

WESTSIDE UNION SCHOOL DISTRICT  
REGULAR BOARD MEETING  
HILLVIEW MIDDLE SCHOOL  
October 3, 2017

Mission Statement: Recognizing the exceptionalism of every child, the mission of Westside Union School District is to educate all students to universally high levels of academic competence. We are committed to comprehensive systems of instructional delivery that include research-based best practices to assure this outcome by “pointing the way, providing the path” to success.

Vision Statement: Our vision is to graduate students who have acquired the knowledge, skills and attitudes necessary to achieve significant career, educational, civic and personal goals, which will enrich our society as positive role models and responsible citizens.

**5:00 p.m.** – Regular Session  
Adjourned to Closed Session  
**6:00 p.m.** – Reconvene to Regular Session

CALL TO ORDER \_\_\_\_\_ p.m.

- I. OPEN SESSION \_\_\_\_\_ p.m.  
A. Flag Salute  
B. Roll Call

BOARD OF TRUSTEES

Steve DeMarzio	_____
John Curiel	_____
Patricia Shaw	_____
Linda Jones	_____
Jennifer Navarro	_____

SUPERINTENDENT

Regina Rossall	_____
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II. ITEMS FROM THE FLOOR

Please submit a yellow “Request To Speak To The Board of Trustees” in the folder on the exhibit table for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This portion of the agenda is for presentations to the Board regarding closed session items only. This is not a question and answer period where the Board enters into dialogue. Testimony is not protected from damage claims for libel. Public Charges or allegations may result in legal action being brought by those individuals. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

III. CLOSED SESSION

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

Opened: \_\_\_\_\_ Closed: \_\_\_\_\_

- a. Conference with Labor Negotiators (Gov’t. Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov’t Code §54956.9)
- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment (Gov’t Code §54957)

- e. Pupil Personnel (Ed Code 35146 and 48918)  
2 Cases
  - f. Threat to Public Services or Facilities (Gov't Code §54957)
- IV. RECONVENE TO OPEN SESSION AT \_\_\_\_\_ p.m.
- V. REPORT OF CLOSED SESSION ACTION
- VI. PRESENTATIONS
- A. Leona Valley Site Presentation and Employee Recognition
  - B. David Howard – Dissertation
- VII. HEARING SESSION/STAFF REPORTS
- A. Board Comments
  - B. Staff Reports
    - 1. Assistant Superintendent Administrative Services
    - 2. Assistant Superintendent Educational Services
    - 3. Deputy Superintendent
    - 4. Superintendent
- VIII. PERSONAL APPEARANCES
- A. Westside Union Teachers Association Representatives
  - B. California School Employees Association Representatives
  - C. Parent Teacher Association Representatives
  - D. West Antelope Valley Educational Foundation Representatives
- IX. ITEMS FROM THE FLOOR
- Please submit a yellow "Request To Speak To The Board of Trustees" in the folder on the exhibit table for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This is not a question and answer period where the Board enters into dialogue. Testimony is not protected from damage claims for libel. Public Charges or allegations may result in legal action being brought by those individuals. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.
- X. PUBLIC HEARING
- None
- XI. BUSINESS SESSION
- |    |  |       |        |
|----|--|-------|--------|
| A. | Organizational/Governance  |       | Goal # |
|    | 1. Agenda  | Item1 |        |
|    | Moved by _____ Seconded by _____                                   |       |        |
|    | To approve the Agenda of the Regular Meeting of<br>October 3, 2017 |       |        |
|    | Ayes: _____ Noes: _____ Abstain: _____                             |       |        |

Actions proposed for the Consent Calendar, are items with adopted policies and approved practices of the District and are deemed routine in nature. They will be acted upon in one motion, without discussions, unless members of the Board request an item's removal. The item will then be removed from the motion to approve and after the approval of the consent agenda the item(s) will be heard.

Items 2a -2h      Goal #

2.      Consent
  - a.    Minutes of the Regular Meeting on September 19, 2017
  - b.    Fundraising Authorizations
  - c.    Williams Uniform Complaint Quarterly Report Summary
  - d.    Personnel Report
  - e.    Purchase Orders
  - f.    Consultant/Contract Schedule
  - g.    Conference/Workshop Schedule
  - h.    Resolution 18-03, Processing of Non-Routine Budget Revisions, Adjustments and Transfers

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the Consent Items as presented.

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

3.      Discussion Item Item 3
  - Governance

B.      Educational Services

4.      Revised Board Policies, Administrative Regulation and Exhibit: Item 4
  - BP 0410, Nondiscrimination in District Programs and Activities
  - BP 0420.41, Charter School Oversight
  - BP/AR/E 6173, Education for Homeless Children

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the second and final reading of the revised Board Policies, Administrative Regulation and Exhibit

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

5.      Memorandum of Understanding 18-02, between Westside Union School District and Hathaway-Sycamores Child and Family Services (HSCFS) Item 5

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the Memorandum of Understanding 18-02, between Westside Union School District and Hathaway-Sycamores Child and Family Services (HSCFS)

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

C. Personnel Goal #

6. Revised and New Board Policy and Administrative Regulations: Item 6

- AR 4112.2, Appointment and Conditions of Employment
- AR 4112.21, Interns
- AR 4112.23, Qualifications/Assignment of Special Education Teachers
- BP 4117.13, Early Retirement Option
- AR 4217.11, Preretirement Part-Time Employment
- AR 4222, Teacher Aides/Paraprofessionals
- AR 4261.1, Personal Illness/Injury Leave

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the first reading of the revised and new Board Policy and Administrative Regulations

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

D. Business

7. Revised Board Policies and Administrative Regulation: Item 7

- BP/AR 3551, Food Service Operations/Cafeteria Plan
- BP 7214, General Obligation Bonds

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the first reading of the revised Board Policies and Administrative Regulation

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

## XII. INFORMATION SESSION

A. Items From The Floor – Continued

B. Dates to Remember:

1. Regular Meeting on October 17, 2017
2. Regular Meeting on November 7, 2017

C. Board Comments - Continued

## XIII. NEW BUSINESS

Future Board Meeting Items

## XIV. CLOSED SESSION - Continued

XV. RECONVENE TO OPEN SESSION at \_\_\_\_\_ p.m.

## XVI. REPORT OF CLOSED SESSION ACTION

## XVII. ADJOURNMENT

There being no further business to come before the Board, the regular meeting of October 3, 2017, is adjourned at \_\_\_\_\_ p.m. by the Board President.



In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Tonya Williams at (661) 722-0716. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting room.

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 on the District Web Site, [www.westside.k12.ca.us](http://www.westside.k12.ca.us) or in the District Office located at 41914 50<sup>th</sup> St. West, Quartz Hill, CA 93536 during normal business hours (8:00 a.m. – 4:00 p.m.).

## **Core Beliefs and Board Goals**

### **2017-2018**

**The District uses data to create a learning-oriented culture for both staff and students which defines success in terms of improvement and progress.**

- 1. WE BELIEVE THAT OUR TEACHERS AND STAFF ARE OUR MOST VALUABLE ASSETS AND RESOURCES**
- 2. WE OPERATE WITH TRANSPARENCY, TRUST AND INTEGRITY, GOVERNING IN A DIGNIFIED, PROFESSIONAL MANNER, TREATING EVERYONE WITH CIVILITY AND RESPECT**
- 3. WE ARE ABSOLUTELY COMMITTED TO PROVIDING A SAFE, DISTINGUISHED AND ENGAGING LEARNING ENVIRONMENT THAT ENSURES ALL STUDENTS LEARN TO THEIR HIGHEST POTENTIAL**

- ❧ A. Build the capacity of board and district staff in developing and monitoring data related to goals and priorities specifically in the area of cultural responsiveness and educational equity
- ❧ B. A key concern and priority for this governing board is improving the accuracy and consistency of grading which should measure what students know, as they play a crucial role in every aspect of students' academic lives and future lives as global citizens. Areas of concern are: 1) Grades reflect progressive and mastery of content. 2) They are predictable and understood by parents and third parties. 3) That non-academic factors are graded separately. 4) The system adopted is not overwhelming for teachers.

❖ Annual Report by Educational Services

- 4. WE ARE ABSOLUTELY COMMITTED TO PROVIDING THE NECESSARY FACILITIES TO MEET THE HOUSING AND EDUCATION NEEDS OF OUR CHANGING STUDENT POPULATION AND A VISION THAT PROMOTES AND SUPPORTS THEIR FUTURE**

- ❧ A. Continue the Cottonwood Elementary School modernization
- ❧ B. Receive annual updates to the District's Facilities Master Plan while exploring and securing options to finance the plan.
- ❧ C. Continue to implement sustainable clean energy programs that promote the long-term well-being of both the District's finances and the environment.

❖ Annual Report by Business Services

- 5. WE ARE FISCALLY TRUSTWORTHY AND DEDICATED TO RESPONSIBLE FINANCIAL ACCOUNTABILITY**
- 6. WE BELIEVE IN AND PROMOTE PARENT AND COMMUNITY INVOLVEMENT IN WESTSIDE UNION SCHOOL DISTRICT**

## 2017-2018 Board Expectations

**The District uses data to create a learning-oriented culture for both staff and students which defines success in terms of improvement and progress.**

### **1. WE BELIEVE THAT OUR TEACHERS AND STAFF ARE OUR MOST VALUABLE ASSETS AND RESOURCES**

#### EXPECTATIONS:

- a. Provide staff development to enable employees in a job classifications to maintain and improve their skills to meet stated goals of the Board to meet the needs of students. Continuously monitor and re-evaluate formula-driven staffing levels that adequately address student ratios and campus needs for all classifications of employees (classified, certificated, confidential, and administration)
- b. Maintain and monitor administrative training programs to enable existing staff to become administrators or to increase the skills of current administrators to assume increasing levels of responsibility in the future as well as immediately assisting with the reduction of attendance issues, traffic safety and student discipline at all school sites. Create programs that enable classified employees who want to become teachers to obtain the necessary information to do so, and work with the CSEA Board to make sure members know about contractual benefits available when taking college classes. As grants become available to help classified employees become teachers, apply for any for which the District is eligible.
- c. Provide ongoing recognition for school achievement, program development, i.e., California Gold Ribbon, Golden Bell, Employee of the Year, and Program Innovation: Joe Walker STEALTH, Gregg Anderson Academy, The IDEA Academy at Cottonwood, Westside Academy and Hillview 6<sup>th</sup> Grade Academy
- d. Continue a long-term plan to provide total compensation for all positions within the district that is competitive with the surrounding Antelope Valley elementary school districts
- e. Provide ongoing training to ensure a safe work place for all employees
- f. As funds are available revenues will be placed in a separate account to pay for long term post-employment benefits

- a. a, d & e - Annual Report by Human Resources
- b. b & c - Annual Report from Superintendent
- c. f - Annual Report by Business Services

### **2. WE OPERATE WITH TRANSPARENCY, TRUST AND INTEGRITY, GOVERNING IN A DIGNIFIED, PROFESSIONAL MANNER, TREATING EVERYONE WITH CIVILITY AND RESPECT**

#### EXPECTATIONS

- a. Continue to improve the knowledge level of trustees through ongoing training, participation in political actions that influence improved funding and legislation for educational programs, and programs of independent study. All Board Members will attend the CSBA Annual Education Conference, with a report of sessions attended at a future Board Meeting, and receive a Masters in Governance certification
- b. The board will initiate the annual process for self-evaluation in June
- c. Annually set objectives to meet the goals of the district in June
- d. Continue to improve working relationship with employee unions to enable communications that enhance the overall well-being of the district including all employees
- e. A public-friendly version of the three major budget reports of the year shall be posted on the website

3. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING A SAFE, DISTINGUISHED AND ENGAGING LEARNING ENVIRONMENT THAT ENSURES ALL STUDENTS LEARN TO THEIR HIGHEST POTENTIAL**

EXPECTATIONS:

- a. Staff will monitor comprehensive plans for improving student achievement including the Local Control Accountability Plan (LCAP) and the Comprehensive Safety Plans including the sections related to student discipline.
- b. All students will receive rigorous and effective instruction, support and intervention that afford equitable access to a high quality educational experience in an environment that nurtures critical thinking, communication, collaboration, creativity and social responsibility.
- c. Teachers will use research-based best practices to design and deliver instruction, which addresses the knowledge, concepts and skills outlined in the State Standards. Teachers will design lessons that actively engage the minds of all learners with that which is to be learned. Learning objectives that describe what students will be able to do successfully and independently at the end of each lesson will be clearly articulated. Formative assessment will be used to guide and inform instruction. Summative assessment will be used to measure student learning.
- d. Professional Development will be aligned to improve student outcomes. Data will be collected to substantiate growth in student achievement.

4. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING THE NECESSARY FACILITIES TO MEET THE HOUSING AND EDUCATION NEEDS OF OUR CHANGING STUDENT POPULATION AND A VISION THAT PROMOTES AND SUPPORTS THEIR FUTURE**

EXPECTATION

- a. Monitor and maintain high-quality information technology systems throughout the District

5. **WE ARE FISCALLY TRUSTWORTHY AND DEDICATED TO RESPONSIBLE FINANCIAL ACCOUNTABILITY**

EXPECTATIONS:

- a. Continue to decrease encroachment of general funds by Special Education
- b. Continue to update and implement the adopted Technology Plan
- c. Continue to increase operational efficiency
- d. Citizens Oversight Committee will hold required meetings
- e. Set budget priorities based on the goals of the District
- f. Support and retain partnerships that have a mutual priority to maximize the available dollars for improving programs for students
- g. Maintain student Average Daily Attendance to exceed 96% percent.
- h. Senior Staff to hold twice-yearly fiscal status updates at employee work locations in order to educate and inform our stakeholders
- i. Maintain a financially responsible, positive District budget for the current year and two out years in order to preserve Westside's financial solvency, educational programs and the continued payment of employee salaries.

☞ g - Annual ADA Report by Business Services

☞ a, b, c, d, e, f, h & i - Budget Presentations by Business Services

**6. WE BELIEVE IN AND PROMOTE PARENT AND COMMUNITY INVOLVEMENT IN WESTSIDE UNION SCHOOL DISTRICT**

**EXPECTATIONS:**

- a. Continue to monitor and implement plans to increase communication and participation with parents regarding their children's education including the use of PowerSchool/PowerTeacher by all teachers.
- b. Implement plans to improve parent communication and participation with parents of all students.
- c. Explore ongoing efforts to increase communication with the community, utilizing methods that are cost effective.
- d. Strengthen partnerships with businesses, community organizations, and public agencies.
- e. Annually share the Board's goals and accomplishments with the stakeholders. Each school year will begin with a State of the District presentation by Superintendent and staff where maximum efforts are made to assure that the meeting is well-attended by the public.
- f. Create, administer and compile surveys for constituents that will generate data to measure district effectiveness to drive district decisions.
- g. Continue to explore means of obtaining input from stakeholders.
- h. Each Trustee will regularly attend community and school site events
- i. The Board will play an active role in promoting our district's image in the community and positive working relationships with all stakeholders.
- j. Keep public postings and communications current. Staff will monitor weekly.  
Partner with parents and community to develop and implement school programs.

 e - Posted on District Website

## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Board Meeting Agenda

### BACKGROUND:

The Board is requested to approve the Agenda for October 3, 2017.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None

### SUPERINTENDENT'S RECOMMENDATION:

Approval

## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Board Minutes

### BACKGROUND:

The Board is requested to approve the Minutes of the Special Meeting on September 19, 2017.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None associated with the approval of Board Minutes.

### SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
September 19, 2017

I. CALL TO ORDER

At 5:00 p.m. Steve DeMarzio, President, called to order the Regular Board Meeting of the Westside Union School District Board of Trustees.

II. Flag Salute

John Curiel, Vice President

III. ROLL CALL

Steven DeMarzio, President– Present

John Curiel, Vice President – Present

Patricia K. Shaw, Clerk - Present

Dr. Linda Jones, Member – Present (Arrived at 5:11 p.m.)

Jennifer Navarro, Member - Present

SUPERINTENDENT

Regina Rossall – Present

IV. ITEMS FROM THE FLOOR

None

V. OTHERS PRESENT

Cathy Bennett, Wendy Richman, Jeri Holmes, Darrell Hrabik, Shawny Barcelona, Donna Margherita, Anne Marie Sharma, Erin Belcher, Denise Strattan, Janet Jordan, Judy Hatcher, William Bingham, Lauren Marriott, Karen Underwood, Lauren Gutierrez, Becky Lathrop, Emilio Gutierrez, Linda Lotzgesell, Kristin Kruizinga, Lauri Massari, Wayne Trussell, Pancho Gonzalez

VI. M18-32 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to adjourn to closed session at 5:01 p.m. to consider:

- a. Conference with Labor Negotiators (Gov't Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov't Code §54956.9)  
Claim 1718-02
- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment Unrepresented Management (Gov't Code §54957)
- e. Pupil Personnel (Ed Code 35146 and 48918)

VII. RECONVENE TO OPEN SESSION at 6:00 p.m.

VIII. CLOSED SESSION ACTION

M18-33 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 5/0 to deny Claim 1718-02.

IX. PRESENTATIONS

- A. Constitution Week Proclamation – Daughters of the American Revolution
- B. Rancho Vista Site Presentation and Employee Recognition



X. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Jennifer Navarro – Rancho Vista is very near and dear to my heart as my daughters attended Rancho Vista. I am grateful to be here to see Rancho Vista's presentation this evening. Keep up the good work. Go Rockets!! Last week I visited Gregg Anderson and next week I will be visiting Joe Walker.

Linda Jones – Great job, I am proud of what you are doing at Rancho Vista. Being in the classroom, we get bombarded by so many tasks. Our students come in many types of packages; it's so important that we make a difference in the life of every student. I have to remind myself to pat my students on the back for the things they do. Kudos to all the supports at Rancho Vista. In our effort to take care of our students, we need to remember to take care of ourselves also.

Patricia K. Shaw – I visited Rancho Vista during Back to School Night; the level of enthusiasm was refreshing. Kudos to Hillview for collecting school supplies for Kate School District in Houston, Texas.

John Curiel – It's always good to see what is going on at Rancho Vista. I enjoyed your facts and figures and what you are doing for your students and the diversity that you face. Rancho Vista always does a good job with their students; my children also attended Rancho Vista. Congratulations to those who received service pins this evening.

Steve DeMarzio – Rancho Vista, you do an outstanding job of giving all students an environment to succeed. Some of those students give the staff challenges but you have highlighted some of the issues and are taking steps to address them. Congratulations to those who received service pins this evening. I also had site visits to Hillview, Del Sur, and Sundown. What great campuses we have.

