Board Meeting
May 1, 2012
2:00 p.m. —Board Room

I. BOARD COMMITTEE MEETINGS
   A. Board Finance Committee Meeting 2:00 p.m.

II. PRELIMINARY ACTIVITIES – 3:00 p.m.
   Mr. Boyd  A. Call to Order
   Ms. Braude  B. Pledge of Allegiance
   Dr. Delgado  C. Ordering of the Agenda
   Mr. Boyd  D. Approval of the Minutes
       1. March 20, 2012
       2. April 3, 2012
       3. April 10, 2012

III. COMMUNICATIONS: BOARD OF EDUCATION / SUPERINTENDENT /
    PUBLIC / ASSOCIATIONS / HEAD START POLICY COUNCIL

IV. PRESENTATIONS
   Mr. Boyd  A. Regional Occupation Program Student Recognition Presentation

V. HEARINGS (none)

VI. REPORTS / STUDY TOPICS
   Dr. Cherniss  A. Los Angeles County Office of Education’s Proposed 2012-2013 Budget Study
                  Session (Enclosure)
   Ms. Benitez  B. Report on the Wisdom Academy for Young Scientists Charter School status of
                   the June 7, 2011 conditions of renewal established by the County Board

VII. CONSENT CALENDAR RECOMMENDATIONS
   Benitez/Quinones  A. Fees for Conferences, Workshops, and Meetings No. 30
   Dr. Cherniss  B. Approval for Disposal of Surplus Personal Property
   Ms. Benitez  C. Adoption of Board Resolution No. 17: to recognize May 8, 2012, as National
                 School Nurse Day
VIII. RECOMMENDATIONS

Ms. Benitez  A. Approval of Head Start Delegate Agency and Child Care Partner Contracts for the 2012-2013 Program Year

Dr. Cherniss  B. Approval of LACOE FY 2011-12 Budget to Actuals Report with Budget Revisions as of April 16, 2012 (Enclosure)

Dr. Delgado  C. Approval of Position Recommendation Report # 6 for 2012

Ms. Benitez  D. Approval for the Superintendent to issue a letter to Wisdom Academy for Young Scientists Charter School requesting mediation pursuant to the Dispute Resolution Process stated in the charter petition

Dr. Ybarra  E. Approval of Second Reading and Adoption of revised Board Policy BP 3280 (Sale or Lease of LACOE Real Property), BP 3400 (Management of LACOE Assets/Accounts), BP 3452 (Student Activity Funds), BP 3460 (Financial Reports and Accountability), BP 3505 (Operations and Maintenance of Plant Administrative Facilities), BP 3511.1 (Integrated Waste Management), BP 3512.1 (Telecommunications), BP 3513 (Buildings and Grounds), BP 3513.3 (Tobacco-Free Schools and Facilities), BP 3517 (Facilities Inspection), BP 5022 (Student and Family Privacy Rights), BP 5110 (Student Attendance), BP 5121 (Grades/Evaluation of Student Achievement), BP 5148.3 (Preschool/Early Care and Education), BP 6141 (Curriculum Development and Evaluation), BP 6143 (Course of Study), BP 6146.1 (High School Graduation Requirements), BP 6161.1 (Selection and Evaluation of Instructional Materials), BP 6161.11 (Supplementary Instructional Materials), BP 6162.5 (Student Assessment), BP 6162.52 (High School Exit Examination), BP 6172.1 (Concurrent Enrollment in College Classes) (Enclosure)

Dr. Ybarra  F. Approval of First Reading of revised Board Policy BP 0440 (LACOE Technology Plan), BP 3515.2 (Disruptions), BP 3940 (Dissemination of Proprietary Materials), BP 3980 (Protecting Confidential Information), BP 5117 (Interdistrict Attendance Appeals), BP 5123 (Promotion/Acceleration/Retention), BP 5131.7 (Weapons and Dangerous Instruments), BP 5132 (Dress and Grooming), BP 5137 (Positive School Climate), BP 5141 (Health Care and Emergencies), BP 5145.6 (Parental Notification), BP 5147 (Dropout Prevention), BP 5149 (At-Risk Students), BP 6011 (Academic Standards), BP 6142.4 (Service Learning/Community Service Classes), BP 6142.6 (Visual and Performing Arts Education), BP 6153 (School-Sponsored Trips), BP 6154 (Homework/Makeup Work), BP 6162.7 (Use of Technology in Instruction), BP 6163.4 (Student Use of Technology), BP 6171 (Title I Programs), BP 6178.2 (Regional Occupational Center/Program), Board Bylaw BB 9250.c (Retiree Board Member Benefits (Enclosure)
IX. INTERDISTRICT AND EXPULSION APPEAL HEARINGS

Mr. Boyd  A. Los Angeles County Board of Education’s Decision on Interdistrict Attendance Appeals (Open Session) (Enclosures)
   1. Nathan M. v. Los Angeles USD
   2. Nayeli D. v. Los Angeles USD
   3. Matthew M. v. Los Angeles USD

Mr. Boyd  B. Los Angeles County Board of Education’s Decision on an Expulsion Appeal (Enclosures)
   1. Case No. 1112-007 [Redacted] v. Antelope Valley USD (Closed Session)

X. CLOSING ITEMS

Dr. Delgado  A. Governmental Relations
Mr. Boyd  B. Board Committee / Liaison Reports
Dr. Delgado  C. Los Angeles County Board of Education Meeting Schedule, Establishment of Meeting Times, Future Agenda Items, Follow up

XI. ADJOURNMENT
A Board meeting of the Los Angeles County Board of Education was held on Tuesday, March 20, 2012, in the Board Room of the Los Angeles County Education Center, 9300 Imperial Highway, Downey, CA 90242-2890.

PRESENT: Mr. Douglas R. Boyd, Ms. Katie Braude, Mrs. Rudell S. Freer, Mrs. Gabriella S. Holt, Mrs. Maria Reza, and Dr. Rebecca J. Turrentine

UNCOMPENSATED ABSENCE: Mr. Thomas A. Saenz

OTHERS PRESENT: Superintendent Arturo Delgado, Ed.D.; Administrative staff; Ms. Michelle Bartolo, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER
Mr. Boyd called the meeting to order at 3:07 p.m.

PLEDGE OF ALLEGIANCE
Mrs. Freer led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA
Dr. Delgado said that there were no changes to the agenda.

It was MOVED by Mrs. Freer, SECONDED by Mrs. Holt, and CARRIED to approve the agenda as presented.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Mrs. Freer
• Informed Board members that she participated in the CCBE Legislative Committee teleconference last Thursday. The materials from that teleconference are included in the folder that she distributes among Board members.

Dr. Delgado
• Informed Board members that agenda review meetings will be held on Mondays instead of Tuesdays.

COMMUNICATIONS: PUBLIC (none)
PRESENTATIONS

RECOGNITION OF THE WINNERS OF THE LOS ANGELES COUNTY OFFICE OF EDUCATION’S SIXTH ANNUAL STUDENT ART EXHIBITION, THE THIRD ANNUAL LOS ANGELES COUNTY CHOREOGRAPHY COMPETITION, AND THE FIFTH ANNUAL LOS ANGELES COUNTY REGIONAL POETRY OUT LOUD COMPETITION

The Los Angeles County Office of Education’s Sixth Annual Student Art Exhibition
There are fifteen winners total, five each from the elementary, middle, and high school levels. The artwork was selected from over 150 entries across the county. Judges scored the entries on creativity, media, and craftsmanship.

Student Art Exhibit/ Elementary School Winners

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<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Location</th>
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<tbody>
<tr>
<td>Satig Seraydarian</td>
<td>Armenian School</td>
<td>Private</td>
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<td>Ian Beer</td>
<td>Berkeley Hall</td>
<td>Private</td>
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<tr>
<td>Isabel Mahan</td>
<td>Incarnation</td>
<td>Los Angeles Archdiocese</td>
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<tr>
<td>Grace Garvey</td>
<td>St. Barnard</td>
<td>Los Angeles Archdiocese</td>
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<tr>
<td>Alexis de la Torre</td>
<td>Henry School</td>
<td>Long Beach Unified</td>
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Middle School Winners

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Location</th>
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<tbody>
<tr>
<td>Gerardo Boteillo</td>
<td>Bunche Middle School</td>
<td>Compton Unified</td>
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<tr>
<td>Zachery Romero</td>
<td>Incarnation</td>
<td>Los Angeles Archdiocese</td>
</tr>
<tr>
<td>Joey Wahl</td>
<td>Berkeley Hall</td>
<td>Private</td>
</tr>
<tr>
<td>Alini Agnes</td>
<td>Bunche Middle School</td>
<td>Compton Unified</td>
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<tr>
<td>Abbey Nathanson</td>
<td>Berkeley Hall</td>
<td>Private</td>
</tr>
</tbody>
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High School Winners

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<tr>
<th>Name</th>
<th>School</th>
<th>Location</th>
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<tbody>
<tr>
<td>Arus Diaryan</td>
<td>Armenian School</td>
<td>Private</td>
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<tr>
<td>Annika Horvath</td>
<td>Milliken High School</td>
<td>Long Beach Unified</td>
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<tr>
<td>Carmen Neri</td>
<td>Milliken High School</td>
<td>Long Beach Unified</td>
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<tr>
<td>Kristiane Stubbs</td>
<td>Maranatha High School</td>
<td>Private</td>
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<tr>
<td>Taylor Bowman</td>
<td>Maranatha High School</td>
<td>Private</td>
</tr>
</tbody>
</table>

The Los Angeles County Office of Education’s Third Annual Los Angeles County Choreography Competition
Middle school and high school students earned first, second, and third-place awards in three categories: Solo, Duet, and Group.
## Middle School Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Winner</th>
<th>School</th>
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</thead>
<tbody>
<tr>
<td>1st Solo</td>
<td>Savannah Lewis</td>
<td>Hale Middle School</td>
</tr>
<tr>
<td>1st Duet</td>
<td>Rosie Shani &amp; Lindsay Kramer</td>
<td>Hale Middle School</td>
</tr>
<tr>
<td>2nd Duet</td>
<td>Mikeala Archondakia &amp; Kaya Semien</td>
<td>Hale Middle School</td>
</tr>
<tr>
<td>1st Group</td>
<td>Alexandra Artura</td>
<td>St. Felicitas and Perpetua School</td>
</tr>
<tr>
<td></td>
<td>Andrea Barillas</td>
<td>St. Felicitas and Perpetua School</td>
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<tr>
<td></td>
<td>Claire Cruz</td>
<td>St. Felicitas and Perpetua School</td>
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<tr>
<td></td>
<td>Victoria Gallegos</td>
<td>St. Felicitas and Perpetua School</td>
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<td></td>
<td>Maggie Gervais</td>
<td>St. Felicitas and Perpetua School</td>
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<td></td>
<td>Emily Lopez</td>
<td>St. Felicitas and Perpetua School</td>
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<td></td>
<td>KaitLynn Markley</td>
<td>St. Felicitas and Perpetua School</td>
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<tr>
<td></td>
<td>Amanda Olivar</td>
<td>St. Felicitas and Perpetua School</td>
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<td></td>
<td>Nicole Pang</td>
<td>St. Felicitas and Perpetua School</td>
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<tr>
<td></td>
<td>Hannah Rivera</td>
<td>St. Felicitas and Perpetua School</td>
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<tr>
<td></td>
<td>Sabrina Torres</td>
<td>St. Felicitas and Perpetua School</td>
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</table>

## High School Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Winner</th>
<th>School</th>
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</thead>
<tbody>
<tr>
<td>1st Solo</td>
<td>Robert Wells</td>
<td>Burbank High School</td>
</tr>
<tr>
<td>2nd Solo</td>
<td>Susan Rosett</td>
<td>Claremont High School</td>
</tr>
<tr>
<td>1st Duet</td>
<td>Savannah Dunaway</td>
<td>Diamond Ranch High School</td>
</tr>
<tr>
<td>1st Group</td>
<td>Izella Berman</td>
<td>Diamond Ranch High School</td>
</tr>
<tr>
<td>2nd Group</td>
<td>Gabriela Medina</td>
<td>Diamond Ranch High School</td>
</tr>
<tr>
<td>3rd Group</td>
<td>Suzanna Huerta</td>
<td>Diamond Ranch High School</td>
</tr>
<tr>
<td>4th Group</td>
<td>Kathryn Samarin</td>
<td>Diamond Ranch High School</td>
</tr>
</tbody>
</table>
The Los Angeles County Office of Education’s Fourth Annual Poetry Out Loud Contest
There is one winner, Calvin Lam, a senior from San Gabriel High School in the Alhambra Unified School District.
(A recess was taken from 3:37 p.m. to 3:46 p.m.)

HEARINGS (none)

REPORTS / STUDY TOPICS

REPORT ON THE BLAIR JOHNSON ARTS ACADEMY APPEAL OF A PETITION PREVIOUSLY DENIED BY POMONA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
The Blair Johnson Arts Academy petition was presented to the County Board pursuant to Education Code Section 47605. Upon denial by Pomona Unified School District Board of Education, the petitioner exercised the statutory right of appeal to the County Board.

Ms. Judy Higelin, Coordinator II, Charter School Office, analyzed the petition and presented facts to support the findings.

Speaking in support of the Blair Johnson Arts Academy were Ms. Susanne Coie, Ms. Sabrina Johnson, and Ms. Julie Thompson.

OVERVIEW AND DISCUSSION OF THE BOARD MEETING AGENDA
The structure of the Board meeting agenda was presented to Board members for review.

Dr. Turrentine would like to see consistency in the wording and title of items particularly in the recommendation section so that it is clear whether the recommendation is to approve or deny.

Mr. Boyd requested to carry this item over to the April 3 Board meeting.

DISCUSSION ON THE REDEVELOPMENT OVERSIGHT COMMITTEE
The County Board and Superintendent continued their discussion on the Redevelopment Oversight Committee process.

The County Board reviewed the list of nominees whom Dr. Delgado recommended for appointment.

CONSENT CALENDAR RECOMMENDATIONS
It was MOVED by Mrs. Holt, SECONDED by Dr. Turrentine, and CARRIED to approve the Consent Calendar Recommendations.

DISPOSAL OF SURPLUS PERSONAL PROPERTY
The Superintendent recommended that the County Board approve the disposal of public personal property. Surplus assets will be disposed of through e-waste.
ACCEPTANCE OF PROJECT FUNDS NO. 5
The Superintendent recommended that the County Board accept the funds for the following project:

<table>
<thead>
<tr>
<th>Project</th>
<th>Awarded</th>
<th>Period</th>
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</thead>
<tbody>
<tr>
<td>Head Start and Early Head Start</td>
<td>$210,918,738</td>
<td>07/01/12 – 06/30/13</td>
</tr>
<tr>
<td>Programs – Basic Operating and Training Funds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FEES FOR CONFERENCES, WORKSHOPS, AND MEETINGS, NO. 28
This routine item consisted of conferences, workshops, and meetings requiring participant fees.

(A recess was taken from 5:13 p.m. to 5:17 p.m.)

RECOMMENDATIONS

APPROVAL OF HEAD START / EARLY HEAD START REFUNDING APPLICATION
It is proposed that LACOE continue to provide Head Start and Early Head Start services through 24 agencies: 15 school districts and nine non-profits.

The application for the 2012-2013 program year includes a request to convert slots from Head Start to Early Head Start. If approved by OHS, LACOE Head Start-State Preschool will serve 21,006 Head Start and 1,220 Early Head Start children.

Funding requested for Head Start is $196,106,590 and $14,812,148 for Early Head Start for a combined total of $210,918,738.

The Superintendent recommended that the County Board approve the submission of the Head Start and Early Head Start refunding application for July 1, 2012 to June 30, 2013, to the Office of Head Start (OHS).

It was MOVED by Mrs. Holt, SECONDED by Mrs. Freer, and CARRIED to approve the submission of the Head Start and Early Head Start refunding application for July 1, 2012 to June 30, 2013, to OHS.

ACTION ON BLAIR JOHNSON ARTS ACADEMY APPEAL OF A PETITION PREVIOUSLY DENIED BY POMONA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
The Superintendent recommended that the County Board adopt the Findings of Fact in the Report and take action to deny the charter petition for Blair Johnson Arts Academy received on appeal following denial by Pomona Unified School District Board of Education.

Mrs. Reza requested a list of questions that the Charter School Office asks petitioners during the capacity interview for each charter petition that is presented to the County Board. She would also like to see the rubric for charter petitions so that petitioners are aware of what LACOE’s expectations are.
It was **MOVED** by Mrs. Holt, **SECONDED** by Dr. Turrentine, and **CARRIED** to deny the charter petition for Blair Johnson Arts Academy received on appeal following denial by Pomona Unified School District Board of Education.

**APPROVAL OF THE LEGISLATION POSITION RECOMMENDATION REPORT # 3 FOR 2012**

The Superintendent recommended that the County Board approve the position recommendations made by Governmental Relations for the following bills:

<table>
<thead>
<tr>
<th>Bill No.</th>
<th>Author</th>
<th>Topic</th>
<th>Position</th>
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<tbody>
<tr>
<td>SB 754</td>
<td>Padilla</td>
<td>Pupils: English learners</td>
<td>Support</td>
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<tr>
<td>SB 1088</td>
<td>Price</td>
<td>Pupils: readmission</td>
<td>Support</td>
</tr>
<tr>
<td>SB 1109</td>
<td>Padilla</td>
<td>Pupil instruction: English learner pupils: master plan.</td>
<td>Support</td>
</tr>
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</table>

It was **MOVED** by Mrs. Freer and **SECONDED** by Mrs. Holt, to approve Position Recommendation Report # 3 for 2012. Discussion followed.

Mr. Boyd requested to see the proposed language for SB 1088.

Board members requested that no action be taken on Position Recommendation Report # 3.

A roll call vote was taken. A yes vote would approve Position Recommendation Report # 3. A no vote means no action would be taken. Voting yes were Mrs. Freer and Mrs. Reza. Voting no were Mr. Boyd, Ms. Braude, Mrs. Holt, and Dr. Turrentine. The motion to approve the Legislation Position Recommendation Report # 3 for 2012 was **NOT CARRIED**.

**ACTION ON THE REDEVELOPMENT OVERSIGHT COMMITTEE**

The Superintendent recommended that the County Board appoint nominees to serve on the Redevelopment Oversight Committees.

It was **MOVED** by Dr. Turrentine, **SECONDED** by Mrs. Holt, and **CARRIED** to approve the nominees brought forward by the Superintendent for the various redevelopment agencies with the exception of those that were pulled by the Board and with the exception where the Superintendent had not yet made a recommendation.

Below is the list of the appointments that were made by the County Board:

<table>
<thead>
<tr>
<th>SUCCESSOR AGENCY</th>
<th>NOMINEE</th>
<th>TITLE</th>
<th>SCHOOL DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alhambra</td>
<td>Robert L. Gin</td>
<td>Retired</td>
<td>*Alhambra Unified School District</td>
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<tr>
<td>Agoura Hills</td>
<td>Karen Kimmel</td>
<td>CBO, Las Virgenes USD</td>
<td>*Las Virgenes Unified School District</td>
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<td>SUCCESSOR AGENCY</td>
<td>NOMINEE</td>
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<td>SCHOOL DISTRICT</td>
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<tr>
<td>Arcadia</td>
<td>Joel Shawn</td>
<td>Educator</td>
<td>*Arcadia Unified School District</td>
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<tr>
<td>Artesia</td>
<td>Toan Nguyen</td>
<td>CFO, ABC USD</td>
<td>*ABC Unified School District</td>
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<tr>
<td>Avalon</td>
<td>James Novak</td>
<td>CBFO, Long Beach USD</td>
<td>*Long Beach Unified School District</td>
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<tr>
<td>Azusa</td>
<td>Bradley Frick</td>
<td>Assistant Superintendent, Business Services, Azusa USD</td>
<td>*Azusa Unified School District</td>
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<tr>
<td>Bell Gardens</td>
<td>Donald LaPlante</td>
<td>Retired Teacher, Duarte USD</td>
<td>Downey Unified School District</td>
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<tr>
<td>Burbank</td>
<td>Christine Statton</td>
<td>Assistant Superintendent, Administrative Services</td>
<td>*Burbank Unified School District</td>
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<tr>
<td>Cerritos</td>
<td>Toan Nguyen</td>
<td>CFO, ABC USD</td>
<td>*ABC Unified School District</td>
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<tr>
<td>Claremont</td>
<td>Lisa Shoemaker</td>
<td>Assistant Superintendent, Business Services, Claremont USD</td>
<td>*Claremont Unified School District</td>
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<tr>
<td>Commerce</td>
<td>Cheryl Plotkin</td>
<td>Assistant Superintendent, Business Services</td>
<td>*Montebello Unified School District</td>
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<tr>
<td>Compton</td>
<td>Deborah Willard</td>
<td>Associate Superintendent of Business &amp; Administration</td>
<td>*Compton Unified School District</td>
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<tr>
<td>Covina</td>
<td>David Rivera</td>
<td>CBO, Covina Valley USD</td>
<td>*Covina-Valley Unified School District</td>
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<tr>
<td>Culver City</td>
<td>Sean Kearney</td>
<td>Director of Fiscal Services</td>
<td>*Culver City Unified School District</td>
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<tr>
<td>Downey</td>
<td>Donald LaPlante</td>
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<td>Duarte</td>
<td>Terry Nichols</td>
<td>Superintendent, Duarte USD</td>
<td>*Duarte Unified School District</td>
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<tr>
<td>El Monte</td>
<td>Ryan Digiulio</td>
<td>Chief Business Official</td>
<td>*El Monte Union High School District</td>
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<tr>
<td>SUCCESSOR AGENCY</td>
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<tr>
<td>Glendale</td>
<td>Richard Sheehan</td>
<td>Superintendent, Glendale USD</td>
<td>*Glendale Unified School District</td>
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<td>Glendora</td>
<td>Marc Chaldu</td>
<td>Assistant Superintendent, Business Services</td>
<td>*Glendora Unified School District</td>
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<tr>
<td>Hawaiian Gardens</td>
<td>Mel Iizuka</td>
<td>Director, Business Advisory Services, LACOE</td>
<td>LACOE</td>
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<tr>
<td>Hawthorne</td>
<td>Jose Fernandez</td>
<td>Superintendent, Centinela Valley UHSD</td>
<td>*Centinela Valley Union High School District</td>
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<tr>
<td>Industry</td>
<td>Ruben Frutos</td>
<td>Deputy Superintendent of Administration</td>
<td>*Rowland Unified School District</td>
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<tr>
<td>Inglewood</td>
<td>Glenston Thompson</td>
<td>Chief Operations Officer, Inglewood USD</td>
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<td>Irwindale</td>
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<tr>
<td>Lancaster</td>
<td>David Vierra</td>
<td>Superintendent, Antelope Valley UHSD</td>
<td>*Antelope Valley Union High School District</td>
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<td>La Verne</td>
<td>Ann Sparks</td>
<td>Assistant Superintendent, Business Services</td>
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<tr>
<td>Lawndale</td>
<td>John Vinke</td>
<td>Deputy Superintendent, Business Services, Lawndale ESD</td>
<td>Lawndale School District</td>
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<td>Long Beach</td>
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<tr>
<td>Monrovia</td>
<td>Bryan Wong</td>
<td>Board member, Monrovia USD</td>
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<td>Cheryl Plotkin</td>
<td>Assistant Superintendent, Business Services</td>
<td>*Montebello Unified School District</td>
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<td>SUCCESSOR AGENCY</td>
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<td>TITLE</td>
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<td>Nicole A. Lash</td>
<td>Director, Fiscal Services - Alhambra USD</td>
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<td>Palmdale</td>
<td>Kenneth Scott</td>
<td>Finance, Antelope Valley UHSD</td>
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<td>David Verdugo</td>
<td>Superintendent, Paramount USD</td>
<td>*Paramount Unified School District</td>
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<td>CFO, Pomona USD</td>
<td>*Pomona Unified School District</td>
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<tr>
<td>Rancho Palos Verdes</td>
<td>Lydia Cano</td>
<td>Deputy Superintendent, Business Services</td>
<td>*Palos Verdes Peninsula Unified School District</td>
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<td>Redondo Beach</td>
<td>Janet Redella</td>
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<td>Rosemead</td>
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<td>San Dimas</td>
<td>Ann Sparks</td>
<td>Assistant Superintendent, Business Services</td>
<td>*Bonita Unified School District</td>
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<td>Janece Maez</td>
<td>Chief Financial Officer</td>
<td>*Santa Monica-Malibu Unified School District</td>
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<td>South El Monte</td>
<td>Ryan Digiulio</td>
<td>Chief Business Official</td>
<td>*El Monte Union High School District</td>
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<td>South Gate</td>
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<td>Paramount Unified School District</td>
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<td>Alex Cherniss</td>
<td>CBO, LACOE</td>
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<td>Dawn Bastin</td>
<td>Assistant Superintendent, Business Services</td>
<td>*West Covina Unified School District</td>
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<td>Whittier</td>
<td>Leighton Anderson</td>
<td>Board Member, Whittier UHSD</td>
<td>*Whittier Union High School District</td>
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REVISED BOARD POLICY BP 0430 (COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION), BP 1250 (VISITORS/OUTSIDERS), BP 1330 (USE OF LACOE FACILITIES), BP 1330.1 (JOINT USE AGREEMENTS), BP 3040 (EQUAL OPPORTUNITY AND DIVERSITY OUTREACH), BP 3100 (BUDGET), BP 3270 (DISPOSAL OF BOOKS, EQUIPMENT, SUPPLIES) – SECOND READING AND ADOPTION

The Superintendent recommended that the County Board approve for second reading and adoption revised Board Policy BP 0430 (Comprehensive Local Plan for Special Education), BP 1250 (Visitors/Outsiders), BP 1330 (Use of LACOE Facilities), BP 1330.1 (Joint Use Agreements), BP 3040 (Equal Opportunity and Diversity Outreach), BP 3100 (Budget), BP 3270 (Disposal of Books, Equipment, Supplies).

These policies are being revised to update and align LACOE with the CSBA numbering system. LACOE will benefit from CSBA’s periodic updates based on changes to the law including Education Code and other applicable statutes, regulations, and court decisions.

It was MOVED by Dr. Turrentine, SECONDED by Ms. Braude, and CARRIED to approve the second reading and adoption for Revised Board Policy BP 0430 (Comprehensive Local Plan for Special Education), BP 1250 (Visitors/Outsiders), BP 1330 (Use of LACOE Facilities), BP 1330.1 (Joint Use Agreements), BP 3040 (Equal Opportunity and Diversity Outreach), BP 3100 (Budget), BP 3270 (Disposal of Books, Equipment, Supplies).

CLOSING ITEMS

GOVERNMENTAL RELATIONS

Dr. Delgado said a Board member had a question regarding a rumor of legislation that would eliminate the requirement to have expulsion appeals. It appears what is being recommended has to do with elimination of mandated costs. And since the appeals are part of mandated costs, it is being tied into the funding for the appeal process. Ms. Pam Gibbs has provided information which will be included in the weekly Board memo.

BOARD COMMITTEE/LIAISON REPORTS

Dr. Turrentine attended the Los Angeles Education Foundation executive Board meeting. The major part of the meeting focused on the issue of self-sufficiency, which is one of the foundation’s goals. Dr. Delgado gave an outstanding Power Point presentation.

LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE, ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP

The calendar was presented for discussion, to establish meeting times and to receive Board members’ requests for future agenda items. The calendar was reviewed.

ADJOURNMENT

Mr. Boyd adjourned the meeting at 5:56 p.m.
A Board meeting of the Los Angeles County Board of Education was held on Tuesday, April 3, 2012, in the Board Room of the Los Angeles County Education Center, 9300 Imperial Highway, Downey, CA 90242-2890.

PRESENT: Mr. Douglas R. Boyd, Ms. Katie Braude, Mrs. Rudell S. Freer, Mrs. Maria Reza, Mr. Thomas A. Saenz, and Dr. Rebecca J. Turrentine

UNCOMPENSATED ABSENCE: Mrs. Gabriella S. Holt

OTHERS PRESENT: Superintendent Arturo Delgado, Ed.D.; Administrative staff; Ms. Michelle Bartolo, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER
Mr. Boyd called the meeting to order at 3:00 p.m.

PLEDGE OF ALLEGIANCE
Mrs. Reza led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA
Superintendent Delgado referred to some changes to the agenda that were at each Board member’s place.

It was MOVED by Mrs. Freer, SECONDED by Mrs. Reza, and CARRIED to approve the agenda as reordered.

APPROVAL OF THE MINUTES
March 6, 2011 – The minutes were approved as presented.
March 13, 2011 – The minutes were approved as presented.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Mrs. Freer
- Reminded Board members to save the date Thursday, June 28, for a performance by Josh Groban at LACHSA.
- Reminded Board members that the ALACOSA Honoring Our Own Luncheon will be held on April 10 at 11:30 a.m.
- Reminded Board members that the Very Special Arts Festival will be held at the Music Center on May 3. She encouraged Board members to participate.
Ms. Braude
• Was grateful to attend the ribbon-cutting ceremony at Challenger last week. It was inspiring in many ways. She was impressed with the changes that have happened. The Paxton Patterson program is an impressive program that could change the lives for many children. She is interested in hearing what LACOE will do to measure the impacts of these programs.

Dr. Turrentine
• Passed out an article that appeared in the Valley Press the morning after the ribbon-cutting ceremony.

Mrs. Reza
• Spoke with some of the probation officers about the Paxton Patterson program and found that the children enjoy and look forward to attending the classes each day. She is also interested in having LACOE follow these children to see if these programs have made a difference in their lives.

Dr. Delgado
• Appreciated the Board’s comments regarding accountability and the progress being made at Challenger.
• Welcomed Dr. Alex Cherniss, Chief Business Officer, to LACOE.
• Informed Board members that because of the PARS early retirement, he will be losing his assistant Marilyn Musgrave. He will transfer Michelle Bartolo to fill her position. LACOE will fly the Board secretary position immediately. A Board member will be asked to participate in the interview process.

COMMUNICATIONS: PUBLIC (none)

COMMUNICATIONS: ASSOCIATIONS (none)

COMMUNICATIONS: HEAD START POLICY COUNCIL


PRESENTATIONS

RECOGNITION OF THE 2011-2012 WINNERS OF THE 7TH LOS ANGELES COUNTY SPELLING BEE
The Superintendent and County Board recognized the winners of the Seventh Annual Los Angeles County Spelling Bee. Twenty-three districts sent their district-level spelling bee champions to vie for spots in the California State Elementary Spelling Bee. The top three spellers: third-place winner Justin Phan, a fifth-grader at Garvey School District’s Dewey Elementary School in San Gabriel; second-place winner Sahaily Zazueta, a sixth-grader at Holland Middle School in Baldwin Park Unified; and first-place winner Solenn Matuska, a fifth-grader from Palm Crest Elementary in La Candada-Flintridge, and La Canada USD, were
recognized for their excellence in spelling and vocabulary development, as well as their achievement in the competition.

(Mr. Saenz arrived at 3:29 p.m.)

**2012 L.A. COUNTY ACADEMIC DECATHLON WINNERS / WEST HIGH SCHOOL**
The Superintendent and County Board recognized West High School of Torrance USD for earning first place in the 2012 Los Angeles County Academic Decathlon, which was held January 28 and February 4. The following students were presented with a certificate: Lisa Beckmann, Joey Hahm, Winston Zhou, Joon Park, William Wu, Jessie Young, Sean Park, and Anthony Yun.

**HEARINGS (none)**

**REPORTS / STUDY TOPICS**

**DISCUSSION ON THE REDEVELOPMENT OVERSIGHT COMMITTEE**
The County Board and Superintendent continued their discussion on the Redevelopment Oversight Committee process.

The County Board reviewed the list of nominees whom Dr. Delgado recommended for appointment. Dr. Delgado informed Board members that there were three requests for revisions to the Board’s appointments that were made on March 20, 2012:

1. Nicole A. Lash will be nominated for appointment to the Alhambra Successor Agency instead of the Monterey Park Successor Agency. (switching with Robert L. Gin)

2. Robert L. Gin will be nominated for appointment to the Monterey Park Successor Agency instead of the Alhambra Successor Agency. (switching with Nicole A. Lash)

3. The nomination for Ryan Digiulio to the El Monte Successor Agency has been withdrawn; therefore Kristinn Olafsson has been nominated for appointment to the El Monte Successor Agency.

**OVERVIEW AND DISCUSSION OF THE BOARD MEETING AGENDA**
The structure of the Board meeting agenda was presented to Board members for review.

Dr. Turrentine reiterated that she would like to see consistency in the wording and title of items, particularly in the recommendation section, so that it is clear whether the recommendation is to approve or deny.

**CONSENT CALENDAR RECOMMENDATIONS**

It was **MOVED** by Dr. Turrentine, **SECONDED** by Ms. Braude, and **CARRIED** to approve the Consent Calendar Recommendations.

**FEES FOR CONFERENCES, WORKSHOPS, AND MEETINGS, NO. 29**
This routine item consisted of conferences, workshops, and meetings requiring participant fees.
RECOMMENDATIONS

APPROVAL OF THE COUNTY FY 2011-12 BUDGET TO ACTUALS REPORT WITH BUDGET REVISIONS AS OF MARCH 19, 2012
The Superintendent recommended that the County Board approve budget revisions to the Fiscal Year 2011-12 budget. The current budget recognizes changes, transfers, and increases to the adopted budget.

It was MOVED by Dr. Turrentine, SECONDED by Mrs. Freer, and CARRIED to approve the County FY 2011-12 Budget to Actuals report with Budget Revisions as of March 19, 2012.

APPROVAL OF POSITION RECOMMENDATION REPORT # 4 FOR 2012
The Superintendent recommended that the County Board approve the position recommendations made by Governmental Relations for the following bills:

<table>
<thead>
<tr>
<th>Bill No.</th>
<th>Author</th>
<th>Topic</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>AB 1719</td>
<td>Fuentes</td>
<td>Supplemental Instructional Materials: English Language Development</td>
<td>Support</td>
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<tr>
<td>AB 1937</td>
<td>Silva</td>
<td>Pupil Records: Privacy Rights</td>
<td>Support</td>
</tr>
<tr>
<td>SB 1080</td>
<td>Lieu</td>
<td>Pupil Instruction: Economics: Personal Finance</td>
<td>Support</td>
</tr>
</tbody>
</table>

It was MOVED by Ms. Braude, SECONDED by Mr. Saenz, and CARRIED to approve Position Recommendation Report # 4 for 2012.

APPROVAL OF THE REDEVELOPMENT OVERSIGHT COMMITTEE APPOINTMENTS
The Superintendent recommended that the County Board appoint nominees to serve on the Redevelopment Oversight Committees.

It was MOVED by Dr. Turrentine, SECONDED by Mrs. Freer, and CARRIED to approve the nominees brought forward by the Superintendent for the various redevelopment agencies.

Below is the list of the appointments that were made by the County Board:

<table>
<thead>
<tr>
<th>SUCCESSOR AGENCY</th>
<th>NOMINEE</th>
<th>TITLE</th>
<th>SCHOOL DISTRICT</th>
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<tbody>
<tr>
<td>L.A. County</td>
<td>Luis Buendia</td>
<td>Interim Controller, LAUSD</td>
<td>*Los Angeles Unified School District</td>
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<tr>
<td>Alhambra</td>
<td>Nicole A. Lash</td>
<td>Director, Fiscal Services - Alhambra USD</td>
<td>*Alhambra Unified School District</td>
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<td>SUCCESSOR AGENCY</td>
<td>NOMINEE</td>
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<td>Baldwin Park</td>
<td>Steve Thomas</td>
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<td>Mountain View School District</td>
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<td>Bell</td>
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<td>El Monte</td>
<td>Kristinn Olafsson</td>
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<td>La Puente</td>
<td>Gary Matsumoto</td>
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<td>SUCCESSOR AGENCY</td>
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<td>Pasadena</td>
<td>David Jaynes</td>
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<td>Pico Rivera</td>
<td>Christopher Gutierrez-Lehrman</td>
<td>Director of Student Services, El Rancho USD</td>
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<td>Eugenio D. Villa</td>
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<td>Santa Clarita</td>
<td>Michael Clear</td>
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<td>West Hollywood</td>
<td>Megan Reilly</td>
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REVISED BOARD POLICY BP 3280 (SALE OR LEASE OF LACOE REAL PROPERTY), BP 3400 (MANAGEMENT OF LACOE ASSETS/ACCOUNTS), BP 3452 (STUDENT ACTIVITY FUNDS), BP 3460 (FINANCIAL REPORTS AND ACCOUNTABILITY), BP 3505 (OPERATIONS AND MAINTENANCE OF PLANT ADMINISTRATIVE FACILITIES), BP 3511.1 (INTEGRATED WASTE MANAGEMENT), BP 3512.1 (TELECOMMUNICATIONS), BP 3513 (BUILDINGS AND GROUNDS), BP 3513.3 (TOBACCO-FREE SCHOOLS AND FACILITIES), BP 3517 (FACILITIES INSPECTION), BP 5022 (STUDENT AND FAMILY PRIVACY RIGHTS), BP 5110 (STUDENT ATTENDANCE), BP 5121 (GRADES/EVALUATION OF STUDENT ACHIEVEMENT), BP 5123 (PROMOTION), BP 5148.3 (PRESCHOOL/EARLY CARE AND EDUCATION), BP 6011 (ACADEMIC STANDARDS), BP 6141 (CURRICULUM DEVELOPMENT AND EVALUATION), BP 6143 (COURSE OF STUDY), BP 6146.1 (HIGH SCHOOL GRADUATION REQUIREMENTS), BP 6161.1 (SELECTION AND
EVALUATION OF INSTRUCTIONAL MATERIALS), BP 6161.11 (SUPPLEMENTARY INSTRUCTIONAL MATERIALS), BP 6162.5 (STUDENT ASSESSMENT), BP 6162.52 (HIGH SCHOOL EXIT EXAMINATION), BP 6172.1 (CONCURRENT ENROLLMENT IN COLLEGE CLASSES) – FIRST READING

The Superintendent recommended that the County Board approve for first reading Revised Board Policy BP 3280 (Sale or Lease of LACOE Real Property), BP 3400 (Management of LACOE Assets/Accounts), BP 3452 (Student Activity Funds), BP 3460 (Financial Reports and Accountability), BP 3505 (Operations and Maintenance of Plant Administrative Facilities), BP 3511.1 (Integrated Waste Management), BP 3512.1 (Telecommunications), BP 3513 (Buildings and Grounds), BP 3513.3 (Tobacco-Free Schools and Facilities), BP 3517 (Facilities Inspection), BP 5022 (Student and Family Privacy Rights), BP 5110 (Student Attendance), BP 5121 (Grades/Evaluation of Student Achievement), BP 5123 (Promotion), BP 5148.3 (Preschool/Early Care and Education), BP 6011 (Academic Standards), BP 6141 (Curriculum Development and Evaluation), BP 6143 (Course of Study), BP 6146.1 (High School Graduation Requirements), BP 6161.1 (Selection and Evaluation of Instructional Materials), BP 6161.11 (Supplementary Instructional Materials), BP 6162.5 (Student Assessment), BP 6162.52 (High School Exit Examination), BP 6172.1 (Concurrent Enrollment in College Classes).

These policies are being revised to update and align LACOE with the CSBA numbering system. LACOE will benefit from CSBA’s periodic updates based on changes to the law including Education Code and other applicable statutes, regulations, and court decisions.

The following policies were pulled: BP 5123 (Promotion) and BP 6011 (Academic Standards).

It was MOVED by Dr. Turrentine, SECONDED by Ms. Braude, and CARRIED to approve the first reading for Revised Board Policy BP 3280 (Sale or Lease of LACOE Real Property), BP 3400 (Management of LACOE Assets/Accounts), BP 3452 (Student Activity Funds), BP 3460 (Financial Reports and Accountability), BP 3505 (Operations and Maintenance of Plant Administrative Facilities), BP 3511.1 (Integrated Waste Management), BP 3512.1 (Telecommunications), BP 3513 (Buildings and Grounds), BP 3513.3 (Tobacco-Free Schools and Facilities), BP 3517 (Facilities Inspection), BP 5022 (Student and Family Privacy Rights), BP 5110 (Student Attendance), BP 5121 (Grades/Evaluation of Student Achievement), BP 5148.3 (Preschool/Early Care and Education), BP 6141 (Curriculum Development and Evaluation), BP 6143 (Course of Study), BP 6146.1 (High School Graduation Requirements), BP 6161.1 (Selection and Evaluation of Instructional Materials), BP 6161.11 (Supplementary Instructional Materials), BP 6162.5 (Student Assessment), BP 6162.52 (High School Exit Examination), BP 6172.1 (Concurrent Enrollment in College Classes).

CLOSING ITEMS

GOVERNMENTAL RELATIONS

Dr. Delgado said he had one bill to describe because it did not have a bill number yet. This bill deals with indirect costs. The Board may be aware that on occasion LACOE will apply for and receive grants and sometimes they are federal grants. With those grants come a percentage of indirect costs that are allowable. This bill will clarify the language on the indirect costs so that a district that receives a grant, including LACOE’s grants, will be able to count on the limits as they’re provided based on the federal regulations and not on any additional regulations that the State of California might add.
BOARD COMMITTEE/LIAISON REPORTS
Mrs. Freer reported that most Board members were present at the Finance Committee meeting.

Dr. Turrentine reported on the previous meeting of the committee on Education Reform chaired by Dr. Delgado. She said it was very productive and uplifting, with Dr. Delgado sharing many of the recommendations and where they are in terms of implementation, including the Paxton/Patterson Building Skills program that the Board saw at Camp Challenger. Dr. Delgado also discussed advance path for credit recovery, Achieve 3000 for improvement of reading skills, the multidisciplinary team assessment process and transition process, and where each of these are with regard to implementation, along with the Northwest Educational Assessment Program, which has been implemented. He also presented the Education Reform Steering Committee with the spending plan for sustainability in response to the $1 million in seed money provided by the Board of Supervisors this year to get some of these initiatives going, with the expectation that LACOE sustain the programs in future years. Dr. Delgado provided a thorough sustainability plan from a fiscal perspective, Dr. Turrentine reported, creatively and proactively using some of the Title I funds that were being underutilized to provide some of the sustainability. Dr. Delgado received a lot of positive feedback from committee members, according to Dr. Turrentine. These initiatives and recommendations have been sitting around for quite a while, but in the short amount of time since he has been at LACOE, Dr. Delgado has made a tremendous amount of progress in moving them forward. The committee as a whole was very impressed with his leadership.

LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE, ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP
The calendar was presented for discussion, to establish meeting times and to receive Board members’ requests for future agenda items. The calendar was reviewed.

The Board agreed to reschedule the Audit Committee meeting from April 10 to April 17.

The Board Policy Committee meetings for April 10, May 8, and June 12 will be scheduled from 1-3:00 p.m.

ADJOURNMENT

Mr. Boyd adjourned the meeting at 3:57 p.m.
A Board meeting of the Los Angeles County Board of Education was held on Tuesday, April 10, 2012, in the Board Room of the Los Angeles County Education Center, 9300 Imperial Highway, Downey, CA 90242-2890.

PRESENT: Mr. Douglas R. Boyd, Ms. Katie Braude, Mrs. Rudell S. Freer, Mrs. Gabriella S. Holt, Mrs. Maria Reza, and Dr. Rebecca J. Turrentine

UNCOMPENSATED ABSENCE: Mr. Thomas A. Saenz

OTHERS PRESENT: Superintendent Arturo Delgado, Ed.D.; Administrative staff; Ms. Michelle Bartolo, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER
Mr. Boyd called the meeting to order at 3:02 p.m.

PLEDGE OF ALLEGIANCE
Mrs. Holt led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA
Superintendent Delgado referred to some changes to the agenda that were at each Board member’s place.

It was MOVED by Mrs. Freer, SECONDED by Mrs. Holt, and CARRIED to approve the agenda as reordered.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Mrs. Freer
- Attended the ALACOSA Luncheon. The program is in the folder that she distributes among Board members.
- Also in the folder that she distributes among Board members is an article from the latest Ed Cal which mentions that Dr. Carmella Franco, Dr. Maria Ott, and Dr. Darline Robles wrote a book.
- Included information regarding the MAGNA awards in the folder that she distributes among Board members. She hopes that one day LACOE will be the recipient of a MAGNA award.
Dr. Delgado  
- Announced that he has appointed Ms. Yolanda M. Benitez as the permanent Assistant Superintendent for Educational Services.

COMMUNICATIONS: PUBLIC

There was a public comment from Dr. Stephen Scheff, a LACOE teacher. He said recently a PARS retirement package was offered to employees. There were two criteria; one to be 55 years of age or be at least 50 years of age with 30 years of agency experience. He missed the 55 years of age cutoff, which is June 30, by 4 business days. In addition, he is being denied his request to have the 50 years of age and 30 years of service criteria granted for him to partake in the PARS retirement program. He was ready to acquiesce but then realized the PARS program was a one-shot deal.

PRESENTATIONS

RECOGNITION OF THE 26TH ANNUAL LOS ANGELES COUNTY REGIONAL SCIENCE OLYMPIAD COMPETITION RESULTS

The Superintendent and County Board recognized the success of students participating in the Los Angeles County Regional Science Olympiad. More than 1,900 students from elementary, middle, and high school levels participated in the countywide competition held at Occidental College on February 25. Students participated in 66 competitive events emphasizing critical thinking, creativity, collaboration, communication, engineering, and applied science. The top nine teams in the junior and senior divisions will represent Los Angeles County at the State Science Olympiad Finals held in Anaheim Hills on April 14, 2012.

In the senior division, the winner was Arcadia High School of the Arcadia Unified School District, with North Hollywood High School of the Los Angeles Unified School District and Mark Keppel High School of the Alhambra Unified School District finishing close behind.

The top-scoring team in the junior division was Muscatel Middle School of the Rosemead School District. Dana Middle School of the Arcadia Unified School District came in second, and South Pointe Middle School of the Walnut Valley Unified School District seems to be a rising star in this competition.

The elementary teams were scored against a standard rather than direct competition. Some of the top-scoring teams in the elementary division were: Legacy Christina Academy, a private school in Valencia; Ada S. Nelson School in the Los Nietos School District in the Whittier area; and Cornerstone Elementary School in the Palos Verdes Peninsula Unified School District.

HEARINGS (none)

REPORTS / STUDY TOPICS

LOS ANGELES COUNTY OFFICE OF EDUCATION’S PROPOSED 2012-2013 BUDGET STUDY SESSION

Dr. Alex Cherniss, Chief Business Officer, Business Services, presented the following 2012-13 Proposed Budgets to the County Board:
Board of Education


Mrs. Freer requested a copy of the County Board’s expenditures.

WILLIAMS UNIFORM COMPLAINT PROCEDURE QUARTERLY REPORT FOR EDUCATIONAL PROGRAMS

The Superintendent and the County Board received the Williams Uniform Complaint Procedure quarterly report for Educational Programs, January 1 to March 31, 2012, as per Education Code Section 35186(d).

Mr. William S. Gee, Project Director III, Compliance Support Services, Educational Programs, stated there were no complaints for Educational Programs during January 1 to March 31, 2012.

REPORT ON THE JARDIN DE LA INFANCIA CHARTER SCHOOL APPEAL OF A NON-RENEWED PETITION BY LOS ANGELES UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

The Jardin de la Infancia (Jardin) Charter School renewal petition was presented to the County Board pursuant to Education Code Section 47605. Upon denial by Los Angeles Unified School District Board of Education, the petitioner exercised the statutory right of appeal to the County Board.

Ms. Judy Higelin, Coordinator II, Charter School Office, analyzed the petition and presented facts to support the findings.

Speaking in support of Jardin de la Infancia was Ms. Zuzy Chavez.

LOS ANGELES COUNTY PLAN FOR AB 922 EXPELLED STUDENTS (TRIENNIAL UPDATE)

Dr. Victor Thompson, Director, Division of Student Support Services, presented a report on the Los Angeles County Plan for AB 922 Expelled Pupils (triennial update) to the Superintendent and County Board.

Section 48926 of the California Education Code requires the County Superintendent of Schools, in conjunction with superintendents of the school districts within the County, to develop a plan for providing services to expelled pupils. The countywide plan shall:

- Enumerate existing educational alternatives
- Identify gaps in educational services
- Identify plans for filling those service gaps and
- Identify alternative placement for pupils who fail to meet terms and condition of their alternative placement
COST OF LIVING ADJUSTMENT FOR EARLY HEAD START AND HEAD START PROGRAMS
On December 23, 2011, President Barack Obama signed the Consolidation Appropriations Act of 2012 that contained a 0.72% cost of living adjustment (COLA) for the Early Head Start and Head Start programs. The total funding amount for the Los Angeles County Office of Education (LACOE) is $1,505,465 ($104,097 for Early Head Start and $1,401,368 for Head Start) and is effective July 1, 2012.

Early Head Start and Head Start programs provide comprehensive services in the areas of early childhood education, health, nutrition, parent involvement, social services, and disabilities services to infants, toddlers, and children (ages 0 to 5) and their families in Los Angeles County. The increase is required to assist in maintaining the quality of Early Head Start and Head Start services, retaining qualified staff, and offsetting higher operating costs.

CONSENT CALENDAR RECOMMENDATIONS (none)

RECOMMENDATIONS
ADOPTION OF THE LOS ANGELES COUNTY PLAN FOR AB 922 EXPELLED PUPILS (TRIENNIAL UPDATE)
The Superintendent recommended that the County Board adopt the Los Angeles County Plan for AB 922 Expelled Pupils (triennial update) from the Division of Student Support Services (SSS).

It was MOVED by Mrs. Holt, SECONDED by Ms. Braude, and CARRIED to adopt the Los Angeles County Plan for AB 922 Expelled Pupils (triennial update) from the Division of SSS.

APPROVAL OF THE JARDIN DE LA INFANCIA CHARTER SCHOOL ON APPEAL OF A NON-RENEWED PETITION BY LOS ANGELES UNIFIED SCHOOL DISTRICT
The Superintendent recommended that the County Board take action to approve the renewal charter petition for Jardin de la Infancia, subject to meeting the following conditions:

1. By May 30, 2012, the school shall submit to LACOE:
   a. The signed LACOE Monitoring and Oversight Memorandum of Understanding (MOU) following approval by the school’s governing board.
      i. The MOU shall specify LACOE’s insurance requirements.
      ii. The MOU shall specify the school shall complete an English learner plan prior to commencing instruction for school year 2012-13.
      iii. The MOU shall specify the term of the charter shall be five (5) years commencing July 1, 2012 and ending June 30, 2017.
   b. A copy of the application submitted to a Special Education Local Plan Area (SELPA).
c. Non-material changes to the petition to reflect the County Board as the authorizer including but not limited to changes that address concerns and deficiencies identified in the LACOE Report on the findings of fact to the County Board dated April 10, 2012. Key changes are as follows:

i. Element 1: The petition shall be brought current with regard to minimum age requirements for enrollment and shall address whether the school intends to provide Transition Kindergarten.

ii. Element 2: Naming objective summative assessments that will be used to determine whether measurable student outcomes have been met on an annual basis. Publisher summative assessments shall be used for English-Language Arts and mathematics; the school and LACOE shall agree to the measurement tool for physical education. The summative assessment for English-Language Arts shall also be used to determine eligibility criteria for English learner reclassification. If possible, the school will assess students in English-Language Arts and mathematics in June 2012 to provide baseline data. The measurable outcomes will be used as the basis for determining whether the school is eligible for renewal.

iii. Element 4: Revise Corporate Bylaws to be compliant with law.


v. Element 14: Revise Dispute Resolution Procedures to reflect the County Board as the authorizer; both parties shall agree to the procedures.

The County Superintendent of Schools shall determine whether the changes are considered reasonably comprehensive or sufficient.

2. **By June 27, 2012**, the school shall provide LACOE with evidence of acceptance by a SELPA.

3. If any of the above conditions are not met, the Superintendent will notify the County Board at a regularly scheduled meeting not later than July 24, 2012, and authorization to commence instruction may be terminated.

It was **MOVED** by Mrs. Holt, **SECONDED** by Ms. Braude, and **CARRIED** to approve the renewal charter petition for Jardin de la Infancia, subject to meeting the conditions stated above.

**APPROVAL OF PERMANENT COST OF LIVING ADJUSTMENT (COLA) FOR EARLY HEAD START AND HEAD START PROGRAMS**

The Superintendent recommended that the County Board approve the submission of the cost of living adjustment (COLA) application for the Early Head Start and Head Start programs for the 2012-2013 program year. The total funding amount for the Los Angeles County Office of Education is $1,505,465 ($104,097 for Early Head Start and $1,401,368 for Head Start).
It was MOVED by Mrs. Holt, SECONDED by Dr. Turrentine, and CARRIED to approve the submission of COLA application for the Early Head Start and Head Start programs for the 2012-2013 program year.

APPROVAL OF ADDITIONS AND AMENDMENTS TO CERTIFICATION OF SIGNATURES – 2011-2012
The Superintendent recommended that the County Board authorize the addition of Alexander Cherniss, Ed.D., Chief Business Officer, and the amendment of Deborah C. Harris, Assistant Director, Operations and Administrative Services, to the list of persons approved to sign documents and contracts for the Los Angeles County Office of Education (LACOE) for 2011-12 and official documents as specified for LACOE for the period of April 11, 2012 to August 30, 2012.

It was MOVED by Dr. Turrentine, SECONDED by Mrs. Freer, and CARRIED to approve the addition of Alexander Cherniss, Ed.D., Chief Business Officer, and the amendment of Deborah C. Harris, Assistant Director, Operations and Administrative Services, to the list of persons approved to sign documents and contracts for LACOE for 2011-12 and official documents as specified for LACOE for the period of April 11, 2012 to August 30, 2012.

INTERDISTRICT AND EXPULSION APPEAL HEARINGS

LOS ANGELES COUNTY BOARD OF EDUCATION’S DECISIONS ON INTERDISTRICT ATTENDANCE APPEALS

Nadia S. v. Los Angeles USD – Parent withdrew

CLOSING ITEMS

GOVERNMENTAL RELATIONS
Dr. Delgado said there was one bill sponsored by LACOE, AB 1799, carried by Assembly Member Steven Bradford related to the transfer of student records which will be heard by the Assembly Education Committee.

BOARD COMMITTEE/LIAISON REPORTS
Mrs. Holt reported that the Board Policy Committee met and was able to review over 30 policies. The committee is moving along and has approximately 50 more policies to review.

LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE, ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP
The calendar was presented for discussion, to establish meeting times and to receive Board members’ requests for future agenda items. The calendar was reviewed.

ADJOURNMENT

Mr. Boyd adjourned the meeting at 4:10 p.m.
Item IV. Presentations

A. Regional Occupational Program Student Recognition Presentation

The Superintendent and County Board of Education will recognize the Regional Occupational Program Outstanding Student Recognition Recipients of Gold and Silver Medals.

The seven Gold Medal Recipients and 28 Silver Medal Recipients being honored today represent over 38,000 students trained annually by the Los Angeles County Regional Occupational Program.

Students nominated by LACOROP’s 23 school districts, the Los Angeles County High School for the Arts, International Polytechnic High School and Christa McAuliffe PAU competed through resumes, employment applications and were interviewed by business and industry representatives.

In recognition of their outstanding performance, the students will be introduced to the Board and will receive gold or silver medals, certificates, and monetary awards.
Item VI. Reports / Study Topics

A. Los Angeles County Office of Education’s Proposed 2012-2013 Budget Study Session (Enclosure)

The Proposed 2012-2013 budgets for Business Services, Technology Services, and Personnel Commission will be presented.
Business Services

Chief Business Officer

External Business Services
Business Advisory Services
School Financial Services

Internal Business Services
Accounting and Budget Development
Grants Project Management
Controller's Office
Controller's Office - Business Operations
Chief Business Officer - Business Services

Description
The Chief Business Officer of Business Services has administrative responsibilities for the external business divisions of Business Advisory Services and School Financial Services and for the internal business divisions of Accounting and Budget Development, Business Operations, and the Controller's Office.

The responsibilities and focus of the Assistant Superintendent include business and finance functions that:
1. Support the County Superintendent and County Board of Education.
2. Provide services to the internal programs and functions of the Los Angeles County Office of Education.
3. Provide services to school and community college districts in Los Angeles County.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2011-12 Adopted Budget</th>
<th>2012-13 Proposed Budget</th>
<th>Increase / (Decrease)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>198,598</td>
<td>219,958</td>
<td>21,360</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>69,696</td>
<td>80,642</td>
<td>10,946</td>
<td></td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>7,600</td>
<td>5,294</td>
<td>(2,306)</td>
<td>Reduction in the following to meet Budget cuts:</td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>55,200</td>
<td>37,536</td>
<td>(17,664)</td>
<td>• Materials &amp; Office Supplies; Non-Capitalized Equip.</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>• Travel and Conferences; Contract Services; Dues and Membership</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>39,918</td>
<td>37,674</td>
<td>(2,244)</td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$ 371,012</td>
<td>$ 381,104</td>
<td>$ 10,092</td>
<td></td>
</tr>
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Fund Breakdown

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Part A</td>
<td>198,481</td>
</tr>
<tr>
<td>Part I</td>
<td>182,623</td>
</tr>
<tr>
<td>Total</td>
<td>$ 381,104</td>
</tr>
</tbody>
</table>
### Cost Center Area by Cabinet Member

**Administrator:** Alex Cherniss, Ed. D.

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td>BUDGET CORRIDOR</td>
</tr>
<tr>
<td>5101: Chief Business Officer - Business Services</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>I</td>
<td>243,748</td>
</tr>
</tbody>
</table>

The Assistant Superintendent of Business Services has administrative responsibilities for business and financial matters of the organization and for the fiscal monitoring, oversight, and services to Los Angeles County schools and community college districts.

<table>
<thead>
<tr>
<th></th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Part A and I</td>
<td>468,678</td>
<td>364,586</td>
<td>381,104</td>
</tr>
</tbody>
</table>

BS-3
Business Advisory Services

Description
Business Advisory Services (BAS) performs mandated business functions and provides entrepreneurial business services to clients. Clients include educational entities within Los Angeles County; City, County and State governmental agencies; and the general public. Staff also directly support a non-profit corporation and the County Committee on School District Organization.

