Qualified Health Plan. A participant may cancel group health plan (as that term is defined in Code Section 9832(a)) coverage, except Health FSA coverage, under the Employer’s Plan if both of the following conditions are met:

- (i) The Participant is eligible for a Special Enrollment Period (as defined in Code Section 9801(f)) to enroll in a Qualified Health Plan(as described in section 1311 of the Patient Protection and Affordable Care Act (PPACA)) through a competitive marketplace established under section 1311(c) of PPACA (Marketplace), pursuant to guidance issued by the Department of Health and Human Services and any other applicable guidance, or the Participant seeks to enroll in a Qualified Health Plan through a Marketplace during the Marketplace’s annual open enrollment period; and
- (ii) The cancellation of the election of coverage under the Employer’s group health plan coverage corresponds to the intended enrollment of the Participant and any related individuals who cease coverage due to the cancellation in a Qualified Health Plan through a Marketplace for new coverage that is effective beginning no later than the day immediately following the last day of the original coverage that is cancelled.

Notwithstanding anything to the contrary in this Section 4.02, the change in election rules in this Section 4.02 do not apply to the Medical Expense Reimbursement Plan, or may not be modified with respect to the Medical Expense Reimbursement Plan if the Plan is being administered by a Recordkeeper other than the Employer, unless the Employer and the Recordkeeper otherwise agree in writing.

4.03 OTHER EXCEPTIONS TO IRREVOCABILITY OF ELECTIONS. Other exceptions to the irrevocability of election requirement permit mid-year election changes and apply to all qualified benefits except for Medical Expense Reimbursement Plans, as follows:

- (a) Change in Cost. If the cost of a benefit package option under the Plan significantly increases during the plan year, Participants may (i) make a corresponding increase in their salary reduction amount, (ii) revoke their elections and make a prospective election under another benefit option offering similar coverage, or (iii) revoke election completely if no similar coverage is available, including in spouse or dependent’s plan. If the cost significantly decreases, employees may elect coverage even if they had not previously participated and may drop their previous election for a similar coverage option in order to elect the benefit package option that has decreased in cost during the year. If the increased or decreased cost of a benefit package option under the Plan is insignificant, the participant’s salary reduction amount shall be automatically adjusted.
- (b) Significant curtailment of coverage.

- (i) With no loss of coverage. If the coverage under a benefit package option is significantly curtailed or ceases during the Plan Year, affected Participants may revoke their elections for the curtailed coverage and make a new prospective election for coverage under another benefit package option providing similar coverage.
- (ii) With loss of coverage. If there is a significant curtailment of coverage with loss of coverage, affected Participants may revoke election for curtailed coverage and make a new prospective election for coverage under another benefit package option providing similar coverage, or drop coverage if no similar benefit package option is available.
- (c) Addition or Significant Improvement of Benefit Package Option. If during the Plan Year a new benefit package option is added or significantly improved, eligible employees, whether currently participating or not, may revoke their existing election and elect the newly added or newly improved option.
- (d) Change in Coverage of a Spouse or Dependent Under Another Employer's Plan. If there is a change in coverage of a spouse, former spouse, or Dependent under another employer's plan, a Participant may make a prospective election change that is on account of and corresponds with a change made under the plan of the spouse or Dependent. This rule applies if (1) mandatory changes in coverage are initiated by either the insurer of spouse's plan or by the spouse's employer, or (2) optional changes are initiated by the spouse's employer or by the spouse through open enrollment.
- (e) Loss of coverage under other group health coverage. If during the Plan Year coverage is lost under any group health coverage sponsored by a governmental or educational institution, a Participant may prospectively change his or her election to add group health coverage for the affected Participant or his or her spouse or dependent.

- 4.04 CASH BENEFIT: Available amounts not used for the purchase of benefits under this Plan may be considered a cash benefit under the Plan payable to the Participant as taxable income to the extent indicated in Item E of the Adoption Agreement.
- 4.05 PAYMENT FROM EMPLOYER'S GENERAL ASSETS: Payment of benefits under this Plan shall be made by the Employer from Elective Contributions which shall be held as a part of its general assets.
- 4.06 EMPLOYER MAY HOLD ELECTIVE CONTRIBUTIONS: Pending payment of benefits in accordance with the terms of this Plan, Elective Contributions may be retained by the Employer in a separate account or, if elected by the Employer and as permitted or required by regulations of the Internal Revenue Service, Department of Labor or other governmental agency, such amounts of Elective Contributions may be held in a trust pending payment.
- 4.07 MAXIMUM EMPLOYER CONTRIBUTIONS: With respect to each Participant, the maximum amount made available to pay benefits for any Plan Year shall not exceed the Employer's Contribution specified in the Adoption Agreement and as provided in this Plan.

SECTION V

GROUP MEDICAL INSURANCE BENEFIT PLAN

- 5.01 PURPOSE: These benefits provide the group medical insurance benefits to Participants.
- 5.02 ELIGIBILITY: Eligibility will be as required in Items F(1), F(3), and F(4) of the Adoption Agreement.
- 5.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Items F(1), F(3), and F(4) of the Adoption Agreement.
- 5.04 TERMS, CONDITIONS AND LIMITATIONS: The terms, conditions and limitations of the benefits offered shall be as specifically described in the Policy identified in the Adoption Agreement.
- 5.05 COBRA: To the extent required by Section 4980B of the Code and Sections 601 through 607 of ERISA, Participants and Dependents shall be entitled to continued participation in this Group Medical Insurance Benefit Plan by contributing monthly (from their personal assets previously subject to taxation) 102% of the amount of the premium for the desired benefit during the period that such individual is entitled to elect continuation coverage, provided, however, in the event the continuation period is extended to 29 months due to disability, the premium to be paid for continuation coverage for the 11 month extension period shall be 150% of the applicable premium.
- 5.06 SECTION 105 AND 106 PLAN: It is the intention of the Employer that these benefits shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan, as provided in Code Sections 105 and 106, and all provisions of this benefit plan shall be construed in a manner consistent with that intention. It is also the intention of the Employer to comply with the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 as outlined in the policies identified in the Adoption Agreement.
- 5.07 CONTRIBUTIONS: Contributions for these benefits will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement.
- 5.08 UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT: Notwithstanding anything to the contrary herein, the Group Medical Insurance Benefit Plan shall comply with the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353).

SECTION VI

DISABILITY INCOME BENEFIT PLAN

- 6.01 PURPOSE: This benefit provides disability insurance designated to provide income to Participants during periods of absence from employment because of disability.
- 6.02 ELIGIBILITY: Eligibility will be as required in Item F(2) of the Adoption Agreement.
- 6.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Item F(2) of the Adoption Agreement.

- 6.04 TERMS, CONDITIONS AND LIMITATIONS: The terms, conditions and limitations of the Disability Income Benefits offered shall be as specifically described in the Policy identified in the Adoption Agreement.
- 6.05 SECTION 104 AND 106 PLAN: It is the intention of the Employer that the premiums paid for these benefits shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan, as provided in Code Sections 104 and 106, and all provisions of this benefit plan shall be construed in a manner consistent with that intention.
- 6.06 CONTRIBUTIONS: Contributions for this benefit will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement.

SECTION VII

GROUP AND INDIVIDUAL LIFE INSURANCE PLAN

- 7.01 PURPOSE: This benefit provides group life insurance benefits to Participants and may provide certain individual policies as provided for in Item F(5) of the Adoption Agreement.
- 7.02 ELIGIBILITY: Eligibility will be as required in Item F(5) of the Adoption Agreement.
- 7.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Item F(5) of the Adoption Agreement.
- 7.04 TERMS, CONDITIONS, AND LIMITATIONS: The terms, conditions, and limitations of the group life insurance are specifically described in the Policy identified in the Adoption Agreement.
- 7.05 SECTION 79 PLAN: It is the intention of the Employer that the premiums paid for the benefits described in Item F(5) of the Adoption Agreement shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan to the extent provided in Code Section 79, and all provisions of this benefit plan shall be construed in a manner consistent with that intention.
- 7.06 CONTRIBUTIONS: Contributions for this benefit will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement. Any individual policies purchased by the Employer for the Participant will be owned by the Participant.

SECTION VIII

MEDICAL EXPENSE REIMBURSEMENT PLAN

- 8.01 PURPOSE: The Medical Expense Reimbursement Plan is designed to provide for reimbursement of Eligible Medical Expenses (as defined in Section 8.04) that are not reimbursed under an insurance plan, through damages, or from any other source. It is the intention of the Employer that amounts allocated for this benefit shall be eligible for exclusion from gross income, as provided in Code Sections 105 and 106, for Participants who elect this benefit and all provisions of this Section VIII shall be construed in a manner consistent with that intention.
- 8.02 ELIGIBILITY: The eligibility provisions are set forth in Item F(7) of the Adoption Agreement.

8.03 TERMS, CONDITIONS, AND LIMITATIONS:

- a. Accounts. The Reimbursement Recordkeeper shall establish a recordkeeping account for each Participant. The Reimbursement Recordkeeper shall maintain a record of each account on an on-going basis, increasing the balances as contributions are credited during the year and decreasing the balances as Eligible Medical Expenses are reimbursed. No interest shall be payable on amounts recorded in any Participant's account.
- b. Maximum benefit. The maximum amount of reimbursement for each Participant shall be limited to the amount of the Participant's Elective Contribution allocated to the program during the Plan Year, not to exceed the maximum amount set forth in Item F(7) of the Adoption Agreement.
- c. Claim Procedure. In order to be reimbursed for any medical expenses incurred during the Plan Year, the Participant shall complete the form(s) provided for such purpose by the Reimbursement Recordkeeper. The Participant shall submit the completed form to the Reimbursement Recordkeeper with an original bill or other proof of the expense acceptable to the Reimbursement Recordkeeper. No reimbursement shall be made on the basis of an incomplete form or inadequate evidence of expense as determined by the Reimbursement Recordkeeper. Forms for reimbursement of Eligible Medical Expenses must be submitted no later than the last day of the third month following the last day of the Plan Year during which the Eligible Medical Expenses were incurred. Reimbursement payments shall only be made to the Participant, or the Participant's legal representative in the event of incapacity or death of the Participant. Forms for reimbursement shall be reviewed in accordance with the claims procedure set forth in Section XII.
- d. Funding. The funding of the Medical Reimbursement Plan shall be through contributions by the Employer from its general assets to the extent of Elective Contributions directed by Participants. Such contributions shall be made by the Employer when benefit payments and account administrative expenses become due and payable under this Medical Expense Reimbursement Plan.
- e. Forfeiture. Subject to Section 8.06 and 8.07, any amounts remaining to the credit of the Participant at the end of the Plan Year and not used for Eligible Medical Expenses incurred during the Participant's participation during the Plan Year shall be forfeited and shall remain assets of the Plan. With respect to a Participant who terminates employment with the Employer and who has not elected to continue coverage under this Plan pursuant to COBRA rights referenced under Section 8.03(f) herein, such Participant shall not be entitled to reimbursement for Eligible Medical Expenses incurred after his termination date regardless if such Participant has any amounts of Employer Contributions remaining to his credit. Upon the death of any Participant who has any amounts of Employer Contributions remaining to his credit, a dependent of the Participant may elect to continue to claim reimbursement for Eligible Medical Expenses in the same manner as the Participant could have for the balance of the Plan Year.
- f. COBRA. To the extent required by Section 4980B of the Code and Sections 601 through 607 of ERISA ("COBRA"), a Participant and a Participant's Dependents shall be entitled to elect continued participation in this Medical Expense Reimbursement Plan only through the end of the plan year in which the qualifying event occurs, by contributing monthly (from their personal assets previously subject to taxation) to the Employer/Administrator, 102% of the amount of desired reimbursement through the end of the Plan Year in which the qualifying event occurs. Specifically, such individuals will be eligible for COBRA continuation coverage only if they have a positive Medical Expense Reimbursement Account balance on the date of the qualifying event. Participants who have a deficit balance in their Medical Expense Reimbursement Account on the

date of their qualifying event shall not be entitled to elect COBRA coverage. In lieu of COBRA, Participants may continue their coverage through the end of the current Plan Year by paying those premiums out of their last paycheck on a pre-tax basis.

- g. Nondiscrimination. Benefits provided under this Medical Expense Reimbursement Plan shall not be provided in a manner that discriminates in favor of Employees or Dependents who are highly compensated individuals, as provided under Section 105(h) of the Code and regulations promulgated thereunder.
- h. Uniform Coverage Rule. Notwithstanding that a Participant has not had withheld and credited to his account all of his contributions elected with respect to a particular Plan Year, the entire aggregate annual amount elected with respect to this Medical Expense Reimbursement Plan (increased by any Carryover to the Plan Year), shall be available at all times during such Plan Year to reimburse the participant for Eligible Medical Expenses with respect to this Medical Expense Reimbursement Plan. To the extent contributions with respect to this Medical Expense Reimbursement Plan are insufficient to pay such Eligible Medical Expenses, it shall be the Employer's obligation to provide adequate funds to cover any short fall for such Eligible Medical Expenses for a Participant; provided subsequent contributions with respect to this Medical Expense Reimbursement Plan by the Participant shall be available to reimburse the Employer for funds advanced to cover a previous short fall.
- i. Uniformed Services Employment and Reemployment Rights Act. Notwithstanding anything to the contrary herein, this Medical Expense Reimbursement Plan shall comply with the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353).
- j. Proration of Limit. In the event that the Employer has purchased a uniform coverage risk policy from the Recordkeeper, then the Maximum Coverage amount specified in Section F.7 of the Adoption Agreement shall be pro rated with respect to (i) an Employee who becomes a Participant and enters the Plan during the Plan Year, and (ii) short plan years initiated by the Employer. Such Maximum Coverage amount will be pro rated by dividing the annual Maximum Coverage amount by 12, and multiplying the quotient by the number of remaining months in the Plan Year for the new Participant or the number of months in the short Plan Year, as applicable.
- k. Continuation Coverage for Certain Dependent Children. In the event that benefits under the Medical Expense Reimbursement Plan does not qualify for the exception from the portability rules of HIPAA, then, effective for Plan Years beginning on or after October 9, 2009, notwithstanding the foregoing provisions, coverage for a Dependent child who is enrolled in the Medical Expense Reimbursement Plan as a student at a post-secondary educational institution will not terminate due to a medically necessary leave of absence before a date that is the earlier of:
- the date that is one year after the first day of the medically necessary leave of absence; or
 - the date on which such coverage would otherwise terminate under the terms of the Plan.

For purposes of this paragraph, “medically necessary leave of absence” means a leave of absence of the child from a post-secondary educational institution, or any other change in enrollment of the child at the institution, that: (i) commences while the child is suffering from a serious illness or injury; (ii) is medically necessary; and (iii) causes the child to lose student status for purposes of coverage under the terms of the Plan. A written certification must be provided by a treating physician of the dependent child to the Plan in order for the continuation coverage requirement to

apply. The physician's certification must state that the child is suffering from a serious illness or injury and that the leave of absence (or other change in enrollment) is medically necessary.

8.04 ELIGIBLE MEDICAL EXPENSES:

- (a) Eligible Medical Expense in General. The phrase 'Eligible Medical Expense' means any expense incurred by a Participant or any of his Dependents (subject to the restrictions in Sections 8.04(b) and (c)) during a Plan Year that (i) qualifies as an expense incurred by the Participant or Dependents for medical care as defined in Code Section 213(d) and meets the requirements outlined in Code Section 125, (ii) is excluded from gross income of the Participant under Code Section 105(b), and (iii) has not been and will not be paid or reimbursed by any other insurance plan, through damages, or from any other source. Notwithstanding the above, capital expenditures are not Eligible Medical Expenses under this Plan.
- (b) Expenses Incurred After Commencement of Participation. Only medical care expenses incurred by a Participant or the Participant's Dependent(s) on or after the date such Participant commenced participation in the Medical Expense Reimbursement Plan shall constitute an Eligible Medical Expense.
- (c) Eligible Expenses Incurred by Dependents. For purposes of this Section, Eligible Medical Expenses incurred by Dependents defined in Section 2.04(c) are eligible for reimbursement if incurred after March 30, 2010; Eligible Medical Expenses incurred by Dependents defined in Sections 2.04(a) and (b) are eligible for reimbursement if incurred either before or after March 30, 2010 (subject to the restrictions of Section 8.04(b)).
- (d) Health Savings Accounts. If the Employer has elected in Item F.8 of the Adoption Agreement to allow Eligible Employees to contribute to Health Savings Accounts under the Plan, then for a Participant who is eligible for and elects to contribute to a Health Savings Accounts, Eligible Medical Expenses shall be limited as set forth in Item F.8 of the Adoption Agreement.

8.05 USE OF DEBIT CARD: In the event that the Employer elects to allow the use of debit cards ("Debit Cards") for reimbursement of Eligible Medical Expenses under the Medical Expense Reimbursement Plan, the provisions described in this Section shall apply.

- a. Substantiation. The following procedures shall be applied for purposes of substantiating claimed Eligible Medical Expenses after the use of a Debit Card to pay the claimed Eligible Medical Expense:
 - (i) If the dollar amount of the transaction at a health care provider equals the dollar amount of the co-payment for that service under the Employer's major medical plan of the specific employee-cardholder, the charge is fully substantiated without the need for submission of a receipt or further review.
 - (ii) If the merchant, service provider, or other independent third-party (e.g., pharmacy benefit manager), at the time and point of sale, provides information to verify to the Recordkeeper (including electronically by e-mail, the internet, intranet, or telephone) that the charge is for a medical expense, the charge is fully substantiated without the need for submission of a receipt or further review.
- b. Status of Charges. All charges to a Debit Card, other than co-payments and real-time substantiation as described in Subsection (a) above, are treated as conditional pending confirmation of the

charge, and additional third-party information, such as merchant or service provider receipts, describing the service or product, the date of the service or sale, and the amount, must be submitted for review and substantiation.

- c. Correction Procedures for Improper Payments. In the event that a claim has been reimbursed and is subsequently identified as not qualifying for reimbursement, one or all of the following procedures shall apply:
- (i) First, upon the Recordkeeper’s identification of the improper payment, the Eligible Employee will be required to pay back to the Plan an amount equal to the improper payment.
 - (ii) Second, where the Eligible Employee does not pay back to the Plan the amount of the improper payment, the Employer will have the amount of the improper payment withheld from the Eligible Employee’s wages or other compensation to the extent consistent with applicable law.
 - (iii) Third, if the improper payment still remains outstanding, the Plan may utilize a claim substitution or offset approach to resolve improper claims payments.
 - (iv) If the above correction efforts prove unsuccessful, or are otherwise unavailable, the Eligible Employee will remain indebted to the Employer for the amount of the improper payment. In that event and consistent with its business practices, the Employer may treat the payment as it would any other business indebtedness.
 - (v) In addition to the above, the Employer and the Plan may take other actions they may deem necessary, in their sole discretion, to ensure that further violations of the terms of the Debit Card do not occur, including, but not limited to, denial of access to the Debit Card until the indebtedness is repaid by the Eligible Employee.
- d. Intent to Comply with Rev. Rul. 2003-43. It is the Employer’s intent that any use of Debit Cards to pay Eligible Medical Expenses shall comply with the guidelines for use of such cards set forth in Rev. Rul. 2003-43, and this Section 8.05 shall be construed and interpreted in a manner necessary to comply with such guidelines.

8.06 GRACE PERIOD: If the Employer elects in Section F.7 of the Adoption Agreement to permit a Grace Period with respect to the Medical Reimbursement Plan, the provisions of this Section 8.06 shall apply. Notwithstanding anything to the contrary herein and in accordance with Internal Revenue Service Notice 2005-42, a Participant who has unused contributions relating to the Medical Reimbursement Plan from the immediately preceding Plan Year, and who incurs Eligible Medical Expenses for such qualified benefit during the Grace Period, may be paid or reimbursed for those Eligible Medical Expenses from the unused contributions as if the expenses had been incurred in the immediately preceding Plan Year. For purposes of this Section, ‘Grace Period’ shall mean the period extending to the 15th day of the third calendar month after the end of the immediately preceding Plan Year to which it relates. Eligible Medical Expenses incurred during the Grace Period shall be reimbursed first from unused contributions allocated to the Medical Reimbursement Plan for the prior Plan Year, and then from unused contributions for the current Plan Year, if participant is enrolled in current Plan Year.

8.07 CARRYOVER: If the Employer elects in Section F.7 of the Adoption Agreement to permit a Carryover with respect to the Medical Reimbursement Plan, the provisions of this Section 8.07 shall apply. Notwithstanding anything to the contrary herein and in accordance with Internal Revenue Service Notice 2013-71, the Carryover for a Participant who has an amount remaining unused as of the end of the run-

off period for the Plan Year, may be used to pay or reimburse Eligible Medical Expenses during the following entire Plan Year. The Carryover does not count against or otherwise affect the Maximum benefit set forth in Section 8.03 (b). Eligible Medical Expenses incurred during a Plan Year shall be reimbursed first from unused contributions for the current Plan Year, and then from any Carryover carried over from the preceding Plan Year. Any unused amounts from the prior Plan Year that are used to reimburse a current Plan Year expense (a) reduce the amounts available to pay prior Plan Year expenses during the run-off period, (b) must be counted against any Carryover amount from the prior Plan Year, and (c) cannot exceed the maximum Carryover from the prior Plan Year. If the Employer elects to apply Section 8.06 in Section F.7 of the Adoption Agreement, this Section 8.07 shall not apply.

- 8.08 **QUALIFIED RESERVIST DISTRIBUTIONS:** Notwithstanding anything in the Plan to the contrary, an individual who, by reason of being a member of a reserve component (as defined in 37 U.S.C. § 101), is ordered or called to active duty for a period in excess of 179 days or for an indefinite period may elect to receive a distribution of all or a portion of the unused Elective Contributions in his or her Account relating to the Medical Expense Reimbursement Plan if the distribution is made during the period beginning on the date of such order or call and ending on the last date that reimbursements could otherwise be made under the Plan for the Plan Year that includes the date of such order or call. If the distribution is for the entire amount of unused Elective Contributions available in the Medical Expense Reimbursement Plan, then no additional reimbursement requests will be processed for the remainder of the Plan Year.

SECTION IX

DEPENDENT CARE REIMBURSEMENT PLAN

- 9.01 **PURPOSE:** The Dependent Care Reimbursement Plan is designed to provide for reimbursement of certain employment-related dependent care expenses of the Participant. It is the intention of the Employer that amounts allocated for this benefit shall be eligible for exclusion from gross income, as provided in Code Section 129, for Participants who elect this benefit, and all provisions of this Section IX shall be construed in a manner consistent with that intention.
- 9.02 **ELIGIBILITY:** The eligibility provisions are set forth in Item F(6) of the Adoption Agreement.
- 9.03 **TERMS, CONDITIONS, AND LIMITATIONS:**
- a. **Accounts.** The Reimbursement Recordkeeper shall establish a recordkeeping account for each Participant. The Reimbursement Recordkeeper shall maintain a record of each account on an on-going basis, increasing the balances as contributions are credited during the year and decreasing the balances as Eligible Dependent Care Expenses are reimbursed. No interest shall be payable on amounts recorded in any Participant's account.
 - b. **Maximum Benefit.** The maximum amount of reimbursement for each Participant shall be limited to the amount of the Participant's allocation to the program during the Plan Year not to exceed the maximum amount set forth in Item F(6) of the adoption agreement.

For purpose of this Section IX, the phrase "earned income" shall mean wages, salaries, tips and other employee compensation, but only if such amounts are includible in gross income for the taxable year. A Participant's spouse who is physically or mentally incapable of self-care as

described in Section 9.04(a)(ii) or a spouse who is a full-time student within the meaning of Code Section 21(e)(7) shall be deemed to have earned income for each month in which such spouse is so disabled (or a full-time student). The amount of such deemed earned income shall be \$250 per month in the case of one Dependent and \$500 per month in the case of two or more Dependents.

- c. Claim Procedure. In order to be reimbursed for any dependent care expenses incurred during the Plan Year, the Participant shall complete the form(s) provided for such purpose by the Reimbursement Recordkeeper. The Participant shall submit the completed form to the Reimbursement Recordkeeper with an original bill or other proof of the expense from an independent third party acceptable to the Reimbursement Recordkeeper. No reimbursement shall be made on the basis of an incomplete form or inadequate evidence of the expense as determined by the Reimbursement Recordkeeper. Claims for reimbursement of Eligible Dependent Care Expenses must be submitted no later than the last day of the third month following the last day of the Plan Year during which the Eligible Dependent Care Expenses were incurred. Reimbursement payments shall only be made to the Participant, or the Participant's legal representative in the event of the incapacity or death of the Participant. Forms for reimbursement shall be reviewed in accordance with the claims procedure set forth in Section XII.
- d. Funding. The funding of the Dependent Care Reimbursement Plan shall be through contributions by the Employer from its general assets to the extent of Elective Contributions directed by Participants. Such contributions shall be made by the Employer when benefit payments and account administration expenses become due and payable under this Dependent Care Expense Reimbursement Plan.
- e. Forfeiture. Any amounts remaining to the credit of the Participant at the end of the Plan Year and not used for Eligible Dependent Care Expenses incurred during the Plan Year shall be forfeited and remain assets of the Plan.
- f. Nondiscrimination. Benefits provided under this Dependent Care Reimbursement Plan shall not be provided in a manner that discriminates in favor of Highly Compensated Employees (as defined in Code Section 414(q)) or their dependents, as provided in Code Section 129. In addition, no more than 25 percent of the aggregate Eligible Dependent Care Expenses shall be reimbursed during a Plan Year to five percent owners, as provided in Code Section 129.

9.04 DEFINITIONS:

- a. "Dependent" (for purposes of this Section IX) means any individual who is:
 - (i) a Participant's qualifying child (as defined in Code Section 152 (c)) who has not attained the age of 13; or
 - (ii) a dependent (qualifying child or qualifying relative, as defined in Code Section 152 (c) and (d), respectively) or the spouse of a Participant who is physically or mentally incapable of self-care, and who has the same principal place of abode as the taxpayer for more than half of the taxable year. For purposes of this Dependent Care Reimbursement Plan, an individual shall be considered physically or mentally incapable of self-care if, as a result of a physical or mental defect, the individual is incapable of caring for his or her hygienic or nutritional needs, or requires full-time attention of another person for his or her own safety or the safety of others.
- b. "Dependent Care Center" (for purposes of this Section IX) shall be a facility which:

- (i) provides care for more than six individuals (other than individuals who reside at the facility);
 - (ii) receives a fee, payment, or grant for providing services for any of the individuals (regardless of whether such facility is operated for profit); and
 - (iii) satisfies all applicable laws and regulations of a state or unit of local government.
- c. "Eligible Dependent Care Expenses" (for purposes of this Section IX) shall mean expenses incurred by a Participant which are:
- (i) incurred for the care of a Dependent of the Participant or for related household services;
 - (ii) paid or payable to a Dependent Care Service Provider; and
 - (iii) incurred to enable the Participant to be gainfully employed for any period for which there are one or more Dependents with respect to the Participant.

"Eligible Dependent Care Expenses" shall not include expenses incurred for services outside the Participant's household for the care of a Dependent unless such Dependent is (i) a qualifying child (as defined in Code Section 152 (c)) under the age of 13, or (ii) a dependent (qualifying child or qualifying relative, as defined in Code Section 152 (c) and (d), respectively)), who is physically or mentally incapable of self-care, and who has the same principal place of abode as the Participant for more than half of the taxable year, or (iii) the spouse of a Participant who is physically or mentally incapable of self-care, and who has the same principal place of abode as the Participant for more than half of the taxable year. Eligible Dependent Care Expenses shall be deemed to be incurred at the time the services to which the expenses relate are rendered.

- d. "Dependent Care Service Provider" (for purposes of this Section IX) means:
- (i) a Dependent Care Center, or
 - (ii) a person who provides care or other services described in Section 9.04(b) and who is not a related individual described in Section 129(c) of the Code.

SECTION X

HEALTH SAVINGS ACCOUNTS

- 10.01 PURPOSE: If elected by the Employer in Section F.8 of the Adoption Agreement, the Plan will permit pre-tax contributions to the Health Savings Account, and the provisions of this Article X shall apply.
- 10.02 BENEFITS: A Participant can elect benefits under the Health Savings Accounts portion of this Plan by electing to pay his or her Health Savings Account contributions on a pre-tax salary reduction basis. In addition, the Employer may make contributions to the Health Savings Account for the benefit of the Participant.
- 10.03 TERMS, CONDITIONS AND LIMITATION:
- a. Maximum Benefit. The maximum annual contributions that may be made to a Participant's Health Savings Account under this Plan is set forth in Section F.8 of the Adoption Agreement.
 - b. Mid-Year Election Changes. Notwithstanding any to the contrary herein, a Participant election with respect to contributions for the Health Savings Account shall be revocable during the duration

of the Plan Year to which the election relates. Consequently, a Participant may change his or her election with respect to contributions for the Health Savings Account at any time.

- 10.04 RESTRICTIONS ON MEDICAL REIMBURSEMENT PLAN: If the Employer has elected in Section F.8 of the Adoption Agreement both Health Savings Accounts under this Plan and the Medical Expense Reimbursement Plan, then the Eligible Medical Expenses that may be reimbursed under the Medical Reimbursement Plan for Participants who are eligible for and elect to participate in Health Savings Accounts shall be limited as set forth in Section F.8 of the Adoption Agreement.
- 10.05 NO ESTABLISHMENT OF ERISA PLAN: It is the intent of the Employer that the establishment of Health Savings Accounts are completely voluntary on the part of Participants, and that, in accordance with Department of Labor Field Assistance Bulletin 2004-1, the Health Savings Accounts are not “employee welfare benefit plans” for purposes of Title I of ERISA.

SECTION XI

AMENDMENT AND TERMINATION

- 11.01 AMENDMENT: The Employer shall have the right at any time, and from time to time, to amend, in whole or in part, any or all of the provisions of this Plan, provided that no such amendment shall change the terms and conditions of payment of any benefits to which Participants and covered dependents otherwise have become entitled to under the provisions of the Plan, unless such amendment is made to comply with federal or local laws or regulations. The Employer also shall have the right to make any amendment retroactively which is necessary to bring the Plan into conformity with the Code. In addition, the Employer may amend any provisions or any supplements to the Plan and may merge or combine supplements or add additional supplements to the Plan, or separate existing supplements into an additional number of supplements.
- 11.02 TERMINATION: The Employer shall have the right at any time to terminate this Plan, provided that such termination shall not eliminate any obligations of the Employer which therefore have arisen under the Plan.

SECTION XII

ADMINISTRATION

- 12.01 NAMED FIDUCIARIES: The Administrator shall be the fiduciary of the Plan.
- 12.02 APPOINTMENT OF RECORDKEEPER: The Employer may appoint a Reimbursement Recordkeeper which shall have the power and responsibility of performing recordkeeping and other ministerial duties arising under the Medical Expense Reimbursement Plan and the Dependent Care Reimbursement Plan provisions of this Plan. The Reimbursement Recordkeeper shall serve at the pleasure of, and may be removed by, the Employer without cause. The Recordkeeper shall receive reasonable compensation for its services as shall be agreed upon from time to time between the Administrator and the Recordkeeper.
- 12.03 POWERS AND RESPONSIBILITIES OF ADMINISTRATOR:
- a. General. The Administrator shall be vested with all powers and authority necessary in order to amend and administer the Plan, and is authorized to make such rules and regulations as it may

deem necessary to carry out the provisions of the Plan. The Administrator shall determine any questions arising in the administration (including all questions of eligibility and determination of amount, time and manner of payments of benefits), construction, interpretation and application of the Plan, and the decision of the Administrator shall be final and binding on all persons.

- b. Recordkeeping. The Administrator shall keep full and complete records of the administration of the Plan. The Administrator shall prepare such reports and such information concerning the Plan and the administration thereof by the Administrator as may be required under the Code or ERISA and the regulations promulgated thereunder.
- c. Inspection of Records. The Administrator shall, during normal business hours, make available to each Participant for examination by the Participant at the principal office of the Administrator a copy of the Plan and such records of the Administrator as may pertain to such Participant. No Participant shall have the right to inquire as to or inspect the accounts or records with respect to other Participants.

12.04 COMPENSATION AND EXPENSES OF ADMINISTRATOR: The Administrator shall serve without compensation for services as such. All expenses of the Administrator shall be paid by the Employer. Such expenses shall include any expense incident to the functioning of the Plan, including, but not limited to, attorneys' fees, accounting and clerical charges, actuary fees and other costs of administering the Plan.

12.05 LIABILITY OF ADMINISTRATOR: Except as prohibited by law, the Administrator shall not be liable personally for any loss or damage or depreciation which may result in connection with the exercise of duties or of discretion hereunder or upon any other act or omission hereunder except when due to willful misconduct. In the event the Administrator is not covered by fiduciary liability insurance or similar insurance arrangements, the Employer shall indemnify and hold harmless the Administrator from any and all claims, losses, damages, expenses (including reasonable counsel fees approved by the Administrator) and liability (including any reasonable amounts paid in settlement with the Employer's approval) arising from any act or omission of the Administrator, except when the same is determined to be due to the willful misconduct of the Administrator by a court of competent jurisdiction.

12.06 DELEGATIONS OF RESPONSIBILITY: The Administrator shall have the authority to delegate, from time to time, all or any part of its responsibilities under the Plan to such person or persons as it may deem advisable and in the same manner to revoke any such delegation of responsibilities which shall have the same force and effect for all purposes hereunder as if such action had been taken by the Administrator. The Administrator shall not be liable for any acts or omissions of any such delegate. The delegate shall report periodically to the Administrator concerning the discharge of the delegated responsibilities.

12.07 RIGHT TO RECEIVE AND RELEASE NECESSARY INFORMATION: The Administrator may release or obtain any information necessary for the application, implementation and determination of this Plan or other Plans without consent or notice to any person. This information may be released to or obtained from any insurance company, organization, or person subject to applicable law. Any individual claiming benefits under this Plan shall furnish to the Administrator such information as may be necessary to implement this provision.

12.08 CLAIM FOR BENEFITS: To obtain payment of any benefits under the Plan a Participant must comply with the rules and procedures of the particular benefit program elected pursuant to this Plan under which the Participant claims a benefit.

12.09 GENERAL CLAIMS REVIEW PROCEDURE: This provision shall apply only to the extent that a claim for benefits is not governed by a similar provision of a benefit program available under this Plan or is not governed by Section 12.10.

- a. Initial Claim for Benefits. Each Participant may submit a claim for benefits to the Administrator as provided in Section 12.08. A Participant shall have no right to seek review of a denial of benefits, or to bring any action in any court to enforce a claim for benefits prior to his filing a claim for benefits and exhausting his rights to review under this section.

When a claim for benefits has been filed properly, such claim for benefits shall be evaluated and the claimant shall be notified of the approval or the denial within (90) days after the receipt of such claim unless special circumstances require an extension of time for processing the claim. If such an extension of time for processing is required, written notice of the extension shall be furnished to the claimant prior to the termination of the initial ninety (90) day period which shall specify the special circumstances requiring an extension and the date by which a final decision will be reached (which date shall not be later than one hundred and eighty (180) days after the date on which the claim was filed.) A claimant shall be given a written notice in which the claimant shall be advised as to whether the claim is granted or denied, in whole or in part. If a claim is denied, in whole or in part, the claimant shall be given written notice which shall contain (a) the specific reasons for the denial, (b) references to pertinent plan provisions upon which the denial is based, (c) a description of any additional material or information necessary to perfect the claim and an explanation of why such material or information is necessary, and (d) the claimant's rights to seek review of the denial.

- b. Review of Claim Denial. If a claim is denied, in whole or in part, the claimant shall have the right to request that the Administrator review the denial, provided that the claimant files a written request for review with the Administrator within sixty (60) days after the date on which the claimant received written notification of the denial. A claimant (or his duly authorized representative) may review pertinent documents and submit issues and comments in writing to the Administrator. Within sixty (60) days after a request is received, the review shall be made and the claimant shall be advised in writing of the decision on review, unless special circumstances require an extension of time for processing the review, in which case the claimant shall be given a written notification within such initial sixty (60) day period specifying the reasons for the extension and when such review shall be completed (provided that such review shall be completed within one hundred and twenty (120) days after the date on which the request for review was filed.) The decision on review shall be forwarded to the claimant in writing and shall include specific reasons for the decision and references to plan provisions upon which the decision is based. A decision on review shall be final and binding on all persons.
- c. Exhaustion of Remedies. If a claimant fails to file a request for review in accordance with the procedures herein outlined, such claimant shall have no rights to review and shall have no right to bring action in any court and the denial of the claim shall become final and binding on all persons for all purposes.

12.10 SPECIAL CLAIMS REVIEW PROCEDURE: The provisions of this Section 12.10 shall be applicable to claims under the Medical Expense Reimbursement Plan and the Group Medical Insurance Plan, effective on the first day of the first Plan Year beginning on or after July 1, 2002, but in no event later than January 1, 2003, provided such plans are subject to ERISA.

- a. Benefit Denials: The Administrator is responsible for evaluating all claims for reimbursement under the Medical Expense Reimbursement Plan and the Group Medical Insurance Plan.

The Administrator will decide a Participant's claim within a reasonable time not longer than 30 days after it is received. This time period may be extended for an additional 15 days for matters beyond the control of the Administrator, including in cases where a claim is incomplete. The Participant will receive written notice of any extension, including the reasons for the extension and information on the date by which a decision by the Administrator is expected to be made. The Participant will be given 45 days in which to complete an incomplete claim. The Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide the claim.

If the Administrator denies the claim, in whole or in part, the Participant will be furnished with a written notice of adverse benefit determination setting forth:

1. the specific reason or reasons for the denial;
2. reference to the specific Plan provision on which the denial is issued;
3. a description of any additional material or information necessary for the Participant to complete his claim and an explanation of why such material or information is necessary, and
4. appropriate information as to the steps to be taken if the Participant wishes to appeal the Administrator's determination, including the participant's right to submit written comments and have them considered, his right to review (on request and at no charge) relevant documents and other information, and his right to file suit under ERISA with respect to any adverse determination after appeal of his claim.

- b. Appealing Denied Claims: If the Participant's claim is denied in whole or in part, he may appeal to the Administrator for a review of the denied claim. The appeal must be made in writing within 180 days of the Administrator's initial notice of adverse benefit determination, or else the participant will lose the right to appeal the denial. If the Participant does not appeal on time, he will also lose his right to file suit in court, as he will have failed to exhaust his internal administrative appeal rights, which is generally a prerequisite to bringing suit.

A Participant's written appeal should state the reasons that he feels his claim should not have been denied. It should include any additional facts and/or documents that the Participant feels support his claim. The Participant may also ask additional questions and make written comments, and may review (on request and at no charge) documents and other information relevant to his appeal. The Administrator will review all written comment the Participant submits with his appeal.

- c. Review of Appeal: The Administrator will review and decide the Participant's appeal within a reasonable time not longer than 60 days after it is submitted and will notify the Participant of its decision in writing. The individual who decides the appeal will not be the same individual who decided the initial claim denial and will not be that individual's subordinate. The Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide the appeal, except that any medical expert consulted in connection with the appeal will be different from any expert consulted in connection with the initial claim. (The identity of a medical expert consulted in connection with the Participant's appeal will be provided.) If the decision on appeal affirms the initial denial of the Participant's claim, the Participant will be furnished with a notice of adverse benefit determination on review setting forth:

1. The specific reason(s) for the denial,
2. The specific Plan provision(s) on which the decision is based,
3. A statement of the Participant’s right to review (on request and at no charge) relevant documents and other information,
4. If the Administrator relied on an “internal rule, guideline, protocol, or other similar criterion” in making the decision, a description of the specific rule, guideline, protocol, or other similar criterion or a statement that such a rule, guideline, protocol, or other similar criterion was relied on and that a copy of such rule, guideline, protocol, or other criterion will be provided free of charge to the Participant upon request,” and
5. A statement of the Participant’s right to bring suit under ERISA § 502(a).

12.11 PAYMENT TO REPRESENTATIVE: In the event that a guardian, conservator or other legal representative has been duly appointed for a Participant entitled to any payment under the Plan, any such payment due may be made to the legal representative making claim therefor, and such payment so made shall be in complete discharge of the liabilities of the Plan therefor and the obligations of the Administrator and the Employer.

12.12 PROTECTED HEALTH INFORMATION. The provisions of this Section will apply only to those portions of the Plan that are considered a group health plan for purposes of 45 CFR Parts 160 and 164. The Plan may disclose PHI to employees of the Employer, or to other persons, only to the extent such disclosure is required or permitted pursuant to 45 CFR Parts 160 and 164. The Plan has implemented administrative, physical, and technical safeguards to reasonably and appropriately protect, and restrict access to and use of, electronic PHI, in accordance with Subpart C of 45 CFR Part 164. The applicable claims procedures under the Plan shall be used to resolve any issues of non-compliance by such individuals. The Employer will:

- not use or disclose PHI other than as permitted or required by the plan documents and permitted or required by law;
- reasonably and appropriately safeguard electronic PHI created, received, maintained, or transmitted to or by the it on behalf of the Plan, in accordance with Subpart C of 45 CFR Part 164;
- implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic PHI that it creates, receives, maintains, or transmits on behalf of the Plan;
- ensure that any agents including a subcontractors to whom it provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Employer with respect to such information;
- not use or disclose PHI for employment-related actions and decisions or in connection with any other employee benefit plan of the Employer;
- report to the Plan any use or disclosure of the information that is inconsistent with the permitted uses or disclosures provided for of which it becomes aware;
- make available PHI in accordance with 45 CFR Section 164.524;
- make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 CFR Section 164.526;

- make available the information required to provide an accounting of disclosures in accordance with 45 CFR Section 164.528;
- make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services or his designee upon request for purposes of determining compliance with 45 CFR Section 164.504(f);
- if feasible, return or destroy all PHI received from the Plan that the Employer still maintains in any form and retain no copies of such information when no longer needed for the purposes for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and,
- ensure that the adequate separation required in paragraph (f)(2)(iii) of 45 CFR Section 164.504 is established.

For purposes of this Section, “PHI” is “Protected Health Information” as defined in 45 CFR Section 160.103, which means individually identifiable health information, except as provided in paragraph (2) of the definition of “Protected Health Information” in 45 CFR Section 160.103, that is transmitted by electronic media; maintained in electronic media; or transmitted or maintained in any other form or medium by a covered entity, as defined in 45 CFR Section 164.104.

SECTION XIII

MISCELLANEOUS PROVISIONS

- 13.01 **INABILITY TO LOCATE PAYEE:** If the Plan Administrator is unable to make payment to any Participant or other person to whom a payment is due under the Plan because it cannot ascertain the identity or whereabouts of such Participant or other person after reasonable efforts have been made to identify or locate such person, then such payment and all subsequent payments otherwise due to such Participant or other person shall be forfeited following a reasonable time after the date any such payment first became due.
- 13.02 **FORMS AND PROOFS:** Each Participant or Participant's Beneficiary eligible to receive any benefit hereunder shall complete such forms and furnish such proofs, receipts, and releases as shall be required by the Administrator.
- 13.03 **NO GUARANTEE OF TAX CONSEQUENCES:** Neither the Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant or a Dependent under the Plan will be excludable from the Participant’s or Dependent’s gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant or Dependent.
- 13.04 **PLAN NOT CONTRACT OF EMPLOYMENT:** The Plan will not be deemed to constitute a contract of employment between the Employer and any Participant nor will the Plan be considered an inducement for the employment of any Participant or employee. Nothing contained in the Plan will be deemed to give any Participant or employee the right to be retained in the service of the Employer nor to interfere with the right of the Employer to discharge any Participant or employee at any time regardless of the effect such discharge may have upon that individual as a Participant in the Plan.
- 13.05 **NON-ASSIGNABILITY:** No benefit under the Plan shall be liable for any debt, liability, contract, engagement or tort of any Participant or his Beneficiary, nor be subject to charge, anticipation, sale, assignment, transfer, encumbrance, pledge, attachment, garnishment, execution or other voluntary or involuntary alienation or other legal or equitable process, nor transferability by operation of law.

13.06 SEVERABILITY: If any provision of the Plan will be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions hereof will continue to be fully effective.

13.07 CONSTRUCTION:

- a. Words used herein in the masculine or feminine gender shall be construed as the feminine or masculine gender, respectively where appropriate.
- b. Words used herein in the singular or plural shall be construed as the plural or singular, respectively, where appropriate.

13.08 NONDISCRIMINATION: In accordance with Code Section 125(b)(1), (2), and (3), this Plan is intended not to discriminate in favor of Highly Compensated Participants (as defined in Code Section 125(e)(1)) as to contributions and benefits nor to provide more than 25% of all qualified benefits to Key Employees. If, in the judgment of the Administrator, more than 25% of the total nontaxable benefits are provided to Key Employees, or the Plan discriminates in any other manner (or is at risk of possible discrimination), then, notwithstanding any other provision contained herein to the contrary, and, in accordance with the applicable provisions of the Code, the Administrator shall, after written notification to affected Participants, reduce or adjust such contributions and benefits under the Plan as shall be necessary to insure that, in the judgment of the Administrator, the Plan shall not be discriminatory.

13.09 ERISA. The Plan shall be construed, enforced, and administered and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974 (as amended), the Internal Revenue Code of 1986 (as amended), and the laws of the State indicated in the Adoption Agreement. Notwithstanding anything to the contrary herein, the provisions of ERISA will not apply to this Plan if the Plan is exempt from coverage under ERISA. Should any provisions be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only will be deemed not to include the provision determined to be void.

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Agreement # 2

**SAMPLE PLAN DOCUMENT
SECTION 125
FLEXIBLE BENEFIT PLAN**

The attached plan document and adoption agreement are being provided for illustrative purposes only. Because of differences in facts, circumstances, and the laws of the various states, interested parties should consult their own attorneys. This document is intended as a guide only, for use by local counsel.

**SECTION 125 FLEXIBLE BENEFIT PLAN
ADOPTION AGREEMENT**

The undersigned Employer hereby adopts the Section 125 Flexible Benefit Plan for those Employees who shall qualify as Participants hereunder. The Employer hereby selects the following Plan specifications:

A. EMPLOYER INFORMATION

Name of Employer:	Pacific Grove Unified School District
Address:	435 Hillcrest Ave PACIFIC GROVE, CA 93950
Employer Identification Number:	58-1908280
Nature of Business:	Education
Name of Plan:	Pacific Grove Unified School District Flexible Benefit Plan
Plan Number:	502

B. EFFECTIVE DATE

Original effective date of the Plan:	September 15, 2010
If Amendment to existing plan, effective date of amendment:	January 1, 2022

C. ELIGIBILITY REQUIREMENTS FOR PARTICIPATION

Eligibility requirements for each component plan under this Section 125 document will be applicable and, if different, will be listed in Item F.

Length of Service:	First day of the month following employment
Retiree Wording:	N/A
Minimum Hours:	All employees with Class-20; Cert-14 hours of service or more each week. An hour of service is each hour for which an employee receives, or is entitled to receive, payment for performance of duties for the Employer.
Age:	Minimum age of 18.0 years.

D. PLAN YEAR

The current plan year will begin on January 1, 2022 and end on December 31, 2022. Each subsequent plan year will begin on January 1 and end on December 31.

E. EMPLOYER CONTRIBUTIONS

Non-Elective Contributions:

The maximum amount available to each Participant for the purchase of elected benefits with non-elective contributions will be:

Employer may furnish a non-elective contribution as shown in the enrollment materials.

The Employer may at its sole discretion provide a non-elective contribution to provide benefits for each Participant under the Plan. This amount will be set by the Employer each Plan Year in a uniform and non-discriminatory manner. If this non-elective contribution amount exceeds the cost of benefits elected by the Participant, excess amounts will not be paid to the Participant as taxable cash.

**Elective Contributions
(Salary Reduction):**

The maximum amount available to each Participant for the purchase of elected benefits through salary reduction will be:

100% of compensation per entire plan year.

Each Participant may authorize the Employer to reduce his or her compensation by the amount needed for the purchase of benefits elected, less the amount of non-elective contributions. An election for salary reduction will be made on the benefit election form.

F. AVAILABLE BENEFITS: Each of the following components should be considered a plan that comprises this Plan.

1. **Group Medical Insurance** -- The terms, conditions, and limitations for the Group Medical Insurance will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

American Fidelity Assurance Company Accident Only, Group Hospital Indemnity | Monterey County Schools Insurance Group | Eligibility Requirements for Participation, if different than Item C.

Monterey County Schools Insurance Group:20 hours for Classified; 14 hours for certificated

2. **Disability Income Insurance** -- The terms, conditions, and limitations for the Disability Income Insurance will be as set forth in the insurance policy or policies described below: (See Section VI of the Plan Document)

N/A

Eligibility Requirements for Participation, if different than Item C.

3. **Cancer Coverage** -- The terms, conditions, and limitations for the Cancer Coverage will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

American Fidelity Assurance Company C-12D and subsequent series | Eligibility Requirements for Participation, if different than Item C.

4. **Dental/Vision Insurance** -- The terms, conditions, and limitations for the Dental/Vision Insurance will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

Monterey County Schools Insurance Group Dental | Monterey County Schools Insurance Group Vision |

Eligibility Requirements for Participation, if different than Item C.

Monterey County Schools Insurance Group:20 hours for Classified; 14 hours for certificated
 Monterey County Schools Insurance Group:20 hours for Classified; 14 hours for certificated

5. **Group Life Insurance** which will be comprised of Group term life insurance and Individual term life insurance under Section 79 of the Code.

The terms, conditions, and limitations for the Group Life Insurance will be as set forth in the insurance policy or policies described below: (See Section VII of the Plan Document)

N/A

Individual life coverage under Section 79 is available as a benefit, and the face amount when combined with the group-term life, if any, N/A exceed \$50,000.

Eligibility Requirements for Participation, if different than Item C.

6. **Dependent Care Assistance Plan** -- The terms, conditions, and limitations for the Dependent Care Assistance Plan will be as set forth in Section IX of the Plan Document and described below:

Minimum Contribution - **\$0.00** per Plan Year

Maximum Contribution - **\$5000.00** per Plan Year

Recordkeeper: American Fidelity Assurance Company

Eligibility Requirements for Participation, if different than Item C.

N/A

7. **Medical Expense Reimbursement Plan** -- The terms, conditions, and limitations for the Medical Expense Reimbursement Plan will be as set forth in Section VIII of the Plan Document and described below:

Minimum Coverage - **\$0.00** per Plan Year or a Prorated Amount for a Short Plan Year.

Maximum Coverage - **\$2750.00** per Plan Year or a Prorated Amount for a Short Plan Year. In no event can the maximum exceed the limit as indicated by the IRS in accordance with the law.

Recordkeeper: American Fidelity Assurance Company

Restrictions: As outlined in Policy G-905/R1.

Grace Period: The Provisions in Section 8.06 of the Plan to permit a Grace Period with respect to the Medical Expense Reimbursement Plan **are not** elected.

Carryover: The Provisions in Section 8.07 of the Plan to permit a Carryover with respect to the Medical Expense Reimbursement Plan **are** elected.

HEART Act: The provisions in Section 8.08 of the Plan to permit the Qualified Reservist Distribution of the Heroes Earnings Assistance and Relief Tax Act (HEART) are elected.

Eligibility Requirements for Participation, if different than Item C.

8. **Health Savings Accounts** – The Plan permits contributions to be made to a Health Savings Account on a pretax basis in accordance with Section X of the Plan and the following provisions:

HSA Trustee – **N/A**

Maximum Contribution – **N/A**

Limitation on Eligible Medical Expenses – For purposes of the Medical Reimbursement Plan, Eligible Medical Expenses of a Participant that is eligible for and elects to participate in a Health Savings Account shall be limited to expenses for:

N/A

Eligibility Requirements for Participation, if different than Item C.

- a. An Employee must complete a Certification of Health Savings Account Eligibility which confirms that the Participant is an eligible individual who is entitled to establish a Health Savings Account in accordance with Code Section 223(c)(1).
- b. Eligibility for the Health Savings Account shall begin on the later of (i) first day of the month coinciding with or next following the Employee's commencement of coverage under the High Deductible Health Plan, or (ii) the first day following the end of a Grace Period available to the Employee with respect to the Medical Reimbursement Accounts that are not limited to vision and dental expenses (unless the participant has a \$0.00 balance on the last day of the plan year).
- c. An Employee's eligibility for the Health Savings Account shall be determined monthly.

The Plan shall be construed, enforced, administered, and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974, (as amended) if applicable, the Internal Revenue Code of 1986 (as amended), and the laws of the State of California. Should any provision be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only, will be deemed not to include the provision determined to be void.

This Plan is hereby adopted _____.

Pacific Grove Unified School District -
(Name of Employer)

Signed By: _____

Title: _____

APPENDIX A

Related Employers that have adopted this Plan

Name(s):

N/A

THIS DOCUMENT IS NOT COMPLETE WITHOUT SECTIONS I THROUGH XIII
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SECTION 125 FLEXIBLE BENEFIT PLAN

SECTION I

PURPOSE

The Employer is establishing this Flexible Benefit Plan in order to make a broader range of benefits available to its Employees and their Beneficiaries. This Plan allows Employees to choose among different types of benefits and select the combination best suited to their individual goals, desires, and needs. These choices include an option to receive certain benefits in lieu of taxable compensation.

In establishing this Plan, the Employer desires to attract, reward, and retain highly qualified, competent Employees, and believes this Plan will help achieve that goal.

It is the intent of the Employer to establish this Plan in conformity with Section 125 of the Internal Revenue Code of 1986, as amended, and in compliance with applicable rules and regulations issued by the Internal Revenue Service. This Plan will grant to eligible Employees an opportunity to purchase qualified benefits which, when purchased alone by the Employer, would not be taxable.

SECTION II

DEFINITIONS

The following words and phrases appear in this Plan and will have the meaning indicated below unless a different meaning is plainly required by the context:

- 2.01 **Administrator** The Employer unless another has been designated in writing by the Employer as Administrator within the meaning of Section 3(16) of ERISA (if applicable).
- 2.02 **Beneficiary** Any person or persons designated by a participating Employee to receive any benefit payable under the Plan on account of the Employee's death.
- 2.02a **Carryover** The amount equal to the lesser of (a) any unused amounts from the immediately preceding Plan Year or (b) five hundred dollars (\$500), except that in no event may the Carryover be less than five dollars (\$5).
- 2.03 **Code** Internal Revenue Code of 1986, as amended.
- 2.04 **Dependent** Any of the following:
 - (a) Tax Dependent: A Dependent includes a Participant's spouse and any other person who is a Participant's dependent within the meaning of Code Section 152, provided that, with respect to any plan that provides benefits that are excluded from an Employee's income under Code Section 105, a Participant's dependent (i) is any person within the meaning of Code Section 152, determined without regard to Subsections (b)(1), (b)(2), and (d)(1)(B) thereof, and (ii) includes any child of the Participant to whom

Code Section 152(e) applies (such child will be treated as a dependent of both divorced parents).

(b) Student on a Medically Necessary Leave of Absence: With respect to any plan that is considered a group health plan under Michelle’s Law (and not a HIPAA excepted benefit under Code Sections 9831(b), (c) and 9832(c)) and to the extent the Employer is required by Michelle’s Law to provide continuation coverage, a Dependent includes a child who qualifies as a Tax Dependent (defined in Section 2.04(a)) because of his or her full-time student status, is enrolled in a group health plan, and is on a medically necessary leave of absence from school. The child will continue to be a Dependent if the medically necessary leave of absence commences while the child is suffering from a serious illness or injury, is medically necessary, and causes the child to lose student status for purposes of the group health plan’s benefits coverage. Written physician certification that the child is suffering from a serious illness or injury and that the leave of absence is medically necessary is required at the Administrator’s request. The child will no longer be considered a Dependent as of the earliest date that the child is no longer on a medically necessary leave of absence, the date that is one year after the first day of the medically necessary leave of absence, or the date benefits would otherwise terminate under either the group health plan or this Plan. Terms related to Michelle’s Law, and not otherwise defined, will have the meaning provided under the Michelle’s Law provisions of Code Section 9813.

(c) Adult Children: With respect to any plan that provides benefits that are excluded from an Employee’s income under Code Section 105, a Dependent includes a child of a Participant who as of the end of the calendar year has not attained age 27. A ‘child’ for purpose of this Section 2.04(c) means an individual who is a son, daughter, stepson, or stepdaughter of the Participant, a legally adopted individual of the Participant, an individual who is lawfully placed with the Participant for legal adoption by the Participant, or an eligible foster child who is placed with the Participant by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction. An adult child described in this Section 2.04(c) is only a Dependent with respect to benefits provided after March 30, 2010 (subject to any other limitations of the Plan).

Dependent for purposes of the Dependent Care Reimbursement Plan is defined in Section 9.04(a).

2.05 **Effective Date** The effective date of this Plan as shown in Item B of the Adoption Agreement.

2.06 **Elective Contribution** The amount the Participant authorizes the Employer to reduce compensation for the purchase of benefits elected.

2.07 **Eligible Employee** Employee meeting the eligibility requirements for participation as shown in Item C of the Adoption Agreement.

- 2.08 **Employee** Any person employed by the Employer on or after the Effective Date.
- 2.09 **Employer** The entity shown in Item A of the Adoption Agreement, and any Related Employers authorized to participate in the Plan with the approval of the Employer. Related Employers who participate in this Plan are listed in Appendix A to the Adoption Agreement. For the purposes of Section 11.01 and 11.02, only the Employer as shown in Item A of the Adoption Agreement may amend or terminate the Plan.
- 2.10 **Employer Contributions** Amounts that have not been actually received by the Participant and are available to the Participant for the purpose of selecting benefits under the Plan. This term includes Non-Elective Contributions and Elective Contributions through salary reduction.
- 2.11 **Entry Date** The date that an Employee is eligible to participate in the Plan.
- 2.12 **ERISA** The Employee Retirement Income Security Act of 1974, Public Law 93-406 and all regulations and rulings issued thereunder, as amended (if applicable).
- 2.13 **Fiduciary** The named fiduciary shall mean the Employer, the Administrator and other parties designated as such, but only with respect to any specific duties of each for the Plan as may be set forth in a written agreement.
- 2.14 **Health Savings Account** A “health savings account” as defined in Section 223(d) of the Internal Revenue Code of 1986, as amended established by the Participant with the HSA Trustee.
- 2.15 **HSA Trustee** The Trustee of the Health Savings Account which is designated in Section F.8 of the Adoption Agreement.
- 2.16 **Highly Compensated** Any Employee who at any time during the Plan Year is a "highly compensated employee" as defined in Section 414(q) of the Code.
- 2.17 **High Deductible Health Plan** A health plan that meets the statutory requirements for annual deductibles and out-of-pocket expenses set forth in Code section 223(c)(2).
- 2.18 **HIPAA** The Health Insurance Portability and Accountability Act of 1996, as amended.
- 2.19 **Insurer** Any insurance company that has issued a policy pursuant to the terms of this Plan.