B. Staff Reports

1. Assistant Superintendent Administrative Services – Shawn Cabey
  - a. I would like to thank Rancho Vista for all your incredible patience while we were redoing your office.
  - b. Congratulations on your scores.
  - c. It was very encouraging to hear that teachers are using technology in their lessons. We are seeing that more and more teachers are using technology as part of their instruction.
2. Assistant Superintendent Educational Services - Marguerite Johnson
  - a. Congratulations to all of you who received service pins this evening.
  - b. Rancho Vista, thank you for what you do for students.
  - c. Cathy, nice presentation this evening.
3. Deputy Superintendent - Robert Hughes
  - a. Rancho Vista, a very interesting and informative presentation. I missed Mr. Hrabik singing a song this evening.
  - b. WAVE meets tomorrow, September 20, 2017, for our monthly meeting
  - c. We have the AVC Tailgate Party on Saturday, September 23, 2017, starting at 4:00 p.m.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

  - a. Rancho Vista, great job. I would like to echo what Shawn said, you never once complained about the time it took to remodel your office; thank you for your patience. It was a hard way to get a new office.

- b. Nice presentation, I appreciate you sharing personal stories of your students. Unfortunately, if we don't get a records request for a student that is not showing up to school, that student stays on our roll. If we never get a request, the student will be identified as a drop out.
- c. Our schools are doing a great job in collecting school supplies for Kate School District. We have a community member who will ship or they will deliver the items to Houston. We received a call today from the person overseeing the collected items for Kate School District. I appreciated the front page article in today's Valley Press about the donations.
- d. Our district was awarded the AIRE Award at the AVAQMD Governing Board Meeting today for the Stand By Me App that was created from Joe Walker's Innovations class taught by Virginia Irvin . It's great to see our kids participating in these types of events.
- e. On Saturday we have the AVC Tailgate party. We have arranged tours of the campus for our students. This is a great opportunity for our students and we thank the Marroquin family for sponsoring this event. The students get very excited about the football players visiting their school.
- f. We are up about 124 students from this time last year; 60 of these students are coming to us with IEPs. This is an interesting shift in the demographics for the district.
- g. Thank you Rancho Vista for your support of our students.

XI. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
- C. Parent Teachers Association Representative
- D. WAVE Representative – Patricia Shaw and Robert Hughes
  - AVC Tailgate – September 23, 2017, 4:00 p.m.

XII. ITEMS FROM THE FLOOR - Continued  
None

XIII. PUBLIC HEARING  
None

XIV. BUSINESS SESSION

- A. Organizational/Governance
  - 1. M18-34 - Item 1. Approval of the agenda of the Regular Board Meeting of September 19, 2017, as submitted. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 5/0.
  - 2. M18-35 - Items 2a – 2g. The motion was made by John Curiel seconded by Linda Jones and carried 5/0 to approve the consent agenda.
    - 2a Minutes of the Regular Meeting on September 5, 2017
    - 2b Fundraising Authorizations
    - 2c Gifts to the District
    - 2d Personnel Report
    - 2e Purchase Orders
    - 2f Consultant/Contract Agreement Schedule
    - 2g Conference/Workshop Schedule

3. Item 3 - Discussion Item
  - Board Governance

XV. EDUCATIONAL SERVICES

4. M18-36 - Item 4. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 5/0 to approve Teacher of the Year Day.
5. M18-37 - Item 5. The motion was made by John Curiel seconded by Jennifer Navarro and carried 5/0 to approve Resolution 18-02, Insufficiency of Textbooks or Instructional Materials.
6. M18-38 - Item 6. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 5/0 to approve the first reading of the revised Board Policies, Administrative Regulation and Exhibit:
  - BP 0410, Nondiscrimination in District Programs and Activities
  - BP 0420.41, Charter School Oversight
  - BP/AR/E 6173, Education for Homeless Children

XVI. BUSINESS

7. M18-39 - Item 7. The motion was made by John Curiel seconded by Linda Jones and carried 5/0 to approve the second and final reading of the Revised Administrative Regulation and Exhibit 3350, Travel/Conference Expenses.
8. M18-40 - Item 8. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 5/0 to approve the Notice of Completions for the following sites:
  - Esperanza School – Two (2) Modular Classrooms
  - Rancho Vista School – Two (2) Modular Classrooms
  - Gregg Anderson Academy – Digital Networks Group, Inc. Whiteboards and Projectors
9. M18-42 - Item 9. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 5/0 to approve the Award of Bid: Prop 39 HVAC Upgrades to Medallion Contracting Inc.

XVII. PERSONNEL

10. M18-42 - Item 10. The motion was made by John Curiel seconded by Jennifer Navarro and carried 5/0 to approve the Provisional Intern Permit (PIP).
11. M18-43 - Item 11. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 5/0 to approve the Short Term Staffing Permits (STSP).

XVIII. NEW BUSINESS

None

XIX. UNFINISHED BUSINESS

None

XX. ADJOURNMENT – The meeting was adjourned at 6:55 p.m. by Steve DeMarzio, President.

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Patricia K. Shaw, Clerk  
October 3, 2017

## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Fund Raiser Approval List

### BACKGROUND:

Attached for review and approval by the Board are individual requests from school organizations for fund raising activities. Each is presented on the District's pre-approved form.

### PROGRAM/EDUCATIONAL IMPLICATION:

Funds raised as a result of the activities benefit the individual schools as described in each form.

### COST ANALYSIS/FUNDING SOURCE:

Approval of these activities increases the funding available for the affected schools as noted on each form.

### SUPERINTENDENT'S RECOMMENDATION:

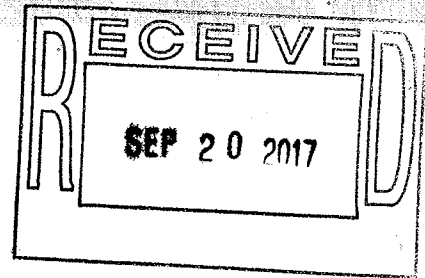
Approval

## FUND RAISER APPROVAL LIST

Approved at the Board Meeting of October 3, 2017

Joe Walker	Description:	Snack bar Sales
	Date:	2017-18 School Year
	Purpose:	To sell snacks during extra-curricular sport games.
	Requesting Group:	Joe Walker ASB
Leona Valley	Description:	Box Tops
	Date:	September 12 – November 29, 2017
	Purpose:	To raise funds for PTO-sponsored enrichment activities
	Requesting Group:	Leona Valley PTO
	Description:	Sell raffle tickets for four (4) Dodger Tickets
	Date:	September 15-21, 2017
	Purpose:	To raise money for fall festival
	Requesting Group:	Leona Valley PTO
Quartz Hill	Description:	Penny War
	Date:	October 16-20, 2017
	Purpose:	To raise funds to support literacy programs.
	Requesting Group:	Quartz Hill PTA
Sundown	Description:	Fall Catalog Fundraiser
	Date:	September 25 – October 6, 2017
	Purpose:	To raise funds for the PTA.
	Requesting Group:	Sundown PTA
	Description:	Color Run
	Date:	November 16, 2017
	Purpose:	To raise funds for the PTA.
	Requesting group:	Sundown PTA

Westside Union School District  
41914 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 974-8588



**FUNDRAISING AUTHORIZATION**  
Middle School

School Joe Walker

Date 9/13/17

Requesting Group ASB

Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO

Date(s) of Fund Raiser 17-18 School Year Event Start Time 2:30 pm

Location of Fund Raiser Gym, Field, Multi-purpose room

Description of Fund Raiser Snackbar sales

Purpose of the Fund Raiser Selling snacks during extracurricular sport games

For the benefit of (be specific) raising funds for ASB in regards to transportations, field trips, and other ASB events

Person Supervising Fund Raiser Liz Anderson

Person Responsible for the Money Liz Anderson / Chrissy Bastian

Projected Expenses \$ 0

Projected Profit \$ 1,000

Approved by ASB in the meeting minutes of \_\_\_\_\_

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President [Signature]

Date 9/19/17

Signature of ASB Advisor [Signature]

Date 9/19/2017

Signature of PTA/PTO/PTSA President \_\_\_\_\_

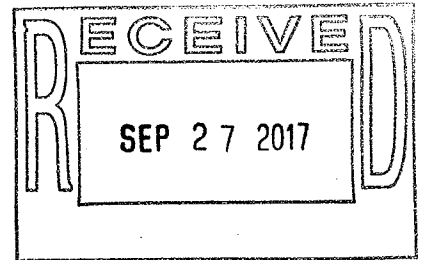
Date \_\_\_\_\_

Signature of Principal or Assistant [Signature] Date 9/20/17  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

**Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.**

Westside Union School District  
41914 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645



**FUNDRAISING AUTHORIZATION**  
Elementary School

School Leona Valley Elementary Date 9-12-17

Requesting Group: ☐ PTA ☒ PTO ☐ PTSA

Date(s) of Fund Raiser 9-12-17 through 11/29/17 Event Start Time \_\_\_\_\_

Location of Fund Raiser Box Tops

Description of Fund Raiser Box Tops

Purpose of the Fund Raiser Raise funds for PTO-sponsored enrichment activities.

For the benefit of (be specific) The students

Person Supervising Fund Raiser Cathy Harris & PTO Board

Person Responsible for the Money Jenna Duben

Projected Expenses \$ 0 Projected Profit \$ 300-

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
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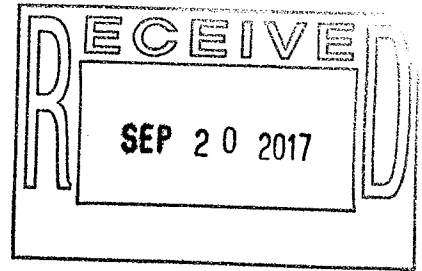
Signature of PTA/PTO/PTSA President K. Henderson Date 9-12-17

Signature of Principal or Assistant [Signature] Date 9/21/17  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

**Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.**

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**FUNDRAISING AUTHORIZATION**  
Elementary School

School Leona Valley Date 9-14-17

Requesting Group: ☐ PTA ☒ PTO ☐ PTSA

Date(s) of Fund Raiser 9-15-17 to 9-21-17 Event Start Time \_\_\_\_\_

Location of Fund Raiser LV Elementary School

Description of Fund Raiser Raffle for 4 Dodger Tickets

Purpose of the Fund Raiser Raise \$ for Fall Festival

For the benefit of (be specific) all students

Person Supervising Fund Raiser K. Henderson

Person Responsible for the Money J. Duben

Projected Expenses \$ 0 Projected Profit \$ 200 ?

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
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Organizations are encouraged to select items of good nutritional quality (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President K. Henderson Date 9-14-17

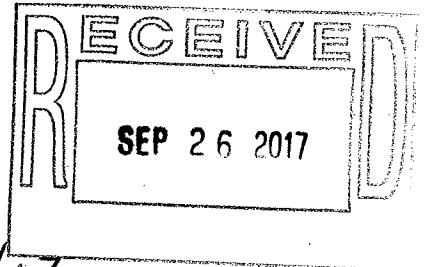
Signature of Principal or Assistant [Signature] Date 9/14/17  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

**Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.**



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**FUNDRAISING AUTHORIZATION**  
Elementary School

School QHE

Date 9/20/17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 10/16/17 to 10/20/17 Event Start Time 7:50 am 8:00 am

Location of Fund Raiser QHE School site

Description of Fund Raiser Penny War

Purpose of the Fund Raiser Raise funds to support literacy programs

For the benefit of (be specific) QHE students

Person Supervising Fund Raiser Lorne Frederickson

Person Responsible for the Money Lorne Frederickson

Projected Expenses \$ 0 Projected Profit \$ 2,000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
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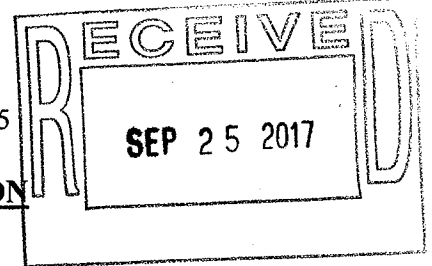
Signature of PTA/PTO/PTSA President Beverly Adams Date 9/22/17

Signature of Principal or Assistant [Signature] Date 9-21-17  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

**Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.**

Westside Union School District  
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**FUNDRAISING AUTHORIZATION**  
Elementary School

School Sundown

Date 9-20-17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 9/25/17 - 10/06/17 Event Start Time —

Location of Fund Raiser —

Description of Fund Raiser Fall catalog fundraiser

Purpose of the Fund Raiser TO raise funds for the PTA and

For the benefit of (be specific) grade level field trips and PTA programs

Person Supervising Fund Raiser Amy Campos

Person Responsible for the Money Amy Campos

Projected Expenses \$ 10,000

Projected Profit \$ \$5,000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President [Signature]

Date 9/21/17

Signature of Principal or Assistant [Signature]

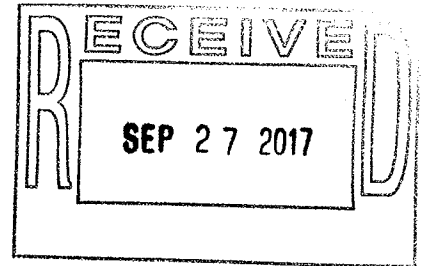
Date 9/21/17

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

**Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.**

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Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645



**FUNDRAISING AUTHORIZATION**  
Elementary School

School Sundown

Date 9-20-17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 11/10/17 Event Start Time 12:45 - 1:45 pm

Location of Fund Raiser Field

Description of Fund Raiser Color Run

Purpose of the Fund Raiser To raise funds for the PTA.

For the benefit of (be specific) grade level field trips and PTA programs.

Person Supervising Fund Raiser Amy Campos

Person Responsible for the Money Amy Campos

Projected Expenses \$ 400

Projected Profit \$ 1000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
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Organizations are encouraged to select items of good nutritional quality (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President [Signature] Date 9/25/17

Signature of Principal or Assistant [Signature] Date 9/25/17

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

**Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.**

## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Board Certification of Williams Uniform Complaint Quarterly Report Summary

### BACKGROUND:

As a result of the Williams Lawsuit, the Board must certify on a quarterly basis that its members have been informed of complaints made under this settlement.

### PROGRAM/EDUCATIONAL IMPLICATION:

Since the District receives both state and federal funds for educational programs, we are required to comply with this part of the Williams settlement.

### COST ANALYSIS:

There is no immediate cost to this action other than staff time required to track and respond to complaints. Currently that is minimal.

### SUPERINTENDENT'S RECOMMENDATION:

Approval



**Los Angeles County  
Office of Education**  
Serving Students • Supporting Communities  
Leading Educators

**Williams Lawsuit Settlement  
Quarterly Report on Uniform Complaints 2017-2018**

District Name: Westside Union School District

Date: September 29, 2017

Person completing this form: Tonya Williams

Title: Admin. Secretary

Quarter covered by this report (Check One Below):

- |   |                          |                  |
|---|--------------------------|------------------|
| <input checked="" type="checkbox"/> 1st QTR | July 1 to September 30   | Due 20-Oct 2017  |
| <input type="checkbox"/> 2nd QTR            | October 1 to December 31 | Due 19- Jan 2018 |
| <input type="checkbox"/> 3rd QTR            | January 1 to March 31    | Due 20-Apr 2018  |
| <input type="checkbox"/> 4th QTR            | April 1 to June 30       | Due 20-Jul 2018  |

Date for information to be reported publicly at governing board meeting: 10-3-17

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
TOTAL	0	0	0

Print Name of District Superintendent Regina Rossall

Signature of District Superintendent \_\_\_\_\_ Date 10-3-17

Return the **Quarterly Summary** to:  
Williams Legislation Implementation Project  
Los Angeles County Office of Education  
c/o Kirit Chauhan, Williams Settlement Legislation  
9300 Imperial Highway, ASM/Williams ECW 284  
Downey, CA 90242

Telephone: (562) 803-8382  
FAX: (562) 803-8325  
E-Mail: [Chauhan\\_Kirit@lacoed.edu](mailto:Chauhan_Kirit@lacoed.edu)

WESTSIDE UNION SCHOOL DISTRICT  
BOARD AGENDA  
October 3, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #18-05

BACKGROUND: The Board is requested to approve/ratify the following personnel Recommendations:

MANAGEMENT

CERTIFICATED

Employment                      Position/Location/Effective Date/Salary/Funding/Req.#

Change                              Position/Location/Effective Date/Salary/Funding/Req. #

Leaves                              Position/Location/Effective Date

Separation                      Position/Location/Effective Date

Mewborne,                      Teacher/VV/December 16, 2017/District Health and Welfare  
Beverly                              Coverage Early Retirement

CLASSIFIED

Employment                      Position/Location/Effective Date/Salary/Funding/Req.#

Abel, Alexandre                      Basketball Coach/HV/Stipend/2017-2018 School Year/URGF/Req#

Alcaraz, Cristina                      Short-Term Instructional Assistant II/QH/.5 hrs/per/day/Step 1/  
September 6, 2017-June 7, 2018/SDC/Req# 14501

Betancourt, Natasha                      Instructional Assistant I-AVID/JW/3.6 hrs/per/day/Step 1/  
September 25, 2017/URGF/Req# 14445

Birrer, Eyvette                      Dancing Feet Advisor/DS/Stipend/2017-2018 School Year/  
URGF/Req# 14520

Casillas, Hailey                      Short-Term Instructional Assistant II/HV/3 hrs/per/day/Step 1/  
September 1, 2017/SDC/Req# 14462