Functions of BAS include: Statutory monitoring of school district solvency; district revenue apportionments; state fiscal report certification; execution of mandated functions for school district organization, school elections, and Unemployment Insurance services; and Medi-Cal Administrative Activities; regionalized business programs such as school facilities planning, funding and maintenance, and public finance programs.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2011-12 Adopted Budget</th>
<th>2012-13 Proposed Budget</th>
<th>Increase / (Decrease)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>Reduction in positions due to re-structuring of assignments</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>2,745,905</td>
<td>2,608,902</td>
<td>(137,003)</td>
<td>Benefit reduction associated with positions</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>1,025,055</td>
<td>1,016,203</td>
<td>(8,852)</td>
<td>Reduction in contracted services</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>46,954</td>
<td>39,935</td>
<td>(7,019)</td>
<td></td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>957,518</td>
<td>928,091</td>
<td>(29,427)</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>24,630,782</td>
<td>24,613,044</td>
<td>(17,738)</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$ 29,406,214</strong></td>
<td><strong>$ 29,206,175</strong></td>
<td><strong>$ (200,039)</strong></td>
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**Fund Breakdown**

<table>
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<th>Part</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>3,255,780</td>
</tr>
<tr>
<td>E</td>
<td>7,535</td>
</tr>
<tr>
<td>O</td>
<td>25,942,860</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 29,206,175</strong></td>
</tr>
<tr>
<td>COST CENTER AND DESCRIPTION</td>
<td>CORE FUNCTIONS</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>Mandated</td>
</tr>
<tr>
<td>5310: Business Advisory Services - Administration</td>
<td>X</td>
</tr>
<tr>
<td>Provides oversight and advisory services in school business, finance, and regionalized business services to 93 school and community college districts in Los Angeles County.</td>
<td></td>
</tr>
<tr>
<td>5330: Financial Management Services</td>
<td>X</td>
</tr>
<tr>
<td>This unit assists districts in budgeting and financial planning, including approval of budgets, monitoring districts for financial solvency, certification of fiscal reports, and disbursements of apportionments. (See also Cost Center 5374).</td>
<td></td>
</tr>
</tbody>
</table>
## Cost Center Area by Cabinet Member

**Administrator:** Melvin Lizuka

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Program &amp; Services of choice</td>
<td>ADOPTED BUDGET EXPENDITURE</td>
<td>FTEs</td>
<td>ACTUAL EXPENDITURE</td>
</tr>
<tr>
<td>5340: Regionalized Business Services</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>1,014,274</td>
<td>7.65</td>
<td>913,572</td>
</tr>
<tr>
<td>This program is responsible for ordering school elections (e.g., governing board vacancies, special taxes) and providing staff support as Secretary to the Los Angeles County Committee on School District Organization. (See also Cost Centers 5350 and 5375). This program is responsible for developing, operating and coordinating regionalized business services for districts to achieve cost savings and increased effectiveness (e.g., school facilities advisory services, Schools Pooled Financing Program, CBO Training Program). (See also Cost Centers 5373 and 5371).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5350: County Committee on School District Organization</td>
<td>X</td>
<td>A</td>
<td>-</td>
<td>12,544</td>
<td>14,310</td>
<td>13,087</td>
</tr>
<tr>
<td>This program funds the non-salary expenditures related to the district organization functions of the Los Angeles County Committee on School District Organization. (See also Cost Centers 5340 and 5375).</td>
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</table>


BS-6
<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>5373: Facilities Management</em></td>
<td>Mandatory: Melvin Iizuka</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This program funds non-salary expenditures related to the School Facilities Advisory Services Program for K-12 districts. (See also Cost Center 5340).</td>
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<td></td>
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<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td>ADOPTED BUDGET EXPENDITURE</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>E</td>
<td>7,517</td>
<td>-</td>
<td>2,981</td>
</tr>
<tr>
<td>Total Part E</td>
<td></td>
<td></td>
<td>7,517</td>
<td>-</td>
<td>2,981</td>
</tr>
<tr>
<td><em>5362: Medi-Cal Administrative Activities</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>This program serves as the Fiscal Agent for districts participating in Medi-Cal Administrative Activities (MAA) Program.</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>O</td>
<td>20,571,197</td>
<td>2.10</td>
<td>27,777,061</td>
</tr>
<tr>
<td><em>5371: Schools Pooled Financing Program</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This program funds audit and legal expenditures related to administration of the Los Angeles County Schools Pooled Financing Program for cost effective issuance of Tax and Revenue Anticipation Notes (TRANs) and Certificates of Participation (COPs). (See also Cost Center 5340).</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>O</td>
<td>42,221</td>
<td>-</td>
<td>28,263</td>
</tr>
<tr>
<td><em>5374: AB 1200 Implementation</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This program performs AB 1200 fiscal solvency analysis and oversight for K-12 districts, including approval of budgets, certification of interim financial reports, and review of unaudited actual reports, audit exception resolution and collective bargaining agreements. (See also Cost Center 5330).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>O</td>
<td>706,237</td>
<td>3.75</td>
<td>686,148</td>
</tr>
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</table>
### Cost Center Area by Cabinet Member

**Administrator:** Melvin Iizuka

<table>
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<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>/core functions</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>ADOPTEd</th>
<th>FTEs</th>
<th>ACTUAL EXPENDITURE</th>
<th>ADOPTED</th>
<th>FTEs</th>
<th>PROPOSED</th>
<th>BUDGET EXPENDITURE</th>
<th>PROPOSED FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>O</td>
<td>633,473</td>
<td>2.35</td>
<td>553,403</td>
<td>630,752</td>
<td>2.35</td>
<td>635,074</td>
<td>2.25</td>
<td></td>
<td></td>
</tr>
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</table>

**5363: Unemployment Insurance**

This program administers the Los Angeles County School Unemployment Insurance Claims Management Program.

<table>
<thead>
<tr>
<th></th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Part O</td>
<td>21,953,128</td>
<td>29,044,875</td>
<td>25,960,953</td>
</tr>
<tr>
<td>Total Part A, E and O</td>
<td>25,354,757</td>
<td>32,126,406</td>
<td>29,406,214</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Part O</td>
<td>8.20</td>
<td>8.20</td>
<td>7.60</td>
</tr>
<tr>
<td>Total Part A, E and O</td>
<td>33.00</td>
<td>33.00</td>
<td>30.00</td>
</tr>
</tbody>
</table>
School Financial Services

Description
The Division of School Financial Services (SFS) provides over 300 public educational agencies in Los Angeles County, including charter schools, with financial and business systems services. These services include:
- Paying over 155,000 school employees working in 134 school districts, charter schools, community colleges and other agencies through the automated Human Resource System (HRS).
- Operating an integrated accounting and budgeting system for over 150 agencies.
- Producing an average of 4,000 commercial vendor payments daily, totaling $9.9 billion on an annual basis.
- Processing yearly deposits totaling $22 billion for all public educational agencies in Los Angeles County.
- Processing and reporting over $1 billion in employee and employer contributions to CalSTRS and CalPERS.
- Registering and maintaining over 370,000 credentials for all districts in Los Angeles County.
- Performing legal / auditor-controller functions for the County Superintendent of Schools, Los Angeles County Office of Education, and the Los Angeles County Auditor-Controller.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2011-12 Adopted Budget</th>
<th>2012-13 Proposed Budget</th>
<th>Increase / Decrease</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>$264,569</td>
<td>$</td>
<td>$(264,569)</td>
<td>CalSTRS benefits counseling program terminated (non-FTE positions)</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>9,580,827</td>
<td>8,994,459</td>
<td>(586,368)</td>
<td>Reduced 10 FTE as a result of CalSTRS counseling program termination (3.5 FTE), 6% reduction and FCMAT recommendations</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>3,767,874</td>
<td>3,743,877</td>
<td>(23,997)</td>
<td>CalSTRS benefits counseling program terminated</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>322,825</td>
<td>310,039</td>
<td>(12,786)</td>
<td>Increase in use of Mobile ITC unit</td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>641,162</td>
<td>687,078</td>
<td>45,916</td>
<td>Corresponding decrease in indirect costs</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>2,277,174</td>
<td>1,999,713</td>
<td>(277,461)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$16,854,431</strong></td>
<td><strong>$15,735,166</strong></td>
<td><strong>($1,119,265)</strong></td>
<td></td>
</tr>
</tbody>
</table>

Fund Breakdown

<table>
<thead>
<tr>
<th>Part A</th>
<th>10,731,379</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part O</td>
<td>5,003,787</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$15,735,166</strong></td>
</tr>
<tr>
<td>COST CENTER AND DESCRIPTION</td>
<td>CORE FUNCTIONS</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Core</td>
<td>Mandated</td>
</tr>
<tr>
<td>5410: School Financial Services</td>
<td>X</td>
</tr>
<tr>
<td>- Administration</td>
<td></td>
</tr>
<tr>
<td>This program coordinates overall administration of financial services expenditure controls and county auditor functions for 93 K-12 school districts and community colleges and 41 related educational agencies.</td>
<td></td>
</tr>
<tr>
<td>5420: District Personnel Information</td>
<td>X</td>
</tr>
<tr>
<td>Services</td>
<td></td>
</tr>
<tr>
<td>This program coordinates legal functions mandated for the County Superintendent and the County Auditor-Controller as to the Human Resource System (HRS) including Payroll, HRS Employee Services, Retirement, Teacher/Administrator Certification, and HRS Systems Training.</td>
<td></td>
</tr>
<tr>
<td>5430: Accounting and Financial</td>
<td>X</td>
</tr>
<tr>
<td>Services</td>
<td></td>
</tr>
<tr>
<td>This program is responsible for approval and issuance of payroll, commercial warrants, cash monitoring, bank reconciliation, and other financial services for school districts and other agencies as required of the County Superintendent and the County Auditor-Controller.</td>
<td></td>
</tr>
</tbody>
</table>

Total Part A: 11,235,717 | 96.50 | 10,814,887 | 11,293,987 | 94.80 | 10,731,379 | 87.85

BS-11
## Cost Center Area by Cabinet Member

**Administrator:** Pamela Fees

### COST CENTER AND DESCRIPTION

<table>
<thead>
<tr>
<th>Core Functions</th>
<th>Value Added</th>
<th>Budget Corridor</th>
<th>ADOPTED EXPENDITURE</th>
<th>FTEs</th>
<th>ACTUAL EXPENDITURE</th>
<th>ADOPTED EXPENDITURE</th>
<th>FTEs</th>
<th>PROPOSED EXPENDITURE</th>
<th>PROPOSED FTEs</th>
</tr>
</thead>
</table>
| 5462: Agency-wide Business Services  
This program performs business services for other agencies. Accounting, financial, payroll and similar services may be provided. The scope of the services is agreed between the agencies and LACOE. | X O | 3,358,601 | 27.24 | 3,027,038 | 24.44 | 3,054,471 | 23.99 |
| 5461: School Financial Services  
- Charter School Unit  
This program provides financial, business and retirement reporting services to the 150-plus charter schools in Los Angeles County through four defined levels of service. | X | 1,325,715 | 10.01 | 1,089,536 | 15.51 | 1,949,316 | 16.41 |
| 5463: Regional Counseling Center  
This program provides counseling services to potential State Teachers' Retirement System (STRS) retirees through a contract with STRS. This was part of Cost Center 5462 which was created during FY 2003-2004. | X B | 839,883 | 3.50 | 696,015 | 3.50 | - | - |

Total Part O: 4,684,316 (37.25)  
Total Part B: 839,883 (3.50)  
Total Part A, B, O and S: 16,759,916 (137.25)
## Accounting and Budget Development - Grants Project Management

### Description
The Division of Accounting and Budget Development (ABD) includes the Budget Section, Accounting Section, Financial Systems Support, Internal Systems Support, and the Grants Project Management Unit.

The Budget Section records and coordinates the developmental and operational budgets for all the programs and cost centers of LACOE. The Financial Systems Support Unit maintains the PC-Budget System in support of LACOE’s budget functions and financial analyses. The Accounting Section processes accounts receivable, accounts payable, payroll, and provides other accounting services for the County Office, including internal and external financial reporting. The Internal Systems Support Unit provides agency-wide production support for the PeopleSoft Financial System. This unit also manages report development, as well as financial system training and coordination. The Grants Project Management Unit provides financial oversight, compliance monitoring, budgeting, reporting, and cash management for all specially funded programs operated by LACOE.

### Expenditures

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2011-12 Adopted Budget</th>
<th>2012-13 Proposed Budget</th>
<th>Increase / (Decrease)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>Grants Project Management (excluding Head Start Fiscal staff) was transferred from Controller’s Office (18 positions).</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>1,860,227</td>
<td>2,414,708</td>
<td>554,481</td>
<td>Chargebacks to Ed. programs; Grants Project Management various program chargebacks</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>92,650</td>
<td>101,250</td>
<td>8,600</td>
<td>Space allocation adjustment</td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>508,009</td>
<td>489,990</td>
<td>(18,019)</td>
<td></td>
</tr>
<tr>
<td>Salary Transfers and Charges to Programs</td>
<td>(302,943)</td>
<td>(2,486,265)</td>
<td>(2,183,322)</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>8,400</td>
<td>8,400</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>328,858</td>
<td>444,453</td>
<td>115,595</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 7,164,077</td>
<td>$ 6,782,749</td>
<td>$(381,328)</td>
<td></td>
</tr>
</tbody>
</table>

### Fund Breakdown

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part D</td>
<td>2,189,522</td>
</tr>
<tr>
<td>Part I</td>
<td>7,079,492</td>
</tr>
<tr>
<td>Total</td>
<td><strong>$ 9,269,014</strong></td>
</tr>
</tbody>
</table>

Before transfers and charges
## Cost Center Area by Cabinet Member

**Administrator:** Bernadette Sampson

### 5803: Grants Project Management

- **Description:** This program provides financial reporting, cash management, and fiscal compliance monitoring for all specially funded federal, state, and local programs to ensure minimum risk exposure for LACOE.
- **Moved from Controller's Office effective 1/1/12**

### 5801: Administration

- **Description:** The Division of Accounting & Budget Development maintains the budget and provides essential accounting services for all programs and divisions of the office. Administration provides coordination and oversight for the accounting, budget, and fiscal support sections of ABD.

### 5524/5824: Internal Systems Support

- **Description:** This unit provides agency-wide production support for the PeopleSoft Financial System. This unit also manages report development, as well as financial system training and coordination.
- **Moved from Technology Services FY 2010-11**

### Table

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td>BUDGET CORRIDOR</td>
</tr>
<tr>
<td>5803: Grants Project Management</td>
<td>X</td>
<td>D</td>
<td>-</td>
<td>-</td>
<td>2,189,522</td>
</tr>
<tr>
<td>5801: Administration</td>
<td>X</td>
<td>I</td>
<td>535,319</td>
<td>4.00</td>
<td>407,611</td>
</tr>
<tr>
<td>5524/5824: Internal Systems Support</td>
<td>X</td>
<td>I</td>
<td>999,011</td>
<td>6.00</td>
<td>665,311</td>
</tr>
</tbody>
</table>

**Total Part D:**

- 2,189,522
- 18.00

---

BS-15
### Cost Center Area by Cabinet Member

**Administrator:** Bernadette Sampson

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td>ADOPTEd BUDGET EXPENDITURE</td>
<td>FTEs</td>
<td>ACTUAL EXPENDITURE</td>
</tr>
<tr>
<td>5802: Accounting</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>4,076,857</td>
<td>40.00</td>
<td>3,727,198</td>
</tr>
<tr>
<td>This section maintains the Office’s accounting records and provides all financial reports for programs and cost centers, processes payroll warrants for LACOE employees, and provides accounts payable and accounts receivable services.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5805: Budget Development</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>1,514,442</td>
<td>14.00</td>
<td>1,538,470</td>
</tr>
<tr>
<td>This unit is instrumental in developing and monitoring budgets for the Office. This section also maintains the PC-Budget System and provides special reports to divisions to assist them in their budgeting decisions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Part I: 7,125,629 64.00 6,338,590 7,467,020 68.00 7,079,492 80.00

Total All Parts: 7,125,629 64.00 6,338,590 7,467,020 68.00 9,269,014 80.00

BS-16
## Controller's Office

### Description

The Controller’s Office provides administrative support to the educational program divisions and charter schools authorized by the County office. The Controller’s Office coordinates the annual audit process and development of the Comprehensive Annual Financial Report.

The Controller’s Office provides Fiscal monitoring and administrative support to the Head Start program.

The Financial Services Support Unit monitors and aggregates data on program costs, pupil services, revenue allocations, and prepares quarterly and annual billings to districts for the unreimbursed costs for Special Education. The unit monitors revenue allocations for state and federal funds and provides monthly disbursement to the districts.

The Educational Programs Fiscal Support Unit provides fiscal support to the educational program divisions and charter schools authorized by LACOE. The office also coordinates fiscal aspects of attendance accounting compliance and reporting functions for the educational programs and charter schools.

The Controller’s Office Management Information Systems Unit has developed and is maintaining a new student information system for educational programs, EPIC, and a student information system for the Head Start division, GRS. The MIS unit supports the educational programs network.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2011-12 Adopted Budget</th>
<th>2012-13 Proposed Budget</th>
<th>Increase / (Decrease)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>$197,336</td>
<td>$</td>
<td>$(197,336)</td>
<td>Closed 2 FTE positions</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>5,274,147</td>
<td>3,707,792</td>
<td>$(1,566,355)</td>
<td>Transferred a portion of GPM to ABD</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>2,048,710</td>
<td>1,482,656</td>
<td>$(566,054)</td>
<td>EPIC; Formerly funded by ARRA State Fiscal Stabilization.</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>101,754</td>
<td>173,802</td>
<td>72,048</td>
<td></td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>690,376</td>
<td>1,138,645</td>
<td>448,269</td>
<td></td>
</tr>
<tr>
<td>Salary Transfers and Charges to Programs</td>
<td>(4,737,981)</td>
<td>(2,462,946)</td>
<td>2,275,035</td>
<td>Result of moving a portion of GPM</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>50,000</td>
<td>50,000</td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>426,394</td>
<td>477,691</td>
<td>51,297</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$4,000,736</strong></td>
<td><strong>$4,567,640</strong></td>
<td><strong>$566,904</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Fund Breakdown

<table>
<thead>
<tr>
<th>Fund Breakdown</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A</td>
<td>156,195</td>
</tr>
<tr>
<td>Part D</td>
<td>812,179</td>
</tr>
<tr>
<td>Part E/O</td>
<td>1,479,536</td>
</tr>
<tr>
<td>Part I</td>
<td>4,582,676</td>
</tr>
</tbody>
</table>
| **Total**      | **$7,030,586** | Before transfers and charges
### Cost Center Area by Cabinet Member
Administrator: Patricia Smith

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Program &amp; Services of choice</td>
<td>ADOPTED BUDGET EXPENDITURE</td>
<td>FTEs</td>
<td>ACTUAL EXPENDITURE</td>
</tr>
<tr>
<td>5703: Grants Project Management</td>
<td>X</td>
<td></td>
<td>D</td>
<td>2,697,977</td>
<td>25.00</td>
<td>2,735,627</td>
</tr>
<tr>
<td>This program provides financial reporting, cash management, and fiscal compliance monitoring for all specially funded federal, state, and local programs to ensure minimum risk exposure for LACOE. Moved to ABD 1/1/12 except Head Start Fiscal Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5704: Pupil Attendance Accounting</td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>302,726</td>
<td>3.00</td>
<td>295,117</td>
</tr>
<tr>
<td>This unit provides pupil tracking and monitoring, centralized attendance accounting services, school site compliance reviews, preparation and submission of all ADA and enrollment reports to CDE.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Part D</td>
<td>3,000,703</td>
<td>28</td>
<td>3,030,744</td>
<td>3,237,342</td>
<td>30</td>
<td>812,179</td>
</tr>
<tr>
<td>5720: Ed Programs Info Connect (EPIC)</td>
<td>X</td>
<td>X</td>
<td>E/O</td>
<td>537,500</td>
<td>-</td>
<td>1,215,489</td>
</tr>
<tr>
<td>Funded from Tier III balances (unrestricted funding)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Part E/O</td>
<td>537,500</td>
<td>-</td>
<td>1,215,489</td>
<td>674,821</td>
<td>-</td>
<td>1,479,536</td>
</tr>
<tr>
<td>COST CENTER AND DESCRIPTION</td>
<td>CORE FUNCTIONS</td>
<td>VALUE ADDED</td>
<td>BUDGET EXPENDITURE</td>
<td>PROPOSED EXPENDITURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------</td>
<td>-------------</td>
<td>--------------------</td>
<td>---------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5701: Controller's Office</td>
<td>X</td>
<td>X</td>
<td>2,705,632</td>
<td>2,541,229</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>X</td>
<td>X</td>
<td>2,445,746</td>
<td>1,56,195</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>X</td>
<td>X</td>
<td>2,540,944</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5710: Ed Programs Fiscal Support</td>
<td>X</td>
<td>X</td>
<td>990,040</td>
<td>881,866</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### The Controller's Office

The Controller's Office provides monitoring and reporting on the financial position of the Educational Program Divisions. This cost center also includes the Management Information Systems Unit (EPIC) which supports the educational programs network and student records, and provides fiscal oversight for LACOE's Charter Schools.

### Ed Programs Fiscal Support

This unit is responsible for monitoring the fiscal condition of the Division of Special Education and Student Programs. Provides fiscal support to the division directors.
### Cost Center Area by Cabinet Member

**Administrator:** Patricia Smith

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Program &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Services of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>choice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5722: Student Program and Support</td>
<td>X</td>
<td>X</td>
<td>I</td>
<td>1,316,507</td>
<td>1,256,845</td>
<td>1,159,581</td>
</tr>
<tr>
<td>This unit provides fiscal support to the Division of Special Education and the individual SELPAs. Tracks expenditures, prepares reports, projections, and billings for unreimbursed costs.</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADOPTED EXPENDITURE</td>
<td>FTEs</td>
<td>ACTUAL EXPENDITURE</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>127,871</td>
<td>130,502</td>
<td>151,057</td>
</tr>
<tr>
<td>5,012,079</td>
<td>4,755,147</td>
<td>4,675,497</td>
</tr>
<tr>
<td>8,678,153</td>
<td>9,131,882</td>
<td>8,738,717</td>
</tr>
</tbody>
</table>

BS-21
## Description
This unit of the Controller's Office is responsible for various administrative, operational, and procurement activities. This includes: procuring goods and services from outside suppliers and contractors; warehousing stock items; providing office support services such as mail processing, security, records management, and reprographics; providing transportation services for special education students of client school districts; providing all maintenance and operations services; and providing facilities planning and management services.

### Expenditures

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2011-12 Adopted Budget</th>
<th>2012-13 Proposed Budget</th>
<th>Increase / Decrease</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>8,972,446</td>
<td>8,290,997</td>
<td>(681,449)</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>3,699,673</td>
<td>3,640,288</td>
<td>(59,385)</td>
<td></td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>1,442,916</td>
<td>1,386,722</td>
<td>(56,194)</td>
<td></td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>8,834,141</td>
<td>8,798,807</td>
<td>(35,334)</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>294,037</td>
<td>270,315</td>
<td>(23,722)</td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>3,586,648</td>
<td>3,653,606</td>
<td>66,958</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$ 26,829,861</strong></td>
<td><strong>$ 26,040,735</strong></td>
<td><strong>$ (789,126)</strong></td>
<td>As part of Division consolidation, closed 11 FTE positions</td>
</tr>
</tbody>
</table>

### Fund Breakdown

<table>
<thead>
<tr>
<th>Part</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A</td>
<td>2,106,401</td>
</tr>
<tr>
<td>Part D</td>
<td>7,075,549</td>
</tr>
<tr>
<td>Part E</td>
<td>4,087,308</td>
</tr>
<tr>
<td>Part I</td>
<td>7,195,950</td>
</tr>
<tr>
<td>Part O</td>
<td>501,781</td>
</tr>
<tr>
<td>Part S</td>
<td>5,073,746</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$26,040,735</strong></td>
</tr>
</tbody>
</table>
## Cost Center Area by Cabinet Member

**Administrator:** Patricia Smith

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>5670: Agency-wide Costs</td>
<td></td>
<td></td>
<td>X</td>
<td>A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This program provides essential services required to maintain and operate the Los Angeles County Office of Education. Examples of services/expenses include security services, utilities and housekeeping service, and rents and leases. |

<table>
<thead>
<tr>
<th></th>
<th>Mandated</th>
<th>Necessary</th>
<th>Educational Services</th>
<th>Program &amp; Services of choice</th>
<th>ADOPTED BUDGET EXPENDITURE</th>
<th>FTEs</th>
<th>ACTUAL EXPENDITURE</th>
<th>ADOPTED BUDGET EXPENDITURE</th>
<th>FTEs</th>
<th>PROPOSED BUDGET EXPENDITURE</th>
<th>PROPOSED FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,745,000</td>
<td>-</td>
<td>2,271,046</td>
<td>1,775,000</td>
<td>-</td>
<td>2,106,401</td>
<td>-</td>
</tr>
</tbody>
</table>

Total Part A 1,745,000 - 2,271,046 1,775,000 - 2,106,401

| 5608: Facilities and Planning |              |             | X               | D               | 930,424 | 9.00 | 1,041,798 | 771,840 | 10.00 | 908,162 | 10.00 |
This program is responsible for design, acquisition, and disposal of facilities throughout LACOE. |

| 5609: Building Services |              |             | X               | D               | 2,541,596 | 37.40 | 2,911,952 | 2,560,694 | 37.40 | 2,558,476 | 37.40 |
This program provides adequate facilities to fill the needs of the Office; comprehensive and cost-effective maintenance and operations for all facilities operated by the Office; develops and conducts short and long-range preventive maintenance programs to maximize facility life. |
### Cost Center Area by Cabinet Member

**Administrator:** Patricia Smith

<table>
<thead>
<tr>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADOPTED</td>
<td>ACTUAL</td>
<td>ADOPTED</td>
</tr>
<tr>
<td>BUDGET</td>
<td>EXPENDITURE</td>
<td>FTEs</td>
</tr>
</tbody>
</table>

#### Core Functions

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>5613: Records Management</td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>270,125</td>
<td>428,466</td>
<td>193,605</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.50</td>
<td>4.50</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Program &amp; Services of choice</td>
<td>ADOPTED BUDGET EXPENDITURE</td>
<td>ACTUAL EXPENDITURE</td>
<td>ADOPTED BUDGET EXPENDITURE</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>270,125</td>
<td>428,466</td>
<td>193,605</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.50</td>
<td>4.50</td>
<td>3.00</td>
</tr>
</tbody>
</table>

This program provides appropriate records management guidelines and consultation for the Office's records; provides, maintains, and operates an effective economical and efficient centralized records storage center; and performs or coordinates the activities necessary to meet the needs of the Office for direct image microfilming, output microfilm and digital imaging.

#### 5670: Agency-wide Costs

This program provides essential services required to maintain and operate the Los Angeles County Office of Education. Examples of services/expenses include: security services, utilities, housekeeping services, rents, and leases.

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>Core Functions</th>
<th>Value Added</th>
<th>Budget Corridor</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>5670: Agency-wide Costs</td>
<td>X</td>
<td>D</td>
<td></td>
<td>3,138,899</td>
<td>2,404,517</td>
<td>3,316,077</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,138,899</td>
<td>2,404,517</td>
<td>3,316,077</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Total Part D 6,881,044 50.90 6,786,733 6,938,737 51.90 7,075,549 50.40
Cost Center Area by Cabinet Member  
Administrator: Patricia Smith

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>ADOPTEO BUDGET EXPENDITURE</th>
<th>ACTUAL EXPENDITURE</th>
<th>ADOPTED BUDGET EXPENDITURE</th>
<th>PROPOSED BUDGET EXPENDITURE</th>
<th>PROPOSED FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>5660: Regional School Transportation Services</td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td>X</td>
<td>E</td>
<td>4,090,146</td>
<td>-</td>
</tr>
<tr>
<td>This program provides automated geographical route assignment for school districts’ home-to-school transportation for pupils, using the extracurricular computerized routing and scheduling dispatch system.</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5664: Emergency Communications</td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td>X</td>
<td>E</td>
<td>26,384</td>
<td>-</td>
</tr>
<tr>
<td>This program will provide trunked radio communications systems to LACOE, school districts, students, and other public agencies within the Los Angeles basin for both emergency and routine operations. Recovering fees from participating agencies will fund this program.</td>
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</tr>
</tbody>
</table>

| Total Part E | 4,116,530 | - | 2,813,195 | 4,129,123 | - | 4,087,308 | - |
## Cost Center Area by Cabinet Member
**Administrator:** Patricia Smith

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>5601: Business Operations</td>
<td>Mandated</td>
<td>Necessary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>- Administration</strong></td>
<td>X</td>
<td>I</td>
<td>508,797</td>
<td>4.00</td>
<td>421,822</td>
<td>482,120</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5602: Procurement Services</td>
<td>Mandated</td>
<td>Necessary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>-</strong></td>
<td>X</td>
<td>I</td>
<td>2,452,274</td>
<td>23.00</td>
<td>2,406,488</td>
<td>2,449,836</td>
</tr>
</tbody>
</table>

*This program provides administrative leadership, direction and coordination of the programs assigned to the Division of Business Operations. Services provided include: financial management; risk management; Self-insurance Liability Programs; administration of the Joint Educational Transit Joint Power Agreement; contractual relations; accounting; purchasing; facilities planning; Computerized Transportation System; building services; office services; reprographics; records center; warehousing; crossing guards; real estate management; and office equipment maintenance.*

*This program provides the Office with sound contractual arrangements, including negotiating and advising office staff regarding contractual matters.*
## Cost Center Area by Cabinet Member

**Administrator:** Patricia Smith

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Program &amp; Services of choice</td>
<td>ADOPTED BUDGET EXPENDITURE</td>
<td>FTEs</td>
<td>ACTUAL EXPENDITURE</td>
</tr>
<tr>
<td>5610: Administrative Services</td>
<td>X</td>
<td>I</td>
<td>147,795</td>
<td>2.00</td>
<td>157,896</td>
<td>164,069</td>
</tr>
<tr>
<td>This program provides the Office and its staff with such services as cafeteria; mailroom operation, addressing courier services and other services; security for the education center and parking lots.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5611: Office Services</td>
<td>X</td>
<td>I</td>
<td>261,395</td>
<td>3.50</td>
<td>263,172</td>
<td>196,634</td>
</tr>
<tr>
<td>This program provides forms administration, lobby reception, and office equipment maintenance services to Office staff.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5612: Reprographics</td>
<td>X</td>
<td>I</td>
<td>1,037,727</td>
<td>10.00</td>
<td>1,020,624</td>
<td>1,223,146</td>
</tr>
<tr>
<td>This program provides the needed printing, binding, and copying services for all divisions of the Office; coordinates required outside vendor printing services; and oversees the decentralized office copiers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5617: Warehousing</td>
<td>X</td>
<td>I</td>
<td>799,000</td>
<td>6.00</td>
<td>790,242</td>
<td>1,400,440</td>
</tr>
<tr>
<td>This program administers and coordinates shipping, receiving, storing supplies, and equipment for the Office.</td>
<td></td>
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</tr>
</tbody>
</table>
## Cost Center Area by Cabinet Member
**Administrator:** Patricia Smith

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td>ADOPTED BUDGET EXPENDITURE</td>
<td>FTEs</td>
</tr>
<tr>
<td>5630: Operations</td>
<td>X</td>
<td></td>
<td></td>
<td>I</td>
<td>420,851</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5650: Mail Processing Center</td>
<td>X</td>
<td></td>
<td></td>
<td>I</td>
<td>942,688</td>
<td>12.00</td>
</tr>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5666: Office Security</td>
<td>X</td>
<td></td>
<td></td>
<td>I</td>
<td>162,300</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5670: Business Operations:</td>
<td>X</td>
<td></td>
<td></td>
<td>I</td>
<td>689,048</td>
<td></td>
</tr>
<tr>
<td>Agency-wide Costs</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

This area provides administrative leadership, direction and coordination of internal business operations, including building operations and maintenance, facilities planning and acquisition, pupil transportation, and centralized administrative services, and risk management.

This program collects and distributes U.S. mail, blue bag, and internal mail for the Office.

This program is responsible for the management of the security services for the Los Angeles County Office of Education.

This program provides essential services required to maintain and operate the Los Angeles County Office of Education. Examples of services/expense include: metered postage, messenger services, and furniture/equipment moving.
Cost Center Area by Cabinet Member
Administrator: Patricia Smith

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>ADOPTE D BUDGET EXPENDITURE</th>
<th>FTEs</th>
<th>ACTUAL EXPENDITURE</th>
<th>ADOPTE D BUDGET EXPENDITURE</th>
<th>FTEs</th>
<th>PROPOSED BUDGET EXPENDITURE</th>
<th>PROPOSED FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>5671: Ride-Share Office</td>
<td></td>
<td>X</td>
<td>I</td>
<td>122,840</td>
<td>0.60</td>
<td>82,427</td>
<td>116,090</td>
<td>0.60</td>
<td>31,615</td>
<td>-</td>
</tr>
<tr>
<td>The Office operates the employee's incentive program to provide approved incentives to those employees who ride share or use other alternate means of transportation. The Office also monitors and surveys participation, publicizes the program and prepares annual plan updates required by AQMD.</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

| 5672: Office-Wide Recycling Program |                | X           | I              | 77,945                      | 1.00 | 52,354            | 77,944                      | 1.00 | 81,386                      | 1.00 |
| This program manages the Office's recycling program which includes collecting recyclable materials and arranging with vendors to purchase bulk quantities of materials collected. Maintains records and reports on its operations. |

Total Part I 7,622,660 65.10 7,420,701 8,426,335 67.10 7,195,950 59.00

| 5615: Transportation |                | X           | O              | 483,498                      | 11.50 | (1,601)            | -              | 10.90 | -                          | 9.50 |
| This program provides pupil transportation services for the Los Angeles County Office of Education schools, classes, and programs. |

| 5663: Joint Educational Transit (JET) Staff |                | X           | O              | 477,806                      | 6.81  | 502,580            | 477,327                      | 6.81 | 501,781                      | 6.81 |
| This program employs the drivers for the 91 districts comprising the JET. |

Total Part O 961,304 18.31 500,979 477,327 17.71 501,781 16.31

* Accounting change in FY 2008-09 requires expenditures to be reported in programs served.

BS-29
## Cost Center Area by Cabinet Member

**Administrator:** Patricia Smith

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td>ADOPTEP BUDGET EXPENDITURE</td>
<td>FTEs</td>
</tr>
<tr>
<td>5609: Building Services</td>
<td>X</td>
<td></td>
<td>S</td>
<td></td>
<td>2,930,665</td>
<td>13.60</td>
</tr>
<tr>
<td>- Restricted Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SB 50 is a restricted maintenance account per Education Code Section 17070.75.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5662: Crossing Guards</td>
<td>X</td>
<td></td>
<td>S</td>
<td></td>
<td>2,133,309</td>
<td>0.50</td>
</tr>
<tr>
<td>As designated by the Los Angeles County Board of Supervisors in December 1979, this program administers the School Crossing Guard Program in unincorporated areas of Los Angeles County.</td>
<td></td>
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</tbody>
</table>

**Total Part S** 5,063,974 14.10 3,917,970 5,083,339 14.10 5,073,746 14.10

**Total Part A, D, E, I, O and S** 26,390,512 148.41 23,710,624 26,829,861 150.81 26,040,735 139.81
Technology Services

Chief Technology Officer

Instructional Technology Outreach

Technology Infrastructure Services

Applications Development and Support
Chief Technology Officer

Description

The Chief Technology Officer is responsible for support and coordination of technology utilization and technology services for LACOE. Services are provided both to internal LACOE organizations and to Local Educational Agencies. The Chief Technology Officer directs the following divisions: Instructional Technology Outreach, Applications Development and Support, and Technology Infrastructure Services.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2011-12 Adopted Budget</th>
<th>2012-13 Proposed Budget</th>
<th>Increase / Decrease</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>574,194</td>
<td>506,084</td>
<td>(68,110)</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>212,492</td>
<td>195,686</td>
<td>(16,806)</td>
<td></td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>50,292</td>
<td>38,864</td>
<td>(11,428)</td>
<td></td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>45,908</td>
<td>25,508</td>
<td>(20,400)</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>191,364</td>
<td>170,301</td>
<td>(21,063)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$ 1,074,250</strong></td>
<td><strong>$ 936,443</strong></td>
<td><strong>$ (137,807)</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Cost Center Area by Cabinet Member

**Administrator: Richard Quinones**

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td>BUDGET CORRIDOR</td>
</tr>
<tr>
<td>5510: Technology Services</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>- Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This unit’s services include, but are not limited to, the following functions: budget development and monitoring, fund management, financial reporting, PeopleSoft billing to external clients (school districts, charter schools, education agencies and community colleges), personnel administration, payroll, contract administration, inventory control for equipment and various clerical duties (typing, filing, telephone coverage, distribution of mail, etc.). This unit also provides the senior management support and administrative assistance for Technology Services.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>7101: Technology Services</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>- Finance and Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This unit’s services include, but are not limited to, the following functions: budget development and monitoring, fund management, financial reporting, billing to internal and external clients (Network Services, Multi-Media Services, RETAC and ETN), personnel administration, purchasing, payroll, contract administration, inventory control for equipment and cost accounting.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total Part A | 1,432,915 | 10.90 | 1,073,549 | 1,074,250 | 6.95 | 936,443 | 5.95 |

TS-3
**Instructional Technology Outreach**

**Description**

Instructional Technology Outreach (ITO) is responsible for Instructional Technology Training and Support: staff development for certificated and classified personnel; grant coordination and application assistance to Local Educational Agencies (LEAs); and maintenance and operation of multimedia and printed material reference libraries. A key function is administration of the California Technology Assistance Project (CTAP) Region 11. CTAP’s goal is to promote effective use of technology in teaching, learning and administration, and to provide educational technology leadership and assistance with professional development. Also part of ITO is Educational Technologies Network (ETN), which provides multimedia production and support to LACOE, LEAs, and other State Educational Agencies. Services include: DVD production; online audio/video streaming applications; studio and remote video production; video down-linking, recording, duplication and distribution; and educational video library services.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2011-12 Adopted Budget</th>
<th>2012-13 Proposed Budget</th>
<th>Increase / Decrease</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>$1,040,654</td>
<td>$1,183,875</td>
<td>$143,221</td>
<td>Added: Consultant II positions (2.16); Closed: Reduced Certificated Contract Consultants</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>847,311</td>
<td>973,477</td>
<td>126,166</td>
<td>Increase in Staffing</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>242,525</td>
<td>232,904</td>
<td>(9,621)</td>
<td>Reduction in Office Supplies</td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>834,868</td>
<td>463,870</td>
<td>(370,998)</td>
<td>Increase in ETN chargebacks from various divisions; Decrease in: contract services due to discontinued and reduced grants; chargebacks for Workshops, Seminars, and Conferences provided to various Divisions</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>37,817</td>
<td>37,817</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>1,454,479</td>
<td>1,173,876</td>
<td>(280,603)</td>
<td>Space allocation adjustment</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$6,026,055</strong></td>
<td><strong>$5,728,974</strong></td>
<td><strong>$297,081</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A</td>
</tr>
<tr>
<td>Part E</td>
</tr>
<tr>
<td>Part I</td>
</tr>
<tr>
<td>Part O*</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

*3.16 FTE moved off of ‘B’ grants that ended onto an ‘O’ budget – thus it looks like a net increase*
### Cost Center Area by Cabinet Member

**Administrator:** Richard Quinones

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>EDUCATIONAL SERVICES</th>
<th>BUDGET CORRIDOR</th>
<th>ADOPTED BUDGET EXPENDITURE</th>
<th>ACTUAL EXPENDITURE</th>
<th>ADOPTED BUDGET EXPENDITURE</th>
<th>ACTUAL EXPENDITURE</th>
<th>PROPOSED BUDGET EXPENDITURE</th>
<th>PROPOSED FTEs</th>
</tr>
</thead>
</table>
| **7102: Instructional Technology Outreach (ITO)—Administration**  
This division develops and administers specially-funded projects, maintains a multimedia library for use by LA County school districts, manages the Pullias Reference Center, and provides training and support for educators in the latest use of educational technology and applications. | X A | | | 630,175 | 3.00 | 755,875 | 3.00 | 1,041,455 | 4.00 |
| **7103: Library Media Services**  
This unit provides a contract videotape lending and online video streaming service to all Los Angeles County school districts, private schools, public and private non-profit agencies, and colleges outside Los Angeles County. The videotape library contains 37,000 copies of over 5,000 titles. Consultants help school district personnel develop and implement instructional media programs for students, and evaluate over 1,000 new video titles each year. The Multimedia Section also provides other direct services to districts. This section also provides multimedia resources and professional development services to LACOE staff. | X A | | | 1,656,325 | 6.50 | 1,572,352 | 6.00 | 1,050,064 | 6.00 |
## Cost Center Area by Cabinet Member
Administrator: Richard Quinones

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>ADOPTED BUDGET EXPENDITURE</th>
<th>FTEs</th>
<th>ACTUAL EXPENDITURE</th>
<th>ADOPTED BUDGET EXPENDITURE</th>
<th>FTEs</th>
<th>PROPOSED BUDGET EXPENDITURE</th>
<th>PROPOSED FTEs</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>7104: Educational Technologies Network (ETN)</td>
<td>Mandated Necessary</td>
<td>Educational Services Program &amp; Services of choice</td>
<td>X X A</td>
<td>811,473</td>
<td>5.50</td>
<td>699,758</td>
<td>605,952</td>
<td>3.50</td>
<td>597,654</td>
<td>2.50</td>
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<tr>
<td></td>
<td>This unit is responsible for multimedia production and support to all LACOE divisions, including video conferencing; interactive CD-ROM and DVD production; Web site consultation, development, production and hosting; online streaming applications; studio and remote video production; video down linking, recording, duplication and distribution; and educational video library services. ETN maintains the LACOE Web site, LACOE.edu.</td>
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<tr>
<td>7165: Professional Reference Services</td>
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<tr>
<td></td>
<td>This unit provides support and assistance to schools in the area of library services, instructional materials, and related reference services. Assistance is provided through workshops, consultations, and access to an extensive library of state-adopted materials.</td>
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<tr>
<td>Total Part A</td>
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</tbody>
</table>

TS-6
<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>ADOPTED BUDGET EXPENDITURE</th>
<th>ACTUAL EXPENDITURE</th>
<th>ADOPTED BUDGET EXPENDITURE</th>
<th>PROPOSED BUDGET EXPENDITURE</th>
<th>PROPOSED FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>7163: Educational Technologies Network (ETN)</td>
<td>X E</td>
<td>4,449</td>
<td>0.25</td>
<td>91,960</td>
<td>30,818</td>
<td>0.75</td>
<td>54,214</td>
<td>0.75</td>
</tr>
<tr>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This unit services school districts directly in support of their need for interactive multimedia. Support consists of video conferencing, interactive CD-ROMs for instruction and teacher recruitment, professional development and instructional videos for teachers, administrators, and students.</td>
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</tr>
</tbody>
</table>

| 7160: Regional Educational Television Advisory Committee (RETAC) | X E | 113,332 | 0.50 | 81,150 | 194,306 | 0.50 | 163,773 | 0.50 |
| Mandated | Necessary | Educational Services | Program & Services of choice |
| This unit provides and maintains comprehensive instructional video services for California students, access to multimedia resources, and related training. This program is funded by participant fees. |

<p>| 7164: Pullias Reference Center Publications and Documents Services | X E | 4,965 | - | 889 | 4,966 | - | 4,981 | - |
| Mandated | Necessary | Educational Services | Program &amp; Services of choice |
| This unit provides printing and reproduction of staff development materials (publications and videotapes) for sale and distribution within Los Angeles County to California agencies and individuals. It also provides duplication and copyright fees for document order services. Funding is through sale of materials and recovery of fees charged. |</p>
<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>BUDGET CORRIDOR</td>
<td>ADOPTED BUDGET EXPENDITURE</td>
<td>FTEs</td>
</tr>
<tr>
<td>7162: Professional Services</td>
<td></td>
<td></td>
<td>X E</td>
<td>171,889</td>
<td>0.26</td>
</tr>
<tr>
<td>This unit provides professional development for teachers and administrators in the use of technology to support teaching and administration. Assistance is provided through workshops, consultations, and development of resources.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7105: Multi-Media Production Support</td>
<td></td>
<td></td>
<td>I</td>
<td>451,068</td>
<td>3.00</td>
</tr>
<tr>
<td>This unit will assist divisions in video production and multimedia interactive video communication services to support program outreach, training, and public relations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7120: California Technology Assistance Project (CTAP) Formerly Part B</td>
<td></td>
<td></td>
<td>X O</td>
<td>1,988,625</td>
<td>11.91</td>
</tr>
<tr>
<td>This unit designs and delivers professional development to increase the use of technology to improve student achievement.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Part E 294,635 1.01 335,827 401,787 1.51 264,165 1.51

Total Part I 451,068 3.00 406,089 191,814 1.00 194,202 1.00

TS-8
### Cost Center Area by Cabinet Member

**Administrator:** Richard Quinones

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>BUDGET CORRIDOR</th>
<th>ADOPTED BUDGET EXPENDITURE</th>
<th>ACTUAL EXPENDITURE</th>
<th>ADOPTED BUDGET EXPENDITURE</th>
<th>PROPOSED BUDGET EXPENDITURE</th>
<th>PROPOSED FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>7121: California Technology Assistance Project (CTAP) Formerly Part B</td>
<td>X O</td>
<td>409,181</td>
<td>0.75</td>
<td>293,910</td>
<td>296,988</td>
<td>1.25</td>
<td>160,000</td>
<td>1.25</td>
</tr>
<tr>
<td>This unit provides contracted services to districts for customized instructional technology professional development to meet the specialized needs of their teachers and students.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Part O</td>
<td>2,397,806</td>
<td>12.66</td>
<td>2,274,563</td>
<td>1,984,628</td>
<td>10.83</td>
<td>2,131,084</td>
<td>13.99</td>
<td></td>
</tr>
</tbody>
</table>

(a) *Excludes all Part B programs*

| Total Part A, E, I and O (a) | 6,742,302 | 35.67 | 6,496,131 | 6,026,055 | 29.34 | 5,728,974 | 32.50 |

TS-9
Technology Infrastructure Services

Description
Technology Infrastructure Services (TIS) supports the functions of operating system support, data center operations, report and warrant production, and printing and distribution. Included in TIS is Network Engineering and Applications (NEA) which provides network (Wide Area Network (WAN) and Local Area Network (LAN)) design, development, implementation, consulting and maintenance, including access to all LACOE administrative systems. It functions as the Internet Service Provider (ISP) for LACOE and most of the county’s districts. NEA provides internet filtering services; e-mail operation and administration; desktop computer installation, maintenance and training; voice telephone operations; technical Help Desk support; and video conferencing.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2011-12 Adopted Budget</th>
<th>2012-13 Proposed Budget</th>
<th>Increase / (Decrease)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified Salaries</td>
<td>$7,923,453</td>
<td>$6,765,662</td>
<td>$(1,157,791)</td>
<td>(a)</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>2,972,320</td>
<td>2,673,273</td>
<td>(299,047)</td>
<td>Reduction in staff</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>750,974</td>
<td>775,079</td>
<td>24,105</td>
<td>Increase in Non-Cap Equipment &amp; Supplies</td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>4,125,865</td>
<td>4,094,513</td>
<td>(31,352)</td>
<td>Decrease in Contract Services</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>786,638</td>
<td>766,638</td>
<td>(20,000)</td>
<td>Realignment</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>3,043,010</td>
<td>2,707,593</td>
<td>(335,417)</td>
<td>Debt Services – 3 years IBM contract ended (hardware maintenance); indirect decrease</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$19,602,260</strong></td>
<td><strong>$17,782,758</strong></td>
<td><strong>$(1,819,502)</strong></td>
<td></td>
</tr>
</tbody>
</table>

Fund Breakdown

<table>
<thead>
<tr>
<th>Part A</th>
<th>Part E</th>
<th>Part I</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,193,223</td>
<td>2,197,995</td>
<td>3,391,540</td>
<td><strong>$17,782,758</strong></td>
</tr>
</tbody>
</table>

TS-10
<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td>BUDGET CORRIDOR</td>
</tr>
<tr>
<td>5520: Information Services</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>9,728,142</td>
<td>42.00</td>
</tr>
<tr>
<td>This unit is responsible for data center operations, including operation of the IBM and Bull mainframe computers. It is also responsible for operations analysis, equipment capacity planning, vendor negotiations, data center disaster recovery planning, warrant and report production/distribution.</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

| 5530: Technical Support | X | X | A | 2,909,077 | 18.00 | 2,658,844 | 2,368,573 | 14.00 | 855,875 | 4.00 |
| This unit maintains and administers all operating systems and database management systems for the IBM and Bull mainframes, and all servers for the PeopleSoft application and the ERP domain. It also provides application system stress testing, system and subsystem performance tuning, evaluates new technologies and vendor products for use at LACOE, defines and configures new architectures, administers system security and coordinates Change Control for the IBM mainframe, and participates in Data Center capacity planning. |
## Cost Center Area by Cabinet Member

**Administrator:** Richard Quinones

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>7130: TechNet: LAN</td>
<td></td>
<td></td>
<td>A</td>
<td>1,391,067</td>
<td>8.01</td>
</tr>
<tr>
<td>This unit services and provides supporting technology to countywide data and information systems for internal and external use. This function is necessary to ensure that state-mandated and voluntary data, and information are produced in a timely and accurate manner.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Part A</td>
<td>14,028,286</td>
<td>68.01</td>
<td>12,287,202</td>
<td>65.01</td>
<td>12,193,223</td>
</tr>
<tr>
<td>7170: Integrated Classroom / Administration Network</td>
<td></td>
<td></td>
<td>E</td>
<td>1,829,905</td>
<td>6.08</td>
</tr>
<tr>
<td>This countywide network serves LACOE and participating school districts by managing and operating their voice, data, image network, and filtering needs. This service also provides school districts discounted services through the California Teleconnect Fund. This program is funded by support and user fees.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Part E</td>
<td>1,829,905</td>
<td>6.08</td>
<td>1,672,572</td>
<td>8.35</td>
<td>2,197,995</td>
</tr>
<tr>
<td>5590: TechNet: Training and Support</td>
<td></td>
<td></td>
<td>I</td>
<td>945,149</td>
<td>9.00</td>
</tr>
<tr>
<td>This unit provides training, consultation, coordination, and other services for administration that allows instructional staff to benefit from the use of technology, including computers and telecommunications.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TS-12
<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>ADOPTED BUDGET EXPENDITURE</th>
<th>ACTUAL EXPENDITURE</th>
<th>PROPOSED BUDGET EXPENDITURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td>FTEs</td>
</tr>
<tr>
<td>7115: Video Production Services</td>
<td>X</td>
<td>X</td>
<td>I</td>
<td>350,392</td>
<td>1.00</td>
</tr>
<tr>
<td>This unit is part of the ETN Division and provides two-way video conferencing support for all divisions throughout LACOE. This cost saving service assists in conducting meetings, seminars, training, classroom instruction, interviews, and outreach within and outside LACOE’s vast borders without incurring huge costs in travel-related expenses.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7118: Technology Services - Telephone Services</td>
<td>X</td>
<td>X</td>
<td>I</td>
<td>741,858</td>
<td>7.00</td>
</tr>
<tr>
<td>This program coordinates and provides for the telecommunications needs of the Office and school sites.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This unit provides installation and support of the LAN / WAN, as well as the operating software necessary for connectivity and compatibility.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Part I</td>
<td>3,505,764</td>
<td>27.24</td>
<td>3,328,208</td>
<td>3,592,566</td>
<td>26.19</td>
</tr>
<tr>
<td>Total Part A, E, and I</td>
<td>19,363,955</td>
<td>101.33</td>
<td>17,287,982</td>
<td>19,602,260</td>
<td>99.55</td>
</tr>
</tbody>
</table>
## Applications Development and Support

### Description

Applications Development and Support (AD&S) provides computer applications and supports a wide range of clients, both internal and external to LACOE. AD&S is composed of three units: Human Resource System (HRS) and credentials, PeopleSoft Financials Systems (PSFS), and Web Application Services. The HRS application team serves LACOE and 120+ school entities throughout L.A. County. The primary functions of the HRS application include: Payroll, Personnel, Position Control, and Retirement Reporting. The PSFS team serves LACOE and school districts through the support of the PeopleSoft Financials application. Web Application Services provides technology solutions using the latest web-enabled technology.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2011-12 Adopted Budget</th>
<th>2012-13 Proposed Budget</th>
<th>Increase / (Decrease)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified Salaries</td>
<td>3,760,081</td>
<td>3,819,810</td>
<td>59,729</td>
<td>Realignment in staff</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>1,350,190</td>
<td>1,455,726</td>
<td>105,536</td>
<td>Realignment</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>64,264</td>
<td>84,077</td>
<td>19,813</td>
<td>Realignment</td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>350,624</td>
<td>295,028</td>
<td>(55,596)</td>
<td>Decrease Contract Services</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>10,217</td>
<td>-</td>
<td>(10,217)</td>
<td>Realignment</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>704,040</td>
<td>643,841</td>
<td>(60,199)</td>
<td>Space allocation adjustment</td>
</tr>
</tbody>
</table>

**Total Expenditures** $6,239,416 $6,298,482 $59,066

### Fund Breakdown

<table>
<thead>
<tr>
<th>Part A</th>
<th>Part I</th>
<th>Part O</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,238,353</td>
<td>590,898</td>
<td>1,469,231</td>
<td>$6,298,482</td>
</tr>
</tbody>
</table>

TS-14
<table>
<thead>
<tr>
<th>Cost Center Area by Cabinet Member</th>
<th>Administrator: Richard Quinones</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>EDUCATIONAL PROGRAM &amp; BUDGET</th>
<th>PROPOSED FTEs</th>
<th>PROPOSED EXPENDITURE</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>BUDGET CORRIDOR</td>
<td>ADOPTED EXPENDITURE</td>
<td>FTEs</td>
<td>ACTUAL EXPENDITURE</td>
</tr>
</tbody>
</table>

This unit provides application software design, development, implementation and maintenance for LACOE and Local Education Agencies (LEAs). This includes: support for PeopleSoft Financials, Retirement System, Human Resource System, and the Credentials System.

| 5545: Systems Programming Support | X | I | I | 445,151 | 3.50 | 436,103 | 456,682 | 3.50 | 460,127 | 3.50 |

This unit provides application software design, development, implementation and maintenance for LACOE and Local Educational Agencies (LEAs). This includes: support for district interfaces to PeopleSoft Financials, Web-based Report Access and Distribution (RAD) System, and specialized reporting for LACOE.

| 7110: Web Production and Support | X | X | I | 690,573 | 4.77 | 464,685 | 133,201 | 1.00 | 130,771 | 1.00 |

This unit is responsible for design and administration of Internet-publishing services, via the LACOE Web site in support for all LACOE programs and services.

Total Part A 4,056,687 26.50 3,408,803 4,150,526 26.50 4,238,353 26.50

Total Part I 1,135,724 8.27 900,788 589,883 4.50 590,898 4.50

TS-15
### Cost Center Area by Cabinet Member

**Administrator:** Richard Quinones

<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>CORE FUNCTIONS</th>
<th>VALUE ADDED</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated</td>
<td>Necessary</td>
<td>Educational Services</td>
<td>Program &amp; Services of choice</td>
<td>BUDGET CORRIDOR</td>
</tr>
<tr>
<td>5560: Human Resource System</td>
<td>X</td>
<td>X</td>
<td>O</td>
<td>1,588,522</td>
<td>10.50</td>
</tr>
<tr>
<td>This unit provides application software design, development, implementation and maintenance for LACOE and Local Educational Agencies (LEAs). This includes: support for the Human Resource System (HRS), Retirement System, and Credentials System. In addition, support is provided for major development projects, such as the HRS Migration, Leave Accounting, Credentials Re-Write, and Retirement Re-Write.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 5566: SACS K-12 Accounting Project | X       | X         | O          | 67,265   | -      | 53,038   | -         | -      |
| The SACS/PeopleSoft Project is the vehicle for implementation and continuing support for the PeopleSoft Financials software package for LACOE and all the county LEAs to accommodate the state-mandated Standardized Account Code Structure (SACS). |

*Location cost center closed FY 2010-2011*

| Total Part O | 1,655,787 | 10.50 | 1,471,041 | 1,499,007 | 10.50 | 1,469,231 | 10.50 |
| Total Parts A, I and O | 6,848,198 | 45.27 | 5,780,632 | 6,239,416 | 41.50 | 6,298,482 | 41.50 |
Personnel Commission

Personnel Commission
Mobile Clerical Support Unit
Personnel Commission

Description
The Office of the Personnel Commission executes the Merit System of employment as prescribed by statutes of the Education Code. The functions of the office include: the establishment and maintenance of the job classification and salary structure for classified employees, the establishment of merit-based eligibility lists used in staffing classified positions, the lawful assignment of persons to vacant classified positions, the adjudication of examination and disciplinary appeals, and the establishment of rules and regulations pertaining to these functions. These functions are performed by staff under the direction of the Director of Classified Human Resources with oversight by a three-member Personnel Commission.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2011-12 Adopted Budget</th>
<th>2012-13 Proposed Budget*</th>
<th>Increase / (Decrease)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>1,263,593</td>
<td>1,215,122</td>
<td>(48,471)</td>
<td>Closed: Asst. HR Analyst, HR Asst., and Sr. HR Asst. Added: HR Analyst and HR Specialist</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>511,486</td>
<td>503,823</td>
<td>(7,663)</td>
<td>Reduction in the following to meet Budget cuts:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Materials &amp; Office Supplies; Travel &amp; Conferences</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Contract Services; Other Admin. Expense</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Capitalized Equipment; Equipment Replacement</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>49,303</td>
<td>32,000</td>
<td>(17,303)</td>
<td>Space allocation adjustment</td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>154,346</td>
<td>117,700</td>
<td>(36,646)</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>8,702</td>
<td>1,000</td>
<td>(7,702)</td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>497,654</td>
<td>565,265</td>
<td>67,611</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 2,485,084</td>
<td>$ 2,434,910</td>
<td>$(50,174)</td>
<td></td>
</tr>
</tbody>
</table>

*The 2012-13 budget includes a 6% reduction in Part I. This reduction is for the 2012-13 fiscal year only, and next year will revert to the 2011-12 budget as the baseline for 2013-14.*
<table>
<thead>
<tr>
<th>COST CENTER AND DESCRIPTION</th>
<th>COST CENTER Area by Cabinet Member</th>
<th>Administrator: Rodney Freudenberg, Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2401: Personnel Commission</td>
<td>The Office of the Personnel Commission executes the Merit System of employment as prescribed by statutes of the Education Code.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROPOSED BUDGET EXPENDITURE</td>
<td>PROPOSED BUDGET EXPENDITURE</td>
<td>PROPOSED BUDGET EXPENDITURE</td>
</tr>
<tr>
<td>PROPOSED FTEs</td>
<td>PROPOSED FTEs</td>
<td>PROPOSED FTEs</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>2,485,084</td>
<td>2,485,084</td>
<td>2,434,910</td>
</tr>
<tr>
<td>19.00</td>
<td>17.00</td>
<td>16.00</td>
</tr>
<tr>
<td>Total Parts I</td>
<td>Total Parts I</td>
<td>Total Parts I</td>
</tr>
<tr>
<td>2,485,084</td>
<td>2,485,084</td>
<td>2,434,910</td>
</tr>
<tr>
<td>19.00</td>
<td>17.00</td>
<td>16.00</td>
</tr>
</tbody>
</table>
Mobile Clerical Support Unit

Description
The Mobile Clerical Support Unit was developed to support offices with clerical staff who are highly trained and have knowledge of LACOE practices, policies, and procedures. The clerical employees of this unit may work in assignments varying in length, on a chargeback basis, for offices throughout LACOE.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2011-12 Adopted Budget</th>
<th>2012-13 Proposed Budget</th>
<th>Increase / (Decrease)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>598,385</td>
<td>648,542</td>
<td>50,157</td>
<td>Step increases - hiring new employees</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>305,337</td>
<td>346,646</td>
<td>41,309</td>
<td>Increase in employee benefits</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>4,500</td>
<td>4,230</td>
<td>(270)</td>
<td></td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>1,100</td>
<td>1,034</td>
<td>(66)</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$ 909,322</strong></td>
<td><strong>$ 1,000,452</strong></td>
<td><strong>$ 91,130</strong></td>
<td></td>
</tr>
<tr>
<td>COST CENTER AND DESCRIPTION</td>
<td>CORE FUNCTIONS</td>
<td>VALUE ADDED</td>
<td>BUDGET CORRIDOR</td>
<td>ADOPTED BUDGET EXPENDITURE</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>2801: Mobile Clerical Support Unit</td>
<td>Mandated Necessary Educational Services Program &amp; Services of choice</td>
<td>X</td>
<td>I</td>
<td>381,478</td>
</tr>
</tbody>
</table>

Total Part I: 381,478 6.00 400,124 909,322 16.00 1,000,452 16.00
Item VI. Reports / Study Topics

B. Report on the Wisdom Academy for Young Scientists Charter School status of the June 7, 2011 conditions of renewal established by the County Board

On June 7, 2011, the County Board took action to grant renewal for Wisdom Academy for Young Scientists (WAYS) subject to specified conditions. The conditions of the County Board and WAYS’ status on fulfilling those conditions are summarized below.