- 2.20 **Key Employee** Any Participant who is a "key employee" as defined in Section 416(i) of the Code.
- 2.21 **Non-Elective Contribution** A contribution amount made available by the Employer for the purchase of benefits elected by the Participant.
- 2.22 **Participant** An Employee who has qualified for Plan participation as provided in Item C of the Adoption Agreement.
- 2.23 **Plan** The Plan referred to in Item A of the Adoption Agreement as may be amended from time to time.
- 2.24 **Plan Year** The Plan Year as specified in Item D of the Adoption Agreement.
- 2.25 **Policy** An insurance policy issued as a part of this Plan.
- 2.26 **Preventative Care** Medical expenses which meet the safe harbor definition of "preventative care" set forth in IRS Notice 2004-23, which includes, but is not limited to, the following: (i) periodic health evaluations, such as annual physicals (and the tests and diagnostic procedures ordered in conjunction with such evaluations); (ii) well-baby and/or well-child care; (iii) immunizations for adults and children; (iv) tobacco cessation and obesity weight-loss programs; and (v) screening devices. However, preventative care does not generally include any service or benefit intended to treat an existing illness, injury or condition.
- 2.27 **Recordkeeper** The person designated by the Employer to perform recordkeeping and other ministerial duties with respect to the Medical Expense Reimbursement Plan and/or the Dependent Care Reimbursement Plan.
- 2.28 **Related Employer** Any employer that is a member of a related group of organizations with the Employer shown in Item A of the Adoption Agreement, and as specified under Code Section 414(b), (c) or (m).

SECTION III

ELIGIBILITY, ENROLLMENT, AND PARTICIPATION

- 3.01 **ELIGIBILITY:** Each Employee of the Employer who has met the eligibility requirements of Item C of the Adoption Agreement will be eligible to participate in the Plan on the Entry Date specified or the Effective Date of the Plan, whichever is later. Dependent eligibility to receive benefits under any of the plans listed in Item F of the Adoption Agreement will be described in the documents governing those benefit plans. To the extent a Dependent is eligible to receive benefits under a plan listed in Item F, an Eligible Employee may elect coverage under this Plan with respect to such Dependent. Notwithstanding the foregoing, life insurance coverage on the life of a Dependent may not be elected under this Plan.

3.02 **ENROLLMENT**: An eligible Employee may enroll (or re-enroll) in the Plan by submitting to the Employer, during an enrollment period, an Election Form which specifies his or her benefit elections for the Plan Year and which meets such standards for completeness and accuracy as the Employer may establish. A Participant's Election Form shall be completed prior to the beginning of the Plan Year, and shall not be effective prior to the date such form is submitted to the Employer. Any Election Form submitted by a Participant in accordance with this Section shall remain in effect until the earlier of the following dates: the date the Participant terminates participation in the Plan; or, the effective date of a subsequently filed Election Form.

A Participant's right to elect certain benefit coverage shall be limited hereunder to the extent such rights are limited in the Policy. Furthermore, a Participant will not be entitled to revoke an election after a period of coverage has commenced and to make a new election with respect to the remainder of the period of coverage unless both the revocation and the new election are on account of and consistent with a change in status, or other allowable events, as determined by Section 125 of the Internal Revenue Code and the regulations thereunder.

3.03 **TERMINATION OF PARTICIPATION**: A Participant shall continue to participate in the Plan until the earlier of the following dates:

- a. The date the Participant terminates employment by death, disability, retirement or other separation from service; or
- b. The date the Participant ceases to work for the Employer as an eligible Employee; or
- c. The date of termination of the Plan; or
- d. The first date a Participant fails to pay required contributions while on a leave of absence.

3.04 **SEPARATION FROM SERVICE**: The existing elections of an Employee who separates from the employment service of the Employer shall be deemed to be automatically terminated and the Employee will not receive benefits for the remaining portion of the Plan Year.

3.05 **QUALIFYING LEAVE UNDER FAMILY LEAVE ACT**: Notwithstanding any provision to the contrary in this Plan, if a Participant goes on a qualifying unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), to the extent required by the FMLA, the Employer will continue to maintain the Participant's existing coverage under the Plan with respect to benefits under Section V and Section VIII of the Plan on the same terms and conditions as though he were still an active Employee. If the Employee opts to continue his coverage, the Employee may pay his Elective Contribution with after-tax dollars while on leave (or pre-tax dollars to the extent he receives compensation during the leave), or the Employee may be given the option to pre-pay all or a portion of his Elective Contribution for the expected duration of the leave on a pre-tax salary reduction basis out of his pre-leave compensation (including unused sick days or vacation) by making a special election to that effect prior to the date such compensation would normally be made available to him (provided, however, that pre-tax dollars may not be utilized to fund coverage during the next plan year), or via other arrangements agreed upon between the Employee and the Administrator (e.g., the Administrator may fund coverage during the leave and withhold amounts upon the Employee's return). Upon return from such leave, the Employee will be permitted to reenter the Plan on the same basis the Employee was participating in the Plan prior to his leave, or as otherwise required by the FMLA.

SECTION IV

CONTRIBUTIONS

4.01 EMPLOYER CONTRIBUTIONS: The Employer may pay the costs of the benefits elected under the Plan with funds from the sources indicated in Item E of the Adoption Agreement. The Employer Contribution may be made up of Non-Elective Contributions and/or Elective Contributions authorized by each Participant on a salary reduction basis.

4.02 IRREVOCABILITY OF ELECTIONS: A Participant may file a written election form with the Administrator before the end of the current Plan Year revising the rate of his contributions or discontinuing such contributions effective as of the first day of the next following Plan Year. The Participant's Elective Contributions will automatically terminate as of the date his employment terminates. Except as provided in this Section 4.02 and Section 4.03, a Participant's election under the Plan is irrevocable for the duration of the plan year to which it relates. The exceptions to the irrevocability requirement which would permit a mid-year election change in benefits and the salary reduction amount elected are set out in the Treasury regulations promulgated under Code Section 125, which include the following:

(a) Change in Status. A Participant may change or revoke his election under the Plan upon the occurrence of a valid change in status, but only if such change or termination is made on account of, and is consistent with, the change in status in accordance with the Treasury regulations promulgated under Section 125. The Employer, in its sole discretion as Administrator, shall determine whether a requested change is on account of and consistent with a change in status, as follows:

- (1) Change in Employee's legal marital status, including marriage, divorce, death of spouse, legal separation, and annulment;
- (2) Change in number of Dependents, including birth, adoption, placement for adoption, and death;
- (3) Change in employment status, including any employment status change affecting benefit eligibility of the Employee, spouse or Dependent, such as termination or commencement of employment, change in hours, strike or lockout, a commencement or return from an unpaid leave of absence, and a change in work site. If the eligibility for either the cafeteria Plan or any underlying benefit plans of the Employer of the Employee, spouse or Dependent relies on the employment status of that individual, and there is a change in that individual's employment status resulting in gaining or losing eligibility under the Plan, this constitutes a valid change in status. This category only applies if benefit eligibility is lost or gained as a result of the event. If an Employee terminates and is rehired within 30 days, the Employee is required to step back into his previous election. If the Employee terminates and is rehired after 30 days, the Employee may either step back into the previous election or make a new election;
- (4) Dependent satisfies, or ceases to satisfy, Dependent eligibility requirements due to attainment of age, gain or loss of student status, marriage or any similar circumstances; and
- (5) Residence change of Employee, spouse or Dependent, affecting the Employee's eligibility for coverage.

(b) Special Enrollment Rights. If a Participant or his or her spouse or Dependent is entitled to special enrollment rights under a group health plan (other than an excepted benefit), as required by HIPAA under Code Section 9801(f), then a Participant may revoke a prior election for group health plan coverage and make a new election, provided that the election change corresponds with such HIPAA special enrollment right. As required by HIPAA, a special enrollment right will arise in the following circumstances: (i) a Participant or his or her spouse or Dependent declined to enroll in group health plan coverage because he or she had coverage, and eligibility for such coverage is subsequently lost because the coverage was provided under COBRA and the COBRA coverage was exhausted, or the coverage was non-COBRA coverage and the coverage terminated due to loss of eligibility for coverage or the employer contributions for the coverage were terminated; (ii) a new Dependent is acquired as a result of marriage, birth, adoption, or placement for adoption; (iii) the Participant's or

his or her spouse's or Dependent's coverage under a Medicaid plan or under a children's health insurance program (CHIP) is terminated as a result of loss of eligibility for such coverage and the Participant requests coverage under the group health plan not later than 60 days after the date of termination of such coverage; or (iv) the Participant, his or her spouse or Dependent becomes eligible for a state premium assistance subsidy from a Medicaid plan or through a state children's insurance program with respect to coverage under the group health plan and the Participant requests coverage under the group health plan not later than 60 days after the date the Participant, his or her spouse or Dependent is determined to be eligible for such assistance. An election change under (iii) or (iv) of this provision must be requested within 60 days after the termination of Medicaid or state health plan coverage or the determination of eligibility for a state premium assistance subsidy, as applicable. Special enrollment rights under the health insurance plan will be determined by the terms of the health insurance plan.

- (c) Certain Judgments, Decrees or Orders. If a judgment, decree or order resulting from a divorce, legal separation, annulment or change in legal custody (including a qualified medical child support order [QMCSO]) requires accident or health coverage for a Participant's child or for a foster child who is a dependent of the Participant, the Participant may have a mid-year election change to add or drop coverage consistent with the Order.
- (d) Entitlement to Medicare or Medicaid. If a Participant, Participant's spouse or Participant's Dependent who is enrolled in an accident or health plan of the Employer becomes entitled to Medicare or Medicaid (other than coverage consisting solely of benefits under Section 1928 of the Social Security Act providing for pediatric vaccines), the Participant may cancel or reduce health coverage under the Employer's Plan. Loss of Medicare or Medicaid entitlement would allow the Participant to add health coverage under the Employer's Plan.
- (e) Family Medical Leave Act. If an Employee is taking leave under the rules of the Family Medical Leave Act, the Employee may revoke previous elections and re-elect benefits upon return to work.
- (f) COBRA Qualifying Event. If an Employee has a COBRA qualifying event (a reduction in hours of the Employee, or a Dependent ceases eligibility), the Employee may increase his pre-tax contributions for coverage under the Employer's Plan if a COBRA event occurs with respect to the Employee, the Employee's spouse or Dependent. The COBRA rule does not apply to COBRA coverage under another Employer's Plan.
- (g) Changes in Eligibility for Adult Children. To the extent the Employer amends a plan listed in Item F of the Adoption Agreement that provides benefits that are excluded from an Employee's income under Code Section 105 to provide that Adult Children (as defined in Section 2.04(c)) are eligible to receive benefits under the plan, an Eligible Employee may make or change an election under this Plan to add coverage for the Adult Child and to make any corresponding change to the Eligible Employee's coverage that is consistent with adding coverage for the Adult Child.
- (h) Cancellation due to reduction in hours of service. A Participant may cancel group health plan (as that term is defined in Code Section 9832(a)) coverage, except Health FSA coverage, under the Employer's Plan if both of the following conditions are met:
 - (i) The Participant has been in an employment status under which the Participant was reasonably expected to average at least 30 hours of service per week and there is a change in that Participant's status so that the Participant will reasonably be expected to average

less than 30 hours of service per week after the change, even if that reduction does not result in the Participant ceasing to be eligible under the group health plan; and

- (ii) The cancellation of the election of coverage under the Employer’s group health plan coverage corresponds to the intended enrollment of the Participant, and any related individuals who cease coverage due to the cancellation, in another plan that provides minimum essential coverage with the new coverage effective no later than the first day of the second month following the month that includes the date the original coverage is cancelled.

(i) Cancellation due to enrollment in a Qualified Health Plan. A participant may cancel group health plan (as that term is defined in Code Section 9832(a)) coverage, except Health FSA coverage, under the Employer’s Plan if both of the following conditions are met:

- (i) The Participant is eligible for a Special Enrollment Period (as defined in Code Section 9801(f)) to enroll in a Qualified Health Plan(as described in section 1311 of the Patient Protection and Affordable Care Act (PPACA)) through a competitive marketplace established under section 1311(c) of PPACA (Marketplace), pursuant to guidance issued by the Department of Health and Human Services and any other applicable guidance, or the Participant seeks to enroll in a Qualified Health Plan through a Marketplace during the Marketplace’s annual open enrollment period; and
- (ii) The cancellation of the election of coverage under the Employer’s group health plan coverage corresponds to the intended enrollment of the Participant and any related individuals who cease coverage due to the cancellation in a Qualified Health Plan through a Marketplace for new coverage that is effective beginning no later than the day immediately following the last day of the original coverage that is cancelled.

Notwithstanding anything to the contrary in this Section 4.02, the change in election rules in this Section 4.02 do not apply to the Medical Expense Reimbursement Plan, or may not be modified with respect to the Medical Expense Reimbursement Plan if the Plan is being administered by a Recordkeeper other than the Employer, unless the Employer and the Recordkeeper otherwise agree in writing.

4.03 OTHER EXCEPTIONS TO IRREVOCABILITY OF ELECTIONS. Other exceptions to the irrevocability of election requirement permit mid-year election changes and apply to all qualified benefits except for Medical Expense Reimbursement Plans, as follows:

- (a) Change in Cost. If the cost of a benefit package option under the Plan significantly increases during the plan year, Participants may (i) make a corresponding increase in their salary reduction amount, (ii) revoke their elections and make a prospective election under another benefit option offering similar coverage, or (iii) revoke election completely if no similar coverage is available, including in spouse or dependent’s plan. If the cost significantly decreases, employees may elect coverage even if they had not previously participated and may drop their previous election for a similar coverage option in order to elect the benefit package option that has decreased in cost during the year. If the increased or decreased cost of a benefit package option under the Plan is insignificant, the participant’s salary reduction amount shall be automatically adjusted.
- (b) Significant curtailment of coverage.

- (i) With no loss of coverage. If the coverage under a benefit package option is significantly curtailed or ceases during the Plan Year, affected Participants may revoke their elections for the curtailed coverage and make a new prospective election for coverage under another benefit package option providing similar coverage.
- (ii) With loss of coverage. If there is a significant curtailment of coverage with loss of coverage, affected Participants may revoke election for curtailed coverage and make a new prospective election for coverage under another benefit package option providing similar coverage, or drop coverage if no similar benefit package option is available.
- (c) Addition or Significant Improvement of Benefit Package Option. If during the Plan Year a new benefit package option is added or significantly improved, eligible employees, whether currently participating or not, may revoke their existing election and elect the newly added or newly improved option.
- (d) Change in Coverage of a Spouse or Dependent Under Another Employer's Plan. If there is a change in coverage of a spouse, former spouse, or Dependent under another employer's plan, a Participant may make a prospective election change that is on account of and corresponds with a change made under the plan of the spouse or Dependent. This rule applies if (1) mandatory changes in coverage are initiated by either the insurer of spouse's plan or by the spouse's employer, or (2) optional changes are initiated by the spouse's employer or by the spouse through open enrollment.
- (e) Loss of coverage under other group health coverage. If during the Plan Year coverage is lost under any group health coverage sponsored by a governmental or educational institution, a Participant may prospectively change his or her election to add group health coverage for the affected Participant or his or her spouse or dependent.

- 4.04 CASH BENEFIT: Available amounts not used for the purchase of benefits under this Plan may be considered a cash benefit under the Plan payable to the Participant as taxable income to the extent indicated in Item E of the Adoption Agreement.
- 4.05 PAYMENT FROM EMPLOYER'S GENERAL ASSETS: Payment of benefits under this Plan shall be made by the Employer from Elective Contributions which shall be held as a part of its general assets.
- 4.06 EMPLOYER MAY HOLD ELECTIVE CONTRIBUTIONS: Pending payment of benefits in accordance with the terms of this Plan, Elective Contributions may be retained by the Employer in a separate account or, if elected by the Employer and as permitted or required by regulations of the Internal Revenue Service, Department of Labor or other governmental agency, such amounts of Elective Contributions may be held in a trust pending payment.
- 4.07 MAXIMUM EMPLOYER CONTRIBUTIONS: With respect to each Participant, the maximum amount made available to pay benefits for any Plan Year shall not exceed the Employer's Contribution specified in the Adoption Agreement and as provided in this Plan.

SECTION V

GROUP MEDICAL INSURANCE BENEFIT PLAN

- 5.01 PURPOSE: These benefits provide the group medical insurance benefits to Participants.
- 5.02 ELIGIBILITY: Eligibility will be as required in Items F(1), F(3), and F(4) of the Adoption Agreement.
- 5.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Items F(1), F(3), and F(4) of the Adoption Agreement.
- 5.04 TERMS, CONDITIONS AND LIMITATIONS: The terms, conditions and limitations of the benefits offered shall be as specifically described in the Policy identified in the Adoption Agreement.
- 5.05 COBRA: To the extent required by Section 4980B of the Code and Sections 601 through 607 of ERISA, Participants and Dependents shall be entitled to continued participation in this Group Medical Insurance Benefit Plan by contributing monthly (from their personal assets previously subject to taxation) 102% of the amount of the premium for the desired benefit during the period that such individual is entitled to elect continuation coverage, provided, however, in the event the continuation period is extended to 29 months due to disability, the premium to be paid for continuation coverage for the 11 month extension period shall be 150% of the applicable premium.
- 5.06 SECTION 105 AND 106 PLAN: It is the intention of the Employer that these benefits shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan, as provided in Code Sections 105 and 106, and all provisions of this benefit plan shall be construed in a manner consistent with that intention. It is also the intention of the Employer to comply with the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 as outlined in the policies identified in the Adoption Agreement.
- 5.07 CONTRIBUTIONS: Contributions for these benefits will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement.
- 5.08 UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT: Notwithstanding anything to the contrary herein, the Group Medical Insurance Benefit Plan shall comply with the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353).

SECTION VI

DISABILITY INCOME BENEFIT PLAN

- 6.01 PURPOSE: This benefit provides disability insurance designated to provide income to Participants during periods of absence from employment because of disability.
- 6.02 ELIGIBILITY: Eligibility will be as required in Item F(2) of the Adoption Agreement.
- 6.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Item F(2) of the Adoption Agreement.

- 6.04 TERMS, CONDITIONS AND LIMITATIONS: The terms, conditions and limitations of the Disability Income Benefits offered shall be as specifically described in the Policy identified in the Adoption Agreement.
- 6.05 SECTION 104 AND 106 PLAN: It is the intention of the Employer that the premiums paid for these benefits shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan, as provided in Code Sections 104 and 106, and all provisions of this benefit plan shall be construed in a manner consistent with that intention.
- 6.06 CONTRIBUTIONS: Contributions for this benefit will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement.

SECTION VII

GROUP AND INDIVIDUAL LIFE INSURANCE PLAN

- 7.01 PURPOSE: This benefit provides group life insurance benefits to Participants and may provide certain individual policies as provided for in Item F(5) of the Adoption Agreement.
- 7.02 ELIGIBILITY: Eligibility will be as required in Item F(5) of the Adoption Agreement.
- 7.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Item F(5) of the Adoption Agreement.
- 7.04 TERMS, CONDITIONS, AND LIMITATIONS: The terms, conditions, and limitations of the group life insurance are specifically described in the Policy identified in the Adoption Agreement.
- 7.05 SECTION 79 PLAN: It is the intention of the Employer that the premiums paid for the benefits described in Item F(5) of the Adoption Agreement shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan to the extent provided in Code Section 79, and all provisions of this benefit plan shall be construed in a manner consistent with that intention.
- 7.06 CONTRIBUTIONS: Contributions for this benefit will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement. Any individual policies purchased by the Employer for the Participant will be owned by the Participant.

SECTION VIII

MEDICAL EXPENSE REIMBURSEMENT PLAN

- 8.01 PURPOSE: The Medical Expense Reimbursement Plan is designed to provide for reimbursement of Eligible Medical Expenses (as defined in Section 8.04) that are not reimbursed under an insurance plan, through damages, or from any other source. It is the intention of the Employer that amounts allocated for this benefit shall be eligible for exclusion from gross income, as provided in Code Sections 105 and 106, for Participants who elect this benefit and all provisions of this Section VIII shall be construed in a manner consistent with that intention.
- 8.02 ELIGIBILITY: The eligibility provisions are set forth in Item F(7) of the Adoption Agreement.

8.03 TERMS, CONDITIONS, AND LIMITATIONS:

- a. Accounts. The Reimbursement Recordkeeper shall establish a recordkeeping account for each Participant. The Reimbursement Recordkeeper shall maintain a record of each account on an on-going basis, increasing the balances as contributions are credited during the year and decreasing the balances as Eligible Medical Expenses are reimbursed. No interest shall be payable on amounts recorded in any Participant's account.
- b. Maximum benefit. The maximum amount of reimbursement for each Participant shall be limited to the amount of the Participant's Elective Contribution allocated to the program during the Plan Year, not to exceed the maximum amount set forth in Item F(7) of the Adoption Agreement.
- c. Claim Procedure. In order to be reimbursed for any medical expenses incurred during the Plan Year, the Participant shall complete the form(s) provided for such purpose by the Reimbursement Recordkeeper. The Participant shall submit the completed form to the Reimbursement Recordkeeper with an original bill or other proof of the expense acceptable to the Reimbursement Recordkeeper. No reimbursement shall be made on the basis of an incomplete form or inadequate evidence of expense as determined by the Reimbursement Recordkeeper. Forms for reimbursement of Eligible Medical Expenses must be submitted no later than the last day of the third month following the last day of the Plan Year during which the Eligible Medical Expenses were incurred. Reimbursement payments shall only be made to the Participant, or the Participant's legal representative in the event of incapacity or death of the Participant. Forms for reimbursement shall be reviewed in accordance with the claims procedure set forth in Section XII.
- d. Funding. The funding of the Medical Reimbursement Plan shall be through contributions by the Employer from its general assets to the extent of Elective Contributions directed by Participants. Such contributions shall be made by the Employer when benefit payments and account administrative expenses become due and payable under this Medical Expense Reimbursement Plan.
- e. Forfeiture. Subject to Section 8.06 and 8.07, any amounts remaining to the credit of the Participant at the end of the Plan Year and not used for Eligible Medical Expenses incurred during the Participant's participation during the Plan Year shall be forfeited and shall remain assets of the Plan. With respect to a Participant who terminates employment with the Employer and who has not elected to continue coverage under this Plan pursuant to COBRA rights referenced under Section 8.03(f) herein, such Participant shall not be entitled to reimbursement for Eligible Medical Expenses incurred after his termination date regardless if such Participant has any amounts of Employer Contributions remaining to his credit. Upon the death of any Participant who has any amounts of Employer Contributions remaining to his credit, a dependent of the Participant may elect to continue to claim reimbursement for Eligible Medical Expenses in the same manner as the Participant could have for the balance of the Plan Year.
- f. COBRA. To the extent required by Section 4980B of the Code and Sections 601 through 607 of ERISA ("COBRA"), a Participant and a Participant's Dependents shall be entitled to elect continued participation in this Medical Expense Reimbursement Plan only through the end of the plan year in which the qualifying event occurs, by contributing monthly (from their personal assets previously subject to taxation) to the Employer/Administrator, 102% of the amount of desired reimbursement through the end of the Plan Year in which the qualifying event occurs. Specifically, such individuals will be eligible for COBRA continuation coverage only if they have a positive Medical Expense Reimbursement Account balance on the date of the qualifying event. Participants who have a deficit balance in their Medical Expense Reimbursement Account on the

date of their qualifying event shall not be entitled to elect COBRA coverage. In lieu of COBRA, Participants may continue their coverage through the end of the current Plan Year by paying those premiums out of their last paycheck on a pre-tax basis.

- g. Nondiscrimination. Benefits provided under this Medical Expense Reimbursement Plan shall not be provided in a manner that discriminates in favor of Employees or Dependents who are highly compensated individuals, as provided under Section 105(h) of the Code and regulations promulgated thereunder.
- h. Uniform Coverage Rule. Notwithstanding that a Participant has not had withheld and credited to his account all of his contributions elected with respect to a particular Plan Year, the entire aggregate annual amount elected with respect to this Medical Expense Reimbursement Plan (increased by any Carryover to the Plan Year), shall be available at all times during such Plan Year to reimburse the participant for Eligible Medical Expenses with respect to this Medical Expense Reimbursement Plan. To the extent contributions with respect to this Medical Expense Reimbursement Plan are insufficient to pay such Eligible Medical Expenses, it shall be the Employer's obligation to provide adequate funds to cover any short fall for such Eligible Medical Expenses for a Participant; provided subsequent contributions with respect to this Medical Expense Reimbursement Plan by the Participant shall be available to reimburse the Employer for funds advanced to cover a previous short fall.
- i. Uniformed Services Employment and Reemployment Rights Act. Notwithstanding anything to the contrary herein, this Medical Expense Reimbursement Plan shall comply with the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353).
- j. Proration of Limit. In the event that the Employer has purchased a uniform coverage risk policy from the Recordkeeper, then the Maximum Coverage amount specified in Section F.7 of the Adoption Agreement shall be pro rated with respect to (i) an Employee who becomes a Participant and enters the Plan during the Plan Year, and (ii) short plan years initiated by the Employer. Such Maximum Coverage amount will be pro rated by dividing the annual Maximum Coverage amount by 12, and multiplying the quotient by the number of remaining months in the Plan Year for the new Participant or the number of months in the short Plan Year, as applicable.
- k. Continuation Coverage for Certain Dependent Children. In the event that benefits under the Medical Expense Reimbursement Plan does not qualify for the exception from the portability rules of HIPAA, then, effective for Plan Years beginning on or after October 9, 2009, notwithstanding the foregoing provisions, coverage for a Dependent child who is enrolled in the Medical Expense Reimbursement Plan as a student at a post-secondary educational institution will not terminate due to a medically necessary leave of absence before a date that is the earlier of:
- the date that is one year after the first day of the medically necessary leave of absence; or
 - the date on which such coverage would otherwise terminate under the terms of the Plan.

For purposes of this paragraph, “medically necessary leave of absence” means a leave of absence of the child from a post-secondary educational institution, or any other change in enrollment of the child at the institution, that: (i) commences while the child is suffering from a serious illness or injury; (ii) is medically necessary; and (iii) causes the child to lose student status for purposes of coverage under the terms of the Plan. A written certification must be provided by a treating physician of the dependent child to the Plan in order for the continuation coverage requirement to

apply. The physician’s certification must state that the child is suffering from a serious illness or injury and that the leave of absence (or other change in enrollment) is medically necessary.

8.04 ELIGIBLE MEDICAL EXPENSES:

- (a) Eligible Medical Expense in General. The phrase ‘Eligible Medical Expense’ means any expense incurred by a Participant or any of his Dependents (subject to the restrictions in Sections 8.04(b) and (c)) during a Plan Year that (i) qualifies as an expense incurred by the Participant or Dependents for medical care as defined in Code Section 213(d) and meets the requirements outlined in Code Section 125, (ii) is excluded from gross income of the Participant under Code Section 105(b), and (iii) has not been and will not be paid or reimbursed by any other insurance plan, through damages, or from any other source. Notwithstanding the above, capital expenditures are not Eligible Medical Expenses under this Plan.
- (b) Expenses Incurred After Commencement of Participation. Only medical care expenses incurred by a Participant or the Participant’s Dependent(s) on or after the date such Participant commenced participation in the Medical Expense Reimbursement Plan shall constitute an Eligible Medical Expense.
- (c) Eligible Expenses Incurred by Dependents. For purposes of this Section, Eligible Medical Expenses incurred by Dependents defined in Section 2.04(c) are eligible for reimbursement if incurred after March 30, 2010; Eligible Medical Expenses incurred by Dependents defined in Sections 2.04(a) and (b) are eligible for reimbursement if incurred either before or after March 30, 2010 (subject to the restrictions of Section 8.04(b)).
- (d) Health Savings Accounts. If the Employer has elected in Item F.8 of the Adoption Agreement to allow Eligible Employees to contribute to Health Savings Accounts under the Plan, then for a Participant who is eligible for and elects to contribute to a Health Savings Accounts, Eligible Medical Expenses shall be limited as set forth in Item F.8 of the Adoption Agreement.

8.05 USE OF DEBIT CARD: In the event that the Employer elects to allow the use of debit cards (“Debit Cards”) for reimbursement of Eligible Medical Expenses under the Medical Expense Reimbursement Plan, the provisions described in this Section shall apply.

- a. Substantiation. The following procedures shall be applied for purposes of substantiating claimed Eligible Medical Expenses after the use of a Debit Card to pay the claimed Eligible Medical Expense:
 - (i) If the dollar amount of the transaction at a health care provider equals the dollar amount of the co-payment for that service under the Employer’s major medical plan of the specific employee-cardholder, the charge is fully substantiated without the need for submission of a receipt or further review.
 - (ii) If the merchant, service provider, or other independent third-party (e.g., pharmacy benefit manager), at the time and point of sale, provides information to verify to the Recordkeeper (including electronically by e-mail, the internet, intranet, or telephone) that the charge is for a medical expense, the charge is fully substantiated without the need for submission of a receipt or further review.
- b. Status of Charges. All charges to a Debit Card, other than co-payments and real-time substantiation as described in Subsection (a) above, are treated as conditional pending confirmation of the

charge, and additional third-party information, such as merchant or service provider receipts, describing the service or product, the date of the service or sale, and the amount, must be submitted for review and substantiation.

- c. Correction Procedures for Improper Payments. In the event that a claim has been reimbursed and is subsequently identified as not qualifying for reimbursement, one or all of the following procedures shall apply:
- (i) First, upon the Recordkeeper's identification of the improper payment, the Eligible Employee will be required to pay back to the Plan an amount equal to the improper payment.
 - (ii) Second, where the Eligible Employee does not pay back to the Plan the amount of the improper payment, the Employer will have the amount of the improper payment withheld from the Eligible Employee's wages or other compensation to the extent consistent with applicable law.
 - (iii) Third, if the improper payment still remains outstanding, the Plan may utilize a claim substitution or offset approach to resolve improper claims payments.
 - (iv) If the above correction efforts prove unsuccessful, or are otherwise unavailable, the Eligible Employee will remain indebted to the Employer for the amount of the improper payment. In that event and consistent with its business practices, the Employer may treat the payment as it would any other business indebtedness.
 - (v) In addition to the above, the Employer and the Plan may take other actions they may deem necessary, in their sole discretion, to ensure that further violations of the terms of the Debit Card do not occur, including, but not limited to, denial of access to the Debit Card until the indebtedness is repaid by the Eligible Employee.
- d. Intent to Comply with Rev. Rul. 2003-43. It is the Employer's intent that any use of Debit Cards to pay Eligible Medical Expenses shall comply with the guidelines for use of such cards set forth in Rev. Rul. 2003-43, and this Section 8.05 shall be construed and interpreted in a manner necessary to comply with such guidelines.

8.06 GRACE PERIOD: If the Employer elects in Section F.7 of the Adoption Agreement to permit a Grace Period with respect to the Medical Reimbursement Plan, the provisions of this Section 8.06 shall apply. Notwithstanding anything to the contrary herein and in accordance with Internal Revenue Service Notice 2005-42, a Participant who has unused contributions relating to the Medical Reimbursement Plan from the immediately preceding Plan Year, and who incurs Eligible Medical Expenses for such qualified benefit during the Grace Period, may be paid or reimbursed for those Eligible Medical Expenses from the unused contributions as if the expenses had been incurred in the immediately preceding Plan Year. For purposes of this Section, 'Grace Period' shall mean the period extending to the 15th day of the third calendar month after the end of the immediately preceding Plan Year to which it relates. Eligible Medical Expenses incurred during the Grace Period shall be reimbursed first from unused contributions allocated to the Medical Reimbursement Plan for the prior Plan Year, and then from unused contributions for the current Plan Year, if participant is enrolled in current Plan Year.

8.07 CARRYOVER: If the Employer elects in Section F.7 of the Adoption Agreement to permit a Carryover with respect to the Medical Reimbursement Plan, the provisions of this Section 8.07 shall apply. Notwithstanding anything to the contrary herein and in accordance with Internal Revenue Service Notice 2013-71, the Carryover for a Participant who has an amount remaining unused as of the end of the run-

off period for the Plan Year, may be used to pay or reimburse Eligible Medical Expenses during the following entire Plan Year. The Carryover does not count against or otherwise affect the Maximum benefit set forth in Section 8.03 (b). Eligible Medical Expenses incurred during a Plan Year shall be reimbursed first from unused contributions for the current Plan Year, and then from any Carryover carried over from the preceding Plan Year. Any unused amounts from the prior Plan Year that are used to reimburse a current Plan Year expense (a) reduce the amounts available to pay prior Plan Year expenses during the run-off period, (b) must be counted against any Carryover amount from the prior Plan Year, and (c) cannot exceed the maximum Carryover from the prior Plan Year. If the Employer elects to apply Section 8.06 in Section F.7 of the Adoption Agreement, this Section 8.07 shall not apply.

- 8.08 **QUALIFIED RESERVIST DISTRIBUTIONS:** Notwithstanding anything in the Plan to the contrary, an individual who, by reason of being a member of a reserve component (as defined in 37 U.S.C. § 101), is ordered or called to active duty for a period in excess of 179 days or for an indefinite period may elect to receive a distribution of all or a portion of the unused Elective Contributions in his or her Account relating to the Medical Expense Reimbursement Plan if the distribution is made during the period beginning on the date of such order or call and ending on the last date that reimbursements could otherwise be made under the Plan for the Plan Year that includes the date of such order or call. If the distribution is for the entire amount of unused Elective Contributions available in the Medical Expense Reimbursement Plan, then no additional reimbursement requests will be processed for the remainder of the Plan Year.

SECTION IX

DEPENDENT CARE REIMBURSEMENT PLAN

- 9.01 **PURPOSE:** The Dependent Care Reimbursement Plan is designed to provide for reimbursement of certain employment-related dependent care expenses of the Participant. It is the intention of the Employer that amounts allocated for this benefit shall be eligible for exclusion from gross income, as provided in Code Section 129, for Participants who elect this benefit, and all provisions of this Section IX shall be construed in a manner consistent with that intention.
- 9.02 **ELIGIBILITY:** The eligibility provisions are set forth in Item F(6) of the Adoption Agreement.
- 9.03 **TERMS, CONDITIONS, AND LIMITATIONS:**
- a. **Accounts.** The Reimbursement Recordkeeper shall establish a recordkeeping account for each Participant. The Reimbursement Recordkeeper shall maintain a record of each account on an on-going basis, increasing the balances as contributions are credited during the year and decreasing the balances as Eligible Dependent Care Expenses are reimbursed. No interest shall be payable on amounts recorded in any Participant's account.
 - b. **Maximum Benefit.** The maximum amount of reimbursement for each Participant shall be limited to the amount of the Participant's allocation to the program during the Plan Year not to exceed the maximum amount set forth in Item F(6) of the adoption agreement.

For purpose of this Section IX, the phrase "earned income" shall mean wages, salaries, tips and other employee compensation, but only if such amounts are includible in gross income for the taxable year. A Participant's spouse who is physically or mentally incapable of self-care as

described in Section 9.04(a)(ii) or a spouse who is a full-time student within the meaning of Code Section 21(e)(7) shall be deemed to have earned income for each month in which such spouse is so disabled (or a full-time student). The amount of such deemed earned income shall be \$250 per month in the case of one Dependent and \$500 per month in the case of two or more Dependents.

- c. Claim Procedure. In order to be reimbursed for any dependent care expenses incurred during the Plan Year, the Participant shall complete the form(s) provided for such purpose by the Reimbursement Recordkeeper. The Participant shall submit the completed form to the Reimbursement Recordkeeper with an original bill or other proof of the expense from an independent third party acceptable to the Reimbursement Recordkeeper. No reimbursement shall be made on the basis of an incomplete form or inadequate evidence of the expense as determined by the Reimbursement Recordkeeper. Claims for reimbursement of Eligible Dependent Care Expenses must be submitted no later than the last day of the third month following the last day of the Plan Year during which the Eligible Dependent Care Expenses were incurred. Reimbursement payments shall only be made to the Participant, or the Participant's legal representative in the event of the incapacity or death of the Participant. Forms for reimbursement shall be reviewed in accordance with the claims procedure set forth in Section XII.
- d. Funding. The funding of the Dependent Care Reimbursement Plan shall be through contributions by the Employer from its general assets to the extent of Elective Contributions directed by Participants. Such contributions shall be made by the Employer when benefit payments and account administration expenses become due and payable under this Dependent Care Expense Reimbursement Plan.
- e. Forfeiture. Any amounts remaining to the credit of the Participant at the end of the Plan Year and not used for Eligible Dependent Care Expenses incurred during the Plan Year shall be forfeited and remain assets of the Plan.
- f. Nondiscrimination. Benefits provided under this Dependent Care Reimbursement Plan shall not be provided in a manner that discriminates in favor of Highly Compensated Employees (as defined in Code Section 414(q)) or their dependents, as provided in Code Section 129. In addition, no more than 25 percent of the aggregate Eligible Dependent Care Expenses shall be reimbursed during a Plan Year to five percent owners, as provided in Code Section 129.

9.04 DEFINITIONS:

- a. "Dependent" (for purposes of this Section IX) means any individual who is:
 - (i) a Participant's qualifying child (as defined in Code Section 152 (c)) who has not attained the age of 13; or
 - (ii) a dependent (qualifying child or qualifying relative, as defined in Code Section 152 (c) and (d), respectively) or the spouse of a Participant who is physically or mentally incapable of self-care, and who has the same principal place of abode as the taxpayer for more than half of the taxable year. For purposes of this Dependent Care Reimbursement Plan, an individual shall be considered physically or mentally incapable of self-care if, as a result of a physical or mental defect, the individual is incapable of caring for his or her hygienic or nutritional needs, or requires full-time attention of another person for his or her own safety or the safety of others.
- b. "Dependent Care Center" (for purposes of this Section IX) shall be a facility which:

- (i) provides care for more than six individuals (other than individuals who reside at the facility);
 - (ii) receives a fee, payment, or grant for providing services for any of the individuals (regardless of whether such facility is operated for profit); and
 - (iii) satisfies all applicable laws and regulations of a state or unit of local government.
- c. "Eligible Dependent Care Expenses" (for purposes of this Section IX) shall mean expenses incurred by a Participant which are:
- (i) incurred for the care of a Dependent of the Participant or for related household services;
 - (ii) paid or payable to a Dependent Care Service Provider; and
 - (iii) incurred to enable the Participant to be gainfully employed for any period for which there are one or more Dependents with respect to the Participant.

"Eligible Dependent Care Expenses" shall not include expenses incurred for services outside the Participant's household for the care of a Dependent unless such Dependent is (i) a qualifying child (as defined in Code Section 152 (c)) under the age of 13, or (ii) a dependent (qualifying child or qualifying relative, as defined in Code Section 152 (c) and (d), respectively)), who is physically or mentally incapable of self-care, and who has the same principal place of abode as the Participant for more than half of the taxable year, or (iii) the spouse of a Participant who is physically or mentally incapable of self-care, and who has the same principal place of abode as the Participant for more than half of the taxable year. Eligible Dependent Care Expenses shall be deemed to be incurred at the time the services to which the expenses relate are rendered.

- d. "Dependent Care Service Provider" (for purposes of this Section IX) means:
- (i) a Dependent Care Center, or
 - (ii) a person who provides care or other services described in Section 9.04(b) and who is not a related individual described in Section 129(c) of the Code.

SECTION X

HEALTH SAVINGS ACCOUNTS

- 10.01 PURPOSE: If elected by the Employer in Section F.8 of the Adoption Agreement, the Plan will permit pre-tax contributions to the Health Savings Account, and the provisions of this Article X shall apply.
- 10.02 BENEFITS: A Participant can elect benefits under the Health Savings Accounts portion of this Plan by electing to pay his or her Health Savings Account contributions on a pre-tax salary reduction basis. In addition, the Employer may make contributions to the Health Savings Account for the benefit of the Participant.
- 10.03 TERMS, CONDITIONS AND LIMITATION:
- a. Maximum Benefit. The maximum annual contributions that may be made to a Participant's Health Savings Account under this Plan is set forth in Section F.8 of the Adoption Agreement.
 - b. Mid-Year Election Changes. Notwithstanding any to the contrary herein, a Participant election with respect to contributions for the Health Savings Account shall be revocable during the duration

of the Plan Year to which the election relates. Consequently, a Participant may change his or her election with respect to contributions for the Health Savings Account at any time.

- 10.04 RESTRICTIONS ON MEDICAL REIMBURSEMENT PLAN: If the Employer has elected in Section F.8 of the Adoption Agreement both Health Savings Accounts under this Plan and the Medical Expense Reimbursement Plan, then the Eligible Medical Expenses that may be reimbursed under the Medical Reimbursement Plan for Participants who are eligible for and elect to participate in Health Savings Accounts shall be limited as set forth in Section F.8 of the Adoption Agreement.
- 10.05 NO ESTABLISHMENT OF ERISA PLAN: It is the intent of the Employer that the establishment of Health Savings Accounts are completely voluntary on the part of Participants, and that, in accordance with Department of Labor Field Assistance Bulletin 2004-1, the Health Savings Accounts are not “employee welfare benefit plans” for purposes of Title I of ERISA.

SECTION XI

AMENDMENT AND TERMINATION

- 11.01 AMENDMENT: The Employer shall have the right at any time, and from time to time, to amend, in whole or in part, any or all of the provisions of this Plan, provided that no such amendment shall change the terms and conditions of payment of any benefits to which Participants and covered dependents otherwise have become entitled to under the provisions of the Plan, unless such amendment is made to comply with federal or local laws or regulations. The Employer also shall have the right to make any amendment retroactively which is necessary to bring the Plan into conformity with the Code. In addition, the Employer may amend any provisions or any supplements to the Plan and may merge or combine supplements or add additional supplements to the Plan, or separate existing supplements into an additional number of supplements.
- 11.02 TERMINATION: The Employer shall have the right at any time to terminate this Plan, provided that such termination shall not eliminate any obligations of the Employer which therefore have arisen under the Plan.

SECTION XII

ADMINISTRATION

- 12.01 NAMED FIDUCIARIES: The Administrator shall be the fiduciary of the Plan.
- 12.02 APPOINTMENT OF RECORDKEEPER: The Employer may appoint a Reimbursement Recordkeeper which shall have the power and responsibility of performing recordkeeping and other ministerial duties arising under the Medical Expense Reimbursement Plan and the Dependent Care Reimbursement Plan provisions of this Plan. The Reimbursement Recordkeeper shall serve at the pleasure of, and may be removed by, the Employer without cause. The Recordkeeper shall receive reasonable compensation for its services as shall be agreed upon from time to time between the Administrator and the Recordkeeper.
- 12.03 POWERS AND RESPONSIBILITIES OF ADMINISTRATOR:
- a. General. The Administrator shall be vested with all powers and authority necessary in order to amend and administer the Plan, and is authorized to make such rules and regulations as it may

deem necessary to carry out the provisions of the Plan. The Administrator shall determine any questions arising in the administration (including all questions of eligibility and determination of amount, time and manner of payments of benefits), construction, interpretation and application of the Plan, and the decision of the Administrator shall be final and binding on all persons.

- b. Recordkeeping. The Administrator shall keep full and complete records of the administration of the Plan. The Administrator shall prepare such reports and such information concerning the Plan and the administration thereof by the Administrator as may be required under the Code or ERISA and the regulations promulgated thereunder.
- c. Inspection of Records. The Administrator shall, during normal business hours, make available to each Participant for examination by the Participant at the principal office of the Administrator a copy of the Plan and such records of the Administrator as may pertain to such Participant. No Participant shall have the right to inquire as to or inspect the accounts or records with respect to other Participants.

12.04 COMPENSATION AND EXPENSES OF ADMINISTRATOR: The Administrator shall serve without compensation for services as such. All expenses of the Administrator shall be paid by the Employer. Such expenses shall include any expense incident to the functioning of the Plan, including, but not limited to, attorneys' fees, accounting and clerical charges, actuary fees and other costs of administering the Plan.

12.05 LIABILITY OF ADMINISTRATOR: Except as prohibited by law, the Administrator shall not be liable personally for any loss or damage or depreciation which may result in connection with the exercise of duties or of discretion hereunder or upon any other act or omission hereunder except when due to willful misconduct. In the event the Administrator is not covered by fiduciary liability insurance or similar insurance arrangements, the Employer shall indemnify and hold harmless the Administrator from any and all claims, losses, damages, expenses (including reasonable counsel fees approved by the Administrator) and liability (including any reasonable amounts paid in settlement with the Employer's approval) arising from any act or omission of the Administrator, except when the same is determined to be due to the willful misconduct of the Administrator by a court of competent jurisdiction.

12.06 DELEGATIONS OF RESPONSIBILITY: The Administrator shall have the authority to delegate, from time to time, all or any part of its responsibilities under the Plan to such person or persons as it may deem advisable and in the same manner to revoke any such delegation of responsibilities which shall have the same force and effect for all purposes hereunder as if such action had been taken by the Administrator. The Administrator shall not be liable for any acts or omissions of any such delegate. The delegate shall report periodically to the Administrator concerning the discharge of the delegated responsibilities.

12.07 RIGHT TO RECEIVE AND RELEASE NECESSARY INFORMATION: The Administrator may release or obtain any information necessary for the application, implementation and determination of this Plan or other Plans without consent or notice to any person. This information may be released to or obtained from any insurance company, organization, or person subject to applicable law. Any individual claiming benefits under this Plan shall furnish to the Administrator such information as may be necessary to implement this provision.

12.08 CLAIM FOR BENEFITS: To obtain payment of any benefits under the Plan a Participant must comply with the rules and procedures of the particular benefit program elected pursuant to this Plan under which the Participant claims a benefit.

12.09 GENERAL CLAIMS REVIEW PROCEDURE: This provision shall apply only to the extent that a claim for benefits is not governed by a similar provision of a benefit program available under this Plan or is not governed by Section 12.10.

- a. Initial Claim for Benefits. Each Participant may submit a claim for benefits to the Administrator as provided in Section 12.08. A Participant shall have no right to seek review of a denial of benefits, or to bring any action in any court to enforce a claim for benefits prior to his filing a claim for benefits and exhausting his rights to review under this section.

When a claim for benefits has been filed properly, such claim for benefits shall be evaluated and the claimant shall be notified of the approval or the denial within (90) days after the receipt of such claim unless special circumstances require an extension of time for processing the claim. If such an extension of time for processing is required, written notice of the extension shall be furnished to the claimant prior to the termination of the initial ninety (90) day period which shall specify the special circumstances requiring an extension and the date by which a final decision will be reached (which date shall not be later than one hundred and eighty (180) days after the date on which the claim was filed.) A claimant shall be given a written notice in which the claimant shall be advised as to whether the claim is granted or denied, in whole or in part. If a claim is denied, in whole or in part, the claimant shall be given written notice which shall contain (a) the specific reasons for the denial, (b) references to pertinent plan provisions upon which the denial is based, (c) a description of any additional material or information necessary to perfect the claim and an explanation of why such material or information is necessary, and (d) the claimant's rights to seek review of the denial.

- b. Review of Claim Denial. If a claim is denied, in whole or in part, the claimant shall have the right to request that the Administrator review the denial, provided that the claimant files a written request for review with the Administrator within sixty (60) days after the date on which the claimant received written notification of the denial. A claimant (or his duly authorized representative) may review pertinent documents and submit issues and comments in writing to the Administrator. Within sixty (60) days after a request is received, the review shall be made and the claimant shall be advised in writing of the decision on review, unless special circumstances require an extension of time for processing the review, in which case the claimant shall be given a written notification within such initial sixty (60) day period specifying the reasons for the extension and when such review shall be completed (provided that such review shall be completed within one hundred and twenty (120) days after the date on which the request for review was filed.) The decision on review shall be forwarded to the claimant in writing and shall include specific reasons for the decision and references to plan provisions upon which the decision is based. A decision on review shall be final and binding on all persons.
- c. Exhaustion of Remedies. If a claimant fails to file a request for review in accordance with the procedures herein outlined, such claimant shall have no rights to review and shall have no right to bring action in any court and the denial of the claim shall become final and binding on all persons for all purposes.

12.10 SPECIAL CLAIMS REVIEW PROCEDURE: The provisions of this Section 12.10 shall be applicable to claims under the Medical Expense Reimbursement Plan and the Group Medical Insurance Plan, effective on the first day of the first Plan Year beginning on or after July 1, 2002, but in no event later than January 1, 2003, provided such plans are subject to ERISA.

- a. Benefit Denials: The Administrator is responsible for evaluating all claims for reimbursement under the Medical Expense Reimbursement Plan and the Group Medical Insurance Plan.

The Administrator will decide a Participant's claim within a reasonable time not longer than 30 days after it is received. This time period may be extended for an additional 15 days for matters beyond the control of the Administrator, including in cases where a claim is incomplete. The Participant will receive written notice of any extension, including the reasons for the extension and information on the date by which a decision by the Administrator is expected to be made. The Participant will be given 45 days in which to complete an incomplete claim. The Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide the claim.

If the Administrator denies the claim, in whole or in part, the Participant will be furnished with a written notice of adverse benefit determination setting forth:

1. the specific reason or reasons for the denial;
 2. reference to the specific Plan provision on which the denial is issued;
 3. a description of any additional material or information necessary for the Participant to complete his claim and an explanation of why such material or information is necessary, and
 4. appropriate information as to the steps to be taken if the Participant wishes to appeal the Administrator's determination, including the participant's right to submit written comments and have them considered, his right to review (on request and at no charge) relevant documents and other information, and his right to file suit under ERISA with respect to any adverse determination after appeal of his claim.
- b. Appealing Denied Claims: If the Participant's claim is denied in whole or in part, he may appeal to the Administrator for a review of the denied claim. The appeal must be made in writing within 180 days of the Administrator's initial notice of adverse benefit determination, or else the participant will lose the right to appeal the denial. If the Participant does not appeal on time, he will also lose his right to file suit in court, as he will have failed to exhaust his internal administrative appeal rights, which is generally a prerequisite to bringing suit.

A Participant's written appeal should state the reasons that he feels his claim should not have been denied. It should include any additional facts and/or documents that the Participant feels support his claim. The Participant may also ask additional questions and make written comments, and may review (on request and at no charge) documents and other information relevant to his appeal. The Administrator will review all written comment the Participant submits with his appeal.

- c. Review of Appeal: The Administrator will review and decide the Participant's appeal within a reasonable time not longer than 60 days after it is submitted and will notify the Participant of its decision in writing. The individual who decides the appeal will not be the same individual who decided the initial claim denial and will not be that individual's subordinate. The Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide the appeal, except that any medical expert consulted in connection with the appeal will be different from any expert consulted in connection with the initial claim. (The identity of a medical expert consulted in connection with the Participant's appeal will be provided.) If the decision on appeal affirms the initial denial of the Participant's claim, the Participant will be furnished with a notice of adverse benefit determination on review setting forth:

1. The specific reason(s) for the denial,
2. The specific Plan provision(s) on which the decision is based,
3. A statement of the Participant’s right to review (on request and at no charge) relevant documents and other information,
4. If the Administrator relied on an “internal rule, guideline, protocol, or other similar criterion” in making the decision, a description of the specific rule, guideline, protocol, or other similar criterion or a statement that such a rule, guideline, protocol, or other similar criterion was relied on and that a copy of such rule, guideline, protocol, or other criterion will be provided free of charge to the Participant upon request,” and
5. A statement of the Participant’s right to bring suit under ERISA § 502(a).

12.11 PAYMENT TO REPRESENTATIVE: In the event that a guardian, conservator or other legal representative has been duly appointed for a Participant entitled to any payment under the Plan, any such payment due may be made to the legal representative making claim therefor, and such payment so made shall be in complete discharge of the liabilities of the Plan therefor and the obligations of the Administrator and the Employer.

12.12 PROTECTED HEALTH INFORMATION. The provisions of this Section will apply only to those portions of the Plan that are considered a group health plan for purposes of 45 CFR Parts 160 and 164. The Plan may disclose PHI to employees of the Employer, or to other persons, only to the extent such disclosure is required or permitted pursuant to 45 CFR Parts 160 and 164. The Plan has implemented administrative, physical, and technical safeguards to reasonably and appropriately protect, and restrict access to and use of, electronic PHI, in accordance with Subpart C of 45 CFR Part 164. The applicable claims procedures under the Plan shall be used to resolve any issues of non-compliance by such individuals. The Employer will:

- not use or disclose PHI other than as permitted or required by the plan documents and permitted or required by law;
- reasonably and appropriately safeguard electronic PHI created, received, maintained, or transmitted to or by the it on behalf of the Plan, in accordance with Subpart C of 45 CFR Part 164;
- implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic PHI that it creates, receives, maintains, or transmits on behalf of the Plan;
- ensure that any agents including a subcontractors to whom it provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Employer with respect to such information;
- not use or disclose PHI for employment-related actions and decisions or in connection with any other employee benefit plan of the Employer;
- report to the Plan any use or disclosure of the information that is inconsistent with the permitted uses or disclosures provided for of which it becomes aware;
- make available PHI in accordance with 45 CFR Section 164.524;
- make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 CFR Section 164.526;

- make available the information required to provide an accounting of disclosures in accordance with 45 CFR Section 164.528;
- make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services or his designee upon request for purposes of determining compliance with 45 CFR Section 164.504(f);
- if feasible, return or destroy all PHI received from the Plan that the Employer still maintains in any form and retain no copies of such information when no longer needed for the purposes for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and,
- ensure that the adequate separation required in paragraph (f)(2)(iii) of 45 CFR Section 164.504 is established.

For purposes of this Section, “PHI” is “Protected Health Information” as defined in 45 CFR Section 160.103, which means individually identifiable health information, except as provided in paragraph (2) of the definition of “Protected Health Information” in 45 CFR Section 160.103, that is transmitted by electronic media; maintained in electronic media; or transmitted or maintained in any other form or medium by a covered entity, as defined in 45 CFR Section 164.104.

SECTION XIII

MISCELLANEOUS PROVISIONS

- 13.01 **INABILITY TO LOCATE PAYEE:** If the Plan Administrator is unable to make payment to any Participant or other person to whom a payment is due under the Plan because it cannot ascertain the identity or whereabouts of such Participant or other person after reasonable efforts have been made to identify or locate such person, then such payment and all subsequent payments otherwise due to such Participant or other person shall be forfeited following a reasonable time after the date any such payment first became due.
- 13.02 **FORMS AND PROOFS:** Each Participant or Participant's Beneficiary eligible to receive any benefit hereunder shall complete such forms and furnish such proofs, receipts, and releases as shall be required by the Administrator.
- 13.03 **NO GUARANTEE OF TAX CONSEQUENCES:** Neither the Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant or a Dependent under the Plan will be excludable from the Participant's or Dependent's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant or Dependent.
- 13.04 **PLAN NOT CONTRACT OF EMPLOYMENT:** The Plan will not be deemed to constitute a contract of employment between the Employer and any Participant nor will the Plan be considered an inducement for the employment of any Participant or employee. Nothing contained in the Plan will be deemed to give any Participant or employee the right to be retained in the service of the Employer nor to interfere with the right of the Employer to discharge any Participant or employee at any time regardless of the effect such discharge may have upon that individual as a Participant in the Plan.
- 13.05 **NON-ASSIGNABILITY:** No benefit under the Plan shall be liable for any debt, liability, contract, engagement or tort of any Participant or his Beneficiary, nor be subject to charge, anticipation, sale, assignment, transfer, encumbrance, pledge, attachment, garnishment, execution or other voluntary or involuntary alienation or other legal or equitable process, nor transferability by operation of law.

13.06 SEVERABILITY: If any provision of the Plan will be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions hereof will continue to be fully effective.

13.07 CONSTRUCTION:

- a. Words used herein in the masculine or feminine gender shall be construed as the feminine or masculine gender, respectively where appropriate.
- b. Words used herein in the singular or plural shall be construed as the plural or singular, respectively, where appropriate.

13.08 NONDISCRIMINATION: In accordance with Code Section 125(b)(1), (2), and (3), this Plan is intended not to discriminate in favor of Highly Compensated Participants (as defined in Code Section 125(e)(1)) as to contributions and benefits nor to provide more than 25% of all qualified benefits to Key Employees. If, in the judgment of the Administrator, more than 25% of the total nontaxable benefits are provided to Key Employees, or the Plan discriminates in any other manner (or is at risk of possible discrimination), then, notwithstanding any other provision contained herein to the contrary, and, in accordance with the applicable provisions of the Code, the Administrator shall, after written notification to affected Participants, reduce or adjust such contributions and benefits under the Plan as shall be necessary to insure that, in the judgment of the Administrator, the Plan shall not be discriminatory.

13.09 ERISA. The Plan shall be construed, enforced, and administered and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974 (as amended), the Internal Revenue Code of 1986 (as amended), and the laws of the State indicated in the Adoption Agreement. Notwithstanding anything to the contrary herein, the provisions of ERISA will not apply to this Plan if the Plan is exempt from coverage under ERISA. Should any provisions be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only will be deemed not to include the provision determined to be void.

PD – SW04/20

8/19/2021 12:23 PM

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Memorandum of Understanding between Pacific Grove Adult Education and Gateway Center of Monterey County

DATE: September 02, 2021

PERSON(S) RESPONSIBLE: Barbara Martinez, Principal Pacific Grove Adult Education

RECOMMENDATION:

The District Administration recommends the Board review and approve the renewal of the Memorandum of Understanding between Gateway Center of Monterey County and Pacific Grove Adult Education.

BACKGROUND:

Pacific Grove Adult Education has offered an Adults with Disabilities program in partnership with Gateway Center of Monterey County since 2019. Pacific Grove Adult Education allocates funding to support the Adults with Disabilities program.

INFORMATION:

Pacific Grove Adult Education has leveraged community resources and partnered with Gateway Center of Monterey County to provide a day program for Adults w/ Disabilities age 22 -older adulthood. “*Without Walls*”, an approved program design by the San Andreas Regional Center (SARC), is designed to provide students with curriculum and activities in daily living skills, personal development, fiscal responsibilities, civic engagement, college visits, and work experience.

Without Walls falls under the Adults with Disabilities program area, which is an approved program area funded by California Adult Education Program (CAEP).

FISCAL IMPACT:

\$125,800 to Adult Education Fund. This amount has been budgeted. PGAE employs two part-time aides, materials and supplies, facility use and indirect costs for the program. In kind, Gateway Center provides supervision of the program with a Community Integration Coordinator, classroom lead, and additional aides as needed to maintain 3:1 staff to student ratio.



AGREEMENT BETWEEN PACIFIC GROVE ADULT EDUCATION AND GATEWAY CENTER OF MONTEREY COUNTY, INC.

RENEWAL 2021-2022

This agreement is entered into between Pacific Grove Adult Education/Pacific Grove Unified School District and Gateway Center of Monterey County, Inc. for the Adults with Disabilities program, "Without Walls" located at 1025 Lighthouse Ave, Pacific Grove, CA 93950.

- A. **Term:** The term of this agreement shall be for the period of September 01, 2021- June 30, 2022: However, if it should become necessary in the Pacific Grove Adult Education's estimation that the premises described in the agreement be utilized for the Pacific Grove Unified School District's purpose, this agreement is subject to cancellation with 120 days' notice. The Pacific Grove Unified School District will notify Gateway Center of Monterey County, Inc. no later than 60 days prior to the expiration of the agreement if the agreement will not be renewed. If Pacific Grove Adult Education does not give notice preventing renewal of the agreement, Gateway Center of Monterey County, Inc. may give notice 30 days or more prior to the expiration of the agreement that it intends to renew. If renewed, the agreement shall continue under the same conditions as before for an additional term of one year. The issuance of the agreement is further conditional upon Gateway Center of Monterey County, Inc. obtaining any necessary state and/or local operating or use permits.
- B. **Utilities Services:** Gas, electricity, water, alarm, and garbage are the responsibility of the Pacific Grove Unified School District.
- C. **Use:** The premises described in the agreement shall be used by Gateway Center of Monterey County, Inc. exclusively for the following purpose and no other purpose without the prior written consent of the District: the purpose(s) for which this agreement is intended are: Providing Day Program Services for Adults with Disabilities on site between the hours of 8:30 a.m. and 3:30 p.m. following the Pacific Grove Adult Education Calendar.
- D. **Waste:** Gateway Center of Monterey County, Inc. agrees that using the above described premise, will not commit any waste or suffer any waste to be committed upon the premises.
- E. **Nuisance:** Gateway Center of Monterey County, Inc. agrees that in using the above described premise, not to commit any public or private nuisance or any other act or thing which might or would be reasonably be construed to disturb the quiet enjoyment of nearby property.
- F. **Trade Fixture:** Gateway Center of Monterey County, Inc. may install on the premises such trade fixtures as they deem desirable. Prior to installing such trade fixtures, Gateway Center of Monterey County, Inc. shall inform the Pacific Grove Adult Education of fixtures it intends to

install and receive written permission from Pacific Grove Adult Education to do so, which permission shall not be unreasonably withheld. At the termination of this agreement, Gateway Center of Monterey County, Inc. shall remove all said trade fixtures. Those fixtures not removed upon the termination of this agreement, shall, at the option of Pacific Grove Adult Education, become and remain the property of Pacific Grove Adult Education. The removal of such fixtures, whether by Pacific Grove Adult Education or Gateway Center of Monterey County, Inc. must be deemed satisfactorily to the Pacific Grove Unified School District and without injury or damage to the premises. Gateway Center of Monterey County, Inc. shall be responsible for any expense, injury or damage to the Pacific Grove Adult Education's premises caused by such removal.