Coddington, Ashley	Instructional Assistant II-Speech/AH/3 hrs/per/day/Step 1/ September 20, 2017/SDC/Req# 14526
Delgado, Raschell	Playground Supervisor/VV/2.83 hrs/per/day/Step 1/September 18, 2017/ URGF/Req# 14542
Densing, Taylor	Instructional Assistant II/QH/3 hrs/per/day/Step 1/September 25, 2017/ SDC/Req# 14592
Eichner, Danielle	Instructional Assistant II-Speech/CW/3 hrs/per/day/Step 1/ September 25, 2017/URGF/Req# 14514
Espinoza, Sylvia	Crossing Guard/AH/.5 hrs/per/day/Step 1/August 8, 2017/URGF/Req# 14549
Gonzalez, Audrie	Instructional Assistant II/AH/3.25 hrs/per/day/Step 1/September 19, 2017/ SDC/Req# 14314
Hamilton, Chad	Playground Supervisor/QH/2.83 hrs/per/day/Step 1/September 18, 2017/ URGF/Req# 14536
Holmes, Cynthia	Short-Term Technician I-Health/ESF/Not to Exceed 10 hrs/ESF/Step 1/ September 11-15, 2017/URGF/Req# 14529
Olegine, Anna Cecilia	Instructional Assistant II/HV/AH/3 hrs/per/day/Step 1/September 18, 2017 URGF/Req# 14527
Perez, Nathan	Short-Term Instructional Assistant II/DS/3 hrs/per/day/Step 3/ Not to Exceed November 17, 2017/SDC/Req# 14487
Ramirez, Teresa	Playground Supervisor/AH/1.92 hrs/per/day/Step 1/September 11, 2017 URGF/Req# 14472
Ramirez, Teresa	Crossing Guard/AH/.5 hrs/per/day/Step 1/September 11, 2017/ URGF/Req# 14472
Thigpen, Jennifer	Short-Term Instructional Assistant II/HV/3 hrs/per/day/Step 2/August 25- November 1, 2017/SDC/Req# 14530
<u>Change</u> Chaidez, Neri	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Playground Supervisor (2.41 hrs/per/day) to <u>(2.42 hrs/per/day)</u> /AH/ Step 3/September 1, 2017/URGF/Req# 14550
Espinoza, Sylvia	Playground Supervisor (2.17 hrs/per/day) to <u>(2.84 hrs/per/day)</u> /AH/ Step 1/August 8, 2017/URGF/Req# 14549

Jones, Aracely	Playground Supervisor (2.42 hrs/per/day) to <u>(3 hrs/per/day)</u> /AH/Step 1/ August 9, 2017/URGF/Req# 14551
Klingkamer, Jennifer	Playground Supervisor (2.5 hrs/per/day) to <u>Instructional Assistant II</u> <u>(3.25 hrs/per/day)</u> /JW/Step 6/September 11, 2017/SDC/Req# 14182
Luthern, Lisa	Playground Supervisor (1.42 hrs/per/day) to <u>Campus Climate Assistant</u> <u>(3 hrs/per/day)</u> /RV/Step 3/August 15, 2017/Sup Grant/Req# 14198
Mercado, Rosa	Substitute Playground Supervisor to <u>Playground Supervisor (.5 hrs/per/day)</u> / CW/Step 1/August 28, 2017/URGF/Req# 14408
Ramirez, Theresa	Crossing Guard (.5 hrs/per/day) to <u>(.58 hrs/per/day)</u> /AH/Step 1/ September 14, 2017/URGF/Req# 14552
<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
<u>Separation</u>	<u>Position/Location/Effective Date/</u>
Combs, Christina	Instructional Assistant II/SD/September 8, 2017/Resignation
Hinton, Carol	Instructional Assistant II/GA/September 8, 2017/Resignation
Moore, Georgia	General School Secretary/GA/October 4, 2017/Retirement
Nupp, Jason	Instructional Assistant II/GA/September 14, 2017/Resignation
Piceno, Yazmin	Instructional Assistant II/DS/June 7, 2017/Resignation
Salinas, Stephanie	Playground Supervisor/QH/September 15, 2017/Resignation
Surur, Brittani	Instructional Assistant II/LV/September 11, 2017/Resignation
Vendal, Paula	General Clerk I/GA/November 3, 2017/Retirement



## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES  
PREPARED BY: Jeri Holmes, Purchasing  
SUBJECT: Purchase Order Approval List

### BACKGROUND:

Purchase orders are submitted for pre-approval if the purchase is over \$7,500. Purchase orders are submitted for ratification for items under \$7,500 per the adopted policy. Items that have already been approved by virtue of individual board action/direction are also included on the ratification list, even if their value is over \$7,500

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of:

#### **Approval Items:**

All Funds	80,765.73
-----------	-----------

#### **Ratification Items:**

General Fund (01.0)	12,549.89
Child Nutrition Fund (13.0)	54.57
Deferred Maintenance Fund (14.0)	0.00
Building Fund: Bonds (21.0)	0.00
Capital Facilities Fund (25.0)	1,550.00
County Facilities Fund (35.0)	0.00
Anaverde Settlement (40.0)	0.00
CFD's (49.0)	0.00

<b>Total</b>	<b>94,920.19</b>
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### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

**PURCHASE ORDERS**  
**Approved/Ratified at the Meeting of October 3, 2017**

**PO's for Board Approval (note: General Fund (01.0) moneys unless otherwise noted)**

<b><u>P.O. #</u></b>	<b><u>Vendor/Location</u></b>	<b><u>Description/Funding Source Detail</u></b>	<b><u>Amount</u></b>
P52478	SHI International Corp	Microsoft EES (Year 2)	43,666.60
	Technology	Technology Maintenance	
P52493	45 Drives Manufacturing Co	Storage and Network Equipment for Offline Secure Backup for	37,099.13
		Disaster Recovery	
	Technology	Technology Maintenance	
<b>Total</b>			<b>80,765.73</b>

**PO's for Board Ratification**

<b><u>P.O. #</u></b>	<b><u>Vendor/Location</u></b>	<b><u>Description/Funding Source Detail</u></b>	<b><u>Amount</u></b>
P52475	Bohns Printing	Printed Envelopes and Office Referral Forms	1,906.41
	Warehouse	General Funding	
P52494	ACS WASC	Application, Initial Visit, and Intermediate School Fees	3,640.00
	AH, DS, JW, HV	ESF General Funding	
M20312	Valley Construction Supply	Delineators	485.73
	Esperanza	Operations	
M20237	Auto Zone	Maintenance Supplies - August	64.43
	Various Sites	Operations	
M20240	Desert Lock Company	Key and Lock Supplies - August	681.92
	Various Sites	Maintenance	
M20241	DeWolfe Lumber	Maintenance Supplies - August	133.50
	Various Sites	Maintenance	
M20244	Ferguson HVAC Air Cold	HVAC Supplies - August	2,127.25
	Various Sites	Maintenance	
M20251	PPG Architectural	Paint Supplies - August	510.07
	Various Sites	Maintenance	
M20256	Van Dam Farms	Maintenance Supplies - August	202.06
	Various Sites	Maintenance	
M20292A	Kenco Sheet Metal	Install 90' - 22" Facia Cover	651.60
	Hillview	Maintenance	
M20297	Empire Floor Supply	Filters	63.10
	Maintenance	Operations	
M20308	Patriot Plumbing	Plumbing Repairs - Urinal Stoppage	110.00
	Quartz Hill	Maintenance	
M20346	Interstate Batteries	Generator Battery	98.04
	Old District Office	Operations	
M20347	Patriot Plumbing	Plumbing Repair - Staff Restroom	135.00
	Sundown	Maintenance	
M20355	Bob Howle Automotive	Repairs - Truck 78	1,378.78
	Maintenance	Maintenance	
M20356	Tire Xpress	Tires - Truck 78	362.00
	Maintenance	Maintenance	
<b>Total</b>			<b>12,549.89</b>

**CHILD NUTRITION (13)**

M20237	Auto Zone	Diesel Exhaust Fluid	54.57
<b>Total</b>			<b>54.57</b>

**CAPITAL FACILITIES (25)**

M20353	Division of the State Architect	Plan Check Fees - Esperanza Ramps & Relos	1,050.00
M20354	Division of the State Architect	Outdoor Water Use Fees - Esperanza Ramps & Relos	500.00
<b>Total</b>			<b>1,550.00</b>

**DEFERRED MAINTENANCE (14)**

**BUILDING FUND: BONDS (21)**

**COUNTY FACILITIES (35)**

**ANAVERDE SETTLEMENT (40)**

**CFD's (49)**

No Purchases for Funds 14, 21, 35, 40, or 49

**Total 0.00**

## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES  
PREPARED BY: Jeri Holmes, Purchasing  
SUBJECT: Consultant/Contract Agreement Schedule

### BACKGROUND:

Consultant agreements and contracts are brought to the Board in accordance with Board Policy 3312 for various purposes including student assemblies, in-house staff workshops, and vendor provided services.

### PROGRAM/EDUCATIONAL IMPLICATION:

These Consultant Agreements and Contracts provide support to the District's Educational Program

### COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures and incoming funds of:

Student Assemblies	0.00
In-house Staff/Parent Workshops	0.00
Vendor Provided Services	257,443.51
Rental/Lease Contracts	0.00
<b>Total</b>	<b><u>257,443.51</u></b>

Incoming Funds	<b>0.00</b>
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### ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

# CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of October 3, 2017

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
2017-2018	Catherine L Scarf PhD Student Support Services	IEE of Student Special Education	4,500.00	
2017-2018	Dimension Data North American Technology	SMARTnet Renewal Technology Maintenance	75,725.95	
2017-2018	Iron Mountain Inc District	Shredding Services General Funding	7,300.00	
2017-2018	PacificWest Energy Solutions Inc Hillview	Solar Consulting Services District: Clean Energy Jobs Act	5,000.00	
2017-2018	Presence Learning Inc Student Support Services	Virtual Speech Services, IEP Attendance, Student Assessments Special Education	150,000.00	
2017-2018	Rosetta Stone Educational Services	Foundations for K-12 License Renewals Supplemental Grant	6,897.56	
Fall 2017	Sierra School Equipment ESF Special Programs	Workstation for Bilingual Assistant Supplemental Grant	520.00	
2017-2018	The Office of Dr Betty Bostani Student Support Services	IEE of Student Special Education	7,500.00	
<u>Change</u>	No Changes			

## Individual Services Agreements

*These individual service agreements fall under previously Board approved Master Contracts. All agreements are funded through Special Education general funds.*

<u>Nonpublic School/Agency</u>	<u>Service</u>	<u>Student ID</u>
None		

## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES  
PREPARED BY: Jeri Holmes, Purchasing  
SUBJECT: Conference/Workshop Schedule

### BACKGROUND:

Conference requests are processed in compliance with Board Policy 3350.

### PROGRAM/EDUCATIONAL IMPLICATION:

On-going staff development is a key to the success of the District's programs.

### COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of \$10, 538.80.

### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

**CONFERENCE/WORKSHOP SCHEDULE**  
**Ratified/Approved at the Board Meeting of October 3, 2017**

<u>Dates/Location</u>	<u>Title/Attendees/Funding Location</u>	<u>Fund. Source</u>	<u>Registration</u>	<u>Lodging</u>	<u>Meals</u>	<u>Mileage</u>	<u>Parking</u>	<u>Subs</u>	<u>Other</u>
2017-2018 Ontario	Personnel Administrators Academy Tim Barker Educational Services		1,250.00	-	350.00	-	-	-	-
		Supplemental Grant							
October 12-13, 2017 Sacramento	Credential Counselors & Analysts of CA Annual Conf Rob Garza Human Resources		469.95	600.00	175.00	-	120.00	-	80.00
		General Funding							
October 13, 2017 Downey	Lozano Smith Legal Consortium Scott Brewer, Jeanice Peterson Student Support Services		320.00	500.00	50.00	192.60	-	-	-
		Special Education							
October 20, 2017 Downey	SARB Certification Workshop Cathy Bennett District		30.00	-	-	100.00	-	-	-
		General Funding							
October 25, 2017 Ontario	Motivate Your Unmotivated Learners Shannon Hirsch, Amy Campos, AnnElena Fors, Kayli Nipper, Monica Cass Sundown		1,145.00	-	-	100.00	-	650.00	-
		Title I							
November 16-17, 2017 Pasadena	Superintendents' Professional Collaborative Conference Regina Rossall Superintendent		100.00	250.00	250.00	76.00	30.00	-	-
		General Funding							
December 4-5, 2017 Los Angeles	Accountability Leadership Institute Kristin Gellinck-Frye Educational Services		425.00	175.00	50.00	80.25	36.00	-	-
		Title III							
December 5-6, 2017 Fresno	California Induction Conference - Leading the Change Lauri Massari, Rowdy Dyer, Felicia Goldovsky Educational Services		1,125.00	1,160.00	375.00	214.00	60.00	-	-
		New Teacher Induction							

**Changes**

No Changes

Subtotals	4,864.95	2,885.00	1,250.00	762.85	246.00	650.00	80.00
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Grand Total	10,538.80
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## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Lisa Jehlicka, Fiscal Services Supervisor

SUBJECT: Resolution 18-03, Processing of Non-Routine Budget Revisions, Adjustments and Transfers

### BACKGROUND:

In order for the District to budget for received revenues and/or expend costs not previously budgeted, or for the district to transfer budget money between funds, or for the district to transfer/revise budget amounts exceeding \$100,000, the Board must approve budget revisions.

### PROGRAM/EDUCATIONAL IMPLICATION:

Individual to each budget line.

### COST ANALYSIS:

The effect of these adjustments by fund are reflected in the attached exhibits.

### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT  
RESOLUTION 18-03

**RESOLUTION TO APPROVE THE PROCESSING OF BUDGET REVISIONS TO  
APPROPRIATE THE 2016-17 CARRYOVER AND ENDING FUND BALANCES  
INTO THE 2017-18 BUDGET**

WHEREAS, Education Code section 42600 governs that K-12 school districts may not expend more than what is budgeted for each major classification of expenditures, as approved by the governing board of the school district; and

WHEREAS, any non-routine budget revisions, adjustments and transfers may be made from the designated fund balance or the unappropriated fund balance to any expenditure classification with a majority vote of the members of the governing board; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Westside Union School District, in accordance with the provision of Education Code section 42600 does hereby approve the following non-routine budget revisions, adjustments and transfers (*supporting documentation provided on subsequent Form(s) No. 503-056A*):

	Fund	Restricted	Increase (Decrease)		
			Revenues	Expenditures	Fund Balance
<b>BA101</b>	01.0 - General Fund	No	(\$11,450)	\$0	(\$11,450)
<i>Increase contribution from Unrestricted General Fund to Restricted Band Res. 90544.0 for creating Band Budgets for Itinerant Band Teacher Supplies.</i>					
<b>BA102</b>	01.0 - General Fund	Yes - Local	\$11,450	\$11,450	\$0
<i>Establish Band Budgets for Itinerant Band Teacher Supplies.</i>					
<b>BA103</b>	01.0 - General Fund	Yes - Local	\$0	\$75,808	(\$75,808)
<i>Appropriate the 2016-17 School Site local banking Ending Fund Balance into the 2017-18 Budget.</i>					
<b>BA104</b>	01.0 - General Fund	Yes - State	(\$232,040)	\$0	(\$232,040)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget of the LEA Medi-Cal.</i>					
<b>BA105</b>	01.0 - General Fund	Yes - Local	\$0	\$131,463	(\$131,463)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget of the Core Curricula.</i>					
<b>BA106</b>	01.0 - General Fund	Yes - State	\$0	\$11,904	(\$11,904)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget of the Educator Effectiveness.</i>					
<b>BA107</b>	01.0 - General Fund	Yes - State	\$0	\$53,748	(\$53,748)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget of the Restr Textbooks.</i>					
<b>BA108</b>	01.0 - General Fund	Yes - Local	\$0	\$53,081	(\$53,081)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget of the TMA.</i>					
<b>BA109</b>	01.0 - General Fund	Yes - Local	\$0	\$2,000	(\$2,000)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget of the VAPA Grant.</i>					
<b>BA110</b>	01.0 - General Fund	Yes - Local	(\$14,830)	\$0	(\$14,830)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget of the Extra Curricular.</i>					
<b>BA111</b>	01.0 - General Fund	Yes - Federal	\$0	\$25,510	(\$25,510)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for Title III.</i>					
<b>BA112</b>	01.0 - General Fund	No	\$0	\$312,035	(\$312,035)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for Supplemental Grant.</i>					



		Restricted	Increase (Decrease)		Fund Balance
Fund			Revenues	Expenditures	
<b>BA113</b>	21.0 - Building Fund (GO Bond)	Yes - Local	\$0	\$3,087	(\$3,087)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for GO Bond.</i>					
<b>BA114</b>	21.3 - 2012 Bond A	Yes - Local	\$0	\$553,550	(\$553,550)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for 2012 Bond A.</i>					
<b>BA115</b>	21.4 - 2012 Bond B	Yes - Local	\$0	\$414,550	(\$414,550)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for 2012 Bond B.</i>					
<b>BA116</b>	25.0 Developer Fees	Yes - Local	\$0	\$21,000	(\$21,000)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for Developer Fees.</i>					
<b>BA117</b>	49.0 CFD - Formation	No	(\$33,361)	\$0	(\$33,361)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget of CFD Formation.</i>					
<b>BA118</b>	49.1 - CFD 2005-1	Yes - Local	\$0	\$162,955	(\$162,955)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for CFD 2005-1.</i>					
<b>BA119</b>	49.2 - CFD 2005-2	Yes - Local	\$0	\$3,070	(\$3,070)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for CFD 2005-2.</i>					
<b>BA120</b>	49.3 - CFD 2005-3	Yes - Local	\$0	\$107,217	(\$107,217)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for the 2012 Election - Series A Bond</i>					
<b>BA121</b>	49.4 - CFD 2007-1	No	\$0	\$5,027	(\$5,027)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for the 2012 Election - Series B Bond</i>					
<b>BA122</b>	35.0 - School Facility Fund	Yes - State	\$0	\$14,400	(\$14,400)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for Developer Fees.</i>					
<b>BA123</b>	40.1 - Anaverde Settlement	No	\$0	\$101,326	(\$101,326)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for AH Settlement.</i>					
<b>BA124</b>	01.0 - General Fund	No	(\$246,870)	\$0	(\$246,870)
<i>Appropriate the 2016-17 Ending Fund Balance into the 2017-18 Budget for URGF Contribution</i>					

APPROVED AND ADOPTED by the Governing Board on this 3<sup>rd</sup> day of October, 2017, in the community of Palmdale, California; County of Los Angeles by the following vote:

AYES:

NOES:

ABSENT:

I, Steve DeMarzio, President of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution approved and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand on this 3rd day of October, 2017.