<table>
<thead>
<tr>
<th>Conditions of Renewal Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make changes to the petition to reflect the County Board as the authorizer by June 30, 2011. (Required by California Code of Regulations, Title 5 § 11967)</td>
<td>Not met</td>
</tr>
<tr>
<td>WAYS’ Board to approve and sign LACOE Monitoring and Oversight Memorandum of Understanding (MOU) by June 30, 2011.</td>
<td>WAYS’ Board approved and signed MOU; however, the school has not complied with specific monitoring and oversight requirements.</td>
</tr>
<tr>
<td>Make an application to a Special Education Local Plan Area (SELPA) by June 30, 2011.</td>
<td>Met</td>
</tr>
<tr>
<td>WAYS’ former Executive Director was not to be “employed by or at the charter school until such time, if any, that the allegations of conflict of interest be resolved fully in her favor.”</td>
<td>WAYS’ former Executive Director has not been employed by the charter. However, she has been involved in the school’s day-to-day operations and governing board activities, and she attended a conference after her employment ended for which expenses were charged to WAYS. Allegations of Conflict of Interest that existed June 7, 2011, have not been resolved.</td>
</tr>
<tr>
<td>WAYS was to comply with all California Conflict of Interest Laws.</td>
<td>Unclear if the condition was met. WAYS did not provide requested information needed to determine if condition was met.</td>
</tr>
<tr>
<td>WAYS was to contract with Michael Cureton as its Executive Director for two (2) years.</td>
<td>WAYS contracted with Mr. Cureton for two (2) years; however, he abruptly resigned effective October 1, 2011, citing interference from the former Executive Director and</td>
</tr>
</tbody>
</table>
### Conditions of Renewal Action

<table>
<thead>
<tr>
<th>Conditions of Renewal Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>If any changes to Governance or Conflict of Interest were not permanent, it would be grounds for revocation.</td>
<td>Unnecessary if condition was met. WAYS did not provide requested information needed to determine if condition was met.</td>
</tr>
</tbody>
</table>

### Additional Concerns

1. **WAYS** failed to meet or pursue student outcomes identified in the charter (*EC 47607(c)(2)*); its 2011 Growth Academic Performance Index (API) score declined 143 points over the preceding year.

2. **WAYS** failed to respond to reasonable requests from authorizer for fiscal information pertaining to the school’s internal controls and fiscal operations (*EC 47604.3*).

3. **LACOE** received complaints against **WAYS**, its governing board, and the former Executive Director by a parent, school employees, and former members of the **WAYS**’ Board. Based on allegations identified in the complaints, the County Superintendent of Schools opened an investigation pursuant to *EC 47604.4*. The complaints allege **WAYS** engaged in fiscal mismanagement, the board did not fulfill its fiduciary responsibility or duty of care, conflicts of interest exist, and the school failed to implement the academic program stated in the charter. **WAYS** failed to cooperate with the County Superintendent of Schools investigation.

### Background

**WAYS** is a K-5 school comprised of three (3) sites located within the geographic boundaries of the Los Angeles Unified School District (LAUSD). Current enrollment is 488 students.

The County Board received the renewal petition as an appeal after denial by the LAUSD Board of Education. LAUSD had denied the petition based on the following findings:

1. **EC 47605(b)(2)** The petitioners were demonstrably unlikely to successfully implement the program. Specific concerns regarding the **WAYS** Board included:
• Allowing self-dealing transactions to transpire, even though the charter agreed to comply with LAUSD’s charter school policies and regulations regarding Conflict of Interest;

• Failing to resolve Conflict of Interest issues and only minimally attempting to do so;

• Being minimally responsive to staff communications and acting in a manner inconsistent with its fiduciary responsibility, calling into question its capacity to govern and successfully implement the program; and

• Unfamiliarity with the content of the petition and/or requirements of law including the Brown Act.

(2) **EC 47605(b)(5)** The petition failed to provide a reasonably comprehensive description of 12 of the 16 required elements.

The full report on the *WAYS Charter School* is attached.
Report on the *Wisdom Academy for Young Scientists Charter School* Status of the June 7, 2011 Conditions of Renewal Established by the County Board

**Background**

Wisdom Academy for Young Scientists Charter School (WAYS) is located within the geographic boundaries of the Los Angeles Unified School District (LAUSD). The school has three (3) sites; one was approved by the Los Angeles County Board of Education (County Board) as a Material Revision to the Charter on August 9, 2011. WAYS currently has an enrollment of 488 students (CALPADS Spring 1 Certification, April 2, 2011).

The County Board took action to renew WAYS subject to specific conditions. The renewal petition was received by the County Board on appeal after it was denied by the LAUSD Board of Education based on the following findings:

*EC 47605(b)(2)* The petitioners are demonstrably unlikely to successfully implement the program:

Conflict of interest concerns exist pertaining to members of the WAYS Board of Directors and the WAYS Executive Director and Principal…. the WAYS Board…was minimally responsive to staff communications…. LAUSD considered the governing board’s lack of independent and effective response to the Notice of Concern to be inconsistent with its fiduciary responsibility…which called into question the Board’s capacity to govern the Charter School and successfully implement the program set forth in the petition. The WAYS Board failed to resolve the Conflict of Interest issues and only minimally attempted to do so.…

The WAYS governing board is unfamiliar with the content of the petition and/or requirements of law... [including] whether the Board is familiar with and complies with the requirements of the Brown Act. Additionally, the Board allowed self-dealing transactions to transpire, even though the Board in the charter agreed to comply with LAUSD’s charter school policies and regulations regarding Conflict of Interest.


**Action to Grant Renewal by the County Board was Subject to Conditions**

The June 7, 2011 action to grant renewal was subject to the following conditions:

1. WAYS was to make changes to the petition to reflect County Board as the authorizer as required by the *California Code of Regulations*, Title 5 section 11967 by June 30, 2011;
2. WAYS’ Board was to approve and sign the LACOE Monitoring and Oversight Memorandum of Understanding (MOU) by June 30, 2011;

3. WAYS was to make application to a Special Education Local Plan Area (SELPA) by June 30, 2011;

4. WAYS’ former Executive Director was not to be “employed by or at the charter school until such time, if any, that the allegations of conflict of interest be resolved fully in her favor;”

5. WAYS was to comply with all California Conflict of Interest Laws;

6. WAYS was to contract with Michael Cureton as its Executive Director for two (2) years; and

7. If any changes to Governance or Conflict of Interest were not permanent, it would be grounds for revocation.

**Status of Compliance with County Board Conditions of Renewal**

To date, the school’s status on fulfilling the conditions of renewal is as follows:

1. WAYS did not make changes to the petition to reflect County Board as the authorizer. Events relevant to the school’s failure to comply with the conditions of renewal are as follows:

   a. June 2011, WAYS began the revision process under the direction of Executive Director Michael Cureton; LACOE received a draft of proposed changes on August 21, 2011.

   b. September 15, 2011, Mr. Cureton tendered his resignation effective October 1, 2011. He notified LACOE that Ms. Watson, school principal, would continue to lead the revision process until a new Executive Director is named.

   c. October 14, 2011, WAYS Board Member, Edward Cabil resigned from the WAYS Board and is appointed interim Executive Director.

   d. October 21, 2011, WAYS submitted a second revision of proposed charter changes to LACOE.

   e. November 17, 2011, WAYS’ attorney notified LACOE that the charter agreement is “fully authorized” and there “can be no other terms or conditions imposed by staff.” The school rescinded previously submitted changes and invoked Dispute Resolution on the requirement to make changes. (November 11, 2011, WAYS Board named Mr. Cabil permanent Executive Director.)

   f. December 21, 2011, LACOE responded to WAYS stating (1) the County Board has the authority to impose conditions of authorization; (2) WAYS’ Board agreed to the changes reflecting the County Board as authorizer by signing the MOU (necessary changes were specified in the MOU as Attachment F); and (3) invoking Dispute Resolution regarding WAYS’ unauthorized changes to the petition.

   g. January 26, 2012, LACOE received a letter from WAYS dated December 11, 2012, which (1) disputed LACOE’s ability to impose conditions for authorization; and (2) failed to respond to LACOE’s request for an Issues Conference.

   h. February 2, 2012, LACOE invited WAYS to an Issues Conference to discuss “whether the County Board may, as a condition of authorization, require changes to the charter necessary to reflect the County Board as the authorizer.”
i. February 6, 2012, WAYS sent LACOE a letter stating the purpose of the Issues Conference had not been identified. The letter states, “It is our position (as should be yours) that the WAYS charter document speaks for itself, as does the County Board’s action approving the charter.”

2. WAYS’ Board approved and signed the LACOE MOU; however, the school has not complied with specific monitoring and oversight requirements of the MOU including:

   a. Monthly attendance reports are not adequately reviewed by WAYS prior to submission, resulting in LACOE staff spending more than 131 hours through March overseeing WAYS attendance reports as compared to the average 29 hours spent for other charter schools authorized by the County Board. Additionally, reports were submitted as late as three (3) weeks past the due date and/or without required student exit reports.

   b. School contact and student information lists are not submitted timely or accurately resulting in LACOE’s inability to (1) determine resident schools, which is necessary for comparing the school’s academic performance; and (2) contact families in the event of an emergency. Late and inaccurate submission results in a disproportionate amount of LACOE staff time being needed for monitoring and oversight as compared to other charters authorized by the County Board.

   c. WAYS’ Board agendas, minutes, meeting schedules, membership updates, and recordings are not submitted timely and complete. LACOE has conferenced with the school and provided written notice of Brown Act violations.

3. WAYS made application to and was accepted by the LACOE Charter SELPA.

4. WAYS’ former Executive Director has not been employed by the charter as the Executive Director; however, she has been at the school, involved in its day-to-day operations and governing board activities, and attended a conference after her employment ended for which expenses were charged to WAYS. Allegations of Conflict of Interest that existed June 7, 2011, have not been resolved. See Additional Concerns, below.

5. It is unclear whether WAYS has complied with all California Conflict of Interest Laws. See Additional Concerns, below.

6. WAYS contracted with Mr. Cureton as its Executive Director for two (2) years; however, Mr. Cureton precipitously resigned after less than three (3) months, citing interference by the former Executive Director and her son. See Additional Concerns, below.

7. It is unclear whether changes to the governance structure or Conflict of Interest required by the County Board have been permanent. See Additional Concerns, below.

Additional Concerns

1. WAYS failed to meet or pursue student outcomes identified in the charter (EC 47607(c)(2)):

   a. The California Department of Education (CDE) reported that in 2010-11, WAYS’ Growth Annual Performance Index (API) declined 143 points from 2009-10.

2. WAYS has not been responsive to reasonable requests from the authorizer for fiscal information
pertaining to the school’s internal controls and fiscal operations (EC 47604.3).

a. Based on a review of credit card statements (supporting documents not available for review), and inquiries to WAYS’ management and back-office services provider, WAYS exhibits a lack of internal control and oversight over credit card usage. For example, WAYS made credit card payments prior to obtaining receipts and verifying the validity of the charges, which is contrary to its fiscal policies and procedures.

b. Controller’s Office staff was scheduled to visit WAYS’ back-office services provider on November 18, 2011, to make further inquiries and review documentation, but the visit was objected to and cancelled by WAYS. Subsequently, on January 10, 2012, staff met with WAYS Executive Director and Director of Operations to discuss LACOE’s concerns regarding WAYS’ internal controls. WAYS’ Executive Director acknowledged weaknesses exist.

3. LACOE received verbal and written complaints against WAYS, its governing board, and the former Executive Director by a parent, staff, and former members of WAYS’ Board. Based on allegations identified in the complaints, the County Superintendent of Schools opened an investigation pursuant to EC 47604.41. The complaints allege WAYS engaged in fiscal mismanagement, the Board did not fulfill its fiduciary responsibility or duty of care, there were ongoing conflicts of interest, and the school failed to implement the academic program stated in the charter. Evidence supporting the various allegations includes but is not limited to the following:

a. The former Executive Director interfered with governing board’s ability to fulfill its responsibility to oversee the governance of the school.

i. Five (5) of WAYS’ nine (9) Board members, in office at the time of County Board action, resigned between September 19 and October 20, 2011. The letters of resignation indicate concerns regarding conflict of interest, on-going Board resignations, dissent, the former Executive Director’s verbal abuse of Board members, and the precipitous resignation of Mr. Cureton.

ii. The former Executive Director failed to comply with the WAYS Board request to remove herself as a signatory on school accounts until after October 28, 2011.

iii. Multiple complaints that the former Executive Director was present at and refused to be unseated from the board table at the September 16, 2011 board meeting. The agenda for this meeting included discussion of moving the school to facilities not owned by the former Executive Director. The meeting was disbanded due to unruly behavior by individuals supporting continued use of the former Executive Director’s facilities.

iv. At the September 22, 2011 special Board meeting, LACOE staff observed that the former Executive Director was seated at the Board table, held private conversations with one Board member during the course of the meeting, and called an absent Board

147604.4(a) In addition to the authority granted by Sections 1241.5 and 47604.3, a county superintendent of schools may, based upon written complaints by parents or other information that justifies the investigation, monitor the operations of a charter school located within that county and conduct an investigation into the operations of that charter school.
member to ask if they were coming to the meeting. The meeting was disbanded due to lack of a quorum.

b. The former Executive Director interfered with the day to day operations of the school.

i. In July 2011, the former Executive Director represented WAYS in a Department of Labor Relations Division of Labor Standard Enforcement Hearing as reported by the filing party.

ii. On August 30, 2011, LACOE staff observed the presence of the former Executive Director at a WAYS’ professional development day including her access to confidential student level data. LACOE also obtained written evidence, corroborated by Mr. Cureton, that she had addressed the staff using materials identifying her as the “Chief Executive Officer of Wisdom Academy.”

iii. On September 30, 2011, Mr. Cureton sent an email stating, “I will resign my position as Executive Director at Wisdom Academy for Young Scientists Charter School on October 1, 2011, because I am being constantly harass[ed] by the founder/former executive director and her son.”

c. WAYS has not implemented the academic program described in the charter.

i. WAYS has not provided the science-centered curriculum stated in Element 1 of the charter. The petition states WAYS’ mission as follows:

   The mission consists of three main concepts: Empowering students to be leaders, through high quality education that is anchored in the California State Standards, enabling them to become true scientists who are global citizens as evidenced by their participation in a rigorous content rich science program and expecting them to be leaders who will act as change agents in their local community. (Emphasis added)

As part of WAYS’ renewal application to LAUSD, the district asked the question, “What innovative elements of your charter could be considered best practices and replicated by other schools?” WAYS’ response, in part, was its “Science Centered curriculum.”

A. The 2010-11 California Standards Test (CST) for science (administered at fifth grade) indicates only 33% of students scored proficient or above in science. In the previous year, 81% of students scored proficient or above.

B. Observation by LACOE staff during October 19, 2011, and February 22, 2012, site visits is that the science kits named in the charter are not being utilized and are not present in classrooms. WAYS staff verbally confirmed this observation.

C. The complaint that textbooks are out of date is corroborated by statements made by WAYS staff that the school is in need of textbooks.

D. At a December 2011 Board meeting, the WAYS principal reported to the WAYS Board that the school was meeting with a contractor to “bring back”
a science program the school previously utilized. There was no evidence of that program during a February 22, 2012 site visit. During that visit, the principal stated the school has deferred the science focus until the school’s performance in math and language arts improves.

E. April 2012, LACOE received a complaint against WAYS alleging the school did not provide adequate instructional materials, including textbooks, to implement the educational program.

d. The WAYS Board failed to fulfill its duty of care and fiduciary responsibility by:

i. Permitting the former Executive Director access to school financial accounts past her date of employment:

A. She remained as a signatory on school bank accounts for more than four (4) months past her date of employment.

B. She made charges to a credit card in the school’s name between June 13 and June 30, 2011, for travel, accommodations, meals, and gasoline in the amount of $2,155.00.

ii. Providing insufficient oversight to ensure adherence to its fiscal policies, including

A. The Director of Operations, son of the former Executive Director, approved the check request for the school’s credit card payment including charges he initiated.

e. The following allegations are still pending due to WAYS’ failure to cooperate with LACOE’s request for information pursuant to EC 47604.4:

- Fiscal mismanagement
- Breach of fiduciary responsibility
- Conflict of interest
- Breach of duty of care

f. Over the course of the past six (6) months, LACOE issued repeated invitations to WAYS Board and Executive Director to participate in the investigation, only to be met by resistance and later refusal. WAYS even improperly invoked the Dispute Resolution Process to as to what it claims were “false” allegations prompting the investigation. In its last correspondence WAYS maintained its position that it refuses to participate in the investigation.
Item VII. Consent Calendar Recommendations

A. Fees for Conferences, Workshops, and Meetings No. 30

The Superintendent recommends that the fees be approved for the following activities:

1. Thursday-Friday, October 18-19, 2012; Instructional Technology Outreach; 21st Century Learners Symposium, and event designed to convene education technology leaders to examine the needs of students, teachers and administrators. Open purchase order to Golden Eagle Hospitality; to be held in Los Angeles, CA; 400 participants @ $110 each

2. Thursday-Friday, April 26-27, 2012; DSI\Categorical Programs Unit; To provide Equitable Services Requirements Workshop for district administrators at LACOE and Saugus Union SD; to be held in Downey and Santa Clarita, CA; 20 participants @ $50 each
Board Meeting – May 1, 2012

Item VII. Consent Calendar Recommendations

B. Approval for Disposal of Surplus Personal Property

The Superintendent recommends that the County Board approve the disposal of public personal property. Surplus assets will be disposed of through e-waste.

Education Code Section 17545 authorizes the governing board to sell or dispose of surplus personal property. Any personal property not required for school purposes, unsuitable or unsatisfactory for school use or to be disposed of due to replacement, may be disposed in this manner.

E-Waste property to be disposed of may include unusable:

Equipment – Projectors, Typewriters, Fax Machines, Computers, Monitors, Printers, Camcorders, VCRs, Bulbs, and Old/Obsolete items, etc.
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Item VII. Consent Calendar Recommendations

C. Adoption of Board Resolution No. 17: to recognize May 8, 2012, as National School Nurse Day

The Superintendent recommends that the County Board adopt Resolution No. 17 as part of the regular County Board meeting on May 1, 2012; and further recommends that the County Board recognize May 8, 2012, as National School Nurse Day in order to salute the vital role that school nurses play in the success of our public schools and the health of our children.

The resolution is shown on the following page.
RESOLUTION
No. 17:2011-2012

WHEREAS our children are our future, our most valuable resource, and providing them appropriate care is our most important responsibility; and

WHEREAS children’s educational, physical and emotional development is directly affected by their health and well-being; and

WHEREAS the needs of our children with multiple and severe health handicaps as well as those children who have unmet health care needs are increasing; and

WHEREAS students benefit significantly from having a nurse on duty in terms of attendance and academic performance; and

WHEREAS school nurses are dedicated health-care professionals who work in collaboration with families, schools and communities to develop and promote comprehensive health-care programs for our youth; and

WHEREAS schools and communities benefit from the expertise and guidance of school nurses on issues such as infectious disease prevention and control; and

WHEREAS the nation’s 50,000 licensed professional school nurses are charged with the responsibility of addressing all these critical issues and providing diligent care for the health, development and disease control of all students through implementation of our health services program:

NOW, THEREFORE, BE IT RESOLVED that the Los Angeles County Board of Education joins State Superintendent of Public Instruction Jack O’Connell and the California School Nurses Organization in declaring Tuesday, May 8, 2012, as “School Nurse Day” in order to salute the vital role that school nurses play in the success of our public schools and the health of our children.

ADOPTED this first day of May 2012, by the Los Angeles County Board of Education in Downey, California.
Item VIII. Recommendations

A. Approval of Head Start Delegate Agency and Child Care Partner Contracts for the 2012-2013 Program Year

The Superintendent recommends that the County Board approve the 2012-2013 Contract for Services of Head Start, Early Head Start, and State Preschool Delegate Agencies and Child Care Partners.

The attached list details the funding category, slot allocation and funding amount for each agency.
<table>
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<tr>
<th>Agency</th>
<th>HS Slots</th>
<th>EHS Slots</th>
<th>SPS Slots</th>
<th>Head Start Basic</th>
<th>Early Head Start Basic</th>
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Item VIII. Recommendations

B. Approval of LACOE FY2011-12 Budget to Actuals Report with Budget Revisions as of April 16, 2012 (Enclosure)

The Superintendent recommends that the County Board approve budget revisions to the Fiscal Year 2011-12 budget. The current budget recognizes changes, transfers and increases to the adopted budget.
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Part D 17  
Part I 18  
Part E 19  
Part O 20  
ROP 21  
Apprentice Program 22  
Cal-SAFE 23  
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## Grand Total Summary
### Restricted and Unrestricted

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### REVENUES
- Federal Apportionments: 348,884,137, (1,975,333) = 346,908,804
- State Apportionments: 60,217,689, 0 = 60,217,689
- Other State: 105,153,324, 111,480 = 105,264,804
- Property Taxes: 76,711,182, 0 = 76,711,182
- Other Local Income: 52,387,010, 270,316 = 52,657,326
- Lottery: 2,522,584, 0 = 2,522,584
- Tuition: 65,428,939, (117,127) = 65,311,812
- Transfers From (To): 82,754, 0 = 82,754
- **Total Revenues & Estimated Beginning Balance**: 787,282,251, 2,240,004 = 789,522,255

### EXPENDITURES
- Certificated Salaries: 119,403,468, (101,595) = 119,301,873
- Classified Salaries: 121,382,207, (153,162) = 121,229,045
- Employee Benefits: 86,026,805, 508,804 = 86,535,609
- Materials & Supplies: 25,292,544, 1,789,921 = 27,082,465
- Services & Other Expenses: 367,804,849, 4,875,937 = 372,680,786
- Capital Outlay: 1,071,842, 882,132 = 2,953,974
- Allocations: (41,361), (390) = (41,751)
- Indirect: (1,050,110), 0 = (1,050,110)
- **Total Expenditures**: 723,490,244, 7,481,737 = 730,971,981

**Projected Ending Balance--Surplus(Deficit)**: 65,772,007, (5,241,733) = 56,530,274

## REVISED LACOE BUDGET 2011-12

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## Restricted Totals

### Summary

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<th>YTD Actuals</th>
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**REVENUES**

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<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
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<td>26,358,994</td>
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<td>0</td>
<td>12,559,975</td>
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<td>Lottery</td>
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<td>1,199,885</td>
<td>1,208,373</td>
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<td>0</td>
<td>(99,778)</td>
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<tr>
<td>Tuition</td>
<td>65,426,939</td>
<td>(117,127)</td>
<td>65,311,812</td>
<td>38,279,857</td>
<td>0</td>
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<td>27,032,155</td>
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<td>Transfers From (To)</td>
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<td>1,697,741</td>
<td>0</td>
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<td>1,736,564</td>
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<td><strong>Total Revenues &amp; Estimated Beginning Balance</strong></td>
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**EXPENDITURES**

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<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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<td>Certificated Salaries</td>
<td>107,540,134</td>
<td>(80,813)</td>
<td>107,449,621</td>
<td>89,652,873</td>
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<td>184,555</td>
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<td>0</td>
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<td><strong>Total Expenditures</strong></td>
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<td>2,666,024</td>
<td>591,086,446</td>
<td>341,210,902</td>
<td>3,364,199</td>
<td>70,973,662</td>
<td>175,541,763</td>
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**Projected Ending Balance--Surplus/(Deficit)**

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<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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<tr>
<td>(64,789,800)</td>
<td>(692,221)</td>
<td></td>
<td>(65,372,021)</td>
<td>(15,635,715)</td>
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<td>(70,973,662)</td>
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### Part S - Restricted

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<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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<td></td>
<td></td>
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<td>1,746,597</td>
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<td>655,997</td>
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<td>0</td>
<td>0</td>
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<td>4,363,894</td>
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<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
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<td>2,849,955</td>
<td>1,320,314</td>
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<td>0</td>
<td>1,529,841</td>
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<td><strong>Total Revenues &amp; Estimated Beginning Balance</strong></td>
<td>23,977,018</td>
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<td>23,977,018</td>
<td>5,014,295</td>
<td>0</td>
<td>0</td>
<td>18,962,753</td>
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</table>

### EXPENDITURES

|                                | 1,380,278 | (3,991) | 1,376,289 | 919,276 | 0 | 287,232 | 269,760 |
| Certificated Salaries          | 1,756,403 | 5,152   | 1,753,645 | 1,004,527 | 0 | 377,665 | 381,153 |
| Classified Salaries            | 1,246,915 | 390     | 1,246,215 | 953,347 | 0 | 261,580 | 334,188 |
| Employee Benefits              | 1,489,072 | 45,873  | 1,535,045 | 463,955 | 319,711 | 193,308 | 558,073 |
| Materials & Supplies           | 6,357,072 | (87,859) | 6,260,014 | 2,575,077 | 3,008 | 1,842,269 | 1,639,030 |
| Services & Other Expenses      | 115,704   | 9,014   | 124,718   | 0 | 17,265 | 11,423 | 99,030 |
| Capital Outlay                 | 217,927   | 43,086  | 260,715   | 78,529 | 0 | 182,186 |                             |
| Allocations                    | 835,030   | (1,782) | 833,248   | 65,351 | 0 | 787,897 |                             |
| **Total Expenditures**         | 13,402,702 | 206     | 13,402,908 | 5,860,042 | 340,564 | 2,973,905 | 4,428,377 |

### Projected Ending Balance—Surplus/(Deficit)

|                                | 10,574,318 | (206) | 10,574,110 | (845,777) | (340,564) | (2,973,905) | 14,534,376 |

Includes adjustments that net to zero

**Expenditures:**

QEIA Monitoring - space allocation adjustment

| Total | 206 |
Juvenile Court Schools - Restricted
Part C

<table>
<thead>
<tr>
<th></th>
<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Adjustments</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
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</thead>
<tbody>
<tr>
<td>Estimated Beginning Balance</td>
<td>(48,056,624)</td>
<td>(48,056,624)</td>
<td>(48,056,624)</td>
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<td></td>
<td></td>
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</table>

**REVENUES**

- Federal Apportionments: 2,058,866
- State Apportionments: 28,194,990
- Other State: 0
- Property Taxes: 0
- Other Local Income: 1,084,000
- Lottery: 475,195
- Tuition: 0
- Transfers From (To): (7,041,409)

Total Revenues & Estimated Beginning Balance: (23,287,162)

**EXPENDITURES**

- Certificated Salaries: 20,729,161
- Classified Salaries: 2,946,695
- Employee Benefits: 5,699,789
- Materials & Supplies: 1,959,802
- Services & Other Expenses: 5,100,512
- Capital Outlay: 35,000
- Allocations: (1,103,579)
- Indirect: 3,374,067

Total Expenditures: 39,820,647

Projected Ending Balance--Surplus/(Deficit): (83,107,809) 4,829

Includes adjustments that net to zero

**Revenue:**
Support cost distribution transferred to LACOE SELPA - to fund space allocation adjustment

**Expenditures:**
Space allocation adjustment (1,173)

Education JOBS Act - Indirect cost correction (9,095)

Total (10,267)
LACOE SELPA - Restricted

### Part C

<table>
<thead>
<tr>
<th>Estimated Beginning Balance</th>
<th>0</th>
<th>0</th>
<th>0</th>
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#### REVENUES

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<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>4,224,890</td>
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<td>0</td>
<td>1,781,302</td>
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<td>3,837,094</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3,837,094</td>
</tr>
<tr>
<td>Other Local Income</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lottery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tuition</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Transfers From (To)</td>
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<td>8,344,863</td>
<td>(106,871)</td>
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<td><strong>5,747</strong></td>
<td><strong>16,508,647</strong></td>
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#### EXPENDITURES

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<th>Description</th>
<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
</tr>
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<tbody>
<tr>
<td>Certificated Salaries</td>
<td>8,038,953</td>
<td>0</td>
<td>8,038,953</td>
<td>5,577,841</td>
<td>0</td>
<td>1,677,628</td>
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<td>1,863,623</td>
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<td>42,236</td>
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<td>0</td>
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<td>7,330</td>
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<td>0</td>
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<td><strong>Total Expenditures</strong></td>
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<td><strong>(15,016)</strong></td>
<td><strong>17,093,760</strong></td>
<td><strong>9,882,383</strong></td>
<td><strong>4,308</strong></td>
<td><strong>4,365,406</strong></td>
<td><strong>2,809,663</strong></td>
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</table>

#### Projected Ending Balance--Surplus/(Deficit)

| (805,878) | 20,763 | (586,113) | (7,503,217) | (4,308) | (4,365,405) | 11,307,618 |

Includes adjustments that net to zero

#### Revenues:

Funding for space allocation - support cost distribution received from:
- Juvenile Court Schools: 5,326
- Community Day Schools: 256
- Independent Study: 63
- LACHSSA: 63
- I Poly: 37

Total: 6,747

#### Expenditures:

Education JOBS Act - Indirect cost correction: (20,763)
Space allocation adjustment: 5,747

Total: (15,016)
## Special Ed - Restricted

### Part C

<table>
<thead>
<tr>
<th>Estimated Beginning Balance</th>
<th>0</th>
<th>0</th>
<th>0</th>
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#### REVENUES

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<tr>
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<th>03-19-12</th>
<th>Adjusted Budget</th>
<th>Current Budget</th>
<th>Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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<td>7,089,158</td>
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<td>5,534,665</td>
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#### EXPENDITURES

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<th>Current Budget</th>
<th>Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>55,070,777</td>
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<td>55,048,674</td>
<td>36,636,870</td>
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<td>Classified Salaries</td>
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<td>(33,271)</td>
<td>27,033,935</td>
<td>18,743,814</td>
<td>0</td>
<td>7,304,160</td>
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<td>Employee Benefits</td>
<td>31,075,900</td>
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<td>21,775,168</td>
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**Projected Ending Balance**—Surplus/(Deficit)

| Surplus/(Deficit) | (38,204) | (6,517) | (41,721) | (12,470,433) | (198,719) | (32,652,971) | 45,280,402 |

Includes adjustments that net to zero

**Revenues:**

- Lottery Funds - carry over
- Space allocation adjustment (5,030)
- Decrease in tuition cost as a result of the changes listed in the expenditure section below

**Total** (117,160) **(120,740)**

**Expenses:**

- Bilingual stipend for paraprofessional 1,718
- Additional hours to paraprofessionals 4,243
- Close 4 paraprofessional positions (partial funding) (58,876)
- Close 2 teacher positions (mid year) (88,568)
- Additional hours for teachers 8,063
- Fund 3 limited term teachers 74,651
- Class 2 Speech Lang, Pathologist Asst. (49,232)
- Additional hours for Speech Lang, Pathologist Asst. 6,271
- Reduced limited term LACOE retiree work days (4,946)
- Adjust budget for Speech Lang, Pathologist Asst. (11,286) (117,160) (116,223) **1,937**
- Space allocation adjustment

**Total** (116,223)
## Pupil Transportation - Restricted

### Part C

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### Projected Ending Balance—Surplus/(Deficit)

|                                | 0                             | 0                       | 0           | 507,057  | 0           | (242,948) |
|                                | 0                             | 0                       | 0           | (284,109)|            |           |

Includes adjustments that net to zero

**Revenues:**

To fund below mentioned positions (partial funding)

- Total: 26,130

**Expenditures:**

- Add 2 paraeducator positions (partial funding): 11,745
- Add bus time to paraeducators: 13,385

Total: 26,130
### SELPA - Restricted

#### Part C

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<th>Budget Revisions</th>
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**REVENUES**

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**EXPENDITURES**

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**Projected Ending Balance--Surplus/(Deficit)**

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<th>3,848,059</th>
<th>(95,039)</th>
<th>(343,584)</th>
<th>(1,898,279)</th>
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</table>

Includes adjustments that net to zero

**Expenditures:**

- Carry over funds:
  - Purchase materials, supplies & equipment for Downey/Montebello Low Incidence: 180,600
  - Split funded position for Div. Secretary at Downey/ Montebello SELPA office increased from 40% to 90%: 14,674
- Space allocation adjustment: 3,756

**Total: 198,030**
## LACHSA - Restricted

### Part C

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<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
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<td></td>
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### Projected Ending Balance—Surplus/Deficit

- (4,452,491) (53) (4,452,554) (642,860) (23,392) (1,144,402) (2,642,070)

Includes adjustments that net to zero

**Revenue:**
Support cost distribution transferred to LACOE SELPA - to fund space allocation adjustment

Total: (63)
# I-POLY - Restricted

## Part C

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<th>Budget Revisions</th>
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<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
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**REVENUES**

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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Other Local Income</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(10,573)</td>
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<tr>
<td><strong>Lottery</strong></td>
<td>82,767</td>
<td>62,767</td>
<td>62,767</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Tuition</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Transfers From (To)</strong></td>
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<td>(37)</td>
<td>(14,179)</td>
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<td>0</td>
<td>(59,679)</td>
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<td><strong>Total Revenues &amp; Estimated</strong></td>
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<td>(37)</td>
<td>3,741,293</td>
<td>2,177,682</td>
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<td>0</td>
<td>1,553,631</td>
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**EXPENDITURES**

<table>
<thead>
<tr>
<th>Category</th>
<th>Adjusted Budget as of 3-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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<td><strong>Certificated Salaries</strong></td>
<td>1,786,822</td>
<td>12,981</td>
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<td>676,479</td>
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<td>34,475</td>
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<td>78,056</td>
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<td><strong>Indirect</strong></td>
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<td>0</td>
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<td>3,773,222</td>
<td>2,309,031</td>
<td>53,540</td>
<td>818,753</td>
<td>591,668</td>
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**Projected Ending Balance--Surplus/(Deficit)**

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<th>Category</th>
<th>Adjusted Budget as of 3-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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<tr>
<td><strong>(31,692)</strong></td>
<td>(37)</td>
<td>(31,829)</td>
<td>(131,389)</td>
<td>(53,540)</td>
<td>(818,753)</td>
<td>971,733</td>
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Includes adjustments that net to zero

**Revenue:**

Support cost distribution transferred to LACOE SELPA - to fund space allocation adjustment

---

**Total** (37)
## Alternative Ed Other - Restricted
### Part C

<table>
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<tr>
<th></th>
<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
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<td>Estimated Beginning Balance</td>
<td>26,386</td>
<td>28,386</td>
<td>26,386</td>
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<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Federal Apportionments</td>
<td>0</td>
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<td>0</td>
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<td>1,607,470</td>
<td>907,562</td>
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<td>7,158</td>
<td>0</td>
<td>0</td>
<td>(7,158)</td>
<td>(7,158)</td>
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<tr>
<td>Property Taxes</td>
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<td>0</td>
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<td>0</td>
<td>7,422</td>
<td>0</td>
<td>0</td>
<td>(7,422)</td>
<td>(7,422)</td>
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<td>32,888</td>
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<td>(32,729)</td>
<td>(32,729)</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>227</td>
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<tr>
<td>Transfers From (To)</td>
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<td>(83)</td>
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<td>(103,615)</td>
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<tr>
<td><strong>Total Revenues &amp; Estimated Beginning Balance</strong></td>
<td><strong>1,582,080 (18,151)</strong></td>
<td><strong>1,582,929</strong></td>
<td><strong>987,352</strong></td>
<td>0</td>
<td>0</td>
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<td><strong>575,577</strong></td>
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### EXPENDITURES

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tr>
<td>Certificated Salaries</td>
<td>986,564</td>
<td>986,564</td>
<td>709,985</td>
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<td>25,754</td>
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<td>92,708</td>
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<td>4,226 6,669</td>
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<td>Services &amp; Other Expenses</td>
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<td>94</td>
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<td>0</td>
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<td>0</td>
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<td>Allocations</td>
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<td>0</td>
<td>253,140</td>
<td></td>
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<tr>
<td>Indirect</td>
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<td>187,034</td>
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<td>0</td>
<td>0</td>
<td>187,034</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>2,235,565</strong> (108,335)</td>
<td><strong>2,343,930</strong></td>
<td><strong>1,240,484</strong> 6,889</td>
<td>0</td>
<td>369,192</td>
<td>727,385</td>
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</tbody>
</table>

### Projected Ending Balance--Surplus/(Deficit)

|                      | (653,515)             | (127,488)        | (781,001)               | (253,132)   | (6,889) | (369,192) | (151,806) |

Includes adjustments that net to zero

### Revenues:
- Realign state lottery - transferred to Cal-SAFE: (19,088)
- Support cost distribution transferred to LACOE SELPA - to fund space allocation adjustment: (63)

**Total:** (19,151)

### Expenditures:
- Realign state lottery budget

**Total:** 108,336
## Community Day Schools - Restricted

### Part C

<table>
<thead>
<tr>
<th></th>
<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Beginning Balance</td>
<td>(11,205,599)</td>
<td></td>
<td>(11,205,599)</td>
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<td></td>
<td></td>
<td>(11,205,599)</td>
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### REVENUES

<table>
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<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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<td>Federal Apportionments</td>
<td>304,684</td>
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<td>0</td>
<td>2,466,610</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Local Income</td>
<td>0</td>
<td></td>
<td>0</td>
<td>128,315</td>
<td>0</td>
<td>0</td>
<td>(128,315)</td>
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<tr>
<td>Lottery</td>
<td>163,148 (30,002)</td>
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<td>163,144</td>
<td>198,318</td>
<td>0</td>
<td>0</td>
<td>(45,174)</td>
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<td>Tuition</td>
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<td>(1,283)</td>
<td>0</td>
<td>0</td>
<td>1,283</td>
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<td>Transfers From (To)</td>
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<td>0</td>
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<td>Total Revenues &amp; Estimated Beginning Balance</td>
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<td>(928,688)</td>
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<td>(7,511,475)</td>
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### EXPENDITURES

<table>
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<tr>
<th></th>
<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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<tbody>
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<td>Certified Salaries</td>
<td>3,585,854</td>
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<td>Materials &amp; Supplies</td>
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<td>468,817</td>
<td>38,967</td>
<td>80,872</td>
<td>20,477</td>
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<td>Services &amp; Other Expenses</td>
<td>2,790,527</td>
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<td>2,794,568</td>
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<td>Allocations</td>
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<td>1,785,104</td>
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### Projected Ending Balance--Surplus/(Deficit)

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<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>(11,773,073)</td>
<td>(275,574)</td>
<td>(12,048,647)</td>
<td>885,230</td>
<td>(80,872)</td>
<td>(1,785,104)</td>
<td>(11,087,801)</td>
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Includes adjustments that net to zero

**Revenues:**
- Realign state lottery - transferred to Cal-SAFE: (30,002)
- Support cost distribution transferred to LACOE SELPA - to fund space allocation adjustment: (256)

**Total:** (30,258)

**Expenditures:**
- Realign state lottery budget: 278,282
- Realign sub-teacher & sub-parapro positions to Cal-SAFE: (32,048)

**Total:** 246,318
### Part B (Funds 01.2 & 12.0) - Restricted

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<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
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<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Beginning Balance</td>
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<td>0</td>
<td>0</td>
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#### REVENUES

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<td>State Apportionments</td>
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<td>312,001,913</td>
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<td>Property Taxes</td>
<td>190,607,608</td>
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<td>Other Local Income</td>
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<tr>
<td>Lottery</td>
<td>3,111,163</td>
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<td>Tuition</td>
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<td>Transfers From (To)</td>
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<tr>
<td><strong>Total Revenues &amp; Estimated Beginning Balance</strong></td>
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#### EXPENDITURES

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Amount</th>
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<tr>
<td>Certificated Salaries</td>
<td>12,550,086</td>
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<tr>
<td>Classified Salaries</td>
<td>27,194,293</td>
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<tr>
<td>Employee Benefits</td>
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<td>Materials &amp; Supplies</td>
<td>14,512,453</td>
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<tr>
<td>Services &amp; Other Expenses</td>
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<td>Capital Outlay</td>
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<tr>
<td>Allocations</td>
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<tr>
<td>Indirect</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>329,002,030</strong></td>
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<table>
<thead>
<tr>
<th>Projected Ending Balance: Surplus/(Deficit)</th>
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<tr>
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<td><strong>0</strong></td>
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</table>

Includes adjustments that net to zero

**Revenues/Expenditures:**

- **Realignment to Actual Grant:**
  - 52100 Head Start Basic: 898,599
  - 52110 Head Start Training & Tech. Assistance: 8,174
  - 52120 Early Head Start: 1,105,373
  - 52130 Early Head Start Trng. & Tech. Assistance: 27,634
  - 33209 Presch. Local Entitlement - WSGV: 1,221
  - 33153 Federal Presch. - DM: 2,063
  - 33155 Federal Presch. - MC: 18,251
  - 73401 AVID Goals 2000: 50,000
  - 65556 Personnel Staff Dev - PH: 58
  - 33203 Presch. Local Entitlement - DM: 3,274
  - 33159 Federal Presch. - WSGV: 4,278
  - 73690 Foster Youth Svcs. Countywide Program: 112,062
  - **Total**: 2,178,887

**Carryover Funds:**

- 30111 Title I Part A Basic ARRA: 80,000
- **Total**: 224,636

---

FQasfof04-16-12Rev Exp by Funding Corridor:Fnl.xlsx
## Unrestricted Totals

### Summary

<table>
<thead>
<tr>
<th></th>
<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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<td>116,172,882</td>
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### REVENUES

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<th>YTD Actuals</th>
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<th>Encumbrance</th>
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<td>State Apportionments</td>
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<td>5,112,488</td>
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<td>(3,633,551)</td>
<td>(1,890,992)</td>
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### EXPENDITURES

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<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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### Projected Ending Balance--Surplus/(Deficit)

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<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
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<th>Encumbrance</th>
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## Part A - Unrestricted

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<th>YTD Actuals</th>
<th>Pre-Enc</th>
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<td>0</td>
<td>5,244,809</td>
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<td><strong>Projected Ending Balance--Surplus/(Deficit)</strong></td>
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<td>(9,088,876)</td>
<td>53,945,453</td>
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</tbody>
</table>

Includes adjustments that net to zero

### Revenue:
Additional revenue received for services provided to districts

### Expenditures:
- Budget for Local Experience Unemployment Charges: $460,000
- LACOE Admin share of Head Start consultants for the recompetition process: $126,000
- Space allocation adjustment: $586

Total: $(7,641)
Part D - Unrestricted

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<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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**REVENUES**

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<td>Other Local Income</td>
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<td>Tuition</td>
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<td>(2,849,955)</td>
<td>(1,347,353)</td>
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**EXPENDITURES**

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<td>0</td>
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<td>(2,718,886)</td>
<td>5,226,773</td>
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</table>

**Projected Ending Balance--Surplus/(Deficit)**

| Ending Balance                  | 633,767         | (763,776)   | (129,989) | (8,578,128) | (17,644) | (2,930,156) | 9,353,837 |

Includes adjustments that net to zero

**Expenditures:**

Technical Adjustments:
- Operations & Security Svcs (Ed Centers) | (19,047) |
- Miscellaneous                          | 3,000   |
- Othr Staff Salaries Transfers (GPM)     | (7,650) |
- Transportation Admin. (GPM)             | (250)   | (23,947) |

Space allocation adjustment:
- Total: 787,723

Total: 783,776
## Part I - Unrestricted

<table>
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<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
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<th>Encumbrance</th>
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<td>(2,595,452)</td>
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### REVENUES

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</tr>
<tr>
<td>Property Taxes</td>
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### EXPENDITURES

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<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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<td>229,480</td>
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<td>(3,512)</td>
<td>(2,192,634)</td>
<td>(848,448)</td>
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<td>(40,251,188)</td>
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<td>(36,314,420)</td>
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<td>(211,264)</td>
<td>(3,881,743)</td>
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<td>335,839</td>
<td>9,421,624</td>
<td>(32,707,719)</td>
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### Projected Ending Balance--Surplus/(Deficit)

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<td></td>
<td>1,176,027</td>
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<td>1,388,291</td>
<td>(19,058,513)</td>
<td>(335,839)</td>
<td>(9,421,624)</td>
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Includes adjustments that net to zero

#### Expenditures:
- Education JOBS Act - Indirect cost correction: 29,847
- LACOE Admin. Share of Head Start consultants for the competition process: (15,500) 14,347

#### Technical Adjustments:
- Bulk metered postage: 639
- Copier charges: (2,718)
- Internal workshops, seminars & conferences: (18,100)
- Messenger service: 50
- Mobile ITC charges: (63,564)
- Moving equipment & other relocatables: (6,576)
- Outside printing: (7,217)
- Reprographics: 8,969
- Room Usage & Cancellation Fees: (2,520)
- Facility Planner & Other Staff Salaries Transfers: 92,805
- Telephone: 4,250 (13,982)
- Space allocation adjustment: (191,741)

### Indirect Costs

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<th></th>
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<th>(14,332)</th>
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<th>(16,891)</th>
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<td>(1,831)</td>
<td>(1,831)</td>
<td>(1,831)</td>
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<tr>
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<td>Part O</td>
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|                      | (211,264)                     |                  |                         |             |         |            |                           |
### Part E - Unrestricted

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<th>YTD Actuals</th>
<th>Pre-Enc</th>
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<td>(763,293)</td>
<td>(219,450)</td>
<td>(1,406,240)</td>
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Includes adjustments that net to zero

**Expenditures:**
- Technical Adjustments:
  - ETN: 10,000
  - ITQ Professional Svcs: (640)
  - Space allocation adjustment: 81,063

Total: 71,413
## Part O - Unrestricted

<table>
<thead>
<tr>
<th></th>
<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Revisions</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
<th>Estimated Budgeted Balance</th>
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<tr>
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<tr>
<td>Tuition</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>96,712</td>
<td>47,264,887</td>
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<td>(424,613)</td>
<td>(12,787,817)</td>
<td>34,851,782</td>
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Includes adjustments that not to zero

### Revenue:

- ELD Staff Development

**Total**: 8,850

### Expenditures:

- ELD Staff Development: 8,302
- Williams Facilities - adjust budget for non-capitalized equipment: 1,527
- Medi-Cal Admin Activities - DAE: 133,471
- Technical Adj. - Agencywide Business Svcs: 1,653
- Space allocation adjustment: (46,441)

**Total**: 98,712
### ROP - Unrestricted

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<th>Adjusted Budget as of 03-19-12</th>
<th>Budget Revisions</th>
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<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
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<td>(62,564)</td>
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| **EXPENDITURES**                     |                               |                  |                         |             |         |             |                             |
| Certified Salaries                   | 3,057,732                     | 0                | 3,057,732               | 2,114,937   | 0       | 766,723     | 156,072                    |
| Classified Salaries                  | 870,119                       | 0                | 870,119                 | 566,270     | 0       | 194,006     | 69,840                     |
| Employee Benefits                    | 1,257,012                     | 0                | 1,257,012               | 674,124     | 0       | 335,247     | 47,641                     |
| Materials & Supplies                 | 107,010                       | 0                | 107,010                 | 14,287      | 4,791   | 18,914      | 69,036                     |
| Services & Other Expenses            | 21,049,542                    | 4,111,698        | 25,161,240              | 10,644,317  | 300     | 6,556,965   | 7,959,656                  |
| Capital Outlay                       | 0                             | 0                | 0                       | 0           | 0       | 0           | 0                           |
| Allocations                          | 387,429                       | (94,443)         | 292,986                 | 6,817       | 0       | 0           | 266,169                    |
| Indirect                             | 1,184,492                     | 0                | 1,184,492               | 0           | 0       | 0           | 1,164,492                  |
| **Total Expenditures**               | 27,913,336                    | 4,017,255        | 31,930,591              | 14,240,732  | 5,091   | 7,891,856   | 9,792,910                  |

*Projected Ending Balance--Surplus/(Deficit)*

|                                      | 8,242,227                     | (4,017,255)      | 4,224,972               | (441,276)   | (5,091) | (7,891,856) | (9,792,910)                |

Includes adjustments that net to zero

**Expenditures:**
- Contracts to reimburse 23 ROP districts: 4,111,696
- Space allocation adjustment: (94,443)

**Total** 4,017,255
### Apprentice Program - Unrestricted

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<thead>
<tr>
<th></th>
<th>Adjusted Budget as of 03-19-12</th>
<th>Current Adjusted Budget</th>
<th>YTD Actuals</th>
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### EXPENDITURES

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<th>YTD Actuals</th>
<th>Pre-Enc</th>
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<td><strong>273,793</strong></td>
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**Projected Ending Balance--Surplus/(Deficit)**

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<th>YTD Actuals</th>
<th>Pre-Enc</th>
<th>Encumbrance</th>
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<td>431,712</td>
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<td>(273,793)</td>
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## Cal-SAFE - Unrestricted

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### REVENUES

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### EXPENDITURES

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<th>Employee Benefits</th>
<th>Materials &amp; Supplies</th>
<th>Services &amp; Other Expenses</th>
<th>Capital Outlay</th>
<th>Allocations</th>
<th>Indirect</th>
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### Projected Ending Balance—Surplus/(Deficit)

| Revenue                        | 7,090,421          | (31,572)          | 7,058,849         | 2,701,547         | (11,208)           | (282,180)     | 4,830,888 |
| Expenditures                   | 9,902,062          | 80,862            | 1,061,426         | 502,966           | 11,208             | 282,180       | 285,074   |

Includes adjustments that net to zero

### Revenue:
- Realign state lottery - transferred from Alt. Ed. Other: 19,088
- Realign state lottery - transferred from Community Day School: 30,002

**Total**: 49,090

### Expenditures:
- Realign state lottery budget: 47,716
- Realign sub-teacher & sub-parased positions from CDS: 32,846

**Total**: 80,562
### OTHER FUNDS

#### SELF-INSURANCE AND ACCRUED ABSENCES

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<tr>
<th>Fund</th>
<th>Title</th>
<th>Estimated Beginning Reserves</th>
<th>Estimated Revenues</th>
<th>Estimated Revenues and Reserves</th>
<th>Projected Ending Reserves</th>
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<td>17.0</td>
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<td>67.1</td>
<td>OPEB Reserve Fund</td>
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<td>67.3</td>
<td>Workers' Compensation</td>
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<td>67.8</td>
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#### FACILITIES AND CAPITAL OUTLAY

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<th>Title</th>
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#### SPECIAL EDUCATION PASS THROUGH

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#### FOREST RESERVE FUND

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Item VIII. Recommendations

C. Approval of Position Recommendation Report #6 for 2012

The Superintendent recommends that the County Board approve the position recommendations made by Governmental Relations for the following bills:

<table>
<thead>
<tr>
<th>Bill No.</th>
<th>Author</th>
<th>Topic</th>
<th>Position</th>
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<tbody>
<tr>
<td>AB 1573</td>
<td>Brownley</td>
<td>School Attendance: Residency Requirements: Foster Children.</td>
<td>Support</td>
</tr>
<tr>
<td>AB 1967</td>
<td>Pérez, J.</td>
<td>Pupil Instruction: Health and Science Education: Organ and Tissue Donation.</td>
<td>Support</td>
</tr>
<tr>
<td>SB 1200</td>
<td>Hancock</td>
<td>Academic Content Standards: Standards Review Commission.</td>
<td>Support</td>
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AB 1573 (Brownley) School Attendance: Residency Requirements: Foster Children.
[As introduced on 02/01/2012]

Recommended Position: Support

Background Information: AB 1573 makes a conforming change to the Education Code section regarding student residency requirements. It clarifies that foster youth remaining in their school of origin comply with residency requirements for school attendance in that district.

As a result of the growing conversation around the importance of school stability for foster youth, California has enacted numerous pieces of legislation. Recent research has focused on the importance of school stability in the lives of foster youth. Studies show that increased school mobility, or the frequent transferring in and out of different schools, leads to many adverse effects on academic achievement and educational attainment.

Despite the intent of the Legislature to encourage school stability for foster youth in California, the statutory changes enacted in recent years has generated an inconsistency within the Education Code.

In 2010, the code section regarding foster youth educational placements was broadened to allow foster youth to stay in their school of origin and to continue in the school district of origin in accordance with established feeder patterns throughout the court's jurisdiction. The section regarding residency requirements for school attendance, however, does not clearly recognize foster youth who are remaining in their school of origin as complying with residency requirements. This results in two distinct code sections indicating potentially different permissible actions. Such an inconsistency could leave school districts unsure about how to interpret current law and may lead to confusion.

John Phillip Keane, Coordinator of Foster Youth Services for the Division of Special Education, reviewed the bill and recommends a support position. In recommending the position, he stated that, “AB 1573 addresses and clarifies the roles and responsibilities of school districts, as it relates to residency and attendance issues for foster youth placed in school districts throughout Los Angeles County.

“Current laws (AB 490, AB 1933 and SB 1353) have been enacted to provide stability on behalf of all foster youth. These laws allow foster youth and youth under the jurisdiction of the court to remain in the youth's school of origin. However, these laws are inconsistent with the residency requirements outlined in the Education Code.
“As a result school districts may not be sure how to interpret their responsibilities based upon the Education Code and not the laws enacted by the assembly or visa versa. AB 1573 would:

- Eliminate the inconsistencies that exist between the residency requirements outlined in the Education Code and the laws that have been enacted on behalf of foster youth to remain in his/her school or origin.

- Recognize foster youth who are remaining in their school of origin as complying with the residency requirements outlined in the Education Code.

- Clearly establish the roles and responsibilities of school districts within Los Angeles County.

- Remove inconsistencies and the possible misinterpretation based upon current laws.”

AB 1573 will fix the unintentional problems created by prior legislation. Therefore, we recommend a support position on the bill.

Organizations in Support: The following organizations are in support of the bill:

- American Federation of State, County and Municipal Employees, AFL-CIO
- California Alliance of Child and Family Services
- California Communities United Institute
- California Probation, Parole and Correctional Association
- Chief Probation Offices of California
- Children Now
- East Bay Children's Law Offices
- Legal Advocates for Children and Youth
- National Center for Youth Law
- Public Counsel
- Voices for Children

Organizations in Opposition: None on record.

Status: The full Assembly passed the bill on a 70-0 vote and forwarded it on to the Senate. It is in the Senate Rules Committee pending assignment to the policy committee.
[As amended on 04/09/2012]

**Recommended Position: Support**

**Background Information:** AB 1967 would require the Curriculum Development and Supplemental Materials Commission (CDSMC) and the State Board of Education (SBE) to ensure the health and science frameworks, adopted in the course of the next submission cycle include the subject of organ procurement and tissue donation.

The goal of the bill is to educate California students about the importance of organ and tissue donation so that they are able to make informed decisions about registering as organ and tissue donors when asked this mandatory question on their Department of Motor Vehicle Driver License/Identification application form.

Better education about organ and tissue donation will lead to increasing the number of donor registrations, with the result that the lives of more Californians can be saved and healed through organ and tissue transplants.

The following members of the staff reviewed the bill and recommended a support position:

- David Weiss, Coordinator III, Professional Development, Educational Programs Division
- Joanie Verderber, School Health and Physical Education Programs, Curriculum and Instructional Services Division
- Dean Gilbert, Consultant, Science/Math, Curriculum and Instructional Services Division

They indicated that, “Instruction concerning organ procurement and tissue donation is appropriate instructional content in the context of Comprehensive Health Education at the high school level and supports California Health Standard 5.3.P: Apply a decision-making process to a community or environmental health issue.

“By including organ and tissue donation as a topic in the next revision of the health education framework, students may become better prepared to make this important decision when asked at the time of obtaining or renewing a driver’s license."
“High School Life/Biology Science Standards address body tissues, organs, and systems. Hence, these standards would easily connect to the topic of organ and tissue donation.”

Many other states already require instruction in organ and tissue donation in health or driver’s education classes. Such instruction will help educate our young people on an issue that has a great impact for good on the general public and allows them to make an informed decision.

For these reasons, we recommend a support position on the bill.

Organizations in Support: The following organizations are in support of the bill:

- American Federation of State, County and Municipal Employees
- Association of California School Administrators
- Blood Centers of California
- California Medical Association
- California Transplant Donor Network
- Donate Life California
- Donate Life Florida
- Intermountain Donor Services
- Lifeline of Ohio
- National Organization for Renal Disease
- New York Alliance for Donation
- One Legacy
- Renal Support Network
- Sierra Donor Services
- University of Wisconsin Organ Procurement Organization

Organizations in Opposition: The following organization is in opposition:

- California Right to Life

Status: The Assembly Education Committee passed the bill on a 10-1 vote and forwarded it on to the Assembly Appropriations Committee. It has not yet been set for a hearing in that committee.

SB 1200 (Hancock) Academic Content Standards: Standards Review Commission.
[As introduced on 02/22/2012]

Recommended Position: Support
Background Information: SB 1200 authorizes the Superintendent of Public Instruction (SPI) to recommend and the State Board of Education (SBE) to adopt the English/language arts anchor standards developed by the Common Core State Standards (CCSS).

Additionally, SB 1200 calls for an advisory group to be formed to provide recommendations to the SPI and SBE on modifying the mathematics standards in grade eight, if they jointly find that there is a need to revise or modify the mathematics academic content standards as adopted by the State Board of Education on August 2, 2010.

The National Governors Association and Council of Chief State School Officers created the CCSS Initiative to design academic standards that would prepare students for careers and college after high school graduation.

In August 2010, the SBE adopted the Common Core Standards in English/language arts and mathematics, with additions designed to allow California schools to continue teaching rigorous coursework.

The adoption of the CCSS resulted in some challenges for the state’s educational system. For example, California adopted two sets of Grade 8 math standards:

1. Common Core Grade 8 standards, and
2. A set that combined elements of the Common Core Grade 8 and High School math standards with California’s own algebra standards.

The federal Elementary and Secondary Education Act is based on the premise that all students in Grades 1 through 8 are taught and assessed, on the same set of standards.

Several implementation issues arise by California adopting a different set of Grade 8 math standards from other participating states.

For example, instructional materials for use in California would need to be different from those used by other states – the unique additional standards may increase the costs of those materials for our local school districts.

In addition, assessment consortia will be developing assessments aligned to the Common Core standards and not the variation adopted in California. This may result in issues with our algebra standards and
curriculum not being aligned with our assessment and accountability system.

This lack of alignment could result in future federal findings on our federal grants, including Title I. If California adopted only the Common Core Grade 8 math standards as the single set of standards, many of these concerns would be alleviated.

The following members of the staff reviewed the bill and recommended a support position:

- David Weiss, Coordinator III, Professional Development, Educational Programs
- Michelle Herczog, Consultant, History-Social Science/English Language Arts, Curriculum and Instructional Services Division
- Dean Gilbert, Consultant, Science/Math, Curriculum and Instructional Services Division

They stated that, “As California prepares for the SMARTER Balanced assessment program to be implemented in 2014-15, aligning our adopted Common Core State Standards for English Language Arts and Mathematics to the original documents published by the Council of Chief State School Officers will help educators, textbook publishers, and professional developers better prepare teachers in meeting the standards and students for demonstrating success.”

As the state moves forward towards implementation of the Common Core State Standards, it appears evident that additional work will be necessary to ensure that the issues detailed above are resolved. SB 1200 will provide the SPI and the SBE the necessary statutory authority to accomplish that work.

For these reasons, we recommend a support position on the bill.

Organizations in Support: The Superintendent of Public Instruction Tom Torlakson is the sponsor of this bill.

Organizations in Opposition: None on record.

Status: The Senate Education Committee will consider the bill on April 25, 2012. The Governmental Relations office will forward an update on the outcome of the hearing prior to this report being considered by the Board.
Item VIII. Recommendations

D. Approval for the Superintendent to issue a letter to *Wisdom Academy for Young Scientists Charter School* requesting mediation pursuant to the Dispute Resolution Process stated in the charter petition.