- G. **Repairs:** All repairs and upgrades are at the expense of Pacific Grove Adult Education and the institution agrees to maintain, in good condition, the following:
- a. The structural parts of the building and other improvements that are a part of the premises, building and other improvements in which the premises are located; which structural parts include the foundations, bearing and exterior walls, subflooring and roof:
 - b. The electrical, plumbing, and sewer systems, including without limitation those portions of the systems lying outside the premises. Pacific Grove Unified School District shall also be responsible for maintenance of any fixtures that are newly-installed by the institution on the premises during the time of this agreement. Should Gateway Center of Monterey County, Inc. install any fixtures, it shall be responsible for the maintenance of such fixtures, either by bearing such cost or by having Pacific Grove Unified School District bill it for repairs undertaken, with Gateway Center of Monterey County, Inc.'s permission, by Pacific Grove Adult Education.
 - c. Heating, ventilation and air-conditioning system servicing the premises. Gateway Center of Monterey County, Inc. shall not be responsible for the pre-existing conditions.
- H. **Insurance:** Gateway Center of Monterey County, Inc. shall carry and maintain, during the entire term hereof, at its own cost and expense, the following types of insurance, naming Pacific Grove Unified School District as additional insured:
- a. Comprehensive Public Liability Insurance covering the premises on the minimum basis on One Million and No/100 Dollars (\$1,000,000.00) Combined Single Limit for bodily injury (including death) and property damage and specifically insuring Gateway Center of Monterey County, Inc. of his indemnity agreements set forth. Said policy or policies shall be issued by an insurance company acceptable to Pacific Grove Unified School District and shall cover premises operation, blanket contractual, independent contractors, products/completed operations and personal injury. The coverage for property damage is to provide protection against all perils including within the classifications of fire, extended coverage, vandalism, malicious mischief, sprinkler leakage and special extended period (all risk) insurance: coverage shall be in the amount of the full replacement value of premises less the deductible of (exclusive of Gateway Center of Monterey County, Inc. trade fixtures and equipment). Said replacement value will be determined by Pacific Grove Unified School District and provided to Gateway Center of Monterey County, Inc.
 - b. Gateway Center of Monterey County, Inc. is required to take out and maintain during the life of this agreement Workers' Compensation Insurance.

- I. **Hold Harmless:** Gateway Center of Monterey County, Inc. agrees to indemnify and hold harmless the Pacific Grove Unified School District’s Board of Education, officers, official employees, and agents from and against any or all loss, liability, expense, claims, cost, suits, and damage of every kind, nature and description directly or indirectly arising from the performance of activities or any use of the subject facilities. Gateway Center of Monterey County, Inc. as persons or entity to “Hold Harmless” for any loss, liability, expense, claims, cost, suits, and damage of every kind, by Gateway Center of Monterey County, Inc.’s Employees. Accordingly, Pacific Grove Unified School District agrees to hold Gateway Center of Monterey County employees harmless against any loss, liability, expense, claims, cost, suits, and damage of every kind, nature and description directly or indirectly arising from the performance of activities or any use of the subject facilities.
- J. **Parking:** Gateway Center of Monterey County, Inc. shall have access to designated parking spaces;
- K. **Fees:** Facility Use fees are waived. This Adults with Disabilities program is staffed by Gateway Center of Monterey County, Inc. Pacific Grove Adult Education will support this program with staff as necessary for Pacific Grove Adult Education students. This program is a partnership with Pacific Grove Adult Education and the Monterey Peninsula Adult Education Consortia who funds facility upgrades, materials and supplies for the program. All purchases made by the district are property of the district.
- L. **Transportation:** Pacific Grove Adult Education has two eight passenger vans designated to the Adults with Disabilities Program. The Without Walls program may use the vans during program hours as needed. Should Pacific Grove Unified School District need the vans for another purpose, Pacific Grove Adult Education will notify Gateway Center of Monterey County, Inc. in advance for the amount of time they are needed. Pacific Grove Unified School District provides vehicle insurance for all drivers of said vehicles.
- M. **Professional Development:** Gateway Center of Monterey County, Inc. Staff will be CPR-First Aid certified and costs associated with trainings and certifications will be paid for by Gateway Center of Monterey County, Inc. Pacific Grove Adult Education provides CPR-First Aid training to staff and the costs of such training is paid for by district adult education funds.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

By: _____ Date: _____

Title: _____

GATEWAY CENTER OF MONTEREY COUNTY, INC.
850 Congress Ave
Pacific Grove, CA 93950

By: _____ Date: _____

Title: _____

Gateway Center of Monterey County, Inc.
Without Walls
a
Community Integration Training Program
Program Design
service code 055

2021-2022

Home Office
850 Congress Ave
Pacific Grove, CA 93950
(831) 372-8002
(831) 372-2411 (fax)

This program Design was developed by Stephanie Lyon, Executive Director And Christina Hunt, Program Director. We are fully knowledgeable of its content and aware of the professional obligations present and projected in following all title 17 regulations providing the outlined program Design to the clients we serve.

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INTRODUCTION

Mission Statement

Our mission is to create a caring and stimulating environment where adults with intellectual disabilities can assimilate into communities, and thrive in surroundings compatible with their ability to live and work at the highest level possible.

Statement of Purpose

This Program believes that all consumers, regardless of their level of disability, be provided opportunities in making choices toward living and enjoying life with dignity and respect so that they exist harmoniously with their community environments.

Directors Statement of Professional Obligation

The Program Director is responsible for the development and successful operation of all aspects of this program. Within the area of programs the provides Total Program Management. This program allows an individual to direct their own services. Services are determined through the IPP process and is based on individual choice and need. Through this program we can ensure that each consumer has a quality of life that encourages their potential within a safe and healthy environment and that the services are in compliance with applicable regulations that govern the respective services. It is the obligation of the Program Director to ensure that clients have the tools necessary to increase or maintain their abilities.

Hours of Operation

Direct program hours will occur from 9:00 am to 2:00 pm. The Program will operate year round. Regularly scheduled seasonal brakes and legal holidays for the school district will be observed.

Consumers may attend the program on a full-time or part-time basis. Full-time is defined as five (5) days a week, Monday through Friday. Part-time is defined as one (1), two (2), three (3), or four (4) days a week, Monday through Friday. The consumer with the advice of the Interdisciplinary Team will determine enrollment.

Staff/ Client Ratio

This program will operate at a 1 staff : 3 clients ratio

Physical Description and Community resources

Although the Program will be community based the main hub and meeting place of the program will be at the Pacific Grove Adult School. The program will utilize the Adult school Campus where the people supported may participate in adult education classes, and Integrate into the campus life. The campus is located in the residential neighborhood of beautiful Pacific Grove and is within walking distance to bus stops,

downtown shopping and a movie theater, the beach and a beach trail that wanders along the ocean through neighboring cities. The local high school is within walking distance, and we are welcome to utilize the track and attend community sporting events. A public transit stop is located nearby for easy public transit usage.

There are many opportunities for volunteering in our community.

Within the immediate communities, there are a wide variety of both social and recreational activities in which individuals with developmental/Intellectual needs can be effectively integrated. While using community resources, the emphasis in participation is in learning to enjoy themselves, while also learning to develop and exhibit appropriate public and social behaviors

Philosophy and Principles

We believe in the basic principle that individuals who want to explore the opportunity of employment, volunteer activities, educational opportunities, personal development and socialization, have a program that can provide customized services with professional resources that allow for and follow the principles of normalization, individual choices and decisions in life planning.

This program will provide a supported environment where individuals can make choices and expect to be professionally supported in planning their future. The person centered planning includes the person's strengths, capabilities, preferences, lifestyle and cultural background. Through the provision of such professional resources as a Person-Centered Interdisciplinary Team (IDT), the person is provided with an environment that allows for maximum quality of life and growth through individual choices and life desires. Services will focus on the individual and will promote quality and progress towards outcomes by addressing needs for choice, relationships, lifestyle, health and well-being, rights, and satisfaction of life.

IPP and ISP

Regional Center's IPP and the program ISP differ in their areas of concentration. Regional Center develops more global objectives and concentrates on areas such as placement and general behaviors whereas the program ISP is much more specific in its areas of concentration and focuses on goals that feed to achieve the objectives of the IPP. IPP goals are often regarded as long term where the ISP focuses on short term goals. The ISP reflects specific task and behavior development. A support document may also be developed as a part of the day program that the individual attends. The consumers residential supports are encouraged to attend the annual Day Program meetings and staff from the day program will be invited and encouraged to attend the home ISP meeting so that the two program plans and any training plans can complement each other.

The curriculum for this program is based on the principles of the critical skills model, normalization, and “hands-on” training within actual community settings. Individual Service Plan (ISP) objectives are developed for each consumer within thirty (30) days upon entrance into the program.

Individual Service Plan

During the 30-day post admission review , our focus will be on reviewing the clients current core objectives while assessing the clients current abilities. This allows the team to determine the clients strengths and weaknesses and discover their likes and dislikes which is necessary for the development of the ISP. The ISP is a detailed written plan of intervention and action which is developed on the basis of assessment results and modified at regular intervals by the ID Team. The ISP addresses all priority needs as identified by the assessments .

Objectives

Objectives are stated separately, in terms of a single behavioral outcome and are expressed in behavioral terms that provide measurable indicators of progress which allows the effectiveness of the plans to be evaluated. In order to ensure consistency between all of the clients programs, plans are sufficiently organized, detailed and clearly written to enable everyone working with the individual the ability to follow a sequence of progressive steps to achieve the specific stated objective and to reflect a developmental/intellectual progression appropriate for each individual.

The team develops the ISP objectives and plans, which are then entered into each record. The ISP and other resource material needed to implement these objectives are readily available and reviewed with all staff responsible for implementing the programs.

A detailed Person Centered Plan will be developed upon admission to the program to include and will be updated as necessary, but at least annually. It will include choices, rights, and integration.

ASSESSMENT

Entrance Assessment

Clients shall be assessed with respect to program entrance criteria within the first 30 days. This assessment may include but not be limited to review of the Client Development Evaluation Report(CDER) data indentifying multiple adaptive behavior deficits, narrative consultative reports and client interview observation.

Clients will be assessed with respect to adaptive functioning in current and possible future learning environments. Such assessments will be on-going and will be reflected in each Individual Service Plan objective within the program.

In addition, an ISP review of progress in attaining critical skills will be provided to the regional center at least semiannual

ISP Review

Monthly, for each ISP, the Program director reviews the staff's documentation of progress and other Team information on each ISP objective. The Program Director documents the review and indicates the progress in the record. As indicated, the Program Director modifies the objectives and plans to reflect the progress. The Program Director may, at any time, refer to the Team a particular person for discussion and/or review of individual or complete ISP objectives and plans. ID notes are written by other professional staff providing services as well as the Staff implementing the objectives.

The ISP review will include:

1. An evaluation of the clients performance and progress on critical skills as reflected in IPP objectives
2. Identification of the barriers to the clients success in achieving IPP objectives for which the program is responsible and how such barriers shall be overcome in the future
3. Whether the program can continue to improve critical skills deficits as specified in the IPP

Evaluation procedures

Each person served has ID Team reviews. Annual and Semi Annual reviews are conducted each calendar year. During each Semi Annual Progress on current objectives are discussed. During the annual review, the progress with each ISP objective is reviewed and a team decision is made concerning the modification of the objectives and plans for the next year. After the review, ISP objectives and plans are rewritten with the indicated team changes incorporated and then entered into the record.

Expected Service Outcomes

1. Increase in the number of people we serve who can communicate effectively in the community, i.e., order meals in restaurants, ask for help at the library, etc.
2. Increase in the number of people served who can access their community effectively, i.e., locate and safely travel to and from local stores, shop practically, pay for purchases appropriately, etc.
3. Increase in the overall safety skills level of the people served.
4. Increased physical fitness levels for people served.
5. Increased awareness of good nutrition for the people served.
6. Increased friendships for the people served.

7. Increase in the number of people served who can make choices for themselves.
8. Increase the overall independence level of the people served.
9. Increase successful management of inappropriate with socially acceptable behaviors.

Fitness/Recreation/Leisure

Depending on individual preference, the ISP will address supporting the individual in developing fitness, recreational and leisure goals. An exercise program will be a part of each day, and will vary from a basic program presented on site to participation in community recreational programs. Each goal will be based on the assessments and directed at increasing the individual's ability to participate more completely in the community.

Description of consumers serves

1. The program will provide daily opportunities for clients to interact and integrate with their peers regardless of ability on an adult school campus and will allow clients the opportunity to interact in a variety of community settings, ensuring that choices, rights and opportunities for integrations are maximized for all participants
2. The program will provide clients with education and training in developing critical skills leading to greater autonomy and independence.
3. The program will work with an interdisciplinary team which includes San Andreas Regional Center, program staff and any potential specialists necessary to screen, assess and monitor critical skills needs for referred clients, twice yearly and as needed.
4. The program will establish and maintain contact with parents, residential programs, regional center staff and other relevant groups and organizations.

Curriculum and Instructional Strategies

The program curriculum will be based on the critical skills model. Our primary aim will be to meet the critical skill needs of adults enrolled in this program. We seek to provide instruction in non-segregated settings and to promote interaction between disabled and non-disabled individuals. Critical skills instruction is a process which leads to the attainment of skills that enable an individual to function as independently as possible in our society. Instruction focuses on those skills which the individual needs to perform successfully in his/ her present and possible future environments. Instruction emphasizes skills which encourage greater independence.

1. Community Integration

Daily scheduled outings into the community utilizing company vans, public transportation system and walking. Activities include but are not limited to: making purchases for personal use, eating at restaurants, identification and utilization of local businesses, volunteering at various community agencies, use of public telephones, finding and using public rest rooms.

Methodology

Small group instruction provided off site, indoors and outside.

2. Safety Skills

Identification of dangerous situations, recognizing community signs, awareness of surroundings, dealing with strangers and traffic, care of minor injuries, seeking help in case of illness or other emergency, avoidance of unsafe items or situations, and proper use of tools and equipment.

Methodology

Group instruction using examples and role-playing emphasizing safety issues occurring off site.

3. Pre-Vocational Skills Work attitudes and adjustment, completion of assigned tasks, quality control, attending to task, asking for assistance, attendance, punctuality, specific skills according to area covered by class/job assignment

Methodology

Individual and group instruction designed to improve work skills, habits, and attitudes. If it is determined that the client has the skills to work in a desired field then meaningful employment will follow.

4. Gross Motor Skills

Coordination and balance exercises, vestibular development, physical conditioning, walking.

Methodology

Outside, group instruction, off site.

5. Functional Academics

According to individual ability and need, areas include: money management, counting, color identification, time telling, basic reading and survival signs, writing.

Methodology Community-based instruction in groups in natural environments. Individual instruction will be provided when appropriate.

6. Socialization and Leisure Time Activities

Appropriate interaction behaviors and social skills such as eye contact, how to introduce oneself and be introduced appropriately, appropriate physical contact, conversational skills, etc., specific leisure time activities including painting, music, dancing, watching television, reading, listening to stories, participation in community educational and recreational activities.

Methodology Instruction using role-playing or real life situations.

Individualized instruction will be provided on specific leisure time activities

7. Communication Skills

Expressive and receptive verbal and/or signing skills.

Methodology off site, individual and group instruction.

Community Resources

Gateway Center's program is located in the residential neighborhood of beautiful Pacific Grove and is within walking distance to downtown shopping and a movie theater, the beach and a beach trail that wanders along the ocean through neighboring cities. The local high school is within walking distance, and we are welcome to utilize the track and attend community sporting events. There is an adult school where the people supported may participate in adult education classes and have access to computers. A public transit stop is located nearby for easy public transit usage. The community is abundant with churches of all denominations.

There are many opportunities for volunteering in our community from the local Meals on Wheels, Salvation Army, CSUMB, to nursing homes where individuals have volunteered for several years.

All attendees are provided regular opportunities to participate within the immediate community. The program has vehicles and will be able to provide transportation. Within the immediate communities, there are a wide variety of both social and recreational activities in which individuals with developmental/intellectual needs can be effectively integrated. While using community resources, the emphasis in participation is in learning to enjoy themselves, while also learning to develop and exhibit appropriate public and social behaviors. Participation within the community is part of each ISP, with records maintained to include the extent of the participation in the community and documentation of progress in developing appropriate public and social skills. In learning about community resources, each person is becoming more aware of the environment and how to function within the community.

See appendix#7 for examples of local community resources.



INTAKE, ADMISSIONS, ENTRANCE AND EXIT

Entrance Criteria

The entrance criteria for the program will be as follows:

1. The client shall be at least 18 years of age. It is our policy not to discriminate in admission of clients on the bases of race, color, religion, creed, physical abilities, or national origin, gender or sexual orientation
2. The client shall upon assessment show evidence of multiple adaptive behaviors and /or deficits (i.e. domestic and self care , vocational, community living and leisure skills deficits.)
3. Client with intellectual/developmental disabilities are encouraged to apply for the program which has been specifically designed to accommodate individuals using adaptive equipment, aids or appliances. Must be a person with a developmentally disability. Individuals experiencing urinary and /or fecal incontinence will also be accepted. Other physical/ medically involved clients shall be considered adaptable except insofar as their own health and safety may be a risk.
4. Clients with mild behavior problems shall be considered appropriate placements
5. Clients must be able to administer medications independently

Exclusionary Criteria

This program will not consider for admission an individual who:

- Has an infectious or contagious disease.
- Is a substance abuser.
- Has an acute psychiatric disturbance.
- Has a prohibited Restrictive health care condition.
- Requires the use of behavioral/physical restraints.
- Must not be a danger to self or others
- Must be able to participate at a 3:1 staffing ratio

Exit Criteria

The exit criteria for the Community-Based program is one or more of the following:

- Relocates out of the geographic area.
- Change in the physical status to the point where the consumer can no longer provide self-care in the areas of mobility, feeding, and toileting.
- Development of harmful and/or inappropriate behaviors that are not responsive to behavioral intervention programs. Examples include but are not limited to:

repeated incidents of aggressive behaviors such as biting, hitting, pinching, kicking, screaming, yelling, scratching, undressing, purposeful urination and/or defecation and inability to learn street safety.

- No progress on the Individual Service Plan (ISP) objectives after repeated adjustment in the plan for a period of at least one (1) year.
- Extended or frequent absences.
- Loss of funding.
- Request by consumer or conservator to suspend these services.

A 30 days written statement of reason for termination notice shall be given to a consumer and his/her family and care providers if the program can no longer meet the needs of the consumer, and he/she must be discharged from the program. The immediate discharge of a consumer shall be allowed when it is determined that the individual’s condition has suddenly changed and participation in the program is likely to cause danger to self to others.

Intake process

Once a consumer has been referred to our program by their Service Coordinator, the team will evaluate the abilities of the consumer by using the entrance assessment on page 6 and the *Critical skills assessment*

#See appendix 11

Post admission meetings

Once accepted into the program, a Post Admission meeting will be held after the consumer has been in the program for 30 days. The consumer, staff, and care provider(s) discuss and agree upon goals and objectives based on assessments, observations, and input from everyone.

Person Centered Planning

During the first 30 days after entrance into the program, the consumer will be evaluated through a variety of assessment tools. Goals and objectives will be based and developed on the findings from the person center planning .

Referrals

Throughout the year, in conjunction with San Andreas Regional Center, staff may make referrals for other services or to other programs for the consumer. Examples would be for speech therapy, an evaluation for a wheelchair or for another program.

Follow-up

Once a consumer has left the program, for whatever reason, follow up will continue for at least three months. The program will attempt to remain in contact with the care



provider, and/or new program during this period for any assistance they might require.

Quarterly/semi-annual meetings

Every three months, the consumer will participate in a quarterly meeting to review his/her objectives and to discuss anything significant in the areas of behaviors, medical, emotional, etc. Semi-annual or second quarter reports will be sent to the Service Coordinators of the Regional Center.

Annual meetings

During the month of the consumer’s birthday, an Annual meeting will take place. Meetings are consumer driven and include regional center service coordinator, day program and other persons invited by the consumer. The purpose of the meeting is to discuss the progress of the IPP goals and objectives. All interested parties, including the consumer, discuss how the consumer performed on his/her goals and objectives during the past year. New goals and objectives are discussed and agreed upon.

STAFF TRAININGS

Orientation

Gateway will provide sufficient qualified and trained staff to provide for the needed supports and services to individuals All staff will be First aid and CPR certified. All staff must complete orientation training within the first 40 hours of employment. Ongoing training as related to the instructional methodology and techniques used in training consumers to meet their IPP goals and ISP objectives, and 12 hours of CEU’s annually.

The Program Director will supervise the Direct Care Staff in ensuring services are being provided and ISPs are being properly implemented. The primary responsibility of the Direct Care Staff shall be to devote their attention to the needed supports and training of individuals.

Gateway Center's adopted personnel policies will be followed in all hiring of staff.

Specific job descriptions for each position have been developed.

Upon the hiring of all staff, the Program Director assigns orientation days and ensures that all staff receives at least eight (8) hours of initial orientation within the first 40 hours of employment. At least eight of these hours are provided before providing direct care. Orientation and training encompasses the following:

1. Agency Information and Philosophy
 - Personal outcomes and planning
 - Federal and State licensing requirements and entities
 - Philosophy towards individual care, abuse and neglect policy
 - Lines of Authority, personnel policies & agency policies

2. Special needs of individuals with developmental/intellectual disabilities and overall concepts of programs to meet the needs.
 - Normalization
 - Individual rights
 - The Lanterman Act
 - Role of San Andreas Regional Center

3. Orientation and training in specific program techniques being utilized to meet identified program needs.
 - Self-help training
 - Behavioral intervention
 - Motor development
 - Signing (basic signs)
 - Recreational activities
 - Life skills (ADL)
 - Developmental/Intellectual Growth and Assessment
 - Developmental/Intellectual model
 - Normal growth and development
 - Evaluation and assessment of adaptive behaviors

4. Person-Centered IDT and the Development and implantation of an IPP
 - Person Centered planning philosophy
 - ensuring people served have choices, rights, and opportunities for integration
 - IDT definition, purpose and identification of home IDT
 - Overview of 30-day post admission review
 - Overview of IPP establishment
 - IPP implementation
 - Documenting progress

5. Description of Population Served
 - Review of each individual IPP
 - Description of each person served
 - Behaviors and intervention
 - Abuse Reporting, Legal, ethical considerations

6. Daily Routine and Individual Schedules
 - Review of Individual program Schedule
7. Use of Adaptive Equipment or devices
8. Instruction in Emergency Procedures
 - Fire drill procedures
 - Fire and use of fire extinguishers
 - Disaster procedures
 - Potential health hazards
 - Safety review
9. Introduction to individual care with clinical practice
 - Restricted Health care Plans
 - Reporting special incidents
 - Personal care & hygiene
 - Common health problems and management
 - Seizure management
 - Relief of choking
 - Reporting an illness
 - Basic first aid
 - Nutrition and diet
 - Unusual occurrences
 - Documentation of problems/progress
 - Activities of daily living
10. Tour

Documentation of instruction concerning orientation and initial training is indicated, for each employee, is maintained in their personnel file. The form includes: the above topical outline, the orientation dates and times, and the Program Director and employee's signature acknowledging completion. Completed forms become part of each employee's individual personnel record.

Ongoing In-service Training

All Direct Care Staff in addition to eight (8) hours of orientation, receive at least one hour per month, 12 hours annually, of planned in-service training.

A record keeping system is used that indicates for each in-service program: the title of the subject covered (including a description of the content), date of in-service, time of

in-service, name and title of the presenter, and the signatures of those individuals participating. In-service records are maintained in a clearly identified notebook.

Course Outlines

1. Community Access

Goal or Purpose: This course is designed for clients to develop skills that will allow them to access their community and their environment. Clients will acquire knowledge and skills to safely translocate as independent as possible

Objectives Clients will be able to maintain and/ or acquire a variety of technological skills to assist in their ability to access the community. Clients will be able to use public transportation appropriately to the best of their ability. Clients will be able to navigate within their communities safely and appropriately.

Strategies/ Activities: Clients will be instructed on how to access and use the computer, Smart Phone, I Pad/tablet. Staff will model and clients will demonstrate how to use the MST Website and research specific destination information. Clients will practice using the phone to access their community/transportation resource needs. Bus schedule, Time management, Knowledge of correct bus-stops, Bus Fare .Staff to model what to do when bus approaches (staff stands and steps back, away from the curb) Knowledge of departure and arrival times, demonstrate how to read a bus schedule, Use of Phone and calling MST Street Safety; traffic, signals, curb cuts, signs, arrows, Community Awareness. Redirect, Review ,Staff asks clients to verbally navigate to a specific destination.

Use of Computer/Phone Maps

Evaluation and Assessment:

Staff Observation of client performance of skill.

Achievement of IPP Goals.

2. Gardening

Goal or purpose: This course will enable clients to explore, participate, and understand all basic elements of organic and conventional gardening, including the principals of plant systems and cultivation, irrigation, soils, fertilizers, and appropriate management of pests, diseases and weeds, and to use this knowledge to plant and maintain a community garden. Each food item grown will be incorporated in the meal prep class. The clients will experience the benefits of community gardening which include improved physical and mental health, a sense of connection to others and nature, and opportunities to be of service to the community .

Objectives:

Clients will explore a variety of techniques and decide which produce can be grown during a particular growing season, what materials are needed, and acquire those materials. Clients will describe and utilize in a practical way the basic principles of soil, water and weed management. Client will identify common vegetables, flowers and weeds. Clients will be able to identify and use common garden tools. Clients will manage and maintain a compost bin.

Strategies/Activities:

Internet Search, videos, books, DVD's, articles, etc.; Clients will investigate growing seasons, what material(s) will be needed for planting. Clients will study seed packet information, and community outings to purchase materials. Trial and error.

Investigate alternative soil and water management – bark/soil mix

Create a watering schedule.

Client management of weed abatement.

Demonstration, Identification and Compare and Contrast Question/Answer Daily garden activities Hand over hand, coaching, modeling. Use of the Composting List

Identify and differentiate the appropriate composting material(s). Ask client to place compost items to designated area during cooking classes.

Evaluation and Assessment: Staff observation of clients. Client is able to answer and respond to questions appropriately. Staff observation of client performing skills.

Achievement of IPP goals and objectives

3. Life Skills

Goal or Purpose: This course is designed to impart clients with the knowledge, skills and abilities necessary to function as independently as possible in today's ever changing world. This course allows clients to participate and practice in real world environments by enhancing clients communication, consumer awareness, hygiene, literacy and technology.

Objectives:

Clients will be able to communicate effectively and be able to listen and respond appropriately in a variety of settings. Clients will be able to understand the importance of consumer awareness at their level of functionality. Clients will be able to understand and apply the skills of daily hygiene and personal grooming. Clients will be able to maintain and or increase their understanding in literacy i.e.; civics, language arts, technology, current events, and consumer math.

Clients will be able to increase/ maintain their attention span. Clients will be able to maintain and or increase their socialization skills in a variety of settings.



Strategies/ Activities: Ask Clients to visualize/verbalize what they want or need. Literacy, questioning, and visualization strategies.

Present clients with choices, group discussions, pictures, videos and other instructional methods. discussion questioning, purchasing strategies, consumer math, technology and visuals, compare and contrast, prompting, coaching, kinesthetic strategies. Peer/staff modeling, communication board, group discussion, watching the news asking questions, web sites, library, worksheets journals/writing, one on one assisting, prompting.

Evaluation and assessment: Staff observation of client in group discussion.

Client is able to answer and respond to questions appropriately.

Staff observation of client performing literacy skills.

Achievement of IPP goals and objectives.

4. Meal Preparation / Meals on Wheels building /Cooking classes at Adult school

Goal or Purpose: Participants will develop/ maintain skills in meal preparation techniques and use of suitable equipment for cooking. Participants will follow directions, utilize kitchen safety, and be knowledgeable about healthy food selections Participants are beginning through advanced.

Objectives: Clients will use appropriate procedures and maintain a safe environment. Clients will perform meal prep activities in logical sequence; and follow step-by-step recipes and instructions. Clients will make healthy food selections for proper nutrition. Clients will work individually/collectively to complete a task. Clients will go to the grocery store, locate and purchase items.

Strategies/ Activities:

Staff demonstration, Modeling, Coaching, Hand over hand, Questioning, On-going Review of Kitchen Safety Procedures. Have recipe available, research recipe on line, cookbooks. Review recipe and answer questions. Practice and use of utensils and kitchen tools. Demonstration, modeling, coaching, rotation of Jobs, white board, plan a menu/meal using a book, recipe and on-line resources that includes nutritional content. Discussion of nutritional content and budgetary consideration. Use of meal planning worksheet . Use of bus to grocery store and/or walk. Discussion demonstration coaching/modeling location and mapping skills Creation of shopping list, Use of shopping list.

Evaluation/Assessment: Staff observation of client performing skills.

Achievement of IPP goals and objectives. Items on shopping list were purchased.

5. Pre- Vocational Skills :

Goal or Purpose This course is designed for clients to develop work skills in a community setting. Clients will acquire knowledge and skills in professionalism, customer service, hygiene, and develop a work ethic. Clients will follow directions and be able to work in a cooperative situation and alone. Advanced clients will transfer these skills to a less supervised work place. Participants are beginning through advanced. Instructor led class course at Pacific Grove Adult school, and volunteering within the community.

Objectives: Clients will be able to maintain /acquire a variety of technological skills to assist in their ability to gain/ maintain job skills Clients will be able to explore career and job opportunities in areas of interest within their ability level. Clients will be able to understand and implement appropriate business/customer service skills. Clients will be able to communicate effectively and be able to listen and respond appropriately in a variety of vocational settings. When clients are placed in a vocational setting they will be able to obtain/maintain job skills necessary to retain their position.

Strategies /Activities: Basic computer skills, websites, job search, resume writing, filling out applications, bus schedule, phone skills, etc. Maintain job skills through repetition and practice. Time management skills Practice social skills; appropriate to the work setting. Vocational placement. Use of vocational videos, picture to explore possible careers. Role playing Social interaction Vocational Field Trips Video on work expectations, Discussion/Question/Answer, Redirection, hygiene, translocation skills, coaching demonstration modeling.

Evaluation and Assessment: Observation, review of client performance and appearance.
Question/Answer to determine comprehension.

SCHEDULES

Program Schedule

Program hours will occur from 9am to 2:30 pm. If a consumer is not able to tolerate these hours the appropriate number of hours for that consumer will be reflected on the individual program plan.

The Program Director will ensure that sufficient staff are on duty or available (during program hours) and will ensure that:

- If staff is not able to work, the Program Director is to be notified immediately.
- The Program Director will arrange for coverage to come in as soon as possible

- If no staff are immediately available to cover the program hours then the Program Director will provide immediate supervision until qualified staff can arrive.

The Staff to consumer ratio will be maintained at one (1) Staff to three (3) consumers. Consumers participating in any community-integrated activity will be provided with constant assistance and supervision. Most staff will work Monday through Fridays, 8:00-3:00 pm.

Individual Schedule

Consumers may attend the program on a full-time or part-time basis. Full-time is defined as five (5) days a week, Monday through Friday. Part-time is defined as one (1), two (2), three (3), or four (4) days a week, Monday through Friday. The consumer with the advice of the Interdisciplinary Team will determine enrollment.

POLICY AND PROCEDURE

Special Incident Reporting

The Program Director and lead staff will be required to attend the SIR training within the first six months of vendorization.

All events which meet Title 17 section 54327 definition of Special Incidents (see definition of Special Incident) will be reported to the Regional Center Representative by telephone and followed with a written report within 24 hours. Email to sirsalinas@SARC.org

In the case of any incident/injury or event the staff will implement the following practices:

Staff will complete a Special Incident Report Form for any incident identified (1) by Title 22 regulations as an Unusual Occurrence, (2) by Title 17 as a special incident report and/or; (3) by the Welfare and Institutions Code as a mandated reportable event. A record of all Special Incident Reports will be maintained by the Program Director. The Program Director, and in some cases an RN will review all Special Incident Reports and will provide and document any follow-up information on the Special Incident Report Form. Once the form has been completed, a copy of the report will be forwarded to the Executive Director and outside agencies as stated above under “reporting”.

All allegations of mistreatment, neglect or abuse, as well as injuries of unknown source (see CMS definition), will be reported immediately to the Program Director. If any incident constituting physical abuse, abandonment, isolation,



financial abuse, or neglect which has been observed or reasonably suspected by an employee, this employee will immediately contact the Program Director, and a second management staff. This internal procedure will be utilized to facilitate reporting, ensure confidentiality, and appraise the Program Director immediately of these incidents. The employee must also either independently report or the Program Director may assist the employee (the employee must witness and participate) in reporting the incident to the Ombudsman or Local Law Enforcement (if a dependent adult) or APS/Law Enforcement (if a minor) as a mandated reporter per Section 6630 of the California Welfare and Institutions Code or Sections 11166 & 11168 or the CA Penal Code. The Program Director will report to the reporting party (the mandated reporter) any follow-up on the reported abuse.

Special Incident Reporting Requirements
 Title 17, Section 54327

Incidents required to be reported to the regional center regardless of when or where they occur:

The death of any consumer regardless of cause or the consumer is the victim of the following crimes:

Robbery, aggravated assault, larceny, burglary, rape, including rape and attempts to commit rape.

Incidents required to be reported to the regional center if they occurred during the time the consumer was receiving services and supports from any vendor or long-term care home:

The consumer is missing and a missing persons report has been filed with a law enforcement agency.

Reasonable suspected neglect, including failure to:

- Provide medical care for physical and mental health needs
- Prevent malnutrition or dehydration
- Protect from health and safety hazards
- Assist in personal hygiene, or the provision of food, clothing or shelter
- Exercise the degree of care that a reasonable person would exercise in the position of having the care and custody of an elderly or dependent adult.

Unplanned or unscheduled hospitalization due to:

- Respiratory illness
- Seizures
- Cardiac-related hospitalization
- Internal infections, including ear, nose and throat; gastrointestinal; kidney; dental; pelvic or urinary tract.
- Diabetic and diabetes related complications
- Wound/skin care, including cellulites and decubitus
- Nutritional deficiencies, including anemia and dehydration
- Involuntary psychiatric admission

Reasonably suspected abuse/exploitation, including:

- Physical, Sexual, fiduciary, emotional/ mental, physical and or chemical restraint
- Serious injury/ accident including:
 - Laceration requiring sutures or staples
 - Puncture wounds requiring medical treatment beyond first aid
 - Fractures, dislocations
 - Bites that break the skin and require medical treatment beyond first aid
- Any medication errors
- Medication reactions that require medical treatment beyond first aid
- Burns that require medical treatment beyond first aid

When reporting a special incident to the regional center, it is important to include:

- The date, time and location of the special incident;
- The name(s) and date(s) of birth of the consumer(s) involved
- A description of the incident;
- The treatment provided to the consumer, if any;
- The actions taken by the vendor, the consumer of any other agency or individuals in response to the special incident;
- The law enforcement, Licensing, protective services and or other agencies or individuals notified of the special incident or involved in the special incident; and all other information required by Title 17.

Medication Administration:

This Community Based Program will not Store and / or dispense medication to clients. Clients must be able to administer independently. A list of all medications, their side effects and supporting diagnosis will be documented and kept on file and updated regularly. All staff will have the understanding of each client diagnosis, medication and side effects of the medication the clients is taking.

Medical Emergency Protocol

This program will ensure that the health and safety of each person supported is protected and emergency health care services are available and provided.

If an individual becomes ill, the Direct Care Staff will evaluate the individual's condition and telephone the Program Director. If the condition is clearly a life threatening emergency (i.e. choking, severe blood loss, etc.), the Direct Care Staff are to call 911 using the protocol below. If the situation is not clearly a life threatening emergency, the Program Director will determine if immediate medical intervention is required. If it is determined by the Program Director that immediate medical intervention is needed, the Program Director will notify the Physician and/or transport the individual to the emergency room for further evaluation. If the individual cannot be transported by the program, staff will call an ambulance for assistance. The ambulance phone number is posted with the Emergency Phone # list.

When calling 911, staff will explain the nature of the emergency. A copy of the individual's Emergency Data Sheet will accompany the Consumer

The staff member is to document what happened to necessitate transfer to emergency room on the progress notes in the individual's record. Again, if the emergency is a life or death episode, the paramedics are to be called. The Direct Care Staff is to provide interim emergency care to the individual, as needed.

Dial 911, speak slowly and distinctly, giving name and address and nature of emergency. Meet the emergency personnel and escort them to the individual. If time does not permit obtaining copies, give needed information to the paramedics and they will transmit it to the hospital by radio. Have the individual record available when the paramedics arrive for their review. Assist them in any way possible.

The Program Director will notify the individual's family and Regional Center.

If information and medical forms were not sent with individual, copy them as soon as the individual leaves and send them to the hospital.

Examples of emergencies:

Contact 911 if:

There is a life threatening emergency such as an accident involving a vehicle or if a consumer cannot respond or becomes immobile due to an accident.

Contact Program Director and Facilitator

There is a change in schedule due to a consumer problem, e.g., defecation accident, seizure, behavioral problem or if a store is closed or there is a change in weather that would necessitate a change in schedule.

Contact Program Director if:

there is a change in schedule, medical emergencies, or any other problem that cannot be handled the Community Facilitator.

Transportation Policy

Consumers will be transported to and from the program either by Para Transit Transportation, a portal-to-portal van company funded by the San Andreas Regional center or is provided by independent family members. The program does provide transportation for the consumers during program hours to various classes and community activities. It is Gateway Center’s policy to operate the vehicles staff must have had a valid driver’s license for at least 3 years, be required to submit a copy of their DMV driving record, a copy of a current California Driver’s license and a clean driving record. For insurance and safety purposes, the Human Resources Manager strictly forbids new employees from driving agency vehicles or any agency consumer in any vehicle until receiving specific permission to do so. Only driver’s licensed for the vehicle operated shall be permitted to transport program consumers. The manufacturer’s rated seating capacity of the vehicles shall not be exceeded and all Gateway center vehicles used to transport consumers shall be maintained in a safe operating condition.

Consumer Records

Gateway Center shall maintain individual consumer information and records. These documents will be confidential as required by the Welfare Institution Code, Sections 4514 through 4518 as well as by the Health and Safety Code, Sections 199.20 through 199.27. Gateway Center shall keep all the program records in the Day program Services Director’s Office. The records are confidential and will be kept locked and will include:

Most current copies of emergency and personnel identification, consumer’s address, telephone number, names and telephone numbers of residential care providers,



relatives, and/or conservator, physicians name and telephone number, pharmacy name, address and phone number, and health plan if appropriate:

A medical history including current medications, known allergies, medical disabilities, infectious, contagious or communicable conditions, special nutritional needs, and immunization records.

Regional Center supplied medical, psychological and social evaluations, identifying ability and functioning level of consumer.

Documentation that the consumer and/or authorized representative have been informed of their rights

The IPP supplied by the Regional Center

Consumer ISP and documentation

Special incident reports

Case notes, which include important information, not documented elsewhere

Any data that measures consumer progress related to consumers' IPP objectives

Measurement, review and documentation of program outcomes

Consumer attendance, maintain daily, indicating the date of service

Documentation of attempts to obtain required information not contained in the consumer record

Records will be stored in a secure, locked and assessable place. When a consumer is off site and away from the records a staff member will keep pertinent data such as emergency telephone numbers, important medical information, current objectives and date collection sheets

Individual consumer case file shall be retained for five years following the consumers' termination from program.

Attendance Policy

The vendor will notify the regional center on or before the client's third consecutive day of unplanned absence.

The attendance requirements will be reviewed for client's to remain enrolled in the program is specified in the IPP. This is on an individual basis depending on the consumer's ability to participate in the program.

If the consumer's attendance drops below what is written on the IPP the IDT team will meet to review and in appropriate cases, adjust the attendance requirement. This procedure will be the same for full-time and part-time participants. Attendance on each consumer shall be maintained daily indicating the specific date of service.

Change in Service

Gateway Center will notify San Andreas Regional Center, consumer, consumers authorized representative in writing 30 days prior any change in service including but not limited to the following: Vendorship, ownership, Tax identification number, program design changes and location changes.

Grievance

Verbal Consumer

If a consumer is dissatisfied with a staff member or a program procedure, he/she shall first confide with a staff member of his/her choice to discuss his/her dissatisfaction. The staff member shall immediately provide an explanation in language that is understandable to the consumer.

If the consumer is not satisfied with this explanation, the consumer may go to the Program Director or the Community Facilitator for further discussion. If the consumer has a complaint about a staff member, the Community Facilitator or the Program Director shall talk with the staff member with whom the consumer is dissatisfied and provide the consumer with an explanation/decision within three (3) working days.

If the consumer does not feel comfortable with Step 2, then the staff member will discuss the consumer’s concern(s) with the Program Director and inform the consumer of the explanation/decision within three (3) working days.

If the consumer continues to be dissatisfied with the explanation/decision, the Program Director may discuss the consumer’s concern(s) with the Executive Director and inform the consumer of the decision within five (5) working days.

If the consumer’s area of dissatisfaction requires the involvement of the Service Coordinator, the Program Director shall contact this person immediately.

Non-Verbal Consumer

Observations of a non-verbal consumer will indicate to staff that a problem is evident. Staff member(s) shall meet to discuss with the non-verbal consumer to determine the cause of discontentment of the consumer. Pictures of staff and/or program activities or the consumer’s personal communication device shall be used to provide communication assistance during this discussion. An explanation will be provided to the consumer in language that is understandable to him/her.

Further observations of the non-verbal consumer will indicate whether the area of dissatisfaction has been resolved. If the consumer continues to appear dissatisfied with a staff member or other program area, staff member shall inform the Community Facilitator or the Program Director of the consumer’s continued dissatisfaction. If the problem is deemed to be with a staff member, the Community Facilitator or Program Director shall discuss the matter with the staff member dissatisfaction. If the problem is deemed to be with a staff member, the Community Facilitator or Program Director shall discuss the matter with the staff member in question and provide the consumer with an explanation/decision within three (3) working days (3) working days.

If the consumer’s area of dissatisfaction requires the involvement of the Service Coordinator, the Community Facilitator or Program Director shall contact this person immediately.

Abuse Reporting

Mandated Reporters are by law any person who has assumed full or intermittent responsibility for care or custody of an elder or dependent adult, whether or not that person receives compensation, including administrators, supervisors, and any licensed staff of a public or private facility that provides care or services for elder or dependent adults, or any elder or dependent adult care custodian, health practitioner, clergy member, or employee of a county adult protective services agency or a local law enforcement agency.

Examples of who must report:

- Care Custodians
- Health Practitioners
- County Welfare Departments
- Employees of Law Enforcement Agencies
- Employees of Fire Departments
- Employees of humane societies and animal control agencies
- Employees of environmental health and building code enforcement
- Clergy members

Any other protective, public, sectarian, mental health, private assistance, or advocacy agency, or person providing health services or social services to elders or dependent adults

Any person who has assumed full or intermittent responsibility for care or custody of an elder or dependent adult.



Every APS case starts with the initial abuse report. In order for the APS program to respond, a report must be filed with the Intake Unit. The mandatory reporting laws exist to ensure that victims of abuse get the help they need as quickly as possible.

California Law, under the Welfare & Institutions Code for Elder Abuse, provides for mandatory reporting of physical abuse, neglect, self neglect, sexual abuse, mental suffering, financial abuse, isolation, abandonment or abduction of an elder or dependent adult when:

The victim reports abuse has occurred or has knowledge of abuse.

The mandated reporter observes the incident.

When an injury or condition reasonably leads the mandated reporter to suspect that abuse has occurred.

The law requires mandated reporters to make a verbal report immediately or as soon as practical, followed by a written report, within two working days.

Failure of a mandated reporter to report suspected abuse and/or neglect is a misdemeanor. When the abuse results in death or great bodily harm to the elder, the penalties for failing to report are:

- Sentence of up to one year in county jail
- \$5,000 fine
- Or both

Confidentiality of Mandated Reporters

- The identity of all persons who report shall be confidential. Violation of statutory confidentiality is a misdemeanor. APS may reveal the names of reporting parties only to other investigative agencies as specified by law.
- No person required to report elder abuse will bear criminal liability for reporting suspected abuse.
- No supervisor or administrator may impede or prohibit reporting.
- A victim of abuse may refuse or withdraw consent to any investigation or provision of services, which are initiated as a result of the report, unless a violation of the Penal Code has been alleged.

Types of Abuse

Physical abuse includes slapping, hitting, bruising, beating or any other intentional act that causes someone physical pain, injury or suffering. Physical abuse also includes



excessive forms of restraint used to confine someone against their will (i.e., tying, chaining or locking someone in a room).

Emotional abuse is threatening, intimidating or humiliating an individual and causing them emotional pain, distress or anguish. Emotional abuse can be verbal or non-verbal; it includes insults, yelling and threats of harm or isolation.

Sexual abuse is any sexual activity to which the older or dependent adult does not consent or is incapable of consenting. Non-consensual sexual activity includes everything from exhibitionism to sexual intercourse.

Financial or material exploitation is when someone misuses, mishandles or exploits the elderly or dependent adult's property, possessions or financial assets. This includes using those assets without the individual's consent or manipulating the older or dependent adult for the financial benefit or material gain of another.

Neglect takes place when, intentionally or unintentionally, a caregiver fails to support the physical, emotional and social needs of the elder or dependent adult. Neglect can include denying food or medication, health services or contact with friends and family. Neglect is the most common form of elder mistreatment in domestic settings.

Isolation means any of the following:

- Acts intentionally committed for the purpose of preventing, or that serve to prevent, an elder or dependent adult from receiving his or her mail or telephone calls.
- Telling a caller or prospective visitor that an elder or dependent adult is not present, or does not wish to talk with the caller, or does not wish to meet with the visitor where the statement is false, is contrary to the express wishes of the elder or the dependent adult, whether he or she is competent or not, and is made for the purpose of preventing the elder or dependent adult from having contact with family, friends, or concerned persons.
- False imprisonment, as defined in Section 236 of the Penal Code.
- Physical restraint of an elder or dependent adult, for the purpose of preventing the elder or dependent from meeting with visitors.

Abandonment occurs when a caregiver deserts an elderly or dependent person.

Self-neglect requires intervention when elderly or dependent adults fail to meet their own physical, psychological or social needs or they threaten their health or safety in any way. Often times, physical or mental illness, isolation or substance abuse prevent elderly or dependent adults from being able to take care of their own basic needs.

Consumer Rights

All consumers shall be notified of their rights using the form "Personal Rights-Community Care Facilities". Consumers will acknowledge understanding by signing

this form. Appropriate methods based on the individual consumer will be used to explain the form. These methods will include but are not limited to: videotape, role-playing, translation into native language, sign language, etc.

See Appendix # 5

**Organizational Chart
Appendix #1**

Locations and Services:

- **Forest Hill level III Home, 2824 Forest Hill blvd. - Located in Pacific Grove California,**
- **ICFDD-H1 845 Congress Ave. Pacific Grove California**
- **ICFDD-H2 facility 840 congress Ave. Pacific Grove California**
- **Supported Living Service- Monterey County.**
- **Independent Living Service- Monterey County.**
- **Day program services, 850 Congress Ave Pacific Grove and 408 Salinas St. Salinas CA.**
- **Reindollar ARF 301 Reindollar Ave Marina, CA 93933**

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |
-

SUBJECT: Contract for Service Wonder Woofs K-9 Safety Unit

DATE: September 02, 2021

PERSON(S) RESPONSIBLE: Barbara Martinez, Safety Director

RECOMMENDATION:

The Administration recommends approval of the contract for services with Wonder Woofs K-9 Narcotic Unit to provide search and drug prevention services to the District.

BACKGROUND:

Pacific Grove Unified School District promotes a drug and alcohol-free environment. In an effort to continue our proactive approach to the deterrence of drug use, and to maintain its place in our district comprehensive school plan, our schools recommend to continue to utilize the services of Wonder Woofs K-9 Narcotic Safety Unit for the 2021-2022 school year.

INFORMATION:

Wonder Woofs K-9 Safety Unit is a canine service that provides safety services and demonstrations to district schools. They serve as a visual deterrent for drug use on school campuses, elementary through high school. They provide safety presentations to students regarding the use of service dogs working with first responders in emergency situations.

FISCAL IMPACT:

The fiscal impact for the 2021-2022 school year is \$300.00 per site visit not to exceed \$3,000.00 from the district safety budget.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

**435 Hillcrest Avenue
Pacific Grove, CA 93950**

CONTRACT FOR SERVICES

This contract is an agreement between the Pacific Grove Unified School District and Wonder Woofs K-9 Narcotics Search Unit for services rendered as specified below.

1. Scope of Service:

Wonder Woofs K-9 Narcotic Search Unit will provide service and demonstration to district schools in the prevention of drugs on school campuses.

2. Evaluation and/or expected outcome(s)(continue on attached page if needed):

Providing K-9 services to our schools will greatly decrease the number of students who bring illegal drugs to school.

3. Length of the Contract:

Service is to be provided on the following date(s):

October 2021-May 2022 See attached Schedule. Some dates need to be determined by site. Each scheduled visit costs \$300.00 and if no visit is scheduled, no cost is incurred by the district.

4. Financial Consideration:

Consultant to be paid at the rate of:

The cost per visit is \$300.00 not to exceed \$3,000.00 for the 2021-2022 school year.

See attached schedule.

School Funding Source: Safety

Account Code: 01-0000-0-1110-1000-4300-00-000-4969

Consultant: Wonder Woofs K-9 Narcotic Unit

Address 1261 Payette Circle, Hollister, CA 95023 Phone:831-673-2037

Signed _____ Date Click or tap to enter a date.

Email contact@wonderwoofs.com

District Employee Independent Consultant

Signed _____ Date _____

Site/Program Administrator (Check appropriate box below)

Contracted work was assigned using District’s normal employment recruitment process.

Contracted work was not assigned using District’s normal employment recruitment process.
Attached Criteria Page (REQUIRED) identifies reason.

Signed _____ Date _____

Director of Human Resources

Signed _____ Date _____

Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

***Independent Consultant** must sign and submit a W-9 to District prior to providing service.

Contract for Services Criteria

District/Site Administrator – Please circle criteria that apply and sign below.

- (1) There is a specifically documented cost savings relative to using district employment. (The documentation requirements are specified and must be attached).
- (2) The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
- (3) The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
- (4) The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
- (5) The policy, administrative, or legal goals and purposes of the district cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary school district hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
- (6) The nature of the work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the district. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.
- (7) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.
- (8) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

District/Site Administrator

Date

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity
- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Contract for Services with Tom’s Site Services

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Lito M. García, Principal, Pacific Grove High School

RECOMMENDATION:

The District Administration recommends the Board review and approves a contract for services with Tom’s Site Services for Portable Toilet rental, delivery, and service for “The Shoe Game” and other major events in the 2021-2022 school year.

BACKGROUND:

Pacific Grove Unified School District currently uses and has used in the past, Tom’s Site Services for various portable toilet needs.

INFORMATION:

It was brought to our attention on 8/19/21 that due to the volume of fans in attendance, additional bathroom capacity is needed for The Shoe Game.

FISCAL IMPACT:

\$1657 per 4 toilets (two ADA complete toilets and two standard toilets) to be funded through Site Funds.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue
Pacific Grove, CA 93950
CONTRACT FOR SERVICES

This contract is an agreement between the Pacific Grove Unified School District and Tom's Site Services for services rendered as specified below.

- 1. **Scope of Service:**
To provide : Portable Toilet services for 2021-2022 School Year
- 2. **Evaluation and/or expected outcome(s):**
Portable Toilet Services
- 3. **Length of the Contract:**
Service is to be provided on the following date(s): 2021-2022 School Year
- 4. **Financial Consideration:**
Consultant to be paid at the rate of: \$1657 per 4 toilets
School Funding Source: PGHS Site Funds
Account Code: 01-0000-0-1110-2700-5800-00-006-7205-0720

Consultant: Tom's Site Services

Address: 560 Crazy Horse Canyon Rd, Salinas, CA 93907 Phone: 831-444-4215

Signed _____ Date _____

Email: mchampaco@donchapin.com

District Employee Independent Consultant

Signed _____ Date _____

Site/Program Administrator

Contracted work was assigned using District's normal employment recruitment process.

Contracted work was not assigned using District's normal employment recruitment process.
Attached Criteria Page (REQUIRED) identifies reason.

Signed _____ Date _____

Director of Human Resources

Signed _____ Date _____

Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

*Independent Consultant must sign and submit a W-9 to District prior to providing service.

BOARD APPROVAL DATE _____

Contract for Services Criteria

District/Site Administrator – Please circle criteria that apply and sign below.

- (1) There is a specifically documented cost savings relative to using district employment. (The documentation requirements are specified and must be attached).
- (2) The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
- (3) The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
- (4) The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
- (5) The policy, administrative, or legal goals and purposes of the district cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary school district hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
- (6) The nature of the work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the district. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.
- (7) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.
- (8) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

District/Site Administrator

Date



560 Crazy Horse Canyon Rd., Salinas, CA 93907
 Phone: 831.444.0618 • Fax: 831.444.4215

QUOTE VALID FOR 30 DAYS

DETAILS: FOOTBALL GAME-STADIUM AREA DELIVER ON FRIDAY, 8/27/21 PICKUP ON MONAY, 8/30/21	Job: 359221 JILL HOUSTON 646-6590X311 PACIFIC GROVE HIGH SCHOOL 615 SUNSET DRIVE PACIFIC GROVE, CA 93950
--	--

Invoice #: _____ Date: 08/19/21 Payment Terms: DUE UPON RECEIPT Customer Code: S5016	Customer P.O. #: QUOTE Salesperson: _____
--	--

Remarks:

Quantity	Description	U/M	Unit Price	Extension
2.000	PORTABLE TOILET STANDARD	EA	140.000	280.00
2.000	WITH CONTAINMENT PAN & HAND SANITIZER	EA		0.00
2.000	PORTABLE TOILET ADA COMPLIANT	EA	300.000	600.00
4.000	ENVIRONMENTAL FEE	EA	15.000	60.00
1.000	DELIVERY FEE 2 GUYS, 2 TRUCKS	EA	320.000	320.00
1.000	PICKUP FEE, 2 GUYS, 2 TRUCKS	EA	320.000	320.00
			Subtotal:	1,580.00
			Sales Tax:	77.00
			Total:	1,657.00

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Change Order 001 to Otto Construction for the Pacific Grove High School K&L Dry Rot Repairs

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Matt Kelly, Director of Facilities and Transportation

RECOMMENDATION:

The District Administration recommends the Board review and approve Change Order 001 for additional removal and replacement of roof framing at the Pacific Grove High School K&L dry rot repair project.

BACKGROUND:

Significant termite and dry rot damage exist in the fascia and glulam beam of the K&L Building. The significance of the damage to the structural glulam has resulted in this being a priority project. The District contracted services to a structural engineer, Howard Carter. Plans for repair were received the week of January 11, 2021. Plans call for removing the existing roof above the glue lam to observe any damage to the beam.

On May 6, 2021 the Board awarded Otto Construction the contract for demolition, abatement, fascia replacement, and structural repairs as outlined in the Howard Carter Structural Plans.

INFORMATION:

Upon removal of the roof, it was discovered that water was making its way underneath at the eaves through the splices in the flashing at the edge of the roof. There was quite a bit of roofing at the splices that was not called to remove. We investigated a few of these areas and discovered more water damage to the Tongue and Groove decking. From this discovery and talking with the structural engineer staff directed Otto Construction to remove the remainder of the roof above the Tongue & Groove decking at the eaves. Additionally, a few other beams had damage that could not be seen and staff directed Otto to repair these areas.

FISCAL IMPACT:

Measure D - \$68,868.57

Original Budget - \$500,000.00

Encumbered Amount - \$260,738.50

Encumbered Amount + CCO1 - \$329,607.07



Change Order

Pacific Grove Unified School District
 435 Hillcrest Avenue
 Pacific Grove, CA 93950
 (831) 646-6510

Date: September 2, 2021
 Contractor: Otto Construction
 Project Name: PGHS K&L Dry Rot Repairs
 Change Order Number: 001

Original Contract Date: May 10, 2021

You are directed to make the following changes in this contract:

Demo/Remove 1,719 SF of additional roof materials/flashing; Demo/Replace 1,719 sf of additional Tongue and Groove (T&G) framing; Additional Hardware; Additional Abatement of materials; Additional Scissor Lift; additional dumpster.

The original contract sum was:	<u>\$132,225.00</u>
Net amount of previous change orders:	<u>\$0.00</u>
Total original contract amount plus or minus change orders:	<u>\$132,225.00</u>
Total amount of this change order:	<u>\$68,868.57</u>
The contract time will be changed by the following number of <u>construction</u> days:	<u>N/A</u>
The date of completion as of the date of this change order:	<u>N/A</u>

Contractor:

Otto Construction
 Company Name

1717 Second Street
 Address

Sacramento, CA 95811
 City, State, Zip

 Date

 Signature

Owner:

Matt Kelly
 Name

435 Hillcrest Ave
 Address

Pacific Grove, CA 93950
 City, State, Zip

 Date

 Signature



1717 Second Street Sacramento, CA 95811
 TEL 916.441.6870 FAX 916.441.6138
www.ottoconstruction.com
 CA Lic. #178809

CHANGE ORDER

To: Pacific Grove Unified School District
 Attn: Matt Kelly
 435 Hillcrest Avenue
 Pacific Grove, CA 93950

No.: 00001
Date: 7/9/2021
Job No.: 21-3193-00
Project: Pacific Grove High School
 K&L Dry Rot Repair Project
Cost Code: 20-00001


You are authorized to make the following changes in the project for the prices shown.