\_\_\_\_\_  
President of the Governing Board



**Los Angeles County  
Office of Education**

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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

**Submit one (1) certified original of this form.**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA101	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999	8980	90544.0	(11,450.00)
8. Total Revenues/Other Financing Sources				\$ (11,450.00)

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
13. Total Expenditures/Other Financing Uses			\$ 0.00

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ (11,450.00)
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**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b> Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b> Restricted	9740		\$
<b>Total Restricted Amounts</b>			0.00
3. <b>Committed Amounts</b> Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b> Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b> Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		(11,450.00)
<b>Total Unassigned/Unappropriated Amounts</b>			(11,450.00)
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (11,450.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Increase Contribution from the Unrestricted General Fund to the Restricted Band Res. 90544.0 for creating Band Budgets for Itinerant Band Teacher Supplies.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Lisa Jehlicka	TELEPHONE NUMBER OF CONTACT PERSON ( 661 ) 722-0716 ext 79103	EMAIL ADDRESS OF CONTACT PERSON l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL 10/03/2017	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD Regina Rossall, Superintendent	DATE SIGNED 10/03/2017

**Submit one (1) certified original of this form to:**

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
--	-------------



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Office of Education**

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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

**Submit one (1) certified original of this form.**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA102	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999	8980	90544.0	11,450.00
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ 11,450.00</b>

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999	90544.0	11,450.00
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ 11,450.00</b>

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ 0.00</b>
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**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740		\$
<b>Total Restricted Amounts</b>			0.00
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ 0.00

**E. Narrative Explanation for this Revision - Must be Completed**

*Create Band Budgets for Itinerant Band Teacher Supplies*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Regina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:  
Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED



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Office of Education**

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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA103	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		74,885.00
5. Services and Other Operating Expenditures	5000-5999		923.00
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
13. Total Expenditures/Other Financing Uses			\$ 75,808.00

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ (75,808.00)
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**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740		\$ (75,808.00)
<b>Total Restricted Amounts</b>			(75,808.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (75,808.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 School Site Local Banking Ending Fund Balance into the 2017-18 budget.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Lisa Jehlicka		TELEPHONE NUMBER OF CONTACT PERSON ( 661 ) 722-0716 ext 79103	EMAIL ADDRESS OF CONTACT PERSON l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL 10/03/2017	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Gina Rossall, Superintendent	DATE SIGNED 10/03/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA104	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999	8980	56400.0	(232,040.00)
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ (232,040.00)</b>

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ 0.00</b>

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ (232,040.00)</b>
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**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.



D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	56400.0	\$ (232,040.00)
<b>Total Restricted Amounts</b>			(232,040.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (232,040.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for the LEA Medi-Cal.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA105	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999	96300.0	131,463.00
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
13. Total Expenditures/Other Financing Uses			\$ 131,463.00

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ (131,463.00)
---	-----------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	96300.0	\$ (131,463.00)
<b>Total Restricted Amounts</b>			(131,463.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (131,463.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for Core Curricula.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA106	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999	62640.0	11,904.00
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			\$ 11,904.00

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	\$ (11,904.00)
--	----------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	62640.0	\$ (11,904.00)
<b>Total Restricted Amounts</b>			(11,904.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (11,904.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for the Educator Effect.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

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Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



**Los Angeles County  
Office of Education**

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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

**Submit one (1) certified original of this form.**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA107	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999	63000.0	53,748.00
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			\$ 53,748.00

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	\$ (53,748.00)
--	----------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	63000.0	\$ (53,748.00)
<b>Total Restricted Amounts</b>			(53,748.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (53,748.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for the Restr. Textbooks.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Lisa Jehlicka		TELEPHONE NUMBER OF CONTACT PERSON ( 661 ) 722-0716 ext 79107	EMAIL ADDRESS OF CONTACT PERSON l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL 10/03/2017	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Gina Rossall, Superintendent	DATE SIGNED 10/03/2017

**Submit one (1) certified original of this form to:**

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



**Los Angeles County  
Office of Education**

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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA108	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999	90046.0	4,870.00
5. Services and Other Operating Expenditures	5000-5999	90046.0	48,211.00
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
13. Total Expenditures/Other Financing Uses			\$ 53,081.00

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ (53,081.00)
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**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.



D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	90046.0	\$ (53,081.00)
<b>Total Restricted Amounts</b>			(53,081.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (53,081.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for TMA.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Lisa Jehlicka		TELEPHONE NUMBER OF CONTACT PERSON ( 661 ) 722-0716 ext 79103	EMAIL ADDRESS OF CONTACT PERSON l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL 10/03/2017	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Gina Rossall, Superintendent	DATE SIGNED 10/03/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



**Los Angeles County  
Office of Education**

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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

**Submit one (1) certified original of this form.**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA109	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999	90132.0	2,000.00
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			\$ 2,000.00

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ (2,000.00)</b>
--	----------------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	90312.0	\$ (2,000.00)
<b>Total Restricted Amounts</b>			(2,000.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (2,000.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for VAPA.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Lisa Jehlicka		TELEPHONE NUMBER OF CONTACT PERSON ( 661 ) 722-0716 ext 79103	EMAIL ADDRESS OF CONTACT PERSON l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL 10/03/2017	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Gina Rossall, Superintendent	DATE SIGNED 10/03/2017

**Submit one (1) certified original of this form to:**

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
--	-------------



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Office of Education**

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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA110	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999	8980	90142.0	(14,830.00)
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ (14,830.00)</b>

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ 0.00</b>

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ (14,830.00)</b>
--	-----------------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	90142.0	\$ (14,830.00)
<b>Total Restricted Amounts</b>			(14,830.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (14,830.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for Extra Curricular.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



**Los Angeles County  
Office of Education**

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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA111	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999	42030.0	5,000.00
5. Services and Other Operating Expenditures	5000-5999	42030.0	20,010.00
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399	42030.0	500.00
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			\$ 25,510.00

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	\$ (25,510.00)
--	----------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b> Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. <b>Restricted Amounts</b> Restricted	9740	63000.0	\$ (25,510.00)
Total Restricted Amounts			(25,510.00)
3. <b>Committed Amounts</b> Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. <b>Assigned Amounts</b> Other Assignments	9780		\$
Total Assigned Amounts			0.00
5. <b>Unassigned/Unappropriated Amounts</b> Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			0.00
6. <b>Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (25,510.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for Title III.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Lisa Jehlicka	TELEPHONE NUMBER OF CONTACT PERSON ( 661 ) 722-0716 ext 79103	EMAIL ADDRESS OF CONTACT PERSON l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL 10/03/2017	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD Gina Rossall, Superintendent	DATE SIGNED 10/03/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:  
Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA112	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999	01111.0	7,000.00
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999	01111.0	10,000.00
5. Services and Other Operating Expenditures	5000-5999	01111.0	295,035.00
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			\$ 312,035.00

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	\$ (312,035.00)
--	-----------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.



D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740		\$ 0.00
<b>Total Restricted Amounts</b>			0.00
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789	01111.0	\$ 312,035.00
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			312,035.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (312,035.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for Supplemental Grant.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

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Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



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**Budget Adjustment Summary  
K-12/ROPs/JPs**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA113	FUND NUMBER 21.0
FISCAL YEAR 2017-18	FUND NAME Building Fund (GO Bond)	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED
DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District	

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999	90000.0	3,087.00
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
13. Total Expenditures/Other Financing Uses			\$ 3,087.00

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ (3,087.00)
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**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	90000.0	\$ (3,087.00)
<b>Total Restricted Amounts</b>			(3,087.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (3,087.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for GO Bond.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

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Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED



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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

**Submit one (1) certified original of this form.**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA114	FUND NUMBER 21.3
FISCAL YEAR 2017-18	FUND NAME 2012 Election Series Bond A	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999	90000.0	11,880.00
3. Employee Benefits	3000-3999	90000.0	6,830.00
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999	90000.0	10,038.00
6. Capital Outlay	6000-6999	90000.0	524,802.00
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			\$ 553,550.00

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ (553,550.00)</b>
--	------------------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	90000.0	\$ (553,550.00)
<b>Total Restricted Amounts</b>			(553,550.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (553,550.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for 2012 Bond-A.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Lisa Jehlicka		TELEPHONE NUMBER OF CONTACT PERSON ( 661 ) 722-0716 ext 79103	EMAIL ADDRESS OF CONTACT PERSON l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL 10/03/2017	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Gina Rossall, Superintendent	DATE SIGNED 10/03/2017

Submit one (1) certified original of this form to:

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Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

**Submit one (1) certified original of this form.**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA115	FUND NUMBER 21.4
FISCAL YEAR 2017-18	FUND NAME 2012 Election Series Bond B	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999	90000.0	6,667.00
5. Services and Other Operating Expenditures	5000-5999	90000.0	790.00
6. Capital Outlay	6000-6999	90000.0	407,093.00
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			\$ 414,550.00

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	\$ (414,550.00)
--	-----------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	90000.0	\$ (414,550.00)
Total Restricted Amounts			(414,550.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
Total Assigned Amounts			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			0.00
6. <b>Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (414,550.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for 2012 Bond - B.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

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Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



**Los Angeles County  
Office of Education**

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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA116	FUND NUMBER 25.0
FISCAL YEAR 2017-18	FUND NAME Developer Fees	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999	90000.0	21,000.00
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			\$ 21,000.00

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	\$ (21,000.00)
--	----------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.



D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	90000.0	\$ (21,000.00)
<b>Total Restricted Amounts</b>			(21,000.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (21,000.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for Developer Fees.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

**Budget Adjustment Summary  
K-12/ROPs/JPA's**

**Submit one (1) certified original of this form.**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA117	FUND NUMBER 49.0
FISCAL YEAR 2017-18	FUND NAME CFD - Formation	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999	8980	90307.0	(33,361.00)
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ (33,361.00)</b>

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ 0.00</b>

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ (33,361.00)</b>
--	-----------------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00

2. <b>Restricted Amounts</b>	9740	90307.0	\$ (33,361.00)
<b>Total Restricted Amounts</b>			(33,361.00)

3. <b>Committed Amounts</b>	9750		\$
Stabilization Arrangements			
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00

4. <b>Assigned Amounts</b>	9780		\$
Other Assignments			
<b>Total Assigned Amounts</b>			0.00

5. <b>Unassigned/Unappropriated Amounts</b>	9789		\$
Reserve for Economic Uncertainties			
Unassigned/Unappropriated/Unrestricted Net Position	9790		0.00
<b>Total Unassigned/Unappropriated Amounts</b>			0.00

6. <b>Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (33,361.00)
---	--	--	----------------

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for CFD - Formation.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Lisa Jehlicka		TELEPHONE NUMBER OF CONTACT PERSON ( 661 ) 722-0716 ext 79103	EMAIL ADDRESS OF CONTACT PERSON l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL 10/03/2017	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Gina Rossall, Superintendent	DATE SIGNED 10/03/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA118	FUND NUMBER 49.1
FISCAL YEAR 2017-18	FUND NAME CFD 2005-1	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999	90301.0	1,550.00
6. Capital Outlay	6000-6999	90301.0	161,405.00
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
13. Total Expenditures/Other Financing Uses			\$ 162,955.00

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ (162,955.00)
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**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	90301.0	\$ (162,955.00)
<b>Total Restricted Amounts</b>			(162,955.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (162,955.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for CFD 2005-1.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

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Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA119	FUND NUMBER 49.2
FISCAL YEAR 2017-18	FUND NAME CFD 2005-2	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999	90302.0	3,070.00
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
13. Total Expenditures/Other Financing Uses			\$ 3,070.00

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ (3,070.00)
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**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	90302.0	\$ (3,070.00)
<b>Total Restricted Amounts</b>			(3,070.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (3,070.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for CFD 2005-2.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



**Los Angeles County  
Office of Education**

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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

**Submit one (1) certified original of this form.**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA120	FUND NUMBER 49.3
FISCAL YEAR 2017-18	FUND NAME CFD 2005-3	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999	90303.0	107,217.00
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
13. Total Expenditures/Other Financing Uses			\$ 107,217.00

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ (107,217.00)
---	-----------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.



D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b> Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b> Restricted	9740	90303.0	\$ (107,217.00)
<b>Total Restricted Amounts</b>			(107,217.00)
3. <b>Committed Amounts</b> Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b> Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b> Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (107,217.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget For CFD 2005-3.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Lisa Jehlicka		TELEPHONE NUMBER OF CONTACT PERSON ( 661 ) 722-0716 ext 79103	EMAIL ADDRESS OF CONTACT PERSON l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL 10/03/2017	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Gina Rossall, Superintendent	DATE SIGNED 10/03/2017

**Submit one (1) certified original of this form to:**

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Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA121	FUND NUMBER 49.4
FISCAL YEAR 2017-18	FUND NAME CFD 2007-1	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCOFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999	00000.0	5,027.00
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			\$ 5,027.00

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	\$ (5,027.00)
--	---------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740		\$ 0.00
<b>Total Restricted Amounts</b>			0.00
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789	00000.0	\$ 5,027.00
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			5,027.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (5,027.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for CFD 2007-1.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

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Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:  
Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



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**Budget Adjustment Summary  
K-12/ROPs/JPA's**

**Submit one (1) certified original of this form.**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA122	FUND NUMBER 35.0
FISCAL YEAR 2017-18	FUND NAME School Facility Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999	77100.0	14,400.00
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			\$ 14,400.00

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	\$ (14,400.00)
--	----------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740	77100.0	\$ (14,400.00)
<b>Total Restricted Amounts</b>			(14,400.00)
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (14,400.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for School Facil. Fund.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:  
Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



**Los Angeles County  
Office of Education**

Serving Students ■ Supporting Communities ■ Leading Educators

**Budget Adjustment Summary  
K-12/ROPs/JPA's**

**Submit one (1) certified original of this form.**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA123	FUND NUMBER 40.1
FISCAL YEAR 2017-18	FUND NAME AH Settlement	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999	00000.0	2,212.00
6. Capital Outlay	6000-6999	00000.0	99,114.00
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			\$ 101,326.00

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ (101,326.00)</b>
--	------------------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.

Line A7 - Contributions must net to zero at the total fund level.

If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740		\$ 0.00
<b>Total Restricted Amounts</b>			0.00
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789	00000.0	\$ 101,326.00
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			101,326.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (101,326.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for AH Settlement.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
10/03/2017		Gina Rossall, Superintendent	10/03/2017

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Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

**Budget Adjustment Summary  
K-12/ROPs/JPA's**

Submit one (1) certified original of this form.

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA124	FUND NUMBER 01.0
FISCAL YEAR 2017-18	FUND NAME General Fund	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 10/03/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999	8980	00000.0	(246,870.00)
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ (246,870.00)</b>

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ 0.00</b>

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ (246,870.00)</b>
--	------------------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.



D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740		\$
<b>Total Restricted Amounts</b>			0.00
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790	00000.0	246,870.00
<b>Total Unassigned/Unappropriated Amounts</b>			246,870.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (246,870.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2016-17 Ending Fund Balance into the 2017-18 budget for URGF Contribution.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Lisa Jehlicka		( 661 ) 722-0716 ext 79103	l.jehlicka@westside.k12.ca.us
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10/03/2017		Gina Rossall, Superintendent	10/03/2017

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Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED

## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent, Educational Services

SUBJECT: Revised Board Policies/Administrative Regulations/Exhibits - Second and Final Reading

### BACKGROUND:

Annually policies are reviewed by CSBA and changes are suggested as a result of either recent judicial rulings or legislative enactment. Changes suggested by CSBA make our policies consistent with law.

### PROGRAM/EDUCATIONAL IMPLICATION:

#### **Board Policy 0410 Nondiscrimination in District Programs and Activities-Revise**

Revisions reflect requirements of AB 30, 2015) which, effective January 1, 2017, prohibits the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. Updates also add language regarding the use of uniform complaint procedures to investigate and resolve any allegation of unlawful discrimination, expand the means by which notice of the district's nondiscrimination policy will be distributed, and reflect SB 1375, 2016 which requires districts to post specified information regarding Title IX on their web site by July 1, 2017, and adds the district's responsibility to make its web site accessible to individuals with disabilities.

#### **Board Policy 0420.41 Charter School Oversight- Revise**

The Policy has been updated to reflect a recommendation in the 2016 edition of CSBA's Charter Schools: A Guide for Governance Teams that the district not appoint a representative to serve on the board of directors of a nonprofit public benefit corporation that operates a charter school, but rather implement other means of fulfilling its oversight responsibilities. References to the Academic Performance Index and federal measure of Adequate Yearly Progress have been deleted. Revisions also address the requirement that charter schools submit an annual update of their local control and accountability plan.

#### **Board Policy/Administrative Regulation/Exhibit 6173 Education for Homeless Children- Revise BP/AR, Replace Exhibit**

The policy, regulation, and exhibits updated to reflect the federal McKinney-Vento Homeless Assistance Act. The revised policy includes new material on the designation of a district liaison for homeless children and youth, identification of homeless students, confidentiality of student records containing information about a homeless student's living situation, and coordination of services with other entities. Policy also reflects new mandate to adopt policy to ensure participation by district liaisons and other appropriate staff in professional development and other technical assistance activities, and NEW LAW (SB 1068, 2016) which requires the California Department of Education (CDE) to provide specified informational and training materials to district

liaisons. The regulation revises the definitions of "homeless student" and "school of origin," revises the duties of the district liaison, reflects requirement to provide the district liaison's contact information to the CDE and other specified persons, provides that a homeless student will be immediately enrolled even if he/she misses application or enrollment deadlines, and revises the content of the written explanation of the district's decision related to eligibility, school selection, or enrollment. The exhibits have been updated to revise the content of the district's explanation of its decision(s) related to eligibility, school selection, or enrollment and to revise the dispute form for use by parents/guardians who choose to appeal the district's decision.

**COST ANALYSIS/FUNDING SOURCE:**

There are no costs associated with updating these policies and administrative regulations.

**ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:**

Approval

# Westside Union SD

## Board Policy - Revised

### Nondiscrimination In District Programs And Activities

#### Philosophy, Goals, Objectives and Comprehensive Plans

BP 0410(a)

The Board of Trustees is committed to providing equal opportunity for all individuals in education. District programs, including the before and after school programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 1240 - Volunteer Assistance)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032- Reasonable Accommodation)

(cf. 4119.11/4219.11/4319.11- Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3- Nondiscrimination/Harassment)

(cf. 5145.7- Sexual Harassment)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2- Athletic Competition)

(cf. 6164.4 - Identification and Evaluation of individuals for Special Education)

(cf. 6164.6- Identification and Education Under Section 504)

(cf. 6178- Career Technical Education)

(cf. 6200 - Adult Education)

District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, application form, or other recruitment materials distributed to these groups and, as applicable, to the public. As appropriate, such notification shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations and shall be posted on the district's web site and, when available, district-supported social media.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 1312.3- Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6- Parental Notifications)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand, and, when required by law, in a language other than English. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

#### Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. 6163.2- Animals At School)

(cf. 7110- Facilities Master Plan)

(cf. 7111 -Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school a sponsored function,

program, or meeting.