The Superintendent recommends that the Los Angeles County Board of Education (County Board) directs the Superintendent to issue a letter to *Wisdom Academy for Young Scientists Charter School* requesting mediation pursuant to the Dispute Resolution Process stated in the petition.
Item VIII. Recommendations

E. Approval of Second Reading and Adoption of revised Board Policy BP 3280 (Sale or Lease of LACOE Real Property), BP 3400 (Management of LACOE Assets/Accounts), BP 3452 (Student Activity Funds), BP 3460 (Financial Reports and Accountability), BP 3505 (Operations and Maintenance of Plant Administrative Facilities), BP 3511.1 (Integrated Waste Management), BP 3512.1 (Telecommunications), BP 3513 (Buildings and Grounds), BP 3513.3 (Tobacco-Free Schools and Facilities), BP 3517 (Facilities Inspection), BP 5022 (Student and Family Privacy Rights), BP 5110 (Student Attendance), BP 5121 (Grades/Evaluation of Student Achievement), BP 5148.3 (Preschool/Early Care and Education), BP 6141 (Curriculum Development and Evaluation), BP 6143 (Course of Study), BP 6146.1 (High School Graduation Requirements), BP 6161.1 (Selection and Evaluation of Instructional Materials), BP 6161.11 (Supplementary Instructional Materials), BP 6162.5 (Student Assessment), BP 6162.52 (High School Exit Examination), BP 6172.1 (Concurrent Enrollment in College Classes) (Enclosure)

The above policies are being revised to update and align LACOE with the CSBA numbering system. LACOE will benefit from CSBA's periodic updates based on changes to the law including Education Code and other applicable statutes, regulations, and court decisions. Administrative Regulations are included for informational purposes only.
SALE OR LEASE OF LACOE-OWNED REAL PROPERTY

Note: The following optional policy and accompanying administrative regulation detail the procedures that govern the district's sale or lease of surplus real property.

When district properties are not being utilized for school purposes after specific time periods, Education Code 17219-17224 authorize the State Allocation Board (SAB) to charge an "unused site fee." The Office of Public School Construction has developed a guide, the Unused Site Program Handbook, to assist districts with non-use payments.

The County Board believes that LACOE should utilize its facilities and resources in the most economical and practical manner. The County Superintendent or designee shall periodically study the current and projected use of all LACOE facilities to ensure the efficient utilization of space and the effective delivery of instruction.

(cf. 1330 - Use of School Facilities)
(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7160 - Charter School Facilities)

Note: Education Code 17455 authorizes the sale of surplus real property or the lease of property, and any personal property located upon that real property, for a term not to exceed 99 years. When the district is selling any property or leasing it with an option to purchase, Education Code 17464 and Government Code 54222 list the public entities that have priority and the types of notice that the district must provide such entities before disposing of the property. Under certain circumstances, districts may also need to comply with Education Code 17485-17500 (the Naylor Act), which require the granting of priority to public agencies when disposing of any district property that includes a playground, playing field, or land with an outdoor recreational purpose. Pursuant to Education Code 17458, the district may, under certain conditions, grant priority to licensed child care providers or, pursuant to Education Code 17230, for less than fair market value to public entities for recreational purposes.

When proposing the sale or lease of surplus property, the district must also comply with the California Environmental Quality Act (Public Resources Code 21000-21177).

Upon determination that LACOE property is no longer needed or may not be needed until some future time, the County Board shall offer to sell or lease LACOE-owned real property in accordance with priorities and procedures specified in law, including, but not limited to, Education Code 17230, 17464, 17485-17500, and Government Code 54222.

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

Note: Prior to the sale or lease of property, Education Code 17388 requires the Governing Board to appoint a district advisory committee to advise the Board regarding the disposition of the property. See the accompanying administrative regulation for details about the membership and duties of this committee. Pursuant to Education Code 17387, this committee is not required for leases or rentals of a district facility to a private school for the purpose of offering summer school. Districts that wish to establish the committee before the Board's decision to sell or lease property has been made (i.e., to make decisions about school closure), so that the community may have greater opportunity for input, should modify the following paragraph accordingly.
SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

The County Superintendent or designee shall provide notice of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the County Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the property is located, if such a paper exists. (Education Code 17469)

The County Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of LACOE's intent to sell it in accordance with Education Code 17470.

Use of Proceeds

Note: Education Code 17462 requires the district to use the proceeds derived from the sale or lease of property for capital outlay or maintenance. However, proceeds from the sale or lease with an option to purchase may be deposited in the district's general fund when the Board and SAB determine that the district has no anticipated need for additional sites, building construction, or major deferred maintenance. Thus, districts may not apply for state funding during that time period unless certain conditions specified in Education Code 17462 are satisfied.

In addition, Education Code 17462 requires that proceeds be used for one-time expenditures and prohibits the use for ongoing expenditures. 2 CCR 1700 defines "ongoing expenditures" as costs paid by a district's general or special fund in support of salaries. However, 2 CCR 1700 creates an exception and authorizes the use of such proceeds, if approved by the SAB, for one-time funding to reduce a district's unfunded liability for other postemployment benefits (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other non-pension benefits for retired employees). For information about prefunding OPEBs and reporting the district's liability for OPEBs, see BP 3100 - Budget and AR 3460 - Financial Reports and Accountability.

The County Superintendent or designee will ensure that proceeds from the sale or lease with an option to purchase of LACOE surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)

Note: As amended by SB 70 (Ch. 7, Statutes of 2011), Education Code 17463.7 authorizes districts, until January 1, 2014, to use the proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose. Districts that choose to exercise the authority will be ineligible for hardship funding from the SAB for five years after the proceeds are deposited.

Prior to exercising this authority, Education Code 17463.7 requires the Board to adopt a plan for expending the resources and to make specific certifications to the SAB, as specified below. Education Code 17463.7 contains additional requirements applicable to the sale of property purchased with proceeds from a local general obligation bond or revenue from developer fees.
SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Until January 1, 2014, LACOE may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose(s). Prior to exercising this authority, the County Board shall certify to the State Allocation Board that: (Education Code 17463.7)

1. The LACOE has no major deferred maintenance requirements not covered by existing capital outlay resources.

(cf. 3111 - Deferred Maintenance Funds)

2. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.

(cf. 7214 - General Obligation Bonds)

3. The real property is not suitable to meet projected school construction needs for the next 10 years.

Prior to exercising this authority, the County Superintendent or designee shall present to the State Allocation Board a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for LACOE. (Education Code 17463.7)

Legal Reference: (see next page)
SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Legal Reference:

EDUCATION CODE
- 17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions
- 17230-17234 Surplus property
- 17385 Conveyances to and from school districts
- 17387-17391 Advisory committees for use of excess school facilities
- 17400-17429 Leasing property
- 17430-17447 Leasing facilities
- 17453 Lease of surplus district property
- 17455-17484 Sale or lease of real property, especially:
  - 17463.7 Proceeds for general fund purposes
  - 17485-17500 Surplus school playground (Naylor Act)
  - 17515-17526 Joint occupancy
  - 17527-17535 Joint use of district facilities
- 33050 Request for waiver
- 38130-38139 Civic Center Act

GOVERNMENT CODE
- 54220-54232 Surplus land, especially:
  - 54222 Offer to sell or lease property
  - 54950-54963 Brown Act, especially:
  - 54952 Legislative body, definition

PUBLIC RESOURCES CODE
- 21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2
- 1700 Definitions related to surplus property

COURT DECISIONS

Management Resources:

CSBA PUBLICATIONS
- Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, September 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
- Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS
- Unused Site Program Handbook, May 2008

WEB SITES
- CSBA: http://www.csba.org
- California Department of Education, School Facilities Planning Division: http://www.cde.ca.gov/ls/fa
- Coalition for Adequate School Housing: http://www.cashnet.org
- Office of Public School Construction: http://www.opsc.dgs.ca.gov

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION

Downey, California
MANAGEMENT OF LACOE ASSETS/ACCOUNTS

The County Superintendent or designee will establish and maintain an accurate, efficient financial management system that enhances LACOE’s ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. The County Superintendent will ensure that LACOE’s accounting system provides ongoing internal controls and meets generally accepted accounting standards.

(cf. 3000 - Concepts and Roles)
(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)
(cf. 3312 - Contracts)
(cf. 3314 - Payment for Goods and Services)
(cf. 3460 - Financial Reports and Accountability)

Organization and Legal Requirements
The accounting functions of the Office will be organized in such a way as to safeguard its assets, check the accuracy and reliability of its accounting data, promote operational efficiency, and assure adherence to sound managerial principles.

It will be the aim of the Office to provide the financial information necessary for the efficient operation of LACOE while following a course of prudent business management in accordance with the highest professional and ethical standards, all applicable laws, County Board policies, and administrative regulations.

Capital Assets

Note: Statement #34 from the Governmental Accounting Standards Board (GASB), the national group responsible for establishing accounting and financial reporting standards for state and local governments, requires that districts determine an appropriate capitalization threshold and identify and value capital assets. The California Department of Education (CDE) recommends, for most districts, a capitalization threshold that includes a unit acquisition cost criterion of at least $5,000, although a lower threshold may be necessary for small districts and higher threshold for larger districts. The following optional paragraph establishes a $5,000 capitalization threshold consistent with the CDE's recommendation. The district should revise the following paragraph if it has established a different threshold.

The County Superintendent or designee will develop a system to accurately identify and value LACOE assets in order to help ensure financial accountability and to minimize the risk of loss, fraud, or misuse. LACOE’s assets with a useful life of more than one year and an initial acquisition cost of $5,000 or more shall be considered capital assets. The County Superintendent or designee will determine the estimated useful life of each capital asset and will calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

(cf. 3440 - Inventories)
MANAGEMENT OF LACOE ASSETS/ACCOUNTS (continued)

Internal Controls/Fraud Prevention

Note: Internal controls are defined as safeguards that are in place to provide assurance regarding the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. Internal controls are checks and balances to help prevent fraud, waste, and abuse. The following section contains recommendations by auditors of internal control policies and procedures and should be modified to reflect district practice.

The County Board expects County Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with LACOE to act with integrity and due diligence in dealings involving LACOE’s assets and fiscal resources.

The County Superintendent or designee will develop internal controls that aid in the prevention and detection of fraud, financial impropriety, or irregularity within LACOE. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; maintaining an integrated financial system; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

The accounting system will be designed in accordance with the California School Accounting Manual and shall incorporate those procedures that provide adequate and accurate financial data in order to facilitate the preparation of required financial reports and internal management reports.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to the immediate supervisor and/or the County Superintendent or designee. In addition, the County Superintendent or designee will establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

The County Superintendent or designee will have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, LACOE’s auditors, labor relations, law enforcement agencies, or other governmental entities, as appropriate.
MANAGEMENT OF LACOE ASSETS/ACCOUNTS (continued)

Audit of Capital Assets
A physical inventory of capital assets shall be taken every two years and reconciled to the accounting records. Additions and deletions shall be reconciled with the accounting records.

Internal Controls
Expenditures shall not be allowed to exceed appropriations unless the proper approvals have been received, as specified in administrative regulations.

Abatements
Abatements shall be defined as those receipts that cancel a part or the whole of a determinable item of previous expenditure. If a receipt cannot be substantiated as a cancellation of a specific expenditure, it must be reported as income.

Encumbrances
Encumbrances shall be defined as obligations in the form of purchase orders, contracts, salaries, and other commitments chargeable to an appropriation for which a part of the appropriation is reserved.

Transfers of Funds
Transfers between funds and accounts shall be made only as allowed by the applicable provisions of the Education Code and after the proper approvals have been obtained as specified in administrative regulations.

Classifications of Expenditures
Expenditures shall be classified in accordance with the definitions in the California School Accounting Manual and in accordance with the accounting principles and procedures prescribed by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board.

Warrants
All claims against Los Angeles County Office of Education (LACOE) funds shall be carefully reviewed for accuracy and legality. Such claims, when supported by proper documentation, shall be paid by a warrant drawn against the funds of the Office. Warrants other than payroll warrants shall be drawn in such a manner as to ensure the least possible delay. Payroll warrants shall be drawn in accordance with the provisions of the Government Code, applicable laws, and LACOE Board policies.

Void Warrants
Pursuant to the provisions of Government Code Section 29802 and the County Board’s resolution delegating its authority to the County Superintendent, the County Auditor is authorized to reissue void warrants that were originally issued by this Office subject to the following conditions:
MANAGEMENT OF LACOE ASSETS/ACCOUNTS (continued)

A. A warrant may be issued only during the two-year period immediately following the date upon which it became void upon approval of the County Superintendent.

B. A warrant may be issued only after a period of two years and not to exceed a four year period immediately following the date upon which it became void, upon the approval of the County Superintendent after:

1. Verifying that money is available in the County Treasury, and

2. Finding that it would be inequitable or unreasonable not to draw the warrant.

C. No warrant may be issued after four years of the date it became void.

D. The payee or assignee of any warrant that is void shall present such warrant to the Director, Accounting & Budget Development (ABD), or shall declare by affidavit that such warrant has been lost or destroyed.

E. Warrants may be reissued by the County Auditor only upon request of the Director, Accounting & Budget Development (ABD).

Cash Collections and Receipts
All cash collections and receipts shall be properly accounted for in accordance with principles and procedures prescribed by the California School Accounting Manual, the American Institute of Certified Public Accountants, and the Governmental Accounting Standards Board.

Internal
The work of the Office shall be organized in such a manner that internal auditing shall be a continual process whereby the work of one employee is reviewed by another.

The County Superintendent and Audit Committee shall see that internal audits of fiscal and administrative procedures and internal accounting controls of LACOE, including subgrantees and subcontractors of federal and state funded programs, are conducted as necessary by internal auditors who are independent of the activities they audit.

Records shall be made available for audit in such a way as to facilitate the work of the auditors.
Outside Auditor Selection
Proposals for auditing services shall be solicited from qualified accounting firms not less than once every five years. The contract shall be awarded to the auditing firm that offers the most favorable contract, taking into consideration such factors as cost, efficiency, service to LACOE, and qualifications of the auditors.

Special Auditors
LACOE shall make every attempt to facilitate the work of the special outside auditors who audit specific aspects of LACOE operation, such as Workers’ Compensation, special projects, and others.

Legal Reference:

EDUCATION CODE
1241.5 Audit by county superintendent
14500-14508 Financial and compliance audits
35035 Powers and duties of superintendent
35250 Duty to keep certain records and reports
41010-41023 Accounting regulations, budget controls and audits
42600-42604 Control of expenditures
42647 Drawing of warrants by district on county treasurer; form; reports, statements and other data

GOVERNMENT CODE
53995-53997 Obligation of contract

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Governance: Budget Planning and Adoption, 2006
Maximizing School Board Governance: Fiscal Accountability, 2006
School Finance CD-ROM, 2005

GOVERNMENTAL ACCOUNTING STANDARDS BOARD
Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES
CSBA: http://www.csba.org
California Association of School Business Officials:  http://www.casbo.org
California Department of Education, School Finance: http://www.cde.ca.gov/fg
California State Controller's Office:  http://www.sco.ca.gov
Fiscal Crisis & Management Assistance Team:  http://www.fcmat.org
Governmental Accounting Standards Board: http://www.gasb.org
School Services of California:  http://www.sscal.com

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION
Downey, California
INFORMATION ONLY
Business and Noninstructional Operations AR 3400(a)

MANAGEMENT OF LACOE ASSETS/ACCOUNTS

Accounts
LACOE’s accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education School Accounting Manual. Education Code 41010

(cf. 3110 - Transfer of Funds)

Fraud Prevention and Investigation
The County Superintendent or designee will develop and implement a formal and comprehensive fraud prevention program including a fraud reporting hotline, audits, and other activities designed to detect fraud, including ongoing employee education programs.

The County Superintendent or designee will identify internal control principles that represent LACOE’s control environment and develop and implement an effective communication protocol for all internal control written policies and procedures to promoting integrity in organizational operations.

The County Superintendent or designee will provide staff training on internal controls and communicating non-compliance with policies or illegal acts. This should include defining reportable events related to fraud.

Fraud, financial improprieties or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to LACOE
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document
3. Misappropriation of funds, securities, supplies or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of LACOE information or activities
6. Disclosing confidential and/or proprietary information to outside parties

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

7. Disclosing investment activities engaged in or contemplated by LACOE

(cf. 3430 - Investing)
8. Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to LACOE

9. Destroying, removing or inappropriately using of records, furniture, fixtures or equipment

10. Failing to provide financial records to authorized state or local entities

11. Any other dishonest or fraudulent act

12. Intentional misreporting of employee’s time worked.

13. Failure to return property and equipment.

The County Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the County Superintendent or designee shall issue a report to appropriate personnel. The final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Physical Inventory
A physical inventory of supplies and standard stock items shall be taken every two years. The inventory shall then be reconciled with the accounting records as a means of safeguarding the physical assets of LACOE.
ACCOUNTING AND FINANCIAL REPORTING

ORGANIZATION AND LEGAL REQUIREMENTS
The Chief Business Officer may delegate the following responsibilities: signing those documents that represent legal expenditures to be drawn against the funds of the Office; and signing those reports that represent the financial condition of the Office.

SYSTEM OF ACCOUNTING

Cash Collections and Receipts

Workshops, Conferences, and Meetings
The County Superintendent or designee shall approve all workshops, conferences, meetings, or other related activities (excluding those of employee organizations) conducted or sponsored by the Los Angeles County Office of Education (LACOE) whenever registration fees are collected from participants to defray the cost of such activities.

All expenditures for such activities shall be made in accordance with State law, County Board policies, and administrative regulations and procedures. Expenditures shall not exceed amounts authorized by the County Superintendent nor the amounts collected, except that County School Service Funds shall not be used to subsidize an activity authorized to be funded by the participants unless the approval of the County Superintendent has been obtained.

The Office may cosponsor workshops, conferences, meetings, or other related activities (excluding those of employee organizations) conducted by other agencies, upon written approval of the County Superintendent.

Requests for approval of workshops, conferences, meetings or other related activities as explained in County Board policy shall be submitted to the County Superintendent and shall include the following information:

1. Name of sponsor
2. Description and purpose of activity
3. Estimated expenditures, including such items as speakers, consultants, meals, supplies, travel, rental of facilities, and other miscellaneous expenses.
4. Source of funding, including the amount of the fee, if any, to be paid by the participants
Requests for Services and Supplies
Services and supplies shall be secured by submitting the required purchase requisitions, requests for contracts, printing, consultants, or other necessary information as appropriate.

Purchase orders must be issued for approved hotel accommodations and facility rentals. Prior authorization must be received for contract consultants in accordance with Office policies, regulations and procedures.

Obligations incurred in the name of the Office without an authorized purchase order or contract shall be the obligation of the person incurring the liability and not an obligation of the Office.

Invoices
All invoices must be itemized.

Fees
Funds collected shall be submitted to the Accounting Section, Division of Accounting and Budget Development, at the end of each day and shall be deposited in the County School Service Fund under an account listing established for that specific event. A receipt shall be issued for all funds submitted.

Internal Audit
The County Superintendent shall maintain a Division of Internal Audit and Analysis (IA&A). The Division of Internal Audit and Analysis (IA&A) shall be responsible for the following activities, including but not limited to:

- Conducting internal audits and reviews of Office fiscal and administrative operations and procedures
- Ascertaining the extent of compliance with internal policies, plans and procedures, external laws and regulations
- Determining if financial and administrative operations are properly conducted and if management reports are accurate, timely and meaningful
- Ascertaining the reliability of management data
- Ascertaining the extent to which the Office’s assets are safeguarded from losses of all kinds, and
- Establishing and administering the Hot Line for fraud, waste, and misuse of funds.
MANAGEMENT OF LACOE ASSETS/ACCOUNTS (continued)

Outside Auditor Selection
The County Superintendent shall establish a system for periodic solicitation of the required annual Office audit from licensed public accounting firms not less than once every five years. Based on participation and recommendation of staff and other outside personnel as considered necessary, he or she shall present the most qualified public accounting firm to the County Board.

Inventories and Financial Control

Warrant Control
The Office shares with the Office of the County Auditor-Controller the responsibility for the ordering and control of warrant stock used for the payment of claims against school districts within Los Angeles County. In order to safeguard the public funds on deposit with the County Treasurer, blank warrants shall be stringently secured and controlled, and records shall be maintained and made available for audit, that will readily substantiate the disposition of all warrants.

1. Types of Warrants Authorized
The types of warrants authorized shall be limited to salary or “A” warrants for payroll and commercial or “B” warrants for suppliers, employee travel, and mileage reimbursement.

2. Responsibility for Control of Warrants
General responsibility for the control of warrants shall reside with the Chief Business Officer.

3 Requisition of Warrant Stock
- All warrant stock boxes delivered to the Office shall be delivered unopened by the receiving unit to the Division of School Financial Services.
- Warrant stock may be delivered directly to the school district by the vendor when so designated by the purchase order.
- Warrant stock received from vendors shall be promptly verified by School Financial Services against the requisition, receiving report, and/or invoices.
- When unresolved discrepancies occur, the Division of School Financial Services shall prepare and submit, on a timely basis, a written report to the Purchasing Section, Chief Business Officer, and the Controller.
4. Issuance of Warrant Stock
The Division of School Financial Services may issue warrant stock only to the following entities:

“A” Warrants
• Division of School Financial Services (blank, unnumbered warrants for use in the internal Payroll Section)
• Regional Data Processing Center – Central Payroll (pre-numbered)
• School districts approved by the County Superintendent and the Auditor-Controller to operate payroll systems

“B” Warrants
• Division of School Financial Services
• Division of Accounting and Budget Development
• All school districts
• All joint power agreement agencies reporting through the County Superintendent

5. Warrant Inventory and Storage Control
The Division Directors of School Financial Services and the Accounting and Budget Development, shall have on file a written statement of warrant control procedures in effect for their respective areas that shall include:

a. The maintenance of a perpetual inventory by sequential warrant serial number, dates of receipts, issuances, signatures, voids, cancellations, and damaged stock.

b. Identification of designated person(s) approved to control internal issuance of warrant stock.

c. Provision for a lockable, secure location for storage with restricted access.

d. Control of check signers and signature plates and persons authorized to have access to them.

e. Periodic physical inventory, to be taken at least once each calendar month.

f. Procedures for voiding or canceling warrants.

g. Control of keys for storage areas and check signers on a daily basis.

h. Procedures for issuance of warrant stock.
INFORMATION ONLY

MANAGEMENT OF LACOE ASSETS/ACCOUNTS (continued)

Fraud, Embezzlement, and Missing Warrants

Discovery by a Division Director of any evidence of fraud, embezzlement, or missing warrants shall be reported immediately to the Chief Business Officer who shall notify the County Superintendent without delay and without inquiry. Any evidenced occurrence of fraud, embezzlement or missing warrants will subject the employee responsible to discipline up to termination, civil and/or criminal penalties.

Regulation approved: LOS ANGELES COUNTY OFFICE OF EDUCATION Downey, California
STUDENT ACTIVITY FUNDS

Note: Pursuant to Education Code 48930, the Governing Board may approve the formation of associated student body organizations (ASBs), composed entirely of students. Generally, there are two types of ASBs. ASBs in high schools and middle schools are called "organized ASBs" since the students, organizing their activities around student clubs and/or a student council, have primary responsibility for the ASB, with the assistance of an adviser. In elementary schools, the ASB is "unorganized" because there is no student council and the principal or designee usually oversees the fund-raising and spending decisions, with more limited involvement from the students.

Unlike parent-teacher associations or other school-connected organizations, ASBs are legally considered part of the district. See BP /AR 1230 - School-Connected Organizations.

The following optional policy may be modified to reflect district practice.

The County Board recognizes that student organizations can provide students with an opportunity to conduct worthwhile cocurricular activities beyond those provided by the LACOE and can also help students learn about effective financial practices. To that end, student organizations may raise and spend funds to support activities that promote the general welfare, morale, and educational experiences of the student body.

(cf. 3260 - Fees and Charges)
(cf. 5000 - Concepts and Roles)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.5 - Student Organizations and Equal Access)

Management of Funds

Note: Education Code 48937 requires the district to provide for the supervision of all funds raised by any student body organization or student organization using the name of the school. The acceptable investment and use of such funds are detailed in Education Code 48933, 48934, and 48936. The Fiscal Crisis & Management Assistance Team (FCMAT) has developed the Associated Student Body Accounting Manual & Desk Reference, available on its web site, to outline the district's fiscal and managerial responsibilities relative to these funds.

Student body funds shall be managed in accordance with law and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the security of funds.

The County Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of fund-raising ventures, provide reliable financial information, and reduce the risk of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes. These policies shall also include provisions regarding LACOE’s role in overseeing funds administered by other legal entities, including LEAs and education foundations, that benefit LACOE students.

(cf. 3400 - Management of District Assets/Accounts)
STUDENT ACTIVITY FUNDS (continued)

Note: Because the ASB is an entity of the district, ASB funds are reviewed as part of the annual audit of the district conducted pursuant to Education Code 41020, as specified below.

The County Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. The cost of the audit shall be paid from LACOE funds. (Education Code 41020)

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE  
35182.5 Non-nutritious foods and beverages, vending machines  
35564 Funds, obligation of the student body  
41020 Requirement for annual audit  
48930-48938 Student body organization  
49431 Sale of food and beverages, elementary school  
49431.5 Sale of food and beverages, middle and high schools  
51520 School premise, prohibited solicitations  
51521 Fund-raising projects  
CODE OF REGULATIONS, TITLE 5  
15500 Food sales, elementary schools  
15501 Food sales, middle and junior high schools  
COURT DECISIONS  

Management Resources:

FISCAL CRISIS MANAGEMENT & ASSISTANCE TEAM PUBLICATIONS  
Associated Student Body Accounting Manual & Desk Reference, 2005  
WEB SITES  
California Department of Education: http://www.cde.ca.gov  
Fiscal Crisis Management & Assistance Team: http://www.fcmat.org

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION  
Downey, California
INFORMATION ONLY

AR 3452

STUDENT ACTIVITY FUNDS

Fund-Raising Events

Note: Education Code 48932 requires the Board to approve a student organization's fund-raising events and to determine whether such activities will interfere with the normal conduct of the schools. The following paragraph provides for the Board to delegate the review and approval of ASB fund-raising events to the Superintendent or designee and should be modified to reflect district practice.

Education Code 49431 and 49431.5 limit the number of fund-raising events and types of food that may be sold on school grounds, see BP/AR 3550 - Other Food Sales. For a list of activities that may be prohibited on school grounds because of safety concerns, see AR 5142 - Safety.

At the beginning of each school year, each principal or designee shall submit to the County Superintendent or designee a list of the fund-raising events that each student organization proposes to hold that year. The County Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and are not in conflict with or detract from the school's educational program. When reviewing proposed events, the County Superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the LACOE, and ensure that the proposed activities are in compliance with law, Board policy, and administrative regulation.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3530 - Risk Management/Insurance)
(cf. 3554 - Other Food Sales)
(cf. 5030 - Student Wellness)
(cf. 5142 - Safety)
(cf. 5143 - Insurance)

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The budget adopted by the student body organization should serve as the financial plan for the school year and shall be submitted to the County Superintendent or designee at the beginning of each school year. The County Superintendent or designee shall periodically review the organization's use of funds to ensure compliance with the LACOE's internal control procedures.

Funds derived from the student body shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a County Board-designated official, the certificated employee who is the student organization advisor, and a student organization representative. (Education Code 48933)

Regulation approved:

LOS ANGELES COUNTY OFFICE OF EDUCATION
Downey, California

AR 3452 (Student Activity Funds) Page 3
The County Board is committed to ensuring the fiscal health of LACOE and providing public accountability. The County Board shall oversee LACOE’s financial condition.

(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)
(cf. 3300 - Expenditures and Purchases)
(cf. 3430 - Investing)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 9000 - Role of the Board)

The County Superintendent or designee shall provide the County Board with financial reports throughout the year in accordance with law.

Financial Records: The financial records of LACOE shall be available for audit, shall be maintained in a manner that is consistent with the California State Accounting Manual, and shall adhere to generally-accepted accounting principles as prescribed by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board.

Periodic Reports: Financial reports including, but not limited to, the following shall be provided as required: monthly reports to division and program management; projections of year-end balances; Comprehensive Annual Financial Report to both the County Board and the State Department of Education and Controller; and all other financial reports required by the State.

Public Inspection: All financial records shall be open to public inspection, with the exception of records deemed confidential by law.

The County Superintendent or designee shall prepare financial reports that accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

(cf. 3400 - Management of LACOE Assets/Accounts)

Note: Further information about the financial reports described in items #1-4 below is provided in the accompanying administrative regulation.
FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

The County Superintendent or designee shall:

1. Approve and file an annual statement of LACOE’s receipts and expenditures for the preceding fiscal year (Education Code 1628)

2. Approve interim fiscal reports and certify whether LACOE will be able to meet its financial obligations for the remainder of the fiscal year and two subsequent fiscal years (Education Code 1240)

3. Provide for an annual audit, select an independent auditor, and review the audit report (Education Code 1627)

The County Board shall adopt a resolution identifying LACOE’s estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year (Education Code 1629; Government Code 7910)

The independent auditor shall present the audit report to the County Board at a public meeting and the County Board shall have an opportunity to ask questions of the auditor and request further information about the audit findings.

The County Board shall appoint an audit committee composed of three County Board members appointed by the Board President (two County Board members serving four-year terms; one County Board member serving a two-year term). The County Superintendent or designee shall appoint to the audit committee staff knowledgeable about fiscal matters, other staff, and representatives of the community.

(cf. 1220 - Citizen Advisory Committees)
(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives)

The committee shall serve in an advisory capacity and may:

1. Participate in the development of criteria for the Request for Proposal (RFP) for selection of the external auditor

2. Review the plan for the audit process with the independent auditor to determine the adequacy of and provide input into the nature, scope, and timetable of the audit

3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses

4. Provide input on the effectiveness of the independent auditor

Legal Reference: (see next page)
FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Legal Reference:

**EDUCATION CODE**
- 1240 Duties of County superintendent of schools
- 14500-14508 Financial and compliance audits
- 17150-17150.1 Public disclosure of non-voter-approved debt
- 17170-17199.5 California School Finance Authority
- 33127 Standards and criteria for local budgets and expenditures
- 33128 Standards and criteria; inclusions
- 33129 Standards and criteria; use by local agencies
- 35035 Powers and duties of superintendent
- 41010-41023 Accounting system
- 41326 Emergency apportionment
- 41344 Repayment of apportionment significant audit exceptions
- 41344.1 Appeals of audit findings
- 41455 Examination of financial problems of local districts
- 42100-42105 Requirement to prepare and file annual statement
- 42120-42129 Budget requirements
- 42130-42134 Financial reports and certifications
- 42140-42142 Public disclosure of fiscal obligations
- 42637 County Superintendent review of district's financial and budgetary conditions
- 42652 Revocation or suspension of warrant authority
- 48300-48316 Student attendance alternatives

**GOVERNMENT CODE**
- 3540.2 School district; qualified or negative certification; proposed agreement review and comment
- 7900-7914 Appropriations limit
- 16429.1 Local agency investment fund
- 53646 Reports of investment policy and compliance

**CODE OF REGULATIONS, TITLE 5**
- 15060 Standardized account code structure
- 15070 Submission of reports using standardized account code structure
- 15440-15451 Criteria and standards for school district budgets
- 15453-15464 Criteria and standards for school district interim reports
- 19810-19816.1 Audits

Management Resources: (see next page)
FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Fiscal Accountability, 2006
CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS
New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007
1208.00 Audit Resolution Process: Repayment Plans
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006
GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS
Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS
U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS
A-133 Audits of States, Local Governments, and Non-Profit Organizations
STATE CONTROLLER PUBLICATIONS
Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)
WEB SITES
CSBA: http://www.csba.org
California Association of School Business Officials: http://www.casbo.org
California County Superintendents Educational Services Association: http://www.ccsesa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
Education Audit Appeals Panel: http://www.eaap.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Governmental Accounting Standards Board: http://www.gasb.org
School Services of California: http://www.sscal.com
State Controller's Office: http://www.sco.ca.gov
U.S. Office of Management and Budget: http://www.whitehouse.gov/omb

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION
Downey, California
### FINANCIAL REPORTS AND ACCOUNTABILITY

#### Unaudited Actual Receipts and Expenditures

| Note: Education Code 42100 requires that the following report be submitted to the County Superintendent of Schools on a form prescribed by the Superintendent of Public Instruction (SPI). The California Department of Education (CDE) requires that this report be made using the standardized account code structure (SACS) software. |

The County Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of LACOE for the preceding fiscal year, using the state’s standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). On or before October 15, the County Superintendent or designee shall approve this statement and file it with the Superintendent of Public Instruction. (Education Code 1628)

#### Gann Appropriations Limit Resolution

The County Board shall adopt a resolution on or before October 15 of each year to identify, pursuant to Government Code 7900-7914, the estimated appropriations limit for LACOE for the current fiscal year and the actual appropriations limit of the LACOE during the preceding year. Documentation used to identify these limits shall be made available to the public on the day of the County Board meeting. (Education Code 1629; Government Code 7910)

#### Interim Reports

The County Superintendent or designee shall submit two interim fiscal reports to the County Board, the first report covering the LACOE’s financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by LACOE for public review. (Education Code 1240)

| Note: Education Code 42130 requires that the interim reports be based on the criteria and standards adopted by the State Board of Education (SBE) pursuant to Education Code 33127. These criteria and standards are delineated in 5 CCR 15453-15464 and address the areas listed in the following paragraph. |

Pursuant to 5 CCR 15455, one of the criteria is the maintenance of a general fund reserve for economic uncertainty that meets the specified minimum percentage or amount based on the district's average daily attendance; also see BP 3100 - Budget. However, ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009) amended Education Code 33128.3 to reduce the required reserve to one-third of that amount for the 2009-10 fiscal year. In fiscal year 2010-11, the district is required to make progress toward restoring the full reserve, and by fiscal year 2011-12 must again comply with the reserve threshold specified in 5 CCR 15450. |

*(cf. 1340 - Access to LACOE Records)*
Each interim report shall include an assessment of LACOE budget as revised to reflect current information regarding the adopted state budget, LACOE property tax revenues, if any, and ending balances for the preceding fiscal year. The report shall be based on criteria and standards adopted by the State Board of Education (SBE) that address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 33128.3, 1240; 5 CCR 15453-15466)

Within 45 days after the close of the period reported, the County Superintendent or designee shall approve the interim fiscal report and certify, on the basis of the interim report whether LACOE is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. “Positive certification” indicating that LACOE will meet its financial obligations for the current fiscal year and two subsequent fiscal years

2. “Qualified certification” indicating that LACOE may not meet its financial obligations for the current fiscal year or two subsequent fiscal years

3. “Negative certification” indicating that LACOE will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

Note: Education Code 42130 and 42131 require that the interim report and certification be submitted to the County Superintendent in a format or on forms prescribed by the SPI. The CDE requires that these be reported using the SACS software. Pursuant to Education Code 42131, upon receiving the certification, the County Superintendent is required to send any qualified or negative certification, along with the interim report, to the State Controller and the SPI.

The County Superintendent or designee shall submit a copy of the interim report and certification to the Superintendent of Public Instruction using the state’s SACS software, as prescribed by the SPI. (Education Code 1240)

Note: Education Code 42131 gives the County Superintendent 75 days after the close of the reporting period to change the district's positive certification to qualified or negative. Districts may appeal the County Superintendent's determination to the SPI, who will determine the certification to be given to the district.
FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

If LACOE submits a positive certification that is subsequently changed by the Superintendent of Public Instruction to a qualified or negative certification, LACOE may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 1240)

Note: Whenever the district receives a qualified or negative certification, Education Code 42131 requires the County Superintendent, within 75 days after the close of the reporting period, to submit his/her comments on the certification to the State Controller and the SPI and report any remedial action proposed or taken under the authority granted to the County Superintendent by Education Code 42127.6. Pursuant to Education Code 42127.6, the County Superintendent shall take one or more of the following actions: (1) assign a fiscal expert to advise the district on its financial problems; (2) conduct a study of the financial and budgetary conditions of the district which includes, but is not limited to, a review of internal controls; (3) direct the district to submit a financial projection of all fund and cash balances as of June 30 of the current year and subsequent fiscal years as required by the County Superintendent; (4) require the district to encumber all contracts and other obligations, prepare appropriate cash flow analyses and monthly or quarterly budget revisions, and appropriately record all receivables and payables; (5) direct the district to submit a proposal for addressing the fiscal conditions that caused the negative or qualified certification; (6) withhold the Board stipend and Superintendent compensation if requested financial information is not provided; and/or (7) assign the Fiscal Crisis and Management Assistance Team (FCMAT) to review and provide recommendations to improve the district's teacher hiring process, teacher retention rate, extent of teacher misassignment, and provision of highly qualified teachers. Education Code 42131 also authorizes the State Controller to conduct an audit or review of the financial condition of any district having a negative or qualified certification.

Pursuant to Education Code 42652, a district that receives a qualified or negative certification also may lose the County Superintendent's or SPI's approval to draw warrants on the county treasury. Furthermore, pursuant to Education Code 42133, a district that receives a qualified or negative certification must have the County Superintendent's approval before issuing any certificates of participation, tax anticipation notes, revenue bonds, or other non-voter-approved debt (see section entitled "Non-Voter-Approved Debt Report" below).

Note: Education Code 42637 authorizes the County Superintendent, at any time during the fiscal year if he/she concludes that the district's budget does not comply with criteria and standards adopted by the SBE, to conduct a comprehensive review of the financial and budgetary conditions of the district and report his/her findings to the Board at a public meeting. According to FCMAT's Fiscal Oversight Guide, this provision of the law requires the County Superintendent to exercise this authority when the district receives a negative certification and authorizes him/her to do so when the district receives a qualified certification. After receiving such a report, the Board must respond to the recommendations within 15 days.

Note: Whenever the district's second interim report is accompanied by a qualified or negative certification, the district must submit another financial statement by June 1 as described below; this report is sometimes referred to as the "third interim report."

If the second interim report is accompanied by a qualified or negative certification, the County Superintendent or designee shall, no later than June 1, provide to the Superintendent of Public Instruction, a financial statement that reports data for the period ending April 30 and projects the LACOE’s fund and cash balances as of June 30. (Education Code 1240.2)
INFORMATION ONLY

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Audit Report

Note: Pursuant to Education Code 41020, the Board must, no later than May 1 of each year, arrange for an audit of all the district's funds. However, if the Board has not provided for an audit by April 1, the County Superintendent shall do so at the district's cost. Thus, the following paragraph reflects the April 1 deadline.

By April 1 of each year, the County Superintendent or designee shall provide for an audit of the LACOE’s books and accounts. (Education Code 41020)

The County Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

Note: Education Code 41020 requires districts to select an auditor from a directory of certified public accountants and public accountants deemed by the State Controller as qualified to conduct audits of local education agencies. The State Controller is required to publish this directory by December 31 of each year.

In addition, Education Code 41020.5 prohibits the Board from employing any accountant identified by the State Controller as ineligible based on failure of past audits to comply with provisions of the K-12 annual audit guide. The State Controller will annually notify districts of ineligible accountants by the first day of March.

To conduct the audit, the County Superintendent or designee shall select a certified public accountant or public accountant licensed by the State County Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

Note: Education Code 41020 requires that districts rotate auditors as specified below. However, the district may request that the Education Audit Appeals Panel (EAAP) waive this requirement if no otherwise eligible auditor is available to perform the audit.

The County Superintendent or designee shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for LACOE in each of the six previous fiscal years. (Education Code 41020)

While a public accounting firm is performing the audit of the LACOE, it shall not provide any nonauditing, management, or other consulting services for LACOE except as provided in Government Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)
INFORMATION ONLY

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

The audit shall include an audit of income and expenditures by source of funds for all funds of LACOE, including the student body funds and accounts and any other funds under the control or jurisdiction of LACOE, as well as an audit of student attendance procedures. (Education Code 41020)

(cf. 3430 - Investing)
(cf. 3451 - Petty Cash Funds)
(cf. 3452 - Student Activity Funds)
(cf. 3551 - Food Service Operations/Cafeteria Fund)

Note: The following optional paragraph is for use by districts that elect to participate in the school district of choice program (Education Code 48300-48316); see Option 2 in BP/AR 5117 - Interdistrict Attendance. Pursuant to Education Code 48301, any district that elects to participate in the school district of choice program must ensure that its annual financial audit includes, at district expense, a review of the district's compliance with program requirements to establish a random, unbiased process for student admittance and to provide appropriate and factually accurate parent/guardian communications. A summary of any audit exceptions found by the auditor must be included in reports to each geographically adjacent school district, the county office of education, CDE, and Department of Finance as required by Education Code 48313.

Note: The following paragraph is optional. The Governmental Accounting Standards Board (GASB) Statement 34 contains requirements for the contents of the district's annual audited financial reports.

The County Superintendent or designee shall cooperate with the auditor to provide the necessary financial records and to ensure that the audit report contains all information required by law and the Governmental Accounting Standards County Board (GASB).

By January 31 of each year, the County Board shall review, at an open meeting, the annual LACOE audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

(cf. 9322 - Agenda/Meeting Materials)

Note: The following paragraph is optional. Although Education Code 41020.3 requires that the Board review the audit report by January 31 of each year, as provided above, CSBA's publication Maximizing School Board Governance: Fiscal Accountability recommends that the Board conduct this review before the audit is filed with the County Superintendent, CDE, and State Controller on December 15.
To the extent possible, the County Board’s review shall occur prior to December 15 to provide the County Board and the community an opportunity to review the audit before it is submitted to local and state agencies.

No later than December 15, the County Superintendent or designee shall file the report of the audit for the preceding fiscal year with the Superintendent of Public Instruction. (Education Code 41020)

Note: Pursuant to Education Code 41344 and 41344.1, the district may informally or formally appeal an audit finding to the EAAP within the timelines noted below, when the audit finding requires the district to repay an apportionment or pay a penalty. If it finds that there has been substantial compliance with the law, the EAAP may waive or reduce repayments or order other remedial measures to induce future compliance.

If an audit finding results in LACOE being required to repay an apportionment or pay a penalty, LACOE may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

**Fund Balance**

Note: The following optional section reflects the provisions of GASB Statement 54, which makes changes in the way fund balances in the general fund must be reported in external financial reports, beginning in the fiscal year starting July 1, 2010. Pursuant to GASB 54, the Board has sole authority to specify purposes of committed funds (item #3 below) and also must express, or delegate the authority to express, intended purposes of resources resulting in the assigned fund balance (item #4 below); see BP 3100 - Budget.

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the allowable classifications based on the relative strength of constraints placed on the purposes for which resources can be used.

**Non-Voter-Approved Debt Report**

Note: The following section addresses notices regarding the issuance of revenue bonds, certificates of participation, and other non-voter-approved debts. Pursuant to Education Code 42133, a district that has a qualified or negative certification in any fiscal year cannot issue non-voter-approved debt in that fiscal year or in the next fiscal year unless the County Superintendent determines that the district's repayment of the debt is probable.
When the County Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the county, the County Superintendent or designee shall provide notice to the Superintendent of Public Instruction no later than 30 days before the County Board’s approval to proceed with issuance. The County Superintendent or designee shall provide the County Board, the Superintendent of Public Instruction, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of LACOE’s ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Note: Pursuant to Education Code 17150 and 17150.1, the County Superintendent and county auditor may, within 15 days of receiving the above notices from the district, comment publicly to the Board regarding the capability of the district to repay the debt obligation.

Other Postemployment Benefits Report (GASB 45)

Note: GASB Statement 45 contains reporting requirements pertaining to "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits for retired employees). Under GASB 45, the district must report OPEBs as a current expense during the working years of an employee, calculated by an actuary using one of six specified actuarial cost methods. In addition, to the extent that the OPEBs are not prefunded in a designated fund or irrevocable trust, they must be reported as a liability on the district's financial statements. The decision of whether to prefund the benefits, and by how much, is at the Board's discretion; see BP 3100 - Budget.

The SBE's criteria and standards for budget adoption (5 CCR 15440-15451) require districts to estimate unfunded OPEBs as well as the unfunded portion of any self-insured benefits program. Changes to the unfunded liabilities are disclosed at interim reporting periods (5 CCR 15453, 15464). These reports are included in the SACS software used to develop budget and interim reports. CSBA's GASB 45 Solutions program provides access to qualified actuaries and consultants and a GASB 45-compliant trust to prefund future obligations. See CSBA's web site for further information.

In accordance with GASB Statement 45, LACOE's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees’ active working lifetime, as determined by a qualified actuary procured by the County Superintendent or designee. To the extent that these OPEBs are not prefunded, LACOE shall report a liability on its financial statements.

(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)
FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

The County Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the County Board. (Education Code 42140)

Note: Pursuant to GASB 45, the district must arrange for an actuary to update the valuation of its OPEB obligations every two years (for OPEB plans with a total membership of 200 or more) or every three years (for OPEB plans with fewer than 200 members). CDE correspondence dated February 26, 2007 indicates that districts with fewer than 100 plan members may use an alternative method that does not require the services of an actuary. The district may revise the following paragraph to reflect the district's circumstances.

The amount of LACOE’s financial obligation for OPEBs shall be reevaluated every two years in accordance with GASB.

Workers’ Compensation Claims Report

The County Superintendent or designee shall annually provide the County Board, at a public meeting, information and related actuarial reports showing the estimated liabilities of outstanding of workers’ compensation claims. The estimated liabilities shall be based on an annual actuarial report completed by a qualified actuary. (Education Code 42141)

Note: The following optional section is for use by districts that are self-insured for workers' compensation claims, either individually or as part of a joint powers agency. See BP 3100 - Budget for provisions related to funding the estimated accrued cost of workers' compensation claims.

The County Superintendent or designee shall annually provide the County Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers’ compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)
OPERATIONS AND MAINTENANCE OF PLANT
ADMINISTRATIVE FACILITIES

LACOE will provide safe and efficient work environment as required by law for all employees, compatible with the tasks to be performed and consistent with prudent expenditure of capital and operating dollars.
INFORMATION ONLY
Business and Noninstructional Operations

OPERATIONS AND MAINTENANCE OF PLANT
ADMINISTRATIVE FACILITIES

Warehousing
A warehouse shall be operated to warehouse, receive, and/or distribute selected equipment and supplies required by LACOE. (LACOE 3535)

Building Services

Contracts
LACOE may contract with private vendors for maintenance, repair, and other operations as allowed by law. (LACOE 3511)

Maintenance
Facilities shall be maintained on a preventive maintenance schedule. (LACOE 3512)

Space Planning and Standards
Space planning shall take into consideration both the short and long-term needs of the office and shall allow for space that is adequate to meet the needs of the functions to be performed. (LACOE 3531)

Established standards of space utilization, building improvements, décor, fixtures, and furniture shall be uniformly and consistently applied throughout LACOE administrative facilities. Deviation from the standards shall require the prior written approval of the Superintendent. (LACOE 3531)
INTEGRATED WASTE MANAGEMENT

Note: The following optional policy and accompanying administrative regulation are for use by districts that wish to create an awareness of the importance of resource conservation and protection of the environment. Pursuant to Public Resources Code 42630, as added by SB 373 (Ch. 926, Statutes of 2001), it is the intent of the legislature that schools assist cities and counties in meeting the solid waste diversion goals set by Public Resources Code 41780. SB 373 (Ch. 926, Statutes of 2001) also appropriated money to be used by the California Department of Resources Recycling and Recovery (CalRecycle) to provide grants to eligible schools and districts in developing and implementing integrated education programs that link instruction on integrated waste management and environmental concepts with student action projects at school sites. Useful resources such as specific waste management strategies, available funding sources and other publications may be obtained from CalRecycle.

The County Board believes that the conservation of water, energy and other natural resources as well as the protection of the environment are essential to the health and well-being of the community.

(cf. 3511 - Energy and Water Management)
(cf. 3514 - Environmental Safety)
(cf. 3514.2 - Integrated Pest Management)

The Superintendent or designee will pursue strategies designed to help LACOE reduce waste generation and improve efficiency in using natural resources in all areas of its operations.

Legal Reference:

EDUCATION CODE
32370-32376 Recycling paper
33541 Environmental education
PUBLIC RESOURCES CODE
25410-25421 Energy conservation assistance
40050-40063 Integrated waste management act
41780 Waste diversion
42620-42622 Source reduction and recycling programs
42630-42647 Schoolsite source reduction and recycling

Management Resources:

Seeing Green through Waste Prevention-A Guide for School LACOE's, Pub. # 500-94-010
Going Beyond Recycling, Buying Recycled-A Guide for School LACOE's, Pub. # 322-95-001
Reusable School News

WEB SITES
CSBA: http://www.csba.org
California Department of Resources Recycling and Recovery: http://www.calrecycle.ca.gov
California Division of State Architect: http://www.dsa.ca.gov
California Energy Commission: http://www.energy.ca.gov
California Environmental Protection Agency: http://www.calepa.ca.gov
U.S. EPA: http://www.epa.gov

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION Downey, California
BOARD POLICY

TELECOMMUNICATIONS

Optimum telephone service shall be provided to accommodate the business needs of LACOE. All purchases, leases, and maintenance of telephones, telephone services, and cellular phones are to be obtained through Technology Services.
TELECOMMUNICATIONS

A. Cellular/Wireless Telephones and Telephone Credit Cards

Cellular/Wireless telephones and telephone credit cards shall be made available upon approval of the appropriate Division Director to those staff members who:

1. Travel outside the Office and need to maintain telephone communication with the Office while traveling; or

2. Need to place calls from locations other than the Administrative Facilities.

Credit cards and cellular/wireless telephones will be assigned based upon operational need and not employee rank. Use of cellular/wireless telephones is to be minimized and conventional communications means are to be used when practical.

Charges for all calls made using a telephone credit card or cellular/wireless telephone are to be checked and verified by the user. Copies of all these charges are to also be sent to the appropriate Division Director for his/her review.

B Personal Calls

Personal calls shall not interfere with the conduct of office business or job duties. Personal calls shall be restricted to absolute necessity and charges are to be reimbursed to the Los Angeles County Office of Education within ninety calendar days of receipt of the bill.

C. Use of the telephone shall be governed by the following regulations:

1. Assignment of Models and Services

   Assignment of models and services must comply with Office standards.

2. Collect Calls

   Collect calls shall be accepted from employees only for the purpose of conducting Office business. Collect calls are not to be accepted from non-LACOE staff. If such prohibited acceptance of collect calls occurs, the employee accepting such calls will be responsible for reimbursement of phone charges and may be subject to discipline including and up to termination.

Regulation approved:

LOS ANGELES COUNTY OFFICE OF EDUCATION
Downey, California
Business and Noninstructional Operations

BUILDINGS AND GROUNDS

Use of Facilities

Use of facilities such as the Board Room and conference rooms in LACOE administrative facilities shall be limited to meetings and conferences sponsored or conducted by LACOE, except as specified in administrative regulations.

Facilities provided for the convenience and recreation of the staff, i.e., the employee lounges, cafeteria, and patio, are intended for the unrestricted use of all employees; the use of such facilities for meetings or conferences, or for social activities, shall be permitted only with the advance written approval of the Superintendent or designee.
TOBACCO-FREE SCHOOLS AND FACILITIES

The County Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

(cf. 4159/4259/4359 - Employee Assistance Programs)
(cf. 5131.62 - Tobacco)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

Note: Health and Safety Code 104420 mandates districts receiving Tobacco-Use Prevention Education (TUPE) funds to adopt a tobacco-free schools policy that prohibits the use of tobacco anytime, anywhere in district-owned or leased buildings, on district property, and in district vehicles (Option 1 below). Districts must certify compliance with this requirement by submitting a California Department of Education (CDE) certification form and supporting documentation to the county office of education's TUPE coordinator by July 1 in order to apply for TUPE funding for that fiscal year. The certification process also requires submission of the district's written policy and enforcement procedures; see the accompanying administrative regulation for enforcement procedures.

Districts that do not receive TUPE funds may select Option 2 below, which prohibits smoking only in enclosed spaces pursuant to Labor Code 6404.5 and 20 USC 6083, or may choose the more stringent requirements in Option 1.

The County Board prohibits the use of tobacco products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event. Any written joint use agreement governing community use of LACOE’s facilities or grounds shall include notice of LACOE’s tobacco-free schools policy and consequences for violations of the policy.

Note: The following paragraph applies to all districts. AB 1867 (Ch. 527, Statutes of 2003) amended Health and Safety Code 104495 to extend the prohibited smoking and disposal area to within 25 feet of a playground.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)
TOBACCO-FREE SCHOOLS AND FACILITIES (continued)

It is the intention of LACOE to provide a smoke-free workplace within all buildings owned or leased by the Office. Additionally, in accordance with law, the use of tobacco products will not be permitted at any time on any property or vehicles owned or leased by LACOE or at LACOE-sponsored events.

Pursuant to law, the County Office shall assure the maintenance of a tobacco-free workplace by:

A. Publishing a statement notifying employees and students of the policy and specifying actions to be taken against employees who violate it;

B. Displaying signs stating the prohibition of tobacco use at all entrances to all properties and vehicles owned or leased by LACOE;

C. Publishing information to the larger community and students that the use of tobacco products is not permitted at any time on any property or vehicle owned or leased by the office or at any office-sponsored event;

D. Taking appropriate personnel action, up to and including termination, within 30 days of receiving notice with respect to any employee who is in violation of the Tobacco-Free Workplace policy;

E. Informing employees and students about the availability of tobacco cessation and employee assistance programs;

F. Making a good-faith effort to continue to maintain a tobacco-free workplace.

All LACOE administrative and instructional sites, properties, vehicles, and LACOE-sponsored events shall comply with Board Policy 3513.3, Tobacco-Free Schools and Facilities.

Legal Reference: (see next page)
TOBACCO-FREE SCHOOLS AND FACILITIES (continued)

Legal Reference:

EDUCATION CODE
48900  Grounds for suspension/expulsion
48901  Prohibition against tobacco use by students

HEALTH AND SAFETY CODE
39002  Control of air pollution from nonvehicular sources
104350-104495  Tobacco use prevention, especially:
104495  Prohibition of smoking and tobacco waste on playgrounds

LABOR CODE
6404.5  Occupational safety and health: use of tobacco products

UNITED STATES CODE, TITLE 20
6083  Nonsmoking policy for children's services
7111-7117  Safe and Drug Free Schools and Communities Act

PERB RULINGS
Eureka Teachers Assn v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)
CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District
(1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES
CDE:  http://www.cde.ca.gov
California Department of Public Health, Tobacco Control:
http://www.cdph.ca.gov/programs/tobacco
Occupational Safety and Health Standards Board:  http://www.dir.ca.gov/OSHSB/oshsb.html
Environmental Protection Agency:  http://www.epa.gov

Policy adopted:  LOS ANGELES COUNTY OFFICE OF EDUCATION

Downey, California
INFORMATION ONLY
Business and Noninstructional Operations AR 3513.3(a)

TOBACCO-FREE SCHOOLS AND FACILITIES

Notifications

Note: Districts receiving Tobacco-Use Prevention Education (TUPE) funds are required by Health and Safety Code 104420 to communicate information about the district's tobacco-free schools policy. Districts that do not receive TUPE funds may delete or revise the following paragraph.

Information about LACOE's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students and the community. (Health and Safety Code 104420)

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

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. (Health and Safety Code 104420)

Enforcement/Discipline

Note: Pursuant to Labor Code 6404.5, no employer shall knowingly or intentionally permit the smoking of tobacco products in an enclosed space at a place of employment. The effects of the district's tobacco policy, including any disciplinary action taken against employees resulting from the enforcement of the policy, may be subjects of negotiation between the Governing Board and employee organizations. Pursuant to Education Code 48900(h), a student may be subject to disciplinary action when it is determined that he/she possessed or used tobacco or nicotine products; see AR 5144.1 - Suspension and Expulsion/Due Process.

Note: Pursuant to Labor Code 6404.5, no employer shall knowingly or intentionally permit the smoking of tobacco products in an enclosed space at a place of employment. A district will not be considered to have knowingly or intentionally permitted smoking by a nonemployee if it has posted clear and prominent signs as specified above and has requested that a nonemployee who is smoking refrain from smoking in the enclosed workplace. "Reasonable steps" does not include the physical ejection of a nonemployee or any requirement for making a request to refrain from smoking under circumstances involving a risk of physical harm to the employee or employer. The following optional section may be revised as desired to reflect district practice.

The effects of the district's tobacco policy, including any disciplinary action taken against employees resulting from the enforcement of the policy, may be subjects of negotiation between the Board and employee organizations.
TOBACCO-FREE SCHOOLS AND FACILITIES (continued)

Any employee or student who violates LACOE’s tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Any other person who violates LACOE’s policy on tobacco-free schools shall be informed of LACOE’s policy and asked to refrain from smoking. If the person fails to comply with this request, the County Superintendent or designee may:

1. Direct the person to leave LACOE-owned or leased property
2. Request local law enforcement assistance in removing the person from LACOE-owned or leased premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering LACOE property for a specified period of time

(cf. 1250 - Visitors/Outsiders)
(cf. 3515.2 - Disruptions)

Safety and Health

Tobacco-Free Workplace
The use of tobacco products is prohibited at all times on all property and in all buildings and vehicles owned or leased by LACOE and at LACOE sponsored events. The use of tobacco products is outside the scope and course of employment; therefore, it is not the requirement of the Office to provide facilities where employees may use tobacco products.
FACILITIES INSPECTION

Note: As part of the Williams litigation settlement, Education Code 17070.75 requires that each school district participating in the School Facility Program or the Deferred Maintenance Program have a facility inspection system in place for all schools to ensure that school facilities are kept in good repair. Education Code 17002 defines "good repair" to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional as determined pursuant to the Facility Inspection Tool (FIT) developed by the Office of Public School Construction (OPSC) or a local evaluation instrument that uses the same criteria.

The information gathered on the FIT is also used to comply with other Williams settlement requirements. Education Code 33126 requires the information to be part of the assessment of school facility conditions on the school accountability report card (SARC); see BP 0510 - School Accountability Report Card. In addition, Education Code 35186 requires districts to establish a complaint procedure relative to the condition of school facilities; see AR/E 1312.4 - Williams Uniform Complaint Procedures.

The following policy is optional.

The County Board recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and functional, as defined in Education Code 17002.

(cf. 0510 - School Accountability Report Card)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3111 - Deferred Maintenance Funds)
(cf. 3514 - Environmental Safety)

Note: Education Code 17002 specifies the conditions that must be evaluated as part of the FIT. Items #1-15 below reflect the broad categories of conditions listed on the FIT.

The County Superintendent or designee shall develop a facilities inspection and maintenance program to ensure that its owned and leased facilities are maintained in good repair in accordance with law.

Note: For schools ranked in deciles 1-3 on the Academic Performance Index, Education Code 1240 requires the County Superintendent of Schools to visit those schools to determine (1) the status of any facility condition that may create an emergency or urgent threat to the health or safety of students or staff and (2) the accuracy of data reported on the SARC with respect to the safety, cleanliness, and adequacy of school facilities. Education Code 1240 requires that the County Superintendent provide a quarterly report to the Board on the results of any county office visit. Education Code 1240 provides that, if the County Superintendent determines that a facility condition poses an emergency or urgent threat, he/she may return to the school to verify repairs and/or prepare a report that identifies areas of noncompliance if the district has not provided evidence that the repairs will be made within 30 days or, for major repairs, in a timely manner. The County Superintendent may then present the report to the Board at a public meeting and post the report on the county office's web site.
FACILITIES INSPECTION (continued)

The County Superintendent or designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner at LACOE owned or leased facilities.

Legal Reference:

EDUCATION CODE
1240 County superintendent of schools, duties
17002 Definitions
17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998
17565-17591 Property maintenance and control, especially:
17584 Deferred maintenance
17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
33126 School accountability report card
35186 Williams uniform complaint procedure

CODE OF REGULATIONS, TITLE 2
1859.300-1859.330 Emergency Repair Program

Management Resources:

CSBA PUBLICATIONS
Williams Settlement and the Emergency Repair Program, Policy Brief, January 2008

COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS
Facility Inspection Tool Guidebook, February 2008

WEB SITES
CSBA: http://www.csba.org
California County Superintendents Educational Services Association: http://www.ccsesa.org
California Department of Education, Williams Case: http://www.cde.ca.gov/eo/ce/we/index.asp
Coalition of Adequate School Housing: http://www.cashnet.org
State Allocation Board, Office of Public School Construction: http://www.opsc.dgs.ca.gov
Students

BP 5022(a)

STUDENT AND FAMILY PRIVACY RIGHTS

Note: The No Child Left Behind Act of 2001 (P.L. 107-110, Section 1061) significantly amended 20 USC 1232h, the Protection of Pupil Rights Act (PPRA), to mandate that any district receiving funds from a USDOE-administered program adopt a policy regarding the (1) administration of surveys and physical exams/screenings; (2) right of parents to inspect instructional materials, and (3) collection of personal information for marketing purposes.