Item		Add	Deduct
Additional Removal/Replacement of Roof Material/T&G/Fascia			
	Demo/Remove 1,719 SF of additional roof material/flashing Demo/Replace 1,719 SF of additional T&G Additional Hardware (bolts/brackets/nails, etc.) Additional abatement of materials Additional Scissor Lift Additional Dumpster		
	OTTO CONSTRUCTION	\$59,358.00	
	MARKUP	\$8,828.70	
	BOND	\$681.87	
Totals		\$ 68,868.57	\$ -
Net Total		ADD \$ 68,868.57	

APPROVAL:
 Pacific Grove Unified School District

John F. Otto, Inc. dba
OTTO CONSTRUCTION

By: _____

By: 
 John Teliha, Project Manager

Date: _____

Date: 7/9/2021



Potential Change Order (PCO) Cost Breakdown & Summary

Project Pacific Grove High School K&L Dry Rot Repair Project Description of Change	Project # 21-3193-00	Cost Code 20-00001	OTTO PCO #: 00001
			Related RFI #: Related FD #:

Additional Removal/Replacement of Roof Material/T&G/Fascia

DATE: 07/09/21

CHANGE ESTIMATE ITEM	DIRECT COST	MARKUP OVERHEAD		SUBTOTAL	MARKUP FEE	
		%	TOTAL		%	TOTAL

OTTO DIRECT COSTS

DIRECT LABOR	\$34,359.00					
DIRECT MATERIALS	\$21,124.00					
DIRECT EQUIPMENT - Scissor Lift	\$2,750.00					
DIRECT OTHER/INDIRECTS - Dumpster	\$375.00					
TOTAL DIRECT COSTS						\$58,608.00

OTTO MARKUP ON DIRECT COST

MARKUP ON DIRECT LABOR	\$34,359.00	15.0%	\$5,153.85	\$39,512.85	0.0%	\$0.00
MARKUP ON DIRECT MATERIAL	\$21,124.00	15.0%	\$3,168.60	\$24,292.60	0.0%	\$0.00
MARKUP ON DIRECT EQUIPMENT	\$2,750.00	15.0%	\$412.50	\$3,162.50	0.0%	\$0.00
MARKUP ON DIRECT OTHER/INDIRECTS	\$375.00	15.0%	\$56.25	\$431.25	0.0%	\$0.00
TOTAL MARKUP ON DIRECT COST						\$8,791.20

OTTO SUBCONTRACT(S)

Coastwide Environmental Additional Abatement	\$750.00					
TOTAL SUBCONTRACT COST						\$750.00

OTTO MARKUP ON SUBCONTRACT(S)

	\$750.00	5.0%	\$37.50	\$787.50	0.0%	\$0.00
TOTAL MARKUP ON SUBCONTRACT(S)						\$37.50

UNAVOIDABLE DELAY COSTS

DIRECT COSTS	\$0.00					
TOTAL UNAVOIDABLE DELAY COSTS						\$0.00

TOTAL CONSTRUCTION COSTS						\$68,186.70
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ADDITIONAL TIME REQUIRED FOR CONTRACT COMPLETION	0	DAY(S)
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BOND & INSURANCE 1% \$681.87

TOTAL COST OF CHANGE ORDER \$68,868.57



I, John Teliha, declare the following:

John F Otto Inc. dba Otto Construction ("Otto Construction") has entered into a Contract with Pacific Grove Unified School District on the Pacific Grove High School K & L Dry Rot Repairs Project. Otto Construction authorized me to prepare the attached Change Order Request (COR) for additional removal and replacement of roof materials, T & G, and Fascia for Pacific Grove Unified School District regarding Otto Construction's Work on the Contract, and requesting \$68,868.57, and I prepared the attached COR. I am the most knowledgeable person at Otto Construction regarding this COR.

The attached COR complies with all laws applicable to submission of a COR, including but not limited to California Penal Code section 72, Government Code sections 12650 et seq. (False Claims Act), and Business and Professions Code sections 17200 et seq. (Unfair Business Practices Act). I am aware that submission or certification of false claims, or other claims that violate law or the Contract, may lead to fines, imprisonment, and/or other serious legal consequences for myself or Otto Construction.

The attached COR does not breach the Contract between Otto Construction and Pacific Grove Unified School District for this Project, is not a false claim, does not violate any applicable law, satisfies all provisions of the Contract applicable to submission of the COR, only contains truthful and accurate supporting data, and only requests money and/or time extensions that accurately reflect the adjustments to money and time for which I believe that Pacific Grove Unified School District is responsible under its Contract with Otto Construction.

While preparing this declaration and COR, I consulted with others (including attorneys, consultants, or others who work for Otto Construction) when necessary to ensure that the statements were true and correct.

Contractor understands and agrees that any COR submitted without this certification does not meet the terms of the Contract Documents; that Owner, or Owner's representatives, may reject the COR on that basis; and that unless Contractor properly and timely files the COR with the certification, Contractor cannot further pursue the COR in any forum and all rights to additional money or time for the issues covered by the COR are waived due to a condition precedent not having been satisfied.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed July 9, 2021, at Monterey, California.

A handwritten signature in blue ink, appearing to read "John Teliha", is written over a horizontal line.

John Teliha, Project Manager
Otto Construction

1717 Second Street
Sacramento CA 95811
TEL 916.441.6870
FAX 916.441.6138

- | | |
|--|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Change Order 001 & 002 to Fieldturf USA, Inc. for the Pacific Grove High School Stadium Field and Track Replacement Project

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Matt Kelly, Director of Facilities and Transportation

RECOMMENDATION:

The District Administration recommends the Board review and approve Change Order 001 & 002 to Fieldturf USA, Inc. for the Pacific Grove High School stadium field and turf replacement project.

BACKGROUND:

The field and track were installed in 2009 and had an expected useful life of 8-10 years. The District has been able to extend the existing field’s useful life due to a favorable climate and preventative maintenance plan. Even with a proper preventative maintenance plan, the field’s fibers begin to fail and can no longer keep the rubber fill in place. Near the end of the field’s life, athletes are more prone to injury like concussions.

INFORMATION:

CCO1

After removal of the existing field and the entire stone base exposed, Fieldturf was able to visually review and conduct 3-ASTM2898 permeability of synthetic turf sports field base stone and surface system by non-confined flood test method. Additionally, they tested the drainage above the existing subdrainage at the perimeter edge of the field.

Based on the current 0.6”hr, 1.2”hr and 0.88”hr drainage rates of the stone base, the current sub drainage is not suited for the proposed synthetic turf system with lateral drainage channels. At these drainage rates it would not be able to handle both a 25 year or 10 year 30 min rain event.

The compaction of the top 8” of base rock above the sub drainage was preventing the necessary drainage rates for the proposed pad and field. Fieldturf excavated and removed an 3.5’ wide x 8” above the length of the sub drainage. They replaced it with imported ¾’ crushed rock.

CCO2

The new alternative infill requires an extra step of preventive maintenance to meet or exceed the turf’s lifespan. The combination of a Field Sweep and GroomRight machinery is recommended for field maintenance. The District currently has a Field Sweep which removes surface debris, lightly decompacts infill, and smooths the field surface. CCO2 is for the purchase of a GroomRight machine that gets down deeper into the infill and decompacts and grooms the field.

FISCAL IMPACT:

Measure D (CCO1 & CCO2) - \$91,868.25

Original Budget - \$850,000.00

Encumbered - \$991,678.23

CCO1 - \$85,287.00

CCO2 - \$6,581.25

Total Budget Transfers from Series A Contingency - \$233,545.48



Change Order

Pacific Grove Unified School District
 435 Hillcrest Avenue
 Pacific Grove, CA 93950
 (831) 646-6510

Date: September 2, 2021
 Contractor: Field Turf USA, Inc
 Project Name: PGHS Stadium Field & Track
 Change Order Number: 001

Original Contract Date: April 22, 2021

You are directed to make the following changes in this contract:
Trench only remediation on approximately 1,280 LF (interior of track loop). Scope of work includes trench remediation of 3.5' wide up to 8" deep. Scope of work to include: Remove existing aggregate, off-haul and dispose. Import new ¾" or ½" crushed drain rock, install and finish grade. Test/confirm infiltration on remediated trenches.

The original contract sum was:	<u>\$991,678.23</u>
Net amount of previous change orders:	<u>\$0.00</u>
Total original contract amount plus or minus change orders:	<u>\$991,678.23</u>
Total amount of this change order:	<u>\$85,287.00</u>
The contract time will be changed by the following number of <u>construction</u> days:	<u>5 days</u>
The date of completion as of the date of this change order:	<u>N/A</u>

Contractor:

Field Turf USA, Inc
 Company Name

175 N Industrial Blvd. NE
 Address

Calhoun, GA 30701
 City, State, Zip

 Date

 Signature

Owner:

Matt Kelly
 Name

435 Hillcrest Ave
 Address

Pacific Grove, CA 93950
 City, State, Zip

 Date

 Signature

Contract Change Order Proposal



Date: June 16, 2021	COP#: 01
From: FieldTurf USA, Inc. 175 N Industrial Blvd. NE Calhoun, GA 30701	To: Pacific Grove Unified School District 435 Hillcrest Ave. Pacific Grove, CA 93950
Project: Pacific Grove High School Stadium 615 Sunset Blvd. Pacific Grove, CA 93950	Contact: Matt Kelly Phone: 831-646-6553 Fax:
Ref: 88008447	Email: matt.kelly@pgusd.org

Additional Scope of Work Description:

Trench only remediation on approximately 1,280 LF (interior of track loop). Scope of work includes trench remediation of 3.5' wide up to 8" deep.

Scope of work to include: Remove existing aggregate, off-haul and dispose. Import new ¾" or ½" crushed drain rock, install and finish grade. Test/confirm infiltration on remediated trenches. Extends duration of base work by 5 days.

DESCRIPTION	QTY	UNIT	UP	PRICE
Trench Only Remediation per Scope Above.	1	LS	\$ 84,234.07	\$84,234.07
Subtotal:				\$84,234.07
Performance & Payment Bonds:				\$1,052.93
Total:				\$85,287.00

TOTAL CHANGE ORDER:	\$85,287.00
ORIGINAL CONTRACT:	\$991,678.23
PREVIOUS CHANGE ORDERS:	TBD
REVISED CONTRACT TOTAL:	\$1,076,965.23

Notes/Exclusions:

- Additional contract time added to be five (5) days.

It is mutually agreed that for the above-referenced changes to take place, the original contract price will be adjusted by the above-referenced amount, which will become payable in accordance with the same terms and conditions as in the original contract or purchase order.

If all the terms of this change order are acceptable please have an authorized representative sign the bottom of this document and return it to FieldTurf's Montreal office, or as otherwise provided in the contract documents. FieldTurf will, in turn, provide a fully executed copy for your records. Once this document is fully executed, it will be considered a revision/modification to the original contract or purchase order.

FieldTurf USA, Inc.

Pacific Grove Unified School District

Authorized Representative

Authorized Representative

Date

Date

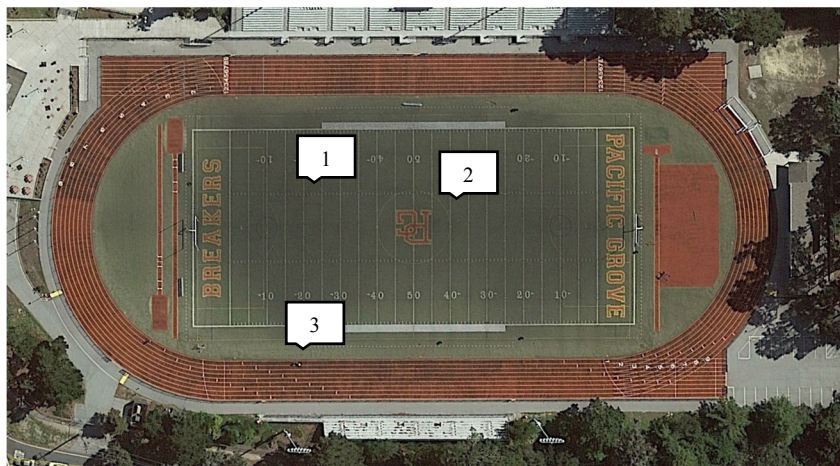
Field Assessment Pacific Grove HS

June 9, 2021

To: To Whom It May Concern,

Fieldturf USA performed testing and analysis of the Pacific Grove High School existing synthetic turf field in order to baseline the existing drainage rates of the base rock prior to Fieldturf's construction activities as well as validate the installation of the proposed synthetic turf system.

- June 8th, 2021 –
 - o Fieldturf removed the existing synthetic turf in preparation for the new synthetic turf system which includes a 2" synthetic turf fiber, true blend infill and a pad with lateral drainage channels.
 - o With the entire stone base exposed, Fieldturf was able to visually review and conduct 3-ASTM 2898 permeability of synthetic turf sports field base stone and surface system by non-confined flood test method.



Test Location #1 – 0.61" HR



Test Location #2- 1.21" HR



Test Location #3- 0.88" HR

Overview:

1.

**Standard Test Method for Permeability of Synthetic Turf Sports
Field Base Stone and Surface system by non-confined area
ASTM F 2898-11**

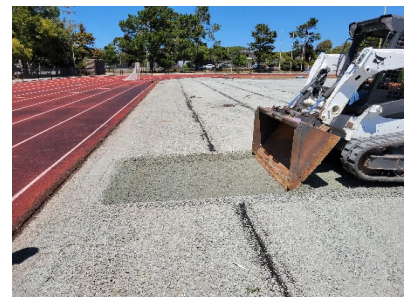
Project Name: Pacific Grove HS Tested By: CC
 Location: Pacific Grove HS Stadium Date: 06.09.2021

		Test #1	Test #2	Test #3		
Volume of Bucket	Gal	5	5	5		
Test vol Cu'		3.34	3.34	3.34		
Time to Fill 5 gal Bucket (min)	Sec	31	33	35		
Time to Apply 25 gallons of water	Min	02:35	02:45	02:55		
Time to Apply the 50 gallons for pre-saturation	Sec	310	330	350		
	Min	05:10	05:30	05:50		
*Time to dry after application of 25 gallons and shut off of water.	sec	535	457	482		
**Total time to dry (seconds)		690	521	657		
**Total time to dry (min)		00:00	00:00	00:00		
***Effective wetted Area	SQ'	341.25	227.7916667	247.3611111		
	Width (in)	210	231	260		
	Length (in)	234	142	137		
Effective Inches		0.1175295293	0.176068565	0.1621392776		
	Inches/Hr	0.6131975441	1.21659661	0.888434398		

* Time from when water is stopped to rock to dry.
 ** Time to apply 25 gal plus time to dissipate/dry after application
 *** 4 sq' min allowed per ASTM



2. While onsite we also tried to find the sideline subdrain trench locations to verify where the current specified pad with underlying drainage channels would sheet flow water during heavier rain events.



- We also took a hose to flood the subdrain trench location to test for drainage and it also held water similar to the base rock of the field.



- Do to the ponding over the existing trench we dug down to see if we could find any underlying free draining stone. Upon exploration we were able to locate a 3.5' wide subdrain trench with approximately 4" of base rock on top of the trench. The underlying trench drain rock indeed was better free draining stone that was able to quickly drain a hose at full capacity.



SUMMARY OF FINDINGS

- When validating these fields we typically look to verify that the system is capable of handling a 10 year or 25 year 30 min event without ponding. Per the NOAA precipitation frequency chart below, these events run at 1.41" per hour and 1.74" per hour.
- NOAA Precipitation Frequency Estimates

	Storm event the existing base <u>does not</u> Meet
	Storm events that certain locations on the field may meet but others do not.
	Stome events the existing base does meet

PRECIPITATION FREQUENCY ESTIMATES										
by duration for ARI (years):	1	2	5	10	25	50	100	200	500	1000
5-min:	1.8	2.22	2.81	3.32	4.09	4.73	5.41	6.17	7.27	8.2
10-min:	1.29	1.59	2.02	2.39	2.93	3.38	3.88	4.42	5.21	5.87
15-min:	1.04	1.28	1.62	1.92	2.36	2.73	3.13	3.56	4.2	4.74
30-min:	0.766	0.942	1.19	1.41	1.74	2.01	2.3	2.62	3.09	3.48
60-min:	0.462	0.57	0.721	0.854	1.05	1.21	1.39	1.58	1.87	2.1
2-hr:	0.31	0.382	0.481	0.567	0.691	0.792	0.9	1.02	1.18	1.32
3-hr:	0.25	0.309	0.389	0.459	0.557	0.638	0.723	0.815	0.945	1.05
6-hr:	0.159	0.197	0.249	0.294	0.357	0.409	0.463	0.522	0.605	0.672
12-hr:	0.092	0.115	0.146	0.174	0.213	0.246	0.281	0.319	0.374	0.419
24-hr:	0.062	0.077	0.1	0.119	0.147	0.171	0.196	0.224	0.265	0.299

3. **Based on the current 0.6”hr, 1.2”hr and 0.88”hr drainage rates of the stone base, we do not believe the current synthetic turf system with lateral drainage channels is well suited for this application with both the 25 year and 10 year 30 min events well above the fields current drainage rate.**

4. **When installing a pad system with lateral drainage channels over base rock that is not free draining stone, water will take the path of least resistance and sheet flow across the surface of your stone base within the channels of the pad toward the subdrain trench. If the trench is capable of handling the volume of water, the water will simply flow into the trench and go into the subdrain system. In this case the subdrain trench itself is topped with the same stone that is draining anywhere from 0.6”-1.2” hr. As a result, we believe that the currently specified pad may exaggerate the drainage issues and overburden the existing subdrain trenches and cause excess ponding along the sideline of the field that may have not happened prior to the installation of this new synthetic turf system.**

Regards,
Chris Chisam
Director of Construction Quality, West Region
FieldTurf USA, Inc.



Change Order

Pacific Grove Unified School District
 435 Hillcrest Avenue
 Pacific Grove, CA 93950
 (831) 646-6510

Date: [September 2, 2021](#)
 Contractor: [Field Turf USA, Inc](#)
 Project Name: [PGHS Stadium Field & Track](#)
 Change Order Number: [002](#)

Original Contract Date: [April 22, 2021](#)

You are directed to make the following changes in this contract:

[Purchase of GroomRight maintenance tool.](#)

The original contract sum was:	\$991,678.23
Net amount of previous change orders:	\$85,287.00
Total original contract amount plus or minus change orders:	\$1,076,965.23
Total amount of this change order:	\$6,581.25
The contract time will be changed by the following number of <u>construction</u> days:	N/A
The date of completion as of the date of this change order:	N/A

Contractor:

Field Turf USA, Inc
 Company Name

175 N Industrial Blvd. NE
 Address

Calhoun, GA 30701
 City, State, Zip

 Date

 Signature

Owner:

Matt Kelly
 Name

435 Hillcrest Ave
 Address

Pacific Grove, CA 93950
 City, State, Zip

 Date

 Signature

Contract Change Order Proposal



Date: August 25, 2021

COP#: 02

From: FieldTurf USA, Inc.
175 N Industrial Blvd. NE
Calhoun, GA 30701

To: Pacific Grove Unified School District
435 Hillcrest Ave.
Pacific Grove, CA 93950

Project: Pacific Grove High School Stadium
615 Sunset Blvd.
Pacific Grove, CA 93950

Contact: Matt Kelly
Phone: 831-646-6553

Ref: 88008447

Fax:
Email: matt.kelly@pgusd.org

Additional Scope of Work Description:

GroomRight field groomer

DESCRIPTION	QTY	UNIT	UP	PRICE
GroomRight	1	LS	\$ 6,500.00	\$6,500.00
Subtotal:				\$6,500.00
Performance & Payment Bonds:				\$81.25
Total:				\$6,581.25

TOTAL CHANGE ORDER:	\$6,581.25
ORIGINAL CONTRACT:	\$991,678.23
PREVIOUS CHANGE ORDERS:	\$85,287.00
REVISED CONTRACT TOTAL:	\$1,083,546.48

Notes/Exclusions:

- Additional contract time added to be five (5) days.

It is mutually agreed that for the above-referenced changes to take place, the original contract price will be adjusted by the above-referenced amount, which will become payable in accordance with the same terms and conditions as in the original contract or purchase order.

If all the terms of this change order are acceptable please have an authorized representative sign the bottom of this document and return it to FieldTurf's Montreal office, or as otherwise provided in the contract documents. FieldTurf will, in turn, provide a fully executed copy for your records. Once this document is fully executed, it will be considered a revision/modification to the original contract or purchase order.

FieldTurf USA, Inc.

Pacific Grove Unified School District

Authorized Representative

Authorized Representative

Date

Date

FIELDturf[®]

GROOMRIGHT

Congratulations on selecting the highest performing and most durable synthetic turf product in the industry.

FieldTurf fields are naturally built to last - but proper maintenance is an absolute necessity to ensure the long-lasting high performance that has made FieldTurf the top choice of over 3000 organizations in North America.

The FieldTurf GroomRight is the industry's most efficient maintenance tool for synthetic turf sports fields in the marketplace.

Benefits:

- Durable
- Reliable
- User Friendly
- Designed for FieldTurf

Specialized Product Features:

- Multi-V brushes for smooth passage through the turf
- Central Rotating Tines unique to FieldTurf to loosen infill
- Revamped Tines to groom fiber and infill
- Superior brush extensions for quick & effective grooming
- Drag behind attachment for flexibility and additions



FIELDturf[®]

FIELDturf[®] GROOMRIGHT

The Anatomy of a FieldTurf Groomright



Hitch to place the drag behind attachment



Rotating tines between brushes to perforate and loosen infill



Removable and adjustable brush extensions



- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Change Order 001 to Richard Petty Electric for Pacific Grove High School Culinary Improvements

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Matt Kelly, Director of Facilities and Transportation

RECOMMENDATION:

The District Administration recommends the Board review and approve Change Order 001 to Richard Petty Electric for the Pacific Grove High School culinary improvements.

BACKGROUND:

CCO #1 is to provide electrical to two drain pumps located underneath the three compartment sinks.

INFORMATION:

After discovering that the sewage line did not run underneath the classroom the drain lines were rerouted and tied into the existing lines that ran behind the walls. Sewer drain lines for three compartment sinks typically have an air gap, so sewage does not back up into the sink. In this scenario we could not provide the air gap because of the height of the existing sewer. A mechanical drain pump was installed as an alternative.

FISCAL IMPACT:

Measure D - \$1,832.00

Budget – 126,356.73

Encumbered - \$126,315.33

Richard Petty Electric
PO Box 673
Pebble Beach, CA 93953 US
pettyelect@gmail.com

Invoice 1418



BILL TO
Pacific Grove Unified School
District
435 Hillcrest Ave
Pacific Grove, CA 93953

DATE 08/17/2021	PLEASE PAY \$1,832.00	DUE DATE 09/01/2021
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DATE	DESCRIPTION	QTY	AMOUNT
08/17/2021	8/16-8/17 Install power (dedicated circuit) for water pumps at rear of classroom sinks (Qty 2) Install wire (School provided) for thermostat Run to new location across classroom and hook-up Install new 3 gang stainless steel switch cover Material/Labor	1	1,832.00

TOTAL DUE **\$1,832.00**

THANK YOU.



Change Order

Pacific Grove Unified School District
435 Hillcrest Avenue
Pacific Grove, CA 93950
(831) 646-6510

Date: September 2, 2021
Contractor: Richard Petty Electric
Project Name: PGHS Culinary Improvements
Change Order Number: 001

Original Contract Date: May 20, 2021

You are directed to make the following changes in this contract:

Install power for drain water pumps at the three compartment sinks (2 locations)

The original contract sum was:	<u>\$24,350.00</u>
Net amount of previous change orders:	<u>\$0.00</u>
Total original contract amount plus or minus change orders:	<u>\$24,350.00</u>
Total amount of this change order:	<u>\$1,832.00</u>
The contract time will be changed by the following number of <u>construction</u> days:	<u>N/A</u>
The date of completion as of the date of this change order:	<u>N/A</u>

Contractor:

Richard Petty Electric
Company Name

PO Box 673
Address

Pebble Beach, Ca 93953
City, State, Zip

Date

Signature

Owner:

Matt Kelly
Name

435 Hillcrest Ave
Address

Pacific Grove, CA 93950
City, State, Zip

Date

Signature

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Contract for Services with Monterey Bay Charter School at the Pacific Grove Campus

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Stephanie Lip, School Nutrition Director

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Monterey Bay Charter School; Pacific Grove Campus (MBCS-PG) for Pacific Grove Unified School District (PGUSD) Food Services to provide daily lunch meals to MBCS-PG students for free as part of the federally-approved Seamless Summer Option.

BACKGROUND:

In 2020-21, PGUSD provided free reimbursable lunch meals to MBCS-PG students after the United States Department of Agriculture (USDA) approved the waiver to continue providing free meals. On average, PGUSD prepared 50 lunch meals daily for MBCS-PG. PGUSD claimed these meals for reimbursement, covering the costs of additional food, supplies, and labor.

INFORMATION:

MBCS-PG requests an estimated 75 student lunch meals per school day during the 2021-22 school year. Meals provided will not need to be reheated and are ready-to-eat. MBCS-PG will pick up meals from Pacific Grove High School. MBCS-PG will pay for delivery if PGUSD has the capacity to do so. At this time, PGUSD will not deliver meals to MBCS-PG. PGUSD will claim the meals served for state and federal reimbursement, covering the costs of additional food, supplies, and labor.

FISCAL IMPACT:

Potential net revenue of up to \$30,000 during 2020-21 school year for Cafeteria Fund

AGREEMENT TO PROVIDE FOOD SERVICE

Between Pacific Grove Unified School District and MBCS-PG

This agreement made on **August 23, 2021** between **Pacific Grove Unified School District** hereinafter referred to as **PGUSD** and **Monterey Bay Charter School; Pacific Grove Campus** hereinafter referred to as **MBCS-PG**, is created for the purpose of providing meals during calendar school days.

It is hereby agreed upon that:

Scope of Work

PGUSD will prepare and provide ready-to-eat lunch meals to MBCS-PG. A ready-to-eat lunch meal comprises of an entrée (grain & protein), serving of fruit, and a serving of vegetables. **The ready-to-eat lunch meal will be charged at no cost.** PGUSD will claim these lunch meals for federal and state reimbursement.

1. Meal Planning & Ordering

- a. PGUSD will provide a menu. MBCS-PG is responsible for sharing the menu with its students.
- b. Menu items may be adjusted by the mutual consent of both parties. PGUSD shall adjust the menus at the request of MBCS-PG within the budget of the reimbursement rate.
- c. Number of meals prepared by PGUSD shall be determined by the quantity ordered by the MBCS-PG. MBCS-PG will notify PGUSD of the quantity of meals needed for the following week via email by Friday.

4. Preparation, Delivery, & Service of Meals

- a. PGUSD will prepare meals at a site that maintains all appropriate state and local health permits and certifications for our facilities, and will maintain all permits and certifications at all times.
- b. PGUSD will have meals ready for pick up each school day at least 30 minutes prior to MBCS-PG's meal service time.
- c. Pick-up location is at Pacific Grove High School (PGHS), located at: 615 Sunset Drive, Pacific Grove, CA 93950

5. Recordkeeping Payments

- a. PGUSD shall maintain full and accurate records of daily meals prepared for MBCS-PG.
- b. MBCS-PG confirms that the meals ordered are completely served to its students.

6. Insurance

- a. MBCS-PG will keep and maintain commercial general liability insurance in an amount no less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) in the aggregate. If requested, MBCS-PG will provide PGUSD with proof of insurance in the amount specified, with the assurance that coverage will not be cancelled or modified without thirty (30) days prior written notice to PGUSD.
- b. PGUSD will keep and maintain commercial general liability insurance in an amount no less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) in the aggregate. If requested, PGUSD will provide MBCS-PG with proof of insurance in the amount specified, with the assurance that coverage will not be cancelled or modified without thirty (30) days prior written notice to MBCS-PG.

7. Agreement Period & Renewal

- a. This agreement shall run from August 23, 2021 to June 30, 2022.

The signers listed below attest they are fully authorized to enter into agreement and hereby fully execute this agreement.

Name & Title of MBCS-PG Representative	Telephone Number
Mailing Address 1004 DAVID AVENUE PACIFIC GROVE, CA 93950	
Signature	Date
Name & Title of Pacific Grove USD Representative	Telephone Number
STEPHANIE LIP	(831)-646-6521
Mailing Address 435 HILLCREST AVENUE PACIFIC GROVE, CA 93950	
Signature	Date

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: District Update on Response to COVID-19

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board receive information regarding District response to COVID-19, and provide direction to Administration.

INFORMATION:

The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Approve Resolution #1076 for the Gann Limits for 2020-21 and 2021-22

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Song Chin- Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review and approve Resolution #1076 for the Gann Limit calculations for 2020-21 and 2021-22.

BACKGROUND:

In 1979, the voters in California adopted Proposition 4, which added an amendment to the State Constitution regarding maximum appropriation limitations for public agencies. Each year, school districts in California are required to compute a final Gann Limit for the preceding fiscal year and to adopt an estimated appropriations limit for the current year. Although districts are required to compute their Gann Limits, legislation regarding Proposition 4 exempted school districts from the requirements of the limit, by allowing any increase in a school district's Gann Limit to be offset by a reduction in the State of California's Gann Limit.

INFORMATION:

This resolution summarizes the District's newly computed Gann Limit for 2020-21, and the estimated appropriation for 2021-22. As in prior years, the calculation is simply an adjustment of the prior year limit with inflation and ADA factors applied. The revised amount is then compared with the level of expenditures which are theoretically limited by the revised limit. In the 2020-21 year, District expenditures did not exceed the Gann Limit

FISCAL IMPACT:

No fiscal impact.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

RESOLUTION #1076

RESOLUTION FOR ADOPTING THE GANN LIMITS FOR 2020-21 and 2021-22

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII B to the California Constitution; and

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits”, for public agencies, including school districts; and

WHEREAS, the District must establish a revised Gann Limit for the 2020-21 fiscal year and a projected Gann Limit for the 2021-22 fiscal year in accordance with the provisions of Article XIII B and applicable statutory law; and

WHEREAS, Government Code Section 7902.1 provides that the school districts may increase their Gann Limit under specified circumstances;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education does provide public notice that the calculations and documentation of the Gann limits for the 2020-21 and 2021-22 fiscal years were made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby provided public notice that the calculations and documentation do not include a need to increase the 2020-21 Gann Limit pursuant to the provisions of G. C. 7902.1;

AND BE IT FURTHER RESOLVED that the Superintendent does not, therefore, need to notify the Director of the State Department of Finance of a need to further increase the District’s Gann Limit;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2020-21 and 2021-22 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent make available this resolution along with appropriate documents to interested citizens of this district.

PASSED AND ADOPTED by the Board of Education of Pacific Grove Unified School District this 2nd day of September, 2021 by the following votes:

AYES:

NOES:

ABSENTS:

Brian Swanson, Clerk of the Governing Board

	2020-21 Calculations			2021-22 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2019-20 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2019-20 Actual			2020-21 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	29,483,438.87		29,483,438.87			30,583,171.14
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	1,910.80		1,910.80			1,910.80
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2019-20			Adjustments to 2020-21		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2020-21 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2020-21 P2 Report			2021-22 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	1,910.80		1,910.80	1,910.80		1,910.80
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			1,910.80			1,910.80
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2020-21 Actual			2021-22 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	117,095.32		117,095.32	151,928.00		151,928.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	28,111,618.66		28,111,618.66	29,043,095.00		29,043,095.00
5. Unsecured Roll Taxes (Object 8042)	1,061,467.69		1,061,467.69	1,070,801.00		1,070,801.00
6. Prior Years' Taxes (Object 8043)	304,754.62		304,754.62	203,075.00		203,075.00
7. Supplemental Taxes (Object 8044)	0.00		0.00	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	71,308.04		71,308.04	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	82.39		82.39	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	29,666,326.72	0.00	29,666,326.72	30,468,899.00	0.00	30,468,899.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	29,666,326.72	0.00	29,666,326.72	30,468,899.00	0.00	30,468,899.00

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Approval of the 2020-21 Unaudited Actuals Financial Report

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Song Chin- Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review and approve the Unaudited Actuals Financial Report for the 2020-21 fiscal year.

BACKGROUND:

Following the close of each fiscal year, the District Business Services staff prepares the Unaudited Actuals Financial Report. This report reflects the final posting of all revenues, expenditures, transfers and ending fund balances for the year just ended. This is the final District's financial statements prior to having the reports audited by the independent auditors. Following Board approval, the Unaudited Actuals Financial Report will be submitted to the Monterey County Office of Education for their review and will be made available to the public on the District website at www.pgusd.org

INFORMATION:

The attached reports show the financial activity for each of the District's funds, comparing the 2020-21 fiscal year with prior years. Here are some major points from the attached reports:

Fund 1 – The Combined (Unrestricted and Restricted) General Fund posted total revenues of \$39,047,731 and total expenditures of \$37,620,342 including Interfund Transfers Out, resulting in an operating surplus of \$1,427,389.

Due to covid-19 pandemic, distance learning was provided for much of the 2020-21 school year, it was expected that the General Fund would experience an operating surplus. There were savings in every facet of operations due to allowable expenditures being funded by the one-time federal and state stimulus funds, Coronavirus Aid, Relief and Economic Security (CARES) and Elementary and Secondary School Emergency Relief (ESSER) funds. The District received \$2,058,410 and spent \$1,478,759, from which certain funds could be used to supplant General Fund expenditures while some were supplemental.

The 2020-21 Unrestricted General Fund (UGF) net operating surplus is \$939,578. The gross surplus of \$1,427,389 includes Restricted Fund operating surplus of \$487,811.

The Unrestricted General Fund surplus or revenue exceeds expenditures of \$939,578 is composed of the following major items:

• Increase of property tax receipts	\$ 292,102
• Increase of prior years' property tax collections	\$109,772
• Penalties & interest from delinquencies (zero was budgeted)	\$ 71,308
• School Resource Officer service not needed	\$ 75,643
• Utility cost & operations waste savings	\$ 65,222
• Supplies (school sites, custodial & departments)	\$ 101,654
• Special Ed contract & legal cost savings	\$102,753
• Athletic stipends & transportation cost savings	\$ 57,202
• All other items	\$ 63,922

The District met its 3.0% minimum reserve, and has additional unrestricted reserves of 11.4%, with a total of 14.4%. The Restricted Carryover fund Balance is \$1,404,399.

Fund 11 – The Adult Education Fund posted total revenues of \$2,329,584 including an interfund transfer from the General Fund of \$209,944 for programs & services directly supported by the District, and total expenditures of \$2,041,884. The operating surplus of \$287,700 was programmatic and operational savings resulted from the shut down because of the covid-19 pandemic.

Fund 12 – The Child Development Fund accounts for the financial activity of both the State Preschool and the Before-and-After-School-Recreation-Program (BASRP). This fund posted revenues of \$132,071 and expenditures of \$315,379, resulting in a deficit of (\$183,308). The revenues were substantially lower than prior years due to the program closure as a result of covid 19. There was a General Fund contribution of \$313,508 to balance the deficit in this Fund and providing stability going forward.

Fund 13 – The Cafeteria Fund posted revenues of \$519,992 and expenditures of \$537,362 with an offset by an interfund transfer in of \$277,819 from the General Fund. Regular student meal sales were not existence due to the covid-19 closure of schools but an increase in the free breakfast and lunch meals served due to the “Seamless Summer Option”. The number of meals served was 150,458 in 2020-21 as compared to 141,412 in 2019-20 and 117,820 in 2018-19.

Fund 14 – The Deferred Maintenance Fund posted revenues of \$94,167 including interest income of \$795, and expenditures of \$18,741 resulting in a surplus of \$75,427. This surplus resulted in a gain to the ending fund balance from \$74,714 to \$150,141.

Fund 20 – There was no transfer of funds from the General Fund to the Postemployment Benefits Fund in 2020-21 just like the year before, 2019-20. This Fund can be used for additional funding for the unfunded liability of future retiree benefits in addition to the pay-as-you-go amount budgeted in the General Fund. The ending balance is \$6,294.

Fund 21 – The Building Fund accounts for all revenues and expenditures related to the Measure A (Education Technology) Bond and the Measure D (Facilities Bond) Bond. The ending fund balance for Measure A is \$1,638,914, Measure D \$5,120,675, and residual interest income of \$49,249. The semiannual fund release for Measure A in June/July and January/February is \$300,000 each.

Fund 40 – The Capital Projects Fund accounts for all revenues derived from the lease at the David Avenue campus, \$225,893.40, as well as fees for facilities use, which were \$4,374.70 in 2020-21. The bulk of the expenditures was used to fund the lease payments of the three portable classrooms at Robert Down, and two portable classrooms at Forest Grove.

FISCAL IMPACT:

Approval of this report has no fiscal impact

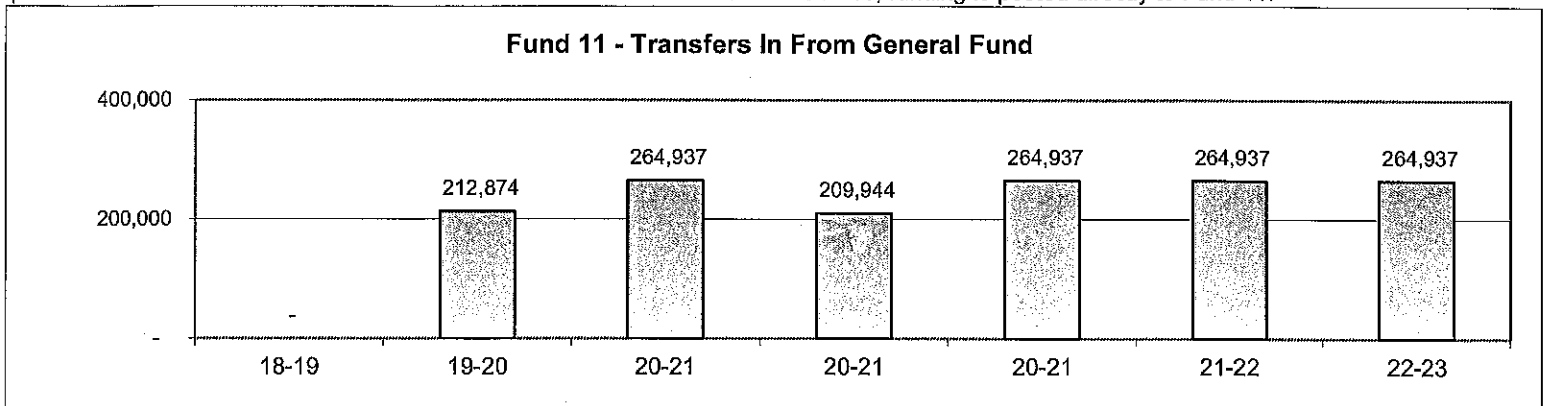
Fund 1 - General Fund - Combined

	6.52%	4.71%	5.14%	5.14%	4.15%	3.15%	3.00%
	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23	2023-24
	Actuals	Actuals	Second Interim	Unaudited Actuals	Adopted Budget	Estimate	Estimate
Beginning Fund Balance - Rest	446,664	526,947	916,593	916,588	332,189	-	-
Beginning Fund Balance - Unrest.	4,151,404	4,169,422	4,496,234	4,496,234	4,989,655	6,405,080	7,617,470
Beginning Fund Balance	4,598,068	4,696,369	5,412,827	5,412,822	5,321,844	6,405,080	7,617,470
Revenues:							
LCFF Sources 8000	29,357,332	30,391,753	31,769,440	32,234,767	32,982,775	34,247,641	35,247,242
Federal Sources 8100	719,971	669,659	1,612,281	2,011,995	841,767	678,040	682,406
State Sources 8300	2,700,969	2,837,359	2,453,254	3,081,226	2,415,436	2,189,824	2,209,176
Local Sources 8600	1,721,841	1,973,552	1,699,479	1,719,742	1,484,018	1,484,018	1,484,018
Total Revenues	34,500,113	35,872,323	37,534,454	39,047,731	37,723,996	38,599,523	39,622,842
percent change	2.7%	0.5%	0.3%	4.2%	0.6%	6.2%	2.7%
Expenditures:							
Certificated Salaries 1000	17,073,639	17,045,277	17,741,410	18,000,573	17,775,710	18,026,507	18,394,041
Classified Salaries 2000	6,579,721	6,532,991	6,582,045	6,989,510	6,554,260	6,660,951	6,774,631
Employee Benefits 3000	7,068,637	7,861,659	7,835,365	8,174,039	8,449,648	8,737,853	9,199,926
Books and Supplies 4000	933,021	907,160	1,821,499	1,357,427	1,019,423	1,024,520	1,031,143
Services and Other 5000	2,435,873	2,374,406	2,726,336	2,390,198	2,667,686	2,789,080	2,864,300
Capital Outlay 6000	41,256	115,593	35,908	53,065	15,000	-	-
Other Outgo 7000	650	318,895	542,717	655,530	142,292	145,382	155,382
Total Expenditures	34,132,796	35,155,981	37,285,280	37,620,342	36,624,019	37,384,293	38,419,423
percent change	-1.6%	-1.1%	0.5%	1.1%	-1.6%	5.2%	2.8%
Surplus (Deficit)	367,317	716,343	249,174	1,427,389	1,099,977	1,215,230	1,203,419
carryover funds			578,827	(487,811)			
Transfers In (Out)							
Fund 11 - Adult Education	(93,891)			(36,358)			
Fund 12 - Child Development		95,515	(224,866)	(313,544)	(41,910)	(45,000)	(55,000)
Fund 13 - Cafeteria	(58,105)	95,111	-	(277,819)	-	-	-
Fund 14 - Deferred Maintenance							
Fund 20 - Postemployment Ben.							
Other Sources (Uses) Bus/FD 40	(117,024)	-	-	-	-	-	-
Net Transfers In (Out)	(269,019)	190,626	(224,866)	(627,720)	(41,910)	(45,000)	(55,000)
Ending Fund Balance	4,696,366	5,412,712	5,662,001	6,840,211	6,421,821	7,620,310	8,820,889
Components of Ending Fund Balance							
a Nonspendable - Revolving Cash	5,000	5,000	5,000	5,000	5,000	5,000	5,000
b Restricted (restricted carryover)	526,947	916,588	337,761	1,404,399	166,004	237,761	237,761
c Committed / Prepaid Exp.	3,220						
d Assigned							
Prop Tax Reserve (0.50%)	132,866	139,119	146,274	148,332	152,344	158,667	163,665
Basic Aid Reserve	1,032,054	2,636,125	3,480,108	3,589,206	4,448,954	5,535,861	6,534,563
Sick Leave Incentive Reserve	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Deferred Maint. & RRM Reserve	539,351	355,539	382,682	369,714	342,408	365,216	396,270
STRS/PERS Reserve 2020-21	1,057,412	235,783	121,617	124,950	121,650	123,437	251,687
C/o to FD 40; Donations	297,461						
e 3% Resv for Econ Uncertainties (3)	1,032,054	1,054,679	1,118,558	1,128,610	1,098,721	1,121,529	1,152,583
Unassigned/Unappropriated							
subtotal Unrestricted Reserves	4,161,199	4,491,246	5,319,240	5,430,813	6,234,076	7,374,709	8,568,767
Undesignated Resv Percent	12.1%	12.8%	14.2%	14.4%	17.0%	19.7%	22.3%
Ending Fund Balance	4,696,366	5,412,834	5,662,001	6,840,211	6,405,080	7,617,470	8,811,528

Fund 11 - Adult Education Fund

		2018-19	2019-20	2020-21	2020-21	2021-22	2022-23	2023-24
		Actuals	Actuals	Second Interim	Unaudited Actuals	Adopted Budget	Estimate	Estimate
Beginning Fund Balance		2,336,590	2,005,884	1,922,958	1,922,958	1,663,690	1,517,860	1,122,857
Revenues:								
LCFF Sources	8000	-	212,874	264,937	209,944	264,937	264,937	264,937
Federal Revenue	8200	35,628	56,076	53,642	55,022	22,275	22,500	22,500
Other State Revenue	8091/8590	1,387,498	1,662,622	1,526,110	1,527,706	1,526,107	1,526,110	1,526,110
Other Local Revenue	8600	632,818	550,920	28,550	536,912	355,000	155,000	155,000
Total Revenues		2,055,943	2,482,492	1,873,239	2,329,584	2,168,319	1,968,547	1,968,547
Expenditures:								
Certificated Salaries	1000	599,032	594,616	525,700	546,437	645,296	654,007	664,275
Classified Salaries	2000	642,999	866,106	750,355	795,267	868,095	883,113	896,271
Employee Benefits	3000	328,805	426,275	412,189	410,135	507,266	533,229	541,559
Books and Supplies	4000	259,354	131,850	211,511	133,263	220,625	220,700	220,700
Services & Other Oper:	5000	86,482	90,808	67,065	76,208	72,867	72,500	72,500
Capital Outlay	6000	453,868	455,764	-	-	-		
Other Outgo	7100							
Indirect Costs	7350	110,000	-	52,000	80,574			
Total Expenditures		2,480,540	2,565,418	2,018,820	2,041,884	2,314,149	2,363,550	2,395,306
Surplus (Deficit)		(424,597)	(82,926)	(145,581)	287,700	(145,830)	(395,003)	(426,759)
Transfers In - Fund 1	8900	93,891						
Ending Fund Balance		2,005,884	1,922,958	1,777,377	2,210,657	1,517,860	1,122,857	696,098
Components of Ending Fund Balance:								
a) Nonspendable - Revolv	9711							
b) Restricted - grants/don:	9740	996,295	499,125	374,064	366,935	264,859	375,000	375,000
c) Committed	9750							
d) Assigned	9780	1,009,589	1,423,833	1,403,313	1,843,722	1,253,001	747,857	321,098
e) Unassigned/Unappropri	9790							
Ending Fund Balance		2,005,884	1,922,958	1,777,377	2,210,657	1,517,860	1,122,857	696,098

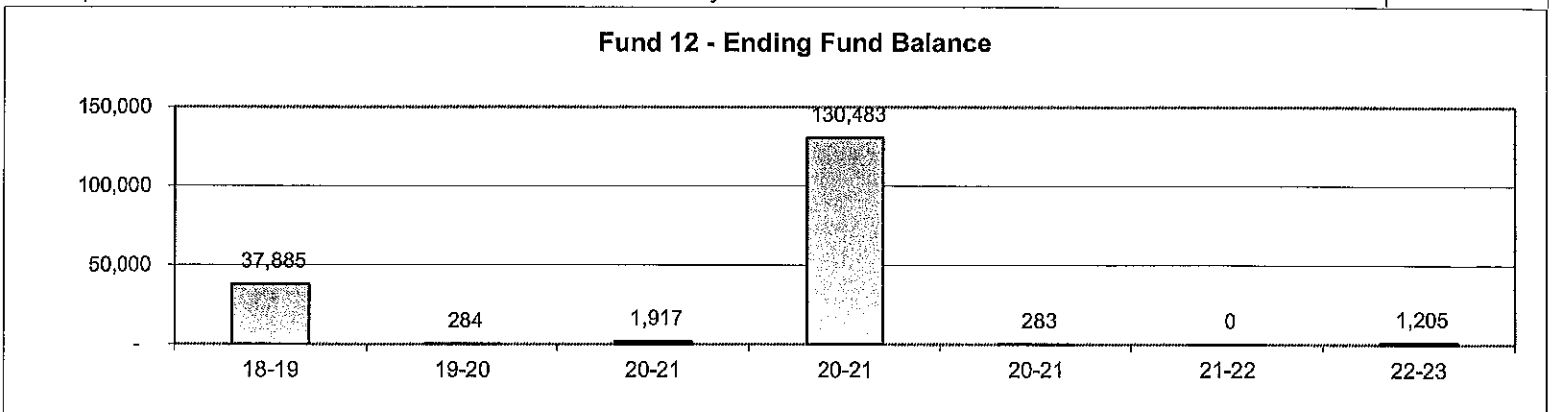
Fund 11 accounts for all the transactions related to the District's Adult Education program. The state has changed the way Adult Ed posts the apportionments, making it difficult to compare across years. Prior to 2008-09, Adult Ed received their apportionment directly from the state. In 2009-10, it became a Transfer-In from the General Fund. Then, in 2011-12, it was not transferred in, but posted from the General Fund into their Other State Revenue line item. In 2015-16, funding is posted directly to Fund 11.



Fund 12 - Child Development Fund

	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23	2023-24
	Actuals	Actuals	Second Interim	Unaudited Actuals	Adopted Budget	Estimate	Estimate
Beginning Fund Balance	108,280	37,885	284	284	283	283	0
Revenues:							
LCFF Sources 8000							
Federal Revenue 8100				9,371			
State Rev. (Preschool) 8500	124,217	132,612	128,838	124,244	128,838	129,000	129,600
Local Rev. (BASRP) 8600	353,160	313,499	-	(1,544)	350,000	360,000	360,500
Total Revenues	477,377	446,111	128,838	132,071	478,838	489,000	490,100
Expenditures:							
Certificated Salaries 1000	65,542	63,426	63,139	68,364	63,115	63,967	64,971
Classified Salaries 2000	319,384	337,524	166,176	149,732	285,097	290,029	295,047
Employee Benefits 3000	121,028	141,117	83,071	71,503	130,887	138,666	142,177
Books and Supplies 4000	9,136	7,710	9,400	2,149	9,729	9,450	9,480
Services & Other Oper: 5000	3,505	4,911	5,745	3,581	5,500	5,750	5,800
Capital Outlay 6000	4,637					-	-
Other Outgo 7100							
Indirect Costs 7300	24,540	24,540	24,540	20,050	26,420	26,420	26,420
Total Expenditures	547,773	579,228	352,071	315,379	520,748	534,283	543,895
Surplus (Deficit)	(70,395)	(133,117)	(223,233)	(183,308)	(41,910)	(45,283)	(53,795)
Transfers In from Fund I 8900		95,515	224,866	313,508	41,910	45,000	55,000
Ending Fund Balance	37,885	284	1,917	130,483	283	0	1,205
Components of Ending Fund Balance:							
a) Nonspendable - Revolv 9711							
b) Restricted 9740			1,633	9,371	283		
c) Committed 9750							
d) Assigned 9780	37,885	284	284	121,112		0	1,205
e) Unassigned-Res for Ec 9789							
Unassigned/Unappropri 9790							
Ending Fund Balance	37,885	284	1,917	130,483	283	0	1,205

Fund 12 accounts for all the transactions related to the State Preschool program and the Before and After School Recreation Program (BASRP). In 2011-12, fees were raised which allowed the Fund to operate at a surplus. In 2013-14, Fund 12 paid for a new portable classroom to be located at Forest Grove Elementary School.

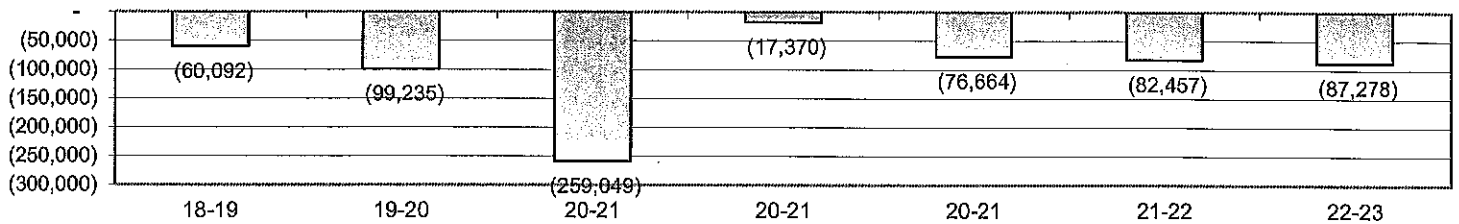


Fund 13 - Cafeteria Fund

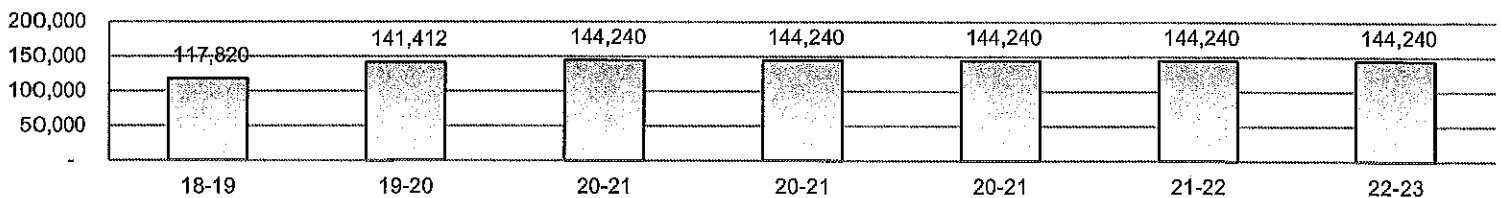
	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23	2023-24
	Actuals	Actuals	Second Interim	Unaudited Actuals	Adopted Budget	Estimate	Estimate
Beginning Fund Balance	13,765	11,778	7,653	56,696	50,544	50,544	44,751
Revenues:							
LCFF Sources 8000							
Federal Revenue 8200	178,292	231,886	262,973	470,081	178,000	180,000	180,000
Other State Revenue 8500	12,282	22,148	22,396	43,305	12,000	12,000	12,000
Other Local Revenue 8600	429,035	338,397	2,242	6,606	425,000	430,000	435,000
Total Revenues	619,608	592,431	287,611	519,992	615,000	622,000	627,000
Expenditures:							
Certificated Salaries 1000							
Classified Salaries 2000	301,683	302,089	267,456	282,727	288,673	293,667	299,100
Employee Benefits 3000	81,293	86,937	82,711	83,488	97,446	105,290	109,178
Supplies 4000	282,802	288,598	179,723	160,744	285,000	285,500	286,000
Services 5000	13,921	14,042	16,770	10,403	20,545	20,000	20,000
Capital Outlay 6000							
Other Outgo 7100							
Total Expenditures	679,700	691,666	546,660	537,362	691,664	704,457	714,278
Surplus (Deficit)	(60,092)	(99,235)	(259,049)	(17,370)	(76,664)	(82,457)	(87,278)
Transfers In - General Fi 8900	58,105	95,111	263,582	277,819	76,664	76,664	86,664
Ending Fund Balance	11,778	7,653	12,186	317,145	50,544	44,751	44,137

Components of Ending Fund Balance:							
a) Nonspendable - Stores 9711	11,226	6,783		7,815			
b) Restricted 9740	-		11,119		49,474	44,751	44,137
c) Committed							
d) Assigned - cash in drawer	552	870	1,067	309,330	1,070		
e) Unassigned/Unappropri 9790							
Ending Fund Balance	11,778	7,653	12,186	317,145	50,544	44,751	44,137

Fund 13 - Surplus (Deficit)



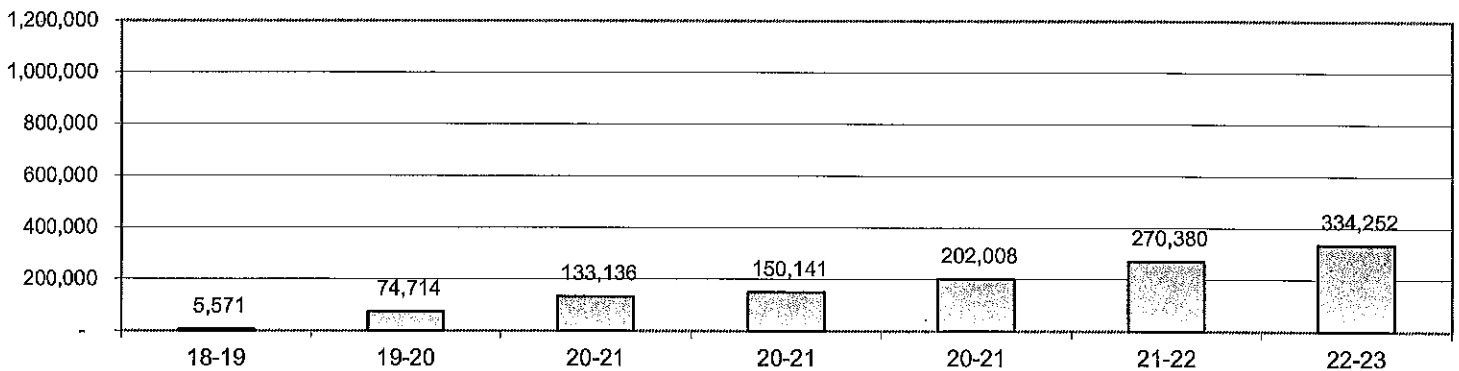
Meals Served



Fund 14 - Deferred Maintenance Fund

	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23	2023-24
	Actuals	Actuals	Second Interim	Unaudited Actuals	Adopted Budget	Estimate	Estimate
Beginning Fund Balance	26,040	5,571	74,714	74,714	133,136	202,008	270,380
Revenues:							
LCFF Sources 8000	93,372	93,372	93,372	93,372	93,372	93,372	93,372
Federal Revenue 8100							
Other State Revenue 8590						-	-
Other Local Revenue 8660	(272)	31	50	795	500	500	500
Total Revenues	93,100	93,403	93,422	94,167	93,872	93,872	93,872
Expenditures:							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4300						-	-
Services 5800	113,569	24,260	35,000	18,741	25,000	25,500	30,000
Capital Outlay 6000							
Other Outgo 7100							
Indirect Costs 7300							
Total Expenditures	113,569	24,260	35,000	18,741	25,000	25,500	30,000
Surplus (Deficit)	(20,469)	69,144	58,422	75,427	68,872	68,372	63,872
Transfers In (Out) - to G 8900							
Ending Fund Balance	5,571	74,714	133,136	150,141	202,008	270,380	334,252
Components of Ending Fund Balance:							
a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780	5,571	74,714	133,136	150,141	202,008	270,380	334,252
e) Unassigned-Reserve fo 9789							
Unassigned/Unappropri 9790							
Ending Fund Balance	5,571	74,714	133,136	150,141	202,008	270,380	334,252

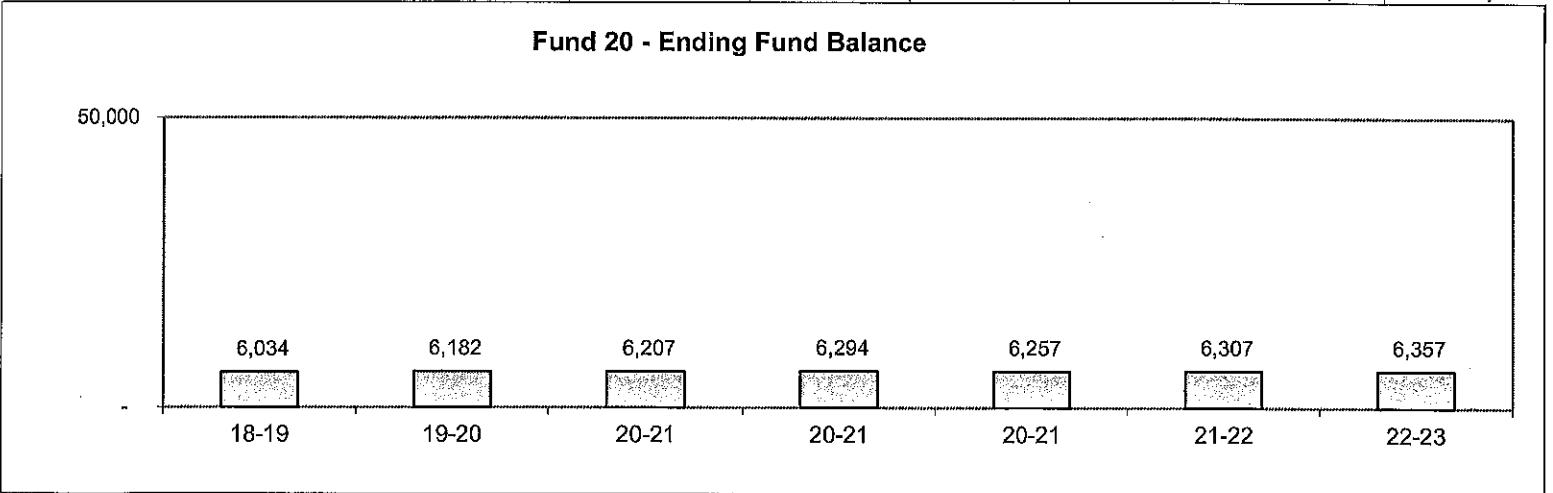
Fund 14 - Ending Fund Balance



Fund 20 - Postemployment Benefits Fund

	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23	2023-24
	Actuals	Actuals	Second Interim	Unaudited Actuals	Adopted Budget	Estimate	Estimate
Beginning Fund Balance	5,860	6,034	6,182	6,182	6,207	6,257	6,307
Revenues:							
LCFF Sources	8000						
Federal Revenue	8100						
Other State Revenue	8300						
Other Local Revenue	8600	174	148	25	112	50	50
Total Revenues	174	148	25	112	50	50	50
Expenditures:							
Certificated Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies	4000						
Services	5000						
Capital Outlay	6000						
Other Outgo	7100						
Indirect Costs	7300						
Total Expenditures	-	-	-	-	-	-	-
Surplus (Deficit)	174	148	25	112	50	50	50
Transfers In (Out) - from	8900						
Ending Fund Balance	6,034	6,182	6,207	6,294	6,257	6,307	6,357

Components of Ending Fund Balance:							
a) Nonspendable - Revolv	9711						
b) Restricted	9740						
c) Committed	9750						
d) Assigned - Medigap	9780	6,034	6,182	6,207	6,294	6,257	6,307
e) Unassigned-Reserve fo	9789						
Unassigned/Unappropri	9790						
Ending Fund Balance		6,034	6,182	6,207	6,294	6,257	6,307

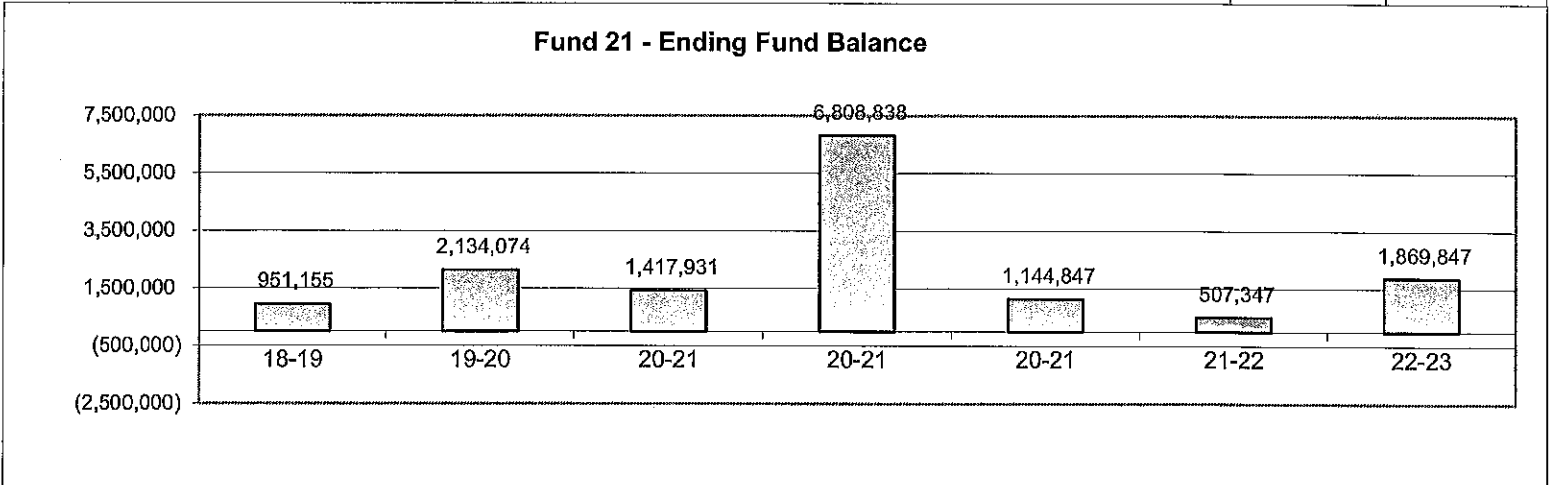


Fund 21 - Building Fund (Education Technology)

	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23	2023-24
	Actuals	Actuals	Second Interim	Unaudited Actuals	Adopted Budget	Estimate	Estimate
Beginning Fund Balance	1,504,309	951,155	2,134,074	2,134,074	1,751,864	1,144,847	507,347
Revenues:							
Mea D - Series A 8951			6,189,069	6,388,830			
Mea A - Series C 8951		2,000,000					
Mea A - Series D 8951							2,000,000
Other State Revenue 8300							
Other Local Revenue 8600	28,524	19,879	2,500	49,144		2,500	2,500
Total Revenues	28,524	2,019,879	2,500	6,437,975	-	2,500	2,002,500
Expenditures:							
Certificated Salaries 1000							
Classified Salaries 2000				12,577	36,544		
Employee Benefits 3000				3,585	12,473		
Supplies 4000	383,315	289,095	273,568	53,033	298,000	100,000	100,000
Services 5000	177,836	180,461	282,775	521,951	130,000	440,000	440,000
Capital Outlay 6000	20,527	367,404	162,300	819,995	130,000	100,000	100,000
Other Outgo 7100							
Indirect Costs 7300							
Total Expenditures	581,677	836,960	718,643	1,411,141	607,017	640,000	640,000
Surplus (Deficit)	(553,154)	1,182,919	(716,143)	5,026,833	(607,017)	(637,500)	1,362,500
Transfers In (Out) 8900/(7619)				(352,069)			
Ending Fund Balance	951,155	2,134,074	1,417,931	6,808,838	1,144,847	507,347	1,869,847

Components of Ending Fund Balance:							
a) Nonspendable - Revolv 9711							
b) Restricted 9740	912,112	2,095,030	1,378,889	6,808,838	1,105,803	507,347	1,869,847
c) Committed 9750							
d) Assigned 9780	39,044	39,044	39,042	-	39,044		
e) Unassigned-Reserve fo 9789							
Unassigned/Unappropri 9790							
Ending Fund Balance	951,155	2,134,074	1,417,931	6,808,838	1,144,847	507,347	1,869,847

Fund 21 accounts for the revenues and expenditures associated with Measure A and Measure D Bonds.