(cf. 6020 - Parent Involvement)  
(cf. 9320- Meetings and Notices)  
(cf. 9322- Agenda/Meeting Materials) Legal Reference:

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Assistant Superintendent, Educational Services  
41914 50<sup>th</sup> St West  
(661) 722-0716

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964  
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended  
2000h-2000h-6 Title IX  
12101-12213 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.101-35.190 Americans with Disabilities Act  
36.303 Auxiliary aids and services  
CODE OF FEDERAL REGULATIONS, TITLE 34  
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI  
104.1-104.39 Section 504 of the Rehabilitation Act of 1973  
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:  
106.9 Dissemination of policy

Management Resources:

~~CSBA PUBLICATIONS~~

~~Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011~~  
~~Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010~~

~~U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS~~

~~Notice of Non-Discrimination, January 1999~~  
~~Protecting Students from Harassment and Hate Crime, January 1999~~  
~~Nondiscrimination in Employment Practices in Education, August 1991~~

~~WEB SITES~~

~~CSBA: <http://www.esba.org>~~  
~~California Department of Education: <http://www.ede.ca.gov>~~  
~~Safe Schools Coalition: <http://www.casafeschoolsecoalition.org>~~  
~~Pacific ADA Center: <http://www.adapacific.org>~~  
~~U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>~~

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991



U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Safe Schools Coalition: <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act:  
<http://www.ada.gov>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: November 19, 2013

Quartz Hill, California

# Westside Union SD

## Board Policy - Revised

### Charter School Oversight

#### Philosophy, Goals, Objectives and Comprehensive Plans

BP 0420.41(a)

The Board of Trustees recognizes its ongoing responsibility to ensure oversee that any charter school the Board has authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

(cf. 0420.4 - Charter School Authorization)

(cf. 0500 - Accountability)

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

The Board and Superintendent or designee may inspect or observe any part of the charter school at any time. The Superintendent or designee shall visit each charter school at least annually. (Education Code 47604.32, 47607)

~~Whenever a charter school operates as or is operated by a nonprofit public benefit corporation as authorized by Education Code 47604, the Superintendent shall recommend and the Board shall appoint a district representative, who may be the district's charter school contact, to serve as a voting or nonvoting member of the corporation's board of directors. The Superintendent or designee shall attend meetings of the charter school board whenever possible and shall periodically meet with a representative of the charter school.~~

#### Waivers

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the Superintendent or designee submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to the SBE on behalf of the charter school.

(cf. 1431 Waivers)

#### Provision of District Services

The charter school may separately purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services, the district and charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between the district and charter school.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school may be charged for the actual costs of the reporting services, but shall not be required the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

#### Material Revisions to Charter

Material revisions to a charter may only be made only with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to expand establish or move operations to one or more additional sites within the district's boundaries, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

#### Monitoring Charter School Performance

The Superintendent or designee shall regularly report to the Board on the charter school's performance, based on the academic and fiscal accountability measures specified in the approved charter.

In providing general oversight of a charter school, the Board and the Superintendent or designee shall determine whether the school complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32.

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33)

The Board shall monitor each charter school to determine whether it is achieving the outcomes for student learning set forth in the charter agreement. In addition, the Board shall determine whether the charter school makes "adequate yearly progress" as defined by the SBE and federal Title I accountability requirements. If a charter school fails to make adequate yearly progress for two or more consecutive years, the Board shall take action for program improvement in accordance with law, Board policy, and administrative regulations.

~~(cf. 0520.2—Title I Program Improvement Schools)~~

~~Evaluation data for the charter school shall be considered in the Board's determination of the renewal or revocation of a charter.~~

~~(cf. 0420.42—Charter School Renewal)~~

~~(cf. 0420.43—Charter School Revocation)~~

The Superintendent or designee shall monitor the charter school to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving, both schoolwide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP).

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, annual update of the school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisory oversight of the school. However, if the district is able to provide substantially rent-free facilities to the charter school, the district may charge up to three percent of the charter school's revenue for actual costs of supervisory oversight or, if the facility is provided under Education Code 47614, the pro-rata share facilities costs calculated pursuant to 5 CCR 11969.7. If the district charges the pro-rata share, it may also charge one percent of the charter school's revenue in oversight fees. (Education Code 47613)

(cf. 7160 - Charter School Facilities)

#### Technical Assistance/Intervention

If, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more student subgroups identified in Education Code 52052, or for all of the student subgroups if the school has fewer than three, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school using an evaluation rubric adopted by the SBE pursuant to Education Code 52064.5

2. May request that the Superintendent of Public Instruction (SPI), with SBE approval,

assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

If a charter school receiving federal Title I funding has been identified for program improvement, it shall implement improvement strategies in accordance with its existing school improvement plan.

(cf. 0520.2 - Title I Program Improvement Schools)

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to the academic achievement of all numerically significant subgroups of students served by the charter school.

(cf. 0420.42 - Charter School Renewal)

(cf. 0420.43 - Charter School Revocation)

## Complaints

Each charter school shall establish and maintain policies and procedures to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4687, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

## School Closure

In the event that the Board revokes or denies renewal of a charter or the school ~~eloses~~ ceases operation for any other reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of the charter is denied, the charter is revoked, or the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records.

(Education Code 47604.32; 5 CCR 11962.1)

Legal Reference:

~~EDUCATION CODE~~

~~220—Nondiscrimination~~

~~17280-17317 Field Act~~

~~17365-17374 Field Act, fitness for occupancy~~

~~35330—Field trips and excursions; student fees~~

~~38080-38086—School meals~~

~~42100—Annual statement of receipts and expenditures~~

~~44237—Criminal record summary~~

~~44830.1 Certificated employees, conviction of a violent or serious felony~~

~~45122.1 Classified employees, conviction of a violent or serious felony~~

~~46201—Instructional minutes~~

~~47600-47616.7—Charter Schools Act of 1992~~

~~47634.2—Nonclassroom-based instruction~~

~~47640-47647 Special education funding for charter schools~~

~~48000—Minimum age of admission for kindergarten; transitional kindergarten~~

~~48010-48011—Minimum age of admission (first grade)~~

~~48907—Students' exercise of free expression; rules and regulations~~

~~48950—Student speech and other communication~~

~~49061—Student records~~

~~49110—Authority of issue work permits~~

~~51745-51749.3—Independent study~~

~~52052 Alternative accountability system~~

~~56026—Special education~~

~~56145-56146 Special education services in charter schools~~

~~60600-60649—Assessment of academic achievement~~

~~60850-60859—High school exit examination~~

~~CORPORATIONS CODE~~

~~5110-6910—Nonprofit public benefit corporations~~

~~GOVERNMENT CODE~~

~~3540-3549.3—Educational Employment Relations Act~~

~~54950-54963—The Ralph M. Brown Act~~

~~LABOR CODE~~

~~1198.5—Personnel records related to performance and grievance~~

~~PENAL CODE~~

~~667.5 Definition of violent felony~~

~~1192.7 Definition of serious felony~~

~~CALIFORNIA CONSTITUTION~~

~~Article 9, Section 5—Common school system~~

~~CODE OF REGULATIONS, TITLE 5~~

~~11700.1-11705—Independent study~~

11960-11969—Charter schools  
CODE OF REGULATIONS, TITLE 24  
101 et seq. California Building Standards Code  
UNITED STATES CODE, TITLE 20  
6311 Adequate yearly progress  
6319—Qualifications of teachers and paraprofessionals  
7223-7225—Charter schools  
CODE OF FEDERAL REGULATIONS, TITLE 34  
200.1-200.78—Accountability  
300.18—Highly qualified special education teachers  
COURT DECISIONS  
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986  
ATTORNEY GENERAL OPINIONS  
89 Ops. Cal. Atty. Gen. 166 (2006)  
80 Ops. Cal. Atty. Gen. 52 (1997)  
78 Ops. Cal. Atty. Gen. 297 (1995)  
CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS  
Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample Copy of a Memorandum of Understanding

——— Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 11-01, November 9, 2011

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program, July 2004

The Impact of the New Title I Requirements on Charter Schools, July 2004

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/es>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

U.S. Department of Education: <http://www.ed.gov>

EDUCATION CODE

215 Suicide prevention policy

220 Nondiscrimination

221.9 Sex equity in competitive athletics

222 Lactation accommodations for students

17280-17317 Field Act

17365-17374 Field Act, fitness for occupancy

35330 Field trips and excursions; student fees  
 38080-38086 School meals  
 39831.3 Transportation safety plan  
 39843 Disciplinary action against bus driver; report to Department of Motor Vehicles  
 42100 Annual statement of receipts and expenditures  
 44030.5 Reporting change in employment status due to alleged misconduct  
 44237 Criminal record summary  
 44691 Information on detection of child abuse  
 44830.1 Certificated employees, conviction of a violent or serious felony  
 45122.1 Classified employees, conviction of a violent or serious felony  
 47600-47616.7 Charter Schools Act of 1992  
 47634.2 Nonclassroom-based instruction  
 47640-47647 Special education funding for charter schools  
 48000 Minimum age of admission for kindergarten; transitional kindergarten  
 48010-48011 Minimum age of admission (first grade)  
 48850-48859 Educational placement of foster youth and homeless students  
 48907 Students' exercise of free expression; rules and regulations  
 48950 Student speech and other communication  
 49011 Student fees  
 49061 Student records  
 49110 Authority of issue work permits  
 49414 Epinephrine auto-injectors  
 49475 Health and safety, concussions and head injuries  
 51224.7 Mathematics placement policy  
 51225.6 Instruction in cardiopulmonary resuscitation  
 51745-51749.3 Independent study  
 52051.5-52052 Academic performance index, applicability to charter schools  
 52060-52077 Local control and accountability plans  
 52075 Uniform complaint procedures  
 56026 Special education  
 56145-56146 Special education services in charter schools  
 60600-60649 Assessment of academic achievement  
 60850-60859 High school exit examination  
 69432.9 Cal Grant program; notification of grade point average  
**CORPORATIONS CODE**  
 5110-6910 Nonprofit public benefit corporations  
**GOVERNMENT CODE**  
 1090-1099 Prohibitions applicable to specified officers  
 3540-3549.3 Educational Employment Relations Act  
 81000-91014 Political Reform Act of 1974  
**HEALTH AND SAFETY CODE**  
 104420 Tobacco Use Prevention Education grant program  
 104559 Tobacco-free schools  
**LABOR CODE**  
 1198.5 Personnel records related to performance and grievance



PENAL CODE

667.5 Definition of violent felony

1192.7 Definition of serious felony

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

Article 16, Section 8.5 Public finance; school accountability report card

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

11700.1-11705 Independent study

11960-11969 Charter schools

15497.5 Local control and accountability plan template

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

UNITED STATES CODE, TITLE 20

6311 State plan

7221-7221j Charter schools

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability

COURT DECISIONS

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

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89 Ops.Cal.Atty.Gen. 166 (2006)

80 Ops.Cal.Atty.Gen. 52 (1997)

78 Ops.Cal.Atty.Gen. 297 (1995)

CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS

Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources:

CSBA PUBLICATIONS

Charter Schools: A Guide for Governance Teams, rev. 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

California School Accounting Manual

Sample Copy of a Memorandum of Understanding

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program: Title V, Part B of the ESEA, April 2011

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

U.S. Department of Education: <http://www.ed.gov>

Policy WESTSIDE UNION SCHOOL DISTRICT  
adopted: November 6, 2012 Quartz Hill, California

# Westside Union SD

## Board Policy - Revised

### Education For Homeless Children

#### Instruction

BP 6173(a)

The Board of Trustees ~~recognizes its obligation~~ desires to ensure that homeless children have access to the same free and appropriate public education provided to other children within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging performance standards as other students.

(cf. 6011 - Academic Standards)

The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3260 - Fees and Charges)

(cf. 5113.1 - Chronic Absence and Truancy)

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.

(cf. 1113 - District and School Web Sites)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6171 - Title I Programs)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Learners)

(cf. 6177 - Summer Learning Programs)

(cf. 6178 - Career and Technical Education)

(cf. 6179 - Supplemental Instruction)

Homeless students shall not be segregated into a separate school or program based on their status as homeless, nor shall homeless students be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

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

(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies

or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

(cf. 1020 - Youth Services)

At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to better support the education of homeless students.

(cf. 0500 - Accountability)

(cf. 6162.51 – State Academic and Achievement Tests)

(cf. 6190 - Evaluation of the Instructional Program)

#### Legal Reference:

##### EDUCATION CODE

2558.2 Use of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

48850 Educational rights of homeless and foster youth ; participation in extracurricular activities

48852.5 Notice of educational rights of homeless students

48852.7 Enrollment of homeless students

48915.5 Recommended expulsion, homeless student with disabilities

48918.1 Notice of recommended expulsion

51225.1-51225.3 Graduation requirements

52060-52077 Local control and accountability plan

##### CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

##### UNITED STATES CODE, TITLE 20

1087vv Free Application for Federal Student Aid; definitions

1232g Family Educational Rights and Privacy Act

6311 Title I State Plan; state and Local Educational Agency report cards

##### UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

12705 Cranston-Gonzalez National Affordable Housing Act; state and local strategies

#### Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

CALIFORNIA DEPARTMENT OF EDUCATION

Homeless Education Dispute Resolution Process, January 30, 2007

NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS

Homeless Liaison Toolkit, 2013

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Dear Colleague Letter, July 27, 2016

Education for Homeless Children and Youth Program, Non-Regulatory Guidance, July 2004-2016

#### WEB SITES

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CACChildWelfareCouncil.aspx>

California Department of Education, Homeless Children and Youth Education:

<http://www.cde.ca.gov/sp/hs/cy>

National Center for Homeless Education at SERVE: <http://www.serve.org/nche>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: June 25, 2015      Lancaster, California

revised: April 4, 2016

# Westside Union SD

## Administrative Regulation - Revised

### Education For Homeless Children

#### Instruction

AR 6173(a)

#### Definitions

*Homeless students* means students who lack a fixed, regular and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; ~~or are abandoned in hospitals; or are awaiting foster care placement~~

(cf. 6173.1 - Education for Foster Youth)

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings

3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

4. Migratory children who qualify as homeless because the children are living in conditions described in item #1-3 above

5. *Unaccompanied youth* includes youth who are not in the physical custody of a parent or guardian (20 USC 11434a)

School of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

*Best interest* means that in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

District Liaison

The Superintendent designates the following staff person as the district liaison for homeless students (42 USC 11432):

Director, Student Support Services  
41914 50th Street West  
Quartz Hill, CA 93536  
(661) 722-0716

The district's liaison for homeless students shall ensure that: (Education Code 48852.5; 42 USC 11432)

1. Homeless students are identified by school personnel and through coordinated activities with other entities and agencies

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)  
(cf. 3553 - Free and Reduced-Price Meals)  
(cf. 5141.6 - Student Health and Social Services)

2. Homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools

3. Homeless families and students children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district

(cf. 5148.3 - Preschool/Early Childhood Education)

4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services

(cf. 5141.6 - School Health Services)

4. 5. Inform parents/guardians are informed of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children

(cf. 5145.6 - Parental Notifications)

5. Notice of the educational rights of homeless students in district schools that provide services to homeless children is disseminated at places where children receive services, such as



~~schools, family shelters, and hunger relief agencies (soup kitchens)~~

~~6. Enrollment disputes are mediated in accordance with law, Board policy and administrative regulation~~

~~7. Parents/guardians are fully informed of all transportation services~~

~~(cf. 3250—Transportation Fees)~~

~~(cf. 3541—Transportation Routes and Services)~~

~~8. When notified pursuant to Education Code 48918.1, assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion~~

~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~

~~9. When notified pursuant to Education Code 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability~~

~~(cf. 5144.2—Suspension and Expulsion/Due Process (Students with Disabilities))~~

~~(cf. 6159—Individualized Education Program)~~

~~10. Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records~~

6. Disseminate notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, family shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.

7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below

8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

(cf. 3541 - Transportation Routes and Services)

9. Ensure that school personnel providing services to homeless students receive professional development and other support

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090

11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the provision of comprehensive data to the state coordinator as required by law

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability.

(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 6159 - Individualized Education Program)

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. He/she shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on the CDE's web site. (42 USC 11432)

## Enrollment

The district shall make placement decisions for homeless students shall be based on the student's best interest. In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian requests otherwise. (42 USC 11432)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

~~When making a placement decision for a homeless student, the Superintendent or designee may consider~~ Such factors may include, but are not limited to, the age of the student, the distance of

the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, ~~consider~~ give priority to the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice, even if the parent/guardian is unable to provide the school with the records normally required for enrollment. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if he/she: (Education Code 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and ~~medical records, including, but not limited to, records or other proof of immunization history~~ records of immunization and other required health records

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical required health records, the principal or designee shall refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian or an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the decision along with a statement regarding the parent/guardian's right to appeal the placement decision. (42 USC 11432)

The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, he/she shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, he/she shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin through the duration of the school year if he/she is in grades K-8.  
(Education Code 48852.7)

#### Resolving Enrollment Disputes

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of the placement decision, which shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

. The written explanation shall include:

1. ~~The district liaison's contact information~~
2. ~~A description of the district's placement decision~~
3. ~~Notice of the student's right to enroll in the school of choice pending resolution of the dispute, including the right to fully participate in all school activities~~
4. ~~Notice of the parent/guardian's right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education~~

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the district liaison and state coordinator, and a brief description of their roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

The district liaison shall work to resolve an enrollment dispute as expeditiously as possible after receiving notice of the dispute. (42 USC 11432)

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the

dispute resolution process

4. Provide them a copy of the dispute form they submit for their records

5. Provide them the outcome of the dispute for their records

If a parent/guardian disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

#### Transportation

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3541 - Transportation Routes and Services)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)

#### Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

## Notification and Complaints

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Regulation     WESTSIDE UNION SCHOOL DISTRICT  
approved: June 25, 2015     Lancaster, California  
revised: April 4, 2016

# Westside Union SD

## Exhibit - Replace

### Education For Homeless Children

#### Instruction

E 6173(a)

Exhibit 1

#### DISTRICT EXPLANATION OF DECISION RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT

Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.

Date: \_\_\_\_\_ Name of person completing form: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): \_\_\_\_\_

Name of unaccompanied student: \_\_\_\_\_

School requested: \_\_\_\_\_

District's placement decision (name of school): \_\_\_\_\_

Action(s) proposed/refused by the district related to eligibility, school selection, or enrollment:

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The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

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Other options that the district considered, if any, included the following options which were rejected for the following reasons:

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Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

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You have the right to appeal this decision to the district Superintendent. To do so, contact the district's homeless liaison listed below within the next 10 days to request a Dispute Form. You may provide written or verbal documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of his/her decision within 5 days.