The County Board believes that personal information concerning LACOE students and their families should be kept private in accordance with law.

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5021 - Noncustodial Parents)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 6000 - Concepts and Roles)
(cf. 6162.8 - Research)

Note: 20 USC 1232h mandates that the district's policy regarding student privacy be developed in consultation with parents/guardians. Such consultation could occur during meetings of the school site council or parent association, or a separate committee could be convened to review the draft policy. The following paragraph should be modified to reflect district practice.

The Superintendent or designee shall consult with parents/guardians regarding the development and adoption of this policy.

Collection of Personal Information for Marketing Purposes

Note: 20 USC 1232h, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110, Section 1061), mandates that districts receiving USDOE-administered funds adopt a policy concerning the collection, disclosure or use of personal information, such as a student's name or address, collected from students for marketing purposes. See the accompanying administrative regulation for a definition of personal information.

Option 1 is for use by districts that wish to adopt a policy prohibiting the collection of personal information for marketing. Option 2 is for use by districts that wish to authorize the collection of such information. For districts selecting Option 2, 20 USC 1232h mandates adoption of a policy that allows parents/guardians to preview the instrument and to opt their child out of the activity, and provides arrangements to protect student privacy. See the accompanying administrative regulation for language implementing this mandate.
STUDENT AND FAMILY PRIVACY RIGHTS (continued)

The County Board prohibits LACOE staff from administering or distributing to students survey instruments designed for marketing or selling personal information.

Legal Reference:

EDUCATION CODE
49450-49457 Physical examinations
49602 Confidentiality of pupil information
51101 Parents Rights Act of 2002
51513 Personal beliefs
51938 Sexual Health And HIV/AIDS Prevention Education Act; notice and parental excuse

UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
1232h Protection of pupil rights

Management Resources:

WEB SITES
CSBA: http://www.csba.org
CDE: http://www.cde.ca.gov
USDOE, Family Policy Compliance Office: http://www.ed.gov/offices/OM/fpco/
INFORMATION ONLY

Students

AR 5022(a)

STUDENT AND FAMILY PRIVACY RIGHTS

Definition

*Personal information* means individually identifiable information including a student’s or parent/guardian’s first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a social security identification number. (20 USC 1232h)

Surveys Requesting Information about Beliefs and Practices

Note: Education Code 51513 provides that districts shall not administer exams, surveys or questionnaires containing questions about a student's or his/her family's personal beliefs or practices in sex, family life, morality and religion unless the student's parent/guardian has provided prior written consent (i.e., "active consent"). The following paragraph regarding surveys is for use by all districts, and is mandated, pursuant to 20 USC 1232h, for districts receiving funds from a program administered by the U.S. Department of Education.

A minor’s parent/guardian shall provide prior written consent before the minor participates in a survey containing one or more of the following items: (20 USC 1232h; Education Code 51513)

1. Political affiliations or beliefs of the student or his/her family
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating or demeaning behavior
5. Critical appraisals of other individuals with whom students have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers
7. Religious practices, affiliations or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program
INFORMATION ONLY

AR 5022(b)

STUDENT AND FAMILY PRIVACY RIGHTS (continued)

| Note: Pursuant to 20 USC 1232h districts are mandated to adopt a policy regarding the district's arrangements to protect student privacy in the event that a student participates in a survey regarding information about beliefs and practices, as defined above. |

If a student participates in a survey regarding information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student’s identity.

(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.8 - Research)

| Note: The following paragraph is optional. Education Code 51938, as added by SB 71 (Ch. 650, Statutes of 2003), creates an exception to the above requirements by authorizing districts to administer to students in grades 7-12 anonymous, voluntary surveys regarding student health behaviors and risks upon providing written parent/guardian notification and allowing a parent/guardian to opt his/her child out of participation (i.e., "passive consent"). See sections below entitled "Parent/Guardian Access to Surveys and Instructional Materials" and "Notifications." |

Notwithstanding the above requirements, LACOE may administer to students in grades 7-12, anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about the student’s attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request that their child not participate. (Education Code 51938)

Parent/Guardian Access to Surveys and Instructional Materials

| Note: 20 USC 1232h mandates that districts receiving funds from a USDOE-administered program adopt a policy detailing a parent/guardian's right to inspect surveys and instructional materials as specified below. Education Code 51101 also authorizes such inspection; see AR 5020 - Parent Rights and Responsibilities. In addition, pursuant to Education Code 51938, as added by SB 71 (Ch. 650, Statutes of 2003), districts that administer anonymous, voluntary surveys regarding health behaviors and risks to students in grades 7-12 must allow parents/guardians the opportunity to review the instrument and to request that their child not participate. Pursuant to 20 USC 1232h, those districts that authorize the collection of personal information for marketing purposes (Option 2 in the accompanying Board policy) are mandated to adopt a policy concerning a parent/guardian's right to inspect the survey instrument. Districts that selected Option 1 in the accompanying Board policy thereby prohibiting the collection of personal information for marketing should delete references to marketing instruments in the paragraph below. |

Before school staff administers a survey or evaluation containing personal information as identified above or distributes an instrument to a student for the purpose of collecting personal information for marketing, the student’s parent/guardian may: (20 USC 1232h; Education Code 51938)
STUDENT AND FAMILY PRIVACY RIGHTS (continued)

1. Upon request, inspect that survey or instrument before it is administered or distributed to his/her child or any instructional material used as part of his/her child’s educational curriculum

(cf. 5020 - Parent Rights and Responsibilities)

Note: 20 USC 1232h requires that the district provide parents/guardians reasonable access to surveys, instruments and instructional materials within a reasonable amount of time after the request has been received. The following paragraph may be modified to reflect the district's definition of a reasonable timeline.

Within a reasonable period of time of receiving a request, the principal or designee shall permit a parent/guardian to view a survey, instrument or instructional material. A parent/guardian may view the document any time during normal business hours.

2. Refuse to allow his/her child to participate in the activity

Students whose parents/guardians exercise this option shall not be penalized by LACOE. (20 USC 1232h)

Health Examinations

No school official or staff member shall subject a student to a non-emergency, invasive physical examination as a condition for school attendance, except as permitted or required under California law. (20 USC 1232h)

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a properly authorized hearing, vision or scoliosis screening. (20 USC 1232h)

(cf. 5131.61 - Drug Testing)
(cf. 5141.3 - Health Examinations)
INFORMATION ONLY

STUDENT AND FAMILY PRIVACY RIGHTS (continued)

Note: As added by SB 71 (Ch. 650, Statutes of 2003), Education Code 51938 requires that districts administering to students in grades 7-12 anonymous, voluntary surveys regarding health behaviors and risks first provide parents/guardians with written notice. The following optional paragraph is for use by districts that choose to administer such surveys with "passive consent," as specified above.

Prior to administering anonymous and voluntary surveys regarding health risks and behaviors to students in grades 7-12, LACOE shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Parents/guardians shall also be notified of any substantive change in this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

(cf. 5145.6 - Parental Notifications)

Regulation approved: LOS ANGELES COUNTY OFFICE OF EDUCATION Downey, California
STUDENT ATTENDANCE

Students enrolled in LACOE programs and activities shall meet all requirements for admission to that program or activity. LACOE staff will follow relevant laws and the criteria for specific programs or activities in placing students in appropriate educational programs or activities.

I. Definitions

A. Attendance: a student’s presence and participation in the educational program or activity in which s/he is enrolled.

B. Compulsory Attendance: any person aged 6 to 18 who does not fall under an exemption or exclusion is required to attend a full-time educational program. For students enrolled in special education, compulsory attendance extends through age 21. If the student moves with his/her parent/guardian, the parent/guardian must enroll the student in school at the new location.

C. Residency: where the student lives; this determines at which school or educational program the student may enroll.

D. Exclusion: temporary removal from an educational program or activity.

E. Exemption: excuse from compulsory attendance at school where the student meets educational requirements via an alternative approved by law.

F. Special Education Schools: LACOE school sites that provide special education to students entitled to these services.

G. Juvenile Court and Community Schools: LACOE school sites that provide educational programs to students involved in the juvenile courts/probation.

H. Alternative Education Schools: LACOE school sites that provide educational programs to students with special needs or skills, outside of special education. These programs are offered either by referral, expulsion order, or by application.

I. Regional Occupational Program: LACOE program designed to provide education and training in vocational courses.

II. Attendance Requirements

A. Students subject to compulsory attendance must enroll in an educational program.
B. LACOE shall follow all laws and regulations regarding the processing and maintaining of attendance records for students enrolled in LACOE programs and activities.

C. LACOE may maintain classes on Saturdays or Sundays for, among others, community schools, independent study, makeup classes for unexcused absences during the week, and regional occupational center or program courses.

(cf. 5117 - Interdistrict Attendance Appeals)
Students

BP 5121(a)

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

Note: The following optional policy may be revised to reflect district practice.

The County Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student’s areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student’s achievement.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Students enrolled in LACOE educational programs shall receive grades for work completed. LACOE staff shall provide periodic written reports of student grades to the student and the student’s parent/guardian as specified by law and LACOE policies and procedures.

A teacher shall base a student’s grades on impartial, consistent observation of the quality of the student’s work and his/her mastery of course content and LACOE standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests, and portfolios.

(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)

Note: Education Code 49066 provides that the grade assigned by a teacher is final, absent any clerical or mechanical mistake, fraud, bad faith, or incompetency. Pursuant to Education Code 49066, the Governing Board and Superintendent cannot order a student's grade changed unless the teacher, to the extent practicable, is given an opportunity to state the reasons why the grade was given and to be included in all discussions regarding the changing of the grade; see AR 5125.3 - Challenging Student Records. In Las Virgenes Educators Association v. Las Virgenes Unified School District, the court determined that a citizenship mark is a "grade" within the meaning of Education Code 49066 and upheld a teacher's right to make the final decision regarding a citizenship mark.

The teacher of each course shall determine the student’s grade. The grade assigned by the teacher shall not be changed by the County Board or the County Superintendent except as provided by law, County Board policy, or administrative regulation. (Education Code 49066)

The grade given by the teacher shall be considered final except for an instance of clerical or mechanical mistake, fraud, bad faith or incompetence.
GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

LACOE reserves the right to withhold the grades, transcripts, and/or diploma of a student who has damaged LACOE or LACOE staff property or who has caused injury to LACOE staff.

(cf. 5125.3 - Challenging Student Records)

Grade Point Average

Note: The following optional section is for use by districts that maintain secondary schools and may be revised to reflect district practice. Also see the accompanying administrative regulation.

The County Superintendent or designee shall determine the methodology to be used in calculating students’ grade point averages (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, honors, and/or concurrent postsecondary courses.

(cf. 6141.5 - Advanced Placement)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

Peer Grading

Note: In Owasso Independent School District v. Falvo, the U.S. Supreme Court held that students' grades on assignments and tests are not "education records" until the teacher records them, and therefore the practice of peer grading does not violate the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 USC 1232g); see BP/AR 5125 - Student Records. Furthermore, for the same reason, the Supreme Court did not prohibit the practice of having students report the grades aloud so that the teacher may record them. The following section is optional.

At their discretion, teachers may use peer grading of student tests, papers, and assignments as appropriate to reinforce lessons.

Repeating Classes

Note: The following optional section is for use by districts that maintain high schools.

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student’s transcript, but the student shall receive credit only once for taking the course.

Withdrawal from Classes

Note: The following optional section is for use by districts maintaining secondary grades and should be revised to reflect district practice.
GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

A student who drops a course during the first six weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the grading period shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Effect of Absences on Grades

Note: Education Code 49067 mandates districts that authorize teachers to assign failing grades to students who have excessive unexcused absences (see the accompanying Board policy) to establish regulations which include, but are not limited to, providing (1) a reasonable opportunity for the student or parent/guardian to explain the absences and (2) a method for identifying in the student's record the failing grades assigned on the basis of unexcused absences.

Teachers who withhold class credit because of excessive unexcused absences shall so inform students and parents/guardians at the beginning of the school year or semester. When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of LACOE’s policy regarding excessive unexcused absences.

(cf. 5113 - Absences and Excuses)

The student and parent/guardian shall have a reasonable opportunity to explain the absences. (Education Code 49067)

If a student receives a failing grade because of excessive unexcused absences, the student’s record shall specify that the grade was assigned because of excessive unexcused absences. (Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student’s placement, in which case the student’s grades and credits shall be calculated as of the date the student left school

2. A verified court appearance or related court-ordered activity

(cf. 6173.1 - Education for Foster Youth)

Legal Reference: (see next page)
Legal Reference:

EDUCATION CODE
41505-41508 Pupil Retention Block Grant
48070 Promotion and retention
48205 Excused absences
48800-48802 Enrollment of gifted students in community college
48904-48904.3 Withholding grades, diplomas, or transcripts
49066 Grades; finalization; physical education class
49067 Mandated regulations regarding student's achievement
49069.5 Students in foster care, grades and credits
51242 Exemption from physical education based on participation in interscholastic athletics
76000-76002 Enrollment in community college

CODE OF REGULATIONS, TITLE 5
10060 Criteria for reporting physical education achievement, high schools
30008 Definition of high school grade point average for student aid eligibility

UNITED STATES CODE, TITLE 20
1232g Family Education Rights and Privacy Act (FERPA)
6101-6251 School-to-Work Opportunities Act of 1994

CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act

COURT DECISIONS

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Aiming High: High Schools for the 21st Century, 2002
Taking Center Stage: A Commitment to Standards-Based Education for California's Middle Grades Students, 2001
Elementary Makes the Grade!, 2000

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE
Report Cards and Transcripts for Students with Disabilities, October 17, 2008

WEB SITES
California Department of Education: http://www.cde.ca.gov
California Student Aid Commission: http://www.csac.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Policy adopted: LOS ANGLES COUNTY OFFICE OF EDUCATION
Downey, California
INFORMATION ONLY
Students

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

No grade shall be changed by the County Board or County Superintendent without providing the teacher who gave the grade the opportunity to explain, orally and/or in writing, the reasons for which the grade was given. The teacher should also be involved, to the extent possible, in all discussions relating to changing the grade.

Parents/guardians may challenge the content of a student’s record, following the procedure detailed in the Student Records Policy.

(cf. BP 5125 – Student Records)

If a student is failing a course, the teacher shall arrange a conference with or shall make a written report to the parent/guardian. Excessive absences may lead to a failing grade.

1. In the event that the student has excessive absences, LACOE will give the student and/or the student’s parent/guardian a reasonable opportunity to explain the absences.

2. If the student is assigned a failing grade based on poor attendance, that grade shall be identified as a failure on the basis of excessive unexcused absences.

(cf. BP 5113 – Absences and Excuses)

Grade Point Average

The County Superintendent or designee may as needed calculate a student’s GPA using the grade points assigned to each letter grade in accordance with regulation.

For grades 4-12, grades for achievement shall be reported for each grading period as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(90-100%)</td>
<td>Outstanding Achievement</td>
<td>4.0 grade points</td>
</tr>
<tr>
<td>B</td>
<td>(80-89%)</td>
<td>Above Average Achievement</td>
<td>3.0 grade points</td>
</tr>
<tr>
<td>C</td>
<td>(70-79%)</td>
<td>Average Achievement</td>
<td>2.0 grade points</td>
</tr>
<tr>
<td>D</td>
<td>(60-69%)</td>
<td>Below Average Achievement</td>
<td>1.0 grade points</td>
</tr>
<tr>
<td>F</td>
<td>(0-59%)</td>
<td>Little or No Achievement</td>
<td>0 grade points</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
<td>0 grade points</td>
</tr>
</tbody>
</table>
GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

An Incomplete shall be given only when a student’s work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

Note: The following optional paragraph is for use by districts that maintain high schools and choose to assign extra grade weighting to Advanced Placement, honors, or concurrent postsecondary courses.

Districts should be aware that, in determining college admissions eligibility, the extra grade weighting will be factored into university admissions only if the courses have been certified as honors courses by the University of California and are in the following "a-g" subjects: history-social science, English, advanced mathematics, laboratory science, language other than English, and visual and performing arts.

Because of the more rigorous nature of Advanced Placement, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(90-100%)</td>
<td>Outstanding Achievement</td>
<td>5.0</td>
</tr>
<tr>
<td>B</td>
<td>(80-89%)</td>
<td>Above Average Achievement</td>
<td>4.0</td>
</tr>
<tr>
<td>C</td>
<td>(70-79%)</td>
<td>Average Achievement</td>
<td>3.0</td>
</tr>
</tbody>
</table>

(cf. 6141.5 - Advanced Placement)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6142.7 - Physical Education and Activity)

A student will not fail a physical education class solely because of not wearing the standardized apparel if the student’s failure to comply stems from circumstances outside the student’s control, such as economic hardship.

Note: The following paragraph is for use by districts that maintain high schools and may be revised to reflect additional grade levels at the district's discretion. 5 CCR 10060 lists criteria by which districts must appraise the quality of high school physical education programs, including criteria for reporting student achievement in physical education.

Student performance in high school physical education courses shall be based upon evaluation of the student’s individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)
INFORMATION ONLY

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

Note: The following optional paragraph may be used by districts that allow high school students to fulfill physical education credits through interscholastic athletics carried on wholly or partially after regular school hours pursuant to Education Code 51242; see BP 6142.7 - Physical Education.

High school students using interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242, may be graded on this participation provided that a teacher credentialed to teach physical education supervises this participation and assigns the grade.

(cf. 6145.2 - Athletic Competition)

Grades for College Courses

Note: The following optional section is for use by districts maintaining grades 9-12 that choose to grant district credit for completion of postsecondary courses pursuant to Education Code 48800-48802 and 76000-76002; see BP/AR 6172.1 - Concurrent Enrollment in College Classes.

When LACOE has approved a student to receive LACOE credit for coursework completed at a community college or four-year college, he/she shall receive the same letter grade as is granted by the college.
Students

PRESCHOOL/EARLY CARE AND EDUCATION

Note: The following policy is optional and may be used both by those districts that do and those that do not operate their own programs; see appropriate sections below. CSBA's publication Expanding Access to High-Quality Preschool Programs: A Resource and Policy Guide for School Leaders provides information about characteristics of effective preschool programs and actions that the district and Governing Board can take to encourage and/or provide high-quality preschool education, including a worksheet to assist districts in the development of policy pertaining to preschool and early childhood education.

SB 1629 (Ch. 307, Statutes of 2008) establishes a statewide Early Learning Quality Improvement System Advisory Committee to develop recommendations, by December 31, 2010, for the evaluation and improvement of child development programs providing services from birth to age 5, including preschool, and for the best use of local, state, federal, and private resources to achieve high-quality programs.

The County Board recognizes that parents* are their children’s first and most influential teachers and that continued involvement by parents as partners in their children’s education contributes greatly to student academic achievement and positive learning environment.

(*Parents include any caregiver who has responsibility for caring for a child, including parents, guardians, grandparents, stepparents, foster parents, aunts, etc.)

The County Board believes that the education of its students is a responsibility shared with parents. Parents shall have the responsibility and opportunity to informed participation in their children’s education by working with the schools in mutually supportive and respectful engagement.

The County Board recognizes that high-quality early learning experiences for children ages birth through 5 years help them develop knowledge, skills, and attributes necessary to be successful in school and provide for a smooth transition into the elementary education program. Such programs should provide developmentally appropriate activities that reflect the cultural and linguistic characteristics of the families in a safe, well-supervised, cognitively rich environment.

(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

Collaboration with Community Programs

Note: The following optional section may be used by all districts, regardless of whether or not they provide their own preschool programs.
PRESCHOOL/EARLY CARE AND EDUCATION (continued)

The County Superintendent or designee shall collaborate with other agencies, organizations, and private preschool and early learning providers to assess the availability of early learning programs in the community and the extent to which the community’s early learning program needs are being met. The County Board encourages the development of a community-wide plan to increase children’s access to high-quality early learning programs.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)

Information about early learning options in the community shall be provided to parents/guardians upon request.
PRESCHOOL/EARLY CARE AND EDUCATION

The County Superintendent or designee shall work cooperatively with the local child care and development planning councils, such as the Los Angeles County Children’s Planning Council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and inform parent/guardians about child care options.

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5148.1 - Child Care Services for Parenting Students)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

Note: Education Code 8499.3 establishes county-level child care and development planning councils, with members selected by the County Board of Supervisors and County Superintendent of Schools, to identify local priorities for child care and to develop policy to meet identified needs.
The County Board desires to provide a research-based, sequential curriculum that promotes high levels of student achievement and emphasizes the development of basic skills, problem solving, and decision making. LACOE divisions will develop and/or select, for County Board adoption, curricula to meet the needs of the students served in LACOE programs. Upon recommendation of the County Superintendent or designee, the County Board shall adopt a written curriculum that describes, for each subject area and grade level, the content objectives that are to be taught in LACOE schools.

LACOE’s curriculum shall be aligned with LACOE’s vision and goals for student learning, Board policies, academic content standards, state curriculum frameworks, state and LACOE assessments, graduation requirements, school and LACOE improvement plans, and, when necessary, related legal requirements.
CURRICULUM DEVELOPMENT AND EVALUATION (continued)

The County Superintendent or designee shall establish a process for curriculum development, selection, and/or adaptation that utilizes the professional expertise of teachers, principals, and LACOE administrators representing various grade levels, disciplines, special programs, and categories of students as appropriate. The process also may provide opportunities for input from students, parents/guardians, representatives of local businesses and postsecondary institutions, and other community members.

(cf. 1220 - Citizen Advisory Committees)
(cf. 1700 - Relations Between Private Industry and the Schools)

Note: Since instructional materials are often an important component of the curriculum, the process of adopting instructional materials should be coordinated with the curriculum review and adoption process. See BP/AR 6161.1 - Selection and Evaluation of Instructional Materials.

The selection and evaluation of instructional materials shall be coordinated with the curriculum development and evaluation process.

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

When presenting a recommended curriculum for adoption, the County Superintendent or designee shall provide research, data, or other evidence demonstrating the proven effectiveness of the proposed curriculum. He/she also shall present information about the resources that would be necessary to successfully implement the curriculum and describe any modifications or supplementary services that would be needed to make the curriculum accessible to all students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3100 - Budget)
(cf. 4131 - Staff Development)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 5149 - At-Risk Students)
(cf. 6141.5 - Advanced Placement)
(cf. 6159 - Individualized Education Program)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6179 - Supplemental Instruction)

Note: The following optional paragraph may be revised to reflect district practice. Education Code 52376 requires districts with high schools to compare their career technical education programs with state model curriculum standards at least every three years; see AR 6178 - Career Technical Education. At their discretion, districts may choose to establish a schedule of regular reviews in other subject areas to ensure continued alignment of district curricula with state standards.
CURRICULUM DEVELOPMENT AND EVALUATION (continued)

The County Board shall review LACOE’s curriculum whenever changes occur at the state level, are required by law, or are directed as a part of the County Board’s annual evaluation of the instructional program in order to ensure continued alignment with LACOE’s goals for student achievement.

(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

- **EDUCATION CODE**
  - 221.5 Equal opportunity
  - 35160 Authority of governing boards
  - 35160.1 Broad authority of school districts
  - 51050-51057 Enforcement of courses of study
  - 51200-51263 Required courses of study
  - 51500-51540 Prohibited instruction
  - 51720-51879.9 Authorized classes and courses of instruction
  - 60000-60424 Instructional materials

- **GOVERNMENT CODE**
  - 3543.2 Scope of representation

- **CODE OF REGULATIONS, TITLE 5**
  - 4000-4091 School improvement programs
  - 4400-4426 Improvement of elementary and secondary education

Management Resources:

- **CSBA PUBLICATIONS**
  - Maximizing School Board Leadership: Curriculum, 1996

- **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**
  - Content Standards for California Public Schools: Kindergarten Through Grade 12
  - Curriculum Frameworks for California Public Schools: Kindergarten Through Grade 12

- **WEB SITES**
  - CSBA: http://www.csba.org
  - Association for Supervision and Curriculum Development: http://www.ascd.org
  - Association of California School Administrators: http://www.acsa.org
  - California Association for Supervision and Curriculum Development: http://www.cascd.org
  - California Department of Education, Curriculum and Instruction: http://www.cde.ca.gov/ci

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION

Downey, California
INFORMATION ONLY

Instruction

AR 6141(a)

CURRICULUM DEVELOPMENT AND EVALUATION

Note: The following optional administrative regulation may be revised to reflect district practice.

Curriculum Review Committee

Note: The following optional section may be revised to reflect the composition of the district's curriculum review committee. Also see AR 6161.1 - Selection and Evaluation of Instructional Materials for legal requirements for substantial teacher involvement in the selection of instructional materials, which may include establishment of an instructional materials evaluation committee.

The County Superintendent or designee may establish a curriculum review committee to evaluate and recommend curriculum for County Board approval. This committee shall consist of a majority of teachers and may also include administrators, other staff who have subject-matter expertise, parents/guardians, representatives of local businesses and postsecondary institutions, other community members, and students as appropriate. This committee may be the same committee charged with the evaluation and recommendation of instructional materials pursuant to Board policy and administrative regulation.

(cf. 1220 - Citizen Advisory Committees)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 6143 - Courses of Study)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Curriculum Development/Selection Process

The County Superintendent or designee shall research and identify available curricula in the subject area(s) and grade level(s) scheduled for review. He/she may select a limited number of programs to present to the curriculum review committee for evaluation.

The committee shall recommend the curriculum that best meets LACOE’s needs based on the following criteria and any additional factors deemed relevant by the committee:

1. Analysis of the effectiveness of the existing LACOE curriculum for all students, including student achievement data disaggregated by grade level and student population

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)
(cf. 6190 - Evaluation of the Instructional Program)
INFORMATION ONLY

AR 6141(b)

CURRICULUM DEVELOPMENT AND EVALUATION (continued)

2. Alignment of the proposed curriculum with expectations established by the County Board and the State Board of Education as to what students need to know and be able to do in the subject(s) and grade level(s) under consideration

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 6011 - Academic Standards)

3. Evidence of proven effectiveness of the proposed curriculum in raising student achievement, including the research and learning theory upon which the curriculum is based

4. Applicability and accessibility of the curriculum to all students, including, but not limited to, underperforming students, students with disabilities, English learners, and gifted and talented students

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 0520.4 - Quality Education Investment Schools)
(cf. 5149 - At-Risk Students)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6179 - Supplemental Instruction)

5. The estimated cost to purchase, adapt, and/or develop the curriculum

6. Resources required to implement the curriculum, such as time, facilities, instructional materials and technology, staffing, staff development, and funding

(cf. 0440 - District Technology Plan)
(cf. 3100 - Budget)
(cf. 4131 - Staff Development)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 7110 - Facilities Master Plan)

7. If the curriculum includes instructional materials, the extent to which the materials meet criteria established by law and LACOE

8. Any potential impact on other parts of the educational program
CURRICULUM DEVELOPMENT AND EVALUATION (continued)

If it is determined that available prepackaged curriculum is not cost effective or is inadequate to meet the needs of the LACOE’s students, the County Superintendent or designee may adapt curriculum or develop new curriculum. Curriculum modification or development shall be performed by teachers, school administrators, and LACOE administrators, with support and assistance, when available, from curriculum experts from the county office of education, postsecondary institutions, and/or curriculum or professional associations. Any modified or new curriculum shall be reviewed by the curriculum committee in accordance with the above criteria prior to being recommended to the County Board.

Upon approval by the County Board, a new curriculum may be implemented in a limited number of schools or classrooms on a pilot basis so that modifications may be made as necessary before implementing the curriculum more broadly in LACOE schools/programs.
Instruction

BP 6143(a)

COURSES OF STUDY

The County Board recognizes that a well-articulated sequence of courses fosters academic progress and provides for the best possible use of instructional time. LACOE’s course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful in school, college, and/or the workplace.

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Elementary Grades

Note: The following paragraph is for use by elementary and unified districts and may be revised to reflect district practice. Education Code 51225.4 mandates each elementary school district to certify to the Superintendent of Public Instruction that it has adopted a policy to implement a course of instruction that sufficiently prepares students for the secondary courses required for graduation in Education Code 51225.3.

The County Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary school course of study.

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

Secondary Grades

Note: Education Code 51228 requires districts to offer students in grades 7-12 a course of study that fulfills the requirements and prerequisites for admission to California colleges. Education Code 51228 also requires districts to offer such students the opportunity to attain entry-level employment skills. Pursuant to Education Code 51228, districts that adopt a course of study that meets or exceeds the state model curriculum standards in career technical education will be deemed to have satisfied the requirement.

The following paragraph is for use by districts maintaining any of grades 7-12.

LACOE shall offer all students in secondary grades a course of study that, upon graduation from high school, prepares them to meet the requirements and prerequisites for admission to California public colleges and universities and/or attain entry-level employment skills in business or industry. (Education Code 51228)

Note: The remainder of this policy is for use by districts maintaining any of grades 9-12.
COURSES OF STUDY (continued)

The County Superintendent or designee shall ensure that all students have a timely opportunity, within the four years before graduation, to enroll in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation from high school. (Education Code 51228)

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6141.5 - Advanced Placement)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)
(cf. 6178 - Career Technical Education)

In addition, the course of study for high school students shall include instruction in skills and knowledge for adult life and career technical training. (Education Code 51224)

Note: Education Code 66204 requires districts maintaining high schools to maintain accurate lists of courses that are currently offered and are certified by the University of California (UC) as meeting college admission criteria. The district must make updated lists readily available to students and provide a copy of the list annually to each student. Education Code 66204 also requires districts to have a process for developing courses and submitting courses for review and certification by UC in order to meet admission criteria. As part of the assistance requested by the Legislature in Education Code 66204, UC maintains a searchable web site that lists certified "a-g" courses for all regular California public high schools.

Education Code 66204 prohibits any public elementary or secondary school from establishing any policy or practice that directs any student away from choosing programs that prepare him/her academically for college, especially for cultural or linguistic reasons.

The County Superintendent or designee shall develop a process by which courses are submitted to the University of California (UC) for review and certification in order to meet university admission criteria. The County Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified and shall ensure that the list is provided annually to each student in grades 9-12 and that updated lists are made readily available. (Education Code 66204)

Note: As added by AB 428 (Ch. 527, Statutes of 2007), Education Code 51229 requires districts to provide a notification to parents/guardians of students in grades 9-12, as part of the annual notification pursuant to Education Code 48980, that explains college admission requirements, describes career technical education, and provides information about how students may meet with school counselors, as specified below. See E 5145.6 - Parental Notifications.

Legal Reference: (see next page)
COURSES OF STUDY (continued)

Legal Reference:
EDUCATION CODE
33319.3  Driver education; CDE materials on road rage
33540  Government and civics instruction in interaction with government agencies
48980  Parental notifications
51202  Instruction in personal and public health and safety
51203  Instruction on alcohol, narcotics and restricted dangerous drugs
51204  Course of study designed for student's needs
51204.5  History of California; contributions of men, women and ethnic groups
51210-51212  Areas of study for grades 1-6
51220-51229  Course of study for grades 7-12
51241  Exemption from physical education
51911-51921  Comprehensive health educational plans
51930-51939  California Comprehensive Sexual Health and HIV/AIDS Prevention Act
51940  Curriculum for brain and spinal cord injury prevention
53278-53280  Supplemental School Counseling Program
66204  Certification of high school courses as meeting university admission criteria
HEALTH AND SAFETY CODE
11032  Definition of dangerous drugs
CODE OF REGULATIONS, TITLE 5
10020-10049  Automobile driver education and training
10060  Physical education program
UNITED STATES CODE, TITLE 20
6101-6251  School-to-Work Opportunities Act of 1994

Management Resources:
WEB SITES
CSBA:  http://www.csba.org
California Career Resource Network:  http://www.californiacareers.info
California Colleges.edu:  http://www.californiacolleges.edu
California Department of Education:  http://www.cde.ca.gov
University of California, Certified Course Lists:  http://doorways.ucop.edu/list
University of California, College Prep Online Courses and Services:  http://www.uccp.org

Policy
adopted:  LOS ANGELES COUNTY OFFICE OF EDUCATION
Downey, California
INFORMATION ONLY
Instruction

AR 6143(a)

COURSES OF STUDY

Note: Education Code requirements for courses of study are generally classified by grades 1-6 and 7-12. Therefore, K-8 districts and high school districts need to collaborate with appropriate area districts to ensure that all required courses are offered sometime during grades 7-12.

Districts should select the sections below (Grades 1-6 and/or Grades 7-12) that correspond with the grade levels they offer. K-8 districts should use both the first and second sections but should delete material in the second section related to American government and civics and automobile driver education. Districts with grades 9-12 should use all of the section for Grades 7-12 except the optional material related to parenting education. Unified districts should use both sections.

Grades 1-6

Note: Items #1-7 below are areas of study required by law for grades 1-6. The Board may add other studies to this list.

Courses of study for grades 1 through 6 shall include the following:

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

   a. The history, resources, development, and government of California and the United States

   Instruction shall include the early history of California and a study of the role and contributions of men and women, African Americans, American Indians, Mexicans, Asians, Pacific Island people, and other ethnic groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5)
b. The development of the American economic system, including the role of the entrepreneur and labor

c. The relations of persons to their human and natural environments

d. Eastern and western cultures and civilizations

e. Contemporary issues

f. The wise use of natural resources

(cf. 6142.5 - Environmental Education)

4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

6. Health: principles and practices of individual, family, and community health (Education Code 51210; 51202; 51203)

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise #a-e below to indicate topics that will be addressed in grades K-6.

The adopted course of study shall provide instruction at the appropriate grade levels and subject areas as required by Education Code: (Education Code 51202)

7. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

(cf. 6142.7 - Physical Education and Activity)
INFORMATION ONLY

COURSES OF STUDY (continued)

Note: Optional item #8 below is not required by state law but is a highly recommended component of school-to-career instruction.

8. Career awareness exploration

Grades 7-12

Courses of study for grades 7 through 12 shall include the following:

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)

1. English: knowledge and appreciation of literature, language and composition, and the skills of reading, listening, and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology and sociology, with instruction in: (Education Code 51220)

Note: AB 2855 (Ch. 895, Statutes of 2004) repealed Education Code 51230, which had required study of the Declaration of Independence, U.S. Constitution, and other specified historical documents, as part of the course in American government and civics. Instead, AB 2855 amended Education Code 33540 to require that these historical documents be incorporated into the state's history-social science framework when it is revised by the State Board of Education.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6141.6 - Multicultural Education)

3. Foreign language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

(cf. 6142.7 - Physical Education and Activity)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

(cf. 6142.93 - Science Instruction)
COURSES OF STUDY (continued)

6. Mathematics: mathematical understandings, operational skills and problem-solving procedures; algebra (Education Code 51220, 51224.5) 

(cf. 6142.92 - Mathematics Instruction)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

(cf. 6142.6 - Visual and Performing Arts Education)

8. Applied arts: consumer and homemaking education, industrial arts, general business education, or general agriculture (Education Code 51220)

9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

(cf. 6178 - Career Technical Education)

Note: Education Code 51934 requires that students be provided HIV/AIDS prevention instruction at least once in middle school or junior high school and at least once in high school; see BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction.

10. HIV/AIDS prevention (Education Code 51934)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise item #11 below to indicate topics that will be addressed in grades 7-12.

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)

Note: Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

(cf. 5131.6 - Alcohol and Other Drugs)

Note: The following two items are optional pursuant to Education Code 51202.

Note: Education Code 51220.5 requires the equivalent content of a one-semester course in parenting skills and education in grades 7 and/or 8, subject to funding which was not subsequently appropriated; thus the following paragraph and items #1-8 are currently optional.
COURSES OF STUDY (continued)

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education that address at least all of the following: Child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

(cf. 5146 - Married/Pregnant/Parenting Students)
HIGH SCHOOL GRADUATION REQUIREMENTS

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

The County Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and/or employment. Students enrolled in LACOE educational programs must meet all academic requirements determined by law and the County Board for graduation from the LACOE educational program of enrollment.

(cf. 5127 - Graduation Ceremonies and Activities)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6143 - Courses of Study)
(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Three courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

Note: Education Code 51224.5 provides that, as part of the mathematics requirement, students must complete coursework at least equivalent to state content standards for Algebra I. This requirement applies to all students, including students in alternative or continuing education, adult education, or special education. The State Board of Education may grant waivers for students on an individual basis.

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. (Education Code 51224.5)
HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

(cf. 6011 - Academic Standards)
(cf. 6142.92 - Mathematics Instruction)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)
(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)
(cf. 6142.3 - Civic Education)
(cf. 6142.93 - History-Social Science Instruction)

5. One course in visual or performing arts, foreign language, or American Sign Language (Education Code 51225.3)
(cf. 6142.2 - World/Foreign Language Instruction)
(cf. 6142.6 - Visual and Performing Arts Education)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)
(cf. 6142.7 - Physical Education and Activity)

Note: Education Code 51225.3 requires the Board to adopt alternative means for students to complete the prescribed course of study; see BP/AR 6146.11 - Alternative Credits Toward Graduation.

Because the prescribed course of study may not accommodate the needs of some students, the County Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Note: Pursuant to Education Code 51225.3, the Governing Board may prescribe additional coursework (e.g., service learning) or other requirements (e.g., portfolios or senior projects) that district students must complete in order to obtain a diploma. If the Board does so, such courses or projects should be listed below.
HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

(cf. 6142.4 - Service Learning/Community Service Classes)

Note: As amended by AB 167 (Ch. 224, Statutes of 2009), Education Code 51225.3 requires the district to exempt a youth in foster care who transfers into the district or between district high schools in grades 11-12 from any additional coursework or other graduation requirements prescribed by the Board, unless the Superintendent or designee makes a finding that the youth is reasonably able to complete the requirements in time to graduate while he/she remains eligible for foster care benefits. See BP/AR 6173.1 - Education for Foster Youth.

As added by AB 343 (Ch. 237, Statutes of 2009), Education Code 49701 requires district officials to help facilitate the on-time graduation of children of military families by waiving specific course requirements for graduation if the child has satisfactorily completed similar coursework in another district. If the district does not grant such a waiver, then "best efforts" shall be used to provide the child with alternative means to acquire the required coursework so that he/she can graduate on time. See BP/AR 6173.2 - Education of Children of Military Families for language implementing this requirement.

The County Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education for Children of Military Families)

High School Exit Examination

Note: Education Code 60850-60859 establish the California High School Exit Examination (CAHSEE) in language arts and mathematics as a condition for high school graduation. In 2006, a Court of Appeal upheld the exit exam as a requirement for the Class of 2006 and beyond; thus, all students completing grade 12 must pass the exam in order to receive a high school diploma. For students with disabilities, waivers and/or exemptions may apply; see BP/AR 6162.52 - High School Exit Examination.

As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics unless he/she receives a waiver or exemption. (Education Code 60851, 60859)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)
(cf. 6159 - Individualized Education Program)
(cf. 6162.52 - High School Exit Examination)

Note: Pursuant to Education Code 37252 and 60851, districts must offer supplemental instruction to students in grades 7-12 who do not demonstrate "sufficient progress" toward passing the exit exam. Local districts must decide what criteria will be used to determine "sufficient progress" for purposes of eligibility for supplemental instruction. See BP 6179 - Supplemental Instruction.

Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate “sufficient progress,” as defined in BP 6179 (Supplemental Instruction), toward passing the exit exam. (Education Code 37252, 60851)
HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

(cf. 5148.2 - Before/After School Programs)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)

Note: Education Code 37254 requires districts that receive CAHSEE intensive intervention funding to ensure that students who have not passed one or both parts of the exit exam by the end of grade 12 have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. See BP/AR 6179 - Supplemental Instruction for language detailing the requirements of the intensive intervention funding, including providing students with a diagnostic assessment and notice of their rights. See also BP/AR 6164.2 - Guidance/Counseling Services.

The following paragraph is for use by districts that receive CAHSEE intensive intervention funding.

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. (Education Code 37254). Intensive instruction and services shall be provided by the student’s home district.

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 5145.6 - Parental Notifications)
(cf. 6164.2 - Guidance/Counseling Services)

Note: The remainder of this section is optional. In addition to intensive remedial instruction, districts may offer students who have satisfied all local and state graduation requirements, except for passage of the exit exam, other options to continue their education beyond their senior year in order to obtain a high school diploma. According to the California Department of Education, the options a district may currently offer students include: (1) if space is available, enrollment for an additional year at a comprehensive high school if the student has been continuously enrolled, (2) enrollment in an alternative education program, (3) reclassification as a junior, (4) maintaining continuous enrollment in an independent study program or charter school, or (5) enrollment in an adult secondary school. In addition, some community colleges offer non-credit adult education programs and grant high school diplomas without requiring passage of the exit exam. Students may also obtain a diploma equivalent by passing the California High School Proficiency Exam or the General Education Development test. See BP/AR 6146.2 - Certificate of Proficiency/High School Equivalency.

If the district decides to offer options to such students, the Board should carefully consider which options will be made available. In order to ensure that students receive adequate notification of the alternatives, districts should indicate the specific options available in the spaces provided below and may consider providing additional notifications, as necessary. Districts not providing any such options should delete the following paragraph.
HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Certificates of Completion

Note: The following section is **optional**. For those students who are unable to pass the exit exam by the end of their senior year, a district may consider granting a locally developed certificate of completion or some other form of recognition to indicate that the students have completed the district's required course of study. Such a certificate would not be the equivalent of a diploma and is separate from the certificate of educational achievement granted to special education students who are unable to pass the exit exam with appropriate modifications pursuant to Education Code 56390-56392; see BP 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities.

Because the exit exam has been subject to legal challenge, districts should make every effort to ensure that, prior to issuing a certificate of completion, students are provided with appropriate supplemental resources and remedial support. See BP 6179 - Supplemental Instruction. Districts that offer intensive instruction or other educational options to students who have passed all state and local graduation requirements except the exit exam may also offer such students a certificate of completion. Districts should consult legal counsel, as appropriate, to ensure that all statutory obligations have been satisfied.

Students who have passed all LACOE’s course requirements by the end of their senior year but are unable to pass the high school exit exam shall receive a certificate of completion.

The County Superintendent or designee shall regularly report to the County Board regarding the number of students receiving a certificate of completion and the resources that have been offered to such students.

Retroactive Diplomas

Note: The following section is **optional**.

LACOE may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

LACOE also may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin. (Education Code 51430)
HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

In addition, LACOE may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:

EDUCATION CODE
35186  Williams Uniform Complaint Procedures
37252  Supplemental instructional programs
37254  Supplemental instruction based on failure to pass exit exam by end of grade 12
37254.1  Required student participation in supplemental instruction
47612  Enrollment in charter school
48200  Compulsory attendance
48412  Certificate of proficiency
48430  Continuation education schools and classes
48645.5  Acceptance of coursework
49701  Interstate Compact on Educational Opportunity for Military Children
51224  Skills and knowledge required for adult life
51224.5  Algebra instruction
51225.3  Requirements for graduation
51225.5  Honorary diplomas; foreign exchange students
51228  Graduation requirements
51240-51246  Exemptions from requirements
51250-51251  Assistance to military dependents
51410-51412  Diplomas
51420-51427  High school equivalency certificates
51450-51455  Golden State Seal Merit Diploma
51745  Independent study restrictions
52378  Supplemental school counseling program
56390-56392  Recognition for educational achievement, special education
60850-60859  High school exit examination
66204  Certification of high school courses as meeting university admissions criteria

CODE OF REGULATIONS, TITLE 5
1600-1651  Graduation of students from grade 12 and credit toward graduation

COURT DECISIONS

Management Resources:

WEB SITES
CSBA:  http://www.csba.org
California Department of Education, California High School Exit Examination:
http://www.cde.ca.gov/ta/tg/hs

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION
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HIGH SCHOOL GRADUATION REQUIREMENTS

Note: The following administrative regulation should be modified to reflect district practice. See BP/AR 5126 - Awards for Achievement for policy regarding honors diplomas. See BP 6145.6 - International Exchange for language regarding honorary diplomas for foreign exchange students.

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

(cf. 5126 - Awards for Achievement)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6145.6 - International Exchange)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Students shall not be required to have resided within the district for any minimum length of time as a condition of high school graduation. (Education Code 51411)

If a student successfully completes the district of residence graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency, the district of residents shall issue the student a diploma from the school the student last attended. (Education Code 48645.5)

Academic Requirements for Graduation (LACOE 7230)

I. Definitions

A. Academic Requirements: courses required by law and/or the Los Angeles County Board of Education that LACOE students must complete successfully in order to graduate from LACOE educational programs. These may include college/university courses, vocational courses, and other courses the County Board approves.

B. Diploma: the certificate awarded to a pupil who has successfully met the requirements of the educational program set forth below, and successfully passed the California High School Exit Examination (CAHSEE).

C. Certificate of High School Curriculum Completion: the certificate awarded to a pupil who has successfully met the requirements of the educational program, but did not successfully pass the CAHSEE.

D. Certificate of Achievement: the certificate awarded to a pupil with an Individualized Education Plan (IEP) who has completed four years of high school but has not met the requirements for a diploma.

E. Certificate of Recognition: the certificate awarded to a pupil with an IEP who has reached his/her twenty-second (22nd) birthday and is leaving the educational system.
HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

F. State-Awarded Certificates: either of the certificates awarded by the State of California to a pupil who has successfully completed the criteria set forth either in Education Code § 51420 (General Educational Development Test) or Education Code § 48412 (California High School Proficiency Examination). Either of these certificates is the legal equivalent of a high school diploma.

II. Graduation Requirements

A. Academic

Between the ninth (9th) and twelfth (12th) grades, pupils enrolled in LACOE programs must successfully complete 220 credits, which must include the following courses in order to receive a diploma:

1. Forty (40) credits in English Language Arts.

2. Twenty (20) credits in mathematics which must include Algebra or a more advanced mathematics course.

3. Twenty (20) credits in science.

4. Thirty (30) credits in social sciences, including U.S. History and geography; world history; one semester of American government; and one semester of economics.

5. Ten (10) credits in visual or performing arts or a foreign language, which might include American Sign Language.

6. Twenty (20) credits in physical education; ten (10) credits must be taken in the 9th grade and an additional ten (10) credits taken during grades 10-12, unless the student has been exempted pursuant to provisions of the Education Code.

7. Five (5) credits in health.

8. Any other coursework, including work experience, vocational education, arts and sciences or developmental course, (e.g. Reading Basics and Math Basics), that the Los Angeles County Office of Education has required.

9. Pupils enrolled in LACOE educational programs may receive academic credit for coursework completed through college courses and online instruction, provided that LACOE academic requirements are met and such alternative instruction is approved by designated LACOE staff.
HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

B. Assessment Requirements for Diploma

   Successful passing of the English Language Arts and Mathematics sections of the CAHSEE unless exempted by state law.

C. I-Poly and LACHSA Additional Requirements for Diploma

   Beginning with the Class of 2010, pupils enrolled in I-Poly and LACHSA will be required to complete the California State University and University of California A-G requirements.

III. Commencement Ceremony

A. LACOE pupils (except those from I-Poly or LACHSA) who have earned either a diploma or any of the certificates described in I.BF will be eligible to participate in a commencement ceremony.

B. Pupils from the Division of Special Education (DSE) may, in the alternative, participate at a Principal Administrative Unit (PAU) site ceremony or commencement/graduation ceremony at their host district high school.

C. Pupils from LACHSA and I-Poly who have earned either a diploma or a Certificate of High School Curriculum Completion will be eligible to participate in their own respective commencement ceremonies.

D. The ceremony programs will list pupils by their specific diploma or certificate they will receive.

IV. Complaints

If the student or student’s parent/guardian has a complaint regarding academic credits, academic requirements or the diploma process, that individual should follow the Complaint Policy, 7380, and, where appropriate, the Uniform Complaint Procedure, 7390.

Legal Reference: Education Code 51220 et seq., 51410 et seq., 5 CCR 1600 et seq.

(LACOE: Adopted 01-05-1999; Revised 04-11-2006)
SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Cautionary Notice: As added and amended by SBX 3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX 4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Note: The Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in Education Code 60010. For grades K-8, if a district wants to use state instructional materials allowances to purchase those materials, Education Code 60200 requires the Board to select materials from among those approved by the State Board of Education (SBE). For grades 9-12, Education Code 60400 and 60411 authorize the Board to select the district's materials, provided that such materials meet criteria specified in law. See the accompanying administrative regulation for required and optional criteria for the selection of instructional materials. See BP 6161.11 - Supplementary Instructional Materials and BP/AR 6163.1 - Library Media Centers for selection processes regarding supplementary materials.

The County Board desires that LACOE’s instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society’s diversity, and enhance the use of multiple teaching strategies and technologies. The County Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with state content standards and LACOE’s curriculum in order to ensure that they effectively support LACOE’s adopted courses of study.

(cf. 0440 - District Technology Plan)
(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6163.1 - Library Media Centers)
(cf. 9000 - Role of the Board)

The County Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the County Board.
SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Note: Pursuant to Education Code 60002, the Board must provide for "substantial" teacher involvement in the selection of instructional materials and must promote the involvement of parents/guardians and other members of the community in the selection of instructional materials. The Education Code does not define "substantial." See the accompanying administrative regulation for a sample selection process. The following paragraph may be revised to reflect district practice.

This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members. (Education Code 60002)

All recommended instructional materials shall be available for public inspection at the LACOE office.

(cf. 5020 - Parent Rights and Responsibilities)

Individuals who participate in the selection or evaluation of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

Note: Complaints regarding the contents of instructional materials are addressed in BP/AR 1312.2 - Complaints Concerning Instructional Materials. See AR 1312.4 - Williams Uniform Complaint Procedures for language regarding complaints about deficiencies in instructional materials.

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)

Note: The Instructional Materials Funding Realignment Program (IMFRP), Education Code 60420-60424, provides a block grant for instructional materials with a priority on materials that are aligned to state standards in the core courses of reading/language arts, mathematics, science, and history-social science.

Education Code 42605 authorizes districts that have accepted categorical flexibility to use funds received for the IMFRP from the 2008-09 through 2012-13 fiscal years for "any educational purpose"; see BP 2210 - Administrative Discretion Regarding Board Policy and BP 3110 - Transfer of Funds. Education Code 42605 provides that such districts shall then be deemed in compliance with all statutory and regulatory requirements, except for certain specified requirements including Education Code 60119. Therefore, during this flexibility period, districts do not need to certify, as required by Education Code 60422 and 5 CCR 9531, that each student has been provided with standards-aligned textbooks or instructional materials. However, districts still must comply with the requirements of Education Code 60119, including ensuring that each student is provided with standards-aligned instructional materials and holding a hearing regarding sufficiency of materials.

The following paragraph may be revised to reflect the grade levels offered by the district.
SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

The County Board’s priority in the selection of instructional materials is to ensure that all LACOE students are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. Students in grades K-8 shall be provided with instructional materials adopted by the State Board of Education.

Note: SBE Policy on Guidelines for Piloting Textbooks and Instructional Materials provides a sample process for piloting instructional materials that addresses the selection of materials to pilot, a chronology of the process, and additional considerations, such as conflict of interest, contacts with publishers, and consideration of standards maps.

LACOE may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support LACOE’s curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the County Board before the materials are adopted.

Public Hearing on Sufficiency of Textbooks or Instructional Materials

Note: As a condition of receiving state instructional materials funding, Education Code 60119 and 5 CCR 9531 require the Board to hold a public hearing on the sufficiency of textbooks or instructional materials to determine whether each student in the district has sufficient textbooks or instructional materials in reading/language arts, mathematics, science, and history-social science that are aligned to content standards and consistent with the content and cycles of the curriculum framework adopted by the SBE.

As part of the settlement of the Williams litigation, Education Code 1240 requires the County Superintendent of Schools to review the textbooks or instructional materials of schools ranked in Deciles 1-3 of the Academic Performance Index. If the County Superintendent determines that a school does not have sufficient materials, he/she must prepare a report outlining the noncompliance and give the district a chance to remedy the deficiency. If the deficiency is not remedied by the second month of the school year, the County Superintendent may request that the California Department of Education (CDE) purchase textbooks or materials for the district, and the cost must be repaid by the district. The CDE will issue a public statement at a meeting of the SBE indicating the district's failure to provide instructional materials.

The County Board shall annually conduct one or more public hearings on the sufficiency of LACOE’s textbooks or instructional materials. (Education Code 60119; 5 CCR 9531)

Note: Education Code 60119 specifies that the hearing must be held within eight weeks of the beginning of the school year. Option 1 is for use by districts without any schools on a multitrack year-round calendar. Option 2 is for use by districts with schools on a multitrack year-round calendar.

Each hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)
Note: The remainder of this policy applies to districts that selected either option.

The County Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing and in three public places within LACOE the County Superintendent or designee shall post a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

Note: Education Code 60119 requires the Board to adopt a resolution indicating whether or not each student in each school has sufficient textbooks or instructional materials. See the accompanying Exhibit for a sample resolution.

At the hearing(s), the County Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials in each of the following subjects that are aligned to the state content standards adopted pursuant to Education Code 60605 and consistent with the content and cycles of the state's curriculum frameworks: (Education Code 60119)

1. Mathematics
2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program

Note: Pursuant to Education Code 60119, the Board must also make a written determination during the hearing as to the sufficiency of textbooks or instructional materials in foreign language and health courses, as well as science laboratory equipment in science laboratory courses. A district's provision of the materials or the equipment in these courses is not a condition for receipt of state instructional materials funds. Districts without any of grades 9-12 should delete the last sentence of the following paragraph.

The County Board shall also make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the state curriculum frameworks. The County Board shall determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

Note: AB 2211 (Ch. 254, Statutes of 2010) amended Education Code 60119 to provide that "sufficient textbooks or instructional materials" may include materials in a digital format under the conditions described below.
SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

In making these determinations, the County Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

Note: In addition to the definition of "sufficiency" in Education Code 60119, Education Code 1240.3 and 42605 specify that, for the 2008-09 through 2012-13 fiscal years, "sufficiency" means that all students in the district who are enrolled in the same course have "identical" standards-aligned textbooks and instructional materials from the same adoption cycle. Education Code 1240.3 does not require districts to purchase all of the instructional materials included in an adoption cycle if the materials that are purchased are made available to all the students for whom they are intended in all of the schools within the district.

For example, fourth-grade students at all district schools must have instructional materials from the same SBE Reading/Language Arts adoption cycle, though fourth-grade students at different schools could be using materials from different publishers within the same adoption cycle. However, the district may use materials from different adoption cycles for grades K-3 and grades 4-8 since those students are not in the same "course."

For the 2008-09 through 2012-13 fiscal years, the County Board shall also make a determination that all students who are enrolled in the same course have “identical” standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, 60119, and 60422. (Education Code 1240.3, 42605)

Note: Pursuant to Education Code 60119, if the Board makes a determination that there are insufficient textbooks and/or instructional materials, the Board must take action to ensure that the textbooks are provided within two months of the beginning of the school year. According to various state agencies, if the Board takes action at the hearing to provide the textbooks (i.e., directs staff to order the textbooks), then the timelines in law have been satisfied. However, districts are strongly encouraged to hold the public hearing as early in the school year as possible in order to provide sufficient time to correct any deficiencies.

If the County Board determines that there are insufficient textbooks and/or instructional materials, the County Board shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The County Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)
SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

EDUCATION CODE
1240  County superintendent, general duties
1240.3  Definition of sufficiency for categorical flexibility
33050-33053  General waiver authority
33126  School accountability report card
35272  Education and athletic materials
42605  Tier 3 categorical flexibility
44805  Enforcement of course of studies; use of textbooks, rules and regulations
49415  Maximum textbook weight
51501  Subject matter reflecting on race, color, etc.
60000-60005  Instructional materials, legislative intent
60010  Definitions
60040-60052  Instructional requirements and materials
60060-60062  Requirements for publishers and manufacturers
60070-60076  Prohibited acts (re instructional materials)
60110-60115  Instructional materials on alcohol and drug education
60119  Public hearing on sufficiency of materials
60200-60206  Elementary school materials
60226  Requirements for publishers and manufacturers
60240-60252  State Instructional Materials Fund
60350-60352  Core reading program instructional materials
60400-60411  High school textbooks
60420-60424  Instructional Materials Funding Realignment Program
60510-60511  Donation for sale of obsolete instructional materials
60605  State content standards

CODE OF REGULATIONS, TITLE 5
9505-9535  Instructional materials, especially:
9531-9532  Instructional Materials Funding Realignment Program

Management Resources:

CSBA PUBLICATIONS

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE
1002.90  Selection of Instructional Materials, CIL: 90/91-02

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Standards for Evaluation of Instructional Materials with Respect to Social Content, rev. 2000

STATE BOARD OF EDUCATION POLICIES
01-05  Guidelines for Piloting Textbooks and Instructional Materials, September 2001

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION
Downey, California
Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of these contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Instructional Materials Funding Realignment Program

Note: The following optional section reflects the criteria of the Instructional Materials Funding Realignment Program (IMFRP) (Education Code 60420-60424). Funding available under the program must first be used to provide all K-12 students with materials that are aligned to state content standards for specified core curriculum areas. Specific priorities for the use of funds are delineated in 5 CCR 9531.

Education Code 60422.1 authorizes IMFRP funding to be used to purchase standards-aligned materials in either an electronic or hard-bound format as long as the district can ensure, in accordance with Education Code 60119, that each student will be provided a copy of the instructional material to use at school and at home.

LACOE shall use state funds received under the Instructional Materials Funding Realignment Program to ensure that each student is provided with standards-aligned textbooks or instructional materials, in an electronic or hard-bound format, in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. (Education Code 60422, 60422.1)

Note: Education Code 60422 requires that students be provided with standards-aligned textbooks or basic instructional materials within 24 months from the adoption date of the materials. For grades K-8, each student is to be provided with materials adopted by the State Board of Education (SBE) and for grades 9-12 each student is to be provided materials adopted by the district's Governing Board. Thus, for grades K-8 materials, the adoption deadline is within 24 months of adoption by the SBE and for grades 9-12 the deadline is within 24 months of adoption by the local Board. The following paragraph should be revised to reflect grade levels offered by the district.

Pursuant to Education Code 60200(g) and 60421(d), the SBE may authorize a district, through the waiver process pursuant to Education Code 33050, to use its state instructional materials allowances to purchase other standards-aligned instructional materials for grades K-8 that have not been adopted by the SBE. In order to receive this authorization, the Board must demonstrate to the SBE that the state-adopted materials do not promote the maximum efficiency of student learning in the district, satisfy the public hearing requirements for a waiver pursuant to Education Code 33050, and provide the certifications and assurances required by the SBE in its IMFRP petition request process. See BP 1431 - Waivers.
INFORMATION ONLY

AR 6161.1(b)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Instructional materials for grades K-8 shall be selected from the list of standards-aligned materials adopted by the State Board of Education (SBE). Instructional materials for grades 9-12 shall be adopted by the Governing Board. Standards-aligned materials in each core curriculum area shall be provided to each student at the beginning of the first school term that commences no later than 24 months after those materials are adopted by the SBE or the County Board, as applicable. (Education Code 60422)

(cf. 6011 - Academic Standards)

Note: 5 CCR 9531 no longer requires publishers of grades 9-12 instructional materials to submit standards maps designed to help the district determine whether the materials in the four core courses were aligned to the state content standards. However, Education Code 60422 still requires that the Board certify that the instructional materials purchased for grades 9-12 with IMFRP funds are standards-aligned. One way to make this determination is through a review of standards maps created by the California Department of Education (CDE). A template of the standards map is available on CDE’s web site. The following optional paragraph should be modified to reflect district practice.