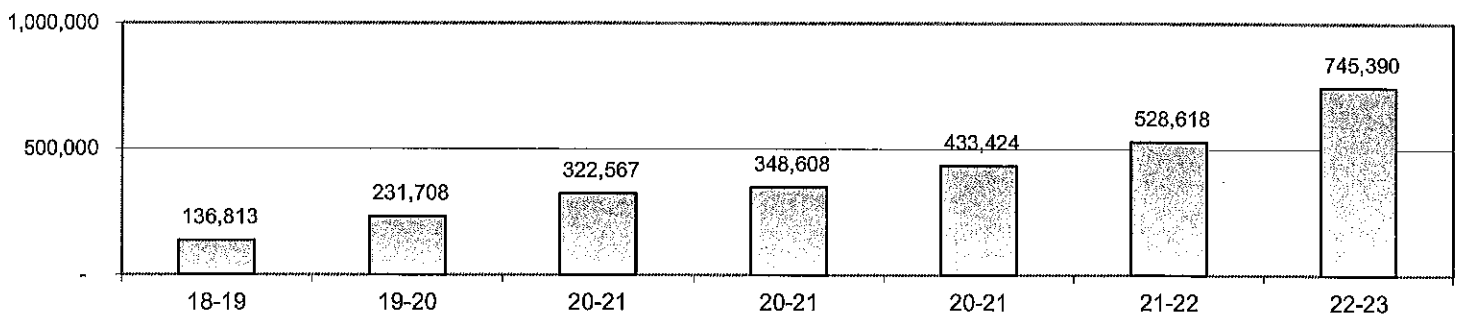


Fund 40 - Capital Outlay Projects Fund

	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23	2023-24
	Actuals	Actuals	Second Interim	Unaudited Actuals	Adopted Budget	Estimate	Estimate
Beginning Fund Balance	10,636	136,813	231,708	231,708	322,567	433,424	528,618
Revenues:							
LCFF Sources 8000							
Other State Revenue 8300							
Leases & Rentals 8600				230,268			
Interest income 8600	663,611	313,880	227,893	3,668	227,893	234,730	241,772
Total Revenues	663,611	313,880	227,893	233,936	227,893	234,730	241,772
Expenditures:							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4000							
Services 5000	449,936	37,882	20,000			22,500	25,000
Capital Outlay - Equipm 6000	3,882	64,068					
Other Outgo 7100	200,640	117,035	117,034	117,035	117,035	117,036	
Indirect Costs 7300						-	-
Total Expenditures	654,458	218,986	137,034	117,035	117,035	139,536	25,000
Surplus (Deficit)	9,154	94,894	90,859	116,901	110,858	95,194	216,772
Transfers In (Out) 8900	117,024						
Ending Fund Balance	136,813	231,708	322,567	348,608	433,424	528,618	745,390
Components of Ending Fund Balance:							
a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780	136,813	231,708	322,567	348,608	433,424	528,618	745,390
e) Unassigned/Unappropri 9790							
Ending Fund Balance	136,813	231,708	322,567	348,608	433,424	528,618	745,390

Fund 40 includes revenues collected from David Avenue leases, expenditures authorized by the Board, and prior to 18-19 maintenance department expenses in excess of the program 6220 allocation. The Board approved \$500,000 to help with the cost of construction of the High School swimming pool. In 2017-18, Fund 40 was used to fund the construction of three portable classrooms at Robert Down, and two portable classrooms at Forest Grove.

Fund 40 - Ending Fund Balance



UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2020-21 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

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

Date of Meeting: _____

To the Superintendent of Public Instruction:

2020-21 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

For School District:

Maurene Coloma

Song Chin-Bendib

Name
Financial Analyst

Name
Assistant Superintendent

Title
831-755-0320

Title
831-646-6509

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mcoloma@montereycoe.org

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schinbendib@pgusd.org

E-mail Address

E-mail Address

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) LCFF Sources		8010-8099	32,234,684.73	0.00	32,234,684.73	32,982,775.00	0.00	32,982,775.00	2.3%
2) Federal Revenue		8100-8299	52,204.65	1,959,790.69	2,011,995.34	50,000.00	791,767.00	841,767.00	-58.2%
3) Other State Revenue		8300-8599	399,650.19	2,681,575.57	3,081,225.76	353,573.00	2,061,863.00	2,415,436.00	-21.6%
4) Other Local Revenue		8600-8799	151,911.37	1,567,913.45	1,719,824.82	136,600.00	1,347,418.00	1,484,018.00	-13.7%
5) TOTAL, REVENUES			32,838,450.94	6,209,279.71	39,047,730.65	33,522,948.00	4,201,048.00	37,723,996.00	-3.4%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	14,616,118.12	3,384,454.88	18,000,573.00	14,233,226.00	3,481,899.00	17,715,125.00	-1.6%
2) Classified Salaries		2000-2999	4,450,781.29	2,538,729.10	6,989,510.39	4,401,751.00	2,152,509.00	6,554,260.00	-6.2%
3) Employee Benefits		3000-3999	5,001,292.12	3,172,746.90	8,174,039.02	5,155,622.00	3,294,026.00	8,449,648.00	3.4%
4) Books and Supplies		4000-4999	419,405.13	938,022.01	1,357,427.14	566,872.00	452,551.00	1,019,423.00	-24.9%
5) Services and Other Operating Expenditures		5000-5999	1,911,398.77	478,798.97	2,390,197.74	2,150,376.00	517,310.00	2,667,686.00	11.6%
6) Capital Outlay		6000-6999	26,907.17	26,157.83	53,065.00	0.00	15,000.00	15,000.00	-71.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	6,736.00	121,697.55	128,433.55	9,494.00	117,308.00	126,802.00	-1.3%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(280,592.52)	179,968.52	(100,624.00)	(144,329.00)	117,909.00	(26,420.00)	-73.7%
9) TOTAL, EXPENDITURES			26,152,046.08	10,840,575.76	36,992,621.84	26,373,012.00	10,148,512.00	36,521,524.00	-1.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			6,686,404.86	(4,631,296.05)	2,055,108.81	7,149,936.00	(5,947,464.00)	1,202,472.00	-41.5%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	627,720.01	0.00	627,720.01	118,574.00	0.00	118,574.00	-81.1%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(5,119,106.60)	5,119,106.60	0.00	(5,781,279.00)	5,781,279.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(5,746,826.61)	5,119,106.60	(627,720.01)	(5,899,853.00)	5,781,279.00	(118,574.00)	-81.1%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			939,578.25	487,810.55	1,427,388.80	1,250,083.00	(166,185.00)	1,083,898.00	-24.1%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	4,496,234.33	916,588.38	5,412,822.71	5,435,812.58	1,404,398.93	6,840,211.51	26.4%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,496,234.33	916,588.38	5,412,822.71	5,435,812.58	1,404,398.93	6,840,211.51	26.4%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,496,234.33	916,588.38	5,412,822.71	5,435,812.58	1,404,398.93	6,840,211.51	26.4%
2) Ending Balance, June 30 (E + F1e)			5,435,812.58	1,404,398.93	6,840,211.51	6,685,895.58	1,238,213.93	7,924,109.51	15.8%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	0.00	850.00	850.00	0.00	0.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	1,403,548.93	1,403,548.93	0.00	1,238,213.93	1,238,213.93	-11.8%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	4,302,202.00	0.00	4,302,202.00	5,581,692.58	0.00	5,581,692.58	29.7%
Property Tax Reserve (0.50%)	0000	9780	148,332.00		148,332.00				
Basic Aid Reserve	0000	9780	3,589,206.00		3,589,206.00				
Sick Leave Incentive	0000	9780	70,000.00		70,000.00				
Deferred Maintenance Reserve	0000	9780	369,714.00		369,714.00				
STRS/PERS Reserve 2020-2021	0000	9780	18,880.01		18,880.01				
Lottery Unrestricted/PG&E	1100	9780	19,214.32		19,214.32				
STRS/PERS Reserve	1400	9780	86,855.67		86,855.67				
Property Tax Reserve	0000	9780				152,344.00		152,344.00	
Basic Aid Reserve	0000	9780				4,720,865.59		4,720,865.59	
Sick Leave Incentive Reserve	0000	9780				70,000.00		70,000.00	
Deferred Maintenance/RRM Reserve	0000	9780				342,890.00		342,890.00	
STRS/PERS Reserve	0000	9780				121,347.00		121,347.00	
Lottery Unrestricted/PG&E	1100	9780				19,214.32		19,214.32	
Basic Aid Reserve	1400	9780				155,031.67		155,031.67	

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	1,128,610.58	0.00	1,128,610.58	1,099,203.00	0.00	1,099,203.00	-2.6%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
G. ASSETS									
1) Cash									
a) in County Treasury		9110	7,851,126.35	1,188,637.64	9,039,763.99				
1) Fair Value Adjustment to Cash in County Treasury		9111	12,272.71	0.00	12,272.71				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Cash Account		9130	5,000.00	0.00	5,000.00				
d) with Fiscal Agent/Trustee		9135	0.00	0.00	0.00				
e) Collections Awaiting Deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	736,010.67	1,214,245.31	1,950,255.98				
4) Due from Grantor Government		9290	0.00	0.00	0.00				
5) Due from Other Funds		9310	155,935.68	0.00	155,935.68				
6) Stores		9320	0.00	0.00	0.00				
7) Prepaid Expenditures		9330	0.00	850.00	850.00				
8) Other Current Assets		9340	0.00	0.00	0.00				
9) TOTAL, ASSETS			8,760,345.41	2,403,732.95	11,164,078.36				
H. DEFERRED OUTFLOWS OF RESOURCES									
1) Deferred Outflows of Resources		9490	0.00	0.00	0.00				
2) TOTAL, DEFERRED OUTFLOWS			0.00	0.00	0.00				
I. LIABILITIES									
1) Accounts Payable		9500	2,338,185.54	587,587.75	2,925,773.29				
2) Due to Grantor Governments		9590	0.00	0.00	0.00				
3) Due to Other Funds		9610	986,347.29	0.00	986,347.29				
4) Current Loans		9640	0.00	0.00	0.00				
5) Unearned Revenue		9650	0.00	411,746.27	411,746.27				
6) TOTAL, LIABILITIES			3,324,532.83	999,334.02	4,323,866.85				
J. DEFERRED INFLOWS OF RESOURCES									
1) Deferred Inflows of Resources		9690	0.00	0.00	0.00				
2) TOTAL, DEFERRED INFLOWS			0.00	0.00	0.00				
K. FUND EQUITY									
Ending Fund Balance, June 30									

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
(must agree with line F2) (G9 + H2) - (I6 + J2)			5,435,812.58	1,404,398.93	6,840,211.51				

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
LCFF SOURCES									
Principal Apportionment State Aid - Current Year		8011	2,505,456.00	0.00	2,505,456.00	2,505,456.00	0.00	2,505,456.00	0.0%
Education Protection Account State Aid - Current Year		8012	382,174.00	0.00	382,174.00	382,174.00	0.00	382,174.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	117,095.32	0.00	117,095.32	151,928.00	0.00	151,928.00	29.7%
Timber Yield Tax		8022	0.00	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	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	28,111,618.66	0.00	28,111,618.66	29,043,095.00	0.00	29,043,095.00	3.3%
Unsecured Roll Taxes		8042	1,061,467.69	0.00	1,061,467.69	1,070,801.00	0.00	1,070,801.00	0.9%
Prior Years' Taxes		8043	304,754.62	0.00	304,754.62	203,075.00	0.00	203,075.00	-33.4%
Supplemental Taxes		8044	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	71,308.04	0.00	71,308.04	0.00	0.00	0.00	-100.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			32,553,874.33	0.00	32,553,874.33	33,356,529.00	0.00	33,356,529.00	2.5%
LCFF Transfers									
Unrestricted LCFF Transfers - Current Year	0000	8091	(303,315.60)		(303,315.60)	(358,309.00)		(358,309.00)	18.1%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	(15,874.00)	0.00	(15,874.00)	(15,445.00)	0.00	(15,445.00)	-2.7%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			32,234,684.73	0.00	32,234,684.73	32,982,775.00	0.00	32,982,775.00	2.3%
FEDERAL REVENUE									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	381,200.46	381,200.46	0.00	381,006.00	381,006.00	-0.1%
Special Education Discretionary Grants		8182	0.00	7,781.81	7,781.81	0.00	0.00	0.00	-100.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290		176,794.00	176,794.00		164,859.00	164,859.00	-6.8%
Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290		40,130.00	40,130.00		40,531.00	40,531.00	1.0%
Title III, Part A, Immigrant Student Program	4201	8290		253.01	253.01		0.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Title III, Part A, English Learner Program	4203	8290		10,517.33	10,517.33		0.00	0.00	-100.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290		0.00	0.00		0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3182, 3185, 4037, 4050, 4123, 4124, 4126, 4127, 4128, 5510, 5630	8290		10,000.00	10,000.00		10,000.00	10,000.00	0.0%
Career and Technical Education	3500-3599	8290		25,232.44	25,232.44		27,312.00	27,312.00	8.2%
All Other Federal Revenue	All Other	8290	52,204.65	1,307,881.64	1,360,086.29	50,000.00	168,059.00	218,059.00	-84.0%
TOTAL, FEDERAL REVENUE			52,204.65	1,959,790.69	2,011,995.34	50,000.00	791,767.00	841,767.00	-58.2%
OTHER STATE REVENUE									
Other State Apportionments									
ROC/P Entitlement Prior Years	6360	8319		0.00	0.00		0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311		0.00	0.00		0.00	0.00	0.0%
Prior Years	6500	8319		0.00	0.00		0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	78,833.00	0.00	78,833.00	78,833.00	0.00	78,833.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	320,817.19	139,197.31	460,014.50	274,740.00	91,580.00	366,320.00	-20.4%
Tax Relief Subventions Restricted Levies - Other									
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590		0.00	0.00		0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590		1,044.84	1,044.84		0.00	0.00	-100.0%
California Clean Energy Jobs Act	6230	8590		0.00	0.00		0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590		65,526.42	65,526.42		59,000.00	59,000.00	-10.0%
American Indian Early Childhood Education	7210	8590		0.00	0.00		0.00	0.00	0.0%
Specialized Secondary	7370	8590		0.00	0.00		0.00	0.00	0.0%
Quality Education Investment Act	7400	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	2,475,807.00	2,475,807.00	0.00	1,911,283.00	1,911,283.00	-22.8%
TOTAL, OTHER STATE REVENUE			399,650.19	2,681,575.57	3,081,225.76	353,573.00	2,061,863.00	2,415,436.00	-21.6%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
OTHER LOCAL REVENUE									
Other Local Revenue									
County and District Taxes									
Other Restricted Levies									
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes									
Parcel Taxes		8621	82.39	0.00	82.39	0.00	0.00	0.00	-100.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds									
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from									
Delinquent Non-LCFF									
Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sales									
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	79,530.70	(1,448.72)	78,081.98	85,000.00	0.00	85,000.00	8.9%
Net Increase (Decrease) in the Fair Value									
of Investments		8662	12,272.71	0.00	12,272.71	0.00	0.00	0.00	-100.0%
Fees and Contracts									
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	1,169.50	0.00	1,169.50	0.00	0.00	0.00	-100.0%
Interagency Services		8677	0.00	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	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue									
Plus: Misc Funds Non-LCFF									

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
(50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	58,856.07	786,531.28	845,387.35	51,600.00	308,000.00	359,600.00	-57.5%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments									
Special Education SELPA Transfers									
From Districts or Charter Schools	6500	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6500	8792		782,830.89	782,830.89		1,039,418.00	1,039,418.00	32.8%
From JPAs	6500	8793		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers									
From Districts or Charter Schools	6360	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments									
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			151,911.37	1,567,913.45	1,719,824.82	136,600.00	1,347,418.00	1,484,018.00	-13.7%
TOTAL, REVENUES			32,838,450.94	6,209,279.71	39,047,730.65	33,522,948.00	4,201,048.00	37,723,996.00	-3.4%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
CERTIFICATED SALARIES									
Certificated Teachers' Salaries		1100	11,990,217.75	2,426,589.04	14,416,806.79	11,727,101.00	2,533,386.00	14,260,487.00	-1.1%
Certificated Pupil Support Salaries		1200	822,977.81	746,454.63	1,569,432.44	758,394.00	761,178.00	1,519,572.00	-3.2%
Certificated Supervisors' and Administrators' Salaries		1300	1,678,901.48	210,576.21	1,889,477.69	1,626,899.00	187,335.00	1,814,234.00	-4.0%
Other Certificated Salaries		1900	124,021.08	835.00	124,856.08	120,832.00	0.00	120,832.00	-3.2%
TOTAL, CERTIFICATED SALARIES			14,616,118.12	3,384,454.88	18,000,573.00	14,233,226.00	3,481,899.00	17,715,125.00	-1.6%
CLASSIFIED SALARIES									
Classified Instructional Salaries		2100	689,880.34	1,520,145.92	2,210,026.26	722,585.00	1,373,671.00	2,096,256.00	-5.1%
Classified Support Salaries		2200	1,325,025.05	575,718.87	1,900,743.92	1,369,566.00	538,840.00	1,908,406.00	0.4%
Classified Supervisors' and Administrators' Salaries		2300	556,547.87	0.00	556,547.87	543,682.00	0.00	543,682.00	-2.3%
Clerical, Technical and Office Salaries		2400	1,654,336.60	71,209.54	1,725,546.14	1,456,945.00	58,685.00	1,515,630.00	-12.2%
Other Classified Salaries		2900	224,991.43	371,654.77	596,646.20	308,973.00	181,313.00	490,286.00	-17.8%
TOTAL, CLASSIFIED SALARIES			4,450,781.29	2,538,729.10	6,989,510.39	4,401,751.00	2,152,509.00	6,554,260.00	-6.2%
EMPLOYEE BENEFITS									
STRS		3101-3102	2,302,660.59	2,167,309.73	4,469,970.32	2,221,924.00	2,208,508.00	4,430,432.00	-0.9%
PERS		3201-3202	837,217.79	468,543.88	1,305,761.67	984,564.00	489,441.00	1,474,005.00	12.9%
OASDI/Medicare/Alternative		3301-3302	505,555.43	230,042.12	735,597.55	590,609.00	226,299.00	816,908.00	11.1%
Health and Welfare Benefits		3401-3402	355,814.68	155,579.87	511,394.55	397,186.00	165,777.00	562,963.00	10.1%
Unemployment Insurance		3501-3502	22,619.43	7,827.94	30,447.37	229,348.00	69,374.00	298,722.00	881.1%
Workers' Compensation		3601-3602	449,778.07	140,057.80	589,835.87	435,477.00	131,711.00	567,188.00	-3.8%
OPEB, Allocated		3701-3702	512,534.07	0.00	512,534.07	280,800.00	0.00	280,800.00	-45.2%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	15,112.06	3,385.56	18,497.62	15,714.00	2,916.00	18,630.00	0.7%
TOTAL, EMPLOYEE BENEFITS			5,001,292.12	3,172,746.90	8,174,039.02	5,155,622.00	3,294,026.00	8,449,648.00	3.4%
BOOKS AND SUPPLIES									
Approved Textbooks and Core Curricula Materials		4100	90,966.52	109,475.79	200,442.31	88,533.00	91,580.00	180,113.00	-10.1%
Books and Other Reference Materials		4200	11,631.44	5,245.66	16,877.10	12,093.00	0.00	12,093.00	-28.3%
Materials and Supplies		4300	298,174.75	767,484.46	1,065,659.21	464,746.00	342,784.00	807,530.00	-24.2%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Noncapitalized Equipment		4400	18,632.42	55,520.18	74,152.60	1,500.00	8,187.00	9,687.00	-86.9%
Food		4700	0.00	295.92	295.92	0.00	10,000.00	10,000.00	3279.3%
TOTAL, BOOKS AND SUPPLIES			419,405.13	938,022.01	1,357,427.14	566,872.00	452,551.00	1,019,423.00	-24.9%
SERVICES AND OTHER OPERATING EXPENDITURES									
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	10,903.79	7,345.45	18,249.24	58,997.00	7,850.00	66,847.00	266.3%
Dues and Memberships		5300	32,767.15	585.00	33,352.15	33,119.00	435.00	33,554.00	0.6%
Insurance		5400 - 5450	272,767.36	0.00	272,767.36	286,422.00	0.00	286,422.00	5.0%
Operations and Housekeeping Services		5500	780,204.50	0.00	780,204.50	844,924.00	0.00	844,924.00	8.3%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	109,449.63	63,803.00	173,252.63	110,000.00	70,180.00	180,180.00	4.0%
Transfers of Direct Costs		5710	0.00	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	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	625,731.68	395,183.67	1,020,915.35	717,016.00	435,600.00	1,152,616.00	12.9%
Communications		5900	79,574.66	11,881.85	91,456.51	99,898.00	3,245.00	103,143.00	12.8%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,911,398.77	478,798.97	2,390,197.74	2,150,376.00	517,310.00	2,667,686.00	11.6%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
CAPITAL OUTLAY									
Land		6100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	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	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	26,907.17	8,341.00	35,248.17	0.00	15,000.00	15,000.00	-57.4%
Equipment Replacement		6500	0.00	17,816.83	17,816.83	0.00	0.00	0.00	-100.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			26,907.17	26,157.83	53,065.00	0.00	15,000.00	15,000.00	-71.7%
OTHER OUTGO (excluding Transfers of Indirect Costs)									
Tuition									
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments									
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	6,736.00	121,697.55	128,433.55	9,494.00	117,308.00	126,802.00	-1.3%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues									
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments									
To Districts or Charter Schools	6500	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers of Apportionments									
To Districts or Charter Schools	6360	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service									
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			6,736.00	121,697.55	128,433.55	9,494.00	117,308.00	126,802.00	-1.3%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS									
Transfers of Indirect Costs		7310	(179,968.52)	179,968.52	0.00	(117,909.00)	117,909.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(100,624.00)	0.00	(100,624.00)	(26,420.00)	0.00	(26,420.00)	-73.7%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(280,592.52)	179,968.52	(100,624.00)	(144,329.00)	117,909.00	(26,420.00)	-73.7%
TOTAL, EXPENDITURES			26,152,046.08	10,840,575.76	36,992,621.84	26,373,012.00	10,148,512.00	36,521,524.00	-1.3%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
INTERFUND TRANSFERS									
INTERFUND TRANSFERS IN									
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	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	0.00	0.0%
INTERFUND TRANSFERS OUT									
To: Child Development Fund		7611	313,543.61	0.00	313,543.61	0.00	0.00	0.00	-100.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	277,818.68	0.00	277,818.68	76,664.00	0.00	76,664.00	-72.4%
Other Authorized Interfund Transfers Out		7619	36,357.72	0.00	36,357.72	41,910.00	0.00	41,910.00	15.3%
(b) TOTAL, INTERFUND TRANSFERS OUT			627,720.01	0.00	627,720.01	118,574.00	0.00	118,574.00	-81.1%
OTHER SOURCES/USES									
SOURCES									
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
USES									
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS									
Contributions from Unrestricted Revenues		8980	(5,119,106.60)	5,119,106.60	0.00	(5,781,279.00)	5,781,279.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(5,119,106.60)	5,119,106.60	0.00	(5,781,279.00)	5,781,279.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(5,746,826.61)	5,119,106.60	(627,720.01)	(5,899,853.00)	5,781,279.00	(118,574.00)	-81.1%

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) LCFF Sources		8010-8099	32,234,684.73	0.00	32,234,684.73	32,982,775.00	0.00	32,982,775.00	2.3%
2) Federal Revenue		8100-8299	52,204.65	1,959,790.69	2,011,995.34	50,000.00	791,767.00	841,767.00	-58.2%
3) Other State Revenue		8300-8599	399,650.19	2,681,575.57	3,081,225.76	353,573.00	2,061,863.00	2,415,436.00	-21.6%
4) Other Local Revenue		8600-8799	151,911.37	1,567,913.45	1,719,824.82	136,600.00	1,347,418.00	1,484,018.00	-13.7%
5) TOTAL, REVENUES			32,838,450.94	6,209,279.71	39,047,730.65	33,522,948.00	4,201,048.00	37,723,996.00	-3.4%
B. EXPENDITURES (Objects 1000-7999)									
1) Instruction	1000-1999		15,621,481.50	7,206,692.20	22,828,173.70	15,858,868.00	6,794,284.00	22,653,152.00	-0.8%
2) Instruction - Related Services	2000-2999		3,227,001.90	294,498.25	3,521,500.15	3,203,896.00	257,118.00	3,461,014.00	-1.7%
3) Pupil Services	3000-3999		1,424,694.49	1,709,293.40	3,133,987.89	1,359,989.00	1,754,575.00	3,114,564.00	-0.6%
4) Ancillary Services	4000-4999		326,656.81	13,404.00	340,060.81	439,579.00	10,109.00	449,688.00	32.2%
5) Community Services	5000-5999		0.00	216,644.91	216,644.91	0.00	0.00	0.00	-100.0%
6) Enterprise	6000-6999		(310,914.35)	0.00	(310,914.35)	465,100.00	0.00	465,100.00	-249.6%
7) General Administration	7000-7999		3,564,067.63	260,525.81	3,824,593.44	2,488,011.00	156,503.00	2,644,514.00	-30.9%
8) Plant Services	8000-8999		2,292,322.10	1,017,819.64	3,310,141.74	2,548,075.00	1,058,615.00	3,606,690.00	9.0%
9) Other Outgo	9000-9999	Except 7600-7699	6,736.00	121,697.55	128,433.55	9,494.00	117,308.00	126,802.00	-1.3%
10) TOTAL, EXPENDITURES			26,152,046.08	10,840,575.76	36,992,621.84	26,373,012.00	10,148,512.00	36,521,524.00	-1.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			6,686,404.86	(4,631,296.05)	2,055,108.81	7,149,936.00	(5,947,464.00)	1,202,472.00	-41.5%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	627,720.01	0.00	627,720.01	118,574.00	0.00	118,574.00	-81.1%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(5,119,106.60)	5,119,106.60	0.00	(5,781,279.00)	5,781,279.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(5,746,826.61)	5,119,106.60	(627,720.01)	(5,899,853.00)	5,781,279.00	(118,574.00)	-81.1%

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			939,578.25	487,810.55	1,427,388.80	1,250,083.00	(166,185.00)	1,083,898.00	-24.1%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	4,496,234.33	916,588.38	5,412,822.71	5,435,812.58	1,404,398.93	6,840,211.51	26.4%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,496,234.33	916,588.38	5,412,822.71	5,435,812.58	1,404,398.93	6,840,211.51	26.4%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,496,234.33	916,588.38	5,412,822.71	5,435,812.58	1,404,398.93	6,840,211.51	26.4%
2) Ending Balance, June 30 (E + F1e)			5,435,812.58	1,404,398.93	6,840,211.51	6,685,895.58	1,238,213.93	7,924,109.51	15.8%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	0.00	850.00	850.00	0.00	0.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	1,403,548.93	1,403,548.93	0.00	1,238,213.93	1,238,213.93	-11.8%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments (by Resource/Object)									
Property Tax Reserve (0.50%)	0000	9780	148,332.00		148,332.00				
Basic Aid Reserve	0000	9780	3,589,206.00		3,589,206.00				
Sick Leave Incentive	0000	9780	70,000.00		70,000.00				
Deferred Maintenance Reserve	0000	9780	369,714.00		369,714.00				
STRS/PERS Reserve 2020-2021	0000	9780	18,880.01		18,880.01				
Lottery Unrestricted/PG&E	1100	9780	19,214.32		19,214.32				
STRS/PERS Reserve	1400	9780	86,855.67		86,855.67				
Property Tax Reserve	0000	9780				152,344.00		152,344.00	
Basic Aid Reserve	0000	9780				4,720,865.59		4,720,865.59	
Sick Leave Incentive Reserve	0000	9780				70,000.00		70,000.00	
Deferred Maintenance/RRM Reserve	0000	9780				342,890.00		342,890.00	
STRS/PERS Reserve	0000	9780				121,347.00		121,347.00	

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals			2021-22 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Lottery Unrestricted/PG&E	1100	9780				19,214.32		19,214.32	
Basic Aid Reserve	1400	9780				155,031.67		155,031.67	
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	1,128,610.58	0.00	1,128,610.58	1,099,203.00	0.00	1,099,203.00	-2.6%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Resource	Description	2020-21 Unaudited Actuals	2021-22 Budget
5640	Medi-Cal Billing Option	60,419.34	60,419.34
6230	California Clean Energy Jobs Act	5,258.06	5,258.06
6300	Lottery: Instructional Materials	35,726.28	35,726.28
6512	Special Ed: Mental Health Services	191,699.44	17,289.44
7311	Classified School Employee Professional Development Block Grant	13,494.10	13,494.10
7425	Expanded Learning Opportunities (ELO) Grant	549,869.63	553,895.63
7426	Expanded Learning Opportunities (ELO) Grant: Paraprofessional Sta	63,017.30	63,017.30
9010	Other Restricted Local	484,064.78	489,113.78
Total, Restricted Balance		1,403,548.93	1,238,213.93

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	521,405.96	0.00	-100.0%
5) TOTAL, REVENUES			521,405.96	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	35,654.76	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	96,341.46	0.00	-100.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			131,996.22	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			389,409.74	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			389,409.74	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	389,409.74	New
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	389,409.74	New
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	389,409.74	New
2) Ending Balance, June 30 (E + F1e)			389,409.74	389,409.74	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			389,409.74	389,409.74	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	389,409.74		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			389,409.74		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenues		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			389,409.74		

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
REVENUES					
Sale of Equipment and Supplies		8631	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Interest		8660	39.84	0.00	-100.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	521,366.12	0.00	-100.0%
TOTAL, REVENUES			521,405.96	0.00	-100.0%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
BOOKS AND SUPPLIES					
Materials and Supplies		4300	35,654.76	0.00	-100.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			35,654.76	0.00	-100.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Dues and Memberships		5300	8,475.20	0.00	-100.0%
Insurance		5400-5450	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	87,866.26	0.00	-100.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			96,341.46	0.00	-100.0%
CAPITAL OUTLAY					
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			131,996.22	0.00	-100.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a- b + c - d + e)			0.00	0.00	0.0%

Unaudited Actuals
Student Activity Special Revenue Fund
Expenditures by Function

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	521,405.96	0.00	-100.0%
5) TOTAL, REVENUES			521,405.96	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		131,996.22	0.00	-100.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			131,996.22	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			389,409.74	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Unaudited Actuals
Student Activity Special Revenue Fund
Expenditures by Function

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			389,409.74	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	389,409.74	New
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	389,409.74	New
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	389,409.74	New
2) Ending Balance, June 30 (E + F1e)			389,409.74	389,409.74	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			389,409.74	389,409.74	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2020-21 Unaudited Actuals	2021-22 Budget
8210	Student Activity Funds	389,409.74	389,409.74
Total, Restricted Balance		<u>389,409.74</u>	<u>389,409.74</u>

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	209,943.60	264,937.00	26.2%
2) Federal Revenue		8100-8299	55,021.93	22,275.00	-59.5%
3) Other State Revenue		8300-8599	1,527,706.00	1,526,107.00	-0.1%
4) Other Local Revenue		8600-8799	500,554.32	355,000.00	-29.1%
5) TOTAL, REVENUES			2,293,225.85	2,168,319.00	-5.4%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	546,437.47	645,296.00	18.1%
2) Classified Salaries		2000-2999	795,267.09	868,095.00	9.2%
3) Employee Benefits		3000-3999	410,134.59	507,266.00	23.7%
4) Books and Supplies		4000-4999	133,262.68	220,625.00	65.6%
5) Services and Other Operating Expenditures		5000-5999	76,207.90	72,867.00	-4.4%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	80,574.00	0.00	-100.0%
9) TOTAL, EXPENDITURES			2,041,883.73	2,314,149.00	13.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			251,342.12	(145,830.00)	-158.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	36,357.72	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			36,357.72	0.00	-100.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			287,699.84	(145,830.00)	-150.7%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,922,957.64	2,210,657.48	15.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,922,957.64	2,210,657.48	15.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,922,957.64	2,210,657.48	15.0%
2) Ending Balance, June 30 (E + F1e)			2,210,657.48	2,064,827.48	-6.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			366,934.69	366,934.69	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	1,843,722.79	1,697,892.79	-7.9%
Assigned for the Perpetuation of Adult Educ:	0000	9780	1,843,722.79		
Assigned for Perpetuation of Adult Educator	0000	9780		1,697,892.79	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	2,061,998.53		
1) Fair Value Adjustment to Cash in County Treasury		9111	2,799.44		
b) in Banks		9120	3,832.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	96,683.33		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	301,613.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			2,466,926.30		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	120,383.14		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	135,885.68		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			256,268.82		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			2,210,657.48		

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
LCFF SOURCES					
LCFF Transfers					
LCFF Transfers - Current Year		8091	209,943.60	264,937.00	26.2%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			209,943.60	264,937.00	26.2%
FEDERAL REVENUE					
Interagency Contracts Between LEAs					
		8285	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources					
		8287	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	55,021.93	22,275.00	-59.5%
TOTAL, FEDERAL REVENUE			55,021.93	22,275.00	-59.5%
OTHER STATE REVENUE					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Pass-Through Revenues from State Sources					
		8587	0.00	0.00	0.0%
Adult Education Program	6391	8590	1,475,435.00	1,475,435.00	0.0%
All Other State Revenue	All Other	8590	52,271.00	50,672.00	-3.1%
TOTAL, OTHER STATE REVENUE			1,527,706.00	1,526,107.00	-0.1%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	28,686.01	30,000.00	4.6%
Net Increase (Decrease) in the Fair Value of Investments		8662	2,799.44	0.00	-100.0%
Fees and Contracts					
Adult Education Fees		8671	110,134.09	145,000.00	31.7%
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	358,934.78	180,000.00	-49.9%
Tuition		8710	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			500,554.32	355,000.00	-29.1%
TOTAL, REVENUES			2,293,225.85	2,168,319.00	-5.4%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	393,764.91	499,394.00	26.8%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	152,672.56	145,902.00	-4.4%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			546,437.47	645,296.00	18.1%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	290,707.33	406,705.00	39.9%
Classified Support Salaries		2200	143,807.00	116,800.00	-18.8%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	332,476.49	300,500.00	-9.6%
Other Classified Salaries		2900	28,276.27	44,090.00	55.9%
TOTAL, CLASSIFIED SALARIES			795,267.09	868,095.00	9.2%
EMPLOYEE BENEFITS					
STRS		3101-3102	146,473.51	144,819.00	-1.1%
PERS		3201-3202	121,274.40	188,770.00	55.7%
OASDI/Medicare/Alternative		3301-3302	58,837.75	75,047.00	27.5%
Health and Welfare Benefits		3401-3402	48,545.86	42,623.00	-12.2%
Unemployment Insurance		3501-3502	1,649.09	18,670.00	1032.1%
Workers' Compensation		3601-3602	31,450.42	35,431.00	12.7%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	1,903.56	1,906.00	0.1%
TOTAL, EMPLOYEE BENEFITS			410,134.59	507,266.00	23.7%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	44,530.10	134,981.00	203.1%
Noncapitalized Equipment		4400	88,732.58	85,644.00	-3.5%
TOTAL, BOOKS AND SUPPLIES			133,262.68	220,625.00	65.6%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	829.00	10,679.00	1188.2%
Dues and Memberships		5300	855.00	590.00	-31.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	286.31	708.00	147.3%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	63,105.09	49,438.00	-21.7%
Communications		5900	11,132.50	11,452.00	2.9%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			76,207.90	72,867.00	-4.4%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	80,574.00	0.00	-100.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			80,574.00	0.00	-100.0%
TOTAL, EXPENDITURES			2,041,883.73	2,314,149.00	13.3%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	36,357.72	0.00	-100.0%
(a) TOTAL, INTERFUND TRANSFERS IN			36,357.72	0.00	-100.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			36,357.72	0.00	-100.0%

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	209,943.60	264,937.00	26.2%
2) Federal Revenue		8100-8299	55,021.93	22,275.00	-59.5%
3) Other State Revenue		8300-8599	1,527,706.00	1,526,107.00	-0.1%
4) Other Local Revenue		8600-8799	500,554.32	355,000.00	-29.1%
5) TOTAL, REVENUES			2,293,225.85	2,168,319.00	-5.4%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		1,018,420.52	1,404,986.00	38.0%
2) Instruction - Related Services	2000-2999		745,333.51	741,252.00	-0.5%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		80,574.00	0.00	-100.0%
8) Plant Services	8000-8999		197,555.70	167,911.00	-15.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			2,041,883.73	2,314,149.00	13.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			251,342.12	(145,830.00)	-158.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	36,357.72	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			36,357.72	0.00	-100.0%

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			287,699.84	(145,830.00)	-150.7%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,922,957.64	2,210,657.48	15.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,922,957.64	2,210,657.48	15.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,922,957.64	2,210,657.48	15.0%
2) Ending Balance, June 30 (E + F1e)			2,210,657.48	2,064,827.48	-6.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	366,934.69	366,934.69	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	1,843,722.79	1,697,892.79	-7.9%
Assigned for the Perpetuation of Adult Educ	0000	9780	1,843,722.79		
Assigned for Perpetuation of Adult Educator	0000	9780		1,697,892.79	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2020-21 Unaudited Actuals	2021-22 Budget
6391	Adult Education Program	366,934.69	366,934.69
Total, Restricted Balance		<u>366,934.69</u>	<u>366,934.69</u>

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	9,371.25	0.00	-100.0%
3) Other State Revenue		8300-8599	124,207.94	128,838.00	3.7%
4) Other Local Revenue		8600-8799	(1,544.33)	350,000.00	-22763.5%
5) TOTAL, REVENUES			132,034.86	478,838.00	262.7%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	68,363.70	63,115.00	-7.7%
2) Classified Salaries		2000-2999	149,732.30	285,097.00	90.4%
3) Employee Benefits		3000-3999	71,502.89	130,887.00	83.1%
4) Books and Supplies		4000-4999	2,149.19	9,729.00	352.7%
5) Services and Other Operating Expenditures		5000-5999	3,581.00	5,500.00	53.6%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	20,050.00	26,420.00	31.8%
9) TOTAL, EXPENDITURES			315,379.08	520,748.00	65.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(183,344.22)	(41,910.00)	-77.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	313,543.61	41,910.00	-86.6%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			313,543.61	41,910.00	-86.6%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			130,199.39	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	283.58	130,482.97	45912.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			283.58	130,482.97	45912.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			283.58	130,482.97	45912.8%
2) Ending Balance, June 30 (E + F1e)			130,482.97	130,482.97	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			9,371.25	9,371.25	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	121,111.72	121,111.72	0.0%
Assigned for Preschool Donations	0000	9780	121,111.72		
Assigned for Preschool Expenditures	0000	9780		121,111.72	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	(162,272.71)		
1) Fair Value Adjustment to Cash in County Treasury		9111	(220.31)		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	39,558.94		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	313,543.61		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			190,609.53		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	40,076.56		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	20,050.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			60,126.56		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			130,482.97		

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
FEDERAL REVENUE					
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	9,371.25	0.00	-100.0%
TOTAL, FEDERAL REVENUE			9,371.25	0.00	-100.0%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	0.00	0.00	0.0%
Child Development Apportionments		8530	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
State Preschool	6105	8590	118,203.94	122,899.00	4.0%
All Other State Revenue	All Other	8590	6,004.00	5,939.00	-1.1%
TOTAL, OTHER STATE REVENUE			124,207.94	128,838.00	3.7%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
Interest		8660	(765.77)	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	(220.31)	0.00	-100.0%
Fees and Contracts					
Child Development Parent Fees		8673	(558.25)	350,000.00	-62795.9%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			(1,544.33)	350,000.00	-22763.5%
TOTAL, REVENUES			132,034.86	478,838.00	262.7%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	68,363.70	63,115.00	-7.7%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			68,363.70	63,115.00	-7.7%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	37,627.84	34,651.00	-7.9%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	112,104.46	250,446.00	123.4%
TOTAL, CLASSIFIED SALARIES			149,732.30	285,097.00	90.4%
EMPLOYEE BENEFITS					
STRS		3101-3102	15,882.50	15,624.00	-1.6%
PERS		3201-3202	25,891.89	65,318.00	152.3%
OASDI/Medicare/Alternative		3301-3302	10,585.52	20,065.00	89.6%
Health and Welfare Benefits		3401-3402	13,373.68	17,456.00	30.5%
Unemployment Insurance		3501-3502	522.37	4,288.00	720.9%
Workers' Compensation		3601-3602	5,246.93	8,136.00	55.1%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			71,502.89	130,887.00	83.1%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	2,149.19	9,729.00	352.7%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			2,149.19	9,729.00	352.7%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	3,581.00	5,500.00	53.6%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			3,581.00	5,500.00	53.6%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	20,050.00	26,420.00	31.8%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			20,050.00	26,420.00	31.8%
TOTAL, EXPENDITURES			315,379.08	520,748.00	65.1%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8911	313,543.61	41,910.00	-86.6%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			313,543.61	41,910.00	-86.6%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			313,543.61	41,910.00	-86.6%

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	9,371.25	0.00	-100.0%
3) Other State Revenue		8300-8599	124,207.94	128,838.00	3.7%
4) Other Local Revenue		8600-8799	(1,544.33)	350,000.00	-22763.5%
5) TOTAL, REVENUES			132,034.86	478,838.00	262.7%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		149,325.79	151,642.00	1.6%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		146,003.29	342,686.00	134.7%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		20,050.00	26,420.00	31.8%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			315,379.08	520,748.00	65.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(183,344.22)	(41,910.00)	-77.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	313,543.61	41,910.00	-86.6%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			313,543.61	41,910.00	-86.6%

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			130,199.39	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	283.58	130,482.97	45912.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			283.58	130,482.97	45912.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			283.58	130,482.97	45912.8%
2) Ending Balance, June 30 (E + F1e)			130,482.97	130,482.97	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	9,371.25	9,371.25	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	121,111.72	121,111.72	0.0%
Assigned for Preschool Donations	0000	9780	121,111.72		
Assigned for Preschool Expenditures	0000	9780		121,111.72	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2020-21 Unaudited Actuals	2021-22 Budget
5058	Child Development: Coronavirus Response and Relief Supple	9,371.25	9,371.25
Total, Restricted Balance		<u>9,371.25</u>	<u>9,371.25</u>

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	470,080.56	178,000.00	-62.1%
3) Other State Revenue		8300-8599	43,305.46	12,000.00	-72.3%
4) Other Local Revenue		8600-8799	6,606.02	425,000.00	6333.5%
5) TOTAL, REVENUES			519,992.04	615,000.00	18.3%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	282,726.56	288,673.00	2.1%
3) Employee Benefits		3000-3999	83,488.32	97,446.00	16.7%
4) Books and Supplies		4000-4999	160,744.06	285,000.00	77.3%
5) Services and Other Operating Expenditures		5000-5999	10,403.27	20,545.00	97.5%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			537,362.21	691,664.00	28.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(17,370.17)	(76,664.00)	341.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	277,818.68	76,664.00	-72.4%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			277,818.68	76,664.00	-72.4%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			260,448.51	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	7,653.33	317,145.00	4043.9%
b) Audit Adjustments		9793	49,043.16	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			56,696.49	317,145.00	459.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			56,696.49	317,145.00	459.4%
2) Ending Balance, June 30 (E + F1e)			317,145.00	317,145.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	7,814.61	0.00	-100.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			305,089.70	312,904.31	2.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	4,240.69	4,240.69	0.0%
Assigned for Cafeteria Expenditures	0000	9780	4,240.69		
Assigned for Catering	0000	9780		1,070.00	
Accumulated Interest	0000	9780		3,170.69	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	(21,099.31)		
1) Fair Value Adjustment to Cash in County Treasury		9111	(28.64)		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	84,871.74		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	277,818.68		
6) Stores		9320	7,814.61		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			349,377.08		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	32,232.08		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			32,232.08		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			317,145.00		

Unaudited Actuals
Cafeteria Special Revenue Fund
Expenditures by Object

ACTION/DISCUSSION B

Pacific Grove Unified
Monterey County

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Form 13

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
FEDERAL REVENUE					
Child Nutrition Programs		8220	470,080.56	178,000.00	-62.1%
Donated Food Commodities		8221	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			470,080.56	178,000.00	-62.1%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	43,305.46	12,000.00	-72.3%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			43,305.46	12,000.00	-72.3%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	3,434.66	425,000.00	12273.9%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	(28.64)	0.00	-100.0%
Fees and Contracts					
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	3,200.00	0.00	-100.0%
TOTAL, OTHER LOCAL REVENUE			6,606.02	425,000.00	6333.5%
TOTAL, REVENUES			519,992.04	615,000.00	18.3%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	168,065.52	175,889.00	4.7%
Classified Supervisors' and Administrators' Salaries		2300	114,661.04	112,784.00	-1.6%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			282,726.56	288,673.00	2.1%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	46,777.27	57,039.00	21.9%
OASDI/Medicare/Alternative		3301-3302	17,333.04	17,887.00	3.2%
Health and Welfare Benefits		3401-3402	11,265.29	11,263.00	0.0%
Unemployment Insurance		3501-3502	462.47	3,577.00	673.5%
Workers' Compensation		3601-3602	6,755.41	6,785.00	0.4%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	894.84	895.00	0.0%
TOTAL, EMPLOYEE BENEFITS			83,488.32	97,446.00	16.7%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	8,021.64	25,000.00	211.7%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	152,722.42	260,000.00	70.2%
TOTAL, BOOKS AND SUPPLIES			160,744.06	285,000.00	77.3%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	1,200.00	New
Dues and Memberships		5300	650.00	400.00	-38.5%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	2,179.53	5,600.00	156.9%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	6,548.28	11,535.00	76.2%
Communications		5900	1,025.46	1,810.00	76.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			10,403.27	20,545.00	97.5%
CAPITAL OUTLAY					
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			537,362.21	691,664.00	28.7%

Unaudited Actuals
Cafeteria Special Revenue Fund
Expenditures by Object

ACTION/DISCUSSION B

Pacific Grove Unified
Monterey County

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Form 13

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8916	277,818.68	76,664.00	-72.4%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			277,818.68	76,664.00	-72.4%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			277,818.68	76,664.00	-72.4%

Unaudited Actuals
Cafeteria Special Revenue Fund
Expenditures by Function

ACTION/DISCUSSION B

Pacific Grove Unified
Monterey County

27 66134 000000
Form 13

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	470,080.56	178,000.00	-62.1%
3) Other State Revenue		8300-8599	43,305.46	12,000.00	-72.3%
4) Other Local Revenue		8600-8799	6,606.02	425,000.00	6333.5%
5) TOTAL, REVENUES			519,992.04	615,000.00	18.3%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		537,362.21	691,664.00	28.7%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			537,362.21	691,664.00	28.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(17,370.17)	(76,664.00)	341.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	277,818.68	76,664.00	-72.4%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			277,818.68	76,664.00	-72.4%

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			260,448.51	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	7,653.33	317,145.00	4043.9%
b) Audit Adjustments		9793	49,043.16	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			56,696.49	317,145.00	459.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			56,696.49	317,145.00	459.4%
2) Ending Balance, June 30 (E + F1e)			317,145.00	317,145.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	7,814.61	0.00	-100.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	305,089.70	312,904.31	2.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	4,240.69	4,240.69	0.0%
Assigned for Cafeteria Expenditures	0000	9780	4,240.69		
Assigned for Catering	0000	9780		1,070.00	
Accumulated Interest	0000	9780		3,170.69	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2020-21 Unaudited Actuals	2021-22 Budget
5310	Child Nutrition: School Programs (e.g., School Lunch, School I	305,089.70	312,904.31
Total, Restricted Balance		<u>305,089.70</u>	<u>312,904.31</u>

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	93,372.00	93,372.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	795.34	500.00	-37.1%
5) TOTAL, REVENUES			94,167.34	93,872.00	-0.3%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	18,740.63	25,000.00	33.4%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			18,740.63	25,000.00	33.4%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)					
			75,426.71	68,872.00	-8.7%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			75,426.71	68,872.00	-8.7%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	74,714.33	150,141.04	101.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			74,714.33	150,141.04	101.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			74,714.33	150,141.04	101.0%
2) Ending Balance, June 30 (E + F1e)			150,141.04	219,013.04	45.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	150,141.04	219,013.04	45.9%
Assigned for Deferred Maintenance	0000	9780	150,141.04		
Assigned for Deferred Maintenance	0000	9780		219,013.04	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	57,400.29		
1) Fair Value Adjustment to Cash in County Treasury		9111	77.93		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	105.43		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	93,372.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			150,955.65		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	814.61		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			814.61		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			150,141.04		

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
LCFF SOURCES					
LCFF Transfers					
LCFF Transfers - Current Year		8091	93,372.00	93,372.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			93,372.00	93,372.00	0.0%
OTHER STATE REVENUE					
All Other State Revenue					
		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Community Redevelopment Funds Not Subject to LCFF Deduction					
		8625	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	717.41	500.00	-30.3%
Net Increase (Decrease) in the Fair Value of Investments		8662	77.93	0.00	-100.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			795.34	500.00	-37.1%
TOTAL, REVENUES			94,167.34	93,872.00	-0.3%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	10,645.06	15,000.00	40.9%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	8,095.57	10,000.00	23.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			18,740.63	25,000.00	33.4%
CAPITAL OUTLAY					
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			18,740.63	25,000.00	33.4%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	93,372.00	93,372.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	795.34	500.00	-37.1%
5) TOTAL, REVENUES			94,167.34	93,872.00	-0.3%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		18,740.63	25,000.00	33.4%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			18,740.63	25,000.00	33.4%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)					
			75,426.71	68,872.00	-8.7%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			75,426.71	68,872.00	-8.7%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	74,714.33	150,141.04	101.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			74,714.33	150,141.04	101.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			74,714.33	150,141.04	101.0%
2) Ending Balance, June 30 (E + F1e)			150,141.04	219,013.04	45.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	150,141.04	219,013.04	45.9%
Assigned for Deferred Maintenance	0000	9780	150,141.04		
Assigned for Deferred Maintenance	0000	9780		219,013.04	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	112.36	50.00	-55.5%
5) TOTAL, REVENUES			112.36	50.00	-55.5%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			112.36	50.00	-55.5%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			112.36	50.00	-55.5%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	6,181.51	6,293.87	1.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			6,181.51	6,293.87	1.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			6,181.51	6,293.87	1.8%
2) Ending Balance, June 30 (E + F1e)			6,293.87	6,343.87	0.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	6,293.87	6,343.87	0.8%
Assigned for Post Employment Benefits	0000	9780	6,293.87		
Assigned for Post Employment Benefits	0000	9780		6,343.87	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	6,274.57		
1) Fair Value Adjustment to Cash in County Treasury		9111	8.52		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	10.78		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			6,293.87		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			6,293.87		

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
OTHER LOCAL REVENUE					
Other Local Revenue					
Interest		8660	103.84	50.00	-51.8%
Net Increase (Decrease) in the Fair Value of Investments		8662	8.52	0.00	-100.0%
TOTAL, OTHER LOCAL REVENUE			112.36	50.00	-55.5%
TOTAL, REVENUES			112.36	50.00	-55.5%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund/CSSF		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: General Fund/CSSF		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Unaudited Actuals
Special Reserve Fund for Postemployment Benefits
Expenditures by Function

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	112.36	50.00	-55.5%
5) TOTAL, REVENUES			112.36	50.00	-55.5%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			112.36	50.00	-55.5%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Unaudited Actuals
Special Reserve Fund for Postemployment Benefits
Expenditures by Function

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			112.36	50.00	-55.5%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	6,181.51	6,293.87	1.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			6,181.51	6,293.87	1.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			6,181.51	6,293.87	1.8%
2) Ending Balance, June 30 (E + F1e)			6,293.87	6,343.87	0.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	6,293.87	6,343.87	0.8%
Assigned for Post Employment Benefits	0000	9780	6,293.87		
Assigned for Post Employment Benefits	0000	9780		6,343.87	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2020-21 Unaudited Actuals	2021-22 Budget
		<hr/>	<hr/>
	Total, Restricted Balance	0.00	0.00

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	49,144.24	0.00	-100.0%
5) TOTAL, REVENUES			49,144.24	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	12,576.94	36,544.00	190.6%
3) Employee Benefits		3000-3999	3,584.52	12,473.00	248.0%
4) Books and Supplies		4000-4999	53,033.30	298,000.00	461.9%
5) Services and Other Operating Expenditures		5000-5999	521,951.34	130,000.00	-75.1%
6) Capital Outlay		6000-6999	819,994.82	130,000.00	-84.1%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,411,140.92	607,017.00	-57.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,361,996.68)	(607,017.00)	-55.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	352,069.10	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	6,388,830.35	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			6,036,761.25	0.00	-100.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			4,674,764.57	(607,017.00)	-113.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,134,073.77	6,808,838.34	219.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,134,073.77	6,808,838.34	219.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,134,073.77	6,808,838.34	219.1%
2) Ending Balance, June 30 (E + F1e)			6,808,838.34	6,201,821.34	-8.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			6,759,589.48	6,152,572.48	-9.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	49,248.86	49,248.86	0.0%
Assigned for Technology Bond Fund	0000	9780	49,248.86		
Assigned for Technology Bond	0000	9780		49,248.86	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	7,516,976.24		
1) Fair Value Adjustment to Cash in County Treasury		9111	10,205.32		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	10,520.34		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			7,537,701.90		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	376,794.46		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	352,069.10		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			728,863.56		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			6,808,838.34		