If you are not satisfied with the Superintendent's decision, you may appeal to the Los Angeles County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The district's homeless liaison can assist you with this appeal.

#### CONTACT INFORMATION:

District Liaison: The district liaison is one of the primary contacts between homeless families and school or district staff. He/she is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

County Liaison: If you appeal the district's decision to the county office of education, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. He/she will notify you of the decision.

Name of County Office of Education homeless liaison: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

State Coordinator: If you appeal the county office's decision to the California Department of Education, the county homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The state coordinator will review the district, county office, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

Name of state homeless coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

#### RIGHTS:

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.

# Westside Union SD

## Exhibit - Replace

### Education For Homeless Children

#### Instruction

E 6173(d)

Exhibit 2

#### DISPUTE FORM

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared verbally with the district's liaison for homeless students.

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

Student's name: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of school requested: \_\_\_\_\_

I wish to appeal the eligibility, school selection, or enrollment decision made by:

\_\_\_ District liaison    \_\_\_ District Superintendent    \_\_\_ County office of education liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation verbally.

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I have been provided with:

- \_\_\_ A written explanation of the district's decision
- \_\_\_ Contact information for the district's homeless liaison
- \_\_\_ Contact information for the county office of education's homeless liaison
- \_\_\_ Contact information for the state homeless coordinator

(7/05) 10/16

## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Scott Brewer, Director Student Support Services

SUBJECT: Memorandum of Understanding 18-02, between Westside Union School District & HATHAWAY-SYCAMORES CHILD AND FAMILY SERVICES (HSCFS)

### BACKGROUND:

Westside Union School District works with various community mental health agencies to provide access to specific services to students with need in this area. This program addresses Therapeutic Behavior Services (TBS) for students, mostly students in foster placements.

### PROGRAM/EDUCATIONAL IMPLICATION:

Hathaway-Sycamore Child and Family Services shall provide counseling/therapy and psychiatric services to Westside Union School District students already receiving Wrap-Around TBS services from their agency. All services shall be provided at no cost to students. Hathaway-Sycamore Child and Family Services will bill Medi-Cal and/or Healthy Families for services provided. ALL students seen must be eligible for EPSDT Medi-Cal with NO share of cost (Full scope) and meet medical necessity based on Medi-Cal criteria. Services are dependent on available funding. ALL services shall be provided by licensed therapists and/or by unlicensed interns under the direct supervision of licensed therapists, licensed physicians and in class positive behavioral interventists.

### COST ANALYSIS:

No cost

### ASSISTAND SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

**AGREEMENT BETWEEN WESTSIDE UNION SCHOOL DISTRICT  
AND HATHAWAY-SYCAMORES CHID AND FAMILY SERVICES**

Westside Union School District  
41914 50<sup>th</sup> Street West  
Quartz Hill, CA 93536  
661-722-0716  
661-722-1046 (Fax)

Hathaway-Sycamores  
210 S. De Lacey Ave #110  
Pasadena, CA 91105-2006  
626-395-7010

THIS MEMORANDUM OF UNDERSTANDING is approved and entered into as of this 5<sup>th</sup> day of October, 2017, by and between Westside Union School District and Hathaway Sycamores Child and Family Services. In consideration of the promises and of the mutual covenants and agreements hereinafter contained, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Westside Union School District and Hathaway Sycamores Child and Family Services do hereby covenant and agree as follows:

1. Term of Agreement:

This Agreement shall commence on October 5, 2017. Thereafter, unless sooner terminated as herein provided, this Agreement shall automatically be renewed annually for successive three (3) year terms.

2. Termination

Either party to this Agreement may terminate the Agreement, with or without cause, upon thirty (30) days prior written notice.

3. Services:

Hathaway Sycamores Child and Family Services shall provide counseling/therapy and psychiatric services to Westside Union School District students (hereinafter, services are collectively referred to as "services"). All services shall be provided at no cost to students. Hathaway Sycamores Child and Family Services will bill Medi-Cal for service provided. ALL students seen must be eligible for EPSDT Medi-Cal with NO share of cost (Full scope) and meet medical necessity based on Medi-Cal criteria. Services are dependent on available funding. ALL services shall be provided by licensed therapists and/or by unlicensed interns under the direct supervision of licensed therapists, licensed physicians and in class positive behavioral interventists.

#### 4. Staff Requirements:

Hathaway Sycamores Child and Family Services shall notify the District of all persons performing services to District students. Hathaway Sycamores Child and Family Services shall also notify the district of all persons no longer performing services to students.

No person shall perform any services or have any contact with students pursuant to this Agreement unless Hathaway Sycamores Child and Family Services first provides Westside Union School District with prior written proof, demonstrating that person's compliance with each of the following requirements:

- A. Each therapist/practitioner providing services pursuant to this agreement shall submit proof of holding an appropriate license or be under the supervision of a therapist holding such license.
- B. Each therapist/practitioner, unlicensed intern, or other person having contact with students pursuant to this Agreement shall submit proof of complying with the tuberculosis examination, in the manner described in Education Code 49406(al) and shall be determined free of active tuberculosis.
- C. Each therapist/practitioner, unlicensed intern or other person having contact with students pursuant to this Agreement shall submit proof of clearance from the Department of Justice, for fingerprinting examination.
- D. In the event Hathaway Sycamores Child and Family Services is notified by the Department of Justice of any circumstance that could potentially change the DOJ Fingerprint clearance status of any therapist/practitioner, unlicensed intern or other person having contact with students a Westside Union School District student, Hathaway Sycamores Child and Family Services agrees to promptly notify Westside Union School District of the change including but not limited to notice of subsequent arrest.

#### 5. Supervision of Staff:

While engaged in the performance of this Agreement, Hathaway Sycamores Child and Family Services is an independent contractor and is not an Officer, agent or employee of Westside Union School District. Hathaway Sycamores Child and Family Services shall be solely responsible for provision of services pursuant to this Agreement, and shall ensure adequate supervision and training of all personnel.

6. Approval:

No person shall perform any services or have any contact with students without prior approval from Westside Union School District. Individuals providing services to district students shall submit a services provider application to Westside Union School District. It is understood that Westside Union School District may grant or deny such approval with or without cause.

7. Parental Consent:

No services shall be provided to any student pursuant to this Agreement without prior written approval from the student's parent/guardian. Hathaway Sycamores Child and Family Services shall develop, and utilize, in all cases and for each student, a standardized parent/guardian consent form.

8. Student Privacy and Pupil Records:

Hathaway Sycamores Child and Family Services shall not have access to student names, addresses, or other pupil record information without prior written parent/guardian consent, as herein provided. Hathaway Sycamores Child and Family Services and Westside Union School District shall jointly develop procedures whereby students may be identified for referral, and whereby referrals may be transmitted to the parent/guardian. All such procedures shall protect student privacy.

Confidentiality of pupil records shall be maintained. Hathaway Sycamores Child and Family Services agrees to maintain any and all pupil records in a secure location.

Additionally, client/pupil records held by Hathaway Sycamores Child and Family Services must be maintained securely and confidentially in accordance with HIPPA Laws to protect patient privacy.

9. Insurance:

Hathaway Sycamores Child and Family Services agrees to maintain in full force and effect throughout the duration of the Agreement a suitable policy or policies of professional and general liability insurance, insurance against all bodily injury, property damage, personal injury, and other loss or liability caused by or connected to Hathaway Sycamores Child and Family Services performances pursuant to this Agreement. Such insurance shall be in amounts not less than 1,000,000 per

occurrence; \$3,000,000 for annual aggregate and \$1,000,000 for property damage. Westside Union School District shall not be subject to any deductible or self-insured retention obligation under such policy or policies, and all such amounts shall be the responsibility of Hathaway Sycamores Child and Family Services.

All insurance required under this Agreement shall be issued as primary policy and contain an endorsement requiring thirty (30) days written notice from the insurance company to both parties hereto before cancellation or change in coverage, scope or amount of any policy, Hathaway Sycamores Child and Family Services, its directors, officers, agents employees and consultants, shall be designated as additional named insured on each and every such policy or policies without obligation for any deductible or self-insured retention as provided in Section 4(b), above. Hathaway Sycamores Child and Family Services shall provide Westside Union School District with certificate(s) of insurance. All insurance shall be primary and noncontributory as respects to Westside Union School District insured entities. Any insurance or self-insured coverage maintained by the School District shall be in excess of the organizations insurance and shall not contribute with it.

10. Indemnity:

Hathaway Sycamores Child and Family Services agrees to indemnify and hold harmless Westside Union School District, its officers, agents, employees, and volunteers against all claims, damages, losses and expenses including attorney's fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the organizations, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence; sole negligence or willful misconduct of the School District.

11. District Facilities and Equipment:

Westside Union School District agrees to provide reasonable and adequate space to Hathaway Sycamores Child and Family Services at mutually convenient times to enable Hathaway Sycamores Child and Family Services to provide Services pursuant to this Agreement. Westside Union School District additionally agrees to provide, Hathaway Sycamores Child and Family Services with access to copiers, facsimile machines and telephones to enable Hathaway Sycamores Child and Family Services to provide Services pursuant to this Agreement.

12. Compliance With Laws:

Both parties shall comply with all applicable State and Federal law.

13. Notices and Approval:



Any notice pursuant to this Agreement shall be made in writing, via United States mail, to the person identified immediately below, which persons shall also be responsible for final approval of all forms and/or procedures referenced herein.

Westside Union School District  
Shawn Cabey  
Assistant Superintendent  
Administrative Services  
41914 N. 50th Street West  
Quartz Hill, CA 93536

Hathaway-Sycamores Child and Family Services  
210 S. De Lacey Ave. #110  
Pasadena, CA 91105-2006  
626-395-7100

IN WITNESS WHEREOF, this MEMORANDUM OF UNDERSTANDING has been executed by the parties hereto as of the date set forth above.

Westside Union School District

By: \_\_\_\_\_  
Shawn Cabey  
Assistant Superintendent

Board Approved Date:

\_\_\_\_\_

Hathaway Sycamores Child and Family Services

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

Print Name: \_\_\_\_\_

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> SullivanCurtisMonroe Insurance Services 1920 Main Street Suite 600 Irvine, CA 92614  www.SullivanCurtisMonroe.com License # 0E83670	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b> 949.250.7172	<b>FAX (A/C, No):</b> 949.852.9762	
<b>INSURED</b> Hathaway-Sycamores Child & Family Services 210 South De Lacey Ave., #110 Pasadena CA 91105	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Philadelphia Indemnity Ins. Company		18058
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES****CERTIFICATE NUMBER:** 33767301**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER: \$0 Deductible	<input checked="" type="checkbox"/>		PHPK1571187	11/1/2016	11/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Westside Union School District, directors, officers, agents, employees, and consultants as additional insured per attached endorsement.

**CERTIFICATE HOLDER****CANCELLATION**Westside Union School District  
41914 N. 50th Street  
Quartz Hills CA 93536-2963

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Linda Gonzales

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AGENCY CUSTOMER ID: HATHAS

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENCY SullivanCurtisMonroe Insurance Services		NAMED INSURED Hathaway-Sycamores Child & Family Services 210 South De Lacey Ave., #110 Pasadena CA 91105
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability (03/16)

HOLDER: Westside Union School District

ADDRESS: 41914 N. 50th Street Quartz Hills CA 93536-2963

#### NAMED INSURED SCHEDULE

Hathaway - Sycamores Child and Family Services  
 The Los Altos Auxiliary of The Sycamores (Soon to be The Los Altos Auxiliary of Hathaway-Sycamores Child & Family Services)  
 The Altadena Junior Circle  
 Las Candelas (auxiliary)  
 The Pasadena Children's Training Society dba: The Sycamores

**K. Key and Lock Replacement – Janitorial Services Client Coverage**

**SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B** is amended to include the following:

We will pay for the cost to replace keys and locks at the "clients" premises due to theft or other loss to keys entrusted to you by your "client," up to a \$10,000 limit per occurrence and \$10,000 policy aggregate.

We will not pay for loss or damage resulting from theft or any other dishonest or criminal act that you or any of your partners, members, officers, "employees", "managers", directors, trustees, authorized representatives or any one to whom you entrust the keys of a "client" for any purpose commit, whether acting alone or in collusion with other persons.

The following, when used on this coverage, are defined as follows:

- a. "Client" means an individual, company or organization with whom you have a written contract or work order for your services for a described premises and have billed for your services.
- b. "Employee" means:
  - (1) Any natural person:
    - (a) While in your service or for 30 days after termination of service;
    - (b) Who you compensate directly by salary, wages or commissions; and
    - (c) Who you have the right to direct and control while performing services for you; or
  - (2) Any natural person who is furnished temporarily to you:
    - (a) To substitute for a permanent "employee" as defined in Paragraph (1) above, who is on leave; or
    - (b) To meet seasonal or short-term workload conditions;while that person is subject to your direction and control and performing services for you.
  - (3) "Employee" does not mean:
    - (a) Any agent, broker, person leased to you by a labor leasing firm, factor, commission merchant, consignee, independent contractor or representative of the same general character; or
    - (b) Any "manager," director or trustee except while performing acts coming within the scope of the usual duties of an "employee."
- c. "Manager" means a person serving in a directorial capacity for a limited liability company.

**L. Additional Insureds**

**SECTION II – WHO IS AN INSURED** is amended as follows:

- 1. If coverage for newly acquired or formed organizations is not otherwise excluded from this

Coverage Part, Paragraph 3.a. is deleted in its entirety and replaced by the following:

- a. Coverage under this provision is afforded until the end of the policy period.
- 2. Each of the following is also an insured:
  - a. **Medical Directors and Administrators** – Your medical directors and administrators, but only while acting within the scope of and during the course of their duties as such. Such duties do not include the furnishing or failure to furnish professional services of any physician or psychiatrist in the treatment of a patient.
  - b. **Managers and Supervisors** – Your managers and supervisors are also insureds, but only with respect to their duties as your managers and supervisors. Managers and supervisors who are your “employees” are also insureds for “bodily injury” to a co-“employee” while in the course of his or her employment by you or performing duties related to the conduct of your business.

This provision does not change Item 2.a.(1)(a) as it applies to managers of a limited liability company.

- c. **Broadened Named Insured** – Any organization and subsidiary thereof which you control and actively manage on the effective date of this Coverage Part. However, coverage does not apply to any organization or subsidiary not named in the Declarations as Named Insured, if they are also insured under another similar policy, but for its termination or the exhaustion of its limits of insurance.

- d. **Funding Source** – Any person or organization with respect to their liability arising out of:

- (1) Their financial control of you; or
- (2) Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

- e. **Home Care Providers** – At the first Named Insured's option, any person or organization under your direct supervision and control while providing for you private home respite or foster home care for the developmentally disabled.
- f. **Managers, Landlords, or Lessors of Premises** – Any person or organization with respect to their liability arising out of the ownership, maintenance or use of that part of the premises leased or rented to you subject to the following additional exclusions:

This insurance does not apply to:

- (1) Any “occurrence” which takes place after you cease to be a tenant in that premises; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of that person or organization.

- g. **Lessor of Leased Equipment – Automatic Status When Required in Lease Agreement With You** – Any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization is to be added as an additional insured on your policy. Such person or

organization is an insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

- h. **Grantors of Permits** – Any state or political subdivision granting you a permit in connection with your premises subject to the following additional provision:
  - (1) This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with the premises you own, rent or control and to which this insurance applies:
    - (a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures;
    - (b) The construction, erection, or removal of elevators; or
    - (c) The ownership, maintenance, or use of any elevators covered by this insurance.
- i. **Vendors** – Only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:
  - (1) The insurance afforded the vendor does not apply to:
    - (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
    - (b) Any express warranty unauthorized by you;
    - (c) Any physical or chemical change in the product made intentionally by the vendor;
    - (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
    - (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
    - (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
  - (i) The exceptions contained in Sub-paragraphs (d) or (f); or
  - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
- (2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing.
- j. **Franchisor** – Any person or organization with respect to their liability as the grantor of a franchise to you.
- k. **As Required by Contract** – Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for "bodily injury," "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations
- l. **Owners, Lessees or Contractors** – Any person or organization, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:
  - (1) Your acts or omissions; or
  - (2) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured when required by a contract.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (a) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- (b) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

**m. State or Political Subdivisions** – Any state or political subdivision as required, subject to the following provisions:

- (1) This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit, and is required by contract.
- (2) This insurance does not apply to:
  - (a) "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
  - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard."

**M. Duties in the Event of Occurrence, Claim or Suit**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Paragraph 2. is amended as follows:

a. is amended to include:

This condition applies only when the "occurrence" or offense is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

b. is amended to include:

This condition will not be considered breached unless the breach occurs after such claim or "suit" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

**N. Unintentional Failure To Disclose Hazards**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, 6. **Representations** is amended to include the following:

It is agreed that, based on our reliance on your representations as to existing hazards, if you should unintentionally fail to disclose all such hazards prior to the beginning of the policy period of this Coverage Part, we shall not deny coverage under this Coverage Part because of such failure.

**O. Transfer of Rights of Recovery Against Others To Us**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, 8. **Transfer of Rights of**



**Recovery Against Others To Us** is deleted in its entirety and replaced by the following:

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

Therefore, the insured can waive the insurer's rights of recovery prior to the occurrence of a loss, provided the waiver is made in a written contract.

**P. Liberalization**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, is amended to include the following:

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

**Q. Bodily Injury – Mental Anguish**

**SECTION V – DEFINITIONS**, Paragraph 3. Is deleted in its entirety and replaced by the following:

"Bodily injury" means:

- a. Bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these; and
- b. Except for mental anguish, includes death resulting from the foregoing (Item a. above) at any time.

**R. Personal and Advertising Injury – Abuse of Process, Discrimination**

If **COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY COVERAGE** is not otherwise excluded from this Coverage Part, the definition of "personal and advertising injury" is amended as follows:

- 1. **SECTION V – DEFINITIONS**, Paragraph 14.b. is deleted in its entirety and replaced by the following:

- b. Malicious prosecution or abuse of process;

- 2. **SECTION V – DEFINITIONS**, Paragraph 14. is amended by adding the following:

Discrimination based on race, color, religion, sex, age or national origin, except when:

- a. Done intentionally by or at the direction of, or with the knowledge or consent of:
  - (1) Any insured; or
  - (2) Any executive officer, director, stockholder, partner or member of the insured;
- b. Directly or indirectly related to the employment, former or prospective employment, termination of employment, or application for employment of any person or persons by an insured;

## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Revised and New Board Policy and Administrative Regulations - First Reading

### BACKGROUND:

Annually policies are reviewed by CSBA and changes are suggested as a result of either recent judicial rulings or legislative enactment. Changes suggested by CSBA make our policies consistent with law.