For grades 9-12, the County Superintendent or designee shall review instructional materials in history-social science, mathematics, reading/language arts, and science using a standards map in order to determine the extent to which the materials are aligned to the content standards adopted by the SBE.

Note: Pursuant to Education Code 60422, after the Board has certified that all students have been provided with standards-aligned instructional materials in the core curriculum areas, the district may use any remaining IMFRP funds to purchase materials specified in Education Code 60242, including supplementary and technology-based materials as defined in Education Code 60110. AB 2694 (Ch. 269, Statutes of 2010) amended Education Code 60010 to include in the definition of “supplementary instructional materials” materials that use current, relevant technology that further engages interactive learning in the classroom and beyond.

After the County Board has certified that all students have been provided with standards-aligned instructional materials in the core curriculum areas, the district may use any remaining program funds for the purposes specified in Education Code 60242. (Education Code 60119, 60422)

Criteria for Selection and Adoption of Instructional Materials

Note: Item #1 below is for use by districts that offer any of grades K-8. Pursuant to Education Code 60200, the SBE is responsible for adopting at least five basic instructional materials for grades K-8 in specified core subjects and any other subject for which the SBE determines the adoption of instructional materials is necessary or desirable. Education Code 60200 and 60200.1 prohibit the SBE from adopting basic instructional materials in English/language arts or mathematics for the same grade level in successive years. However, Education Code 60200.7 prohibits the SBE from adopting any instructional materials until the 2013-14 school year.

Instructional materials adopted by the County Board shall:
SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

1. For basic instructional materials in grades K-8, be selected from among the list of materials approved by the SBE in accordance with law (Education Code 60200)

(cf. 1431 - Waivers)

Note: Item #2 below is for use by districts that maintain high schools.

2. For instructional materials in high schools, be provided by publishers who comply with the requirements of Education Code 60040-60048, 60060-60062, and 60226 (Education Code 60400)

3. Not reflect adversely upon persons because of their race, color, creed, national origin, ancestry, sex, gender identity and expression, disability, or occupation, or contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 60044)

4. To the satisfaction of the County Board, be accurate, objective, current, and suited to the needs and comprehension of students at their respective grade levels (Education Code 60045)

5. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)

Note: Education Code 60048 and 60200 require that the Board not adopt basic instructional materials that provide unnecessary exposure to a commercial brand name, product, or corporate or company logo, unless it makes specific findings that the use has an educational purpose or is incidental to the general nature of an illustration, as provided in item #6 below. The SBE publication Standards for Evaluation of Instructional Materials with Respect to Social Content details standards for the use of brand names and corporate logos in instructional materials.

6. Not provide any exposure to a commercial brand name, product, or corporate or company logo unless the County Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)

   a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.

   b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

(cf. 1325 - Advertising and Promotion)
INFORMATION ONLY

AR 6161.1(d)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Note: Pursuant to Education Code 60052, as added by AB 2694 (Ch. 269, Statutes of 2010), the Board may, when adopting instructional materials for use in schools, include relevant technology-based materials as provided in item #7 below.

7. If the materials are technology-based materials, be both available and comparable to other, equivalent instructional materials (Education Code 60052)

Note: Education Code 60040-60043 require that specific subject matter be included in the district's instructional materials. Education Code 60040 and 60041 contain requirements that instructional materials include accurate portrayals of (1) the cultural and racial diversity of our society as specified, (2) humanity's place in ecological systems and the need to protect the environment, and (3) the effects of tobacco, alcohol, and other drug use on the human system. Education Code 60042 requires the Board to adopt materials as it deems necessary to encourage thrift, fire prevention, and the humane treatment of animals and people. Education Code 60043 requires that the Board, when appropriate to the comprehension of students, adopt textbooks for social science, history, or civics classes that contain the Declaration of Independence and the Constitution of the United States. The district may expand item #8 below to list these specific requirements.

8. Meet the requirements of Education Code 60040-60043 for specific subject content

Note: Items #9-18 below are optional and may be revised to reflect district practice. In its advisory CIL: 90/91-02, the CDE recommends that districts develop subject-specific criteria as well as general criteria.

9. Support LACOE’s adopted courses of study and curricular goals

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)

10. Contribute to a comprehensive, balanced curriculum

11. Demonstrate reliable quality of scholarship as evidenced by:

   a. Accurate, up-to-date, and well-documented information

   b. Objective presentation of diverse viewpoints

   c. Clear, concise writing and appropriate vocabulary

   d. Thorough treatment of subject

12. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels

13. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
14. Contribute to the proper articulation of instruction through grade levels

15. As appropriate, have corresponding versions available in languages other than English

16. Include high-quality teacher’s guides

17. Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics

Note: 5 CCR 9517.2 sets the following maximum weight standards for each student textbook: three pounds for grades K-4, four pounds for grades 5-8, and five pounds for grades 9-12. 5 CCR 9517.2 requires that publishers submitting textbooks to the SBE that exceed those weight standards shall provide lighter weight alternatives, such as split volumes or electronic editions, soft cover editions, or other alternate physical formats. For materials for grades 9-12, publishers must disclose the availability of lighter weight alternatives. Item #18 below includes textbook weight as one of the criteria for Board consideration.

18. When available from the publishers, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

**Instructional Materials Evaluation Committee**

Note: Education Code 60002 requires that the district provide for "substantial" teacher involvement in the selection of instructional materials. The following optional section is consistent with Education Code 60002 and may be revised to reflect district practice.

The County Superintendent or designee may establish an instructional materials evaluation committee to evaluate and recommend instructional materials for County Board approval. This committee shall substantially be composed of teachers and may also include administrators, other staff who have subject-matter expertise, parents/guardians, community members, and students as appropriate.

(cf. 1220 - Citizen Advisory Committees)

The committee shall review instructional materials using criteria provided above and in law, and shall provide the County Board with documentation supporting its recommendations.

**Conflict of Interest**

Note: In its Advisory CIL: 90/91-02, the CDE recommends that the Board require individuals who will participate in the evaluation process to first complete a disclosure statement which provides an opportunity to disclose any conflict of interest or appearance of conflict of interest.
The following conflict of interest rules are not applicable to "public officials" (including Board members and designated staff) who are subject to the district's conflict of interest code pursuant to the Political Reform Act. Such persons who are making decisions concerning instructional materials must comply with the more stringent conflict of interest requirements described in BB 9270 - Conflict of Interest.

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any LACOE employee who is participating in the evaluation of instructional materials and not otherwise designated in LACOE’s conflict of interest code shall not:

1. Accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)
   
   Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

   (cf. 9270 - Conflict of Interest)

   Note: Items # 2-4 below are optional and should be modified to reflect district practice.

2. Be employed by or receive compensation from any person, firm, organization, or any of its subsidiaries or controlling entities submitting instructional materials to LACOE

3. Have or negotiate a contractual relationship with any person, firm, organization or any of its subsidiaries or controlling entities submitting instructional materials to the LACOE

4. Have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to LACOE
SUPPLEMENTARY INSTRUCTIONAL MATERIALS

Note: In McCarthy v. Fletcher, the California Court of Appeal clarified that the Board may exclude materials from classroom teaching because they are educationally unsuitable and unrelated to the goals specified in Education Code 233.5, but not simply because the materials contain ideas to which Board or community members object.

The County Board encourages teachers to use supplementary instructional materials that are relevant to curriculum objectives and compatible with LACOE goals and objectives. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

Teachers shall carefully preview all supplementary instructional materials in order to ensure that, in their professional judgment, the materials are:

1. Directly related to the course of study in which they are being used
2. Appropriate for students’ ages and maturity levels

Supplementary instructional materials must also be consistent with criteria developed for the selection and evaluation of other instructional materials. If the teacher believes that the materials may be in conflict with LACOE criteria, the teacher shall confer with the principal or designee before using them.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

When using supplementary materials, teachers shall provide appropriate introductory and follow-up activities. In addition, teachers shall ensure that supplementary materials do not supplant the use of basic texts or teaching activities.

All materials must be used within legal copyright limits.

(cf. 6162.6 - Use of Copyrighted Materials)

Films

Note: Districts desiring a policy that bans films solely on the basis of ratings made by the film industry should consult their legal counsel. As is the case with other supplementary instructional materials, the primary consideration when selecting a film should be its educational value and relevance. The following optional paragraphs establish procedures to be used when teachers want to use films that have not been previously approved by the district or county office of education.
SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

Teachers must abide by division procedures and submit to their site administrator a request authorizing the use of a film in the classroom.

Scienfic Collecting Permits

The County Superintendent is authorized to develop regulations governing the processing of applications to collect tidal invertebrate, marine or terrestrial specimens for educational purposes which are submitted by individuals associated with, and/or endorsed by, schools and educational institutions.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6144 - Controversial Issues)

Legal Reference:

EDUCATION CODE
233.5 Duty re instruction in morals, manners and citizenship
18111 Exclusion of books by governing board
51510 Prohibited study or supplemental materials
51511 Religious matters properly included
51933 Sex education materials
60010 Definitions
COURT DECISIONS
STUDENT ASSESSMENT

Note: The following optional policy may be revised to reflect district practice.

The following paragraph addresses potential uses of student assessment data. Education Code 10601.6, added by SBX5 1 (Ch. 2, Fifth Extraordinary Session, Statutes of 2010), allows districts to use data in the California Longitudinal Pupil Achievement Data System (Education Code 60900) and the California Longitudinal Teacher Integrated Data Education System for purposes of employment decisions.

LACOE will employ assessment methods designed to meet the needs of all members of the learning community in accordance with applicable laws, regulations, standards, frameworks, research-based best practices, and related documents.

Student enrolled in Los Angeles County Office of Education (LACOE) educational programs shall take all assessments required by the State Board of Education and as established by the Public Schools Accountability Act (PSAA) of 1999, including the current Academic Performance Index. Teachers in LACOE education programs shall administer tests that measure educational progress. All other assessments shall be administered by trained staff in accordance with professional standards.

Legal Reference: 20 USC 1410 et seq.; 34 CFR 300 et seq.; EC 33050 et seq., 35160, 56320 et seq., 60600, 60663; 5 CCR 800 et seq., 1021-1046, SB1X.

Administration of Assessments

A. LACOE shall not administer any questionnaires, surveys, tests or other similar methods designed to reveal personal data without prior parent/guardian approval.

B. Performance Assessments

1. General Requirements

   a. LACOE staff shall administer all required state performance assessments.

   b. LACOE staff shall schedule make-up sessions for students who were not present.

2. Performance Assessment of Individuals with Exceptional Needs

   a. During the pre-enrollment Program Planning Conference attended by parents/guardians and staff, the individual’s priority objectives for instruction shall be identified as part of the Individualized Education Program, according to procedures established by the Division of Special Education and required by applicable state and federal laws and regulations.

   b. The Individualized Education Program (IEP) shall be reviewed annually and may be reviewed and modified at any time at the request of the parent/guardian or staff member.
STUDENT ASSESSMENT (continued)

c. Progress reports shall be made to parents/guardians on appropriate LACOE-approved forms and shall become a part of the individual's mandatory interim record.

C. LACOE reserves the right to request a waiver of code provisions regarding assessment and testing, as permitted by law.

Legal Reference: EC 33050 et seq., 35160, 51513, 56320 et seq., 60600 et seq.

1. If a student is failing a course, the teacher shall arrange a conference with or shall make a written report to the parent/guardian before the 40th school day of the semester. Excessive absences may lead to a failing grade.

D. LACOE reserves the right to withhold the grades, transcripts, and/or diploma of a student who has damaged LACOE or LACOE staff property or who has caused injury to LACOE staff.

Legal Reference: EC 35160, 48904-48905, 49066, 49067.

The County Board recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in LACOE programs, and/or eligibility for graduation. In addition, program effectiveness and staff evaluations shall, as appropriate, be based in part on indicators of student achievement.

(cf. 0500 - Accountability)
(cf. 4115 - Evaluation/Supervision)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6011 - Academic Standards)
(cf. 6190 - Evaluation of the Instructional Program)

To obtain the most accurate evaluation of student performance, LACOE shall use a variety of measures, including LACOE, state, and/or national assessments. As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, or school site to allow for critical analysis of student needs.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)

In selecting or developing an assessment, the County Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it corresponds to the material that is being taught.
STUDENT ASSESSMENT (continued)

The County Superintendent or designee shall ensure that assessments are administered in accordance with law and the test publisher’s directions and that test administration procedures are fair and equitable for all students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6162.54 - Test Integrity/Test Preparation)

The County Superintendent or designee shall provide professional development to assist teachers and paraprofessionals in interpreting and using assessment data to improve student performance and the instructional program.

(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)

When results of student assessments are published by the state, the County Superintendent or designee may provide supplementary information to assist parents/guardians and the local community in interpreting test results and evaluating school performance.

(cf. 0510 - School Accountability Report Card)

Individual Record of Accomplishment

Note: The following optional section is for use by districts that maintain high schools.

The County Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the achievement test administered under the Standardized Testing and Reporting Program pursuant to Education Code 60640-60649

2. The results of any end-of-course examinations taken

3. The results of any vocational education certification examinations taken

(cf. 6178 - Career Technical Education)
STUDENT ASSESSMENT (continued)

No individual record of accomplishment shall be released to any person, other than the student’s parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student’s parent/guardian, or the student if he/she is an adult or emancipated minor. The student or his/her parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. (Education Code 60607)

(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE
313 Assessment of English language development
10600-10610 California Education Information System
44660-44665 Evaluation and assessment of performance of certificated employees (Stull Act)
51041 Evaluation of educational program
51450-51455 Golden State Seal Merit Diploma
60600-60649 Assessment of academic achievement, especially:
60640-60649 Standardized Testing and Reporting Program
60800 Physical fitness testing
60810-60812 Assessment of English language development
60850-60859 High school exit examination
60900 California Longitudinal Pupil Achievement Data System
CODE OF REGULATIONS, TITLE 5
850-870 Standardized Testing and Reporting program
1200-1225 High School Exit Examination
UNITED STATES CODE, TITLE 20
9622 National Assessment of Educational Progress

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Key Elements of Testing, 2004
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Teachers’ Use of Student Data Systems to Improve Instruction, 2007
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Testing and Accountability: http://www.cde.ca.gov/ta
Educational Testing Service: http://www.ets.org

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION
Downey, California
HIGH SCHOOL EXIT EXAMINATION

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Note: The following optional policy is for use by districts that maintain one or more high schools. Education Code 60850-60859 establish the California High School Exit Examination (CAHSEE) in English language arts and mathematics as a condition for high school graduation. Pursuant to Education Code 60859, the State Board of Education (SBE) took action to institute the exit exam as a graduation requirement beginning with the class of 2006. In O'Connell v. Superior Court (Valenzuela), the California Supreme Court and Court of Appeal concluded that the exit exam should apply to the class of 2006 and beyond. See BP/AR 6146.1 - High School Graduation Requirements for additional graduation requirements. Waivers or exemptions may apply for students with disabilities; see the accompanying administrative regulation.

Education Code 60851 requires that the district provide supplemental instruction to students in grades 7-12 who do not demonstrate sufficient progress toward passing the exit exam. AB 347 (Ch. 526, Statutes of 2007) amended Education Code 37254 to require districts that receive the CAHSEE intensive intervention funding to offer students who have not passed one or both parts of the exam by the end of grade 12 the opportunity to receive intensive instruction and services for up to two consecutive academic years or until they have passed both parts of the exam, whichever comes first. See BP/AR 6179 - Supplemental Instruction and BP/AR 6164.2 - Guidance/Counseling Services.

All high school students will be assessed in accordance with all applicable laws and regulations regarding California’s High School Exit Examination. Students enrolled in LACOE programs and activities in grades 9 and higher shall be notified, at a minimum, of the following information: the date(s) of the examination; the requirements for passing the examination; consequences for not passing the examination; and that passing the examination is a condition of graduation.

The County Board desires to ensure that LACOE students who graduate from high school can demonstrate grade-level competency in reading, writing, and mathematics and are given the opportunity to learn the subjects covered in the high school exit examination required for high school graduation.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.5 - Student Assessment)
(cf. 6162.54 - Test Integrity/Test Preparation)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)
HIGH SCHOOL EXIT EXAMINATION (continued)

The County Superintendent or designee shall ensure that LACOE programs and services, including, but not limited to, instructional materials, staff development, and remediation programs, are aligned with the exit exam.

The County Superintendent or designee shall administer the exit exam in accordance with law. (Education Code 60850)

Note: 5 CCR 1215-1219 specify permitted testing variations for all students, additional testing variations for English language learners, and accommodations and modifications for students with disabilities; see the accompanying administrative regulation.

Students may be allowed to take the exit exam with variations, accommodations, or modifications in accordance with law and administrative regulation.

Legal Reference: (see next page)
HIGH SCHOOL EXIT EXAMINATION (continued)

Legal Reference:

**EDUCATION CODE**
- 35146  Closed sessions
- 35186  Williams Uniform Complaint Procedures
- 37252-37254.1  Supplemental instruction
- 51041  Evaluation of educational program
- 52378  Supplemental school counseling program
- 56026  Individuals with exceptional needs
- 56101  Waiver of code or regulation
- 60810  Assessment of language development
- 60850-60859  Exit examination

**CODE OF REGULATIONS, TITLE 5**
- 1200-1225  High school exit examination

**UNITED STATES CODE, TITLE 20**
- 1400-1482  Individuals with Disabilities Education Act

**UNITED STATES CODE, TITLE 29**
- 794  Rehabilitation Act of 1973, Section 504

**CODE OF FEDERAL REGULATIONS, TITLE 34**
- 300.503  Prior notice

**COURT DECISIONS**

Management Resources:

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**
- Independent Evaluation of the California High School Exit Examination (CAHSEE), Annual Reports, Human Resources Research Organization

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

**WEB SITES**
- CSBA: http://www.csba.org
- Educational Testing Service: http://www.ets.org/cahsee
- U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr/index.html

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION

Downey, California
INFORMATION ONLY
Instruction

HIGH SCHOOL EXIT EXAMINATION

Note: The following administrative regulation is for use by districts that maintain one or more high schools and reflects requirements for the administration of the California High School Exit Examination (CAHSEE) required as a condition for high school graduation beginning with the class of 2006, pursuant to Education Code 60850-60859. See also BP/AR 6146.1 - High School Graduation Requirements.

Definitions

Variation means a change in the manner in which the test is presented or administered or in how a student is allowed to respond, and includes, but is not limited to, accommodations and modifications as defined in Education Code 60850. (5 CCR 1200)

Accommodation means any variation in the assessment environment or process that does not fundamentally alter what the test measures or affect the comparability of scores. (Education Code 60850)

Modification means any variation in the assessment environment or process that fundamentally alters what the test measures or affects the comparability of scores. (Education Code 60850)

Test Site Coordinators

On or before July 1 of each school year, the County Superintendent shall designate a high school exit examination coordinator from among employees and shall notify the test contractor of the identity and contact information of the coordinator. The coordinator or County Superintendent or designee shall be available throughout the year, shall serve as the liaison between LACOE and the test contractor and between LACOE and the California Department of Education (CDE) for all matters related to the exit exam, and shall perform additional duties specified in 5 CCR 1209-1211.5. (5 CCR 1209)

Annually, the coordinator or County Superintendent or designee shall designate a test site coordinator for each test site to fulfill the responsibilities specified in 5 CCR 1210-1211.5. (5 CCR 1210)

All coordinators shall sign a test security affidavit/agreement pursuant to 5 CCR 1211.5.

Access to exam materials shall be limited to students taking the exit exam and individuals who have signed the test security affidavit, including employees directly responsible for test administration. All coordinators shall be responsible for inventory control. (5 CCR 1211)
INFORMATION ONLY

HIGH SCHOOL EXIT EXAMINATION (continued)

Administration

The County Superintendent or designee shall administer the exit exam in each high school on the dates designated by the Superintendent of Public Instruction as exam days or make-up days. (Education Code 60851)

Note: 5 CCR 1204 and 1204.5 clarify the testing dates for students in grades 10-12, as provided below. As amended by Register 2009, No. 45, 5 CCR 1204.5 clarifies that students in grade 12 who have not yet passed the exam must be offered at least three opportunities to take the exam and may take the exam up to five times per school year and in successive administrations.

ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009) added Education Code 60852.3 to again exempt, beginning with the 2009-10 school year, students with disabilities from the requirement to pass the exam as a condition of receiving a diploma; see section below entitled "Exemption for Students with Disabilities for 2009-10." However, Education Code 60852.3 requires such students to take the exam in grade 10 as part of the census administration for No Child Left Behind (NCLB) purposes.

The exit exam shall be administered as follows: (Education Code 60851, 60852.3; 5 CCR 1204, 1204.5)

1. Students in grade 10, including students with disabilities who are otherwise not exempt from the requirements of the exam, shall take each section of the exit exam once during the school year, either during the grade 10 census administration or the LACOE-designated grade 10 make-up administration.

2. Students in grade 11 who have not yet passed one or both sections of the exit exam shall have up to two opportunities during the school year to take the section(s) of the exam not yet passed and may elect to take the exam during these opportunities. These students may be tested in successive administrations within a school year. Students should be offered appropriate remediation or supplemental instruction before being retested.

3. Students in grade 12 shall have at least three opportunities to take the section(s) of the exit exam not yet passed. Students in grade 12 may elect to take the exam up to five times during the school year and may take the exam in successive administrations. Students should be offered appropriate remediation or supplemental instruction before being retested.

(cf. 6179 - Supplemental Instruction)

Note: Item #4 below is for use by districts maintaining adult education programs. 5 CCR 1204.5 specifies that eligible adult education students shall have up to three opportunities to pass the exit exam and may take the exam in successive administrations. Throughout the remainder of this administrative regulation, the term "student" also includes students in adult education, unless otherwise specified.
HIGH SCHOOL EXIT EXAMINATION (continued)

Note: Education Code 60852 provides that students who do not possess sufficient English language skills to be assessed do not have to pass the exit exam for a period of up to 24 calendar months of enrollment in the California public school system, as specified below. However, all students must ultimately pass the exam, in English, in order to receive a high school diploma.

If a student does not possess sufficient English language skills to be assessed on the exit exam, the County Superintendent or designee may defer the exam requirement for a period of up to 24 calendar months of enrollment in the California public school system until the student has completed six months of instruction in reading, writing, and comprehension in the English language. (Education Code 60852)

(cf. 6174 - Education for English Learners)

Test administrators at the test sites shall be responsible for the accurate identification of eligible students to whom the exit exam is to be administered. This identification shall be made through the use of photo identification or positive recognition by a LACOE employee. (5 CCR 1203)

Any student found to have cheated, assisted others in cheating, or compromised the security of the exit exam shall not receive a score from that test administration. (5 CCR 1220)

(cf. 5131.9 - Academic Honesty)
(cf. 6162.54 - Test Integrity/Test Preparation)

Testing Variations for All Students

Note: As amended by Register 2009, No. 45, 5 CCR 1215 specifies that a district may provide students a testing variation where they are tested in a small group setting, as specified below. 5 CCR 1215 was also amended to combine and delete certain variations, as detailed in items #1-6 below.

The County Superintendent or designee may provide any student taking the exit exam with extra time within a testing day, simplified or clarified test directions (but not test questions), student marks (other than responses) including highlighting in test booklets, and/or testing in a small group setting. (5 CCR 1215)

A student may also be provided the following testing variations if they are regularly used in the classroom:  (5 CCR 1215)

1. Special lighting, special acoustics, or special or adaptive furniture

2. Visual magnifying or audio amplification equipment

3. Noise buffers (e.g., an individual carrel or study enclosure)
HIGH SCHOOL EXIT EXAMINATION (continued)

4. Testing of individual students in a separate room provided that the student is directly supervised by an employee who has signed the test security affidavit

5. Colored overlay, mask, or other means to maintain visual attention to the exam or test items

6. Manually Coded English or American Sign Language to present test administration directions

At least 30 working days before the proposed administration of the exit exam, the County Superintendent or designee shall submit a request to the CDE for a case-by-case review of a proposed variation that is not specified in law. The request shall include a description of the requested variation(s) and, if applicable, a certification that the student's individualized education program (IEP) or Section 504 plan specifies that the requested variation is appropriate and necessary to access the exam due to the student's identified disability(ies) and that such variation is currently listed in his/her IEP or Section 504 plan. (5 CCR 1218)

Testing Variations for English Language Learners

Note: 5 CCR 1217 authorizes districts to provide additional testing variations for English language learners if regularly used in the classroom or for assessment. In order to help ensure that students have an equal opportunity to pass the exit exam, it is recommended that testing variations be provided on a districtwide basis as consistently as possible and that the same variations be provided to all English language learners regardless of their primary language.

In addition to testing variations allowed for all students, identified English language learners may be allowed the following testing variations if regularly used in the classroom or for assessments: (5 CCR 1217)

1. Flexible setting: English language learners may have the opportunity to be tested in a separate room with other English language learners provided that the students are directly supervised by an employee who has signed the test security affidavit.

2. Flexible schedule: English learners may have additional supervised breaks within a testing day.

3. Flexible time: English learners may have extra time on the exam within a testing day.

4. Translated directions: English learners may have the opportunity to hear the test directions printed in the test contractor's manual translated into their primary language. English learners may have the opportunity to ask clarifying questions about the test directions in their primary language.
5. Glossaries: English learners may have access to translation glossaries (English to primary language and/or primary language to English). The glossaries are to include only the English words or phrases with the corresponding primary language words or phrases. The glossaries shall include no definitions, formulas, or parts of speech.

### Accommodations/Modifications for Students with Disabilities

A student with disabilities shall be permitted to take the exit exam with accommodations or modifications when the student's IEP or his/her Section 504 plan specifies their use on the exit exam, for standardized testing, or during classroom instruction and assessments. (Education Code 60850; 5 CCR 1215.5, 1216)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

Note: 5 CCR 1215.5, as amended by Register 2009, No. 45, specifies the following allowable accommodations. The CDE maintains a list, available on its web site, of additional accommodations and modifications that are approved for student use.

The use of accommodations shall not invalidate a student's test score(s). Accommodations may include: (5 CCR 1215.5)

1. Presentation accommodations, including large-print versions in 20-point font, exam items enlarged if larger than 20-point font is required, Braille transcriptions provided by the test contractor, audio or oral presentation of the mathematics section of the exam, or use of Manually Coded English or American Sign Language to present test questions on the mathematics section of the exam or any prompts or passages present in the writing task

2. Response accommodations, including responses marked in the test booklet and transferred to the answer document by an employee who has signed the test security affidavit; responses dictated orally, in Manually Coded English, or in American Sign Language to a scribe for selected-response items (e.g., multiple-choice test questions); responses dictated orally or in Manually Coded English to a scribe, audio recorder, or speech-to-text converter on the writing portion of the exam and the student indicates all spelling and language conventions; word processing software with spell and grammar check tools turned off on the writing portion of the exam; or an assistive device that does not interfere with the independent work of the student on the multiple-choice or writing portion of the exit exam
3. Scheduling/timing accommodations, including testing over more than one day after consultation with the test contractor, supervised breaks within a section of the exam, and administration of the exam at the most beneficial time of day to the student after consultation with the test contractor.

4. Setting accommodations, including tests administered by a test examiner to a student at home or in the hospital.

Note: As amended by Register 2009, No. 45, 5 CCR 1216 clarifies that certain presentation or translation modifications specified below are available on the multiple-choice portion of the English language arts section of the exam.

For purposes of receiving a high school diploma, the use of modifications shall invalidate a student’s test score for the section of the exam for which the modification(s) were used. If the score is equivalent to a passing score, the student may be eligible for a waiver, as detailed below. Modifications may include: (5 CCR 1216)

1. Arithmetic table or formulas, calculators, or math manipulatives on the mathematics section of the exit exam.

2. Audio or oral presentation of the multiple-choice portion of the English language arts section of the exit exam.

3. Manually Coded English or American Sign Language to present the multiple-choice portion on the English language arts section of the exit exam.

4. Spell checkers, grammar checkers, or word processing software programs that check or correct spelling and/or grammar on the writing portion of the exit exam.

5. Mechanical or electronic devices or other assistive devices that are not used solely to record the student's responses, including, but not limited to, transcribers, scribes, voice recognition or voice-to-text software, and that identify a potential error in the student's response or that correct spelling, grammar, or conventions on the writing portion of the exit exam.

6. Responses dictated orally, in Manually Coded English, or in American Sign Language to provide an essay response to a scribe and the scribe provides spelling, grammar, and language conventions.

7. Dictionary on any section of the exam.
Exemption for Students with Disabilities Beginning in 2009-10

Note: Students with disabilities in the classes of 2006 and 2007 were granted an exemption from the requirement to pass the exam as a condition of receiving a diploma, but the exemption expired for the classes of 2008 and 2009. ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009) added Education Code 60852.3 to again exempt, beginning with the 2009-10 school year, students with disabilities who meet the criteria specified below from the requirement to pass the exam as a condition of receiving a diploma. Pursuant to Education Code 60852.3, a district may not adopt an IEP or 504 plan for a student for the sole purpose of exempting him/her from the requirement to pass the exam. However, Education Code 60852.3 provides that students with disabilities must still take the exam in grade 10 as part of the census administration for compliance with NCLB (see "Administration" section above).

This latest exemption lasts until the State Board of Education either implements an alternative means for students with disabilities to demonstrate achievement in the standards measured by the exam or determines that an alternative means assessment to the exam is not feasible. Students with disabilities may also receive a waiver from the requirement to pass the exam, as described in the section below. Also see BP 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities.

LACOE shall grant a diploma to a student with a disability who has not passed the exit exam if all of the following criteria are satisfied: (Education Code 60852.3)

1. The student has an IEP or Section 504 plan.
2. The IEP or 504 plan states that the student is scheduled to receive a high school diploma.
3. The student has satisfied or will satisfy all other state and LACOE requirements for the receipt of a high school diploma on or after July 1, 2009.

Waiver for Students with Disabilities

Note: Although students with disabilities have been granted an exemption beginning in 2009-10 from the requirement to pass the exit exam, such students are also eligible for a waiver of the exam requirement. Pursuant to 5 CCR 1216, students with disabilities who have taken the exit exam with one or more modifications that alter what the exam measures have not "successfully passed" the exam. The score report for the section(s) of the exit exam in which the modifications were used will be marked "not valid." However, if the score is equivalent to a passing score, the parent/guardian may request that his/her child receive a waiver pursuant to Education Code 60851. The waiver allows a student with a disability who has passed the exit exam with modifications to graduate from high school and receive a diploma even though, by definition, he/she has not successfully passed the exit exam. See E(1) and E(2) for a sample waiver request form and principal certification form.
HIGH SCHOOL EXIT EXAMINATION (continued)

When a student with disabilities has taken any section of the exit exam with one or more modifications and has received the equivalent of a passing score, his/her parent/guardian may request that the student receive a waiver of the requirement to successfully pass the exam. Upon receipt of such request, the principal shall submit a request for a waiver to the County Board. The County Board may waive the requirement to successfully pass the exit exam if the principal certifies that the student has all of the following: (Education Code 60851)

1. An IEP or Section 504 plan in place that requires the accommodations or modifications to be provided to the student when taking the exit exam

2. Sufficient high school level coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the exit exam

3. An individual score report showing that the student has received the equivalent of a passing score on the exit exam while using a modification that fundamentally alters what the exam measures as determined by the State Board of Education

Note: Education Code 35146 authorizes a closed session of the Governing Board for those actions involving a student for which disclosure of information during an open session would violate the privacy of student records protected from disclosure by state and federal law. Because the evaluation of the waiver application involves disclosure of the student's exit exam score and the contents of his/her individualized education program (IEP) or Section 504 plan, it is CSBA's opinion that the Board should consider the waiver in closed session, although, as is the case with other actions involving student matters, the final action of the Board must be taken in open session. See BB 9321 - Closed Session Purposes and Agendas and BB 9321.1 - Closed Session Actions and Reports.

In order to protect the student's privacy rights, the waiver request shall be considered in closed session. Final County Board action on the waiver request shall be taken in open session and shall be a matter of public record. The student's name shall not be disclosed in open session.

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Note: The following optional paragraph ensures that parents/guardians receive information about the requirements for obtaining a waiver for their child.

The principal or designee shall notify parents/guardians of students with disabilities about the criteria and process for applying for a waiver of the requirement to successfully pass the exit exam.

Each year, the County Superintendent or designee shall provide the CDE with data regarding students with disabilities and LACOE’s waiver process as specified in 5 CCR 1207.1.
Records

The County Superintendent or designee shall maintain a summary data file of all students who participate in each test administration. This summary data file shall include the following information for the English language arts section and the mathematics section for each administration: (5 CCR 1205)

1. The date on which each section of the exam was taken
2. The full name of each student who took each section of the exam
3. The grade level of each student at the time each section of the exam was taken
4. Whether each student has satisfied the requirement to successfully pass each section of the exam

In addition, the County Superintendent or designee shall provide the test contractor with the student demographic information specified in 5 CCR 1207.

Within 60 days of receiving electronic data files from the test contractor, the County Superintendent or designee shall enter the following information in each student's permanent record: (5 CCR 1206)

1. The date on which the student took each section of the exam
2. Whether the student has satisfied the requirement to successfully pass each section of the exam

(cf. 5125 - Student Records)

Notifications

Note: Education Code 60850 provides that the exit exam cannot be administered to students who have not received adequate written notice through the annual notification process pursuant to Education Code 48980 or at the time a student transfers into the district. 5 CCR 1208 requires districts to maintain records of the written notification sent to each parent/guardian.
HIGH SCHOOL EXIT EXAMINATION (continued)

At the beginning of each school year, the County Superintendent or designee shall provide written notification of the exit exam requirement to all students in grades 9-12 and to their parents/guardians. Such notification shall also be provided to any student who transfers into the LACOE after the beginning of the school year at the time of the student's transfer. The notification shall include, at a minimum, the date of the exam, the requirements for passing the exam, and the consequences of not passing the exam, and shall inform the parent/guardian that passing the exam is a condition of graduation. The County Superintendent or designee shall maintain documentation that the parent/guardian of each student has been sent this written notification. (Education Code 48980, 60850; 5 CCR 1208)

(cf. 5145.6 - Parental Notifications)
(cf. 6146.1 - High School Graduation Requirements)

Prior to each administration of the exit exam, the County Superintendent or designee shall notify students of the provisions of 5 CCR 1220 related to the consequences of cheating. (5 CCR 1220)
CONCURRENT ENROLLMENT IN COLLEGE CLASSES

Note: The following optional policy may be revised to reflect district practice. Education Code 48800-48802 and 76000-76002 authorize enrollment in community college courses as an option for a limited number of district students to benefit from advanced scholastic or career technical work.

In addition, a limited number of school districts receive funding through the Foundation for California Community Colleges to operate Early College High Schools. These schools are designed so that students can achieve two years of college credit at the same time they are earning a high school diploma, and are targeted toward student groups that historically have below-average high school and college graduation rates (e.g., low-income, at-risk, English language learner, and minority students). For more information, see the Foundation's or California Department of Education's (CDE) web site.

The County Board desires to provide opportunities for eligible LACOE students to enroll concurrently in courses offered at postsecondary institutions in order to foster individual student achievement, increase opportunities for students to complete college preparatory course requirements or career technical education preparation, and prepare students for a smooth transition into college by providing exposure to the collegiate environment.

The County Board authorizes Educational Programs division directors/designees to place students enrolled in LACOE educational programs or activities in one or more classes at public community colleges or public universities. Concurrent enrollment of LACOE students shall be conditioned on the following:

A. A recommendation from the LACOE site administrator from the site of enrollment;

B. The consent of the student’s parent/guardian;

C. An agreement with the participating public community college or public university; and

D. The appropriateness for the educational program of the student involved.

Apportionment accounting shall follow the relevant laws and regulations regarding minimum instructional days for each educational program and credit for classes taken through concurrent enrollment.

Legal Reference: Education Code sections 35160, 48800 et seq., 76000 et seq.
(cf. 6143 - Courses of Study)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Regional Occupational Center/Program)

Note: The following paragraph is optional. Education Code 51225.3 provides that completion of postsecondary courses may be used as an alternative means of satisfying high school graduation requirements when approved by the Governing Board. According to the CDE, students enrolled in college classes will receive credit from the postsecondary institution but, pursuant to Education Code 48800-48802 and 76001-76002 and as a result of the repeal in 2005 of 5 CCR 1630, the district has discretion to determine whether completion of such courses will receive credit from the district. See BP 6146.11 - Alternative Credits Toward Graduation.
CONCURRENT ENROLLMENT IN COLLEGE CLASSES (continued)

When it is determined that the postsecondary course in which the student intends to enroll is substantially equivalent to a course provided by LACOE, the student may receive credit toward high school graduation requirements in addition to credit received from the college.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)

Approval of Concurrent Enrollment

The County Superintendent or designee may approve a limited number of students of any age or grade level to apply for part-time or full-time concurrent enrollment in a community college or four-year college when it is determined to be in the student’s best interest and the student is adequately prepared for such coursework.

Upon recommendation of the principal and with parent/guardian consent, the County Superintendent or designee may authorize a student to apply for attendance at a community college during any session or term as a special part-time or full-time student and to undertake one or more courses of instruction offered at the community college level. (Education Code 48800)

Note: Education Code 48800 provides a five percent enrollment cap on the number of students at each grade level that may be recommended for community college summer session. However, this enrollment cap does not include students who are enrolled in college-level lower division general education courses or in career technical education courses leading to a degree or certificate in the subject area, under the conditions specified in Education Code 48800.

In addition, the enrollment cap does not apply to courses necessary to assist students in passing the high school exit examination when the enrolled student is a high school senior who has completed, or will complete by the end of the summer session, all graduation requirements except for passage of the exit exam. Such courses must not offer the student college credit in English language arts or mathematics.
CONCURRENT ENROLLMENT IN COLLEGE CLASSES (continued)

Within the enrollment limits and exceptions allowed by law, the principal may recommend a student for community college summer session if that student demonstrates adequate preparation in the discipline to be studied and exhausts all opportunities to enroll in an equivalent course, if any, at his/her school of attendance. (Education Code 48800)

(cf. 6162.52 - High School Exit Examination)

Note: Pursuant to Education Code 48800.5, if the Board denies any student's petition for full-time enrollment in a community college, the student's parent/guardian may file an appeal with the County Board, which must render a final decision, in writing, within 30 days.

Program Evaluation

Note: The following optional section should be revised to reflect indicators agreed upon by the Board and Superintendent for evaluating the district's program.

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE
46145-46147 Minimum day, high school
48800-48802 Enrollment of gifted students in community college
51225.3 Alternative means of satisfying graduation requirements
52200-52212 Gifted and talented education program
76000-76002 Enrollment in community college

Management Resources:

WEB SITES
California Community Colleges System: http://www.cccco.edu
California Department of Education: http://www.cde.ca.gov
California Postsecondary Education Commission: http://www.cpec.ca.gov
California State University: http://www.calstate.edu
Foundation for California Community Colleges, Early College High School Initiative: http://www.foundationccc.org/ECHS
University of California: http://www.universityofcalifornia.edu

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION
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CONCURRENT ENROLLMENT IN COLLEGE CLASSES

Credit

Note: Pursuant to Education Code 48800-48802 and 76001-76002, and as a result of the repeal of 5 CCR 1630 in 2005, the district has discretion to determine whether to grant credit for completion of postsecondary courses; see the accompanying Board policy. Education Code 51225.3 authorizes the Governing Board to grant credit for such courses as an alternative means of satisfying high school graduation requirements; see BP 6146.11 - Alternative Credits Toward Graduation.

Note: According to the California Department of Education, concurrent enrollment requires an agreement between the parties on appropriate forms provided by the postsecondary institution. The following optional paragraph may be revised to reflect district practice.

To receive LACOE credit for coursework completed at a community college or four-year college, the student or parent/guardian shall submit a transcript showing completion of the course with a passing grade.

(cf. 5125 - Student Records)

Minimum School Day

Except under the conditions specified in Education Code 46146, the minimum day of attendance in LACOE schools shall be 180 minutes for any student who is enrolled part-time in a community college and any student in grades 11-12 who is enrolled part-time in the California State University or University of California, when the student is enrolled in classes for which academic credit will be provided upon satisfactory completion of enrolled courses. (Education Code 46146, 48801)

(cf. 6112 - School Day)
Board Meeting — May 1, 2012

Item VIII. Recommendations

F. Approval of First Reading of revised Board Policy **BP 0440** (LACOE Technology Plan), **BP 3515.2** (Disruptions), **BP 3940** (Dissemination of Proprietary Materials), **BP 3980** (Protecting Confidential Information), **BP 5117** (Interdistrict Attendance Appeals), **BP 5123** (Promotion/Acceleration/Retention), **BP 5131.7** (Weapons and Dangerous Instruments), **BP 5132** (Dress and Grooming), **BP 5137** (Positive School Climate), **BP 5141** (Health Care and Emergencies), **BP 5145.6** (Parental Notification), **BP 5147** (Dropout Prevention), **BP 5149** (At-Risk Students), **BP 6011** (Academic Standards), **BP 6142.4** (Service Learning/Community Service Classes), **BP 6142.6** (Visual and Performing Arts Education), **BP 6153** (School-Sponsored Trips), **BP 6154** (Homework/Makeup Work), **BP 6162.7** (Use of Technology in Instruction), **BP 6163.4** (Student Use of Technology), **BP 6171** (Title 1 Programs), **BP 6178.2** (Regional Occupational Center/Program), Board Bylaw **BB 9250.c** (Retiree Board Member Benefits (Enclosure))

The above policies are being revised to update and align LACOE with the CSBA numbering system. LACOE will benefit from CSBA's periodic updates based on changes to the law including Education Code and other applicable statutes, regulations, and court decisions. Administrative Regulations are included for informational purposes only.
LACOE TECHNOLOGY PLAN

The County Board recognizes that technological resources can enhance student achievement by increasing student access to information, developing their technological literacy skills, and providing instruction tailored to student needs. Effective use of technology can also increase the efficiency of the LACOE noninstructional operations and governance. The County Board is committed to the development and maintenance of a LACOE infrastructure and to provide—professional development for the implementation of existing and new technologies.

(cf. 4040 - Employee Use of Technology)
(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6163.4 - Student Use of Technology)

The County Board recognizes and supports a policy of Internet safety for the protection of minors. The Office has and will continue to comply with the requirements of the Children’s Internet Protection Act (“CIPA”) and other local, state, and federal laws and is committed to assuring the safe conduct and well being of students while online.

The County Superintendent or designee will maintain a technology plan that:

1. Focuses on the use of technology to improve student achievement and is aligned with LACOE’s goals for student learning

(cf. 0200 - Goals for the LACOE)
(cf. 6000 - Concepts and Roles)

2. Addresses all components required for local, state or federal programs, in which LACOE participates (Education Code 51871.5, 52295.35; 5 CCR 11974; 20 USC 6764; 47 CFR 54.508)

3. Addresses the use of technology to improve LACOE governance, LACOE and school site administration, support services, and communications

(cf. 0400 - Comprehensive Plans)
(cf. 1113 - LACOE and School Web Sites)
(cf. 3580 - LACOE Records)

(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)
LACOE TECHNOLOGY PLAN (continued)

Legal Reference:

EDUCATION CODE
10550-10555 Telecommunications standards
11800 K-12 High Speed Network grant program
51006 Computer education and resources
51007 Programs to strengthen technological skills
51865 California distance learning policy
51870-51874 Educational technology
52270-52272 Education technology and professional development grants
52295.10-52295.55 Implementation of federal Enhancing Education Through Technology (EETT) grant program
60010 Instructional materials, definition
66940-66941 Distance learning

PENAL CODE
502 Computer crimes, remedies

CODE OF REGULATIONS, TITLE 5
11971-11979.5 Enhancing Education Through Technology grants

UNITED STATES CODE, TITLE 20
6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D

UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47
54.300-54.523 Universal service support for schools, especially:
54.508 Technology plan

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

WEB SITES
CSBA: http://www.csba.org
California Department of Education, Education Technology Office: http://www.cde.ca.gov/ls/et
California Learning Resource Network: http://www.clrn.org
California Technology Assistance Project: http://www.myctap.org
International Society for Technology in Education: http://www.iste.org
Technical Support for Education Technology in Schools: http://www.techsets.org
DISRUPTIONS

Note: The following optional policy and administrative regulation address the disruption of school activities by nonstudents. For language regarding disturbances by students, see BP/AR 5131.4 - Student Disturbances and BP/AR 5144.1 - Suspension and Expulsion/Due Process. Employees who cause a disruption may be subject to disciplinary action in accordance with the district's collective bargaining agreement and/or Board policy; see BP/AR 4118 - Suspension/Disciplinary Action and AR 4218 - Dismissal/Suspension/Disciplinary Action.

In Reeves v. Rocklin Unified School District, a California Court of Appeal held that a “disruption,” in the context of school access, means the disruption of normal school activities. Since school officials have a duty to prevent disruptions, the court found that they need not wait until an actual disruption occurs before restricting access to school grounds.

The County Board is committed to providing a safe environment for students, staff, and others while they are on LACOE property or engaged in school activities.

The County Superintendent or designee will remove any individual who, by his/her presence or action, disrupts or threatens to disrupt normal LACOE or school operations, threatens the health or safety of anyone on LACOE property, or causes or threatens to cause damage to LACOE property or to any property on school grounds.

(cf. 1250 - Visitors/Outsiders)
(cf. 3515 - Campus Security)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4158/4258/4358 - Employee Security)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131.4 - Student Disturbances)

Note: Specific strategies for responding to disruptions may be included in the district's emergency and disaster preparedness plan (see BP/AR 3516 - Emergencies and Disaster Preparedness Plan) or may be developed as part of the district's comprehensive school safety plan (see BP/AR 0450 - Comprehensive Safety Plan).

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.3 - District Police/Security Department)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The County Superintendent or designee will provide training to school staff on how to identify and respond to actions or situations that may constitute a disruption.

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

Note: Education Code 48902, as amended by AB 1390 (Ch. 292, Statutes of 2009), requires the principal or designee to notify law enforcement authorities when anyone possesses a firearm or explosive or sells or furnishes a firearm at school. In addition, pursuant to 20 USC 7151, districts are mandated to develop a policy to notify law enforcement whenever a student brings a firearm to school. For policies implementing this mandate, see BP/AR 5131.7 - Weapons and Dangerous Instruments and AR 5144.1 - Suspension and Expulsion/Due Process.

Any employee who believes that a disruption may occur shall immediately contact the principal. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7151 and in other situations, as appropriate.

Safe School Zone

Note: Penal Code 626.9 (the Gun Free School Zone Act) prohibits possession of a firearm within 1000 feet of school grounds. Other weapons and dangerous instruments, including knives, dirks, stun guns, and instruments that may expel metallic projectiles such as BBs or pellets, are also prohibited on school grounds pursuant to Penal Code 626.10 and 12556. Pursuant to Penal Code 626.10, as amended by AB 870 (Ch. 258, Statutes of 2009), the list of such prohibited items has been expanded to include razor blades and box cutters. In addition, Penal Code 12556 prohibits open display of any imitation firearm on school property. Limited exceptions to these prohibitions are listed in Penal Code 626.9, 626.10, and 12556.

Possession of a firearm within 1000 feet of any LACOE school is prohibited except when authorized by law. (Penal Code 626.9)

Possession of any other unauthorized weapon or dangerous instrument is prohibited on school grounds or buses and at school-related or school-sponsored activities without the written permission of school authorities.

(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Legal Reference: (see next page)
DISRUPTIONS (continued)

Legal Reference:

EDUCATION CODE
32210 Willful disturbance of public school or meeting, misdemeanor
32211 Threatened disruption or interference with classes; misdemeanor
35160 Authority of governing boards
44810 Willful interference with classroom conduct
44811 Disruption of classwork or extracurricular activities
48902 Notification of law enforcement authorities
51512 Prohibited use of electronic listening or recording device

PENAL CODE
243.5 Assault or battery on school property
415.5 Disturbance of peace of school
626-626.11 Schools, crimes, especially:
626.7 Failure to leave campus or facility; wrongful return; penalties; notice; exceptions
626.8 Disruptive presence at schools
626.81 Misdemeanor for registered sex offender to come onto school grounds
626.85 Misdemeanor for specified drug offender presence on school grounds
626.9 Gun Free School Zone Act
627-627.10 Access to school premises
653b Loitering about schools or public places
12536 Imitation firearms

UNITED STATES CODE, TITLE 20
7151 Gun-Free Schools Act

COURT DECISIONS

ATTORNEY GENERAL OPINIONS

Management Resources:

CSBA PUBLICATIONS
911! A Manual for Schools and the Media During a Campus Crisis, 2001

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

WEB SITES
CSBA: http://www.csba.org
California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss
U.S. Department of Education, Emergency Planning:
http://www.ed.gov/admins/lead/safety/emergencyplan

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION Downey, California
The County Superintendent or designee will establish a plan describing staff responsibilities and actions to be taken when an individual is causing a disruption. In developing such a plan, the County Superintendent or designee will consult with law enforcement to create guidelines for law enforcement support and intervention in the event of a disruption.

Note: The following administrative regulation is optional and may be revised to reflect district practice. Education Code 35160 authorizes the Governing Board to maintain order in schools under its jurisdiction. Therefore, the district, in accordance with law, may authorize school administrators to direct certain individuals, as specified below, to leave school grounds. Penal Code 626.7 provides that a person who is directed to leave the campus and fails to leave, or later reenters without following the school's posted registration requirements, may be guilty of a misdemeanor. In addition, Penal Code 653b, as amended by SB 492 (Ch. 592, Statutes of 2009), makes it a misdemeanor for anyone to loiter around a school and enhances penalties for loiterers who are required to register as sex offenders or to register with the local chief of police or sheriff for committing specified street gang offenses. For information regarding visitor registration requirements, see BP/AR 1250 - Visitors/Outsiders.

The principal or designee may direct any person, except a student, school employee, or other person required by his/her employment to be on school grounds, to leave school grounds if: (Education Code 44810, 44811; Penal Code 415.5, 626.7, 626.8, 626.81, 626.85)

1. The principal or designee has reasonable basis for concluding that the person is committing or has entered the campus with the purpose of committing an act that is likely to interfere with the peaceful conduct, discipline, good order, or administration of the school or a school activity, or with the intent of inflicting damage to any person or property.
   
   (cf. 3515.3 - District Police/Security Department)

2. The person fights or challenges another person to a fight, willfully disturbs another person by loud and unreasonable noise, or uses offensive language that could provoke a violent reaction.
   
   (cf. 4158/4258/4358 - Employee Security)

3. The person loiters around a school without lawful business for being present or reenters a school within 72 hours after he/she was asked to leave.
DISRUPTIONS (continued)

4. The person is required to register as a sex offender pursuant to Penal Code 290.

However, a registered sex offender may be on school grounds if he/she has a lawful purpose and written permission from the principal or designee.

(cf. 3515.5 - Sex Offender Notification)

5. The person is a specified drug offender as defined in Penal Code 626.85.

(cf. 1240 - Volunteer Assistance)

However, a specified drug offender may be on school grounds with written permission from the principal or designee or, if he/she is a parent/guardian of a child enrolled in that school, to attend a school activity.

6. The person has otherwise established a continued pattern of unauthorized entry on school grounds.

The principal or designee shall allow a parent/guardian who was previously directed to leave school grounds to reenter for the purpose of retrieving his/her child for disciplinary reasons, medical attention, or family emergencies, or with the principal or designee's prior written permission. (Penal Code 626.7, 626.85)

When directing any person to leave school premises, the principal or designee shall inform the person that he/she may be guilty of a crime if he/she:

1. Fails to leave or remains after being directed to leave (Penal Code 626.7, 626.8, 626.85)

2. Returns to the campus without following the school’s posted registration requirements (Penal Code 626.7)

3. Returns within seven days after being directed to leave (Penal Code 626.8, 626.85)

4. Willfully or knowingly creates a disruption with the intent to threaten the immediate physical safety of any pupil in preschool, kindergarten, or grades 1-8 inclusive, arriving at, attending, or leaving from school (Penal Code 626.8)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1250 - Visitors/Outsiders)
DISRUPTIONS (continued)

Appeal Procedure

Any person who is asked to leave a school building or grounds may appeal to the County Superintendent or designee. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. After reviewing the matter with the principal or designee and the person making the appeal, the County Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding. (Education Code 32211)
DISSEMINATION OF PROPRIETARY MATERIALS

It is the intent of the County Board that proprietary products of activities supported by the County Board be utilized in a manner which will best serve the public interest. (LACOE proprietary products or materials are those to which LACOE has exclusive rights, including trade secret protection.)

Materials produced under direct grants or materials developed under the auspices of the County Board may be disseminated by a publisher selected by LACOE or in another manner deemed appropriate by LACOE.

The County Office will abide by copyright provisions regarding production and dissemination of materials produced with grant funds as defined in the grant agreement and/or contract.
DISSEMINATION OF PROPRIETARY MATERIALS

If the Office determines that proprietary materials should be disseminated through a private publisher, the Office shall secure permission of the County Board to license the material.

If it is determined that the Office will publish and disseminate the materials; the cost of the material shall be established in accordance with Board policy.

The Office shall prepare a report to the County Board, which indicates the reasons for publication of the materials, including expected benefits to the educational community and the public at large. The report shall contain the expected financial arrangements between the publisher and the Office. If the County Board approves license of the materials, a publisher shall be selected using a competitive process.
PROTECTING CONFIDENTIAL INFORMATION

The County Superintendent will be responsible for the establishment and enforcement of administrative regulations to secure sensitive and confidential information developed, used, and/or stored at any LACOE site. LACOE departments and programs shall control, manage, and maintain records as required by applicable federal and state law and within applicable guidelines governing LACOE-operated programs and special projects.
PROTECTING CONFIDENTIAL INFORMATION

Most documents and data created or housed within the Los Angeles County Office of Education (LACOE) are available to the public per the California Public Records Laws. Classes of documents and data that are not to be released and deemed confidential are defined by the exclusion provisions of the California Public Records Laws. If confidential information is released, corrupted, destroyed, lost, or stolen, it may cause legal or other detrimental impact on LACOE’s operations, employees, students, and/or customers. Examples of confidential information created at or housed within LACOE, include:

- Personnel records or actions
- Personal information (e.g., Social Security numbers, home addresses)
- Medical information/personal health information (PHI)
- Hiring records
- Ongoing litigation
- Student records (e.g., transcripts, IEPs, test scores)
- Financial information (e.g., bank account numbers, garnishments, net pay, payroll withholding)

Personal information is any information maintained by LACOE that identifies or describes an individual, including, but not limited to: personnel or recruitment information, student records, documents related to personnel investigations or hotline allegations, social security number, physical description, home address, telephone number, education, financial matters, and medical or employment history. It is incumbent upon all LACOE employees, professional experts, and contractors to protect confidential information in compliance with applicable laws.

Security—Logon/Access

A. LACOE system security administrators that facilitate end-user access to systems must do all of the following:

1. Validate annually that people with system access (i.e., end-users) are still employed by LACOE or still require access (e.g., for contractors and professional experts)

2. Validate annually that end-users continue to require the level of system access that has been granted to them to perform their job duties

3. Develop and maintain written procedures for ensuring appropriate authorization is obtained prior to the granting of system access for each end-user

4. When the system functionality allows without customization, require end-users to change passwords on a periodic basis (e.g., every ninety (90) days)
PROTECTING CONFIDENTIAL INFORMATION (continued)

B. LACOE management that authorizes employees, contractors, or professional experts to access LACOE systems must do all of the following:

1. Immediately notify applicable system administrators and the LACOE Help Desk to modify and/or delete system access for employees, contractors, or professional experts (for whom they authorized system access) when such persons transfer to another area within LACOE (and no longer need the same level of system access to perform their new job duties) or separate from LACOE employment

2. Review annually end-user listings received from LACOE system administrators and verify whether these end-users continue to require the level of system access that they have in order to perform their job duties

3. Immediately notify system administrators when an end-user (with current system access) requires a different level of security in order to perform their job duties

4. Immediately notify applicable system administrator that an employee is no longer employed and how to handle the email account

C. LACOE system end-users must do all of the following:

1. Protect their system logon IDs and passwords to ensure that this information is not shared with others

2. Immediately notify division management and the LACOE Help Desk to modify and/or delete their system(s) access when they transfer to another area within LACOE (and no longer need the same level of system access to perform their new job duties or support their previous job duties) or separate from LACOE employment

3. Immediately notify system administrators when they require a different level of security in order to perform their job duties

4. Change their passwords on a periodic basis (e.g., every ninety (90) days)

Electronic Data Transmission (File Transfer, Email)

A. All confidential information that is transferred from one computer to another through a network (i.e., transferred via file transfer) should be transferred using encryption [e.g., Secure Socket Layer (SSL)/Transport Layer Security (TLS)].
B. All confidential information that is transferred via file transfer (e.g., HTTP, SMB) should be done through a secure/private network (rather than through the internet) whenever feasible.

C. All confidential information that is transferred via file should be done only to known and approved destination hosts.

D. No confidential information should be sent via email.

**Protection of Records Containing Confidential Information**

A. LACOE employees, contractors, and professional experts shall secure all records, papers, or documents with confidential information.

B. Confidential information is information that is sensitive, proprietary, or personal to which access must be restricted and whose unauthorized disclosure could be illegal to a person, process, or an organization.

C. Paper documents that contain confidential information such as social security numbers, health-related information, or financial information must be properly stored and secured from view by unauthorized persons.

D. Secure measures must also be employed by all LACOE employees, contractors, and professional experts to safeguard personal or confidential data contained on all information technology assets in LACOE’s custody. All LACOE employees, contractors, and professional experts must ensure that only authorized personnel may hold and have access to such information.

**Destruction of Records Containing Confidential Information**

A. When records containing confidential information are ready for destruction, all LACOE employees, contractors, and professional experts shall destroy the information completely to ensure that the information cannot be recognized or reconstructed. In addition, any confidential data contained on portable storage devices must be obliterated and/or made indecipherable before disposing of the tape, CD-ROM, DVD, USB device, external hard drive, or other type of portable storage device.

B. LACOE must provide and utilize appropriate methods and equipment to routinely destroy personal or confidential information. At a minimum, at least one of the following safeguards must be implemented:
PROTECTING CONFIDENTIAL INFORMATION (continued)

1. Conduct due diligence and hire a document destruction contractor to dispose of material either offsite or onsite
   a. Require that the disposal company be certified by a recognized trade association
   b. Review and evaluate the disposal company’s information security policies and procedures
   c. Review an independent audit of the disposal company’s operations and/or its compliance with operations
2. Procure and utilize shredding equipment that performs cross-cut or confetti
3. Procure and utilize erasing equipment
4. Modify the information to make it unreadable or indecipherable by any means

Secure Disposition of Computing Devices and Portable Storage Media

A. All LACOE divisions/units are responsible for the prevention of unauthorized use or disclosure of confidential information stored on LACOE-owned or leased computing devices or portable storage media. All computing devices and portable storage media must be rendered unreadable and unrecoverable as follows:
   1. Prior to disposal or removal from LACOE inventory
   2. When transferred to other users who are not authorized to access the confidential information contained on the devices or storage media

B. Portable computing devices include, without limitation, the following:
   1. Portable computers, such as laptops/notebooks and tablet computers
   2. Multiple user and application computers, such as servers
   3. Portable devices, such as personal data assistants (PDAs), digital cameras, portable phones, and pagers
C. Portable storage or online media includes, without limitation, the following:

- USB Drives
- External Hard Drives
- DVDs
- Compact Flash
- Mini DVDs
- Secure Digital (SD) Cards
- SmartMedia/xF Cards
- Memory Sticks
- CD-ROM
- Cloud/hosted storage

D. Disposition of LACOE-owned or leased computing devices and portable storage media out of LACOE inventory include, without limitation, the following:

1. Computing devices sent to salvage
2. Computing devices destroyed
3. Computing devices donated to another LACOE division/unit or to a non-LACOE agency/entity

Confidential Information Security Breach Incident Reporting

A. LACOE employees, contractors, and professional experts must disclose to the corresponding Division Director, Executive Cabinet Member, Assistant Superintendent of Human Resources, Director of Technology Services, General Counsel, and County Superintendent any actual or suspected incident in which confidential information is disclosed to, or obtained by, an unauthorized person. All Information Technology (IT) related security incidents (i.e., wide-spread virus/worm attacks affecting many computers, actual or suspected loss or disclosure of confidential information) must be reported as previously indicated. A single, isolated virus/worm attack and/or wide-spread virus/worm attacks must be reported to the LACOE Help Desk. Notification of the security incident must be made in the most prompt and expedient manner after the incident has been discovered.
PROTECTING CONFIDENTIAL INFORMATION (continued)

B. Educational Programs’ Custodian of Records must also be promptly informed of any security breach associated with Educational Program divisions’ student records. Migrant Education’s Custodian of Records must be promptly informed of any security breach associated with Migrant Education student records. Regional Occupational Program’s (ROP) Custodian of Records must be promptly informed of any security breach associated with ROP student records.