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
FEDERAL REVENUE					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll					
		8615	0.00	0.00	0.0%
Unsecured Roll					
		8616	0.00	0.00	0.0%
Prior Years' Taxes					
		8617	0.00	0.00	0.0%
Supplemental Taxes					
		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes					
		8621	0.00	0.00	0.0%
Other					
		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction					
		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes					
		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies					
		8631	0.00	0.00	0.0%
Leases and Rentals					
		8650	0.00	0.00	0.0%
Interest					
		8660	38,938.92	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments					
		8662	10,205.32	0.00	-100.0%
Other Local Revenue					
All Other Local Revenue					
		8699	0.00	0.00	0.0%
All Other Transfers In from All Others					
		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			49,144.24	0.00	-100.0%
TOTAL, REVENUES			49,144.24	0.00	-100.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	7,641.57	36,544.00	378.2%
Other Classified Salaries		2900	4,935.37	0.00	-100.0%
TOTAL, CLASSIFIED SALARIES			12,576.94	36,544.00	190.6%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	2,292.95	8,373.00	265.2%
OASDI/Medicare/Alternative		3301-3302	962.14	2,796.00	190.6%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	27.77	450.00	1520.5%
Workers' Compensation		3601-3602	301.66	854.00	183.1%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			3,584.52	12,473.00	248.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	5,984.51	278,000.00	4545.3%
Noncapitalized Equipment		4400	47,048.79	20,000.00	-57.5%
TOTAL, BOOKS AND SUPPLIES			53,033.30	298,000.00	461.9%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	(1,578.21)	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
Professional/Consulting Services and Operating Expenditures		5800	523,529.55	130,000.00	-75.2%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			521,951.34	130,000.00	-75.1%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	283,325.78	0.00	-100.0%
Buildings and Improvements of Buildings		6200	73,904.17	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	462,764.87	130,000.00	-71.9%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			819,994.82	130,000.00	-84.1%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			1,411,140.92	607,017.00	-57.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	352,069.10	0.00	-100.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			352,069.10	0.00	-100.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Sale of Bonds		8951	6,388,830.35	0.00	-100.0%
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			6,388,830.35	0.00	-100.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			6,036,761.25	0.00	-100.0%

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	49,144.24	0.00	-100.0%
5) TOTAL, REVENUES			49,144.24	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		1,211,379.67	607,017.00	-49.9%
9) Other Outgo	9000-9999	Except 7600-7699	199,761.25	0.00	-100.0%
10) TOTAL, EXPENDITURES			1,411,140.92	607,017.00	-57.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)					
			(1,361,996.68)	(607,017.00)	-55.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	352,069.10	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	6,388,830.35	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			6,036,761.25	0.00	-100.0%

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			4,674,764.57	(607,017.00)	-113.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,134,073.77	6,808,838.34	219.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,134,073.77	6,808,838.34	219.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,134,073.77	6,808,838.34	219.1%
2) Ending Balance, June 30 (E + F1e)			6,808,838.34	6,201,821.34	-8.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			6,759,589.48	6,152,572.48	-9.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	49,248.86	49,248.86	0.0%
Assigned for Technology Bond Fund	0000	9780	49,248.86		
Assigned for Technology Bond	0000	9780		49,248.86	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2020-21 Unaudited Actuals	2021-22 Budget
9010	Other Restricted Local	6,759,589.48	6,152,572.48
Total, Restricted Balance		<u>6,759,589.48</u>	<u>6,152,572.48</u>

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	233,936.13	227,893.00	-2.6%
5) TOTAL, REVENUES			233,936.13	227,893.00	-2.6%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	117,035.34	117,036.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			117,035.34	117,036.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			116,900.79	110,857.00	-5.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			116,900.79	110,857.00	-5.2%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	231,707.52	348,608.31	50.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			231,707.52	348,608.31	50.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			231,707.52	348,608.31	50.5%
2) Ending Balance, June 30 (E + F1e)			348,608.31	459,465.31	31.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	348,608.31	459,465.31	31.8%
Assigned for Capital Outlay Projects	0000	9780	348,608.31		
Reserved for Capital Outlay Projects	0000	9780		459,465.31	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	305,746.42		
1) Fair Value Adjustment to Cash in County Treasury		9111	415.09		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	42,446.80		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			348,608.31		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			348,608.31		

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
FEDERAL REVENUE					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	230,268.10	225,893.00	-1.9%
Interest		8660	3,252.94	2,000.00	-38.5%
Net Increase (Decrease) in the Fair Value of Investments		8662	415.09	0.00	-100.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			233,936.13	227,893.00	-2.6%
TOTAL, REVENUES			233,936.13	227,893.00	-2.6%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	9,577.59	9,578.00	0.0%
Other Debt Service - Principal		7439	107,457.75	107,458.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			117,035.34	117,036.00	0.0%
TOTAL, EXPENDITURES			117,035.34	117,036.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund/CSSF		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: General Fund/CSSF		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Unaudited Actuals
Special Reserve Fund for Capital Outlay Projects
Expenditures by Function

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	233,936.13	227,893.00	-2.6%
5) TOTAL, REVENUES			233,936.13	227,893.00	-2.6%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	117,035.34	117,036.00	0.0%
10) TOTAL, EXPENDITURES			117,035.34	117,036.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)					
			116,900.79	110,857.00	-5.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Unaudited Actuals
Special Reserve Fund for Capital Outlay Projects
Expenditures by Function

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			116,900.79	110,857.00	-5.2%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	231,707.52	348,608.31	50.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			231,707.52	348,608.31	50.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			231,707.52	348,608.31	50.5%
2) Ending Balance, June 30 (E + F1e)			348,608.31	459,465.31	31.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	348,608.31	459,465.31	31.8%
Assigned for Capital Outlay Projects	0000	9780	348,608.31		
Reserved for Capital Outlay Projects	0000	9780		459,465.31	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2020-21 Unaudited Actuals	2021-22 Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	16,504.78	0.00	-100.0%
4) Other Local Revenue		8600-8799	5,061,360.75	0.00	-100.0%
5) TOTAL, REVENUES			5,077,865.53	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	4,484,236.91	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			4,484,236.91	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)					
			593,628.62	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	352,069.10	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	255,465.88	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			607,534.98	0.00	-100.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,201,163.60	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	3,351,865.10	4,566,465.44	36.2%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,351,865.10	4,566,465.44	36.2%
d) Other Restatements		9795	13,436.74	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,365,301.84	4,566,465.44	35.7%
2) Ending Balance, June 30 (E + F1e)			4,566,465.44	4,566,465.44	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	4,566,465.44	4,566,465.44	0.0%
Assigned for Bond Interest and Redemption	0000	9780	4,566,465.44		
Reserved for Bond Interest and Redemption	0000	9780		4,566,465.44	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	4,208,682.48		
1) Fair Value Adjustment to Cash in County Treasury		9111	5,713.86		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	352,069.10		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			4,566,465.44		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			4,566,465.44		

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
FEDERAL REVENUE					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Tax Relief Subventions Voted Indebtedness Levies					
Homeowners' Exemptions		8571	16,504.78	0.00	-100.0%
Other Subventions/In-Lieu Taxes		8572	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			16,504.78	0.00	-100.0%
OTHER LOCAL REVENUE					
Other Local Revenue County and District Taxes Voted Indebtedness Levies					
Secured Roll		8611	4,839,540.40	0.00	-100.0%
Unsecured Roll		8612	30,384.12	0.00	-100.0%
Prior Years' Taxes		8613	35,507.47	0.00	-100.0%
Supplemental Taxes		8614	137,131.06	0.00	-100.0%
Penalties and Interest from Delinquent Non-LCFF Taxes					
		8629	0.00	0.00	0.0%
Interest		8660	13,083.84	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	5,713.86	0.00	-100.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			5,061,360.75	0.00	-100.0%
TOTAL, REVENUES			5,077,865.53	0.00	-100.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Bond Redemptions		7433	2,880,000.00	0.00	-100.0%
Bond Interest and Other Service Charges		7434	1,604,236.91	0.00	-100.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			4,484,236.91	0.00	-100.0%
TOTAL, EXPENDITURES			4,484,236.91	0.00	-100.0%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	352,069.10	0.00	-100.0%
(a) TOTAL, INTERFUND TRANSFERS IN			352,069.10	0.00	-100.0%
INTERFUND TRANSFERS OUT					
To: General Fund		7614	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	255,465.88	0.00	-100.0%
(c) TOTAL, SOURCES			255,465.88	0.00	-100.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs					
		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues					
		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues					
		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			607,534.98	0.00	-100.0%

Unaudited Actuals
Bond Interest and Redemption Fund
Expenditures by Function

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	16,504.78	0.00	-100.0%
4) Other Local Revenue		8600-8799	5,061,360.75	0.00	-100.0%
5) TOTAL, REVENUES			5,077,865.53	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	4,484,236.91	0.00	-100.0%
10) TOTAL, EXPENDITURES			4,484,236.91	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)					
			593,628.62	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	352,069.10	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	255,465.88	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			607,534.98	0.00	-100.0%

Unaudited Actuals
Bond Interest and Redemption Fund
Expenditures by Function

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,201,163.60	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	3,351,865.10	4,566,465.44	36.2%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,351,865.10	4,566,465.44	36.2%
d) Other Restatements		9795	13,436.74	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,365,301.84	4,566,465.44	35.7%
2) Ending Balance, June 30 (E + F1e)			4,566,465.44	4,566,465.44	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	4,566,465.44	4,566,465.44	0.0%
Assigned for Bond Interest and Redemption	0000	9780	4,566,465.44		
Reserved for Bond Interest and Redemption	0000	9780		4,566,465.44	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2020-21 Unaudited Actuals	2021-22 Budget
	Total, Restricted Balance	0.00	0.00

Description	2020-21 Unaudited Actuals			2021-22 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	1,909.92	1,909.92	1,909.92	1,909.07	1,909.07	1,909.07
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)				0.85	0.85	0.85
4. Total, District Regular ADA (Sum of Lines A1 through A3)	1,909.92	1,909.92	1,909.92	1,909.92	1,909.92	1,909.92
5. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class	0.88	0.88	0.88	0.88	0.88	0.88
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.88	0.88	0.88	0.88	0.88	0.88
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	1,910.80	1,910.80	1,910.80	1,910.80	1,910.80	1,910.80
7. Adults in Correctional Facilities						
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Pacific Grove Unified
Monterey County

Unaudited Actuals
2020-21 Unaudited Actuals
Schedule of Capital Assets

27 66134 000000
Form ASSET

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land	217,496.00		217,496.00			217,496.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	217,496.00	0.00	217,496.00	0.00	0.00	217,496.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings	77,696,217.45	897,161.55	78,593,379.00	323,768.30		78,917,147.30
Equipment	3,740,502.49	(877,167.49)	2,863,335.00	515,829.87		3,379,164.87
Total capital assets being depreciated	81,436,719.94	19,994.06	81,456,714.00	839,598.17	0.00	82,296,312.17
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings	(25,942,382.00)	9,955.00	(25,932,427.00)			(25,932,427.00)
Equipment	(2,227,537.00)	27,428.00	(2,200,109.00)			(2,200,109.00)
Total accumulated depreciation	(28,169,919.00)	37,383.00	(28,132,536.00)	0.00	0.00	(28,132,536.00)
Total capital assets being depreciated, net	53,266,800.94	57,377.06	53,324,178.00	839,598.17	0.00	54,163,776.17
Governmental activity capital assets, net	53,484,296.94	57,377.06	53,541,674.00	839,598.17	0.00	54,381,272.17
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	18,000,573.00	301	0.00	303	18,000,573.00	305	37,602.26		307	17,962,970.74	309
2000 - Classified Salaries	6,989,510.39	311	7,542.90	313	6,981,967.49	315	188,048.02		317	6,793,919.47	319
3000 - Employee Benefits	8,174,039.02	321	514,295.83	323	7,659,743.19	325	70,360.24		327	7,589,382.95	329
4000 - Books, Supplies Equip Replace. (6500)	1,375,243.97	331	11,222.63	333	1,364,021.34	335	150,956.52		337	1,213,064.82	339
5000 - Services. . . & 7300 - Indirect Costs	2,289,573.74	341	54,709.44	343	2,234,864.30	345	281,920.50		347	1,952,943.80	349
TOTAL					36,241,169.32	365			TOTAL	35,512,281.78	369

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)		Object	EDP No.
1. Teacher Salaries as Per EC 41011.		1100	375
2. Salaries of Instructional Aides Per EC 41011.		2100	380
3. STRS.		3101 & 3102	382
4. PERS.		3201 & 3202	383
5. OASDI - Regular, Medicare and Alternative.		3301 & 3302	384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans).		3401 & 3402	385
7. Unemployment Insurance.		3501 & 3502	390
8. Workers' Compensation Insurance.		3601 & 3602	392
9. OPEB, Active Employees (EC 41372).		3751 & 3752	393
10. Other Benefits (EC 22310).		3901 & 3902	393
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10).			395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2.			
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted).			396
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*.			396
14. TOTAL SALARIES AND BENEFITS.			397
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372.			60.65%
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')			

PART III: DEFICIENCY AMOUNT	
A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.	
1. Minimum percentage required (60% elementary, 55% unified, 50% high)	55.00%
2. Percentage spent by this district (Part II, Line 15)	60.65%
3. Percentage below the minimum (Part III, Line 1 minus Line 2)	0.00%
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369).	35,512,281.78
5. Deficiency Amount (Part III, Line 3 times Line 4)	0.00

PART IV: Explanation for adjustments entered in Part I, Column 4b (required)	

Pacific Grove Unified
Monterey CountyUnaudited Actuals
2020-21 Unaudited Actuals
Schedule of Long-Term Liabilities

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable	33,645,000.00	7,378,000.00	41,023,000.00	1,592,251.00	2,144,000.00	40,471,251.00	2,144,000.00
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable	7,861,000.00	(7,861,000.00)	0.00			0.00	
Capital Leases Payable	540,992.86	(208,343.86)	332,649.00		107,458.00	225,191.00	107,458.00
Lease Revenue Bonds Payable	4,041,114.00	(218,446.00)	3,822,668.00			3,822,668.00	
Other General Long-Term Debt	623,255.00	(623,255.00)	0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable	180,907.00	39,292.00	220,199.00			220,199.00	
Governmental activities long-term liabilities	46,892,268.86	(1,493,752.86)	45,398,516.00	1,592,251.00	2,251,458.00	44,739,309.00	2,251,458.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Pacific Grove Unified
Monterey County

Unaudited Actuals
2020-21 Unaudited Actuals
Every Student Succeeds Act Maintenance of Effort Expenditures

27 66134 0000000
Form ESMOE

Section I - Expenditures	Funds 01, 09, and 62			2020-21 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	37,620,341.85
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	1,943,122.22
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	26,907.17
3. Debt Service	All	9100	5400-5450, 5800, 7430- 7439	0.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	627,720.01
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
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)				654,627.18
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		17,370.17
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)				35,039,962.62

Pacific Grove Unified
Monterey County

Unaudited Actuals
2020-21 Unaudited Actuals
Every Student Succeeds Act Maintenance of Effort Expenditures

27 66134 0000000
Form ESMOE

Section II - Expenditures Per ADA		2020-21 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form A, Annual ADA column, sum of lines A6 and C9)		1,910.80
B. Expenditures per ADA (Line I.E divided by Line II.A)		18,337.85
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		
	Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	34,007,609.00	17,965.50
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)	34,007,609.00	17,965.50
B. Required effort (Line A.2 times 90%)	30,606,848.10	16,168.95
C. Current year expenditures (Line I.E and Line II.B)	35,039,962.62	18,337.85
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 2022-23 may be reduced by the lower of the two percentages)	0.00%	0.00%

Pacific Grove Unified
Monterey County

Unaudited Actuals
2020-21 Unaudited Actuals
Every Student Succeeds Act Maintenance of Effort Expenditures

27 66134 0000000
Form ESMOE

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

	2020-21 Calculations			2021-22 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2019-20 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2019-20 Actual			2020-21 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	29,483,438.87		29,483,438.87			30,583,171.14
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	1,910.80		1,910.80			1,910.80
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2019-20			Adjustments to 2020-21		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2020-21 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2020-21 P2 Report			2021-22 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	1,910.80		1,910.80	1,910.80		1,910.80
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			1,910.80			1,910.80
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2020-21 Actual			2021-22 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	117,095.32		117,095.32	151,928.00		151,928.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	28,111,618.66		28,111,618.66	29,043,095.00		29,043,095.00
5. Unsecured Roll Taxes (Object 8042)	1,061,467.69		1,061,467.69	1,070,801.00		1,070,801.00
6. Prior Years' Taxes (Object 8043)	304,754.62		304,754.62	203,075.00		203,075.00
7. Supplemental Taxes (Object 8044)	0.00		0.00	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	71,308.04		71,308.04	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	82.39		82.39	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	29,666,326.72	0.00	29,666,326.72	30,468,899.00	0.00	30,468,899.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	29,666,326.72	0.00	29,666,326.72	30,468,899.00	0.00	30,468,899.00

	2020-21 Calculations			2021-22 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			329,207.46			351,091.03
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			329,207.46			351,091.03
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	2,887,630.00		2,887,630.00	2,887,630.00		2,887,630.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	0.00		0.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	2,887,630.00	0.00	2,887,630.00	2,887,630.00	0.00	2,887,630.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	39,047,730.65		39,047,730.65	37,723,996.00		37,723,996.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	90,354.69		90,354.69	85,000.00		85,000.00
D. APPROPRIATIONS LIMIT CALCULATIONS			2020-21 Actual			2021-22 Budget
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			29,483,438.87			30,583,171.14
2. Inflation Adjustment			1.0373			1.0573
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0000			1.0000
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			30,583,171.14			32,335,586.85
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			29,666,326.72			30,468,899.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			229,296.00			229,296.00
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,246,051.88			2,217,778.88
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,246,051.88			2,217,778.88
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			71,695.75			73,816.20
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			29,738,022.47			30,542,715.20
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			1,174,356.13			2,143,962.68
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			29,738,022.47			
b. State Subventions (Line D8)			1,174,356.13			
c. Less: Excluded Appropriations (Line C23)			329,207.46			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			30,583,171.14			

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 1,749,593.91
- 2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit. _____

B. Salaries and Benefits - All Other Activities

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 30,901,994.43

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 5.66%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. _____
Retain supporting documentation.

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	2,547,719.24
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	461,415.13
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	34,420.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	187,354.02
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	3,230,908.39
9. Carry-Forward Adjustment (Part IV, Line F)	755,199.34
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	3,986,107.73

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	22,819,832.70
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	3,521,500.15
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	3,133,691.97
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	340,060.81
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	216,644.91
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	(310,914.35)
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	799,857.81
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	19,987.90
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	17,093.36
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	3,122,787.72
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	131,996.22
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	1,961,309.73
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	295,329.08
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	384,639.79
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	36,453,817.80

**C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment
(For information only - not for use when claiming/recovering indirect costs)**

(Line A8 divided by Line B19) 8.86%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2022-23 see www.cde.ca.gov/fg/ac/ic)
(Line A10 divided by Line B19) 10.93%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	<u>3,230,908.39</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>50,540.52</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (6.93%) times Part III, Line B19); zero if negative	<u>755,199.34</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (6.93%) times Part III, Line B19) or (the highest rate used to recover costs from any program (6.93%) times Part III, Line B19); zero if positive	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>755,199.34</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>755,199.34</u>

Pacific Grove Unified
Monterey County

Unaudited Actuals
2020-21 Unaudited Actuals
Exhibit A: Indirect Cost Rates Charged to Programs

27 66134 0000000
Form ICR

Approved indirect cost rate: 6.93%
Highest rate used in any program: 6.93%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except Object 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	3010	167,875.91	8,918.09	5.31%
01	3345	56.97	0.67	1.18%
01	4035	38,994.61	1,135.39	2.91%
01	4127	9,351.92	648.08	6.93%
01	4203	9,835.72	681.61	6.93%
01	6387	61,280.67	4,245.75	6.93%
01	6500	5,339,173.19	90,000.00	1.69%
01	7510	99,671.96	5,713.93	5.73%
01	8150	990,270.98	68,625.00	6.93%
11	6391	1,555,788.91	80,574.00	5.18%
12	6105	139,885.97	9,694.00	6.93%

Unaudited Actuals
2020-21 Unaudited Actuals
LOTTERY REPORT
Revenues, Expenditures and
Ending Balances - All Funds

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	0.00		7,453.48	7,453.48
2. State Lottery Revenue	8560	320,817.19		139,197.31	460,014.50
3. Other Local Revenue	8600-8799	(1,099.59)		(1,448.72)	(2,548.31)
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		319,717.60	0.00	145,202.07	464,919.67
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	34,881.60			34,881.60
2. Classified Salaries	2000-2999	65,948.97			65,948.97
3. Employee Benefits	3000-3999	28,742.23			28,742.23
4. Books and Supplies	4000-4999	0.00		109,475.79	109,475.79
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	170,930.48			170,930.48
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800				
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800				
6. Capital Outlay	6000-6999	0.00			0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211,7212,7221, 7222,7281,7282	0.00			0.00
b. To JPAs and All Others	7213,7223, 7283,7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399				
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		300,503.28	0.00	109,475.79	409,979.07
C. ENDING BALANCE					
(Must equal Line A6 minus Line B12)	979Z	19,214.32	0.00	35,726.28	54,940.60
D. COMMENTS:					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
01 GENERAL FUND								
Expenditure Detail	0.00	0.00	0.00	(100,624.00)				
Other Sources/Uses Detail					0.00	627,720.01		
Fund Reconciliation							155,935.68	986,347.29
08 STUDENT ACTIVITY SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
09 CHARTER SCHOOLS SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
10 SPECIAL EDUCATION PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
11 ADULT EDUCATION FUND								
Expenditure Detail	0.00	0.00	80,574.00	0.00				
Other Sources/Uses Detail					36,357.72	0.00		
Fund Reconciliation							301,613.00	135,885.68
12 CHILD DEVELOPMENT FUND								
Expenditure Detail	0.00	0.00	20,050.00	0.00				
Other Sources/Uses Detail					313,543.61	0.00		
Fund Reconciliation							313,543.61	20,050.00
13 CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					277,818.68	0.00		
Fund Reconciliation							277,818.68	0.00
14 DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							93,372.00	0.00
15 PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
18 SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
19 FOUNDATION SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation							0.00	0.00
20 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
21 BUILDING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	352,069.10		
Fund Reconciliation							0.00	352,069.10
25 CAPITAL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
30 STATE SCHOOL BUILDING LEASE/PURCHASE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
35 COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
40 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
49 CAP PROJ FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
51 BOND INTEREST AND REDEMPTION FUND								
Expenditure Detail								
Other Sources/Uses Detail					352,069.10	0.00		
Fund Reconciliation							352,069.10	0.00
52 DEBT SVC FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
53 TAX OVERRIDE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
56 DEBT SERVICE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
57 FOUNDATION PERMANENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation							0.00	0.00

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
61 CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
62 CHARTER SCHOOLS ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
63 OTHER ENTERPRISE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
66 WAREHOUSE REVOLVING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
67 SELF-INSURANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
71 RETIREE BENEFIT FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
73 FOUNDATION PRIVATE-PURPOSE TRUST FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
76 WARRANT/PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
95 STUDENT BODY FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
TOTALS	0.00	0.00	100,624.00	(100,624.00)	979,789.11	979,789.11	1,494,352.07	1,494,352.07

Unaudited Actuals
2020-21
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Allocation Factors (AF) for Support Costs

	----- Teacher Full-Time Equivalents -----				----- Classroom Units -----		Pupils Transported
	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)	17,838.44	6,346.73	0.00	29,482.73	3,310,141.74	0.00	189,427.73
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)
Instructional Goals Description							
0001 Pre-Kindergarten							
1110 Regular Education, K-12	1.00	1.00		1.00	113.00		0.00
3100 Alternative Schools							
3200 Continuation Schools							
3300 Independent Study Centers							
3400 Opportunity Schools							
3550 Community Day Schools							
3700 Specialized Secondary Programs							
3800 Career Technical Education							
4110 Regular Education, Adult							
4610 Adult Independent Study Centers							
4620 Adult Correctional Education							
4630 Adult Career Technical Education							
4760 Bilingual							
4850 Migrant Education							
5000-5999 Special Education (allocated to 5001)				0.00	0.00		8.00
6000 ROC/P							
Other Goals Description							
7110 Nonagency - Educational							
7150 Nonagency - Other							
8100 Community Services							
8500 Child Care and Development Services							
Other Funds Description							
-- Adult Education (Fund 11)							
-- Child Development (Fund 12)							
-- Cafeteria (Funds 13 & 61)							
C. Total Allocation Factors	1.00	1.00	0.00	1.00	113.00	0.00	8.00

Pacific Grove Unified
Monterey CountyUnaudited Actuals
2020-21
General Fund and Charter Schools Funds
Program Cost Report27 66134 000000
Form PCR

Goal	Program/Activity	----- Direct Costs -----			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
Instructional Goals							
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	
1110	Regular Education, K-12	22,979,570.04	3,363,809.64	26,343,379.68	2,866,802.78	29,210,182.46	
3100	Alternative Schools	0.00	0.00	0.00	0.00	0.00	
3200	Continuation Schools	408,898.00	0.00	408,898.00	44,498.08	453,396.08	
3300	Independent Study Centers	0.00	0.00	0.00	0.00	0.00	
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	
3550	Community Day Schools	0.00	0.00	0.00	0.00	0.00	
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	
3800	Career Technical Education	89,178.63	0.00	89,178.63	9,704.81	98,883.44	
4110	Regular Education, Adult	21,178.07	0.00	21,178.07	2,304.69	23,482.76	
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	
4620	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	
4760	Bilingual	0.00	0.00	0.00	0.00	0.00	
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	
5000-5999	Special Education	6,006,565.45	189,427.73	6,195,993.18	674,275.31	6,870,268.49	
6000	Regional Occupational Ctr/Prg (ROC/P)	0.00	0.00	0.00	0.00	0.00	
Other Goals							
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	
8100	Community Services	0.00	0.00	0.00	0.00	0.00	
8500	Child Care and Development Services	216,644.91	0.00	216,644.91	23,576.25	240,221.16	
Other Costs							
----	Food Services				75,236.73	75,236.73	
----	Enterprise				(310,914.35)	(310,914.35)	
----	Facilities Acquisition & Construction				0.00	0.00	
----	Other Outgo				756,153.56	756,153.56	
Other Funds							
----	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)		0.00	0.00	304,055.52	304,055.52	
----	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)				(100,624.00)	(100,624.00)	
----	Total General Fund and Charter Schools Funds Expenditures	29,722,035.10	3,553,237.37	33,275,272.47	3,824,593.44	37,620,341.85	

Unaudited Actuals
2020-21
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000-1999)	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110-3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000-4999)	Community Services (Functions 5000-5999)	General Administration (Functions 7000-7999, except 7210)*	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Total
Instructional Goals													
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	17,984,283.47	425,006.63	375,921.07	2,570,822.48	1,283,475.58	0.00	340,060.81			0.00	0.00	22,979,570.04
3100	Alternative Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3200	Continuation Schools	315,798.68	0.00	0.00	93,099.32	0.00	0.00	0.00			0.00	0.00	408,898.00
3300	Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Career Technical Education	89,178.63	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	89,178.63
4110	Regular Education, Adult	21,178.07	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	21,178.07
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	4,417,734.85	0.00	0.00	32,465.48	1,512,612.14	43,752.98	0.00			0.00	0.00	6,006,565.45
6000	ROC/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8100	Community Services		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	216,644.91	0.00	0.00	0.00	216,644.91
Total Direct Charged Costs		22,828,173.70	425,006.63	375,921.07	2,696,387.28	2,796,087.72	43,752.98	340,060.81	216,644.91	0.00	0.00	0.00	29,722,035.10

* Functions 7100-7199 for goals 8100 and 8500

Pacific Grove Unified
Monterey County

Unaudited Actuals
2020-21
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Allocated Support Costs (AC)

27 66134 000000
Form PCR

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	53,667.90	3,310,141.74	0.00	3,363,809.64
3100	Alternative Schools	0.00	0.00	0.00	0.00
3200	Continuation Schools	0.00	0.00	0.00	0.00
3300	Independent Study Centers	0.00	0.00	0.00	0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	0.00	0.00	189,427.73	189,427.73
6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)		0.00		0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		53,667.90	3,310,141.74	189,427.73	3,553,237.37

Unaudited Actuals
 2020-21
 Program Cost Report
 Schedule of Central Administration Costs (CAC)

A. Central Administration Costs in General Fund and Charter Schools Funds		
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	817,674.64
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	34,420.00
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	2,567,707.14
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	505,415.66
5	Total Central Administration Costs in General Fund and Charter Schools Funds	3,925,217.44
B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds		
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	29,722,035.10
2	Total Allocated Costs (from Form PCR, Column 2, Total)	3,553,237.37
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	33,275,272.47
C. Direct Charged Costs in Other Funds		
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	1,961,309.73
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	295,329.08
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	537,362.21
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100)	0.00
5	Total Direct Charged Costs in Other Funds	2,794,001.02
D. Total Direct Charged and Allocated Costs (B3 + C5)		36,069,273.49
E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)		10.88%

Pacific Grove Unified
Monterey County

Unaudited Actuals
2020-21
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Other Costs (OC)

27 66134 0000000
Form PCR

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400, and 6500)	75,236.73				75,236.73
Enterprise (Objects 1000-5999, 6400, and 6500)		(310,914.35)			(310,914.35)
Facilities Acquisition & Construction (Objects 1000-6500)			0.00		0.00
Other Outgo (Objects 1000-7999)				756,153.56	756,153.56
Total Other Costs	75,236.73	(310,914.35)	0.00	756,153.56	520,475.94

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
UNDUPLICATED PUPIL COUNT									243
TOTAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-9999)									
1000-1999	Certificated Salaries	527,086.84	0.00	0.00	0.00	118,492.02	2,129,055.90		2,774,634.76
2000-2999	Classified Salaries	93,574.18	0.00	0.00	0.00	46,188.44	1,593,194.78		1,732,957.40
3000-3999	Employee Benefits	178,899.74	0.00	0.00	0.00	47,134.44	1,163,323.64		1,389,357.82
4000-4999	Books and Supplies	2,257.31	0.00	0.00	0.00	927.21	26,453.52		29,638.04
5000-5999	Services and Other Operating Expenditures	53,378.93	0.00	0.00	0.00	4,459.77	22,138.73		79,977.43
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	855,197.00	0.00	0.00	0.00	217,201.88	4,934,166.57	0.00	6,006,565.45
7310	Transfers of Indirect Costs	90,000.00	0.00	0.00	0.00	0.67	0.00		90,000.67
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations	189,427.73							189,427.73
	Total Indirect Costs and PCR Allocations	279,427.73	0.00	0.00	0.00	0.67	0.00	0.00	279,428.40
	TOTAL COSTS	1,134,624.73	0.00	0.00	0.00	217,202.55	4,934,166.57	0.00	6,285,993.85
FEDERAL EXPENDITURES (Funds 01, 09, and 62; resources 3000-5999, except 3385)									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	2,720.66	1,425.00		4,145.66
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	286,022.14		286,022.14
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	543.74	95,321.32		95,865.06
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	4,459.77	3,330.31		7,790.08
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	7,724.17	386,098.77	0.00	393,822.94
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.67	0.00		0.67
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.67	0.00	0.00	0.67
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	7,724.84	386,098.77	0.00	393,823.61
8980	Less: Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)								0.00
	TOTAL COSTS								393,823.61

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
STATE AND LOCAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)									
1000-1999	Certificated Salaries	527,086.84	0.00	0.00	0.00	115,771.36	2,127,630.90		2,770,489.10
2000-2999	Classified Salaries	93,574.18	0.00	0.00	0.00	46,188.44	1,307,172.64		1,446,935.26
3000-3999	Employee Benefits	178,899.74	0.00	0.00	0.00	46,590.70	1,068,002.32		1,293,492.76
4000-4999	Books and Supplies	2,257.31	0.00	0.00	0.00	927.21	26,453.52		29,638.04
5000-5999	Services and Other Operating Expenditures	53,378.93	0.00	0.00	0.00	0.00	18,808.42		72,187.35
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	855,197.00	0.00	0.00	0.00	209,477.71	4,548,067.80	0.00	5,612,742.51
7310	Transfers of Indirect Costs	90,000.00	0.00	0.00	0.00	0.00	0.00		90,000.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations	189,427.73							189,427.73
	Total Indirect Costs and PCR Allocations	279,427.73	0.00	0.00	0.00	0.00	0.00	0.00	279,427.73
	TOTAL BEFORE OBJECT 8980	1,134,624.73	0.00	0.00	0.00	209,477.71	4,548,067.80	0.00	5,892,170.24
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)								0.00
	TOTAL COSTS								5,892,170.24
LOCAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		0.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00		0.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)								0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500, 6510, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500, 6510, & 7240, goals 5000-5999)								4,093,844.62
	TOTAL COSTS								4,093,844.62

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

2019-20 Expenditures	A. State and Local	B. Local Only
1. Enter Total Costs amounts from the 2019-20 Report SEMA, 2019-20 Expenditures by LEA (LE-CY) worksheet, Total Column, for the State and Local Expenditures section and the Local Expenditures section	5,631,650.10	4,304,639.79
2. Enter audit adjustments of 2019-20 special education expenditures from SACS2021ALL data, not included in Line 1 (explain below) (Funds 01, 09, and 62; resources 0000-2999 & 6000-9999; Object 9793)		

3. Enter restatements of 2020-21 special education beginning fund balances from SACS2021ALL data, not included in Line 1 (explain below) (Funds 01, 09, and 62; resources 0000-2999 & 6000-9999; Object 9795)		

4. Enter any other adjustments, not included in Line 1 (explain below)		

5. 2019-20 Expenditures, Adjusted for 2020-21 MOE Calculation (Sum lines 1 through 4)	5,631,650.10	4,304,639.79
C. Unduplicated Pupil Count		
1. Enter the unduplicated pupil count reported in 2019-20 Report SEMA, 2019-20 Expenditures by LEA (LE-CY) worksheet	<u>237.00</u>	
2. Enter any adjustments not included in Line C1 (explain below)	<u> </u>	

3. 2019-20 Unduplicated Pupil Count, Adjusted for 2020-21 MOE Calculation (Line C1 plus Line C2)	237.00	

SELPA: Monterey County (AS)

This form is used to check maintenance of effort (MOE) for an LEA, whether the LEA is a member of a SELPA or is a single-LEA SELPA. If a member of a SELPA, submit this form together with the 2020-21 Expenditures by LEA (LE-CY) and the 2019-20 Expenditures by LEA (LE-PY) to the SELPA AU. If a single-LEA SELPA, submit the forms to the CDE.

Per the federal Subsequent Years Rule, in order to determine the required level of effort, the LEA must look back to the last fiscal year in which the LEA maintained effort using the same method by which it is currently establishing the compliance standard. To meet the requirement of the Subsequent Years Rule, the LMC-A worksheet has been revised to make changes to sections 3.A.1, 3.A.2, 3.B.1, and 3.B.2. The revised sections allow the LEA to compare the 2020-21 expenditures to the most recent fiscal year the LEA met MOE using that method, which is the comparison year. To ensure the LEA is comparing 2020-21 expenditures to the appropriate comparison year, the LEA is required to complete the Subsequent Years Tracking (SYT) worksheet with their LMC-A worksheet. The SYT worksheet tracks the result for each of the four methods back to FY 2011-12, which is the baseline year for LEA MOE calculations established by the Office of Special Education Programs. The SYT worksheet is available at: <http://www.cde.ca.gov/sp/se/as/documents/subseqyrtrckwrksht.xls>.

There are four methods that the LEA can use to demonstrate the compliance standard. They are (1) combined state and local expenditures; (2) combined state and local expenditures on a per capita basis; (3) local expenditures only; and (4) local expenditures only on a per capita basis.

The LEA is only required to pass one of the tests to meet the MOE requirement. However, the LEA is required to show results for all four methods. These results are necessary both for historical purposes and for the possibility that the LEA may want, or need, to switch methods in future years.

SECTION 1 Exempt Reduction Under 34 CFR Section 300.204

If your LEA determines that a reduction in expenditures occurred as a result of one or more of the following conditions, you may calculate a reduction to the required MOE standard. Reductions may apply to combined state and local MOE standard, local only MOE standard, or both. If the LEA meets one of the conditions below, the LEA must complete and include the IDEA MOE Exemption Worksheet available at: <http://www.cde.ca.gov/sp/se/as/documents/leamoeexempwrksht.xls>

1. Voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.
2. A decrease in the enrollment of children with disabilities.
3. The termination of the obligation of the agency to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child:
 - a. Has left the jurisdiction of the agency;
 - b. Has reached the age at which the obligation of the agency to provide free appropriate public education (FAPE) to the child has terminated; or
 - c. No longer needs the program of special education.
4. The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.
5. The assumption of cost by the high cost fund operated by the SEA under 34 CFR Sec. 300.704(c).

Provide the condition number, if any, to be used in the calculation below:	<u>State and Local</u>	<u>Local Only</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total exempt reductions	<u>0.00</u>	<u>0.00</u>

SELPA: Monterey County (AS)

SECTION 2 Reduction to MOE Requirement Under IDEA, Section 613 (a)(2)(C) (34 CFR Sec. 300.205)

IMPORTANT NOTE: Only LEAs that have a "meets requirement" compliance determination and that are not found significantly disproportionate for the current year are eligible to use this option to reduce their MOE requirement.

Up to 50% of the increase in IDEA Part B Section 611 funding in current year compared with prior year may be used to reduce the required level of state and local expenditures. This option is available only if the LEA used or will use the freed up funds for activities authorized under the Elementary and Secondary Education Act (ESEA) of 1965. Also, the amount of Part B funds used for early intervening services (34 CFR 300.226(a)) will count toward the maximum amount by which the LEA may reduce its MOE requirement under this exception [P.L. 108-446].

	<u>State and Local</u>	<u>Local Only</u>
Current year funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310)	_____	_____
Less: Prior year's funding (IDEA Section 611 Local Assistance Grant Awards - Resource 3310)	_____	_____
Increase in funding (if difference is positive)	<u>0.00</u>	_____
Maximum available for MOE reduction (50% of increase in funding)	<u>0.00 (a)</u>	_____
Current year funding (IDEA Section 619 - Resource 3315)	_____	_____
Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3310 and 3315)	<u>0.00 (b)</u>	_____

If (b) is greater than (a).		
Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS)	_____	(c)
Available for MOE reduction. (line (a) minus line (c), zero if negative)	<u>0.00 (d)</u>	_____
Enter portion used to reduce MOE requirement (cannot exceed line (d), Available for MOE reduction).	_____	_____

If (b) is less than (a).		
Enter portion used to reduce MOE requirement (first column cannot exceed line (a), Maximum available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement).	_____	(e)
Available to set aside for EIS (line (b) minus line (e), zero if negative)	<u>0.00 (f)</u>	_____

Note: If your LEA exercises the authority under 34 CFR 300.205(a) to reduce the MOE requirement, the LEA must list the activities (which are authorized under the ESEA) paid with the freed up funds:		

SELPA: Monterey County (AS)

SECTION 3

	<u>Column A</u>	<u>Column B</u>	<u>Column C</u>
	Actual Expenditures (LE-CY Worksheet) FY 2020-21	Actual Expenditures Comparison Year 2018-2019	Difference (A - B)
A. COMBINED STATE AND LOCAL EXPENDITURES METHOD			
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on state and local expenditures.			
a. Total special education expenditures	6,285,993.85		
b. Less: Expenditures paid from federal sources	393,823.61		
c. Expenditures paid from state and local sources	5,892,170.24	5,635,738.87	
Add/Less: Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE calculation		0.00	
		5,635,738.87	
Less: Exempt reduction(s) for SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	5,892,170.24	5,635,738.87	256,431.37

If the difference in Column C for the Section 3.A.1 is positive or zero, the MOE compliance requirement is met based on the combination of state and local expenditures.

	Actual FY 2020-21	Comparison Year 2019-2020	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita state and local expenditures.			
a. Total special education expenditures	6,285,993.85		
b. Less: Expenditures paid from federal sources	393,823.61		
c. Expenditures paid from state and local sources	5,892,170.24	5,631,650.10	
Add/Less: Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE calculation		0.00	
		5,631,650.10	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	5,892,170.24	5,631,650.10	
d. Special education unduplicated pupil count	243	237	
e. Per capita state and local expenditures (A2c/A2d)	24,247.61	23,762.24	485.37

If the difference in Column C for the Section 3.A.2 is positive or zero, the MOE compliance requirement is met based on the per capita state and local expenditures.

SELPA: Monterey County (AS)

B. LOCAL EXPENDITURES ONLY METHOD

	Actual FY 2020-21	Comparison Year 2019-2020	Difference
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on local expenditures only.			
a. Expenditures paid from local sources	4,093,844.62	4,304,639.75	
Add/Less: Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE calculation		0.00	
		4,304,639.75	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	4,093,844.62	4,304,639.75	(210,795.13)

If the difference in Column C for the Section 3.B.1 is positive or zero, the MOE compliance requirement is met based on the local expenditures only.

	Actual FY 2020-21	Comparison Year 2019-2020	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita local expenditures only.			
a. Expenditures paid from local sources	4,093,844.62	4,304,639.75	
Add/Less: Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE		0.00	
		4,304,639.75	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	4,093,844.62	4,304,639.75	
b. Special education unduplicated pupil count	243	237	
c. Per capita local expenditures (B2a/B2b)	16,847.10	18,163.04	(1,315.94)

If the difference in Column C for the Section 3.B.2 is positive or zero, the MOE compliance requirement is met based on the per capita local expenditures only.

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Title

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Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
UNDUPLICATED PUPIL COUNT									243
TOTAL BUDGET (Funds 01, 09, & 62; resources 0000-9999)									
1000-1999	Certificated Salaries	506,396.00	0.00	0.00	0.00	118,330.00	2,433,058.00		3,057,784.00
2000-2999	Classified Salaries	89,727.00	0.00	0.00	0.00	28,023.00	1,524,472.00		1,642,222.00
3000-3999	Employee Benefits	174,956.00	0.00	0.00	0.00	44,749.00	1,309,215.00		1,528,920.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	4,000.00	33,200.00		37,200.00
5000-5999	Services and Other Operating Expenditures	1,404.00	0.00	0.00	0.00	1,500.00	292,376.00		295,280.00
6000-6999	Capital Outlay (except Object 6600 & Object 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	772,483.00	0.00	0.00	0.00	196,602.00	5,592,321.00	0.00	6,561,406.00
7310	Transfers of Indirect Costs	90,000.00	0.00	0.00	0.00	0.00	18,919.00		108,919.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	90,000.00	0.00	0.00	0.00	0.00	18,919.00	0.00	108,919.00
	TOTAL COSTS	862,483.00	0.00	0.00	0.00	196,602.00	5,611,240.00	0.00	6,670,325.00
STATE AND LOCAL BUDGET (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)									
1000-1999	Certificated Salaries	506,396.00	0.00	0.00	0.00	118,330.00	2,433,058.00		3,057,784.00
2000-2999	Classified Salaries	89,727.00	0.00	0.00	0.00	28,023.00	1,262,067.00		1,379,817.00
3000-3999	Employee Benefits	174,956.00	0.00	0.00	0.00	44,749.00	1,209,533.00		1,429,238.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	4,000.00	33,200.00		37,200.00
5000-5999	Services and Other Operating Expenditures	1,404.00	0.00	0.00	0.00	1,500.00	292,376.00		295,280.00
6000-6999	Capital Outlay (except Object 6600 & Object 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	772,483.00	0.00	0.00	0.00	196,602.00	5,230,234.00	0.00	6,199,319.00
7310	Transfers of Indirect Costs	90,000.00	0.00	0.00	0.00	0.00	0.00		90,000.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	90,000.00	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00
	TOTAL BEFORE OBJECT 8980	862,483.00	0.00	0.00	0.00	196,602.00	5,230,234.00	0.00	6,289,319.00
8980	Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)								0.00
	TOTAL COSTS								6,289,319.00

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total	
LOCAL BUDGET (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)										
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
6000-6999	Capital Outlay (except Object 6600 & Object 6910)	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8980	Contributions from Unrestricted Revenues to Federal Resources (from State and Local Budget section)									0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500-6540, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500-6540, & 7240, goals 5000-5999)									4,724,966.00
	TOTAL COSTS									4,724,966.00

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
	UNDUPLICATED PUPIL COUNT								243
TOTAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-9999)									
1000-1999	Certificated Salaries	527,086.84	0.00	0.00	0.00	118,492.02	2,129,055.90		2,774,634.76
2000-2999	Classified Salaries	93,574.18	0.00	0.00	0.00	46,188.44	1,593,194.78		1,732,957.40
3000-3999	Employee Benefits	178,899.74	0.00	0.00	0.00	47,134.44	1,163,323.64		1,389,357.82
4000-4999	Books and Supplies	2,257.31	0.00	0.00	0.00	927.21	26,453.52		29,638.04
5000-5999	Services and Other Operating Expenditures	53,378.93	0.00	0.00	0.00	4,459.77	22,138.73		79,977.43
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	855,197.00	0.00	0.00	0.00	217,201.88	4,934,166.57	0.00	6,006,565.45
7310	Transfers of Indirect Costs	90,000.00	0.00	0.00	0.00	0.67	0.00		90,000.67
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)	189,427.73							189,427.73
	Total Indirect Costs	90,000.00	0.00	0.00	0.00	0.67	0.00	0.00	90,000.67
	TOTAL COSTS	945,197.00	0.00	0.00	0.00	217,202.55	4,934,166.57	0.00	6,096,566.12
FEDERAL EXPENDITURES (Funds 01, 09, and 62; resources 3000-5999, except 3385)									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	2,720.66	1,425.00		4,145.66
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	286,022.14		286,022.14
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	543.74	95,321.32		95,865.06
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	4,459.77	3,330.31		7,790.08
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	7,724.17	386,098.77	0.00	393,822.94
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.67	0.00		0.67
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.67	0.00	0.00	0.67
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	7,724.84	386,098.77	0.00	393,823.61
8980	Less: Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)								0.00
	TOTAL COSTS								393,823.61

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
STATE AND LOCAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)									
1000-1999	Certificated Salaries	527,086.84	0.00	0.00	0.00	115,771.36	2,127,630.90		2,770,489.10
2000-2999	Classified Salaries	93,574.18	0.00	0.00	0.00	46,188.44	1,307,172.64		1,446,935.26
3000-3999	Employee Benefits	178,899.74	0.00	0.00	0.00	46,590.70	1,068,002.32		1,293,492.76
4000-4999	Books and Supplies	2,257.31	0.00	0.00	0.00	927.21	26,453.52		29,638.04
5000-5999	Services and Other Operating Expenditures	53,378.93	0.00	0.00	0.00	0.00	18,808.42		72,187.35
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	855,197.00	0.00	0.00	0.00	209,477.71	4,548,067.80	0.00	5,612,742.51
7310	Transfers of Indirect Costs	90,000.00	0.00	0.00	0.00	0.00	0.00		90,000.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)	189,427.73							189,427.73
	Total Indirect Costs	90,000.00	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00
	TOTAL BEFORE OBJECT 8980	945,197.00	0.00	0.00	0.00	209,477.71	4,548,067.80	0.00	5,702,742.51
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)								0.00
	TOTAL COSTS								5,702,742.51
LOCAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		0.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00		0.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)								0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500, 6510, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500, 6510, & 7240, goals 5000-5999)								4,093,844.62
	TOTAL COSTS								4,093,844.62

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

SELPA: Monterey County (AS)

SECTION 2 Reduction to MOE Requirement Under IDEA, Section 613 (a)(2)(C) (34 CFR Sec. 300.205)

IMPORTANT NOTE: Only LEAs that have a "meets requirement" compliance determination and that are not found significantly disproportionate for the current year are eligible to use this option to reduce their MOE requirement.

Up to 50% of the increase in IDEA Part B Section 611 funding in current year compared with prior year may be used to reduce the required level of state and local expenditures. This option is available only if the LEA used or will use the freed up funds for activities authorized under the Elementary and Secondary Education Act (ESEA) of 1965. Also, the amount of Part B funds used for early intervening services (34 CFR 300.226(a)) will count toward the maximum amount by which the LEA may reduce its MOE requirement under this exception [P.L. 108-446].

	<u>State and Local</u>	<u>Local Only</u>
Current year funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310)	_____	
Less: Prior year's funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310)	_____	
Increase in funding (if difference is positive)	<u>0.00</u>	
Maximum available for MOE reduction (50% of increase in funding)	<u>0.00</u> (a)	
Current year funding (IDEA Section 619 - Resource 3315)	_____	
Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3310 and 3315)	<u>0.00</u> (b)	

If (b) is greater than (a).		
Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS)	_____ (c)	
Available for MOE reduction. (line (a) minus line (c), zero if negative)	<u>0.00</u> (d)	
Enter portion used to reduce MOE requirement (cannot exceed line (d), Available for MOE reduction).	_____	_____

If (b) is less than (a).		
Enter portion used to reduce MOE requirement (first column cannot exceed line (a), Maximum available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement).	_____ (e)	_____
Available to set aside for EIS (line (b) minus line (e), zero if negative)	<u>0.00</u> (f)	

<p>Note: If your LEA exercises the authority under 34 CFR 300.205(a) to reduce the MOE requirement, the LEA must list the activities (which are authorized under the ESEA) paid with the freed up funds:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

SELPA: Monterey County (AS)

SECTION 3

	<u>Column A</u>	<u>Column B</u>	<u>Column C</u>
	Budgeted Amounts (LB-B Worksheet) FY 2021-22	Actual Expenditures Comparison Year 2020-2021	Difference (A - B)
A. COMBINED STATE AND LOCAL EXPENDITURES METHOD			
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on state and local expenditures.			
a. Total special education expenditures	6,670,325.00		
b. Less: Expenditures paid from federal sources	381,006.00		
c. Expenditures paid from state and local sources	6,289,319.00	5,635,738.87	
Add/Less: Adjustments and/or PCRA required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		5,635,738.87	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	6,289,319.00	5,635,738.87	653,580.13

If the difference in Column C for the Section 3.A.1 is positive or zero, the MOE Eligibility requirement is met based on the combination of state and local expenditures.

	Budgeted Amounts FY 2021-22	Comparison Year 2020-2021	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita state and local expenditures.			
a. Total special education expenditures	6,670,325.00		
b. Less: Expenditures paid from federal sources	381,006.00		
c. Expenditures paid from state and local sources	6,289,319.00	5,813,637.96	
Add/Less: Adjustments and/or PCRA required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		5,813,637.96	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	6,289,319.00	5,813,637.96	
d. Special education unduplicated pupil count	243	237	
e. Per capita state and local expenditures (A2c/A2d)	25,881.97	24,530.12	1,351.85

If the difference in Column C for the Section 3.A.2 is positive or zero, the MOE eligibility requirement is met based on the per capita state and local expenditures.

SELPA: Monterey County (AS)

B. LOCAL EXPENDITURES ONLY METHOD

	Budget FY 2021-22	Comparison Year 2019-2020	Difference
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on local expenditures only.			
a. Expenditures paid from local sources	4,724,966.00	4,304,639.75	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		4,304,639.75	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	<u>4,724,966.00</u>	<u>4,304,639.75</u>	<u>420,326.25</u>

If the difference in Column C for the Section 3.B.1 is positive or zero, the MOE eligibility requirement is met based on the local expenditures only.

	Budget FY 2021-22	Comparison Year 2019-2020	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on per capita local expenditures			
a. Expenditures paid from local sources	4,724,966.00	4,304,639.75	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		4,304,639.75	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	<u>4,724,966.00</u>	<u>4,304,639.75</u>	
b. Special education unduplicated pupil count	<u>243</u>	<u>237</u>	
c. Per capita local expenditures (B2a/B2b)	<u>19,444.30</u>	<u>18,163.04</u>	<u>1,281.26</u>

If the difference in Column C for the Section 3.B.2 is positive or zero, the MOE eligibility requirement is met based on the per capita local expenditures only.

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Title

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Email Address

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Unaudited Actuals
2020-21 Unaudited Actuals
Technical Review Checks

Pacific Grove Unified

Monterey County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid.	<u>PASSED</u>
CHECKRESOURCE - (W) - All RESOURCE codes must be valid.	<u>PASSED</u>
CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>PASSED</u>
CHECKGOAL - (F) - All GOAL codes must be valid.	<u>PASSED</u>
CHECKFUNCTION - (F) - All FUNCTION codes must be valid.	<u>PASSED</u>
CHECKOBJECT - (F) - All OBJECT codes must be valid.	<u>PASSED</u>
CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions.	<u>PASSED</u>
CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTA - (W) - The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception(s) should be considered appropriate.	<u>EXCEPTION</u>

ACCOUNT					RESOURCE	OBJECT	VALUE
FD	RS	PY	GO	FN	OB		

01-3220-0-0000-0000-8980 3220 8980 -33,634.00
Explanation: District made a contribution to resource 3220 in 2019-2020 to cover expenses since the district was not allowed to post a receivable. District paid back the contribution which should not have been made per instructions received after the district had closed the books for 2019-2020.

CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid. PASSED

CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

BALANCE-FDxRS - (F) - Adjusted Beginning Fund Balance plus Revenues minus Expenditures minus Assets minus Deferred Outflows of Resources plus Liabilities plus Deferred Inflows of Resources, must total zero by fund and resource. PASSED

PY-EFB=CY-BFB - (F) - Prior year ending fund balance (preloaded from last year's unaudited actuals submission) must equal current year beginning fund balance (Object 9791). PASSED

PY-EFB=CY-BFB-RES - (F) - Prior year ending balance (preloaded from last year's unaudited actuals submission) must equal current year beginning balance (Object 9791), by fund and resource. PASSED

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (F) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (F) - Transfers of Indirect Costs - Interfund (Object

7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (F) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

DUE-FROM=DUE-TO - (F) - Due from Other Funds (Object 9310) must equal Due to Other Funds (Object 9610). PASSED

LCFF-TRANSFER - (F) - LCFF Transfers (objects 8091 and 8099) must net to zero, individually. PASSED

INTRAFFD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRAFFD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRAFFD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

EPA-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the Education Protection Account (Resource 1400). PASSED

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). PASSED

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource. PASSED

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area. PASSED

CEFB=FD-EQUITY - (F) - Components of Ending Fund Balance/Net Position (objects 9710-9790, 9796, and 9797) must agree with Fund Equity (Assets [objects 9100-9489] plus Deferred Outflows of Resources [objects 9490-9499] minus Liabilities [objects 9500-9689] minus Deferred Inflows of Resources [objects 9690-9699]). PASSED

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95). PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95. PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in

restricted resources, must be zero or negative, by resource, in funds 61 through 95. PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95. PASSED

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund. PASSED

OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund: EXCEPTION

FUND	RESOURCE	OBJECT	VALUE
01	1100	8660	-1,099.59

Explanation:The Monterey County Office of Education charges the district negative interest in the event a district spends the Lottery funds before they are received. District is working towards waiting for funds to be received in cash before spending estimated receipts for Lottery.

01	6300	8660	-1,448.72
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Explanation:The Monterey County Office of Education charges the district negative interest in the event a district spends the Lottery funds before they are received. District is working towards waiting for funds to be received in cash before spending estimated receipts for Lottery.

12	0000	8660	-765.77
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Explanation:District is charge negative interest in Fund 12 due to expenditures completed before final apportionments are received.

12	0000	8673	-558.25
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Explanation:District had received Parent fees for Child care for 2019-2020. District had to refund the fees due to the pandemic and did not receive any fees in 2020-2021 due to pandemic. This resulted in negative income for the first time in this object code.

21	9010	5600	-1,578.21
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Explanation:District received a refund for items returned from a previous year. The account code did not have enough expenditures in object code 5600 to use the returned funds.

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. PASSED

EXP-POSITIVE - (W) - The following expenditure functions have a negative balance by resource, by fund. (NOTE: Functions, including CDE-defined optional functions, are checked individually, except functions 7200-7600 are combined.) EXCEPTION

FUND	RESOURCE	FUNCTION	VALUE
01	0000	6000	-310,914.35

Explanation:District is accounting for Retiree Health and Welfare. Checks received are credited to this account to show a reduction in the actual costs for retiree Health and Welfare to the district in objects 3701 and 3702. This allows

AR-AP-POSITIVE - (F) - Accounts Receivable (Object 9200), Due from Other Funds

(Object 9310), Accounts Payable (Object 9500), and Due to Other Funds (Object 9610) should have a positive balance by resource, by fund. PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. PASSED

CONSOLIDATED-ADM-BAL - (F) - Net expenditures and assets minus liabilities must equal zero for Resource 3155, ESEA (ESSA): Consolidated Administrative Funds. PASSED

NET-INV-CAP-ASSETS - (W) - If capital asset amounts are imported/ keyed, objects 9400-9489, (Capital Assets) in funds 61-95, then an amount should be recorded for Object 9796 (Net Investment in Capital Assets) within the same fund. PASSED

SUPPLEMENTAL CHECKS

ESMOE-ADA - (F) - If Form ESMOE is completed, ADA must be reported in Section II, Line A. PASSED

ASSET-IMPORT - (F) - If capital asset amounts are imported/ keyed (Function 8500, Facilities Acquisition and Construction, or objects 6XXX, Capital Outlay; or objects 9400-9489, Capital Assets, in funds 61-67), then capital asset supplemental data (Form ASSET) must be provided. PASSED

DEBT-IMPORT - (F) - If long-term debt amounts are imported/ keyed, the long-term debt supplemental data (Form DEBT) must be provided. PASSED

LOT-IMPORT - (F) - If lottery amounts are imported in resources 1100 and/or 6300, then the Lottery Report, Form L, must be completed and saved. PASSED

LOT-CONTRIB-IMPORT-A - (F) - If State Lottery revenue (Resource 1100) is contributed to other resources (Object 8980), supplemental data for those contributions must be entered in Form L. PASSED

LOT-CONTRIB-IMPORT-B - (W) - If State Lottery revenue (Resource 1100) is contributed to other resources (Object 8980), supplemental expenditure data for those contributions should be entered in Form L. PASSED

ESMOE-IMPORT - (F) - If Every Student Succeeds Act amounts are imported, then the Every Student Succeeds Act Maintenance of Effort form, Form ESMOE, must be provided. PASSED

CURRENT-CALC-EXP - (O) - The Percent of Current Cost of Education Expended for Classroom Compensation (Line 15 in Form CEA) must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts under EC Section 41372, unless the district is exempt pursuant to EC Section 41374. PASSED

IC-ADMIN-PLANT-SVCS - (W) - Percentage of plant services costs attributable to general administration should not be zero or exceed 25%. PASSED

IC-PCT - (W) - The straight indirect cost percentage before the carry-forward adjustment (Form ICR, Part III, Line C) is between 2% and 9%. PASSED

IC-POSITIVE - (W) - The indirect cost rate after the carry-forward adjustment (Form ICR, Part III, Line D) should be positive. PASSED

IC-ADMIN-NOT-ZERO - (F) - Other General Administration costs (Part III, Line A1) in Form ICR should not be zero. PASSED

IC-BD-SUPT-NOT-ZERO - (W) - Board and Superintendent costs (Part III, Line B7) in Form ICR should not be zero. PASSED

IC-BD-SUPT-VS-ADMIN - (W) - In Form ICR, the ratio of Board and Superintendent costs (Part III, Line B7) to Other General Administration costs (Part III, Line A1) should not be less than 5%. PASSED

IC-EXCEEDS-LEA-RATE - (W) - The indirect cost rate used in one or more programs (Form ICR, Exhibit A - Rate Used) should not exceed the LEA's approved indirect cost rate. PASSED

PCRAF-UNDISTRIBUTED - (F) - Allocation factors must be entered in Form PCRAF for support functions with costs in undistributed goals (goals 0000 and 9000). PASSED

PCR-ALLOC-NO-DIRECT - (W) - In forms PCR/PCRAF, costs should normally only be allocated to goals that have direct costs. PASSED

PCR-GF-EXPENDITURES - (F) - Total Costs by Program in Form PCR, Column 6 should agree with total expenditures (objects 1000-7999) in funds 01, 09, and 62. PASSED

ASSET-ACCUM-DEPR-NEG - (F) - In Form ASSET, accumulated depreciation for governmental and business-type activities must be zero or negative. PASSED

ASSET-PY-BAL - (F) - If capital asset ending balances were included in the prior year unaudited actuals, the Schedule of Capital Assets (Form ASSET) must be provided. PASSED

DEBT-ACTIVITY - (O) - If long-term debt exists, there should be activity entered in the Schedule of Long-Term Liabilities (Form DEBT) for each type of debt. PASSED

DEBT-POSITIVE - (F) - In Form DEBT, long-term liability ending balances must be positive. PASSED

DEBT-PY-BAL - (F) - If long-term liability ending balances were included in the prior year unaudited actuals data, the Schedule of Long-Term Liabilities (Form DEBT) must be provided. PASSED

EXPORT CHECKS

FORM01-PROVIDE - (F) - Form 01 (Form 01I) must be opened and saved. PASSED

UNAUDIT-CERT-PROVIDE - (F) - Unaudited Actual Certification (Form CA) must be provided. PASSED

ADA-PROVIDE - (F) - Average Daily Attendance data (Form A) must be provided. PASSED

CEA-PROVIDE - (F) - Current Expense Formula/Minimum Classroom Compensation data (Form CEA) must be provided. PASSED

ICR-PROVIDE - (F) - Indirect Cost Rate Worksheet (Form ICR) must be provided. PASSED

GANN-PROVIDE - (F) - Appropriations Limit Calculations supplemental data (Form GANN) must be provided. PASSED

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. PASSED

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed. PASSED

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. PASSED

Checks Completed.