### PROGRAM/EDUCATIONAL IMPLICATION:

#### **Administrative Regulation 4112.2, Appointment and Conditions of Employment – New**

This new regulation outlines the priorities for hiring when a teacher with a preliminary or clear credential is unavailable. The regulation also reflects Title 5 regulations which provide that the provisional internship permit is not renewable and change the timelines for reissuance of emergency permits. Material on advanced certification through the National Board for Professional Teacher Standards (NBPTS) updated to reflect AB97-2013, which eliminated categorical funding for incentive awards to NBPTS-certificated teachers

#### **Administrative Regulation 4112.21, Interns – Revised**

The regulation was reorganized to delete separate sections for university and district intern programs since all programs are subject to the same CTC program standards and Title 5 regulations addressing support/supervisions of interns. The regulation also deletes material on the enhanced intern program as well as the alternative certification program designed to address teacher shortages in geographic or subject matter areas, as those programs were eliminated by AB 97, 2013.

#### **Administrative Regulation 4112.23, Qualifications/Assignment of Special Education Teachers - New**

This new regulation outlines the qualifications and assignments of Special Education Teachers and Resource Specialists, as well as, caseloads for each.

#### **Board Policy 4117.13, Early Retirement Option – New**

This new policy gives the Governing Board the option to offer certificated employees the option to retire early in accordance with the law.

#### **Administrative Regulation 4217.11, Preretirement Part-Time Employment – New**

This new policy clarifies that the regulation is mandated for districts that choose to offer a reduced workload program, which allows classified employees who are members of the Public employees' Retirement System to reduce their workload to part time while continuing to receive the service credit and other benefits they would

have received as full-time employees.

**Administrative Regulation 4222, Teacher Aides/Paraprofessionals – Revised**

The regulation has been updated to delete material on the qualifications and duties of paraprofessionals working in a program supported by Title I funds, as those requirements were repealed by the Every Student Succeeds Act. The regulation also consolidates options for the requirement that paraprofessionals demonstrate proficiency in reading, writing and mathematics equivalent to or exceeding the proficiency required for high school seniors.

**Administrative Regulation 4261.1, Personal Illness/Injury Leave – Revised**

The regulation has been updated to reflect AB 304, which amends the Healthy Workplaces, Healthy Families Act to authorize sick leave accrual on a basis other than one hour for each 30 hours worked; exclude retired annuitants who have not reinstated to the applicable public retirement system from participation in these leave benefit provisions; and provide that the district has no obligation to inquire into or record the purposes for which an employee uses sick leave or paid time off.

**COST ANALYSIS/FUNDING SOURCE:**

There are no costs associated with updating these policies and administrative regulations.

**DEPUTY SUPERINTENDENT’S RECOMMENDATION:**

Approval

# **WESTSIDE UNION SD**

## **Administrative Regulation - New**

### **Appointment And Conditions Of Employment**

#### **Personnel**

AR 4112.2(a)

Upon recommendation from the Superintendent or designee, the Governing Board shall approve the appointment of all certificated personnel. The position and the salary classification shall be reported to the Board at a regular meeting.

(cf. 4111/4211/4311 - Recruitment and Selection)  
(cf. 4121 - Temporary/Substitute Personnel)

Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and Board policy (Education Code 44250-44279, 44330)

(cf. 4112.2 - Certification)  
(cf. 4112.21 - Interns)

2. Demonstrate proficiency in basic skills as required by law and Board policy (Education Code 44252.5, 44830)

3. Submit to fingerprinting as required by law (Education Code 44830.1)

4. Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (Education Code 44830.1)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)  
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

5. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 44836)

6. Not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

7. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 44837)

8. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 44836)

9. Submit to a physical examination, tuberculosis testing and/or provide a medical certificate as required by law and Board policy (Education Code 44839, 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

10. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service or, if no such document is available, other suitable evidence of the termination of service (Education Code 44838)

11. File the oath or affirmation of allegiance required by Government Code 3100-3109

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

12. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Legal Reference:

EDUCATION CODE

35161 Powers and duties

44008 Effect of termination of probation

44009 Conviction of specified crimes; definitions

44010 Sex offense

44011 Controlled substance offense

44066 Limitation on certification requirements

44250-44277 Credential types

44330 Effect of registration of certification document

44830.1 Felons; certificated positions; criminal record summary; fingerprints

44836 Employment of person convicted of sex offenses or controlled substance offenses

44837 Employment of sexual sociopath

44838 Statement of military service

44839 Medical certificate

44839.5 Medical certificate for retirant

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oaths or affirmations of allegiance for disaster service workers and public employees

12940-12950 Unlawful employment practices

HEALTH AND SAFETY CODE

1596.7995 Immunization requirements for employees in child care center or preschool

1597.055 Teachers in day care centers

PENAL CODE

290 Registration of sex offenders

290.95 Disclosure by persons required to register as sex offenders

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

WELFARE AND INSTITUTIONS CODE

6300-6332 Sexual psychopaths

(3/02 7/04) 5/16

# **WESTSIDE UNION ESD**

## **Administrative Regulation - Revised**

### **Interns**

#### **Personnel**

AR 4112.21(a)

#### Memorandum of Understanding

Before interns employed by the district assume daily teaching responsibilities, a signed memorandum of understanding shall be in place between the district and the partner college/university detailing the support and supervision that will be provided to interns. (5 CCR 80033)

(cf. 4112.2 - Certification)

The memorandum of understanding shall include, but not be limited to:

1. Specific responsibilities of the program supervisor
2. Qualifications, identification, terms of employment, roles and responsibilities, and training of individual(s) to provide on-site support to interns
3. Allocation of additional personnel, time, and resources for interns who have not yet earned an English learner authorization
4. Expectations regarding the type and frequency of support
5. The process of communication between the program supervisor and on-site support personnel
6. Documentation, monitoring, and evaluation of site support

The district may enter into an agreement to employ college/university staff to supervise interns and may pay for the supervision of interns out of district funds. Salary payments may be met by proportionately reducing the salaries of paid interns, provided that no more than eight interns are supervised by one staff member, the district salary normally paid to interns is not reduced by more than one-eighth, and the intern is not paid less than the minimum salary required by the state for a regularly certificated teacher. (Education Code 44461-44462)

#### Support and Supervision of Interns

The Superintendent or designee shall collaborate with the college/university teacher preparation program to design structured guidance of interns, regular site-based support and supervision, and a sequence of supervised fieldwork that includes planned observations, consultations, reflections,

and individual and small-group teaching opportunities.

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

Support and supervision provided to interns shall include the following: (Education Code 44830.3; 5 CCR 80033)

1. Professional Development Plan: The Superintendent or designee shall, in cooperation with the college/university, counsel each intern and, with the concurrence of the intern, shall develop a plan for the intern to complete the requirements to earn a credential in the content or specialty area(s) of the intern credential.

The plan shall include the components described in Education Code 44830.3, including, but not limited to, provisions for at least 120 clock hours (or the semester or quarter unit equivalent) of mandatory preservice training tailored to the grade level or class to be taught, additional instruction during the first semester or first year of service when required, and an annual evaluation of the intern.

2. Assignment of Mentor Teacher: Before an intern assumes daily teaching responsibilities, the Superintendent or designee shall assign him/her a mentor teacher who possesses a valid corresponding life or clear teaching credential and a minimum of three years of successful teaching experience.

The intern shall receive support from a mentor teacher who is assigned to the same school. If two or more mentor teachers are assigned to an intern, at least one of them shall be experienced in the curricular area(s) of the intern's assignment.

3. Support During School Year: Support and supervision shall include coaching, modeling, and demonstrating within the classroom. In addition, the intern shall receive assistance with course planning and with problem-solving regarding students, curriculum, and effective teaching methodologies.

Such support and supervision shall be provided for a minimum of 144 hours per school year or, for late hires, four hours multiplied by the number of instructional weeks remaining in the school year. At least two hours of support and supervision shall be provided every five instructional days.

4. Additional Support Addressing the Needs of English Learners: For any intern who enters the intern program without a valid English learner authorization, bilingual authorization, or crosscultural, language, and academic development certificate, the Superintendent or designee shall identify an individual who will be immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language-accessible instruction through in-classroom modeling and coaching as needed. This individual may be the same mentor identified



in item #2 above, provided he/she possesses an English learner authorization and will be immediately available to assist the intern.

In addition, the district and college/university shall provide such interns with additional support and supervision, including in-classroom coaching, specific to the needs of English learners. Such support and supervision shall be provided for 45 hours per school year or, for late hires, five hours multiplied by the number of months remaining in the school year.

An intern who passes the California Teaching English Learners examinations may be exempted from these requirements.

(cf. 4112.22 - Staff Teaching English Language Learners)

#### Early Completion Option

The Superintendent or designee shall inform qualified interns preparing for a multiple or single subject credential of the early completion option which allows them to challenge certain requirements of the intern program in areas where they have demonstrated competence.

In order to complete the intern program early and be recommended for a preliminary credential, candidates shall meet all requirements of the intern credential and the additional assessments and coursework specified in Education Code 44468.

# **WESTSIDE UNION SD**

## **Administrative Regulation - New**

### **Special Education Staff**

#### **Personnel**

AR 4112.23(a)

#### **Qualifications/Assignment of Special Education Teachers**

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization issued by the Commission on Teacher Credentialing (CTC) that specifically authorizes him/her to teach students with the primary disability within the program placement recommended in the students' individualized education program (IEP). (5 CCR 80046.1-80048.9.4)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

The district may employ a person with an appropriate district intern credential to provide classroom instruction to students with disabilities, provided he/she has met the subject matter requirement specified in Education Code 44325 and receives guidance, supervision, and professional development through an established district intern program. (Education Code 44325, 44326, 44830.3)

(cf. 4112.21 - Interns)

The Superintendent or designee may request that the CTC issue a special education limited assignment teaching permit which authorizes a qualified special education teacher, with his/her written consent, to serve outside the specialty area of his/her credential. If the teacher has not yet obtained permanent status, the Superintendent or designee shall assign one or more experienced educators in the special education subject area(s) of the permit, who have at least three years of full-time teaching experience in each of the subject area(s) of the permit, to provide guidance and assistance to the permit holder. (5 CCR 80026, 80027.1)

As needed, the district may apply to the CTC for an emergency permit for resource specialist services pursuant to 5 CCR 80023.2 and 80024.3.1.

When requesting either a limited assignment teaching permit or an emergency resource specialist permit, the Superintendent or designee shall submit a Declaration of Need for Fully Qualified Educators that satisfies the requirements of 5 CCR 80026 and has been approved by the Board at a regularly scheduled Board meeting. (5 CCR 80026)

If there is a need to immediately fill a classroom vacancy or a suitable credentialed teacher

cannot be found after a diligent search, the Superintendent or designee may, as appropriate, apply to the CTC for a short-term staff permit pursuant to 5 CCR 80021, a provisional internship permit pursuant to 5 CCR 80021.1, or, as a last resort, a credential waiver.

Individuals providing related services to students with disabilities, including developmental, corrective, and other supportive and related services, shall meet the applicable qualifications specified in 5 CCR 3051-3051.24. (5 CCR 3051; 34 CFR 300.34, 300.156)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

The Superintendent or designee shall provide ongoing professional development as needed to assist special education staff in updating and improving their knowledge and skills.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Whenever a candidate for a clear education specialist credential is employed by the district, the Superintendent or designee shall, within 60 days of employment, collaborate with the candidate and, as applicable, with the college or university to develop an individualized induction plan including supported induction and job-related course of advanced preparation. (5 CCR 80048.8.1)

(cf. 4131.1 - Teacher Support and Guidance)

#### Resource Specialists

The duties of resource specialists shall include, but are not limited to: (Education Code 56362; 5 CCR 80070.5)

1. Providing instruction and services for students with disabilities whose needs have been identified in an IEP
2. Conducting educational assessments
3. Providing information and assistance for students with disabilities and their parents/guardians
4. Providing consultation, resource information, and material regarding students with disabilities to staff members in the regular education program and the students' parents/guardians
5. Coordinating special education services with the regular school program for each student with disabilities enrolled in the resource specialist program

6. Monitoring student progress on a regular basis, participating in the review and revision of IEPs as appropriate, and referring students who do not demonstrate appropriate progress to the IEP team

Any student who receives resource specialist services shall be assigned to regular classroom teacher(s) for a majority of the school day, unless his/her IEP team approves enrollment in the resource specialist program for a majority of the school day. (Education Code 56362; 5 CCR 80070.5)

Resource specialists shall not simultaneously be assigned to serve as resource specialists and to teach regular classes. (Education Code 56362)

The district's resource specialist program shall be under the direction of a resource specialist who possesses the qualifications specified in Education Code 56362.

#### Caseloads

The Superintendent or designee shall ensure that caseloads for special education teachers are within the maximum caseloads established by law, the collective bargaining agreement, and/or the comprehensive plan of the Special Education Local Plan Area (SELPA) in which the district participates.

(cf. 0430 - Comprehensive Local Plan for Special Education)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 4141/4241 - Collective Bargaining Agreement)

No resource specialist shall have a caseload which exceeds 28 students. As necessary and with the agreement of the resource specialist, the Governing Board may request a waiver from the State Board of Education to increase the caseload to no more than 32 students, provided that an individual resource specialist does not have a caseload exceeding 28 students for more than two school years and has the assistance of an instructional aide at least five hours daily during the period of the waiver. (Education Code 56362, 56362.1; 5 CCR 3100)

(cf. 1431 - Waivers)

The average caseload for language, speech, and hearing specialists shall not exceed 55 cases, unless the SELPA plan specifies a higher average caseload and states the reasons for the higher average caseload. The maximum caseload for speech and language specialists exclusively serving children with disabilities age 3-5 years shall not exceed 40. (Education Code 56363.3, 56441.7)

#### Legal Reference:

EDUCATION CODE

8264.8 Staffing ratios

44250-44279 Credentials, especially:  
44256 Credential types, specialist instruction  
44258.9 Assignment monitoring  
44265-44265.9 Special education credential  
44325-44328 District interns  
44830.3 District interns, supervision and professional development  
56000-56865 Special education, especially:  
56195.8 Adoption of policies  
56361 Program options  
56362-56362.5 Resource specialist program  
56363.3 Maximum caseload; language, speech, and hearing specialists  
56440-56441.7 Programs for individuals between the ages of three and five years; caseloads

CODE OF REGULATIONS, TITLE 5

3051.1-3051.24 Staff qualifications to provide related services to students with disabilities  
3100 Waivers of maximum caseload for resource specialists  
80021 Short-term staff permit  
80021.1 Provisional internship permit  
80023.2 Emergency permits  
80025.4 Substitute teaching, special education  
80026 Declaration of need for fully qualified educators  
80027.1 Special education limited assignment teaching permit  
80046.1 Adapted physical education specialist  
80046.5 Credential holders authorized to serve students with disabilities  
80047-80047.9 Credentials to provide instructional services to students with disabilities  
80048-80048.9.4 Credential requirements and authorizations  
80070.1-80070.6 Resource specialists

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

300.8 Definition of autism  
300.34 Related services  
300.156 Special education personnel requirements

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Special Education Teaching and Services Credentials, Added Authorizations in Special Education, and Limited Assignment Permits for California Prepared Teachers: Frequently Asked Questions, May 26, 2014

Education Specialist Teaching and Other Related Services Credential Program Standards, 2012

WEB SITES

California Association of Resource Specialists and Special Education Teachers:

<http://www.carsplus.org>

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

California Speech-Language-Hearing Association: <http://www.csha.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>  
National Association of Special Education Teachers: <http://www.naset.org>

(11/10 10/15) 5/16

# **WESTSIDE UNION SD**

## **Board Policy - New**

### **Early Retirement Option**

#### **Personnel**

BP 4117.13(a)

When it is beneficial to the district, the Governing Board may offer certificated employees the option to retire early in accordance with law.

#### **Two Years of Service Credit Retirement Incentive**

As an incentive to early retirement for certificated employees participating in the State Teachers' Retirement System (STRS), the Board may offer such employees an additional two years of service credit. (Education Code 22714, 44929)

Before taking formal action to approve this service incentive, the Board shall determine that encouraging early retirement would be in the best interest of the district due to the curtailment of services or changes in the manner in which services are performed and that the retirement will result in a net savings to the district. The Board shall demonstrate and certify to the County Superintendent of Schools that the formal action taken would result in a net savings to the district. (Education Code 22714, 44929)

The Board may also consider the impact of the early retirement option on the staffing needs of district schools.

To be eligible for the two years of service credit option, the employee must have five or more years of service credit and must retire during a period of 60 to 120 days after the Board takes formal action to implement the option. (Education Code 22714)

In providing the early retirement option, the district shall meet all conditions as specified in Education Code 22714 and 44929.

#### **Two + Two Retirement Incentive: 2 Years of Service Credit + 2 Years of Age Credit**

As an incentive to early retirement for certificated employees participating in the State Teachers' Retirement System, the Board may offer an additional two years of service credit and two years of age credit to employees who retire within the "window period" established by the Board in a Memorandum of Understanding or by Board action prior to January 1, 2005 pursuant to repealed Education Code 22714.5.

Legal Reference:

EDUCATION CODE

22714 Service credit under STRS; additional two years

44929 Service credit under STRS; additional two years

COURT DECISIONS

United Teacher of Los Angeles v. Los Angeles Unified School District (1994) 24 Cal.App. 4th 1510

Management Resources:

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM PUBLICATIONS

Retirement Incentive Program, Frequently Asked Questions

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

(3/04 7/06) 5/16



# **WESTSIDE UNION SD**

## **Administrative Regulation - New**

### **Preretirement Part-Time Employment**

#### **Personnel**

AR 4217.11(a)

When the Governing Board has adopted the reduced workload program, any classified employee may reduce his/her workload from full time to part time in accordance with applicable law, district regulations, and collective bargaining agreement.