C. The division director that receives a report of an incident must coordinate the resolution of the security breach. This shall include information gathering about the cause, documenting the process to rectify, and collaborating with other affected divisions/service units to identify and implement a resolution or incident mitigation action. This may include notification of unauthorized disclosure of confidential information to the affected employee or other person/entity that must be coordinated with the County Superintendent and the Director of Communications Department. The notification must be vetted by LACOE’s General Counsel prior to distribution to affected employees or other persons/entity.

D. In any security breach impacting school districts, community colleges, and other agencies, LACOE will notify the affected agencies immediately. The notification will be coordinated with the County Superintendent, Technology Services, and the Communications Department. The notification will be vetted by LACOE’s General Counsel.

Technology Services’ Information and Security Standards for LACOE

A. LACOE’s Technology Services information and security policy will establish the minimum standard to which all divisions, units, and staff must adhere. Divisions may, at their discretion, enhance the minimum standard based on their unique requirements.

B. The minimum standards should include, but may not be limited to:

1. Ensure that systems are implemented and configured to meet LACOE information security standards, as established by Technology Services

2. Ensure that systems are maintained at current critical security patch levels

LACOE Antivirus Security

A. LACOE shall provide Technology Services approved real time virus protection for all hardware/software environments to mitigate risk to LACOE (and other agencies) data, devices, and networks.
PROTECTING CONFIDENTIAL INFORMATION (continued)

B. Antivirus software shall be configured to actively scan all files received by the computing device.

C. Each LACOE employee, contractor, and professional expert shall ensure the antivirus software is updated when a new antivirus definition/software release is available and when hardware/software compatibility is confirmed.

D. Only authorized personnel shall make changes to the antivirus software configurations as required.

E. Any LACOE employee or authorized user granted remote access shall utilize equipment that contains current Technology Services approved antivirus software and shall adhere to hardware/software protection standards and procedures defined for LACOE.

F. LACOE employees or authorized personnel are prohibited from intentionally introducing a virus or other malicious code into any device or LACOE network or to deactivate or interfere with the operation of the antivirus software.

G. Each user is responsible for notifying the LACOE Help Desk as soon as a device is suspected of being compromised by a virus.

H. Each division/unit shall adhere to the standards and procedures set forth by this regulation.

Physical Security

A. Cross-referenced to Facility Security Plan

LACOE is required to have a facility security plan that shall include measures to safeguard Information Technology (IT) resources. The plan shall describe ways in which all Information Technology resources shall be protected from physical tampering, damage, theft, or unauthorized physical access.

B. Proper Identification

Access to areas containing confidential information must be physically restricted. All individuals in these areas must wear an identification badge on their outer garments so that both picture and information on the badge are clearly visible.
INFORMATION ONLY

PROTECTING CONFIDENTIAL INFORMATION (continued)

C. Access to Restricted Information Technology (IT) Areas

All physical access to restricted IT areas, including the LACOE data center, computer rooms, telephone closets, network router and hub rooms, and similar areas containing IT resources must be authorized by the Chief Technology Officer.

D. Equipment Control

1. The assigned user of an IT resource is considered the custodian for the resource. If the item has been damaged, lost, stolen, or is otherwise unavailable for normal business activities, the custodian must promptly inform the corresponding division/unit director.

2. IT resources with confidential information located in unsecured areas should be secured to prevent physical tampering, damage, theft, or unauthorized physical access.

3. When feasible, IT equipment must be marked with some form of identification that clearly indicates it is the property of LACOE.

Protection of Confidential Information on Portable Computing Devices and Portable Storage Media

A. The unnecessary placement (download or input) of confidential information on portable computing devices (e.g., laptop/desktop computers, PDAs, or portable storage media [USB drives, external hard drives, CDs, DVDs]) should be avoided to the maximum extent possible. However, users who in the course of LACOE business must place confidential information on portable computing devices or portable storage media must be made aware of the risks involved and impact to the affected person/entities in the event of actual or suspected loss or disclosure of confidential information. If confidential information is placed on a portable computing device or portable storage media, every effort must be taken, including, without limitation, physical controls, to protect the information from unauthorized access and, without exception, the information must be encrypted and/or password protected, utilizing encryption software approved by LACOE’s Technology Services.

B. Portable computing devices include, but not limited to, the following:

1. Portable computers, such as laptops/notebooks and tablet computers

2. Multiple user and application computers, such as servers
INFORMATION ONLY

PROTECTING CONFIDENTIAL INFORMATION (continued)

3. Portable devices, such as PDAs, digital cameras, portable phones, and pagers

C. Portable storage media includes, without limitation, the following:

- USB Drives
- External Hard Drives
- DVDs
- Compact Flash
- Mini DVDs
- Secure Digital (SD) Cards
- SmartMedia/xD Cards
- Memory Sticks
- CD-ROM

Information Security Awareness Training

A. Effective information security programs must include user information security awareness training, as well as training in the handling and protection of confidential information. It is each user’s responsibility to notify management in the event of actual or suspected loss or disclosure of confidential information. Training must begin with employee orientation and must be conducted on a periodic basis throughout the person’s term of employment with LACOE.

B. Periodic information security awareness training must be provided to all users of IT resources and should be documented to assist management in determining employee awareness and participation. Users must be aware of basic information security requirements and their responsibility to protect all information (e.g., confidential and other).

C. Technology Services shall facilitate and coordinate with divisions/units to establish and maintain an agency-wide information security awareness training program. This program will be based on Technology Services security practices/procedures to ensure IT resources (hardware, software, information, etc.) are not compromised.

D. Information security awareness training shall be provided to employees/users as appropriate to their job function, duties, and responsibilities.

Auditing and Compliance

A. The division of Internal Audit and Analysis shall conduct and/or coordinate periodic audits/review of division/service areas to test compliance with LACOE’s Protecting Confidential Information policy, regulations, and procedures.
PROTECTING CONFIDENTIAL INFORMATION (continued)

B. Each division/service area shall be responsible for assisting the division of Internal Audit and Analysis in conducting (or coordinating) audits of information technology resources.

1. Compliance
   LACOE division/service areas that have been audited must develop a written response that includes a plan to remediate any deficiencies found during the audit. Review and remediation of the audit findings is the responsibility of each LACOE division/service area.
INTERDISTRICT ATTENDANCE APPEALS

The County Board believes that interdistrict permit appeals are among the most important business that the County Board undertakes. Therefore, every County Board member present for such an appeal should, absent some disqualifying conflict of interest, participate in the decision on such appeals. Accordingly, the County Board strongly discourages abstentions on appeal decisions. Four affirmative votes of the County Board are required for the interdistrict appeal to be granted.

The Los Angeles County Board of Education (the County Board) shall consider an appeal against any school district within the county for its failure or refusal to issue an interdistrict attendance permit to a student, or for its failure or refusal to enter into an interdistrict attendance agreement with another school district for the student’s attendance. (Education Code 46601)

If the request for interdistrict attendance involves a school district located within the county and a school district located in a different county, the County Board shall have jurisdiction if the denial of the permit, or the refusal or failure to enter into an agreement, is by the school district within the county. If both school districts deny the permit or refuse or fail to enter into an agreement, the County Board shall have jurisdiction only if the school district within the county is the student’s district of residence. (Education Code 46601)

The appeal shall be filed in writing, by a person having legal custody of the student, within 30 calendar days of the district’s failure or refusal to issue a permit, or to enter into an agreement allowing the interdistrict attendance. Failure to appeal within the required time is good cause for denial of an appeal. (Education Code 46601)

The appeal shall be accepted only upon verification by the County Superintendent of Schools or designee that appeals within the districts have been exhausted. (Education Code 46601)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

Hearing

The County Board may appoint a hearing officer or an impartial administrative panel to hear appeals on behalf of the County Board. Delegation of such authority shall be determined by the County Board based upon the number of cases (25 families) that can reasonably be heard at any one Board Meeting. This number shall be reflected in the minutes of the Board’s meeting. Even when a hearing officer or an administrative panel is appointed, the following timelines must be complied with. (Education Code 46601)

The County Board shall conduct a hearing within 40 school days after the appeal is filed, to determine whether the student should be permitted to attend school in the district of his/her choice. If it is impractical for the County Board to comply with the time
INTERDISTRICT ATTENDANCE APPEALS (continued)

requirement for the hearing, the County Board may extend the time period for up to an additional five school days. (Education Code 46601)

When the County Board authorizes an administrative panel to hear an appeal on its behalf, a hearing consultant from the Child Welfare and Attendance (CWA) Unit will schedule a meeting to conduct a fact-finding session within 20 school days. The purpose of the fact-finding is to gather evidence to assist the administrative panel in determining whether to grant or deny an appeal based on its merits. The hearing consultant shall not serve on the administrative panel that will either recommend or render a final decision on the matter. A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. The hearing consultant will rule on matters of procedure.

The administrative panel shall consist of three or more certificated persons. No member of the impartial administrative panel shall be a member of the County Board, nor be employed by the school district or residence or the district of desired attendance.

Final Order of the County Board
The County Board shall render a decision within 10 calendar days of receiving the hearing consultant’s findings of fact. (Education Code 46601)

When the County Board authorizes a hearing officer or administrative panel to render a final decision on its behalf, the hearing officer/administrative panel shall render its decision within three school days of the hearing unless the appellant requests a postponement. (Education Code 46601)

In cases where the administrative panel has been authorized to render a final decision on behalf of the County Board, two affirmative votes of the administrative panel are required for the interdistrict appeal to be granted. The administrative panel’s final decision, together with the record of proceeding, shall be filed with the secretary to the County Board within three days after such decision is rendered.

The interdistrict appeal shall be either granted or denied on its merits. However, if new evidence or grounds for the request are introduced, the matter may be remanded for further consideration by the district or districts. (Education Code 46601)

If the County Board determines that the student should be permitted to attend school in the district of choice, the student shall be admitted to a school in that district without delay. The County Board is not authorized to order the specific school placement for the student. School placement, even after a successful appeal, is determined by the district of attendance. (Education Code 46601, 46602)
INTERDISTRICT ATTENDANCE APPEALS (continued)

All parties shall be notified in writing of the decision of the County Board/administrative panel/hearing officer. (Education Code 46601)

Once a pupil in kindergarten or any of grades 1 to 12, inclusive, is enrolled in a school, the pupil shall not have to reapply for an interdistrict transfer, and the governing board of the school district of enrollment shall allow the pupil to continue to attend the school in which he or she is enrolled unless an agreement between the district of residence and the district of enrollment states otherwise. (Education Code 46600)

Legal Reference:

EDUCATION CODE
46600-46611 Interdistrict attendance agreements
48204 Residency requirements for school attendance
48209-48209.17 Student attendance alternatives
48660-48666 Community day schools
48900-48926 Suspension and expulsion
48950 Speech and other communication
49073-49079 Privacy of student records

GOVERNMENT CODE
54950-54962 Ralph M. Brown Act (re closed sessions)
INTERDISTRICT ATTENDANCE APPEALS

A parent, who has been denied an interdistrict attendance permit by the district of residence or by the district of attendance, may file an “Interdistrict Attendance Appeal” on a form prescribed by the County Board. (Education Code 46601)

In order to be timely, an appeal form must be actually received in person or via U.S. mail by the LACOE Child Welfare and Attendance (CWA) Unit no later than the 30th calendar day following the failure or refusal of a school district to issue a permit. Forms mailed and postmarked but not actually received by the CWA office during normal business hours and within 30 calendar days will not be accepted. (Example: If the 30th calendar day falls on a weekend or holiday, the appeal must be physically received by the CWA office on the prior business day.)

Once the completed appeal form with the reasons for appeal has been filed with the CWA Unit, the following documents of support must be submitted by the appellant and by the school district within the timeline prescribed.

For the appellant to be submitted within five school days of initiating the appeal:

1. A copy of the original request for an interdistrict attendance permit (if available)
2. A one page brief, or summary, outlining the reasons for appeal
3. Copies of all correspondence between the parent and the district denying the permit (including a copy of the final letter of denial from the denying district)
4. Additional supporting documents, limited to ten pages, which the parent wishes to submit to support the request for transfer.

(Example: A request for a transfer based on safety or health issues should be accompanied by documentation to support the claim. Simply stating that a problem exists without proof may not constitute sufficient grounds for granting an appeal.)

For the school district to be submitted by the school district no later than five school days before the fact-finding session with the hearing consultant:

1. A one page brief, or written response to the appeal along with supporting documentation
2. A copy of the local board policy and district procedures regarding the processing of interdistrict attendance appeals;
INTERDISTRICT ATTENDANCE APPEALS

3. A copy of any agreement between the district of residence and the district of attendance regarding the processing of interdistrict attendance appeals

4. A copy of the original request for interdistrict transfer permit

5. Any additional documentation, limited to ten pages, which may be required to support the district’s decision.

(Example: A district that denies a request for transfer based on class-size reduction issues would need to submit documentation to support that claim.)

Upon receiving a completed appeal form, a hearing consultant from the CWA Unit will schedule a meeting to conduct a fact-finding session within 20 school days. The purpose of fact-finding is to gather evidence to assist the County Board or administrative panel in determining whether to grant or deny an appeal based on its merits. All parties will be notified in writing of the date, time, and place of the session and the procedures for fact-finding. A postponement may be granted for good cause. The hearing consultant will rule on matters of procedure.

An open hearing will be conducted by the County Board, except in situations where medical or confidential information is discussed. If it is impractical for the County Board to comply with the time requirement for the hearing, the County Board may extend the time period for up to an additional five school days or delegate the authority to the Hearing Consultant to extend time period for up to an additional five school days if there are no Board Meetings scheduled. The County Board may grant a postponement upon a showing of good cause. (Education Code 46601)

The County Board may appoint an impartial administrative panel to hear appeals on behalf of the County Board. Delegation of such authority may occur when more than 25 families’ appeal cases are scheduled to be heard at any one Board Meeting, when the County Board has other pertinent Board business that must be addressed, or when Board Meetings cannot be scheduled, rendering it impractical for the County Board to meet the appeal timeline. Cases involving multiple children are counted as a single case. (Education Code 46601)

The County Board shall activate the use of an administrative panel to hear the appeals on its behalf in the following manner:

1. The County Board shall review the number of cases that are scheduled for each future Board meeting. The cases are listed in an order based on time and date of submission to the CWA Unit to ensure equity.
INTERDISTRICT ATTENDANCE APPEALS

2. Upon review of the number of cases and the Board agenda for each Board Meeting, the County Board shall determine the number of appeals that can practically be heard.

3. When the number of cases scheduled at a Board Meeting exceeds 25 families and the County Board is able to hear up to 25 families’ cases, the County Board may delegate the remaining cases to an administrative panel.

4. When other pertinent Board business requires the attention of the County Board for the majority of a Board Meeting, the County Board shall determine the number of cases that can practically be heard and may delegate the remaining cases to an administrative panel.

5. When Board Meetings cannot be scheduled, the County Board may delegate the cases scheduled on those days to an administrative panel.

When the County Board authorizes an administrative panel to hear an appeal on its behalf, a hearing consultant from the Unit will schedule a meeting to conduct a fact-finding session within 20 school days. The purpose of fact-finding is to gather evidence to assist the hearing officer or administrative panel in determining whether to grant or deny an appeal based on its merits. The hearing consultant shall not serve on the administrative panel that will either recommend or render a final decision on the matter. A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. The hearing consultant will rule on matters of procedure.

The administrative panel shall consist of three or more certificated persons. No member of the impartial administrative panel shall be a member of the County Board, nor be employed by the school district of residence or the district of desired attendance.

The hearing before the hearing officer or administrative panel will be held in open session unless the appellant requests, at least five calendar days prior to the date of the hearing, that it be held in closed session. All parties will be notified in writing of the date, time, and place of the hearing and its procedures. A postponement may be granted for good cause.

Interdistrict Appeal Board Options

The County Board believes that interdistrict permit appeals are among the most important business that the County Board undertakes. Therefore, every County Board member present for such an appeal should, absent some disqualifying conflict of interest, participate in the decision on such appeals. Accordingly, the County Board strongly discourages abstentions on appeal decisions. Four affirmative votes of the County Board are required for the interdistrict appeal to be granted.
INFORMATION ONLY

INTERDISTRICT ATTENDANCE APPEALS

In cases where the hearing officer or administrative panel has been authorized to hear an appeal on behalf of the County Board and recommend a final decision, the County Board may act upon more than one recommendation by a single vote through the use of a consent agenda. In accordance with law, the public has a right to comment on any consent item. At the request of any member of the County Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item. The County Board shall render a decision within 10 calendar days of receiving the hearing officer’s or administrative panel’s recommended decision.

In cases where the administrative panel has been authorized to render a final decision on behalf of the County Board, two affirmative votes of the administrative panel are required for the interdistrict appeal to be granted. The administrative panel’s final decision, together with the record of proceeding, shall be filed with the secretary to the County Board within three days after such decision is rendered.

The County Board/administrative panel/hearing officer may approve an interdistrict attendance permit for a student for any of the following reasons: (Education Code 46601)

Factors Regarding Students
1. The student has expressed a genuine interest in an educational class or program which is both available and beneficial to the student, which cannot be reasonably provided by the district of residence, and the student is in fact eligible for, and has committed to taking or has been accepted into, the desired class or program

2. There is evidence of threats or injury to the student, or evidence that the student’s health, welfare or safety are otherwise in clear, present, and continuing jeopardy or danger in the district of residence. Written documentation and/or supporting information from doctors, psychologists, or other persons should be provided to verify health-related issues

3. There is evidence that the student has a genuine and substantial fear of attending the district of residence. Written documentation and/or supporting information should be provided to verify the presence of substantial fear and/or impact on the student

4. That transportation problems exist which create a hardship for the student which are resolved by transfer to the district of desired attendance

5. The receiving school in the district of desired attendance is geographically closer to the student’s residence and such proximity to the school is required for child care services or other substantial family needs

6. The district of desired attendance will accept the student
7. There is present intent to change residence and a substantial likelihood that the change of residence will occur. Supporting information, such as escrow documents, should be provided to verify intent.

8. The proposed transfer would not create a significant, adverse financial or educational impact on student programs or classes in the district of residence or in the district of desired attendance.

9. Continued enrollment in the district of desired attendance will promote an important level of continuity that is in the best interest of the student.

10. Such other considerations as the County Board may deem appropriate in each case to render a decision on the merits.

Factors Regarding Procedural and Other Matters
1. The material information provided by the parent is true and correct and that no information has been falsified or intentionally omitted.

2. All appeals have been exhausted by the parent at the local level prior to being appealed to the County Board.

3. The student is neither under consideration for expulsion nor currently under an expulsion order.

4. An interdistrict permit was revoked because the student did not fulfill the conditions, purpose, or terms under which that previous interdistrict permit was approved.

5. A transfer to the receiving school would not violate any district policies, provisions of the Education Code, or other applicable law.

6. The sending or receiving school district has failed to follow a material aspect of its own interdistrict attendance policies.

7. The interdistrict transfer would not negatively impact voluntary or court ordered desegregation plans or the racial-ethnic balance of the district of residence.

Failure of the parent to pursue the appeal in a timely manner, within 30 calendar days or to appear at scheduled meetings, may be deemed an abandonment of the appeal and the matter may be dismissed.
INTERDISTRICT ATTENDANCE APPEALS

Failure of the school district to participate in the appeal in a timely manner, or to appear at scheduled meetings, may be deemed an abandonment of the appeal and the County Board may grant the interdistrict transfer.
Students

PROMOTION

The County Board expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that students learn and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

The County Board recognizes the need for adoption of policy regarding the promotion of students. It further acknowledges that those students served in LACOE’s educational programs may be identified as performing below chronological age or grade-level standards, at risk of low educational achievement or dropping out, or exhibiting diminished ability to perform specified functions. The promotion of all LACOE students shall be determined by criteria established in accordance with applicable laws and regulations.

Legal Reference:

EDUCATION CODE
37252-37254.1 Supplemental instruction
41505-41508 Pupil Retention Block Grant
46300 Method of computing ADA
48011 Promotion/retention following one year of kindergarten
48070-48070.5 Promotion and retention
48431.6 Required systematic review of students and grading
56345 Elements of individualized education plan
60641-60648 Standardized Testing and Reporting Program
60850-60859 Exit examination
CODE OF REGULATIONS, TITLE 5
200-202 Admission and exclusion of students

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES
0900.90 Changes in Law Concerning Eligibility for Admission to Kindergarten 90-10
CDE PUBLICATIONS
Performance Level Tables for the California Standards Tests and the California Alternative Performance Assessment
Parental Agreement Form: Agreement for Pupil to Continue in Kindergarten
LEGISLATIVE COUNSEL’S OPINION
Promotion and Retention #21610
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION

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INFORMATION ONLY

PROMOTION

I. Definitions:

LACOE Educational Programs: Los Angeles County Office of Education divisions providing direct educational services to students:

A. Division of Student Programs

1. Alternative Education: Alternative Education provides educational services to youth grades nine through twelve who are failing, have poor school attendance, have been expelled or are referred from the local school districts. Programs include, Community Day Schools, Independent Study Strategy, Alternative Schools with Purpose, Pregnant Minor Program and Specialized Schools of Choice.

2. Juvenile Court Schools: Juvenile Court Schools provides educational services to youth who are under the jurisdiction or protection of the Juvenile Court of Los Angeles County. Programs include Juvenile Halls, Probation Camps, Community Education Centers, and Residential Community Education Centers.

B. Special Education: The Division of Special Education provides a full range of educational services to students with disabilities, ages birth through 21 years, through agreements with Special Education Local Plan Areas. Special Day Class programs include: Deaf and Hard of Hearing, Emotional Disabilities, Mental Disabilities, Orthopedic Disabilities, Severe Developmental Disabilities, Autism Spectrum Disorders, and Visual Impairments. In addition, Designated Services as identified in the Individual Educational Plan for students in LACOE and local school district programs.

C. Supplemental Instruction: Instruction offered during summer school, on Saturdays, after school, during intercession or in a combination of these times. Services are not provided during the regular instruction day if it results in the student being removed from classroom instruction in the core curriculum. It may include allowing current instructional strategies or materials and tutoring.

D. Core Curriculum: Reading/Language Arts/English, Math, History/ Social Sciences, and Science.

E. Promotion: Advancement to the next grade level.
PROMOTION (continued)

F. Panel: Three or more certificated LACOE staff to include one teacher as designated by the Division Director, who were not directly involved in the determination to promote or retain said pupil, designated to resolve a student’s appeal of a retention determination.

G. English Learners: Those students designated as limited English proficient based on the designation/redesignation criteria identified in the Los Angeles County Office of Education Master Plan for English Learners.

H. Linguistically Appropriate Goals and Objectives (LAGO): Individualized goals(s) and objectives addressing the English language development needs of English Learners. Primary language development needs are also addressed in this document as needed.

II. Promotion of Students Enrolled in LACOE Educational Programs

A. Student Enrollment and Grade-Level Placement:

1. Grade placement will be recognized as determined by an analysis of a student’s transcripts.

2. Students will be placed on the basis of current student achievement, English proficiency, grades and units earned and/or other local indicators, including assessment as specified by each education program operated by LACOE.

3. Upon the enrollment of a student in any LACOE-operated program, a comprehensive assessment shall be completed as appropriate in the areas of:

   - English language proficiency
   - Reading proficiency
   - English language arts
   - Mathematics

4. Instruction will be provided to all students in the areas of literacy, English language arts and mathematics as appropriate while enrolled in any of the aforementioned LACOE programs.

5. Students will participate in the Standardized Testing And Reporting program (STAR) provided that the student is enrolled in the program at the time of the annual administration of the assessment unless otherwise stipulated in an Individualized Education Program (“IEP”).
6. Students receiving Special Education Services: A written Individualized Education Program (IEP) is developed for each identified student with disabilities receiving special education services. These students are expected to meet promotion standards as measured by standard or alternate forms of assessment unless otherwise indicated on their IEPs. Factors to be considered by the IEP team include:

- The impact of the disability on the student’s involvement and progress in the general curriculum
- Progress toward the achievement of IEP goals and objectives
- Provision of necessary supports, services and accommodations

Students with active IEPs who have not met their prescribed course of study or who have not met proficiency standards, may remain in school through the time of their 22nd birthday in accordance with federal mandate.

7. English Learners: Written Individualized Linguistically Appropriate Goals and Objectives (LAGO) are developed for each student identified as Limited English Proficient (LEP). These students are expected to meet promotion standards as measured by standard or alternate forms of assessment unless otherwise indicated on their LAGO. Factors to be considered in the LAGO include:

- Impact of the primary language in the student’s involvement and progress in the general curriculum
- Progress toward LAGO goals and objectives
- Provision of necessary support including primary language instruction

III Provision of Supplemental Instruction

A. The County Superintendent or designee may, with parent/guardian consent, require a student who has been identified as being at risk of course failure, to participate in a supplemental instructional program to the extent to which county offices of education are funded to provide systematic and intensive supplemental instruction.

1. Such programs shall be offered during summer school, on Saturdays, after school or during intercession or in a combination of these times. However, a student shall not be removed from his/her regular instruction day if it would result in the student being removed from instruction in the core curriculum.
2. The aforementioned services shall be provided to students in the following priority order:

   a. Students who have been identified as being at risk of course failure. See above, Part II, B.

   b. Then, students who have been identified as having a deficiency in mathematics, reading or written expression based upon the results of assessments, grades or other indicators as identified in Criteria.

3. The supplemental instruction program shall be developed in accordance with the requirements of Education Code, which provides for intensive supplemental instruction to pupils.

4. Every attempt shall be made to ensure that the student is assessed and placed at the appropriate grade level with appropriate accommodations or modifications as indicated on the IEP and that curriculum and instructional practices are carefully aligned with the student’s needs and required proficiencies.
Students

WEAPONS AND DANGEROUS INSTRUMENTS

The County Board recognizes that students and staff have the right to a safe and secure campus free from psychological and physical harm and desires to protect them from the dangers presented by firearms and other weapons.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5131 - Conduct)
(cf. 5144 - Discipline)

Possession of Weapons

The County Board prohibits any student from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

(cf. 3515.3 - District Police/Security Department)

Note: 20 USC 7151 and Education Code 48915 require the mandatory expulsion of a student who has possessed a firearm, brandished a knife, or committed any other acts listed in Education Code 48915(c). See AR 5144.1 - Suspension and Expulsion/Due Process for grounds for suspension and expulsion and expulsion procedures.

Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be referred to the student’s district of residence for expulsion proceedings. (20 USC 7151; Education Code 48915)

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Under the power granted to the County Board to maintain order and discipline in the schools and to protect the safety of students, staff, and the public, any school employee is authorized to confiscate a weapon, dangerous instrument, or imitation firearm from any student on school grounds.

(cf. 4158/4258/4358 - Employee Security)
Students

WEAPONS AND DANGEROUS INSTRUMENTS

Note: Pursuant to 20 USC 7151, any district receiving federal funds under the No Child Left Behind Act is mandated to have a policy requiring that any student who brings a firearm to school be referred to the criminal justice or juvenile delinquency system. This mandate reinforces Education Code 48902, which requires the principal or designee to notify law enforcement authorities of violations of Penal Code 245, 626.9, and 626.10 and Education Code 48900(e) and (d). In addition, Education Code 48902, as amended by AB 1390 (Ch. 292, Statutes of 2009), requires the principal or designee to notify law enforcement authorities when a student possesses a firearm or explosive or sells or furnishes a firearm at school. During CPM reviews, CDE staff will expect to see policy language regarding referral to law enforcement, as specified below. See AR 5144.1 - Suspension and Expulsion/Due Process for comparable compliance statements.

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other dangerous weapon or instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

(cf. 3515.2 - Disruptions)

Advance Permission for Possession of a Weapon for Educational Use

Note: 20 USC 7151 allows firearms on school grounds when (1) the firearm is lawfully stored in a locked vehicle and (2) the principal authorizes possession for approved activities and the district has adopted appropriate safeguards to ensure student safety. Federal law is consistent with Penal Code 626.10 which authorizes students to possess certain weapons with written permission of the principal when necessary for a school-sponsored activity or class.

The following optional section is for use by districts that wish to allow such possession of firearms and other weapons and should be modified to reflect specific safeguards and timelines adopted by the district.

A student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall request prior permission from the principal at least five school days in advance of the planned possession. The student’s parent/guardian shall provide written permission explaining the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

On a case-by-case basis, the principal shall determine whether to grant permission for such possession when necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student’s possession.
Students

WEAPONS AND DANGEROUS INSTRUMENTS

When the principal or designee grants permission, he/she shall take all necessary precautions to ensure the safety of all persons on school grounds, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any weapon allowed shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

A student granted permission to possess a weapon may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

Note: Penal Code 12403.8 allows minors age 16 or older to purchase and possess tear gas or tear gas weapons for purposes of self-defense if they are accompanied by a parent/guardian or have the written consent of their parent/guardian. Option 1 below, for use by districts that allow students to bring such defensive items to school, reflects the fact that a student can be disciplined under Education Code 48900 or 48915 if such an item is used for a purpose other than self-defense. Option 2 is for use by districts that prohibit students from bringing such items to school.

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

Note: Education Code 49335 requires the CDE to develop a system, for use by districts, to shield the identity of and provide protection to students who report the presence of "injurious objects" on school grounds. Pursuant to Education Code 49330, an "injurious object" is capable of inflicting substantial bodily damage as defined in Penal Code 653k, 12001, 12020, 12220, 12401 and 12402. These weapons include, but are not limited to, firearms, knives, metal knuckles, and explosives.

The system developed by the CDE pursuant to Education Code 49335 was a directive for districts to review their policies to ensure that district policy has been adopted which implements the student reporting protections. The CDE emphasized that all staff, students, and parents/guardians should be informed of the requirement that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

The following section should be modified to reflect district practice.

The County Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)
Students

WEAPONS AND DANGEROUS INSTRUMENTS

The County Superintendent or designee will develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The County Superintendent or designee also will inform staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

(cf. 5138 - Conflict Resolution/Peer Mediation)

Legal Reference:

EDUCATION CODE
35291 Governing board to prescribe rules for discipline of the schools
48900 Grounds for suspension/expulsion
48902 Notification of law enforcement authorities
48915 Required recommendation for expulsions
48916 Readmission
49330-49335 Injurious objects

PENAL CODE
245 Assault with deadly weapon
417.4 Imitation firearm; drawing or exhibiting
626.8 Disruption Threatening Pupil's Immediate Physical Safety
626.9 Gun-Free School Zone Act of 1995
626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school
653k Soliciting a minor to commit certain felonies
12001 Control of deadly weapons
12020-12036 Unlawful carrying and possession of concealed weapons
12220 Unauthorized possession of a machine gun
12401-12404 Tear gas
12550-12556 BB devices and imitation firearms

UNITED STATES CODE, TITLE 20
6301-7941 No Child Left Behind Act, especially:
7151 Gun-Free Schools Act

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS
0401.01 Protecting Student Identification in Reporting Injurious Objects
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act, January 2004
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Safe Schools: http://www.cde.ca.gov/ls/ss
National Alliance for Safe Schools: http://www.safeschools.org
National School Safety Center: http://www.schoolsafety.us
U.S. Department of Education, Office of Safe and Drug Free Schools: http://www.ed.gov/about/offices/list/osdfs

Policy
adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION

BP 5131.7 (Weapons and Dangerous Instruments) Page 4
WEAPONS AND DANGEROUS INSTRUMENTS

Prohibited weapons and dangerous instruments include, but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion

Note: Penal Code 626.10, as amended by AB 870 (Ch. 258, Statutes of 2009), has expanded the list of weapons and dangerous instruments prohibited at school to include razor blades and box cutters.

2. Ammunition or reloaded ammunition

3. Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 2-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade (Education Code 48915; Penal Code 626.10)

4. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices

5. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun (Penal Code 626.10)

6. Any other dangerous device, instrument, or weapon, including those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon

7. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code 48900; Penal Code 12550) This prohibition includes imitation and toy firearms.

Note: The remainder of this regulation is optional and provides a process for an employee to use when taking possession of a weapon or dangerous instrument from a student. Pursuant to Education Code 49334, a school employee who initially contacts a law enforcement agency about any person possessing an unauthorized weapon or dangerous instrument on campus cannot be subject to any civil or administrative proceeding, including any disciplinary action, for doing so, notwithstanding any district policy or regulation to the contrary. The employee must follow any other requirements of district policy or regulation upon notifying the law enforcement agency. See BP 4158/4258/4358 - Employee Security for language regarding employee reports of adults possessing injurious objects.
INFORMATION ONLY

WEAPONS AND DANGEROUS INSTRUMENTS (continued)

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of LACOE. (Education Code 49331, 49332) The County Superintendent or designee will establish procedures about employees taking a weapon or dangerous instrument from a student.

(cf. 5145.12 - Search and Seizure)

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately

2. Immediately notify the principal, who shall take appropriate action

3. Immediately notify the local law enforcement agency and the principal

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.3 - District/Police Security Department)
(cf. 4158/4258/4358 - Employee Security)

When informing the principal about the possession of a weapon or dangerous instrument, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of the possession.

The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)
Students  
BP 5132(a)  

DRESS AND GROOMING  

In cooperation with teachers, students, parents/guardians, host districts, the principal or designee shall establish school rules governing student dress and grooming that are consistent with the host district’s dress and grooming policies, law, County Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

Gang-Related Apparel  

Note: Education Code 35183 authorizes the Board to approve a site-initiated plan that prohibits the school's students from wearing gang-related apparel. The definition of "gang-related apparel" must be limited to apparel that reasonably could be determined to threaten the health and safety of the school environment, and the Board approving the school plan must determine that the policy is necessary for the health and safety of students. In Marvin H. Jeglin et al v. San Jacinto Unified School District et al, a federal district court held that in order to justify a gang-related dress code, there must be evidence of a gang presence at a school and actual or threatened disruption or material interference with school activity. Education Code 32282 specifies that for the purpose of establishing a schoolwide dress code, gang-related apparel shall not be considered a protected form of speech pursuant to Education Code 48950.

District policy should not include a districtwide prohibition against wearing gang-related apparel; pursuant to Education Code 35183, such a dress code must be initiated at the school-site level and apply only to the school where it is initiated.

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the County Superintendent or designee for approval. The County Superintendent or designee will approve the plan upon determining that it is necessary to protect the health and safety of the school’s students.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 5136 - Gangs)  

Legal Reference: (see next page)
Students

BP 5132 (Dress and Grooming) Page 2

DRESS AND GROOMING

Legal Reference:

EDUCATION CODE
32281  School safety plans
35183  School dress codes; uniforms
35183.5  Sun-protective clothing
48907  Student exercise of free expression
49066  Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5
302  Pupils to be neat and clean on entering school

COURT DECISIONS

Policy adopted:

LOS ANGELES COUNTY OFFICE OF EDUCATION
Downey, California
INFORMATION ONLY
Students

DRESS AND GROOMING

(cf. 0420 - School Plans/Site Councils)

Note: SB 310 (Ch. 575, Statutes of 2001) added Education Code 35183.5 to provide that students be allowed to wear hats and other sun-protective clothing outdoors. Each school site may adopt rules that specify the types of sun-protective clothing that students will be allowed to wear outdoors and specify the types of clothing and hats that may be "inappropriate."

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Note: Optional items #1-6 below may be used as a basis for either administrative regulations or school-site rules.

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.

2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia that are crude, vulgar, profane or sexually suggestive, that bear drug, alcohol or tobacco company advertising, promotions and likenesses, or that advocate racial, ethnic or religious prejudice.

3. Hats, caps and other head coverings shall not be worn indoors.

4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.

5. Gym shorts may not be worn in classes other than physical education.

6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

(cf. 3260 - Fees and Charges)
INFORMATION ONLY

DRESS AND GROOMING (continued)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

Note: The following section is for use by districts in which individual schools have adopted a dress code prohibiting gang-related apparel. Legal counsel should be consulted when drafting language related to gang apparel.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Note: Education Code 35183.5, as added by SB 310 (Ch. 575, Statutes of 2001), requires schools to allow students to wear hats and other types of sun-protective clothing while outside. However, the school's dress code policy may prohibit specific hats or apparel that has been determined to be gang-related.

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Uniforms

Note: The following optional section is for use only by districts with schools that have a school uniform policy pursuant to Education Code 35183.

In schools where a schoolwide uniform is required, the principal, staff and parents/guardians of the individual school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)
DRESS AND GROOMING (continued)

Note: The following three optional paragraphs may be revised as desired to reflect district practice.

The County Superintendent or designee will establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

The County Superintendent or designee may establish a method for recycling or exchanging uniforms as students grow out of them.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

Student Dress (LACOE 7360.2)

The County Board authorizes each school site to adopt schoolwide student dress codes in an effort to ensure the safety of students, facilitate and maintain an effective learning environment, and enhance respectful behavior and school ownership. All LACOE school sites adopting dress codes will incorporate the following:

A. Involve parents, principals, school staff, law enforcement, community members, and students, where age-appropriate, in determining what articles of clothing will be included in the dress code.

B. Provide notice to parents and students, included in the Annual Notice, of the following:

   1. Dress code requirements.

   2. Economic assistance for families in need, including the names, titles, addresses and phone numbers of designated dress code contact people at the school site and the superintendent's office and any closets or donation systems available.

   3. Any disciplinary action for failing to follow the dress code.

   4. The complaint procedure available for any complaints.
C. Protect students’ other rights of expression. Using the “substantial interference with education” standard, students should be allowed to wear, for example, buttons, pins, badges or religious clothing provided that these articles do not cover or replace dress code articles.

(cf. Freedom of Expression)

D. Establish a progressive discipline structure for violations of the dress code. For example, consequences for not following the dress code may include: first time, one-hour detention; second time, parent contact and two-hour detention; third time, parent conference; fourth time, parent contact, all-day in school detention; fifth time, parent conference, suspension.

E. Establish and maintain a complaint procedure that is fair, consistent, and well-known throughout the school community.

F. Students will comply with the dress code of their host school site.

Legal Reference:

EDUCATION CODE

Student Uniforms

The County Board authorizes each school site to adopt student uniform codes in an effort to ensure the safety of students, facilitate and maintain an effective learning environment, and enhance school spirit and ownership. All LACOE school sites adopting uniform codes shall incorporate the following:

A. Involve parents, principals, school staff, law enforcement, community members, and students, where age-appropriate, in determining what articles of clothing will be included in the uniform.

B. Protect students’ other rights of expression. Using the “substantial interference with education” standard, students should be allowed to wear, for example, buttons, pins, badges or religious clothing provided that these articles do not cover or replace uniform articles. The uniform should not include any political or religious messages or slogans.

(cf. LACOE 7320 - Freedom of Expression)
DRESS AND GROOMING (continued)

C. Provide assistance for low-income families by:

1. Providing the name, title, address and phone number of the designated uniform contact person at each school site and the superintendent’s office in a notice to all parents at least once each semester;

2. Setting up a “closet” for hand-me-downs and/or a community donation system where community members may donate money or clothing;

3. Creating a year-round telephone message line with information about the above resources and contacts.

D. Give notice to all students and parents of the consequences of noncompliance. For example, a student who has not opted out and has had full opportunities for economic assistance but does not wear the school uniform may face in-school detention and a call to his/her parents. A second infraction may result in a parent conference and/or sending the student home to change into the uniform.

E. Establish and maintain a complaint procedure that is fair, consistent and well-known throughout the school community.

F. Notify parents and students, at least six months in advance of implementation, of the uniform requirement, opt-out provision, economic assistance, disciplinary measures for noncompliance if the student has not opted out or faced economic hardship in complying with the uniform code, and the complaint procedure for any complaints. This notice could be included as part of the Annual Notification.

G. As appropriate, students will follow the Uniform Code of their host school.

H. Treat uniforms as one part of an overall safety program.

Legal Reference:

EDUCATION CODE
35160
35183
35291.1
[Stats. 1997, c. 736 (SB 187)]

Regulation approved: LOS ANGELES COUNTY OFFICE OF EDUCATION
Downey, California
POSITIVE SCHOOL CLIMATE

Note: The following optional policy may be revised to reflect district practice.

The County Board desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 5030 - Student Wellness)
(cf. 5131.4 - Student Disturbances)
(cf. 5142 - Safety)
(cf. 5145.3 - Nondiscrimination/Harassment)

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers will use effective classroom management techniques based on clear expectations for student behavior.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

Staff will consistently enforce County Board policies and regulations that establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence and drug, alcohol, and tobacco use.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.6 - Alcohol and Drugs)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
POSITIVE SCHOOL CLIMATE (continued)

LACOE’s curriculum shall include age-appropriate character education that includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

(cf. 5131.9 - Academic Honesty)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6142.94 - History/Social Science Instruction)
(cf. 6142.3 - Civic Education)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The County Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

(cf. 1240 - Volunteer Assistance)
(cf. 5126 - Awards for Achievement)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 5148.2 - Before/After School Programs)
(cf. 6020 - Parent Involvement)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.5 - Student Organizations and Equal Access)

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills.

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6164.2 - Guidance/Counseling Services)

Staff shall receive professional development designed to improve classroom management, conflict resolution techniques, and communications with students and parents/guardians including persons of diverse backgrounds.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
POSITIVE SCHOOL CLIMATE (continued)

Legal Reference:

EDUCATION CODE
233-233.8 Hate violence prevention
32280-32289 School safety plans
32295.5 Teen court programs
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
44807 Teachers' duty concerning conduct of students
48900-48925 Suspension and expulsion

Management Resources:

CSBA PUBLICATIONS
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007
Protecting Our Schools: Governing Board Strategies to Combat School Violence, rev. 1999
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Bullying at School, 2003
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Preventing Bullying: A Manual for Schools and Communities, 1998
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Learning Support: http://www.cde.ca.gov/ls
National School Safety Center: http://www.schoolsafety.us
U.S. Department of Education, Office of Safe and Drug-Free Schools:
http://www.ed.gov/offices/OESE/SDFS
HEALTH CARE AND EMERGENCIES

The County Board recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during school-sponsored activities.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)
(cf. 5142 - Safety)

The County Superintendent or designee will develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when student accidents and injuries occur and that parents/guardians are notified as appropriate.

(cf. 3530 - Risk Management/Insurance)
(cf. 5143 - Insurance)
(cf. 6145.2 - Athletic Competition)

The County Superintendent or designee will ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

LACOE staff will appropriately report and document student accidents.

Legal Reference:

EDUCATION CODE
32040-32044 First aid equipment
49300-49307 School safety patrols
49407 Liability for treatment
49408 Emergency information
49409 Athletic events; physicians and surgeons; emergency medical care; immunity
49470 Medical and hospital services for athletic program
49471 Medical and hospital services not provided or available
49472 Medical and hospital services for pupils
49474 Ambulance services
51202 Instruction in personal and public health and safety

CIVIL CODE
1714.21 Defibrillators; CPR; immunity from civil liability

FAMILY CODE
6530-6552 Caregivers

HEALTH AND SAFETY CODE
1797.196 Automatic external defibrillators, immunity from civil liability

CODE OF REGULATIONS, TITLE 8
5193 California Bloodborne Pathogens Standard

Management Resources:
WEB SITES
American Heart Association: http://www.americanheart.org
American Red Cross: http://www.redcross.org
California Department of Health Care Services: http://www.dhcs.ca.gov
HEALTH CARE AND EMERGENCIES

Emergency Contact Information

Note: Pursuant to Education Code 49407, a school district may not be held liable for the reasonable treatment of a student without the consent of the parent/guardian when the student requires medical treatment and the parent/guardian cannot be reached, unless a written objection to medical treatment other than first aid has been filed with the school district.

In order to facilitate contact in case of an emergency or accident, parents/guardians will furnish the principal or designee with the information specified below:

1. Home address and telephone number
2. Parent/guardian's business address and telephone number
3. Parent/guardian's cell phone number and e-mail address, if applicable
4. Name, address, and telephone number of a relative or friend to whom the student may be released and who is authorized by the parent/guardian to care for the student in cases of emergency or when the parent/guardian cannot be reached
5. Local physician to call in case of emergency

(cf. 5021 - Noncustodial Parents)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5142 - Safety)

Consent by Caregiver

Note: Family Code 6550 provides authorization for a caregiver 18 years of age or older who has signed a caregiver's affidavit to enroll a minor in school and consent to school-related medical care on behalf of the minor when the minor is residing with the caregiver. Pursuant to Family Code 6550, the affidavit becomes invalid if the district receives notice from the caregiver that the minor has stopped living with the caregiver. A sample caregiver's affidavit can be found in Family Code 6552. See also AR 5111.1 - District Residency.

Pursuant to Family Code 6550, any person who provides medical care in good-faith reliance on a caregiver's affidavit is not subject to criminal or civil liability or professional disciplinary action for such reliance unless he/she has actual knowledge of facts contrary to those stated on the affidavit.

Any person 18 years of age and older who files with LACOE a completed caregiver's authorization affidavit for a minor district student shall have the right to consent to or refuse
HEALTH CARE AND EMERGENCIES (continued)

school-related medical care on behalf of the student. The caregiver’s authorization shall be invalid if LACOE receives notice from the caregiver that the minor student is no longer living with the caregiver. (Family Code 6550)

(cf. 5111.1 - District Residency)

The caregiver's consent to medical care shall be superseded by any contravening decision of the parent or other person having legal custody of the student, provided that this contravening decision does not jeopardize the student’s life, health, or safety. (Family Code 6550)

Automated External Defibrillators

Note: When an automated external defibrillator (AED) is placed in a school building, Health and Safety Code 1797.196, as amended by AB 254 (Ch. 111, Statutes of 2005), requires that the principal provide the notifications specified below. The following optional section is for use only by districts that have placed AEDs in district buildings.

The County Superintendent or designee authorizes the placement of automated external defibrillators (AEDs) at designated school sites for use by designated personnel who have volunteered to receive training in the use of AEDs.

The County Superintendent or designee will develop guidelines for employees regarding the use of these devices and shall ensure that employees receive training on their proper use and handling. The guidelines shall also specify the placement, security, and maintenance of the AED.

The authorization of AEDs in LACOE schools shall not be deemed to create a guarantee or obligation to use the AED in the case of an emergency nor any expectation that an AED or trained employee will be present and/or able to use an AED in an emergency or any expectation that the AED will operate properly.

When an automated external defibrillator (AED) is placed in the school, the principal or designee shall ensure that: (Health and Safety Code 1797.196)

1. School employees annually receive a brochure, with contents and style approved by the American Heart Association or American Red Cross, that describes the proper use of an AED

2. The American Heart Association or American Red Cross brochure or similar information is posted next to every AED
HEALTH CARE AND EMERGENCIES (continued)

3. School employees are annually notified of the location of all AED units on school grounds.

The principal shall designate the trained employees who shall be available to respond to an emergency that may involve the use of an AED during the hours of classroom instruction or when a school-sponsored activity is occurring on school grounds. (Health and Safety Code 1797.196)
PARENTAL NOTIFICATIONS

The County Board recognizes that notifications are essential to effective communication between the school and the home. The County Superintendent or designee will send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications the County Superintendent or designee believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5022 - Student and Family Privacy Rights)
(cf. 6020 - Parent Involvement)

The County Superintendent or designee will ensure that notifications which must be sent at the beginning of each academic year include a request that the parent/guardian sign the notice and return it to the school. (Education Code 48981, 48982)

Note: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by the parent/guardian in either language. In addition, 20 USC 6311 and 6312 require that districts receiving Title I funds provide parent/guardian notices in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians understand.

The following paragraph should be modified to reflect district practice.

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. Whenever an employee learns that a student's parent/guardian is for any reason unable to understand the LACOE’s printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

LACOE will annually notify parents/guardians in writing of their rights and responsibilities as outlined in state and federal laws, the following notifications are provided to parents/guardian, and are reviewed and updated annually:

- Attendance accounting and truancy
- Student discipline: Suspension and expulsion
- Sexual harassment reporting
- Access to student records
- Special Education
- Section 504
- Uniform Complaint Procedure
- Williams Uniform Complaint Procedure
- English Language Learner Programs
- California High School Exit Exam
- Health Screening: Immunizations
- Parent Involvement
PARENTAL NOTIFICATIONS (continued)

And other notifications required by law.

(cf. 6174 - Education for English Language Learners)

Legal Reference:

EDUCATION CODE
221.5 Prohibited sex discrimination
231.5 Sexual harassment policy
234-Bullying
262.3 Appeals; information re: availability of civil remedies
310 Structured English Immersion Program
313-EL Assessment
17288 Pupils: school buildings
17612 Notification of pesticide use
32255-32255.6 Right to refuse harmful or destructive use of animals
32261-Bullying
32390 Fingerprint program; contracts; funding; consent of parent/guardian
35178.4 Notice of accreditation status
35183 School dress codes; uniforms
35186 Complaints concerning deficiencies in instructional materials and facilities
35256 School accountability report card
35291 Rules
37616 Consultation
39831.5 School bus rider rules and information
44808.5 Permission to leave school grounds
46010.1 Notice re: excuse to obtain confidential medical services
46014 Regulations regarding absences for religious purposes
46600-46611 Interdistrict attendance agreements especially:
46601 Failure to approve interdistrict attendance
48000 Minimum age of admission
48070.5 Promotion or retention of students
48205 Absence for personal reasons
48206.3 Pupils with temporary disabilities; individual instruction; definitions
48207 Pupils with temporary disabilities in hospitals outside of school district
48208 Students with temporary disabilities in qualifying hospitals
48216 Immunization
48260.5 Notice to parent re truancy
48263 Referral to SARB or probation department
48432.5 Involuntary transfers of pupils
48904 Liability of parent/guardian for willful pupil misconduct
48904.3 Withholding grades, diplomas, or transcripts
48906 Notification of release of pupil to peace officer
48911 Notification in case of suspension
48912 Closed sessions; consideration of suspension
48915.1 Expelled individuals: enrollment in another district
PARENTAL NOTIFICATIONS (continued)

Legal Reference: (continued)
48916 Readmission procedures
48918 Rules governing expulsion procedures
48980 Required notification at beginning of term
48980.3 Notification of pesticide use
48981 Time and means of notification
48982 Signature; return to school; effect of signature
48983 Contents of notice
48984 Activities prohibited unless notice given
48985 Notices to parents in language other than English
48987 Child abuse information
49063 Notification of parents of their rights
49061-Pupil records; Privacy rights
49067 Regulations regarding pupil's achievement
49068 Transfer of permanent enrollment and scholarship record
49069 Absolute right to access
49070 Challenging content of records
49073 Release of directory information
49076 Access to student records
49077 Access to information concerning a student in compliance with court order
49091.14 Prospectus
49302 Parental consent
49332 Notifications of retention of object by school personnel; release
49403 Cooperation in control of communicable disease and immunization
49414.7-Administration of Epilepsy Medication
49423 Administration of prescribed medication for pupil
49431 Physical examinations; parent's refusal to consent
49452.5 Screening for scoliosis
49452.7 Information on type 2 diabetes
49456 Report to parent
49472 Medical and hospital services for pupils
49475-Athletic concussions and head injuries
49480 Continuing medication regimen for nonepisodic conditions
49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
51229 Course of study for grades 7-12
51513 Personal beliefs
51938 Right of parent/guardian notice HIV/AIDS and sexual health instruction
52164.1 Census-taking methods; determination of primary language; assessment of language skills
52164.3 Notice of reassessment of language skills
52173 Consultation with parents or guardians; notice to parents or guardians; withdrawal of pupil
52244 Advanced Placement Program
54444.2 Migrant education programs; parent involvement
56301 Child-find system; policies re: written notification rights
56321 Special education: proposed assessment plan
56321.5-56321.6 Notice of parent rights pertaining to special education
56329 Written notice of right to findings; independent assessment
56341 Individualized education program team
56341.1 Development of individualized education program; right to audio record meeting
56341.5 Individualized education program team meetings

Legal Reference continued: (see next page)
PARENTAL NOTIFICATIONS (continued)

Legal Reference: (continued)

EDUCATION CODE (continued)
56343.5 IEP meetings
56346 Parental notice and consent to special education program
58501 Alternative schools: notice required prior to establishment
60641 Standardized Testing and Reporting Program
60810-EL Assessment
60850 High School Exit Examination
60820 Certification of high school courses as meeting university admission criteria
HEALTH AND SAFETY CODE
5996.856 Right to enter child care facility
120365 Immunizations
120370 Immunizations
120375 Immunizations
120450 Sharing immunization information
124085 Certificate of receipt; health screening and evaluation services; waiver by parent/guardian
124100 School districts and private schools; information to parents
PENAL CODE
626.8 Threatening public safety
627.5 Hearing request following denial or revocation of registration
WELFARE AND INSTITUTIONS CODE
18976.5 Parental notice; right of refusal to participate
CODE OF REGULATIONS, TITLE 5
863 Standardized Testing and Reporting Program
3520 Behavioral intervention
3831 General standards (Gifted and Talented Program)
4322 Notice requirements and recipients
4331 Responsibilities of the local agency
11303 Reclassification of English language learners
11309 Parental exception waivers
11523 Notice of proficiency examinations
18066 Policies and procedures absences for child care
UNITED STATES CODE, TITLE 20
1232g Family Educational and Privacy Rights Act
1415 Procedural safeguards
1681-1688 Title IX, discrimination based on sex or blindness
6311 State plans
6312 Local education agency plans
6316 Academic assessment and local education agency school improvement
6318 Parental involvement
7908 Armed forces recruiter access to students
UNITED STATES CODE, TITLE 42
2000d-2000d-7, Title VI, Civil Rights Act of 1964

Legal Reference continued: (see next page)
PARENTAL NOTIFICATIONS (continued)

Legal Reference: (continued)

CODE OF FEDERAL REGULATIONS, TITLE 34
99.7 Student records, annual notification
99.34 Student records, disclosure to other educational agencies
104.36 Procedural safeguards
106.9 Dissemination of policy, nondiscrimination on basis of sex
300.345 Parent participation
300.502 Independent educational evaluation
300.503 Prior written notice
300.505 Parental consent
300.507 Parent notice due process hearing
300.523 Manifestation determination review

CODE OF FEDERAL REGULATIONS, TITLE 40
763.84 Asbestos inspections, response actions and post-response actions
763.93 Asbestos management plans
Students

DROPOUT PREVENTION

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Note: The following optional policy may be modified to reflect district practice.

The County Board recognizes that regular school attendance is critical to student learning and achievement. The County Board desires to provide a learning environment that engages students, helps them become self-motivated, encourages regular attendance, and enables them to meet LACOE standards and to graduate.

(cf. 5113 - Absences and Excuses)
(cf. 6011 - Academic Standards)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)

The County Superintendent or designee will develop strategies to identify and serve students at all grade levels who are at risk of dropping out of school. Students may be identified on the basis of indicators such as frequent absenteeism, truancy, or tardiness; below-grade-level achievement; or personal, social, health, or economic concerns that may make a student more likely to drop out of school.

(cf. 5113.1 - Truancy)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work Experience Education)
(cf. 6179 - Supplemental Instruction)
Students

DROPOUT PREVENTION

Note: AB 825 (Ch. 871, Statutes of 2004) established the Pupil Retention Block Grant (Education Code 41505-41508) which authorizes block grant funding to be used for opportunity classes and programs, supplemental instruction, and dropout prevention and recovery programs including educational clinics, alternative work centers, and the school-based student motivation and maintenance program, as the repealed statutes governing those programs read on January 1, 2004. Education Code 41507 requires that districts receiving funds under the Pupil Retention Block Grant have a school-level advisory committee, such as the site council, develop a single plan for the use of the funds. See BP/AR 0420 - School Plans/Site Councils for details regarding the block grant plan's components.

The following paragraph is for use by districts receiving funds under the Pupil Retention Block Grant.

The school site council at each school shall develop a comprehensive school plan for student retention in accordance with law, Board policy, and administrative regulation. The plan shall be designed to help reduce student absenteeism and dropout rates and to improve student achievement.

Potential Withdrawals from LACOE Programs or Activities

A. If LACOE staff identifies a student enrolled in a LACOE program or activity as a potential dropout or potentially excludable, LACOE staff shall hold a conference with the student and his/her parent/guardian as soon as practically possible. A representative from the student's district of residence shall be notified of and invited to this conference.

(cf. 0420 - School Plans/Site Councils)

Note: The following section is for use by districts that receive funding under the Pupil Retention Block Grant, Education Code 41505-41508, as added by AB 825 (Ch. 871, Statutes of 2004), that is attributable to dropout prevention and recovery. Education Code 41506 provides that such funding must be used to maintain the same level of outreach consultants that were utilized in the 2004-05 fiscal year.

Note: As amended by AB 1136 (Ch. 402, Statutes of 2005), Education Code 41506 requires that, for placement of outreach consultants, priority be given to schools that have at least 50 percent of their students eligible for the free and reduced price lunch program and that are eligible for Title I funds pursuant to 20 USC 6301-6322.

(cf. 3553 - Free and Reduced Price Meals)
(cf. 6171 - Title I Programs)

Note: AB 1136 (Ch. 402, Statutes of 2005) restored the requirements of Education Code 52890 pertaining to qualifications and duties of outreach consultants. Those requirements had been repealed by AB 825 (Ch. 871, Statutes of 2004).

(cf. 4112.2 - Certification)
Students

DROPOUT PREVENTION

Legal Reference:

EDUCATION CODE
35160 Authority of governing board
41505-41508 Pupil Retention Block Grant
48400-48403 Compulsory continuation education
48430-48438 Continuation education
48660-48667 Community day schools
51745-51749.3 Independent study
52300-52334 Regional Occupational Centers
52890 Qualifications and duties of outreach consultants
54690-54697 Partnership academies
64000-64001 Single plan for student achievement

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS
52014 Inclusion of activities in plan
52015 Components of plan
52900-52904 Alternative education and work centers for school dropouts
54660-54669 Elementary and Secondary School Dropout Prevention Act
54720-54735 School-based pupil motivation and maintenance program
58550-58562 Educational clinics

UNITED STATES CODE, TITLE 20
6301-6322 Title I programs

Management Resources:

WEB SITES
California Department of Education: http://www.cde.ca.gov
California Dropout Prevention Network: http://www.edualliance.org/cdpn
National Dropout Prevention Center: http://www.dropoutprevention.org
AT-RISK STUDENTS

**Cautionary Notice:** As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

The County Board recognizes that personal, social, health, and economic circumstances of children and families sometimes place students at risk of school failure. The County Board believes, however, that each student can succeed in meeting LACOE academic standards with appropriate educational programs and support services.