Pacific Grove Unified
Monterey County

Unaudited Actuals
FINANCIAL REPORTS
2020-21 Unaudited Actuals
Summary of Unaudited Actual Data Submission

27 66134 0000000
Form CA

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
CEA	Percent of Current Cost of Education Expended for Classroom Compensation Must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts or future apportionments may be affected. (EC 41372)	60.65%
	CEA Deficiency Amount Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details.	\$0.00
ESMOE	Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Determination If MOE Not Met, the 2022-23 apportionment may be reduced by the lesser of the following two percentages: MOE Deficiency Percentage - Based on Total Expenditures MOE Deficiency Percentage - Based on Expenditures Per ADA	MOE Met
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1 If this amount is not zero, it represents an increase to your Appropriations Limit. The Department of Finance must be notified of increases within 45 days of budget adoption.	\$0.00
	Adjusted Appropriations Limit	\$30,583,171.14
	Appropriations Subject to Limit These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132.	\$30,583,171.14
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2022-23, subject to CDE approval.	10.93%

1/15/2021

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Memorandum of Understanding with the California Department of Public Health (CDPH) for SARS-CoV-2 or rapid antigen testing

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board approve the Memorandum of Understanding (MOU) with the California Department of Public Health (CDPH) for SARS-CoV-2 or rapid antigen testing.

BACKGROUND:

On August 11, 2021, Governor Newsom announced that California will be the first state to require public and private schools to verify that workers are fully vaccinated or tested regularly. Unvaccinated and volunteers (without vaccines) will be required to be tested weekly for covid-19 and will be required to wear appropriate personal protective equipment, including face coverings. The new state requirement for school employees took effect August 12 and school districts will have until October 15 to come into full compliance.

INFORMATION:

Currently, the District has an agreement with Optum Serve/LHI to provide weekly testing. Since March 8, 2021, LHI team has been providing and administering test kits, up to a maximum quantity test kits of 264.

This Memorandum of Understanding (MOU) with the California Department of Public Health (CDPH) is in addition to what we currently have for covid testing. This MOU is for SARS-CoV-2 or rapid antigen testing. The rapid tests will provide results in 15 to 30 minutes. The test kit is a card, nasal swab, and reagent solution. Test procedure is a self-swab into the nose at the length of the swab tip. Children who are unable to swab may receive an assisted swab by a registered nurse or health clerks.

Our site health clerks with the supervision of the District Nurse, will provide testing to staff members who are showing symptoms but tested negative and would want confirmation of the negative test. We can also provide this test for students who are on modified quarantine.

FISCAL IMPACT:

No direct fiscal impact because CDPH will be responsible for the cost of tests used.

CDPH K-12 SCHOOL LABORATORIES MEMORANDUM OF UNDERSTANDING
Pacific Grove Unified School District & CDPH

1. Term

- A. The term of the Memorandum of Understanding (“MOU”) shall be from the date of execution (the “Effective Date”) until June 1, 2022.
- B. In addition to any other provision of this MOU, the California Department of Public Health (“CDPH”) or the organization wishing to make available COVID-19 testing at their site (“Participant”) may terminate this MOU or cancel a portion of the service for any reason with fourteen (14) days written notice.

2. Service Overview

The Participant shall comply with the scope, the terms, conditions, and requirements set forth herein for the testing of samples for SARS-CoV-2.

3. Service Location

The services shall be performed at temporary testing sites identified by Participant that have been approved by the Laboratory Director of CDPH K-12 School Laboratories.

4. Project Representatives

- A. The project representatives during the term of this MOU will be:

<p>California Department of Public Health Sabel Davis Telephone: (916) 865-8717 E-mail: testing.taskforce@cdph.ca.gov</p>	<p>Song Chin-Bendib Telephone: Fax: E-mail: schinbendib@pgusd.org</p>
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- B. Direct all general inquiries to:

<p>California Department of Public Health</p> <p>Attention: Megan Cornejo 850 Marina Bay Parkway City, CA, 95899-7413 Telephone: (510) 231-7836</p> <p>E-mail: SchoolBinax@cdph.ca.gov</p>	<p>Song Chin-Bendib</p> <p>Attention:</p> <p>Telephone:</p> <p>Fax:</p> <p>E-mail:</p>
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5. Services to be Performed by CDPH K-12 School Laboratories

CDPH K-12 School Laboratories shall supervise, oversee, and facilitate, under its state clinical laboratory registration and federal CLIA certificate of waiver, testing of samples for SARS-CoV-2 using equipment and supplies provided by CDPH. Molecular testing may be arranged or provided for at the discretion of the Laboratory Director. CDPH K-12 School Testing Laboratories shall also make available the services of an authorized health care provider (“Ordering Physician”) to make assignments for test reports for the performance of tests described in this MOU. CDPH, through CDPH Agreement 20-10982, has contracted with Primary Diagnostics, Inc. and via Primary Diagnostics, Inc. will provide patient registration services and laboratory and medical records data collection, management, storage, and reporting services.

6. Services to be Performed by Participant

Participant shall be responsible for the direct oversight of testing personnel at the designated temporary testing site and shall ensure that personnel meet the training and competency criteria established by the Laboratory Director of CDPH K-12 School Laboratories. Participant shall comply with all operational guidelines established by the Laboratory Director.

Participant shall be responsible for all of the following:

1) Comply with all requirements and specifications of the Laboratory Director, and its contractor, Primary Diagnostics, Inc., to ensure that all test results and data reporting, storage, and management requirements applicable under state and federal law are satisfied;

2) Maintain adequate site inventory control of tests;

3) Securely transmit copies of patient results and Participant site records, including, but not limited to quality control logs, testing personnel training records, and test inventory records, to CDPH in accordance with the operational guidelines established by the Laboratory Director, at the frequency determined by the Laboratory Director to ensure regulatory compliance, and upon the termination of the testing program, as described in Paragraph 8.H.;

4) Securely report and transmit, in accordance with the Laboratory Director's operational guidelines, patient adverse event information and suspected false negatives, suspected false positives, and any significant test performance deviations to the CDPH Ordering Physician and CDPH Laboratory Director via a secure CDPH electronic mail address to be identified by the CDPH Laboratory Director.

5) Coordinate with CDPH in arranging for additional or follow-up testing for individuals who meet specified criteria established by the Laboratory Director.

7. Payment and Billing

Unless otherwise agreed to in writing, CDPH will be responsible for the cost of tests used to detect SARS-CoV-2. The Participant may not charge for the cost of tests provided by CDPH. The parties will otherwise bear their own costs in providing services under this MOU.

8. Confidentiality of Information/Data and Privacy Use

A. Use and Disclosure of Data Set: For purposes of this MOU, "Protected Data" means any data obtained and stored by the Participant while undergoing any of the activities described in this MOU. Participant agrees to maintain the confidentiality of the Protected Data. Participant agrees not to use or disclose any Protected Data in any manner not permitted by applicable state or federal health information privacy laws and shall require that its directors, officers, employees, contractors, subcontractors and agents do not use or disclose the Protected Data in any manner that would constitute a violation of this MOU.

B. Legal Authority: Participant and CDPH have the legal authority to exchange the Protected Data pursuant to California Health and Safety Code sections 131050 and 120175.

C. Minimum Necessary Information: Participant agrees, to the extent Protected Data is shared, only the minimum necessary Protected Data for the accomplishment of CDPH and Participant's goals will be shared.

D. California Civil Code section 1798.29: CDPH and Participant agree to

comply with applicable privacy breach notification laws, including California Civil Code section 1798.29, with regard to the Protected Data. Participant agrees to notify CDPH as soon as practicable, without unreasonable delay, of any breach that triggers a response under this section.

E. Safeguards Against Misuse of Information: CDPH and Participant shall use appropriate administrative, technical, and physical safeguards to prevent use (sharing, employment, application, utilization, examination, or analysis of information) or disclosure of the Protected Data that is prohibited under applicable state and federal health information privacy laws:

- CDPH and Participant shall comply with the information security standards, which standards shall be at least as stringent as those set forth in NIST 800-53. These standards shall also include encryption of the Protected Data using a FIPS 140-2 certified algorithm, such as AES, with a 128bit key or higher when Protected Data is being sent outside Participant's network boundary.
- Each party is individually responsible for abiding by the applicable laws and regulations pertaining to the Protected Data in its possession.
- Nothing in this MOU shall relieve either party from abiding by relevant laws or regulations.

F. Agreements by Third Parties: Participant shall require each subcontractor or agent it intends to grant access to the Protected Data to agree to materially the same terms of this MOU in writing.

G. No Third-Party Beneficiaries: Nothing express or implied in the terms and conditions of this MOU is intended to confer, nor shall anything herein confer, upon any person other than CDPH or Participant and their respective successors or assignees, any rights, remedies, obligations or liabilities whatsoever.

H. Return or Destruction of Protected Data on Expiration or Termination: Upon expiration or termination of the MOU between Participant and CDPH for any reason, Participant shall securely return or destroy the Protected Data. If return or destruction is not feasible, Participant shall provide a written explanation to CDPH using the contact information listed in Paragraph 4. When the Protected Data is no longer needed, the MOU has terminated, or any retention period has expired, it must be sanitized. All electronic or

physical forms of Protected Data must be sanitized using NIST Special Publication 800-88 standard methods for data sanitization.

- I. **Survival:** If Participant does not return or destroy the Protected Data upon the completion or termination of the MOU, the respective rights and obligations of Participant under clauses D, E, and H of this Paragraph shall survive the completion or termination of the MOU between Participant and CDPH.
- J. **No HIPAA Business Associate Agreement or Relationship Between CDPH and Participant:** This MOU and the relationship it memorializes between CDPH and Participant do not constitute a business associate agreement or business associate relationship pursuant to Title 45 of the Code of Federal Regulations, Part 160.103 (definition of “business associate”). Accordingly, this MOU is neither intended to, nor at any time shall result in, nor shall be interpreted or construed by the parties as to create a business associate relationship between CDPH and Participant. By signing this MOU, CDPH and Participant expressly disclaim the existence of any business associate relationship.

9. Indemnification

Participant agrees to indemnify, defend, and save harmless the State of California, CDPH, and CDPH K-12 School Laboratories and their respective officers, agents and employees from any and all claims and losses accruing or resulting from Participant’s breach of this MOU, or Participant’s negligence or willful misconduct related to the performance of this MOU.

10. Avoidance of Conflict of Interest by Participant:

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Participant, subcontractors, or employees, officers and directors of the Participant or subcontractors. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Participant to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:

1. An instance where the Participant or any of its subcontractors, or any employee, officer, or director of the Participant or subcontractor has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under this MOU would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of this MOU.
 2. An instance where the Participant's or any subcontractor's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C.** If CDPH is or becomes aware of a known or suspected conflict of interest, the Participant will be given an opportunity to submit additional information or to resolve the conflict. A Participant with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating this MOU. CDPH may, at its discretion upon receipt of a written request from the Participant, authorize an extension of the timeline indicated herein.

11. Dispute Resolution

Any dispute concerning a question of fact arising under the terms of this MOU that is not disposed of within fifteen (15) calendar days by the Participant and State employees normally responsible for the administration of this MOU shall be brought to the attention of the designated representative for the Participant and the Deputy Director CDPH (or designated representative) for joint resolution.

12. Execution

This MOU may be executed in counterparts with the same force and effectiveness as though executed in a single document. The parties agree that an electronic copy of a signed agreement, or an electronically signed agreement, has the same force and legal effect as an agreement executed with an original ink signature. The term "electronic copy of a signed agreement" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed agreement in a portable document format. The term "electronically signed agreement" means an agreement that is executed by applying an electronic signature using technology approved by the State. The provisions of this MOU supersede any previous Agreement entered into between the Participant and CDPH.

In witness whereof, this Memorandum of Understanding has been executed by the parties hereto:

California Department of Public Health

Name Sabel Davis

Signature

Title Testing Task Force Lead Contract

Date

Participant

Participant's full legal name

Song Chin-Bendib

Signature _____

In Process

Title Assistant Superintendent for Business Services

Date _____

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Service Agreement Proposal with Peninsula Messenger Service

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Song Chin Bendib, Assistant Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and approve the Service Agreement Proposal with Peninsula Messenger Service to provide delivery service between Monterey County Office of Education and Pacific Grove Unified School District "District".

BACKGROUND:

To date the District has sent individual District employees back and forth to the County Office to pick up payroll and accounts payable checks once a week, sometimes twice a week. Most of the time it is the Utility employee or if he is unavailable, we would substitute any available employee from Maintenance, Transportation or even from the Business Office. There was a year or two where one of the District Office employees lived near the County Office and was able to pick up from there on her way into work. She is no longer with the District.

Due to the County recently changing the pick-up times for payroll and accounts payable it is no longer feasible for any other District employee, who may live near the County Office, to continue to perform this service. Also due to the change in times, it causes a hardship for the Utility, Maintenance and Transportation employees to take 1.5 hours out of their work day to do the pick-up.

INFORMATION:

Peninsula Messenger Service currently provides messenger and delivery service between the County Office and other Districts. They have been provided our detailed calendar of dates and times for payroll and accounts payable pick-up. Their Service Agreement Proposal states the fee is \$48.00 per trip, plus a fuel surcharge as described on Attachment A. The fuel surcharge is based on AAA Salinas, CA, gas prices for the previous month. It fluctuates up and down depending on gas rates. For example, the month of July, it was 18% so, $48 \times 18\% = \$57.00$ per trip. Next month, it could be higher or lower depending on previous AAA gas prices.

If approved, this service would be scheduled to begin on Friday, September 3, 2021.

FISCAL IMPACT:

Approximately \$3,000, plus any fuel surcharge as invoiced, annually.
Funded from General Fund.

**PENINSULA MESSENGER LLC
SERVICE AGREEMENT PROPOSAL**

Peninsula Messenger LLC (hereinafter called **CONTRACTOR**) agrees to provide courier service as set forth in Section I below for Pacific Unified School District (hereinafter called **CUSTOMER**) to commence SEPTEMBER 3, 2021.

1. **CONTRACTOR** will provide daily courier service as described in the following Scope of Service.

2. **SCOPE OF SERVICE**

#1 Pickup Accounts Payable and Payroll from MCOE 901 Blanco Circle Salinas CA 93901 and deliver to Pacific Grove Unified School District 435 Hillcrest Ave Pacific Grove

3. **SERVICE FEE**

CUSTOMER agrees to pay \$48.00 per trip, plus fuel surcharge for the services described in Section 2 #1

4. **TIME OF PAYMENT**

CUSTOMER shall pay for the services furnished by **CONTRACTOR** in accordance with the charges on this Service Agreement, within thirty (30) days of the date of **CONTRACTOR'S** invoice. All invoices not contested in writing within fifteen (15) business days of receipt are deemed accepted by **CUSTOMER** as true and accurate and are payable in full. Interest will be charged on all accounts not paid when due at a rate of one and one-half percent per month, or, if less, the maximum rate allowed by law. In the event **CUSTOMER** fails to pay **CONTRACTOR** all amounts which become due under the Service Agreement or fails to perform its obligations hereunder, and **CONTRACTOR** refers such matter to an attorney or collection agency, **CUSTOMER** agrees to pay, in addition to the amounts due, any and all costs incurred by **CONTRACTOR** as a result of such action, including reasonable attorney's fees.

CONTRACTOR has the right to charge a return check fee or a fee to restart **CUSTOMER** if shut off for poor pay history.

5. **INSURANCE AND LICENSES**

CONTRACTOR, an independent contractor, carries the following types of insurance: General Liability and Property Damage, Workers Compensation Insurance, and maintains a California Carrier Permit and Courier Service Bond. **CONTRACTOR** warrants that each of the foregoing coverage's and licenses are current and in effect and agrees that it will, at all times during the term of this service agreement, maintain all required license and coverage. **CONTRACTOR** shall, upon request by **CUSTOMER**, provide evidence satisfactory to **CUSTOMER** that all required licenses and insurance coverage are being maintained pursuant to this agreement.

6. Starting date for this Service Agreement will be determined by the **CUSTOMER**. This agreement may be canceled at any time by either party by giving thirty (30) days written notice.

GREG & STEPHANIE MORSE 831-649-0439 FAX 831-649-0472

CUSTOMER (for Billing)
Pacific Grove Unified School District
435 Hillcrest Ave
Pacific Grove, CA 93950

CONTRACTOR

ATTN: Stephanie Morse
Peninsula Messenger LLC
8 Harris Ct C-3
Monterey CA 93940
Email: stephanie.morse@comcast.net

CUSTOMER

ATTN:
Pacific Grove Unified School District
435 Hillcrest Ave
Pacific Grove, CA 93950
Email: dengles@pgusd.org

The parties hereby agree to the terms of this Service Agreement
Pacific Grove Unified School District, **CUSTOMER**

NAME SONG CHIN BENDIS

9-2-21

DATE

ASSISTANT SUPERINTENDENT
TITLE

PENINSULA MESSENGER LLC, CONTRACTOR

NAME

DATE

TITLE

Attachment A Fuel Adjustment Policy

Due to the sometimes dramatic fluctuations in fuel cost it is standard policy within the transportation, delivery service industries to affect a price adjustment schedule to existing contract fees in order to be fair to the customer and to the service provider for these unforeseen changes.

Peninsula Messenger LLC maintains an upcharge percentage to cover the fuel fluctuations for our customers. The monthly billing for the change will appear on the following month after an adjustment is made. In other words, Peninsula assumes the cost up front for the month and it appears on the customer's bill the following month.

Fuel Adjustment Schedule

<u>Fuel Costs per Gallon Range</u>	<u>Percentage Upcharge</u>
\$ 0.00 - \$ 1.50 per gallon	0 %
\$ 1.51 - \$ 1.60 per gallon	.06 %
\$ 1.61 - \$ 1.70 per gallon	1.2 %
\$ 1.71 - \$ 1.80 per gallon	1.8 %
\$ 1.81 - \$ 1.90 per gallon	2.4 %
\$ 1.91 - \$ 2.00 per gallon	3.0 %
\$ 2.01 - \$ 2.10 per gallon	3.6 %
\$ 2.11 - \$ 2.20 per gallon	4.2 %
\$ 2.21 - \$ 2.30 per gallon	4.8 %
\$ 2.31 - \$ 2.40 per gallon	5.4 %
\$ 2.41 - \$ 2.50 per gallon	6.0 %
\$ 2.51 - \$ 2.60 per gallon	6.6 %
\$ 2.61 - \$ 2.70 per gallon	7.0 %
\$ 2.71 - \$ 2.80 per gallon	7.6 %
\$ 2.81 - \$ 2.90 per gallon	8.2 %
\$ 2.91 - \$ 3.00 per gallon	8.8 %
\$ 3.01 - \$ 3.10 per gallon	9.4 %
\$ 3.11 - \$ 3.20 per gallon	10.2 %
\$ 3.21 - \$ 3.30 per gallon	10.8 %
\$ 3.31 - \$ 3.40 per gallon	11.4 %
\$ 3.41 - \$ 3.50 per gallon	12 %
\$ 3.51 - \$ 3.60 per gallon	12.6 %
\$ 3.61 - \$ 3.70 per gallon	13.2 %
\$ 3.71 - \$ 3.80 per gallon	13.8 %
\$ 3.81 - \$ 3.90 per gallon	14.4 %
\$ 3.91 - \$ 4.00 per gallon	15 %

\$ 4.01 - \$ 4.10 per gallon	15.6 %
\$ 4.11 - \$ 4.20 per gallon	16.2 %
\$ 4.21 - \$ 4.30 per gallon	16.8 %
\$ 4.31 - \$ 4.40 per gallon	17.4 %
\$ 4.41 - \$ 4.50 per gallon	18 %
\$ 4.51 - \$ 4.60 per gallon	18.6 %
\$ 4.61 - \$ 4.70 per gallon	19.2 %
\$ 4.71 - \$ 4.80 per gallon	19.8 %
\$ 4.81 - \$ 4.90 per gallon	20.4 %
\$ 4.91 - \$ 5.00 per gallon	21 %

And so on....

November 2018

- Student Learning and Achievement
 Health and Safety of Students and Schools
 Credibility and Communication
 Fiscal Solvency, Accountability and Integrity

- Consent
 Action/Discussion
 Information/Discussion
 Public Hearing

SUBJECT: Measure D Budget Update

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Matt Kelly, Director of Facilities and Transportation

RECOMMENDATION:

The District Administration recommends the Board review and approve the proposed budget transfers and purchase orders for Measure D projects.

BACKGROUND:

The Pacific Grove community (67.91%) voted “yes” and passed the Measure D maintenance bond in March 2020. Measure D will provide PGUSD with \$30 million to repair aging facilities and infrastructure. Measure D is broken up into four disbursements titled Series A, B, C, and D. Series A bonds will be sold late Spring of 2021 and be spent over two years until Series B funds come available in Spring of 2023.

INFORMATION:

Row Labels	Sum of Original Budget	Sum of Current Budget	Sum of Budget Adjustments	Sum of Encumbered Amount	Sum of Invoiced Expenditures	Sum of Encumbered Over/Under
Active	\$1,396,520.00	\$2,877,881.87	\$1,481,361.87	\$2,139,147.17	\$1,112,365.11	\$738,734.70
Bond Admin Assistant (Series A)	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$14,061.19	\$0.00
FG Intercom & Bell System	\$86,250.00	\$97,092.46	\$10,842.46	\$97,092.46	\$62,109.21	\$0.00
HS Field & Track Replacement (Series A)	\$0.00	\$1,083,546.48	\$1,083,546.48	\$1,083,546.48	\$756,078.08	\$0.00
HS Foods Classroom	\$100,000.00	\$126,356.73	\$26,356.73	\$120,656.73	\$65,743.40	\$5,700.00
HS Intercom & Bell System	\$115,000.00	\$159,619.29	\$44,619.29	\$159,619.29	\$84,428.10	\$0.00
IHMP In-House Maintenance Projects (Series A)	\$75,000.00	\$74,983.11	(\$16.89)	\$0.00	\$0.00	\$74,983.11
Intercom & Bell Licensing	\$0.00	\$40,577.25	\$40,577.25	\$40,277.25	\$28,667.25	\$300.00
K&L Dry Rot & Termite Damage	\$500,000.00	\$500,000.00	\$0.00	\$329,607.07	\$29,928.10	\$170,392.93
Maintenance Vans/Trucks/Trailers	\$200,000.00	\$200,000.00	\$0.00	\$119,196.40	\$0.00	\$80,803.60
Replace Grounds Mowers	\$105,000.00	\$105,000.00	\$0.00	\$45,832.01	\$42,815.77	\$59,167.99
Series A Contingency	\$15,270.00	\$325,703.79	\$310,433.79	\$0.00	\$0.00	\$325,703.79
Warehouse and Shop Equipment Replacement	\$50,000.00	\$50,000.00	\$0.00	\$43,319.48	\$28,534.01	\$6,680.52
TIW Technology Infrastructure & Wiring (Series A)	\$50,000.00	\$15,002.76	(\$34,997.24)	\$0.00	\$0.00	\$15,002.76
Complete	\$1,870,000.00	\$388,638.13	(\$1,481,361.87)	\$368,399.38	\$365,568.49	\$20,238.75
Bond Fees Series A	\$220,000.00	\$220,000.00	\$0.00	\$199,761.25	\$199,761.25	\$20,238.75
HS Stadium Field Replacement (Series A)	\$550,000.00	\$0.00	(\$550,000.00)	\$0.00	\$0.00	\$0.00
HS Track Replacement (Series A)	\$300,000.00	\$0.00	(\$300,000.00)	\$0.00	\$0.00	\$0.00
HVAC COVID Replacement or Modifications	\$800,000.00	\$133,624.00	(\$666,376.00)	\$133,624.00	\$130,840.00	\$0.00
IHMP Microsoft BI	\$0.00	\$16.89	\$16.89	\$16.89	\$0.00	\$0.00
TIW Replace CAT5 Cabling (FG)	\$0.00	\$23,647.23	\$23,647.23	\$23,647.23	\$23,617.23	\$0.00
TIW Replace Cat5 Cabling (MS)	\$0.00	\$11,350.01	\$11,350.01	\$11,350.01	\$11,350.01	\$0.00
Grand Total	\$3,266,520.00	\$3,266,520.00	\$0.00	\$2,507,546.55	\$1,477,933.60	\$758,973.45

The table above shows active and completed jobs, purchases, and expenses. Some items above had funds transferred out to the exact job for tracking purposes. For example, there was two lines for the stadium project separating the track from the field. Since the project was bid as one lump sum a budget transfer was made to join the two jobs.

Encumbered is the amount of contracts and purchase orders that have been approved by the Board. Encumbered Over/Under is the current Budget less the total approved encumbered amount. Contracts will be paid out in full but some direct purchase amounts will not be completely used. Unused funds will be calculated at the completion of the job and transferred to the Series A contingency. In the table above \$20,238.00 will be transferred from Bond Fees Series A to Series A Contingency. Currently there is \$325,703.89 in the Series A Contingency.

Row Labels	Sum of Original Budget	Sum of Current Budget	Sum of Encumbered Amount	Sum of Invoiced Expenditures	Sum of Encumbered Over/Under
Bidding	\$175,000.00	\$175,000.00	\$0.00	\$0.00	\$175,000.00
AS Replace Phone System	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00
DA Replace Phone System	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
HS Replace Phone System	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
MS Replace Phone System	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Design	\$865,480.00	\$830,465.87	\$0.00	\$0.00	\$830,465.87
IHMP In-House Maintenance Projects (Series A)	\$75,000.00	\$74,983.11	\$0.00	\$0.00	\$74,983.11
MS Exterior Painting and Dry Rot (Series A)	\$140,000.00	\$140,000.00	\$0.00	\$0.00	\$140,000.00
PAC Stage and Production Improvments	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Re-Key & Replace Hardware	\$500,480.00	\$500,480.00	\$0.00	\$0.00	\$500,480.00
TIW Technology Infrastructure & Wiring (Series A)	\$50,000.00	\$15,002.76	\$0.00	\$0.00	\$15,002.76
Future	\$1,818,000.00	\$1,818,000.00	\$0.00	\$0.00	\$1,818,000.00
AS Sewer Line Repair	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$75,000.00
DA Driveway Improvements	\$110,000.00	\$110,000.00	\$0.00	\$0.00	\$110,000.00
DA Exterior Painting and Dry Rot Repair	\$88,000.00	\$88,000.00	\$0.00	\$0.00	\$88,000.00
DA Playground Structures	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00
DA Roofing & Gutters	\$530,000.00	\$530,000.00	\$0.00	\$0.00	\$530,000.00
DA Sewer Line Replacement	\$230,000.00	\$230,000.00	\$0.00	\$0.00	\$230,000.00
Emergency Repair Contingency (Series A)	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00
FG Rain Gutters K-Wing	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Pool Heater Replacement	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
RD Exterior Painting & Dry Rot Repair (Series A)	\$135,000.00	\$135,000.00	\$0.00	\$0.00	\$135,000.00
RD Playground Structures (Series A)	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
VCT Flooring Replacement	\$80,000.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00
Woodshop Roofing	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00
Grand Total	\$2,858,480.00	\$2,823,465.87	\$0.00	\$0.00	\$2,823,465.87

The table above shows bidding, design, and future Series A projects. Most projects should stay within budget but there are concerns with the roofing and painting projects because of material increases over the last few months. Preliminary budgets have the roofing projects still within budget but getting tighter. Preliminary budgets from painting and dry rot repairs show that an increase to the budget will be needed. Additionally, the Middle School PAC project has considerably been under-budgeted. An increase to this budget to cover lighting, curtains, sound, stage repairs, and rigging will be needed.

Staff recommends the following budget increases:

1. DA Exterior Painting and Dry Rot Repair - \$88,000.00 to \$110,000.00 (\$22,000.00)
2. MS Exterior Painting and Dry Rot Repairs - \$140,000.00 to \$175,000.00 (\$35,000)
3. PAC Stage and Production Improvements - \$100,000.00 to \$300,000.00 (200,00.00)
4. Decrease Series A Contingency - \$325,703.79 to \$68,703.79

At the June 17 meeting the Board authorized purchases up to \$25,000 without board pre-approval. It was agreed that these purchases would be brought back for ratification. Below is the list of purchases for approval:

1. Fastenal - District Banners - In-House Maintenance Projects - \$1,206.86
2. Ferguson – Drain Pump Kits – PGHS Culinary Project - \$583.54
3. Forest Hill Ace – Roofing Material and Flashing – PGHS Culinary Project - \$89.94
4. Kelly Moore – Paint Materials – PGHS Culinary Project - \$542.04
5. Hayward Lumber – Flooring Protection – PGHS Culinary Project - \$1,258.71
6. Ultimate Roof – Roof Patching for Vent Penetrations – PGHS Culinary Project - \$2,568.37
7. Rental Depot – Scissor Lift – PGHS Culinary Project - \$616.00
8. Hayward Lumber – Track Protection – PGHS Stadium Field and Track - \$403.04

FISCAL IMPACT:

Measure D Projects as Follows from the Purchase Orders Above:

- In-House Maintenance Projects - \$1,206.86
- PGHS Culinary Project – \$5,658.60
- PGHS Stadium Field and Track - \$403.04

Budget Transfers (Information)

To/From	Project No	Project Name	Site	Amount	Date (mm-dd-yyyy)	Budget Adjustment #	Reason
From	2021-003-010	HVAC COVID Replacement or Modifications	All Sites	(\$10,842.46)	3/4/2021	1	For FG bell and clock system that came in over budget because of feedback from site council. AMS system had more safety features and was determined to be worth the extra money.
To	2021-002-003	FG Intercom & Bell System	Forest Grove	\$10,842.46	3/4/2021	1	
From	2021-003-010	HVAC COVID Replacement or Modifications	All Sites	(\$40,577.25)	3/4/2021	2	For FG bell and clock system that came in over budget because of feedback from site council. AMS system had more safety features and was determined to be worth the extra money. Licensing fee was not originally budgeted.
To	2021-004-010	Intercom & Bell Licensing	All Sites	\$40,577.25	3/4/2021	2	
From	2021-005-006	HS Track Replacement (Series A)	High School	(\$300,000.00)	4/22/2021	3	Action Discussion H - Combine PGHS Track and Field projects to one project
To	2021-007-006	HS Field & Track Replacement (Series A)	High School	\$300,000.00	4/22/2021	3	
From	2021-006-006	HS Stadium Field Replacement (Series A)	High School	(\$550,000.00)	4/22/2021	3	Action Discussion H - Combine PGHS Track and Field projects to one project
To	2021-007-006	HS Field & Track Replacement (Series A)	High School	\$550,000.00	4/22/2021	3	
From	2021-003-010	HVAC COVID Replacement or Modifications	All Sites	(\$44,619.29)	4/22/2021	4	Action Discussion G - For HS bell and clock system that came in over budget because of feedback from site council. AMS system had more safety features and was determined to be worth the extra money. Licensing fee was not originally budgeted.
To	2021-008-006	HS Intercom & Bell System	High School	\$44,619.29	4/22/2021	4	
From	2021-003-010	HVAC COVID Replacement or Modifications	All Sites	(\$428,658.77)	4/22/2021	5	Move remainder dollars from the item to Series A Contingency
To	2021-999-012	Series A Contingency	Contingency	\$428,658.77	4/22/2021	5	
From	2021-998-013	IHMP In-House Maintenance Projects (Series A)	All Sites	(\$16.89)	5/14/2021	6	In-House Maintenance Project Adjustments to Track by site.
To	2021-011-013	IHMP Microsoft BI	Admin	\$16.89	5/14/2021	6	
From	2021-999-012	Series A Contingency	Contingency	(\$26,356.73)	5/20/2021	7	Walk-On - Culinary project bid over budget
To	2021-010-006	HS Foods Classroom	High School	\$26,356.73	5/20/2021	7	
From	2021-999-012	Series A Contingency	Contingency	(\$91,868.25)	8/25/2021	8	Field Turf CCO#1 to repair subdrainage; CCO2 GroomRight Machine
To	2021-007-006	HS Field & Track Replacement (Series A)	High School	\$91,868.25	8/25/2021	8	
From	2022-995-013	TIW Technology Infrastructure & Wiring (Series A)	All Sites	(\$23,647.23)	8/18/2021	9	Move from Budget line item to specific job
To	2022-001-006	TIW Replace CAT5 Cabling (FG)	Forest Grove	\$23,647.23	8/18/2021	9	
From	2022-995-013	TIW Technology Infrastructure & Wiring (Series A)	All Sites	(\$11,350.01)	8/18/2021	10	Move from Budget line item to specific job
To	2022-002-005	TIW Replace Cat5 Cabling (MS)	Middle School	\$11,350.01	8/18/2021	10	

The table above tracks all the budget transfers since the Board approved the original budget February 3, 2021.

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: California School Board Association Policy Review

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

Recommendation: (Ralph Gómez Porras, Superintendent) In response to a Trustee future agenda item request to have all Board policies reviewed, the District recommends that the Board review the options through California School Board Association and provide direction to Administration.

INFORMATION:

California School Board Association (CSBA) provides two services, in addition to the GAMUT Policy which the District already subscribes annually.

- **GAMUT Policy Plus (this add-on is available to GAMUT Policy subscribers) \$2,640/year**
 - GAMUT Policy Plus you receive your own dedicated GAMUT webpage that integrates into your Pacific Grove USD website.
 - The website allows you to manage and update policies directly on GAMUT.
 - The District **MUST** go through a Policy Development Workshop (see below) to prepare the current Board policy manual for the GAMUT website.
- **Policy Development Workshop (PDW) \$ 8,200**
 - A comprehensive Policy Development Workshop (PDW) to 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.
 - 2-3 day on-site workshop pairs the knowledge and experience of Pacific Grove USD administrators and 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.

FISCAL IMPACT:

GAMUT Policy Plus, which requires Policy Development Workshop \$10,840 or Policy Development Workshop only \$8,200.



August 2, 2021

The California School Boards Association (CSBA) is pleased to provide Pacific Grove Unified School District of Monterey County the following quote for GAMUT and policy services.

GAMUT Meetings

\$ 3,500/year

GAMUT Meetings is an online agenda and meeting management system that gives you an easy and efficient way to create and manage meetings online. GAMUT's paperless board meeting management application helps streamline meeting preparation and provides easy and secure access to meeting materials. Features include: multiple meeting types that allow you to manage all your meeting types in one convenient location; advanced search so you can quickly sort by meeting type, date, and more; private, secure personal notes on individual agenda items; customizable roles and permissions for users, meetings, and items; meeting minutes and voting; custom printing that allows you to integrate attachments and exhibits with your agenda; and advanced safety and security. Packed with time-saving features, GAMUT's paperless board meeting management software automates and simplifies routine tasks associated with meeting development and delivery.

GAMUT Policy (*already subscribed!)

\$ 2,495/year

CSBA's GAMUT Policy is an online policy information service that offers quick access to 750-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 Policy also features advanced search features, built-in translations, and the ability to download sample policies and regulations to word processing programs for editing. The CSBA sample policies on GAMUT are updated regularly and GAMUT Policy users will receive email notifications to alert them when the CSBA sample policy manual has been revised.

GAMUT Policy *Plus* (this add-on is available to GAMUT Policy subscribers)

\$ 2,640/year

CSBA updates approximately 100 policies every year just to stay up to date with changes in the law. Policy Plus is designed to help you stay on top of your policies and keep them current with the help of CSBA policy staff. With GAMUT Policy Plus you receive your own dedicated GAMUT webpage that integrates into your Pacific Grove USD website. The website allows you to manage and update policies directly on GAMUT. With Policy Plus you can post, edit and update your policies directly on GAMUT. Subscribers can take advantage of the track changes editor, advanced global search features, and the ability to integrate policies with your agendas. Policy Plus also includes ongoing policy consulting and gives you the option to submit your policies to CSBA for review before you adopt them. If you were not a previous Manual Maintenance or GAMUT Policy Plus subscriber, you will also need to go through a Policy Development Workshop (see below) to prepare your policy manual for the GAMUT website.

Policy Development Workshop (PDW)**\$ 8,200**

GAMUT Policy subscribers can participate in comprehensive Policy Development Workshop (PDW) to 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 Pacific Grove USD administrators and 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.

¹ A \$250 site set up fee applies to new GAMUT sites

² This quote is valid for six months from the date issued

- | | |
|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Updates to Board Policy and Exhibit 5144 Student Discipline and Policy and Regulation 5144.1 Suspension and Expulsion/Due Process

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the updates to Board Policy and Exhibit 5144 Student Discipline and Policy and Regulation 5144.1 Suspension and Expulsion/Due Process.

INFORMATION:

Updates recommended by legal counsel are routine and follow Ed Code. The following is a brief summary of the changes made to the Policy and Exhibit regarding student discipline.

Policy 5144 – Student Discipline

- Updated for clarification and consistency with Education Code 48900 et. seq.
- Updated legal authority

Exhibit 5144 – Student Discipline Matrix

- Updated for clarification and consistency with Education Code 48900 et. seq.

Policy and Regulation 5144.1 – Suspension and Expulsion/Due Process

- Updated requirements on suspensions and expulsions for 48900(k) violations
- Clarified language on readmission process
- Added a reference to AR 5144.2 (Discipline of students in Special Education) and deletes the details of the procedures. The procedures are already contained in AR 5144.2 and do not need to be in both places.

Pacific Grove Unified School District

Students

Policy #5144

DISCIPLINE

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, the provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee may approve, for each school, a complement of effective, age-appropriate strategies for and correcting student behavior at district schools. Such strategies may include, but are not limited to: conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching pro-social behavior or anger management; and participation in a restorative justice program.

In addition, the Superintendent's or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law ~~and or~~ when other means of correction have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

Board policies and regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs. However, the rules shall be consistent with law, Board policy, and District regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5) Site-level discipline rules shall be included in the comprehensive school safety plan. (Education Code 32282, 35291.5.)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, ~~and~~ consistently, and in accordance with the District's nondiscrimination policies.

Pacific Grove Unified School District

Students

Policy #5144

DISCIPLINE

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to school community, and other local measures, shall be included in the District's local control and accountability plan (LCAP), as required by law.

At the beginning of every school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in each school in the immediately preceding school year and their effect on student learning.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

Legal Reference:

CIVIL CODE

1714.1 Parental liability for child's misconduct

EDUCATION CODE

32280-32289 School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-489267 Suspension and expulsion

48980-48985 Notification of parents or guardians

49000-49001 Prohibition of corporal punishment

49005-49006.4 Seclusion and restraint

49330-49335 Injurious objects

49550-49564.5 Meals for needy students

52060-52077 Local control and accountability plan

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

UNITED STATES CODE, TITLE 20

Pacific Grove Unified School District

Students

Policy #5144

DISCIPLINE

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

1751-1769j School Lunch Program

1773 School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015

The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

WEB SITES

CSBA: <http://www.csba.org>CDE: <http://www/cde.ca.gov>

Pacific Grove Unified School District

Students

Policy #5144

DISCIPLINE

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, the provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee may approve, for each school, a complement of effective, age-appropriate strategies for and correcting student behavior at district schools. Such strategies may include, but are not limited to: conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching pro-social behavior or anger management; and participation in a restorative justice program.

In addition, the Superintendent's or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law or when other means of correction have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

Board policies and regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs. However, the rules shall be consistent with law, Board policy, and District regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5) Site-level discipline rules shall be included in the comprehensive school safety plan. (Education Code 32282, 35291.5.)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the District's nondiscrimination policies.

Pacific Grove Unified School District

Students

Policy #5144

DISCIPLINE

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to school community, and other local measures, shall be included in the District's local control and accountability plan (LCAP), as required by law.

At the beginning of every school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in each school in the immediately preceding school year and their effect on student learning.

Corporal Punishment

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However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

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49330-49335 Injurious objects

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Pacific Grove Unified School District

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EXHIBIT 5144 STUDENT DISCIPLINE



**DISCIPLINE MATRIX
AND
RELATED INTERVENTIONS
FOR
GRADES K-12**

Exhibit 5144



In recent years, the adoption of researched-based alternatives to suspension within school communities has proven to help create positive school climates. We must continue to address racial disproportionality in school disciplinary practices, and also remain cautious when ensuring that campus safety does not further drive students into the school-to-prison pipeline. Although there are instances when suspension and or expulsion is warranted, “each school day is full of teachable moments but exclusionary methods of discipline – such as out-of-school suspensions and expulsions – deprive students of the chance to receive the instruction they need to grow into healthy, thriving adults.” (Public Counsel)

As you know, in ~~the~~ Pacific Grove Unified School District ~~we have~~ has adopted and are ~~implementing~~ implements school-wide positive behavior interventions and supports in effort to identify positive ways of supporting students and improvinge behavior, which ~~in turn enhance/while~~ simultaneously enhancing school climate and culture. School and community based interventions are to be implemented as a proactive approach and be considered as an alternative to suspension when appropriate. Proper interventions aid in meeting the academic, social, and emotional needs of students.

Exhibit 5144

Consequences for R repeated incidents may include all prior consequences issued for the previous offenses/incidents, in addition to those listed for the subsequent incident. Students may be suspended or expelled if the act is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period, whether on or off campus; or (d) during or while going to or coming from a school sponsored activity.

The following discipline matrix indicates the types of disciplinary action that may apply to each offense. These actions may be applied to a first time or repeated incident. Progressive consequences, when applicable, are listed for each subsequent offense within the respective education code violation. School officials use this matrix as a guide intended to standardize disciplinary procedures throughout the District. **The recommendations are not intended to substitute for the judgment of professional personnel based upon knowledge of the student’s behavior record and statutory restraints.**

VIOLATION	CONSEQUENCE
<p>Possessed, sold or otherwise furnished a firearm Ed Code 48900 (b) and 48915 (c)(1) and 48900 (b)</p>	<p>All of the following: Parent/Guardian conference</p>
<p>Brandished a knife at another person Ed Code 48900 (b) and 48915 (c)(2) and 48900 (b)</p>	<p>Contact law enforcement</p>
<p>Sold a controlled substance Ed Code 48900 (c) and 48195 (c)(3) and 48900 (e)</p>	<p>5 Day Suspension</p>
<p>Committed or attempted to commit a sexual assault or committed sexual battery Ed Code 48900 (n) and 48915 (c)(4) and 48900 (n)</p>	<p>Mandatory recommendation for expulsion</p>
<p>Possession Possessed of an explosive Ed Code 48900 (b) and 48915 (c)(5) and 48900 (b)</p>	
<p>Caused serious physical injury to another person, except in self-defense Ed Code 48900 (a)(1) and 48915 (a)(1)(A) and 48900 (a2) (Assault)</p>	<p>Recommendation for expulsion expected, but not mandatory</p>
<p>Possessed, sold, or otherwise furnished a knife, explosive, or other dangerous object of no reasonable use to the pupil Ed Code 48900 (b) and 48915 (a)(12)(B) and 48900 (b)</p>	<p>1st Offense: Parent/Guardian conference, 5 Day Suspension, Recommendation for expulsion (unless principal, in writing, recommends otherwise), Contact law enforcement</p> <p>2nd Offense: Recommendation for expulsion</p>
<p>Possession Possessed, used, or otherwise furnished, or been under the influence and/or use of any controlled substance, except for the first offense Ed Code 48900 (c) and 48915 (a)(1)(3C) and 48900 (c)</p>	<p>Recommendation for Expulsion shall be based on one or both of the following:</p>
<p>Offered, arranged, or negotiated to sell a controlled substance Ed Code 48900 (d)</p>	<ol style="list-style-type: none"> 1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct 2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others
<p>Robbery or Extortion</p>	

Exhibit 5144

<p>Ed Code 48900 (e) and 48915 (a)(14)(D) and 48900-(e)</p> <p>Assault or Battery or Threat of , on a school employee Ed Code 48900 (a) (2) and 48915 (a)(51)(E) and 48900 (a2)</p>	
<p style="text-align: center;">VIOLATION CONSEQUENCE (Cont'd)</p>	
<p>Terroristic threats against school officials or school property Ed Code 48900.7 (a)-(7)</p> <p>A two (or more)-on-one fight Ed Code 48900 (a)(1) and (2) Incident Type: Assault or Battery</p> <p>HarassingHarassed, threateningthreatened, or intimidating-intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose<u>s</u> of either preventing that pupil from being a witness or retaliating against that pupil Ed Code 48900 (o)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> • Contact Parent • Provide conflict resolution/anger management skills • Behavior Contract and track progress • Outside agency/resource referral <p>1st Offense: Parent/Guardian conference, 3-5 Days of Suspension, Possible Restorative Practices, Possible referral to law enforcement</p> <p>2nd Offense: 5 Day Suspension, Possible recommendation for expulsion, Contact law enforcement</p>
<p>Fighting, cCaused, attempted to cause, or threatened to cause physical injury (i.e. mutual combat) Ed Code 48900 (a)(1)-(Mutual Combat)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Provide conflict resolution/anger management skills • Behavior Contract and track progress • Teaching problem solving - Negotiation and problem-solving approaches can be used to assist students in identifying alternative behavior choices • Outside agency referral <p>1st Offense: Parent/Guardian conference, Detention, 1-3 Day(s) of in/out of school Suspension</p> <p>2nd Offense: 3-5 Days of Suspension, Possible recommendation for expulsion, <i>Contact law enforcement if deemed necessary</i></p> <p>3rd Offense: 5 Day Suspension, Recommendation for expulsion, <i>Contact law enforcement if deemed necessary</i></p>
<p>Willfully used force or violence upon another person, except in self-defense (i.e. assault/attack) Ed Code 48900 (a)(2)-(Assault / Attack)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Provide conflict resolution/anger management skills
<p>Aid<u>e</u>ding or abett<u>e</u>ding the infliction or attempted infliction of physical injury to a person Ed Code 48900 (t)-Aiding/ abetting physical injury</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> • Behavior Contract and track progress • Outside agency referral <p>1st Offense: Parent/Guardian conference, Detention, 1-5 Day(s) of in/out of school Suspension, Contact law enforcement if deemed necessary</p>

Commented [JAD1]: Does the District want to treat the possible interventions for “force or violence upon another” (Ed. Code 48900 (a)(2).) differently than “physical injury to another” (Ed. Code 48900 (a)(1).) mentioned above?

Exhibit 5144

VIOLATION	CONSEQUENCE (Cont'd)
<p>Possession Possessed of or sell sold of any knives Ed Code 48900 (b)</p> <p>Possession Possessed, used, or sell sold of imitation firearms, imitation explosives, tear gas/pepper spray/laser pointers or scopes, or other dangerous weapons or objects, or any item capable of causing death or great bodily harm Ed Code 48900 (m)—Possession of imitation firearm and 48900 (b)—other dangerous objects</p>	<p>2nd Offense: 5 Day Suspension, Possible recommendation for expulsion, Contact law enforcement</p> <p>3rd Offense: 5 Day Suspension, Recommendation for expulsion, Contact law enforcement</p> <p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Mentoring or modified version of Check in check out ● Behavior Contract including ● Outside agency referral <p>1st Offense: Parent/Guardian conference, Detention, Contact law enforcement, 1-5 Day(s) of Suspension in/out of school</p> <p>2nd Offense: Suspension 3-5 days, Contact law enforcement</p> <p>3rd Offense: Recommendation for expulsion, Contact law enforcement</p>
<p>Possession Possessed or lighted of explosive or other dangerous object (i.e. firecrackers) Ed Code 48900 (b)—Possession of weapon/other dangerous object</p> <p>Starting Started fires or setting off fire alarms Ed Code 48900 (a)(1) and (k) Incident Type: Causing or Attempting Injury to Another and/or Disrupted school activities/School Rules Violation</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Parent /Guardian contact ● Provide fire safety counseling <ul style="list-style-type: none"> ○ The properties of fire (what is fire, how rapidly it can spread and how is it controlled). ○ Education about fire safety hazards and the dangers of smoke inhalation. ○ Fire survival (dangers of smoke inhalation, the need for adult supervision, emergency procedures). ○ The costs of arson to the community and the legal consequences. ○ Restitution ● Behavior Contract ● Outside agency referral (MCBH) <p>1st Offense: Parent/Guardian conference, Detention, Restitution, 1-2 Day(s) of in/out of school Suspension, Report to fire and law enforcement if deemed necessary</p> <p>2nd Offense: 2-3 Days of Suspension, Report to fire department and law enforcement</p> <p>3rd Offense: 5 Day Suspension, Possible recommendation for expulsion, Report incident to fire department and law enforcement</p>

Exhibit 5144

VIOLATION	CONSEQUENCE (Cont'd)
<p>Possessed, used, or been under the influence of any controlled substance, alcohol, or intoxicant Ed Code 48900 (c)</p> <p>Offered, arranged, or negotiated to sell or sold a “look alike” substance representing represented as drugs or alcohol Ed Code 48900 (d)</p> <p>Possessed, ordered, arranged, or negotiated to sell or sold drug paraphernalia Ed Code 48900 (j)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Parent /Guardian contact <ul style="list-style-type: none"> ○ Parent involvement/enhanced supervision and monitoring where appropriate ● Outside agency referral (i.e.: Community Human Services) ● With assistance from Family Services Specialist, provide referral to Sun Street Centers ● Mentoring ● Behavior Intervention Plan ● Behavior Contract with reward system ● Group counseling with substance abuse prevention focus ● Peer tutoring options ● Staff and parents can enhance protective factors in the life of the student, which refers to positive influences within a young person's environment such as family, school, and community connection <p>1st Offense: Parent/Guardian conference, Contact law enforcement if necessary, 2-5 Days of Suspension, Possible referral to drug intervention program not at District expense, Possible recommendation for expulsion</p>

Exhibit 5144

	<p>2nd Offense: 5 Day Suspension, Contact law enforcement, Possible recommendation for expulsion (unless principal, in writing, recommends otherwise)</p> <p>3rd Offense: 5 Day Suspension, Recommendation for expulsion, Contact law enforcement,</p>
<p>Vandalism, graffiti, defacing school property or property of others including but not limited to books, computers, electronic files, databases and e-mail <u>Caused or attempted to cause damage to school property or private property</u> Ed Code 48900 (f) – Damage to school or private property</p> <p>Theft or attempting to, or knowingly stealing or receiving school or private property <u>Stole or attempted to steal school property or private property</u> Ed Code 48900 (g)</p> <p><u>Knowingly received stolen school property or private property</u> Ed Code 48900 (l)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Parent /Guardian contact ● Campus beautification ● Counseling with focus on perspective taking and empathy ● Restitution ● Community Service ● Behavior contract with focus on respect agreement ● Mentoring ● Check in check out <p>1st Offense: Parent/Guardian conference, Detention, Possible removal from class, Restitution, Contact law enforcement if deemed necessary, 1-3 Day(s) of in/out of school Suspension</p>
VIOLATION	CONSEQUENCE (Cont'd)
<p>Ed Code 48900 (g) – Stealing school or private property Ed Code 48900 (l) – Receiving stolen property</p>	<p>2nd Offense: 3-5 Days of Suspension, Possible removal from class, Restitution, Contact law enforcement, Possible recommendation for expulsion, depending on severity of incident</p> <p>3rd Offense: 5 Day Suspension, Possible removal from class, Restitution, Contact law enforcement, Recommendation for expulsion, depending on severity of incident</p>
<p><u>Possessed and/or used tobacco or nicotine products and/or paraphernalia including lighters and matches</u> Ed Code 48900 (h)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Provide learning opportunities with a focus on: <ul style="list-style-type: none"> ○ Comprehend the health risks ○ Analyze the influences of family, peers culture and media on usage patterns ○ Develop interpersonal skills to resist temptations and practice goal setting and decision making skills to protect against use ○ Develop goals related to reducing smoking or tobacco use (i.e., develop a quit plan)

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	<p>1st Offense: Warning and/or detention, Parent/Guardian conference, 1-3 Days of in-school Suspension</p> <p>2nd Offense: 1-3 Day(s) of Suspension, Contact law enforcement if warranted, recommend Possible participation in an intervention program not at District expense</p> <p>3rd Offense: 3-5 Days of Suspension, Contact law enforcement if warranted, recommend Possible participation in an intervention program not at District expense</p>
<p>Obscenity/Profanity/Vulgarity, inappropriate language/attire and/or ethnic/racial slurs -- offensive materials on personal/school items -- Gestures -- including gang signs Committed an obscene act or engaged in habitual profanity or vulgarity. Ed Code 48900 (i) -- Obscene act, engaged in habitual profanity or vulgarity</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Acknowledge positive behavior ● Teach substitute words ● Counseling with focus on perspective taking, social skills/friendship and emotional management ● Behavior contract with focus on respect agreement ● Check in check out with specific goals related to appropriate language ● Reflection sheet <p>1st Offense: Warning and/or detention/parent/guardian conference or 1-3 Day(s) of in/out of school Suspension</p>
<p>VIOLATION</p>	<p>CONSEQUENCE (Cont'd)</p>
	<p>2nd Offense: 2 Days of In School Suspension, or 3-5 Days of Suspension</p> <p>3rd Offense: 1-2 day(s) of In-School Suspension/3-5 Day(s) of Suspension, Possible recommendation for expulsion</p>
<p>Bullying: Including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel Ed Code 48900 (r)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Possible sanctions include having the student <ul style="list-style-type: none"> ○ apologize; ○ discuss the incident with the teacher, principal, and/or parents; ○ pay for damaged belongings; ○ spend time in the office or another classroom; ○ forfeit recess or other privileges. ● Weekly meetings to communicate to students clear and consistently enforced expectations and to engage them as resources in preventing bullying behavior.