When so authorized, any classified employee who is a member of the Public Employees' Retirement System may reduce his/her workload from full time to part time without losing retirement benefits, if all of the following conditions are met: (Education Code 45139)

1. The employee shall have reached the age of 55 prior to the workload reduction.
2. The employee shall have been employed full time in a classified position for at least 10 years, of which the immediately preceding five years were full-time employment.
3. During the period immediately preceding a request for reduction in workload, the employee shall have been employed full time in a classified position for a total of at least five years without a break in service.
4. The option of part-time employment shall be exercised at the request of the employee and can be revoked only with the mutual consent of the employee and the district.
5. The employee shall be paid a salary that is the pro rata share of the salary he/she would be earning had the employee not elected to exercise the option of part-time employment.
6. The employee shall retain all other rights and benefits for which he/she makes the payments that would be required if he/she remained in full-time employment. The employee shall receive health benefits in the same manner as a full-time classified employee.

(cf. 4154/4254/4354 - Health and Welfare Benefits)

7. The minimum part-time employment shall be the equivalent of one-half of the number of hours of service required by the employee's contract during his/her final year of service in a full-time classified position.
8. The period of the part-time employment shall not exceed five years.
9. The period of part-time employment shall not extend beyond the end of the school year during which the employee reaches his/her 70th birthday.

Prior to the reduction of an employee's workload, the Superintendent or designee shall verify the employee's eligibility for the reduced workload program. (Government Code 20905)

The Superintendent or designee shall maintain the necessary records to separately identify each employee who participates in the reduced workload program. (Government Code 20905)

(cf. 3580 - District Records)

The district may allow any classified employee who is not eligible for the reduction of workload pursuant to Education Code 45139 to reduce his/her workload from full time to part time after determining that it is in the best interest of the district. In any such case, the Board shall specify the terms and conditions under which the reduction in workload shall take place.

Legal Reference:

EDUCATION CODE

45139 Reduced workload for classified employees

GOVERNMENT CODE

20000-21703 Public Employees' Retirement System, especially:

20905 Reduced workload program, classified employees

53201 Health and welfare benefits

COURT DECISIONS

Praiser v. Biggs Unified School District (2001) 87 Cal.App.4th 398

Management Resources:

WEB SITES

California Public Employees' Retirement System: <http://www.calpers.ca.gov>

(12/90) 5/16

# **WESTSIDE UNION SD**

## **Administrative Regulation - Revised**

### **Teacher Aides/Paraprofessionals**

#### **Personnel**

AR 4222

#### **Qualifications**

No person shall be initially assigned to assist in instruction as a paraprofessional unless he/she has demonstrated proficiency in reading, writing, and mathematics skills up to or exceeding that required for local high school seniors pursuant to Education Code 51220(a) and (f). (Education Code 45330, 45344.5, 45361.5)

A paraprofessional who has passed a proficiency test in another district and was employed in the same capacity shall be considered to have met the district's proficiency standards, unless the district determines that the other district's test is not comparable. (Education Code 45344.5, 45361.5)

#### **Duties**

A paraprofessional shall perform only such duties as, in the judgment of the certificated personnel to whom the paraprofessional is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45330)

(cf. 4112.2 - Certification)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6171 - Title I Programs)

Instructional aides need not perform their duties only in the physical presence of the teacher, but the teacher shall retain responsibility for the instruction and supervision of the students in his/her charge. (Education Code 45344)

#### **Parental Notification**

At the beginning of each school year, parents/guardians shall be notified that they may request information regarding whether their child is provided services by a paraprofessional and, if so, the paraprofessional's qualifications. (20 USC 6312)

(cf. 5145.6 - Parental Notifications)

# Westside Union ESD

## Administrative Regulation - Revised

### Personal Illness/Injury Leave

#### Personnel

AR 4261.1(a)

Classified employees employed five days a week are entitled to 12 days leave of absence with full pay per fiscal year for personal illness or injury (sick leave). Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee whose work hours are so few as to entitle him/her to less than 24 hours of paid sick leave per fiscal year shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 45191; Labor Code 245-249)

(cf. 4161/4261/4361 - Leaves)

#### Use of Sick Leave

A classified employee may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact with other persons having a contagious disease during the employee's performance of his/her duties (Education Code 45199)

2. Pregnancy, childbirth, and recovery (Education Code 45193)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity as specified in Education Code 45207

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

4. Medical or dental appointments, in increments of not less than one hour

5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

(cf. 4261.11 - Industrial Accident/Illness Leave)

6. Illness of the employee's child, parent, spouse, domestic partner, or domestic partner's child for up to the amount of leave that would be accrued during six months for personal illness or injury (Labor Code 233)

7. Need of the employee or his/her family member, as defined in Labor Code 245.5, for diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 246.5)

8. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 246.5)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if he/she accepts employment in another district, county office of education, or community college district within one year of the termination of employment, he/she shall be entitled to request that the district transfer his/her accumulated sick leave to his/her new employer. (Education Code 45202)

#### Notification of Absence

An employee shall notify their immediate supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

#### Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

Each year, each regular classified employee shall be credited with no fewer than 100 working days of paid leave for personal illness or injury, including current year and accumulated days of leave. When the current year and accumulated days at full pay are exhausted, the remainder of the 100 days shall be compensated at 50 percent of the employee's regular salary. Any of the 100 days of leave not used during the year in which they are credited shall be forfeited and shall not accumulate from year to year. This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled. (Education Code 45196)

#### Extension of Leave

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

(cf. 4216 - Probationary/Permanent Status)

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be offered reemployment in the first vacancy in the classification of his/her previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)

#### Verification Requirements

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may, at any time, require additional written verification by the employee's physician or medical practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to work and stipulating any recommended restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

#### Short-Term and Substitute Employees

Except for a retired annuitant who is not reinstated to the retirement system, any short-term or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

Any short-term or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

#### Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee

shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
    - a. That an employee is entitled to accrue, request, and use paid sick days
    - b. The amount of sick days provided by Labor Code 245-249
    - c. The terms of use of paid sick days
    - d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her
  2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
  3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
- (cf. 4112.9/4212.9/4312.9 - Employee Notifications)
4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Legal Reference:

EDUCATION CODE

45103 Substitute employees

45190 Leaves of absence and vacations

45191 Leaves of absence for illness and injury

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45202 Transfer of accumulated sick leave and other benefits

LABOR CODE

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

245-249 Healthy Workplaces, Healthy Families Act of 2014

COURT DECISIONS



AR 4261.1(f)

California School Employees Association v. Colton Joint Unified School District, (2009) 170  
Cal.App.4th 957

California School Employees Association v. Tustin Unified School District, (2007) 148  
Cal.App.4th 510

ATTORNEY GENERAL OPINIONS  
53 Ops.Cal.Atty.Gen. 111 (1970)

(7/07 12/14) 12/15

## BOARD AGENDA

October 3, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Revised Board Policy and Administrative Regulation  
First Reading

### BACKGROUND:

#### **Board Policy/Administrative Regulation 3351 – Revised – Food Service Operations/Cafeteria Plan**

[Revised District Policy and Regulation to align with applicable statutes (CSBA)]

Policy and regulation updated to reflect NEW FEDERAL GUIDANCE (U.S. Department of Agriculture Memorandum SP 46-2016 and SP 23-2017) which mandates any district participating in the National School Lunch and/or Breakfast Program to adopt a written policy on meal charges, including the collection of delinquent meal charge debt, no later than July 1, 2017, and to annually communicate that policy to parents/guardians. Policy and regulation also reflect NEW STATE GUIDANCE (California Department of Education Management Bulletin SNP-03-2017) which requires district policy to ensure that students with unrecovered or delinquent meal charge debt are not overtly identified, requires that debt collection efforts are consistent with specified cost principles, and establishes conditions for reclassifying unpaid debt as bad debt. Policy also revised to reflect the Buy American provision of federal regulations which requires districts, to the maximum extent practicable, to purchase domestically grown and processed foods.

#### **Board Policy 7214 – Revised – General Obligation Bonds**

[Revised District Policy to align with applicable statutes (CSBA)]

Policy updated to reflect NEW LAW (SB 1029, 2016) which requires the board to adopt a debt management policy prior to issuing any debt, including a general obligation bond, and to certify to the California Debt and Investment Advisory Commission that any proposed issuance of debt is consistent with the district's policy. Policy also reflects NEW LAW (AB 2116, 2016) which requires the board to obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor, and NEW LAW (AB 2738, 2016) which prohibits districts from withdrawing proceeds from bond sales at any time for the purpose of making investments outside the county treasury. Policy also adds caution that some uses of bond proceeds that are specified in the Education Code for bond elections with a 66.67 percent threshold may be inconsistent with the California Constitution and encourages consultation with legal counsel.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING:

There are no costs associated with updating this regulation

### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

# Westside Union SD

## Board Policy - Revised

### Food Service Operations/Cafeteria Fund

#### Business and Noninstructional Operations

BP 3551(a)

The Board of Trustees intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. To ensure program quality and to increase cost effectiveness the Superintendent or designee, shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)  
(cf. 3300 - Expenditures and Purchases)  
(cf. 3311 - Bids)  
(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 3552 - Summer Meal Program)  
(cf. 5030 - Student Wellness)

The Superintendent or designee shall ensure that all food services personnel possess appropriate the required qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program; in accordance with law.

(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

#### Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.

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

(cf. 3553 - Free and Reduced Price Meals)  
(cf. 5145.3 - Nondiscrimination/Harassment)

Meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments, and shall clearly communicate these procedures and related district policies to students and parents/guardians. The procedures adopted by the Superintendent or designee shall conform with 2 CFR 200.426 and any applicable CDE guidance, and shall not overtly identify students with unrecovered or delinquent debt or treat them differently than other students.

#### Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries and benefits of food service employees shall be paid from the cafeteria fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3230 - Federal Grant Funds)  
(cf. 3400 - Management of District Assets/Accounts)  
(cf. 3460 - Financial Reports and Accountability)

#### Contracts with Outside Services

With Board approval, the district may enter into a contract for food service management services or food service consulting services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)  
(cf. 3600 - Consultants)

## Procurement of Foods

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the exception.

## Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

## Legal Reference:

### EDUCATION CODE

- 38080-38086 Cafeteria, establishment and use
- 38090-38095 Cafeterias, funds and accounts
- 38100-38103 Cafeterias, allocation of charges
- 42646 Alternate payroll procedure
- 45103.5 Contracts for management consulting services; restrictions
- 49490-49493 School breakfast and lunch programs
- 49500-49505 School meals
- 49554 Contract for services
- 49550-49562 Meals for needy students

### HEALTH AND SAFETY CODE

- 113700-114437 California Retail Food Code

### CODE OF REGULATIONS, TITLE 5

- 15550-15565 School lunch and breakfast programs

### UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs  
1771-1791 Child nutrition, including:  
1773 School breakfast program  
CODE OF FEDERAL REGULATIONS, TITLE 2  
200.56 Indirect costs, definition  
200.400-200.475 Cost principles  
200 Appendix VII Indirect cost proposals  
~~225 Cost Principles for State, Local, and Indian Tribal Governments~~  
CODE OF FEDERAL REGULATIONS, TITLE 7  
210.1-210.31 National School Lunch Program  
220.1-220.21 National School Breakfast Program  
250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, Management Bulletin, SNP-03-2017, April 2017

Cafeteria Funds--Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012

Storage and Inventory Management of United States Department of Agriculture (USDA)

Donated Foods, Management Bulletin USDA-FDP-02-2010, August 2010

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-046-200815, ~~February 2008~~ May 2015

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, Management Bulletin 00-111, July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

FAQs About School Meals

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

~~Financial Management of the School Meal Programs, Correspondence, August 30, 2013~~

Indirect Costs: Guidance for State Agencies and School Food Authorities, ~~2011~~ SP 60-2016, September 2016

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

~~U.S. DEPARTMENT OF EDUCATION GUIDANCE~~

~~FAQs About School Meals~~

WEB SITES

BP 3551(e)

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

U.S. Department of Education: <http://www.ed.gov>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: June 26, 2014 Quartz Hill, California

# Westside Union SD

## Administrative Regulation - Revised

### Food Service Operations/Cafeteria Fund

#### Business and Noninstructional Operations

AR 3551(a)

#### Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 3552 - Summer Meal Program)  
(cf. 3553 - Free and Reduced Price Meals)  
(cf. 3555 - Nutrition Program Compliance)

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

(cf. 1113 - District and School Web Sites)  
(cf. 5145.6 - Parental Notifications)

#### Unpaid and Delinquent Meal Charges

Students and their parents/guardians shall be notified whenever their account has a zero negative



balance. Whenever a student's account has an unpaid balance of \$25 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

The Superintendent or designee may enter into a repayment plan with a student's parents/guardians for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.

### Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the CDE using the online Child Nutrition Information and Payment System.

## Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Board of Trustees shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091,)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII-225, and the California School Accounting Manual, and the Education Code 38100-38103, 2 CFR 255. (~~Education Code 38091, 38101; 2 CFR 255~~).

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 210.14)

## U.S. Department of Agriculture Foods

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation
5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

~~USDA foods shall be used in school lunches as far as practicable, but also may be used in other nonprofit food service activities, with any revenues accruing to the district's nonprofit food service account. Such activities may include school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students. (7 CFR 250.60)~~

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

### Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212 - Appointments and Conditions of Employment)

Regulation WESTSIDE UNION SCHOOL DISTRICT  
approved: June 26, 2014 Quartz Hill, California

# Westside Union SD

## Board Policy - Revised

### General Obligation Bonds

#### Facilities

BP 7214(a)

~~The Board of Trustees desires to provide adequate facilities in order to enhance student learning and to help the district achieve its vision for educating district students. To that end, the Board may order an election on the question of whether bonds shall be issued for school facilities when, in the Board's judgment, it is advisable and in the best interest of district students.~~

The ~~Governing Board~~ Board of Trustees recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

(cf. 1160 - Political Processes)  
(cf. 7110 - Facilities Master Plan)  
(cf. 7210 - Facilities Financing)

~~The Board shall determine the appropriate size of the bond in accordance with law.~~

The Board's decision to order a bond election, as well as its determinations regarding the appropriate amount, timing, and structure of the bond issuance, shall be consistent with law and the district's debt management policy.

(cf. 3470 - Debt Issuance and Management)

Before ordering a bond election, the Board shall obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor. (Education Code 15100)

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

#### Bonds Requiring 55 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the

Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

(cf. 9323.2 - Actions by the Board)

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the school district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities and the refunding of any outstanding debt issuance used for the purposes specified in items #1-2 above. (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. A requirement Certification that proceeds from the sale of the bonds be used only for the purposes specified above, as detailed in California Constitution Article 13A, Section 1(b)(3), and not for any other purposes including teacher and administrative salaries and other school operating expenses

2. A list of specific school facility facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

(cf. 0440 - District Technology Plan)  
(cf. 0450 - Comprehensive Safety Plan)  
(cf. 6151 - Class Size)

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed

4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' advisory oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

(cf. 1220 - Citizen Advisory Committees)  
(cf. 9324 - Minutes and Recordings)

The Superintendent or designee shall ensure that the annual, independent performance and financial audits ~~conducted~~ required pursuant to items #3 and #4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards. He/she shall submit the audits to the citizens' oversight committee by March 31 of each year. (Education Code 15286)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

#### Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Subject to limits specified in Article 13A, Section 1 of the California Constitution, Bbonds shall be sold to raise money for the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature

6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years
10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by order of the Board and entered into the minutes. (Education Code 15100)

~~Districts that have had approval of a bond with 66.67 percent majority vote are not required by law to appoint a citizens' oversight committee but may, at their discretion, form an oversight committee under requirements and guidelines adopted by the Board.~~

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

#### Certificate of Results

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

#### Resolutions Regarding Sale of Bonds

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. In accordance with law, ~~The~~ resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable, (Education Code 15140; Government Code 53508.6)

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to, the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, the Board shall ~~disclose,~~ place as an agenda item at a public meeting,–

either in and adopt as part of the bond issuance resolution, or in a separate resolution, disclosures of the available funding instruments, the costs and suitability of each, and all of the following information: (Education Code 15146; Government Code 53508.9)

1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), the resolution to be adopted by the Board shall include items #1-4 above and as well as the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the district over the term of the bonds shall be included in the resolution to be adopted by the Board. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with the following: (Education Code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest
2. A comparison to the overall cost of current interest bonds
3. The reason bonds that allow for the compounding of interest are being recommended
4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). (Government Code 8855)

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an



itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the California Debt and Investment Advisory Commission. (Education Code 15146; Government Code 53509.5)

### Bond Anticipation Notes

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose.
2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

~~The notes~~ A bond anticipation note may be issued only if the tax rate levied to pay interest on the notes periodically would not cause the district to exceed the tax rate limitations set forth in Education Code 15268 or 15270, as applicable.

### Deposit of Bond Proceeds

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

### Legal Reference:

#### EDUCATION CODE

7054 Use of district property, campaign purposes

15100-15254 Bonds for school districts and community college districts

15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000

17577 Sewers and drains

47614 Charter school facilities

#### ELECTIONS CODE

324 General election

328 Local election

341 Primary election

348 Regular election  
356 Special election  
357 Statewide election  
1302 ~~School district~~ Local election  
15372 Elections official certificate

#### GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers  
1125-1129 Incompatible activities  
8855 California Debt and Investment Advisory Commission  
53506-53509.5 General obligation bonds  
53580-53595.5 Bonds  
54952 Definition of legislative body, Brown Act

#### CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation  
Article 16, Section 18 Debt limit

#### CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 Prohibition against fraud or deceit  
240.15c2-12 Municipal securities disclosure

#### COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District (2006) 139 Cal.App.4th 1356

#### ATTORNEY GENERAL OPINIONS

99 Ops.Cal.Atty.Gen. 18 (2016)  
88 Ops.Cal.Atty.Gen. 46 (2005)  
87 Ops.Cal.Atty.Gen. 157 (2004)

#### Management Resources:

##### CSBA PUBLICATIONS

California's Challenge: Adequately Funding Education in the 21st Century, December 2015  
Bond Sales - Questions and Considerations for Districts, Governance Brief, December 2012  
Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

##### GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016  
Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015  
Investment of Bond Proceeds, Best Practice, September 2014  
Selecting and Managing Municipal Advisors, Best Practice, February 2014  
Debt Management Policy, Best Practice, October 2012  
Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

##### WEB SITES

CSBA: <http://www.csba.org>  
California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>  
California Department of Education: <http://www.cde.ca.gov>  
California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>  
Government Finance Officers Association: <http://www.gfoa.org>

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):  
<http://www.emma.msrb.org>

Policy WESTSIDE UNION SCHOOL DISTRICT  
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