Exhibit 5144

	<ul style="list-style-type: none"> ● Ongoing communication with parents. ● Appropriate and serious talks with bullies and victims. ● Appropriate and serious talks with the parents of bullies and victims. ● Role playing of non-aggressive behavior with bullies. ● Role playing of assertive behavior with victims ● Learning opportunities for... <ul style="list-style-type: none"> ○ Conflict resolution ○ Friendship/Relationship skills ○ Coping skills ○ Relaxation techniques <p>1st Offense: Parent/Guardian conference, Detention</p> <p>2nd Offense: 1-5 Day(s) of Suspension, Possible citation by police department</p> <p>3rd Offense: 3-5 Days of Suspension, Possible recommendation for expulsion (depending on severity), Possible citation by police department</p>
VIOLATION	CONSEQUENCE (Cont'd)
<p>Sexual harassment (Grades 4-12) Ed Code 48900-(2)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Group or individual counseling with a focus on: <ul style="list-style-type: none"> ○ Express one's sexuality in ways that are congruent with one's values ○ Discriminate between life-enhancing sexual behaviors and those that are harmful to self and/or others ○ Express one's sexuality while respecting the rights of others ○ Seek new information to enhance one's sexuality ○ Engage in sexual relationships that are consensual, non-exploitative, honest, pleasurable, and protected ○ Appropriate ways to communicate/refrain from communicating with others about sex and sexual conduct <p>1st Offense: Parent/Guardian conference, Possible 1-5 Day(s) of in/out of school Suspension, Possible</p>

Exhibit 5144

	<p>recommendation for expulsion (depends on severity), Possible citation by police department</p> <p>2nd Offense: 3-5 Day(s) of Suspension, Possible citation by police department,</p> <p>3rd Offense: 5 Day Suspension and Recommendation for expulsion, Possible citation by police department</p>
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VIOLATION	CONSEQUENCE (Cont'd)
<p>Hate violence (Grades 4-12): harassment, teasing, threats, intimidation, or bullying including but not limited to a physical or mental disability, gender, nationality, race, religion or sexual orientation Ed Code 48900(.3)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> Peer and student mentoring: Mentoring programs allow young people to build sustained, positive relationships with older peers and adults, and motivate them to emulate positive behavior. Such interactions help reduce risk behaviors in students, and create a safe and secure atmosphere in school so that students feel comfortable talking to adults if they need to. Peer mentoring can also help to increase understanding between diverse groups, strengthen the sense of community within a school, and build the self-esteem of those participating. Conflict resolution and peer mediation: Comprehensive conflict resolution programs train selected students to serve as neutral third parties who will mediate disputes among their peers. Teachers and administrators are also trained to intervene in student conflicts in ways that foster team-building, problem-solving, and leadership

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Exhibit 5144

	<p>skills. By teaching young people how to peacefully resolve their conflicts, and providing them with positive problem-solving strategies and role models, such programs foster a school climate of respect and caring.</p> <ul style="list-style-type: none"> • A strong commitment to reaching all students and staff with the message that violence, harassment, and intolerance are unacceptable in the school environment. Involving all students, staff, parents, and interested community members in learning about violence and how to prevent it. • Eliminating barriers to communication among groups of students Involving students in violence prevention initiatives as critical and valued partners. Collaborating closely and effectively with community, media, and policing agencies. <p>1st Offense: Parent/Guardian conference, Detention, Possible suspension 1-5 Day(s) in/out of school, Possible expulsion recommendation (depends on severity), Possible referral to police department</p> <p>2nd Offense: 3-5 Days of Suspension, Possible expulsion recommendation (depends on severity), Possible referral to police department, Participation in cultural sensitivity training and/or anger management</p>
VIOLATION	CONSEQUENCE (Cont'd)
	<p>3rd Offense: 5 Day Suspension and Recommendation for expulsion, Referral to police department, Participation in cultural sensitivity training and/or anger management</p>

Exhibit 5144

<p>Inappropriate use of computers</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Review the appropriate use of technology policy with student ● Student and parent/guardian sign and agree to appropriate use of technology policy terms <p>1st Offense: Parent/Guardian conference, Lose 1 week of computer usage, Possible removal from class</p> <p>2nd Offense: Lose computer privileges for rest of quarter/semester OR limit computer use to supervised classroom related activities times only.</p> <p>3rd Offense: Lose computer privileges for rest of the year</p>
<p>Cheating in classroom including plagiarism and using electronic devices</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Parent/Guardian conference and create plan of action ● Remove underlying factors that foster cheating in the first place. "Often cheating is an expression of other problems" ● Arrange learning opportunities about cheating which include: <ul style="list-style-type: none"> ○ Ask children to consider where the world would be today if everybody cheated. <p>1st Offense: Parent/Guardian conference, Earn a failing grade on test or assignment</p> <p>2nd Offense: Earn a failing grade on test or assignment, Possible "U" in citizenship, Possible removal from class, Detention</p> <p>3rd Offense: 1 Day of In-school Suspension, Saturday Academy, Earn a failing grade on test or assignment, Possible removal from class</p>
<p>VIOLATION</p>	<p>CONSEQUENCE (Cont'd)</p>
<p>Use of skateboards, roller skates or roller blades</p> <p>Possession-Possessed or used of chains and non-approved hats/headgear on campus</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Behavior contract with student signature ● Review the appropriate use of technology policy with student

Exhibit 5144

<p>Violation of district policy for use of cameras, iPods/MP3/ players, cellular phones and other electronic devices Incident Type: School Rules Violation</p>	<ul style="list-style-type: none"> • Student and parent/guardian sign and agree to appropriate use of technology policy terms • Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate use of the above categories <p>1st Offense: Warning, Confiscation of item for the day, Possible parent conference, Possible detention</p> <p>2nd Offense: Confiscation of item (to be returned at parent conference), Detention</p> <p>3rd Offense: Item to be returned at end of school year, 1-2 Day(s) of Suspension, Saturday Academy</p>
<p>Excessive unexcused tardiness and excessive absences, trancies, or class cuts Incident Type: Attendance Problem</p>	<p>Follow Truancy Abatement Program Protocol</p>
<p>Violation of school rules</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Behavior contract with student signature • Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate use of the above categories • Reflection sheet • Behavior plan with identified function of behavior and subsequent interventions identified • Acknowledge and reinforce appropriate classroom and school behavior conduct • Peer groups/interest based clubs • Learning opportunities for... <ul style="list-style-type: none"> ○ Conflict resolution ○ Friendship/Relationship skills ○ Coping skills ○ Relaxation techniques • Acknowledge and reinforce appropriate classroom and school behavior conduct <p>1st Offense: Warning, Possible detention, Parent/Guardian conference</p> <p>2nd Offense: 1-2 Day(s) of In-school Suspension</p> <p>3rd Offense: 1-2 Day(s) of In-School Suspension, Saturday Academy</p>
<p>VIOLATION</p>	<p>CONSEQUENCE (Cont'd)</p>
<p>Classroom/Campus Disruption, disobedience Disrupted school activities or otherwise fully defied the valid authority of school personnel Ed Code 48900 (k)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Behavior contract with student signature • Check-in-Check-out • Breaks are better (scheduled breaks)

Exhibit 5144

	<ul style="list-style-type: none"> ● Restorative Practices ● Prompting/reminder of the behavior expectation ● Chunk assignments into small parts if suspecting academic reasons for behavioral disruption ● Establish clear routines and procedures and expectations in classroom(s) ● Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate use of the above categories ● Alternative Seating ● Reflection sheet ● Apology letter or "if you knew me letter" ● Acknowledge and reinforce appropriate classroom and school behavior conduct <p>1st Offense: Teacher conference, Parent/Guardian conference, Possible detention</p> <p>2nd Offense: Detention or 1-2 Day(s) of In-school Suspension, Possible removal from class</p> <p>3rd Offense: 2 Days of In-school Suspension, Saturday Academy, Removal from class</p>
VIOLATION	CONSEQUENCE (Cont'd)
<p>Dress code violation</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Behavior contract with student signature ● Review the appropriate Dress Code Policy with student

Exhibit 5144

	<ul style="list-style-type: none">• Student and parent/guardian sign and agree to appropriate Dress Code Policy Terms• Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate Dress Code use• Acknowledge and reinforce appropriate dress code compliance <p>1st Offense: Warning, Parent/Guardian contact, Change or cover</p> <p>2nd Offense: Parent/Guardian contact, Change or cover, Possible detention, Possible 1 Day of In-School Suspension</p> <p>3rd Offense: Parent/Guardian contact, Change or cover, 1-2 Day(s) of In-school Suspension, Saturday Academy</p>
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**DISCIPLINE MATRIX
AND
RELATED INTERVENTIONS
FOR
GRADES K-12**



In recent years, the adoption of researched-based alternatives to suspension within school communities has proven to help create positive school climates. We must continue to address racial disproportionality in school disciplinary practices, and also remain cautious when ensuring that campus safety does not further drive students into the school-to-prison pipeline. Although there are instances when suspension and or expulsion is warranted, “each school day is full of teachable moments but exclusionary methods of discipline – such as out-of-school suspensions and expulsions – deprive students of the chance to receive the instruction they need to grow into healthy, thriving adults.” (Public Counsel)

The Pacific Grove Unified School District has adopted and implements school-wide positive behavior interventions and supports in effort to identify positive ways of supporting students and improving behavior, which simultaneously enhancing school climate and culture. School and community based interventions are to be implemented as a proactive approach and be considered as an alternative to suspension when appropriate. Proper interventions aid in meeting the academic, social, and emotional needs of students.

Consequences for repeated incidents may include all prior consequences issued for the previous incidents, in addition to those listed for the subsequent incident. Students may be suspended or expelled if the act is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period, whether on or off campus; or (d) during or while going to or coming from a school sponsored activity.

The following discipline matrix indicates the types of disciplinary action that may apply to each offense. These actions may be applied to a first time or repeated incident. Progressive consequences, when applicable, are listed for each subsequent offense within the respective education code violation. School officials use this matrix as a guide intended to standardize disciplinary procedures throughout the District. **The recommendations are not intended to substitute for the judgment of professional personnel based upon knowledge of the student's behavior record and statutory restraints.**

VIOLATION	CONSEQUENCE
<p>Possessed, sold or otherwise furnished a firearm Ed Code 48900 (b) and 48915 (c)(1)</p> <p>Brandished a knife at another person Ed Code 48900 (b) and 48915 (c)(2)</p> <p>Sold a controlled substance Ed Code 48900 (c) and 48195 (c)(3)</p> <p>Committed or attempted to commit a sexual assault or committed sexual battery Ed Code 48900 (n) and 48915 (c)(4)</p> <p>Possessed of an explosive Ed Code 48900 (b) and 48915 (c)(5)</p>	<p>All of the following: Parent/Guardian conference</p> <p>Contact law enforcement</p> <p>5 Day Suspension</p> <p>Mandatory recommendation for expulsion</p>
<p>Caused serious physical injury to another person Ed Code 48900 (a)(1) and 48915 (a)(1)(A)</p> <p>Possessed, sold, or otherwise furnished a knife, explosive, or other dangerous object of no reasonable use to the pupil Ed Code 48900 (b) and 48915 (a)(1)(B)</p> <p>Possessed, used, or otherwise furnished, or been under the influence of any controlled substance, except for the first offense Ed Code 48900 (c) and 48915 (a)(1)(C)</p> <p>Offered, arranged, or negotiated to sell a controlled substance Ed Code 48900 (d)</p> <p>Robbery or Extortion Ed Code 48900 (e) and 48915 (a)(1)(D)</p> <p>Assault or Battery or Threat of, on a school employee Ed Code 48900 (a) (2) and 48915 (a)(1)(E)</p>	<p>Recommendation for expulsion expected, but <i>not mandatory</i></p> <p>1st Offense: Parent/Guardian conference, 5 Day Suspension, Recommendation for expulsion (unless principal, in writing, recommends otherwise), Contact law enforcement</p> <p>2nd Offense: Recommendation for expulsion</p> <p><i>Recommendation for Expulsion shall be based on one or both of the following:</i></p> <ol style="list-style-type: none"> 1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct 2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others
VIOLATION	CONSEQUENCE (Cont'd)

<p>Terroristic threats against school officials or school property Ed Code 48900.7 (a)</p> <p>A two (or more)-on-one fight Ed Code 48900 (a)(1) and (2)</p> <p>Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purposes of either preventing that pupil from being a witness or retaliating against that pupil Ed Code 48900 (o)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent ● Provide conflict resolution/anger management skills ● Behavior Contract and track progress ● Outside agency/resource referral <p>1st Offense: Parent/Guardian conference, 3-5 Days of Suspension, Possible Restorative Practices, Possible referral to law enforcement</p> <p>2nd Offense: 5 Day Suspension, Possible recommendation for expulsion, Contact law enforcement</p>
<p>Caused, attempted to cause, or threatened to cause physical injury (i.e. mutual combat) Ed Code 48900 (a)(1)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Provide conflict resolution/anger management skills ● Behavior Contract and track progress ● Teaching problem solving - Negotiation and problem-solving approaches can be used to assist students in identifying alternative behavior choices ● Outside agency referral <p>1st Offense: Parent/Guardian conference, Detention, 1-3 Day(s) of in/out of school Suspension</p> <p>2nd Offense: 3-5 Days of Suspension, Possible recommendation for expulsion, <i>Contact law enforcement if deemed necessary</i></p> <p>3rd Offense: 5 Day Suspension, Recommendation for expulsion, <i>Contact law enforcement if deemed necessary</i></p>
<p>Willfully used force or violence upon another person, except in self-defense (i.e. assault/attack) Ed Code 48900 (a)(2)</p> <p>Aided or abetted the infliction or attempted infliction of physical injury to a person Ed Code 48900 (t)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Provide conflict resolution/anger management skills ● Behavior Contract and track progress ● Outside agency referral <p>1st Offense: Parent/Guardian conference, Detention, 1-5 Day(s) of in/out of school Suspension, Contact law enforcement if deemed necessary</p> <p>2nd Offense: 5 Day Suspension, Possible recommendation for expulsion, Contact law enforcement</p> <p>3rd Offense: 5 Day Suspension, Recommendation for expulsion, Contact law enforcement</p>
<p>VIOLATION</p>	<p>CONSEQUENCE (Cont'd)</p>

<p>Possessed or sold of any knives Ed Code 48900 (b)</p> <p>Possessed, used, or sold imitation firearms Ed Code 48900 (m)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Mentoring or modified version of Check in check out ● Behavior Contract including ● Outside agency referral <p>1st Offense: Parent/Guardian conference, Detention, Contact law enforcement, 1-5 Day(s) of Suspension in/out of school</p> <p>2nd Offense: Suspension 3-5 days, Contact law enforcement</p> <p>3rd Offense: Recommendation for expulsion, Contact law enforcement</p>
<p>Possessed or lighted of explosive or other dangerous object (i.e. firecrackers) Ed Code 48900 (b)</p> <p>Started fires or set off fire alarms Ed Code 48900 (a)(1) and (k)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Parent /Guardian contact ● Provide fire safety counseling <ul style="list-style-type: none"> ○ The properties of fire (what is fire, how rapidly it can spread and how is it controlled). ○ Education about fire safety hazards and the dangers of smoke inhalation. ○ Fire survival (dangers of smoke inhalation, the need for adult supervision, emergency procedures). ○ The costs of arson to the community and the legal consequences. ○ Restitution ● Behavior Contract ● Outside agency referral (MCBH) <p>1st Offense: Parent/Guardian conference, Detention, Restitution, 1-2 Day(s) of in/out of school Suspension, Report to fire and law enforcement if deemed necessary</p> <p>2nd Offense: 2-3 Days of Suspension, Report to fire department and law enforcement</p> <p>3rd Offense: 5 Day Suspension, Possible recommendation for expulsion, Report incident to fire department and law enforcement</p>
<p>VIOLATION</p>	<p>CONSEQUENCE (Cont'd)</p>

<p>Possessed, used, or been under the influence of any controlled substance, alcohol, or intoxicant Ed Code 48900 (c)</p> <p>Offered, arranged, or negotiated to sell a “look alike” substance represented as drugs or alcohol Ed Code 48900 (d)</p> <p>Possessed, ordered, arranged, or negotiated to sell drug paraphernalia Ed Code 48900 (j)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Parent /Guardian contact <ul style="list-style-type: none"> ○ Parent involvement/enhanced supervision and monitoring where appropriate ● Outside agency referral (i.e. Community Human Services) ● With assistance from Family Services Specialist, provide referral to Sun Street Centers ● Mentoring ● Behavior Intervention Plan ● Behavior Contract with reward system ● Group counseling with substance abuse prevention focus ● Peer tutoring options ● Staff and parents can enhance protective factors in the life of the student, which refers to positive influences within a young person's environment such as family, school, and community connection <p>1st Offense: Parent/Guardian conference, Contact law enforcement if necessary, 2-5 Days of Suspension, Possible referral to drug intervention program not at District expense, Possible recommendation for expulsion</p> <p>2nd Offense: 5 Day Suspension, Contact law enforcement, Possible recommendation for expulsion (unless principal, in writing, recommends otherwise)</p> <p>3rd Offense: 5 Day Suspension, Recommendation for expulsion, Contact law enforcement,</p>
<p>Caused or attempted to cause damage to school property or private property Ed Code 48900 (f)</p> <p>Stole or attempted to steal school property or private property Ed Code 48900 (g)</p> <p>Knowingly received stolen school property or private property Ed Code 48900 (l)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Parent /Guardian contact ● Campus beautification ● Counseling with focus on perspective taking and empathy ● Restitution ● Community Service ● Behavior contract with focus on respect agreement ● Mentoring ● Check in check out <p>1st Offense: Parent/Guardian conference, Detention, Possible removal from class, Restitution, Contact law enforcement if deemed necessary, 1-3 Day(s) of in/out of school Suspension</p>
<p>VIOLATION</p>	<p>CONSEQUENCE (Cont'd)</p>

	<p>2nd Offense: 3-5 Days of Suspension, Possible removal from class, Restitution, Contact law enforcement, Possible recommendation for expulsion, depending on severity of incident</p> <p>3rd Offense: 5 Day Suspension, Possible removal from class, Restitution, Contact law enforcement, Recommendation for expulsion, depending on severity of incident</p>
<p>Possessed or used tobacco or nicotine products Ed Code 48900 (h)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Provide learning opportunities with a focus on: <ul style="list-style-type: none"> ○ Comprehend the health risks ○ Analyze the influences of family, peers culture and media on usage patterns ○ Develop interpersonal skills to resist temptations and practice goal setting and decision making skills to protect against use ○ Develop goals related to reducing smoking or tobacco use (i.e., develop a quit plan) <p>1st Offense: Warning and/or detention, Parent/Guardian conference, 1-3 Days of in-school Suspension</p> <p>2nd Offense: 1-3 Day(s) of Suspension, Contact law enforcement if warranted, recommend participation in an intervention program not at District expense</p> <p>3rd Offense: 3-5 Days of Suspension, Contact law enforcement if warranted, recommend participation in an intervention program not at District expense</p>
<p>Committed an obscene act or engaged in habitual profanity or vulgarity. Ed Code 48900 (i)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Acknowledge positive behavior ● Teach substitute words ● Counseling with focus on perspective taking, social skills/friendship and emotional management ● Behavior contract with focus on respect agreement ● Check in check out with specific goals related to appropriate language ● Reflection sheet <p>1st Offense: Warning and/or detention/parent/guardian conference or 1-3 Day(s) of in/out of school Suspension</p>
<p>VIOLATION</p>	<p>CONSEQUENCE (Cont'd)</p>

	<p>2nd Offense: 2 Days of In School Suspension, or 3-5 Days of Suspension</p> <p>3rd Offense: 1-2 day(s) of In-School Suspension/3-5 Day(s) of Suspension, Possible recommendation for expulsion</p>
<p>Bullying: Including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel Ed Code 48900 (r)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Possible sanctions include having the student <ul style="list-style-type: none"> ○ apologize; ○ discuss the incident with the teacher, principal, and/or parents; ○ pay for damaged belongings; ○ spend time in the office or another classroom; ○ forfeit recess or other privileges. ● Weekly meetings to communicate to students clear and consistently enforced expectations and to engage them as resources in preventing bullying behavior. ● Ongoing communication with parents. ● Appropriate and serious talks with bullies and victims. ● Appropriate and serious talks with the parents of bullies and victims. ● Role playing of non-aggressive behavior with bullies. ● Role playing of assertive behavior with victims ● Learning opportunities for... <ul style="list-style-type: none"> ○ Conflict resolution ○ Friendship/Relationship skills ○ Coping skills ○ Relaxation techniques <p>1st Offense: Parent/Guardian conference, Detention</p> <p>2nd Offense: 1-5 Day(s) of Suspension, Possible citation by police department</p> <p>3rd Offense: 3-5 Days of Suspension, Possible recommendation for expulsion (depending on severity), Possible citation by police department</p>
<p>VIOLATION</p>	<p>CONSEQUENCE (Cont'd)</p>

<p>Sexual harassment (Grades 4-12) Ed Code 48900.2</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Group or individual counseling with a focus on: <ul style="list-style-type: none"> ○ Express one’s sexuality in ways that are congruent with one’s values ○ Discriminate between life-enhancing sexual behaviors and those that are harmful to self and/or others ○ Express one’s sexuality while respecting the rights of others ○ Seek new information to enhance one’s sexuality ○ Engage in sexual relationships that are consensual, non-exploitative, honest, pleasurable, and protected ○ Appropriate ways to communicate/refrain from communicating with others about sex and sexual conduct <p>1st Offense: Parent/Guardian conference, Possible 1-5 Day(s) of in/out of school Suspension, Possible recommendation for expulsion (depends on severity), Possible citation by police department</p> <p>2nd Offense: 3-5 Day(s) of Suspension, Possible citation by police department,</p> <p>3rd Offense: 5 Day Suspension and Recommendation for expulsion, Possible citation by police department</p>
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VIOLATION	CONSEQUENCE (Cont'd)
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<p>Hate violence (Grades 4-12): harassment, teasing, threats, intimidation, or bullying including but not limited to a physical or mental disability, gender, nationality, race, religion or sexual orientation Ed Code 48900.3</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> Peer and student mentoring: Mentoring programs allow young people to build sustained, positive relationships with older peers and adults, and motivate them to emulate positive behavior. Such interactions help reduce risk behaviors in students, and create a safe and secure atmosphere in school so that students feel comfortable talking to adults if they need to. Peer mentoring can also help to increase understanding between diverse groups, strengthen the sense of community within a school, and build the self-esteem of those participating. Conflict resolution and peer mediation: Comprehensive conflict resolution programs train selected students to serve as neutral third parties who will mediate disputes among their peers. Teachers and administrators are also trained to intervene in student conflicts in ways that foster team-building, problem-solving, and leadership skills. By teaching young people how to peacefully resolve their conflicts, and providing them with positive problem-solving strategies and role models, such programs foster a school climate of respect and caring. A strong commitment to reaching all students and staff with the message that violence, harassment, and intolerance are unacceptable in the school environment. Involving all students, staff, parents, and interested community members in learning about violence and how to prevent it. Eliminating barriers to communication among groups of students Involving students in violence prevention initiatives as critical and valued partners. Collaborating closely and effectively with community, media, and policing agencies. <p>1st Offense: Parent/Guardian conference, Detention, Possible suspension 1-5 Day(s) in/out of school, Possible expulsion recommendation (depends on severity), Possible referral to police department</p> <p>2nd Offense: 3-5 Days of Suspension, Possible expulsion recommendation (depends on severity), Possible referral to police department, Participation in cultural sensitivity training and/or anger management</p>
<p>VIOLATION</p>	<p>CONSEQUENCE (Cont'd)</p>

	<p>3rd Offense: 5 Day Suspension and Recommendation for expulsion, Referral to police department, Participation in cultural sensitivity training and/or anger management</p>
<p>Inappropriate use of computers</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Review the appropriate use of technology policy with student ● Student and parent/guardian sign and agree to appropriate use of technology policy terms <p>1st Offense: Parent/Guardian conference, Lose 1 week of computer usage, Possible removal from class</p> <p>2nd Offense: Lose computer privileges for rest of quarter/semester OR limit computer use to supervised classroom related activities times only.</p> <p>3rd Offense: Lose computer privileges for rest of the year</p>
<p>Cheating in classroom including plagiarism and using electronic devices</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Parent/Guardian conference and create plan of action ● Remove underlying factors that foster cheating in the first place. "Often cheating is an expression of other problems" ● Arrange learning opportunities about cheating which include: <ul style="list-style-type: none"> ○ Ask children to consider where the world would be today if everybody cheated. <p>1st Offense: Parent/Guardian conference, Earn a failing grade on test or assignment</p> <p>2nd Offense: Earn a failing grade on test or assignment, Possible "U" in citizenship, Possible removal from class, Detention</p> <p>3rd Offense: 1 Day of In-school Suspension, Saturday Academy, Earn a failing grade on test or assignment, Possible removal from class</p>
<p>VIOLATION</p>	<p>CONSEQUENCE (Cont'd)</p>

<p>Use of skateboards, roller skates or roller blades</p> <p>Possessed or used chains and non-approved hats/headgear on campus</p> <p>Violation of district policy for use of cameras, iPods/MP3/ players, cellular phones and other electronic devices</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Behavior contract with student signature ● Review the appropriate use of technology policy with student ● Student and parent/guardian sign and agree to appropriate use of technology policy terms ● Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate use of the above categories <p>1st Offense: Warning, Confiscation of item for the day, Possible parent conference, Possible detention</p> <p>2nd Offense: Confiscation of item (to be returned at parent conference), Detention</p> <p>3rd Offense: Item to be returned at end of school year, 1-2 Day(s) of Suspension, Saturday Academy</p>
<p>Excessive unexcused tardiness and excessive absences, trancies, or class cuts</p>	<p>Follow Truancy Abatement Program Protocol</p>
<p>Violation of school rules</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Behavior contract with student signature ● Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate use of the above categories ● Reflection sheet ● Behavior plan with identified function of behavior and subsequent interventions identified ● Acknowledge and reinforce appropriate classroom and school behavior conduct ● Peer groups/interest based clubs ● Learning opportunities for... <ul style="list-style-type: none"> ○ Conflict resolution ○ Friendship/Relationship skills ○ Coping skills ○ Relaxation techniques ● Acknowledge and reinforce appropriate classroom and school behavior conduct <p>1st Offense: Warning, Possible detention, Parent/Guardian conference</p> <p>2nd Offense: 1-2 Day(s) of In-school Suspension</p> <p>3rd Offense: 1-2 Day(s) of In-School Suspension, Saturday Academy</p>
<p>VIOLATION</p>	<p>CONSEQUENCE (Cont'd)</p>

<p>Disrupted school activities or otherwise fully defied the valid authority of school personnel Ed Code 48900 (k)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Behavior contract with student signature ● Check-in-Check-out ● Breaks are better (scheduled breaks) ● Restorative Practices ● Prompting/reminder of the behavior expectation ● Chunk assignments into small parts if suspecting academic reasons for behavioral disruption ● Establish clear routines and procedures and expectations in classroom(s) ● Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate use of the above categories ● Alternative Seating ● Reflection sheet ● Apology letter or “if you knew me letter” ● Acknowledge and reinforce appropriate classroom and school behavior conduct <p>1st Offense: Teacher conference, Parent/Guardian conference, Possible detention</p> <p>2nd Offense: Detention or 1-2 Day(s) of In-school Suspension, Possible removal from class</p> <p>3rd Offense: 2 Days of In-school Suspension, Saturday Academy, Removal from class</p>
<p>VIOLATION</p>	<p>CONSEQUENCE (Cont'd)</p>

<p>Dress code violation</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Behavior contract with student signature ● Review the appropriate Dress Code Policy with student ● Student and parent/guardian sign and agree to appropriate Dress Code Policy Terms ● Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate Dress Code use ● Acknowledge and reinforce appropriate dress code compliance <p>1st Offense: Warning, Parent/Guardian contact, Change or cover</p> <p>2nd Offense: Parent/Guardian contact, Change or cover, Possible detention, Possible 1 Day of In-School Suspension</p> <p>3rd Offense: Parent/Guardian contact, Change or cover, 1-2 Day(s) of In-school Suspension, Saturday Academy</p>
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Students

Policy #5144.1

SUSPENSION AND EXPULSION/DUE PROCESS

Mandated Policy

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Superintendent shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law and the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or other school district, regardless of when it occurs, including, but not limited to, the following: (Education Code [48900\(s\)](#))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

Suspended or expelled students shall be excluded from all school-related extra-curricular activities during the period of suspension or expulsion.

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Appropriate Use of Suspension and Expulsion

Except when a student commits an act that violates Education Code [48900\(a\)-\(e\)](#) or his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct.

Except when a student commits an act listed in Education Code [48915\(c\)](#), the Superintendent or designee shall have the discretion to determine whether to recommend to the Board that the student be expelled.

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, and consistent with the requirements of school safety and security,

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first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code [48900.5](#), [48900.6](#))

Alternatives to suspension or expulsion shall also be used with students who are truant, tardy, or otherwise absent from assigned school activities.

District staff shall not suspend any student in kindergarten through ~~third~~-[fifth](#) grade for disruption or willful defiance. This limitation shall not apply to the right of a classroom teacher to suspend a student from the teacher's own classroom pursuant to Education Code 48910. (Education Code 48900(k))

No student in grades kindergarten through 12 shall be expelled for disruption or willful defiance. (Education Code 48900(k))

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to classroom or school removal.

A student who reports to school authorities that another student has made a threat of violence involving a dangerous weapon may not be held liable for defamation unless the report was knowingly false. (Civil Code 48.8)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code [48911](#), [48915](#), [48915.5](#), [48918](#))

Supervised Suspension Classroom

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code [48900](#) and [48900.2](#), but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee may establish a supervised suspension classroom program which meets the requirements of law. (Education Code 48911.1)

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code [48900.5](#))

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Decision Not to Enforce Expulsion Order

Upon voting to expel a student, the Board may suspend enforcement of the expulsion order pursuant to the requirements of law and administrative regulation. (Education Code [48917](#))

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code [48900.8](#) and [48916.1](#), including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

Legal Reference:

EDUCATION CODE

[212.5](#) Sexual harassment[233](#) Hate violence[1981](#) Enrollment of students in community school

8239.1 Probation against expulsion of preschool student

[17292.5](#) Program for expelled students[32261](#) Interagency School Safety Demonstration Act of 1985[35145](#) Open board meetings[35146](#) Closed sessions (regarding suspensions)[35291](#) Rules (for government and discipline of schools)[35291.5](#) Rules and procedures on school discipline[48645.5](#) Readmission; contact with juvenile justice system[48660-48666](#) Community day schools[48853.5](#) Foster youth[48900-48927](#) Suspension and expulsion[48950](#) Speech and other communication

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Adopted: July 16, 1998

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[48980](#) Parental notifications[49073-49079](#) Privacy of student records

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64000-64001 Consolidated application

CIVIL CODE

[47](#) Privileged communication[48.8](#) Defamation liability

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[1985-1997](#) Subpoenas; means of production

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[11455.20](#) Contempt[54950-54963](#) Ralph M. Brown Act

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[11014.5](#) Drug paraphernalia[11053-11058](#) Standards and schedules

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Management Resources:

CSBA PUBLICATIONS

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WEB SITES

CSBA: <http://www.csba.org>California Attorney General's Office: <http://www.oag.ca.gov>California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil

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SUSPENSION AND EXPULSION/DUE PROCESS

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The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Superintendent shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law and the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or other school district, regardless of when it occurs, including, but not limited to, the following: (Education Code [48900\(s\)](#))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

Suspended or expelled students shall be excluded from all school-related extra-curricular activities during the period of suspension or expulsion.

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Appropriate Use of Suspension and Expulsion

Except when a student commits an act that violates Education Code [48900\(a\)-\(e\)](#) or his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct.

Except when a student commits an act listed in Education Code [48915\(c\)](#), the Superintendent or designee shall have the discretion to determine whether to recommend to the Board that the student be expelled.

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, and consistent with the requirements of school safety and security,

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first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code [48900.5](#), [48900.6](#))

Alternatives to suspension or expulsion shall also be used with students who are truant, tardy, or otherwise absent from assigned school activities.

District staff shall not suspend any student in kindergarten through fifth grade for disruption or willful defiance. This limitation shall not apply to the right of a classroom teacher to suspend a student from the teacher's own classroom pursuant to Education Code 48910. (Education Code 48900(k))

No student in grades kindergarten through 12 shall be expelled for disruption or willful defiance. (Education Code 48900(k))

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to classroom or school removal.

A student who reports to school authorities that another student has made a threat of violence involving a dangerous weapon may not be held liable for defamation unless the report was knowingly false. (Civil Code 48.8)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code [48911](#), [48915](#), [48915.5](#), [48918](#))

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To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code [48900](#) and [48900.2](#), but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee may establish a supervised suspension classroom program which meets the requirements of law. (Education Code 48911.1)

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Decision Not to Enforce Expulsion Order

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In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

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[48645.5](#) Readmission; contact with juvenile justice system

[48660-48666](#) Community day schools

[48853.5](#) Foster youth

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[288a](#) Oral copulation

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SUSPENSION AND EXPULSION/DUE PROCESS

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Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code [48925](#))

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level.
2. Referral to a certificated employee designated by the principal to advise students.
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code [48910](#). Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code [48925](#))

Day means a calendar day unless otherwise specifically provided. (Education Code [48925](#))

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code [48925](#))

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code [48911](#))

School property, for the purposes described in Education Code [48900](#), includes, but is not limited to, electronic files and databases. (Education Code [48900\(u\)](#))

Student includes a student's parent/guardian or legal counsel. (Education Code [48925](#))

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code [35291](#), [48900.1](#), [48980](#))

(cf. [5144](#) - Discipline)

(cf. [5145.6](#) - Parental Notifications)

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SUSPENSION AND EXPULSION/DUE PROCESS

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Grounds for Suspension and Expulsion

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he or she:

(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code [48900](#)(a) and (t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code [48900](#)(b))

(cf. [5131](#) - Conduct)

(cf. [5131.7](#) - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code [11053-11058](#), alcoholic beverage, or intoxicant of any kind (Education Code [48900](#)(c))

(cf. [5131.6](#) - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code [11053-11058](#), alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code [48900](#)(d))

5. Committed or attempted to commit robbery or extortion (Education Code [48900](#)(e))

6. Caused or attempted to cause damage to school property or private property (Education Code [48900](#)(f))

7. Stole or attempted to steal school property or private property (Education Code [48900](#)(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code [48900](#)(h))

(cf. [5131.62](#) - Tobacco)

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9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code [48900\(i\)](#))

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code [11014.5](#) (Education Code [48900\(j\)](#))

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (Education Code [48900\(k\)](#))

Effective ~~January 1, 2015~~ [July 1, 2020](#), no student in kindergarten through grade ~~three~~ [five](#) may be suspended, and no student may be expelled for engaging in disruptive or willfully defiant conduct. This prohibition shall not apply to the right of a classroom teacher to suspend a student from the teacher's own classroom pursuant to Education Code 48910 and shall not prohibit expulsions for conduct that is subject to expulsion on other grounds.

(cf. [5131.4](#) - Student Disturbances)

12. Knowingly received stolen school property or private property (Education Code [48900\(l\)](#))

13. Possessed an imitation firearm; i.e. a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code [48900\(m\)](#))

14. Committed or attempted to commit a sexual assault as defined in Penal Code [261](#), [266c](#), [286](#), [288](#), [288a](#), or 289, or committed a sexual battery as defined in Penal Code [243.4](#) (Education Code [48900\(n\)](#))

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code [48900\(o\)](#))

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code [48900\(p\)](#))

17. Engaged in, or attempted to engage in, hazing as defined in Education Code 48900(q). (Education Code [48900\(q\)](#))

18. Engaged in an act of bullying as defined in Education Code 48900(r) (Education Code [48900\(r\)](#))

(cf. [1114](#) - District-Sponsored Social Media)

(cf. [5131.2](#) - Bullying)

(cf. [6164.4](#) - Identification and Evaluation of Individuals for Special Education)

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(cf. [6164.6](#) - Identification and Education under Section 504)

20. Made written or oral terroristic threats against school officials and/or school property (Education Code [48900.7](#))

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

21. Committed sexual harassment as defined in Education Code [212.5](#) (Education Code [48900.2](#))

(cf. [5145.7](#) - Sexual Harassment)

22. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code [233](#) (Education Code [48900.3](#))

(cf. [5145.9](#) - Hate-Motivated Behavior)

23. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code [48900.4](#))

(cf. [5145.3](#) - Nondiscrimination/Harassment)**Removal from Class by a Teacher**

A teacher may remove a student from his/her class for the remainder of the day and the following day only for acts specified in Education Code [48900](#) and listed under "**Grounds for Suspension and Expulsion**" above. (Education Code [48910](#))

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code [48910](#))

As soon as possible after the teacher decides to remove the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code [48910](#))

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal or designee. (Education Code [48910](#))

A student removed from class shall not be placed in another regular class during the period of removal. However, a student assigned to more than one class per day may continue to attend other

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regular classes except those held at the same time as the class from which he/she was removed. (Education Code [48910](#))

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code [48913](#))

Suspension by Superintendent, Principal, or Designee

The Superintendent, principal, or designee may suspend a student for any of the acts listed in "**Grounds for Suspension and Expulsion**" above. A student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code [48900.5](#))

However, the Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated any of items #1-5 listed under "**Grounds for Suspension and Expulsion**" above or if the student's presence causes a danger to persons. (Education Code [48900.5](#))

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code [48900.5](#))

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code [48915\(c\)](#))

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code [48915\(g\)](#), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code [11053-11058](#)
4. Committing or attempting to commit a sexual assault as defined in Penal Code [261](#), [266c](#), [286](#), [288](#), [288a](#), or 289, or committing a sexual battery as defined in Penal Code [243.4](#)
5. Possessing an explosive as defined in 18 USC [921](#)

(cf. [5125](#) - Student Records)

A decision by the Superintendent, Principal or designee to suspend a student shall be final.

Length of Suspension

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The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code [48911](#))

A student may be suspended from school for not more than 20 school days in any school year. However, when a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code [48903](#), [48911](#), [48912](#))

(cf. [6184](#) - Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code [48911](#))

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code [48911](#))

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code [48911](#))

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. The principal or designee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code [48911](#))
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension.

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(Education Code [48911](#)) This notice shall state the specific offense committed by the student. (Education Code [48900.8](#))

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code [48914](#))

Although the parent/guardian is required to respond without delay to a request for a conference about his/her child's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code [48911](#))

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code [48911](#))

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school placement would endanger persons or property or threaten to disrupt the instructional process. (Education Code [48911](#))

If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code [48853.5](#), [48911](#), [48918.1](#))

(cf. [6173.1](#) - Education for Foster Youth)

In addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

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The Board may suspend a student for any of the acts listed under "**Grounds for Suspension and Expulsion**" above and within the limits specified under "**Suspension by Superintendent, Principal, or Designee**" above. (Education Code [48912](#))

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed under "**Grounds for Suspension and Expulsion**" occurred. The suspension shall meet the requirements of Education Code [48915](#). (Education Code [48912.5](#))

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code [49073-49079](#). (Education Code [35146](#), [48912](#))

(cf. [9321](#) - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code [35146](#), [48912](#))

Supervised Suspension Classroom

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to a supervised suspension classroom in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code [48911.1](#))

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code [48911.1](#))

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Authority to Expel

A student may be expelled only by the Board. (Education Code [48918\(j\)](#))

The Board shall order expelled, as required by law, any student found to have committed any offense listed below under "**Mandatory Recommendation and Mandatory Expulsion**" (Education Code [48915](#))

For all other grounds listed above under "**Grounds for Suspension and Expulsion**", the Board shall order a student expelled, upon the recommendation of the Superintendent, principal, or designee, only if the Board makes a finding of either or both of the following: (Education Code [48915\(b\)](#) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

Mandatory Recommendation for Expulsion

Unless the Superintendent, principal, or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code [48915\(a\)](#))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code [48915\(g\)](#) or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code [11053-11058](#), except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code [240](#) and [242](#), upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code [48915](#))

Mandatory Recommendation and Mandatory Expulsion

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The Superintendent, principal, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code [48915\(c\)](#))

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the firearm from a certificated school employee, with the principal or designee's concurrence

However, possession of an imitation firearm, as defined in Education Code [48900\(m\)](#), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

2. Brandishing a knife, as defined in Education Code [48915\(g\)](#), at another person

3. Unlawfully selling a controlled substance listed in Health and Safety Code [11053-11058](#)

4. Committing or attempting to commit a sexual assault as defined in Penal Code [261](#), [266c](#), [286](#), [288](#), [288a](#), or 289, or committing a sexual battery as defined in Penal Code [243.4](#)

5. Possessing an explosive as defined in 18 USC [921](#)

Upon finding that the student committed any of the above acts, the Board shall order the student expelled. (Education Code [48915](#))

Students Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed one of the acts listed above under "**Grounds for Suspension and Expulsion.**" (Education Code [48918\(a\)](#))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code [48918\(a\)](#))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code [48918\(a\)](#))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code [48925](#). Unless the student requests in writing that the expulsion hearing be

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postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code [48918\(a\)](#))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code [48918\(a\)](#))

Stipulated Expulsion

After a determination that a student has committed an offense listed above under "**Grounds for Suspension and Expulsion**" for which expulsion is permitted or mandatory, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code [48918](#).

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion shall be effective upon approval by the Board. If a proposed stipulated expulsion is rejected by the Board, the case shall proceed with a hearing as set forth below.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code [48918.5](#))

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code [48918.5](#))

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code [48918.5](#))

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Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code [48900.8](#), [48918\(b\)](#))

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code [48915.1](#), to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code [48915\(a\)](#) or (c).

(cf. [5119](#) - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a non-attorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Non-attorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Additional Notice of Expulsion Hearing for Foster Youth

At least 10 days prior to a hearing to determine if a student who is a foster youth as defined under Education Code [48853.5](#) should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent or designee shall notify the student's attorney and a representative of an appropriate county child welfare agency. If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the Superintendent or designee may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code [48918.1](#))

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Conduct of Expulsion Hearing

1. **Closed Session:** Notwithstanding the provisions of Government Code [54953](#) and Education Code [35145](#), the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code [48918\(c\)](#))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code [48918\(c\)](#))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code [48918\(c\)](#))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code [48918\(g\)](#))
3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure [1985-1985.2](#) and enforced in accordance with Government Code [11455.20](#). (Education Code [48918\(i\)](#))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code [48918\(i\)](#))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code [48918\(i\)](#))

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4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code [48900](#) and listed in "**Grounds for Suspension and Expulsion**" above. (Education Code [48918\(h\)](#))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code [48918\(f\)](#))

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code [48918](#), [48918.5](#))
- a. Any complaining witness shall be given five days' notice before being called to testify.
 - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
 - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
 - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
 - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code [868.5](#).
 - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
 - g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

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- (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
- (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
- (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code [48918\(a\)](#))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code [48918\(d\)](#))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "**Conduct of Expulsion Hearing**." The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers, and with the student's parent/guardian. The decision to not recommend expulsion shall be final. (Education Code [48918\(e\)](#))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code [48918\(f\)](#))

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In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion order for a period of one year. (Education Code [48917](#), [48918](#))

Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board at a public meeting. (Education Code [48918\(j\)](#))

(cf. [9321.1](#) - Closed Session Actions and Reports)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "**Mandatory Recommendation and Mandatory Expulsion**" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intercession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intercession period in which the expulsion occurred. (Education Code [48916](#))

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code [48916](#))

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code [48916.5](#))

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "**Grounds for Suspension and Expulsion**" (Education Code [48900.8](#))

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2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code [48916](#))
3. Notice of the right to appeal the expulsion to the County Board (Education Code [48918](#))
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code [48918](#))
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code [48915.1](#) (Education Code [48918](#))

Decision Not to Enforce Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code [48917](#))
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code [48917](#))
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "**Grounds for Suspension and Expulsion**" above or violates any of the district's rules and regulations governing student conduct. (Education Code [48917](#))
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code [48917](#))

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5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code [48917](#))

6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code [48915.1\(b\)](#). (Education Code [48918\(j\)](#))

7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code [48917](#))

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code [48919](#))

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code [48919](#))

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code [245](#). (Education Code [48902](#))

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code [48915\(c\)\(1\)](#) or (5) or Penal Code [626.9](#) and [626.10](#). (Education Code [48902](#))

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code [48900\(c\)](#) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code [48902](#))

Post-Expulsion Placements

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Pacific Grove Unified School District

Students

Regulation #5144.1

SUSPENSION AND EXPULSION/DUE PROCESS

Mandated Regulation

The Board shall refer expelled students to a program of study that is: (Education Code [48915](#), [48915.01](#))

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school site attended by the student at the time of suspension

(cf. [6158](#) - Independent Study)

(cf. [6185](#) - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for acts described in items #6-13 and #21-23 under "**Grounds for Suspension and Expulsion**" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code [48915](#))

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code [48916.1](#))

Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code [48916](#))
2. [Prior to the Board's consideration of readmission](#), the Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code [49073](#)- 49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.

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5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code [48916](#))

6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code [48916](#))

7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code [48916](#))

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code [48645.5](#))

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code [48900.8](#))

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code [48918\(k\)](#))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code [48915.1](#))

(cf. [5119](#) - Students Expelled from Other Districts)

(7/12 11/12) 4/14

Suspension/Expulsion of Special Education Students

~~4-~~ A student identified as an individual with a disability pursuant to the Individuals with Disabilities Education Act (IDEA), is subject to the same grounds and procedures for suspension and expulsion which apply to students without disabilities, except as set forth in Administrative Regulation 5144.2. The procedures for such suspensions/expulsions are also contained in Administrative Regulation 5144.2.

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- 2. In accordance with the procedures set out in Administrative Regulation 5144.2, the Superintendent or designee may suspend a student with a disability for up to 10 consecutive days for a single incident of misconduct, and for up to 20 days in a school year, as long as the suspension(s) does not constitute a change in placement pursuant to 34 CFR 300.536. (Education Code 48903; 34 CFR 300.530.)
- 3. If a student's removal from his/her current educational placement for disciplinary reasons is determined to be a change of placement pursuant to 34 CFR 300.536, or the student is suspended for more than 10 days in the same school year, the student's IEP team shall determine the appropriate educational services. Such services shall be designed to to enable the student to continue to participate in the general education curriculum in another setting, to progress toward meeting the goals set out in his/her IEP, and to address the student's behavior violation so that it does not recur.
- 4. All applicable procedural safeguards prescribed by federal and state law and this Regulation apply to proceedings to expel special education students except that parental consent is not required as a condition for expulsion proceedings or the decision to expel.
- 5. The Board may order a special education student expelled only if each of the conditions for such an expulsion as set out in Administrative Regulation 5144.2 are met, including, but not limited to the following:
 - a. On the date the decision to take disciplinary action is made, the student's parent/guardian is notified of the decision and provided with a procedural safeguards notice pursuant to 34 CFR 300.504. (20 USC 1415(k)(1)(H); 34 CFR 300.530.)
 - b. A manifestation determination review is conducted and the manifestation determination review team determines that the student's conduct was not a manifestation of his/her disability.
- 6. Following expulsion of a special education student, the student's IEP team shall determine the services necessary to enable him/her to participate in the general education curriculum in another setting and allow him/her to progress toward meeting the goals set out in his/her IEP. (20 USC 1415(k)(1)(D); 34 CFR 300.530.)

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Commented [JAD1]: For consistency, it may want to refer to AR 5144.2 for suspension/expulsion/due process for SPED students. It is an intricate process that is better summarized in the AR 5144.2. If there are any changes to the law, the District does not need to update in both policies/regulations.

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Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code [48925](#))

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level.
2. Referral to a certificated employee designated by the principal to advise students.
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code [48910](#). Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code [48925](#))

Day means a calendar day unless otherwise specifically provided. (Education Code [48925](#))

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code [48925](#))

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code [48911](#))

School property, for the purposes described in Education Code [48900](#), includes, but is not limited to, electronic files and databases. (Education Code [48900\(u\)](#))

Student includes a student's parent/guardian or legal counsel. (Education Code [48925](#))

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code [35291](#), [48900.1](#), [48980](#))

(cf. [5144](#) - Discipline)

(cf. [5145.6](#) - Parental Notifications)

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Grounds for Suspension and Expulsion

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he or she:

(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code [48900](#)(a) and (t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code [48900](#)(b))

(cf. [5131](#) - Conduct)

(cf. [5131.7](#) - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code [11053-11058](#), alcoholic beverage, or intoxicant of any kind (Education Code [48900](#)(c))

(cf. [5131.6](#) - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code [11053-11058](#), alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code [48900](#)(d))

5. Committed or attempted to commit robbery or extortion (Education Code [48900](#)(e))

6. Caused or attempted to cause damage to school property or private property (Education Code [48900](#)(f))

7. Stole or attempted to steal school property or private property (Education Code [48900](#)(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code [48900](#)(h))

(cf. [5131.62](#) - Tobacco)

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9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code [48900\(i\)](#))

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code [11014.5](#) (Education Code [48900\(j\)](#))

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (Education Code [48900\(k\)](#))

Effective July 1, 2020, no student in kindergarten through grade five may be suspended, and no student may be expelled for engaging in disruptive or willfully defiant conduct. This prohibition shall not apply to the right of a classroom teacher to suspend a student from the teacher's own classroom pursuant to Education Code 48910 and shall not prohibit expulsions for conduct that is subject to expulsion on other grounds.

(cf. [5131.4](#) - Student Disturbances)

12. Knowingly received stolen school property or private property (Education Code [48900\(l\)](#))

13. Possessed an imitation firearm; i.e. a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code [48900\(m\)](#))

14. Committed or attempted to commit a sexual assault as defined in Penal Code [261](#), [266c](#), [286](#), [288](#), [288a](#), or 289, or committed a sexual battery as defined in Penal Code [243.4](#) (Education Code [48900\(n\)](#))

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code [48900\(o\)](#))

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code [48900\(p\)](#))

17. Engaged in, or attempted to engage in, hazing as defined in Education Code 48900(q). (Education Code [48900\(q\)](#))

18. Engaged in an act of bullying as defined in Education Code 48900(r) (Education Code [48900\(r\)](#))

(cf. [1114](#) - District-Sponsored Social Media)

(cf. [5131.2](#) - Bullying)

(cf. [6164.4](#) - Identification and Evaluation of Individuals for Special Education)

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(cf. [6164.6](#) - Identification and Education under Section 504)

20. Made written or oral terroristic threats against school officials and/or school property (Education Code [48900.7](#))

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

21. Committed sexual harassment as defined in Education Code [212.5](#) (Education Code [48900.2](#))

(cf. [5145.7](#) - Sexual Harassment)

22. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code [233](#) (Education Code [48900.3](#))

(cf. [5145.9](#) - Hate-Motivated Behavior)

23. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code [48900.4](#))

(cf. [5145.3](#) - Nondiscrimination/Harassment)

Removal from Class by a Teacher

A teacher may remove a student from his/her class for the remainder of the day and the following day only for acts specified in Education Code [48900](#) and listed under "**Grounds for Suspension and Expulsion**" above. (Education Code [48910](#))

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code [48910](#))

As soon as possible after the teacher decides to remove the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code [48910](#))

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal or designee. (Education Code [48910](#))

A student removed from class shall not be placed in another regular class during the period of removal. However, a student assigned to more than one class per day may continue to attend other

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regular classes except those held at the same time as the class from which he/she was removed. (Education Code [48910](#))

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code [48913](#))

Suspension by Superintendent, Principal, or Designee

The Superintendent, principal, or designee may suspend a student for any of the acts listed in "**Grounds for Suspension and Expulsion**" above. A student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code [48900.5](#))

However, the Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated any of items #1-5 listed under "**Grounds for Suspension and Expulsion**" above or if the student's presence causes a danger to persons. (Education Code [48900.5](#))

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code [48900.5](#))

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code [48915\(c\)](#))

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code [48915\(g\)](#), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code [11053-11058](#)
4. Committing or attempting to commit a sexual assault as defined in Penal Code [261](#), [266c](#), [286](#), [288](#), [288a](#), or 289, or committing a sexual battery as defined in Penal Code [243.4](#)
5. Possessing an explosive as defined in 18 USC [921](#)

(cf. [5125](#) - Student Records)

A decision by the Superintendent, Principal or designee to suspend a student shall be final.

Length of Suspension

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The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code [48911](#))

A student may be suspended from school for not more than 20 school days in any school year. However, when a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code [48903](#), [48911](#), [48912](#))

(cf. [6184](#) - Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code [48911](#))

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

- 1. Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code [48911](#))

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code [48911](#))

- 2. Administrative Actions:** All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. The principal or designee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code [48911](#))
- 3. Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension.

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(Education Code [48911](#)) This notice shall state the specific offense committed by the student. (Education Code [48900.8](#))

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code [48914](#))

Although the parent/guardian is required to respond without delay to a request for a conference about his/her child's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code [48911](#))

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code [48911](#))

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school placement would endanger persons or property or threaten to disrupt the instructional process. (Education Code [48911](#))

If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code [48853.5](#), [48911](#), [48918.1](#))

(cf. [6173.1](#) - Education for Foster Youth)

In addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

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The Board may suspend a student for any of the acts listed under "**Grounds for Suspension and Expulsion**" above and within the limits specified under "**Suspension by Superintendent, Principal, or Designee**" above. (Education Code [48912](#))

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed under "**Grounds for Suspension and Expulsion**" occurred. The suspension shall meet the requirements of Education Code [48915](#). (Education Code [48912.5](#))

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code [49073-49079](#). (Education Code [35146](#), [48912](#))

(cf. [9321](#) - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code [35146](#), [48912](#))

Supervised Suspension Classroom

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to a supervised suspension classroom in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code [48911.1](#))

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code [48911.1](#))

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Authority to Expel

A student may be expelled only by the Board. (Education Code [48918\(j\)](#))

The Board shall order expelled, as required by law, any student found to have committed any offense listed below under "**Mandatory Recommendation and Mandatory Expulsion**" (Education Code [48915](#))

For all other grounds listed above under "**Grounds for Suspension and Expulsion**", the Board shall order a student expelled, upon the recommendation of the Superintendent, principal, or designee, only if the Board makes a finding of either or both of the following: (Education Code [48915\(b\)](#) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

Mandatory Recommendation for Expulsion

Unless the Superintendent, principal, or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code [48915\(a\)](#))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code [48915\(g\)](#) or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code [11053-11058](#), except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code [240](#) and [242](#), upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code [48915](#))

Mandatory Recommendation and Mandatory Expulsion

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The Superintendent, principal, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code [48915\(c\)](#))

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the firearm from a certificated school employee, with the principal or designee's concurrence

However, possession of an imitation firearm, as defined in Education Code [48900\(m\)](#), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

2. Brandishing a knife, as defined in Education Code [48915\(g\)](#), at another person

3. Unlawfully selling a controlled substance listed in Health and Safety Code [11053-11058](#)

4. Committing or attempting to commit a sexual assault as defined in Penal Code [261](#), [266c](#), [286](#), [288](#), [288a](#), or 289, or committing a sexual battery as defined in Penal Code [243.4](#)

5. Possessing an explosive as defined in 18 USC [921](#)

Upon finding that the student committed any of the above acts, the Board shall order the student expelled. (Education Code [48915](#))

Students Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed one of the acts listed above under "**Grounds for Suspension and Expulsion.**" (Education Code [48918\(a\)](#))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code [48918\(a\)](#))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code [48918\(a\)](#))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code [48925](#). Unless the student requests in writing that the expulsion hearing be

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postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code [48918\(a\)](#))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code [48918\(a\)](#))

Stipulated Expulsion

After a determination that a student has committed an offense listed above under "**Grounds for Suspension and Expulsion**" for which expulsion is permitted or mandatory, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code [48918](#).

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion shall be effective upon approval by the Board. If a proposed stipulated expulsion is rejected by the Board, the case shall proceed with a hearing as set forth below.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code [48918.5](#))

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code [48918.5](#))

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code [48918.5](#))

Students

Regulation #5144.1

SUSPENSION AND EXPULSION/DUE PROCESS

Mandated Regulation

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code [48900.8](#), [48918\(b\)](#))

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code [48915.1](#), to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code [48915\(a\)](#) or (c).

(cf. [5119](#) - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a non-attorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Non-attorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Additional Notice of Expulsion Hearing for Foster Youth

At least 10 days prior to a hearing to determine if a student who is a foster youth as defined under Education Code [48853.5](#) should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent or designee shall notify the student's attorney and a representative of an appropriate county child welfare agency. If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the Superintendent or designee may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code [48918.1](#))

SUSPENSION AND EXPULSION/DUE PROCESS

Mandated Regulation

Conduct of Expulsion Hearing

1. **Closed Session:** Notwithstanding the provisions of Government Code [54953](#) and Education Code [35145](#), the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code [48918\(c\)](#))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code [48918\(c\)](#))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code [48918\(c\)](#))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code [48918\(g\)](#))
3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure [1985-1985.2](#) and enforced in accordance with Government Code [11455.20](#). (Education Code [48918\(i\)](#))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code [48918\(i\)](#))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code [48918\(i\)](#))

SUSPENSION AND EXPULSION/DUE PROCESS

Mandated Regulation

- 4. Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code [48900](#) and listed in "**Grounds for Suspension and Expulsion**" above. (Education Code [48918\(h\)](#))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code [48918\(f\)](#))

- 5. Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code [48918](#), [48918.5](#))

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code [868.5](#).
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

SUSPENSION AND EXPULSION/DUE PROCESS

Mandated Regulation

- (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
 - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
- 6. Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code [48918\(a\)](#))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code [48918\(d\)](#))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "**Conduct of Expulsion Hearing.**" The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers, and with the student's parent/guardian. The decision to not recommend expulsion shall be final. (Education Code [48918\(e\)](#))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code [48918\(f\)](#))

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In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion order for a period of one year. (Education Code [48917](#), [48918](#))

Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board at a public meeting. (Education Code [48918\(j\)](#))

(cf. [9321.1](#) - Closed Session Actions and Reports)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "**Mandatory Recommendation and Mandatory Expulsion**" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code [48916](#))

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code [48916](#))

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code [48916.5](#))

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "**Grounds for Suspension and Expulsion**" (Education Code [48900.8](#))

Students

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SUSPENSION AND EXPULSION/DUE PROCESS

Mandated Regulation

2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code [48916](#))
3. Notice of the right to appeal the expulsion to the County Board (Education Code [48918](#))
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code [48918](#))
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code [48915.1](#) (Education Code [48918](#))

Decision Not to Enforce Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code [48917](#))
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code [48917](#))
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "**Grounds for Suspension and Expulsion**" above or violates any of the district's rules and regulations governing student conduct. (Education Code [48917](#))
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code [48917](#))

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SUSPENSION AND EXPULSION/DUE PROCESS

Mandated Regulation

5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code [48917](#))

6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code [48915.1\(b\)](#). (Education Code [48918\(j\)](#))

7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code [48917](#))

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code [48919](#))

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code [48919](#))

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code [245](#). (Education Code [48902](#))

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code [48915\(c\)\(1\)](#) or (5) or Penal Code [626.9](#) and [626.10](#). (Education Code [48902](#))

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code [48900\(c\)](#) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code [48902](#))

Post-Expulsion Placements

Students

Regulation #5144.1

SUSPENSION AND EXPULSION/DUE PROCESS

Mandated Regulation

The Board shall refer expelled students to a program of study that is: (Education Code [48915](#), [48915.01](#))

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school site attended by the student at the time of suspension

(cf. [6158](#) - Independent Study)

(cf. [6185](#) - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for acts described in items #6-13 and #21-23 under "**Grounds for Suspension and Expulsion**" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code [48915](#))

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code [48916.1](#))

Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code [48916](#))
2. Prior to the Board's consideration of readmission, the Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code [49073](#)- 49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.

SUSPENSION AND EXPULSION/DUE PROCESS

Mandated Regulation

5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code [48916](#))

6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code [48916](#))

7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code [48916](#))

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code [48645.5](#))

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code [48900.8](#))

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code [48918\(k\)](#))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code [48915.1](#))

(cf. [5119](#) - Students Expelled from Other Districts)

(7/12 11/12) 4/14

Suspension/Expulsion of Special Education Students

A student identified as an individual with a disability pursuant to the Individuals with Disabilities Education Act (IDEA), is subject to the same grounds and procedures for suspension and expulsion which apply to students without disabilities, except as set forth in Administrative Regulation 5144.2. The procedures for such suspensions/expulsions are also contained in Administrative Regulation 5144.2.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Board Calendar/Future Meetings

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and possibly modify the schedule of meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

BACKGROUND:

The Board has approved Bylaw 9320, which states that regular Board meetings be held on the first and third Thursday of each month, from August through June. At the annual organizational meeting held in December, Trustees approve the meeting calendar as presented. The calendar is reviewed at each Board meeting.

INFORMATION:

Changes to the Board meeting dates must be approved by a majority vote of the Trustees.

Board Meeting Calendar August – December 2021

Aug. 19	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School Night Dates ✓ Property Tax Report ✓ Quarterly Measure D Project Updates ✓ Quarterly District Safety Update*	District Office/Virtual
Sept. 2	Regular Board Meeting ✓ Unaudited Actual Report ✓ Local Control Accountability Plan Review	District Office/Virtual
Sept. 16	Regular Board Meeting ✓ Williams Uniform Complaint Report ✓ Foreign Language Program ✓ Resolution Regarding Sufficiency of Instructional Materials	District Office/Virtual
Sept. 25 *Saturday	Special Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revise	District Office/Virtual
Oct. 7	Regular Board Meeting ✓ Superintendent Goals ✓ Bus Ridership ✓ Week of the School Administrator	District Office/Virtual
Oct. 21	Regular Board Meeting ✓ Quarterly District Safety Update*	District Office/Virtual
Oct. 28	Regular Board Meeting ✓ PGHS Course Bulletin Information/Discussion ✓ Budget Revision #1 on 2021-22 working budget (preliminary First Interim)	District Office/Virtual
Nov. 18	Regular Board Meeting ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Measure D Project Updates	District Office/Virtual
Dec. 16	Organizational Meeting ✓ Election of 2021-22 Board President and Clerk ✓ Budget Revision #2 ✓ First Interim Report ✓ PGHS Course Bulletin Action/Discussion ✓ Williams Uniform Complaint Report ✓ Employee Recognition ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report	District Office/Virtual

*Quarterly District Safety Update

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Future Agenda Items

DATE: September 2, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review the list of future agenda items and direct Administration to add items to the list and/or schedule items for a particular agenda.

BACKGROUND:

Board Bylaw 9322 states in part that “Any member of the public or any Board member may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request [from a member of the public] must be submitted to the Superintendent or designee with supporting documents and information ...”

INFORMATION:

Board members have the opportunity at the end of Open Session in a Regular Board meeting to request that items be added to the list for a future meeting. Depending upon the timeliness of the item, it may also be assigned a particular meeting date.

The following is a list of future agenda items as of the September 2, 2021 Regular Board Meeting:

- Board requested a renewed discussion about District solar panels (September 16, 2021)
- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added March 4, 2021: A Board member requested a study about making ethnic studies a graduation requirement
- Added March 18, 2021: Return of Foreign Language Program (September 16, 2021)
- Added June 3, 2021: A Board member requested information about eco-friendly tools, products and supplies
- Added June 17, 2021: A Board member requested a review of what the District learned from COVID
- Added June 17, 2021: A Board member requested a review of WiFi family access
- Added June 17, 2021: A Board member requested parent orientation to the Board meetings
- Added August 19, 2021: A Board member requested a review of discrimination policies and training for staff and students
- Added August 19, 2021: A Board member requested curriculum/training on critical thinking skills and how to navigate social media and the internet for students