(cf. 6011 - Academic Standards)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)

Note: AB 825 (Ch. 871, Statutes of 2004) established the Pupil Retention Block Grant (Education Code 41505-41508) which combines the funding for opportunity classes and programs, supplemental instruction, and dropout prevention and recovery programs including educational clinics, alternative work centers, and the school-based student motivation and maintenance program. Prior to the enactment of AB 825, these programs were governed by their own unique provisions of law. However, AB 825 repealed many of these statutes and added Education Code 41505 which specifies that block grant funds may be used for "any purpose" authorized under those repealed statutes as they read on January 1, 2004. See BP/AR 0420 - School Plans/Site Councils and BP 5147 - Dropout Prevention.

LACOE assessments and ongoing classroom evaluations shall be used to identify students performing below grade-level or at risk of failing to meet LACOE standards. The County Superintendent or designee shall develop strategies to address the needs of at-risk students, which may include but are not limited to instructional strategies responsive to the needs of individual students, provision of supplemental instruction outside the regular school day, provision of effective support services, parent involvement, and/or enrollment in an alternative program.

(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 5113.1 - Truancy)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5141.22 - Infectious Diseases)
AT-RISK STUDENTS

The County Superintendent or designee will ensure that employees are trained to support students and are prepared to implement intervention strategies as needed or to make appropriate referrals.

The County Superintendent or designee will establish a student assistance program to help coordinate LACOE's learning support programs including education, prevention, early identification, intervention, referral, and support services, into an integrated delivery system.

LACOE’s program for at-risk students will emphasize coordination between site and community-based programs in order to ensure effective implementation and shared accountability.

Legal Reference:
EDUCATION CODE
8800-8807 Healthy Start support services for children
11500-11506 Programs to encourage parent involvement
35160 Authority of governing boards
35183 Gang-related apparel
41505-41508 Pupil Retention Block Grant
41510-41514 School Safety Consolidated Competitive Grant
44049 Report of alcohol or controlled substance abuse
48260-48273 Truancy

Legal Reference: (see next page)
AT-RISK STUDENTS (continued)

Legal Reference: (continued)

EDUCATION CODE
48400-48454 Continuation education
48660-48666 Community day schools
49400-49409 Student health
49450-49457 Physical examinations of students
49600-49604 Educational counseling
51266-51266.5 Gang and substance abuse prevention curriculum
51268 Collaboration re drug, alcohol and tobacco prevention
51745-51749.3 Independent study programs
52200-52212 Gifted and Talented Pupil Program
52800-52887 School-Based Program Coordination Act
54400-54425 Programs for disadvantaged children
54440-54445 Migrant children
54740-54749.3 California School Age Families
56000-56001 Special education programs
56302 Identification and assessment of needs for individuals with disabilities

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

52014 Inclusion of activities in plan
52015 Components of plan
54685-54686.2 Early Intervention for School Success Program

HEALTH AND SAFETY CODE
11802 Joint school-community alcohol abuse primary education and prevention program
120325-120380 Immunizations
121475-121520 Tuberculosis tests for students
124025-124110 Child health and disability prevention program

PENAL CODE
11164-11174.3 Child abuse and neglect reporting

WELFARE AND INSTITUTIONS CODE
4343-4360 Primary intervention programs - mental health
4370-4390 School-based early mental health intervention and prevention
18975-18979 Child abuse prevention training
18986.40-18986.46 Interagency children's services programs

CODE OF REGULATIONS, TITLE 5
11900-11935 Healthy Start program

UNITED STATES CODE, TITLE 20
6301-6578 Title I programs

Management Resources:

WEB SITES
California Department of Education: http://www.cde.ca.gov
ACADEMIC STANDARDS

Note: The following optional policy may be revised to reflect district practice.

Education Code 60605-60605.9 require the State Board of Education (SBE) to adopt statewide standards in specified core subject areas and authorize the SBE to adopt model standards in other subject areas. Statewide standards serve as the basis for the state's curriculum frameworks and state assessment of core curriculum areas. To date, the SBE has adopted content standards for English language arts, English language development, mathematics, science, health education, history-social science, physical education, visual and performing arts, world languages, and career technical education. Voluntary "preschool learning foundations," which describe the knowledge, skills, and competencies that children are expected to exhibit as they complete their first or second year of preschool, are under the jurisdiction of the Superintendent of Public Instruction rather than the SBE; see BP 5148.3 - Preschool/Early Childhood Education.

As added by SBX5 1 (Ch. 2, Fifth Extraordinary Session, Statutes of 2010), Education Code 60605.8 established a new Academic Content Standards Commission which was charged with reviewing and making a recommendation to the SBE regarding adoption of the Common Core Standards, a set of national voluntary standards in English language arts and mathematics developed through an initiative of the Council of Chief State School Officers and National Governors Association Center for Best Practices. Education Code 60605.8 authorized the Commission to add up to 15 percent of the state's standards to the Common Core Standards. On August 2, 2010, the SBE adopted the standards recommended by the Commission, which will be incorporated into the state's education system. For further information, see CSBA's Fact Sheet Common Core Standards.

Although the state standards are "models" rather than mandates, it is expected that the Governing Board will adopt local standards that meet or exceed the state standards. In addition, the Board may choose to adopt content standards in other subjects that are not addressed in the state standards.

The County Board shall adopt a course of study based on the California State Standards to help high standards for student achievement which challenge all students, including individuals with exceptional needs, to reach their full potential and specify what students are expected to know and to be able to do at each grade level and in each area of study. These standards shall reflect the knowledge and skills needed for students to be adequately prepared for postsecondary education, employment, and responsible citizenship.

(cf. 0200 - Goals for the School District)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

Note: The following paragraph should be revised to reflect the courses of study offered by the district.

LACOE’s course of study for English language arts, English language development, mathematics, science, health education, history-social science, physical education, visual and performing arts, world languages, career technical education, and preschool education shall meet or exceed statewide model content standards adopted by the State Board of Education or the State Superintendent of Public Instruction as applicable.
Instruction

ACADEMIC STANDARDS

(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6142.2 - World/Foreign Language Instruction)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6142.93 - Science Instruction)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6174 - Education for English Language Learners)
(cf. 6178 - Career Technical Education)

Note: In evaluating certificated employees, Education Code 44662 requires the Board to use standards of expected student achievement at each grade level in each area of study; see BP/AR 4115 - Evaluation/Supervision.

LACOE’s curriculum, instruction, student assessments, and evaluations of the instructional program will be aligned with state content standards. In accordance with Education Code 44662, standards of expected student achievement also shall be used in evaluating teacher performance.

(cf. 0500 - Accountability)
(cf. 4115 - Evaluation/Supervision)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6162.5 - Student Assessment)
(cf. 6190 - Evaluation of the Instructional Program)

Teachers and school administrators shall receive ongoing professional development to inform them of changes in the standards and to build their capacity to implement effective standards-based instructional methodologies.

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

The County Superintendent or designee will annually communicate the applicable standards to students and their parents/guardians to inform them of the expectations for student learning at their grade level or in accordance with their IEP.

Staff will continually assess students' progress toward meeting the standards, report each student's progress to the student and his/her parents/guardians, and offer remedial assistance in accordance with Board policy and administrative regulation.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)
Instruction

ACADEMIC STANDARDS

The County Superintendent or designee will ensure that LACOE’s curriculum and course of study are regularly reviewed and updated as necessary. At a minimum, LACOE’s course of study will be reviewed whenever applicable statewide standards are revised and in response to changing student needs.

*Legal Reference: (see next page)*
ACADEMIC STANDARDS (continued)

Legal Reference:

**EDUCATION CODE**
44662 Evaluation of certificated employees
51003 Statewide academic standards
60605-60605.9 Adoption of statewide academically rigorous content and performance standards

**UNITED STATES CODE, TITLE 20**
6311 State academic standards and accountability for Title I, Part A

Management Resources:

CSBA PUBLICATIONS
Common Core Standards, Fact Sheet, August 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
World Language Content Standards for California Public Schools, Kindergarten Through Grade Twelve, January 2009
Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, March 2008
California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005
Physical Education Model Content Standards for California Public Schools, Kindergarten Through Grade Twelve, January 2005
Visual and Performing Arts Content Standards for California Public Schools, Prekindergarten Through Grade Twelve, January 2001
English-Language Development Standards for California Public Schools, Kindergarten Through Grade Twelve, July 1999
History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998
Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998
English-Language Arts Content Standards for California Public Schools, Kindergarten Through Grade Twelve, December 1997
Mathematics Content Standards for California Public Schools, Kindergarten Through Grade Twelve, December 1997

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Common Core State Standards Initiative: http://www.corestandards.org
Council of Chief State School Officers: http://www.ccsso.org
National Governors Association Center for Best Practices: http://www.nga.org/center

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION

Downey, California
SERVICE LEARNING/COMMUNITY SERVICE CLASSES

Note: The California Department of Education (CDE) defines "service learning" as an instructional strategy in which community service opportunities are integrated into the curriculum, with the goal of enhancing the core curriculum and helping students meet academic standards and develop a sense of civic responsibility. "Community service" provides opportunities for students to volunteer for the benefit of the community, but is a separate course.

By helping students acquire civic knowledge and skills, service learning is an important component of civic education. In California, academic standards and guidelines for civics and government are included in the state's standards and curriculum framework for history/social science. See BP 6142.3 - Civic Education.

The following optional policy should be modified to reflect the types of strategies and grade levels offered by the district.

The County Board recognizes that service learning can enhance academic outcomes, help students develop the skills and knowledge necessary to become informed and responsible citizens, and aid in individual career development. Service learning experiences may also motivate students by providing them the opportunity to apply their studies to school and community needs and showing them that they can make a contribution to their community through involved citizenship.

(cf. 1020 - Youth Services)
(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6142.3 - Civic Education)

Service Learning

Note: The following optional section is for use by districts that have integrated service learning into the curriculum and should be modified to reflect district practice. Various funding sources are available for districts implementing this strategy, including Learn and Serve America, a federal grant program through the National and Community Service Trust Act; the CDE's CalServe Initiative, a statewide regional service learning network; and districtwide school-community partnerships. Further information is available on the CDE's web site.

The County Board supports service learning instructional strategies as integral components of the LACOE’s curriculum. The County Board encourages staff to collaborate with local public and nonprofit agencies in order to develop service learning activities that meet educational objectives, align with state and local academic standards, and address current community needs.

(cf. 1600 - Relations Between other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)
**SERVICE LEARNING/COMMUNITY SERVICES CLASSES** (continued)

The County Superintendent or designee will develop a service learning plan which:

1. Integrates service learning into one or more of the core academic areas of science, English, social science, or mathematics at each grade span and includes instructional formats planned by teachers and students

2. Ensures that the service learning opportunities offered by LACOE help meet identified community needs and include a balance of on-campus and off-campus activities

3. Involves administrators, students, teachers, parents/guardians, and community members in the development, implementation, and evaluation of LACOE’s plan, including a determination as to how projects will be evaluated as well as how supervision and transportation issues will be addressed

(cf. 6143 - Courses of Study)

The County Superintendent or designee will provide the Board with regular reports on the implementation of the plan and its effectiveness in meeting LACOE’s goals for service learning.

(cf. 6190 - Evaluation of the Instructional Program)
(cf. 9000 - Role of the Board)

**Community Service Classes**

Note: The following *optional* section is for use by districts with grades 7-12 that offer a separate community service class under the authority of Education Code 51220 and should be modified to reflect district practice.

LACOE may offer community service classes which acquaint students with the history and importance of volunteer service and with a wide range of identified school and community needs. Students may be offered volunteer opportunities which support and strengthen their understanding of academic instruction and help them recognize the relevance of what they are learning in school and how it relates to their community.

Note: The following *optional* paragraph is for use by districts that require community service for high school graduation. Such districts should also list the course in district policy detailing requirements for high school graduation. See BP 6146.1 - High School Graduation Requirements. Because California courts have not addressed the issue of mandatory service courses, it is recommended that districts provide an alternative means whereby students who object to the service may fulfill the requirement.
SERVICE LEARNING/COMMUNITY SERVICE CLASSES (continued)

The County Superintendent or designee will determine how credits shall be awarded and how students will be evaluated, supervised, and, if off-campus activities are included, transported to the off-campus location.

Notifications

Note: The district should notify parents/guardians of the different service learning opportunities available and obtain their consent for any off-campus activities. In order to protect the district against liability and to help ensure adequate insurance coverage, the Superintendent should consult with the district's risk manager, insurance carrier, or legal counsel.

Parents/guardians will receive information about the service learning or community service opportunities offered by LACOE and their benefits for both the community and the student. LACOE will ask parents/guardians to acknowledge this information and provide consent before their child participates in any off-campus service activities.

Involuntary Participation

1. Student misconduct may result in assignment to community service projects.

(cf. Student Conduct)

2. Student misconduct involving damage or destruction of property, or other offenses, may result in assignment to community service projects in conjunction with a suspension or expulsion.

(cf. Suspensions and Expulsions)

Legal Reference: (see next page)
SERVICE LEARNING/COMMUNITY SERVICE CLASSES (continued)

Legal Reference:

- **EDUCATION CODE**
  - 233.5 Teaching of principles
  - 35160 Authority of governing boards
  - 35160.1 Broad authority of school districts
  - 37220.6 Cesar Chavez Day of Service and Learning
  - 51210 Areas of study, grades 1-6
  - 51220 Areas of study, grades 7-12
  - 51745 Independent study

- **UNITED STATES CODE, TITLE 42**
  - 12501-12682 National and Community Service Trust Act of 1993

- **COURT DECISIONS**

Management Resources:

- **WEB SITES**
  - CSBA: [http://www.csba.org](http://www.csba.org)
  - Learn and Serve America: [http://www.learnandserve.org](http://www.learnandserve.org)
  - National Service Learning Clearinghouse: [http://www.servicelearning.org](http://www.servicelearning.org)
  - Youth Service California: [http://www.yscal.org](http://www.yscal.org)
VISUAL AND PERFORMING ARTS EDUCATION

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

The County Board believes that visual and performing arts are essential to a well-rounded educational program and should be an integral part of the course of study offered to students at all grade levels. LACOE’s arts education program shall provide opportunities for appreciation, creation, and performance of the arts.

(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)

Note: The following optional policy may be revised to reflect district practice. Education Code 51210 and 51220 require that visual and performing arts be included in the course of study offered in grades 1-6 and 7-12, respectively; see AR 6143 - Courses of Study. In addition, Education Code 51225.3 requires completion of one course in visual or performing arts, foreign language, or American Sign Language for high school graduation; see BP 6146.1 - High School Graduation Requirements.

Note: The State Board of Education (SBE) adopted content standards for visual and performing arts in 2001 and the Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve in 2004. These materials provide standards for dance, music, theatre, and visual arts at each grade level for grades K-8 and as a cluster for grades 9-12.

The County Board shall adopt academic standards for dance, music, theatre, and visual arts that describe the skills, knowledge, and abilities that students shall be expected to possess. LACOE’s standards will meet or exceed state content standards for each of these disciplines.

(cf. 6011 - Academic Standards)

The County Superintendent or designee will follow a sequential curriculum for dance, music, theatre, and visual arts which is consistent with the state curriculum framework and includes the following strands:

1. Artistic perception: processing, analyzing, and responding to sensory information through the use of language and skills unique to each arts discipline
VISUAL AND PERFORMING ARTS EDUCATION (continued)

2. Creative expression: composing, arranging, and performing a work and using a variety of means to communicate meaning and intent in one's own original works

3. Historical and cultural context: understanding the historical contributions and cultural dimensions of an arts discipline

4. Aesthetic valuing: analyzing and critically assessing works of dance, music, theatre, and visual arts

5. Connections, relations, and applications: connecting, comparing, and applying what is learned in one arts discipline to learning in the other arts, other subject areas, and careers

(cf. 6141 - Curriculum Development and Evaluation)

Note: If the district wants to use state instructional materials allowances to purchase instructional materials for visual and performing arts in grades K-8, Education Code 60200 requires that the Governing Board select materials from among those approved by the SBE. For grades 9-12, Education Code 60400 and 60411 authorize the Board to select district materials that meet criteria specified in law. See BP/AR 6161.11 - Selection and Evaluation of Instructional Materials.

The County Board shall adopt standards-based instructional materials for visual and performing arts in accordance with applicable law, County Board policy, and administrative regulation. In addition, the County Board encourages teachers to incorporate a variety of media and technologies into lessons, presentations, and explorations in each of the arts disciplines.

(cf. 0400 - District Technology Plan)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 6161 - Equipment, Books and Materials)  
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)  
(cf. 6161.11 - Supplementary Instructional Materials)  
(cf. 6161.3 - Toxic Art Materials)  
(cf. 6162.6 - Use of Copyrighted Materials)  
(cf. 6163.1 - Library Media Centers)  

Note: Education Code 99200-99205 establish The California Arts Project (TCAP), a statewide professional development project in the visual and performing arts. Professional development resources also may be located at one of four professional arts teacher associations: the California Dance Education Association, the California Association for Music Education, the California Educational Theatre Association, and the California Art Education Association.

The County Superintendent or designee will provide a standards-based professional development program designed to increase teachers’ knowledge of and ability to teach the arts and to implement adopted instructional materials.

(cf. 4131 - Staff Development)
The County Superintendent or designee will encourage, as a supplement to teacher instruction, the integration of community arts resources into the educational program. Such resources may include opportunities for students to attend musical and theatrical performances, observe the works of accomplished artists, and work directly with artists-in-residence and volunteers. In addition, the County Superintendent or designee may collaborate with community organizations to share resources and seek grant opportunities.

(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1260 - Educational Foundation)
(cf. 1700 - Relations between Private Industry and the Schools)
(cf. 3290 - Gifts, Grants and Bequests)
(cf. 6020 - Parent Involvement)
(cf. 6153 - School-Sponsored Trips)

The County Superintendent or designee will regularly evaluate and report to the County Board regarding the implementation of arts education and program effectiveness in enabling students to meet academic standards.

(cf. 0500 - Accountability)

Legal Reference: (see next page)
VISUAL AND PERFORMING ARTS EDUCATION (continued)

Legal Reference:

EDUCATION CODE
8820-8830  Arts Work Visual and Performing Arts Educational Program
8950-8957  California summer school of the arts
32060-32066 Toxic art supplies
35330  Field trips
51210  Course of study, grades 1-6
51220  Course of study, grades 7-12
51225.3 Graduation requirements
58800-58805  Specialized secondary programs
60200-60206  Instructional materials, elementary schools
60400-60411  Instructional materials, high schools
99200-99206  Subject matter projects
UNCODIFIED STATUTE
SB 77, Ch. 171, Statutes of 2007, Item 6110-265-0001 Arts and music block grant

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Leadership: Curriculum Development, 1996
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Visual and Performing Arts Framework for California Public Schools: Kindergarten through Grade 12, 2004
Visual and Performing Arts Content Standards, January 2001
WEB SITES:
CSBA: http://www.csba.org
Arts Education Partnership: http://aep-arts.org
California Alliance for Arts Education: http://www.artsed411.org
California Arts Council: http://www.ca.org
California Art Education Association: http://www.caedarteducation.org
California Association for Music Education: http://www.calmusiced.com
California Dance Education Association: http://www.cdeadance.org
California Department of Education, Visual and Performing Arts: http://www.cde.ca.gov/Arts
California Educational Theatre Association: http://www.cetoweb.org/ceta_pages
The California Arts Project: http://csmp.ucop.edu/tcap
SCHOOL-SPONSORED TRIPS

Note: The following optional policy should be revised to reflect district practice. For language regarding transportation for field trips, see AR 3541.1 - Transportation for School-Related Trips.

The following paragraph is consistent with the goals of field trips and excursions specified in Education Code 35330. Districts that wish to prohibit certain types of trips because of educational or safety concerns may modify the following paragraph accordingly (e.g., trips to amusement parks, boating).

The County Board considers educational field trips a valuable part of the curriculum and approves the use of such trips as instructional activities for pupils served by LACOE. LACOE may provide transportation services in support of these field trips to LACOE and district programs. (Education Code 35330-35332)

The County Board supports educational field trips as an important part of the curriculum and approves such field trips, as appropriate, for students enrolled in LACOE programs and activities. The County Superintendent will establish regulations to set criteria for LACOE-sponsored field trips.

(cf. 6143 - Courses of Study)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Note: The following paragraph may be revised to reflect district practice.

Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the County Superintendent or designee for appropriate review and approval. All other school-sponsored trips shall be approved in advance by the principal and the division director.

(cf. 3312.2 - Educational Travel Program Contracts)

The principal shall establish a process for approving a staff member's request to conduct a school-sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, LACOE and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

(cf. 3530 - Risk Management/Insurance)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5142 - Safety)
(cf. 3143 - Insurance)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
SCHOOL-SPONSORED TRIPS

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330) The County Superintendent or designee will coordinate with community groups to supply funds for students in need.

(cf. 1230 - School-Connected Organizations)
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 1700 - Relations Between Private Industry and the Schools)

LACOE funds shall not be used to pay student expenses for out-of-state or out-of-country field trips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of LACOE equipment during the trip, may be paid from LACOE funds. (Education Code 35330)

Legal Reference:

EDUCATION CODE
8760 Authorization of outdoor science and conservation programs
32040-32044 First aid equipment: field trips
35330 Excursions and field trips
35331 Provision for medical or hospital service for pupils (on field trips)
35332 Transportation by chartered airline
35350 Transportation of students
44808 Liability when pupils not on school property
48908 Duties of pupils; authority of teachers

BUSINESS AND PROFESSIONS CODE
17540 Travel promoters
17550-17550.9 Sellers of travel
17552-17556.5 Educational travel organizations

Management Resources:

WEB SITES
American Red Cross: http://www.redcross.org
California Association of Directors of Activities: http://www.cada1.org

Policy

LOS ANGELES COUNTY OFFICE OF EDUCATION

adopted: Downey, California
INFORMATION ONLY
Instruction   AR 6153(a)

SCHOOL-SPONSORED TRIPS

Supervision

Students on school-sponsored trips are under the jurisdiction of LACOE and will be subject to LACOE and school rules and regulations.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Note: Education Code 35330 provides that certificated employees may supervise students involved in field trips or excursions. The following paragraph may be modified to list a specific ratio of staff and chaperones to students. Districts may also wish to consider establishing a minimum age for chaperones.

The County Superintendent or designee will ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

Parent/Guardian Waiver

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian waiver for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific waiver for his/her child to participate in the water activities. LACOE shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against LACOE or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330)

Safety Issues

Note: Pursuant to Education Code 32044, a Board member, Superintendent, principal, teacher, instructor, or school agent who willfully violates the provisions of Education Code 32040-32044, as specified in item #1 below, may be found guilty of a misdemeanor.

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32041)
SCHOOL-SPONSORED TRIPS (continued)

Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course that is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip. (Education Code 32043)

Note: Education Code 35331 requires that the district either provide or make available medical/hospital insurance for students injured while on field trips. For legal requirements regarding insurance, see BP 5143 - Insurance.

2. LACOE shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)

(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5143 - Insurance)
LACOE considers homework to be an important part of a student's academic development. Homework helps students develop self-discipline, use outside resources to expand and enhance their learning, and create a personalized approach to study. Therefore, LACOE encourages its educational programs to establish written homework guidelines for students enrolled in LACOE programs or activities.

Legal Reference: Education Code 35160, 51000 et seq., 52616.2, 58700, 58752.

I. Definitions

A. Homework: authentic, school-related assignments by a teacher, or by mutual agreement between a teacher and student or teacher and parent/guardian, that require time and effort outside of the classroom for completion.

B. Site administrator/designee: the site administrator or designated LACOE staff member who develops the homework guidelines for the LACOE program or activity.

C. Make-up work: assignments the student missed as a result of excused or unexcused absences.

Legal Reference: Education Code 35160, 48205, 48913, 51000 et seq., 52616.2, 58700, 58752.

II. Criteria for Homework Guidelines

A. The site administrator/designee of a LACOE program or activity may establish written homework guidelines in accordance with this policy for all enrolled students.

1. The site administrator/designee may wish to involve LACOE staff, parents and students where appropriate in the development of homework guidelines.

2. The homework guidelines should be reviewed periodically and this review should involve LACOE staff, parents and students where appropriate.

B. Students will receive a copy of the guidelines at the beginning of the school term or the beginning of the student's enrollment in the LACOE program or activity.

C. Students must follow the homework guidelines of their LACOE program/activity.

D. All homework guidelines should include provisions for the following:

1. Developing homework assignments that supplement the curriculum.

2. Encouraging and supporting parent involvement.

3. Promoting community involvement as mentors and resources.
HOMEWORK/MAKEUP WORK (continued)

4. Encouraging and facilitating participation by students in special education and at-risk programs.

5. Promoting improved attendance by engaging students in academics and facilitating better skills development.

6. Emphasizing the importance of meeting graduation requirements.

7. Make-up work, including facilitating completion of missed assignments and scheduling and assessing make-up work.

Legal Reference: Education Code 35160, 51000 et seq., 52616.2, 58700, 58752. (LACOE Adopted 11-17-98)

Note: In its policy statement on homework, the State Board of Education encourages every Board to establish a strong homework policy to serve as the foundation for school-based homework plans. The SBE's parent involvement policy further urges schools to give parents/guardians techniques for assisting children in learning at home. The following optional policy and regulation may be revised as desired.

Although it is the student’s responsibility to do most homework assignments independently, the County Board expects teachers at all grade levels to use parents/guardians as a contributing resource. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

Note: The following paragraph should be revised to reflect local practice. In some communities, the city or county helps to fund after-school centers that provide diverse activities for students, including homework assistance. Districts should also be aware that by implementing an after-school tutoring and homework assistance program pursuant to Education Code 58700-58702, they may credit program hours of homework and tutorial assistance towards their summer school apportionments. In addition, some districts offer a supervised study hall elective which high school students can take instead of other electives.

(cf. 1240 - Volunteer Assistance)
(cf. 1700 - Relations between Private Industry and the Schools)
(cf. 3541 - Transportation Routes and Services)
(cf. 5148 - Child Care and Development)
(cf. 6112 - School Day)
(cf. 6142.4 - Service Learning/Community Service Classes)
HOMEWORK/MAKEUP WORK (continued)

Makeup Work

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

(cf. 5113 - Absences and Excuses)

Note: Either of the following options regarding unexcused absences may be selected and/or modified as desired.

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers will assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Legal Reference:
- EDUCATION CODE
  48205 Absences for personal reasons
  48913 Completion of work missed by suspended student
  48980 Parental notifications
  58700-58702 Tutoring and homework assistance program; summer school apportionment credit

Management Resources:
- SBE POLICIES
  Parent Involvement in the Education of Their Children, 1994
  Policy Statement on Homework, 1995

Policy adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION

Downey, California
INFORMATION ONLY

Instruction

AR 6154

HOMEWORK/MAKEUP WORK

School-Site Homework Plan

The principal and staff at each school will develop and regularly review a school-site homework plan which includes guidelines for the assignment of homework and describes the responsibilities of students, staff and parents/guardians. The plan will describe the means by which teachers will coordinate assignments so that students do not receive an overload of homework one day and very little the next. In addition, for each grade level, the plan will identify the extent to which homework assignments shall emphasize independent research, reports, special reading and problem-solving activities.

Makeup Work

Note: SB 1468 (Ch. 846, Statutes of 1998) amended Education Code 48980 to require districts to notify parents/guardians of state law regarding credit for makeup work following an excused absence.

The County Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5145.6 - Parental Notifications)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

(cf. 5144.1 - Suspension and Expulsion/Due Process)
USE OF TECHNOLOGY IN INSTRUCTION

Technology in Instruction

The County Board supports LACOE’s commitment to ensuring that students and the larger learning community receiving instruction from LACOE have access to tools for 21st Century teaching and learning as aligned with appropriate California content standards, curricular or instructional practices, and staff development.

Tools include but are not limited to: Web sites, mobile devices, Internet-based tools, multimedia resources, online learning; computer and other multimedia technology coursework.

Instructional media used by LACOE will be tied to California content standards, and LACOE staff are encouraged to use State-approved clearinghouses to assist in the review and evaluation of instructional media.

Use of Instructional Media in the Classroom

LACOE staff are encouraged to use age-appropriate, curriculum-related instructional media that support California content standards and the learning experience. Educational Programs divisions may develop site-based guidelines for use of instructional materials in classrooms, in accordance with applicable laws, regulations, and LACOE policies.

(cf: LACOE Board Policy 3950 – Acceptable Use)
(cf: LACOE Board Policy 7250 – Acceptable Use of Technology—Students)
(cf: LACOE Board Policy 7320 – Freedom of Expression—Student)
STUDENT USE OF TECHNOLOGY

A priority of the County Office is to assist in advancing the use of technology to enhance student learning. Access to LACOE technology is a privilege, not a right, and students enrolled in LACOE programs or activities must follow LACOE guidelines and procedures regarding acceptable use of technology. The County Board intends that technology resources provided by LACOE be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 4040 - Employee Use of Technology)
(cf. 5131 - Conduct)
(cf. 6163.1 - Library Media Centers)

Note: The following three paragraphs are optional and may be revised to reflect district practice. Many districts have developed an Acceptable Use Agreement containing rules for the use of the district's technological resources which students and their parents/guardians are required to sign; also see the accompanying administrative regulation.

The County Superintendent or designee will notify students and parents/guardians about authorized uses of LACOE computers and other devices, technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with LACOE regulations and LACOE’s Acceptable Use Agreement.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.12 - Search and Seizure)

LACOE will make a diligent effort to filter the inappropriate or harmful content accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful content or facilitate illegal or prohibited activity while using LACOE technology. Violation of this policy may result in disciplinary action and/or civil or criminal liability.

Before a student is authorized to use LACOE’s technology resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. (For incarcerated students enrolled in LACOE programs, the signature of a parent/guardian is not required.) In that agreement, the student and his/her parent/guardian shall agree not to hold LACOE or any LACOE staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. Students and parents/guardians shall also agree to indemnify and hold harmless LACOE and LACOE personnel for any damages or costs incurred. LACOE will retain a copy of the agreement in the student’s file.

(cf. 6162.6 - Use of Copyrighted Materials)
STUDENT USE OF TECHNOLOGY (continued)

Students shall not have access to LACOE technology resources for the purpose of conducting research or other activities with educational value without the prior consent of LACOE staff. Students are expected to conduct themselves in accordance with LACOE policies regarding student conduct and expression.

Students must also take responsibility to avoid unacceptable or inappropriate use of technology while accessing LACOE resources. When in doubt, students shall ask LACOE staff prior to accessing information that may be unacceptable or inappropriate in accordance with the LACOE Acceptable Use of Technology Agreement. Students shall follow general rules of digital etiquette and shall not participate in the following unacceptable activities:

1. Intentionally or knowingly accessing harmful content
2. Copyright infringement
3. Plagiarism
4. Unacceptable use of resources
5. Fraudulent access
6. Unauthorized access

LACOE reserves the right to monitor use of technological resources, including Internet and email, for audit and review purposes. Users should not have an expectation of privacy when using LACOE technology resources. Consequences of violations of this policy, including the unacceptable activities listed in policy and regulations, include, but are not limited to:

1. Suspension or revocation of Internet access
2. Suspension or revocation of network privileges, including email
3. Suspension or revocation of computer access
4. Suspension or expulsion from school
5. Civil or criminal action against the offender
STUDENT USE OF TECHNOLOGY (continued)

Use of LACOE Computers and Any Other Devices for Online Services/Internet Access

Note: 20 USC 6777 mandates that districts adopt an Internet safety policy as a condition of receiving technology funds under Title II, Part D of the No Child Left Behind Act (20 USC 6751-6777) for the purpose of purchasing computers with Internet access or paying for direct costs associated with accessing the Internet. 47 USC 254 mandates that districts adopt an Internet safety policy in order to qualify for federal universal service discounts for Internet access (E-rate discounts). This mandate applies to districts that receive E-rate discounts for Internet access, Internet services, or internal connections, but not to districts that receive discounts for telecommunications services only.

Both 20 USC 6777 and 47 USC 254 require that the district's policy include the operation and enforcement of a "technology protection measure" that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors. As part of the funding application process, a district is required to certify that it has the required policy in place and is enforcing the operation of the technology protection measure. For the first year that a district is applying for funds, 20 USC 6777 and 47 USC 254 allow the district to certify that it does not yet have the policy or technology protection measure in place, but that it is in the process of putting the policy or measure in place for the second funding year.

The following paragraph is mandated for districts that use E-rate or federal technology funding sources and may be adapted by other districts that choose to install technology protection measures.

The County Superintendent or designee will ensure that all LACOE computers and any other devices with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The County Superintendent or designee will develop regulations and guidelines for appropriate student use of LACOE computers and any other devices to access the Internet, including social networking sites and chat rooms.

LACOE recognizes and supports a policy of Internet safety for the protection of students. The Office will comply with the requirements of the Children’s Internet Protection Act (CIPA) and is committed to assuring the safe conduct and well being of students while online.

Students may not access prohibited materials at any time, for any purpose. This includes material that is obscene, child pornography, or material that is considered harmful to students, as defined by the Children’s Internet Protection Act.
The Children’s Internet Protection Act (CIPA) defines “harmful to minors” to mean: any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. (47 U.S.C. § 254(h)(7)(G))

Students shall not disclose personal information about themselves or others. For example, students shall not reveal their name, home address, telephone number, or display images of themselves or others.

Students will follow established regulations and procedures to ensure their safety and security when using electronic communications, including the use of email, instant messaging, blogs, wikis, and other similar interactive communication technologies.

Students shall not engage in unauthorized access, including hacking, and other unlawful activities while online or compromise the security or effective performance of the Office’s network infrastructure.

Students must abide by all laws, this Acceptable Use Policy and security policies established at their local school site.

Note: Districts receiving E-rate discounts for Internet access, Internet services, or internal connections are also mandated by 47 USC 254 to adopt policy that addresses (1) access by minors to “inappropriate matter” on the Internet; (2) safety and security of minors when using email, chat rooms, and other forms of direct electronic communication; (3) unauthorized access, including "hacking" and other unlawful online activities by minors; (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (5) measures designed to restrict minors' access to harmful materials.

On October 8, 2008, the President signed the Broadband Data Improvement Act (P.L. 110-385) which amended 47 USC 254 to mandate that the district's Internet safety policy now include educating students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms as well as cyberbullying awareness and response. See BP 5131 - Conduct for additional language prohibiting cyberbullying and outlining the district's response to a report or complaint of cyberbullying.

The remainder of this section addresses these mandates and may be revised to reflect district practice. See the accompanying administrative regulation for additional language implementing these mandates. Districts that do not receive E-rate discounts may choose to use or adapt this material at their discretion.
The County Superintendent or designee also will establish regulations to address the safety and security of students and student information when using email, social media sites, and other forms of electronic communication.

The County Superintendent or designee will educate students about appropriate online behavior according to LACOE policy, regulations, and guidelines.

Note: The following optional paragraph addresses access to social networking sites such as MySpace, Facebook, Xanga, Friendster, and others, and may be revised by districts that choose to allow limited access for educational purposes.

Legal Reference: (see next page)
STUDENT USE OF TECHNOLOGY (continued)

Legal Reference:

EDUCATION CODE
51006 Computer education and resources
51007 Programs to strengthen technological skills
51870-51874 Education technology
60044 Prohibited instructional materials

PENAL CODE
313 Harmful matter
502 Computer crimes, remedies
632 Eavesdropping on or recording confidential communications
653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15
6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20
6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:
6777 Internet safety

UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16
312.1-312.12 Children's Online Privacy Protection Act

CODE OF FEDERAL REGULATIONS, TITLE 47
54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CSBA PUBLICATIONS
Cyberbullying:  Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS
How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

MY SPACE.COM PUBLICATIONS
The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues

WEB SITES
CSBA: http://www.csba.org
American Library Association:  http://www.ala.org
California Coalition for Children's Internet Safety: http://www.cybersafety.ca.gov
California Department of Education: http://www.cde.ca.gov
Center for Safe and Responsible Internet Use: http://csriu.org
Web Wise Kids: http://www.webwisekids.org
INFORMATION ONLY

Instruction

AR 6163.4(a)

STUDENT USE OF TECHNOLOGY

The County Superintendent or designee will implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The County Superintendent or designee also will establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of electronic communication.

The principal or designee shall oversee the maintenance of each school’s technology resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and LACOE’s Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technology resources. All students using these resources shall receive instruction in their proper and appropriate use.

(cf. 0440 - District Technology Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 4131- Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6163.1 - Library Media Centers)

Definitions

Acceptable Use: use of LACOE technology that has educational value and does not violate relevant state or federal laws or regulations, or LACOE policies, procedures, rules, or regulations.

Educational Value: material that enhances the learning experience of the student in the school setting and does not violate relevant state or federal laws or regulations, or LACOE policies, procedures, rules, or regulations.

Internet: a global network of computer networks connecting the education, research, and business communities. The Internet provides LACOE participants with access to vast, diverse, and unique worldwide resources and the ability to share information that is current and relevant.
INFORMATION ONLY

AR 6163.4(b)

STUDENT USE OF TECHNOLOGY (continued)

*Electronic Communication:* email, instant messaging, blogs, wikis, and other similar interactive communication technologies or service that sends messages via local or global networks.

*Harmful matter:* includes matter, taken as a whole, that the average (reasonable) person, applying contemporary statewide standards, appeals to the prurient interest and is matter that depicts or describes, in a patently offensive way, sexual conduct and that lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

*Netiquette:* the rules of etiquette on the Internet; includes respect for copyrighted materials and private information.

*Copyright Infringement:* use of copyrighted materials without the prior permission of the author.

*Plagiarism:* copying the work of another and presenting it as your own original work; with or without permission or agreement.

*Personal information:* includes the student’s name, address, telephone number, Social Security number, or other personally identifiable information.

*Unacceptable Use:* using LACOE technological resources for commercial advertising; copyright infringement; political lobbying; accessing pornography; sending/receiving discriminatory messages; creating or copying a computer virus and placing it on the network; using the network to send/receive messages using someone else’s user name/address or depicting someone else as the originator of the message; using the network in a manner inconsistent with other student policies and codes of conduct; using the network to access and distribute confidential, personal or private information. Any use of LACOE technology, computers, or other devices for personal use is prohibited.

*Fraudulent Access:* inappropriate or unacceptable use of technological resources without permission with the intent of avoiding, attempting to avoid or assisting to avoid lawful charges.

*Unauthorized Access:* hacking, including accessing networks using another person’s identity, tampering, interference, damage, unauthorized use of lawfully created computer data and computer systems, including security systems or activity that compromises the effective performance of the network infrastructure.
INFORMATION ONLY

AR 6163.4(c)

STUDENT USE OF TECHNOLOGY (continued)

Online/Internet Services: User Obligations and Responsibilities

Note: The following section should be modified to reflect district practice. The provisions in this section may be incorporated into the district's Acceptable Use Agreement which students and their parents/guardians are required to sign as a condition of using the district's technological resources; see the accompanying Board policy.

The County Superintendent or designee will determine which students are authorized to use LACOE equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and LACOE’s Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.

2. Students shall use LACOE’s system safely, responsibly, and primarily for educational purposes.

Note: 47 USC 254 mandates that districts receiving E-rate discounts under Title II, Part D of the No Child Left Behind Act (20 USC 6751-6777), for the purpose of purchasing computers with Internet access or paying for direct costs associated with accessing the Internet, adopt a policy addressing access by minors to "inappropriate matter” on the Internet. Also see the accompanying Board policy.

3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, gender identity and expression, age, disability, religion, or political beliefs.

(cf. 5131 - Conduct)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

Note: Penal Code 313 provides a definition of "harmful matter" as specified below. Districts that have adopted their own definition should revise the following paragraph as appropriate.
STUDENT USE OF TECHNOLOGY (continued)

Note: Districts receiving E-rate discounts are mandated by 47 USC 254 to adopt a policy addressing the safety and security of minors when using email, chat rooms, and other forms of direct electronic communication, as well as the unauthorized disclosure, use, and dissemination of personal identification information regarding minors. As amended by the Broadband Data Improvement Act (P.L. 110-385), 47 USC 254 also requires that the district's Internet safety policy include educating students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms and cyberbullying awareness and response. See the accompanying Board policy.

The Children's Online Privacy Protection Act (15 USC 6501-6506) prohibits web site operators from collecting or disclosing personal information from a child under age 13 years without verifiable parental consent. Guidance from the Federal Trade Commission, How to Protect Kids' Privacy Online: A Guide for Teachers, indicates that, within any limitations established by district policy, a teacher may, but is not required to, act in place of the parent/guardian in deciding whether to give consent for school activities online. Because of legal uncertainty as to whether the school can give consent itself or must obtain parent/guardian consent, it is recommended that language specifying the conditions under which students will be asked to disclose personal identification information, if any, be included in the district's Acceptable Use Agreement so that the parent/guardian's signature on the agreement can indicate consent.

4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, social media sites, or other forms of electronic communication. Students also shall be instructed not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 5131.6 - Alcohol and Other Drugs)

6. Students shall not use the system to engage in commercial or other for-profit activities.

Note: As added by AB 919 (Ch. 583, Statutes of 2008), Penal Code 653.2 makes it a crime for a person to distribute personal identification information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family (e.g., placing a person's picture or address online so that he/she receives harassing messages).

7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
STUDENT USE OF TECHNOLOGY (continued)

8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.

(cf. 5131.9 - Academic Honesty)
(cf. 6162.6 - Use of Copyrighted Materials)

Note: Districts receiving E-rate discounts are mandated by 47 USC 254 to adopt a policy addressing unauthorized access, including so-called "hacking" and other unlawful online activities by minors. Item #9 below addresses such activities and may be revised to reflect district practice.

9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called “hacking.”

(cf. 5131.5 - Vandalism and Graffiti)

10. Students shall not attempt to interfere with other users’ ability to send or receive email, nor shall they attempt to read, delete, copy, or modify electronic content.

11. Students shall report any security problem or misuse of the services to the teacher, or other LACOE staff.

Note: 20 USC 6777 and 47 USC 254 require districts receiving federal Title II technology funds or E-rate discounts to enforce the operation of technology protection measures, including monitoring the online activities of minors. Districts have discretion to determine whether they wish to track Internet use through personally identifiable web monitoring software or other means. The following paragraph is optional.

Online/Internet Services: Monitoring and Restrictions

LACOE reserves the right to monitor use of LACOE’s systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by LACOE for the purpose of ensuring proper use.

(cf. 5145.12 - Search and Seizure)
STUDENT USE OF TECHNOLOGY (continued)

Whenever a student is found to have violated Board policy, administrative regulation, or LACOE’s Acceptable Use Policy or Agreement, the principal or designee may cancel or limit a student’s user privileges or increase supervision of the student’s use of LACOE’s technology resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)
STUDENT USE OF TECHNOLOGY

Acceptable Use of Technology Agreement
For Student Enrolled in LACOE Programs or Activities

Print Full Name of Student __________________________ Name of LACOE Site ______

I hereby acknowledge that I understand the Los Angeles County Office of Education student policy regarding acceptable use of technology, Los Angeles County Office of Education Board Policy (BP) 6163.4, and I agree to the following:

1. I will take responsibility to avoid unacceptable or inappropriate use of LACOE technological resources, as defined in BP 6163.4

2. I will ask my teacher or other LACOE staff prior to accessing material that may be unacceptable or inappropriate as defined in BP 6163.4

3. I will NOT use LACOE technology resources to infringe on the copyright of another

4. I will NOT use LACOE technology resources to plagiarize any work, in part or in whole, that I am assigned to create myself as part of the LACOE program or activity I am enrolled in

5. I will NOT use LACOE technology resources to access and/or distribute personal, private or confidential information

6. I will NOT use LACOE technology resources to advertise products or services

7. I will NOT use LACOE technology resources to lobby for votes

8. I will NOT use LACOE technology resources to send or receive discriminatory messages

9. I will NOT use LACOE technology resources to create or copy a computer virus and place it on the network

10. I will NOT use LACOE technology resources to send or receive messages using someone else’s user name and address or make it appear as if someone else sent or received the message

11. I will NOT use LACOE technology resources to avoid, try to avoid, or help someone else avoid charges or fees
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STUDENT USE OF TECHNOLOGY (continued)

12. I will NOT use LACOE technology resources to tamper, interfere with, damage, or use without permission any lawfully created computer data or computer system, including security systems.

13. I will NOT use LACOE technology resources in a way that is inconsistent with LACOE policies, procedures, rules and regulations.

LACOE, school and network administrators and their authorized employees monitor the use of technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data, media, and other resources found on the school’s and LACOE-associated networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. LACOE may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I further understand that LACOE reserves the right to monitor my use of LACOE technology resources, and I should not expect privacy in my use of LACOE technology resources. I also understand that if I violate any of the above-listed conditions, I may face suspension or revocation of technology use privileges, disciplinary action, and/or legal action. I understand that LACOE will abide by applicable local, state, and federal laws.

Signature of Parent or Guardian ___________________________ Date Signed __________
Signature of Student ___________________________ Date Signed __________
Signature of LACOE Staff ___________________________ Date Signed __________

Note: Education Code 48900 provides that bullying, including bullying via an electronic act as defined in Education Code 32261, is one of the grounds for suspension and expulsion. Education Code 32261 defines an "electronic act" as the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, such as a telephone, wireless telephone, other wireless communication device, camera, computer, or pager.
Title I Programs

Note: The following policy is for use by districts that receive funding through Title I, Part A, of the federal Elementary and Secondary Education Act, which supports basic programs designed to improve the academic achievement of disadvantaged students. The No Child Left Behind Act of 2001 (20 USC 6313) establishes school eligibility criteria and priorities for funding. Title I funds received by the district must be allocated to eligible schools or school attendance areas, in rank order, on the basis of the number of students from low-income families. 20 USC 6313 further provides that districts may continue to serve a school or school attendance area for one additional year after it loses its eligibility. Pursuant to 20 USC 6314 and 6321, Title I funds must be used only to supplement, not supplant, funds that would be available from nonfederal sources for the education of students participating in Title I.

In order to improve the academic achievement of students from economically disadvantaged families, LACOE will use federal Title I funds to provide supplementary services that reinforce the core curriculum and assist students in attaining proficiency on state academic standards and assessments.

(cf. 5149 - At-Risk Students)
(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)

The County Superintendent or designee shall provide technical assistance and support to any school participating in the Title I program, including consultation in the development and implementation of school plans and activities. (20 USC 6312)

(cf. 0420 - School Plans/Site Councils)

Note: 20 USC 6318 mandates each district and each school receiving Title I funds to have a written parent involvement policy developed jointly with and agreed upon by parents/guardians of participating students; see BP/AR 6020 - Parent Involvement for language fulfilling this mandate.

LACOE and each school receiving Title I funds shall develop a written parent involvement policy in accordance with 20 USC 6318.

(cf. 6020 - Parent Involvement)

Local Educational Agency Plan

Note: 20 USC 6312 requires that districts receiving Title I funds develop a local educational agency (LEA) plan with specified components. Pursuant to 20 USC 6312, any LEA plan submitted to the California Department of Education (CDE) following enactment of the No Child Left Behind Act of 2001 will remain in effect for the duration of the district's participation in Title I, with periodic revisions. Guidance and a template are available on the CDE's web site to assist in the development and revision of the LEA plan.
20 USC 6312 requires that the LEA plan be developed in consultation with specified stakeholders, as provided below. The CDE guidance clarifies that all subsequent amendments also must be developed in consultation with these stakeholders and that both the initial plan and subsequent revisions must be approved by the Governing Board. Revisions of the plan must be kept on file in the district.

The CDE guidance suggests that the LEA plan be reviewed and updated at least once each year. The following paragraph may be revised to reflect the frequency of review desired by the Board.

The County Superintendent or designee will consult with teachers, principals, administrators, other appropriate school personnel, and parents/guardians of participating students in the development, periodic review, and, as necessary, the revision of a local educational agency (LEA) plan. The plan and any revisions shall be submitted to the County Board for approval. (20 USC 6312)

The plan shall address the components specified in 20 USC 6312 that describe the assessments, strategies, and services LACOE will use to help low-achieving students meet challenging academic standards.

The initial plan shall be submitted to the California Department of Education (CDE) and approved by the State Board of Education. Subsequent revisions of the plan shall be kept on file in LACOE.

Comparability of Services

Note: 20 USC 6321(c)(3)(A) mandates any district receiving Title I funds to develop procedures to ensure compliance with legal requirements regarding comparability of services. Pursuant to 20 USC 6321, requirements regarding comparability do not apply to districts that do not have more than one building for each grade span.

State and local funds used in schools receiving Title I funds shall provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds or, if all LACOE schools are receiving Title I funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or by grade span. (20 USC 6321)

Note: Items #1-5 below should be revised to reflect district practice. Pursuant to 20 USC 6321, a district will be considered to have met the legal requirement for comparability if it provides the CDE with written assurances that it has established and implemented (1) a districtwide salary schedule; (2) a policy ensuring equivalence among schools in teachers, administrators, and other staff; and (3) a policy ensuring equivalence among schools in the provision of curriculum materials and instructional supplies. U.S. Department of Education nonregulatory guidance, Title I Fiscal Issues, and the CDE clarify that these written assurances alone would be insufficient to establish comparability. The district must keep records documenting that the salary schedule and policies were actually implemented and that they resulted in equivalence among schools in staffing, materials, and supplies.

To demonstrate comparability of services among LACOE schools:
TITLE I PROGRAMS (continued)

1. The County Board shall adopt and implement a LACOE-wide salary schedule.

Note: U.S. Department of Education nonregulatory guidance, Title I Fiscal Issues, presents examples of various methods that may be used to determine comparability on the basis of student-staff ratios. Item #2 below reflects the method used by the CDE to annually calculate and compare the district's student-staff ratios based on data collected through the California Basic Educational Data System (CBEDS). If the ratios are found to be noncomparable, the CDE will notify the district and review other indicators to determine whether corrective actions are needed. The district may revise item #2 to establish additional or alternative methods for determining comparability of student-staff ratios.

2. The ratio of students to teachers, administrators, and other staff at each Title I school shall not exceed 110 percent of the average ratio across non-Title I schools.

3. Salary expenditures at each Title I school shall be no less than 90 percent of the average salary expenditure across non-Title I schools.

4. All LACOE schools shall be provided with the same level of base funding per student for curriculum and instructional materials.

5. The County Superintendent or designee will maintain records of the quantity and quality of instructional materials and equipment at each school.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Note: Although 20 USC 6321 requires records of compliance to be updated biennially, U.S. Department of Education nonregulatory guidance, Title I Fiscal Issues, clarifies that because Title I allocations are made annually, demonstrating comparability is an annual requirement. The CDE monitors comparability data annually per an agreement with the U.S. Department of Education.

The following paragraph may be modified to reflect district practice. U.S. Department of Education guidance, Title I Fiscal Issues, suggests that the timeline for evaluating comparability be set early enough in the school year to allow corrective actions to be taken as needed in a manner that minimizes disruption to school operations.

At the beginning of each school year, the County Superintendent or designee will measure comparability in accordance with the above criteria and maintain records documenting LACOE’s compliance. If any instances of noncomparability are identified, the County Superintendent or designee will promptly implement adjustments as needed to ensure comparability.
TITTLE I PROGRAMS (continued)

Program Evaluation

Note: 20 USC 6316 contains requirements for schools receiving Title I funds that fail to make "adequate yearly progress" for two or more consecutive school years; see BP/AR 0520.2 - Title I Program Improvement Schools.

The County Board shall use state assessment results and other available measures or indicators to annually determine whether each participating school is making adequate yearly progress toward ensuring that all students meet the state's proficient level of achievement on state assessments. (20 USC 6316)

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference: (see next page)
TITLE I PROGRAMS (continued)

Legal Reference:
EDUCATION CODE
11503 Parent involvement programs in Title I schools
52055.57 Districts identified or at risk of identification for program improvement
54020-54028 Economic Impact Aid
54420-54425 State Compensatory Education
64001 Single plan for student achievement, consolidated application programs
UNITED STATES CODE, TITLE 20
6301 Program purpose
6311-6322 Improving basic programs for disadvantaged students, including:
6312 Local educational agency plan
6313 Eligibility of schools and school attendance areas; funding allocation
6314 Title I schoolwide programs
6315 Targeted assistance schools
6316 School improvement
6318 Parent involvement
6320 Participation of private school students
6321 Comparability of services
7881 Participation of private school students
CODE OF FEDERAL REGULATIONS, TITLE 34
200.1-200.79 Improving basic programs for disadvantaged students

Management Resources:
CSBA PUBLICATIONS
Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
LEA Plan, rev. May 17, 2006
Provisions for Private School Students, Teachers, and Other Education Personnel in the No Child Left Behind Act of 2001, rev. November 1, 2005
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Title I Fiscal Issues, May 26, 2006
Designing Schoolwide Programs, March 22, 2006
Supplemental Educational Services, June 13, 2005
The Impact of the New Title I Requirements on Charter Schools, July 2004
Parental Involvement: Title I, Part A, April 23, 2004
Serving Preschool Children Under Title I, March 4, 2004
Title I Services to Eligible Private School Students, October 17, 2003
Local Educational Agency Identification and Selection of School Attendance Areas and Schools and Allocation of Title I Funds to Those Areas and Schools, August 2003
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov/iasa/titleone
No Child Left Behind: http://www.ed.gov/nclb

Policy
adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION
Downey, California
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TITLE I PROGRAMS

Schoolwide Programs

Note: Title I funds may be used and consolidated with other federal, state, and local program funds to upgrade the entire educational program in schools that meet eligibility criteria pursuant to 20 USC 6314 and 34 CFR 200.25. Schools participating in schoolwide programs are not required to identify particular children as eligible. The following optional section is for use by districts with eligible school(s).

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 percent of the students in the school attendance area, or at least 40 percent of the students enrolled in the school, are from low-income families. The County Superintendent or designee will inform any such eligible school and the school's parents/guardians of the school's eligibility and its ability to consolidate funds from federal, state, and local sources for program purposes. (20 USC 6312, 6314)

Any participating school shall develop, annually review, and update a single plan for student achievement that incorporates the plan required by 20 USC 6314 for reforming the school's total instructional program and plans required by other categorical programs included in the state's consolidated application. (Education Code 64001; 20 USC 6314)

(cf. 0420 - School Plans/Site Councils)

A schoolwide program shall include: (20 USC 6314)

1. A comprehensive needs assessment of the entire school, including the needs of migrant students, that includes the achievement of students in relation to state academic content and achievement standards

(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)
(cf. 6175 - Migrant Education Program)

2. Schoolwide reform strategies that:
   a. Provide opportunities for all students to meet the state's proficient and advanced levels of achievement
INFORMATION ONLY

TITLE I PROGRAMS (continued)

b. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the school's core academic program, increase the amount and quality of learning time, help provide an enriched and accelerated curriculum, and include strategies for meeting the educational needs of historically underserved populations

(cf. 5148.2 - Before/After School Programs)
(cf. 6111 - School Calendar)
(cf. 6112 - School Day)
(cf. 6177 - Summer School)

c. Include strategies to address the needs of all students in the school, but particularly the needs of low-achieving students and those at risk of not meeting state achievement standards who are members of the target population of any program that is part of the schoolwide program

Such strategies may include counseling, student services, mentoring services, college and career awareness and preparation, and the integration of vocational and technical education programs.

(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)

d. Address how the school will determine if student needs have been met

e. Are consistent with and designed to implement state and local improvement plans, if any

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)

3. Instruction by highly qualified teachers

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

4. High-quality and ongoing professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and parents/guardians to enable all students in the school to meet state academic achievement standards

(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
INFORMATION ONLY

TITLE I PROGRAMS (continued)

5. Strategies to attract high-quality, highly qualified teachers to high-need schools  
   (cf. 4111 - Recruitment and Selection)

6. Strategies to increase parent involvement  
   (cf. 5020 - Parent Rights and Responsibilities)  
   (cf. 6020 - Parent Involvement)

7. Plans for assisting preschool children in the transition from early childhood programs to elementary school programs  
   (cf. 5148.3 - Preschool/Early Childhood Education)

8. Measures to include teachers in decisions regarding the use of academic assessments to provide information on and to improve the achievement of individual students and the overall instructional program

9. Activities to ensure that students who experience difficulty mastering the proficient and advanced levels of academic standards shall be provided with effective, timely additional assistance that shall include measures for timely identification of students' difficulties and provision of sufficient information on which to base effective assistance  
   (cf. 6179 - Supplemental Instruction)

10. Coordination and integration of federal, state, and local services and programs

Targeted Assistance Programs

Note: Items #1-2 below may be revised to reflect grade levels offered by the district.

Any school that receives Title I funds but does not operate a schoolwide program shall use Title I funds to provide services to: (20 USC 6315)

1. Students identified by the school as failing, or most at risk of failing, to meet the state's academic achievement standards on the basis of criteria established by the district and supplemented by the school

A targeted assistance program shall: (20 USC 6315)

1. Use program resources to help participating students meet state academic achievement standards expected for all students
TITLE I PROGRAMS (continued)

2. Ensure that program planning is incorporated into existing school planning

3. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the core academic program, give primary consideration to providing extended learning time, help provide an accelerated, high-quality curriculum, and minimize removing students from the regular classroom during regular school hours for instruction provided by Title I

4. Coordinate with and support the regular education program that may include services to assist preschool students in the transition to elementary school programs

5. Provide instruction by highly qualified teachers

6. Provide opportunities for professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and parents/guardians who work with participating students

7. Provide strategies to increase parent involvement

8. Coordinate and integrate federal, state, and local services and programs
Regional Occupational Program

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Note: The following policy is for use by any district with high school students who attend a Regional occupational center or program (ROP). ROPs established pursuant to Education Code 52300-52335.6 allow students from various schools or districts to attend career technical education programs at a designated facility, regardless of the geographic location of their residence in a county or region, and are intended to provide advanced, focused occupational training. ROP classes also may be held on high school campuses.

The County Board desires to provide opportunities for students to receive specialized training and career technical skills through a regional occupational program (ROP) that prepares them for employment, advanced training, or postsecondary education.

(cf. 6112 - School Day)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work Experience Education)

Note: Education Code 52301 authorizes the establishment of an ROC/P by (1) the County Superintendent of Schools, with the approval of the State Board of Education (SBE); (2) two or more districts through a joint powers agreement (JPA), with the approval of the SBE and the County Superintendent; or (3) a single district with an average daily attendance (ADA) of 50,000 or more located in a class 1 county or a district with an ADA of 100,000 or more located in a class 2 county, as defined in Education Code 1205.

The district should select the appropriate option below.

Note: The following paragraphs are for use by districts whose students participate in an ROC/P maintained by the County Superintendent. Pursuant to Education Code 52310.5, the governing board of a county ROC/P is the County Board of Education. The following option reflects information provided in the California Department of Education's (CDE) Regional Occupational Centers and Programs Operations Handbook regarding this type of delivery system and should be revised to reflect district practice.
REGIONAL OCCUPATIONAL PROGRAM (continued)

The district and LACOE Educational Programs shall refer eligible students to the ROP as established by the County Superintendent of Schools and under the governance of the County Board. (Education Code 52301, 52310.5)

District Boards and County Superintendents or designees will maintain effective communications with the County Superintendent in order to ensure that district students receive a high-quality career technical program. The District Superintendent or designee shall work with the County Superintendent or designee to identify appropriate means for the district to provide input into the ROP program development, budget adoption, program evaluation, and other matters.

Districts may enter into a contract with the county-operated ROC/P to provide district counselors, student support services, program assistance or other services to students enrolled in the ROP.

Student Eligibility and Participation

To enroll in the ROP on a part-time or full-time basis, a district high school, LACOE Educational Programs, or adult student must have his/her admittance approved by the ROP based on a determination that he/she will benefit from the program. To be eligible, a student must be at least 16 years of age, unless he/she meets one of the conditions specified in Education Code 52314. (Education Code 52314, 52314.5, 52315)

(cf. 5147 - Dropout Prevention)
(cf. 6200 - Adult Education)

Note: If the district chooses to enroll adult students in ROC/P courses during the school day on a high school campus, then Education Code 52314 mandates that the district Board adopt policy specifically authorizing such enrollment, as provided below.

District policy shall determine if adult students may have access to ROP classes offered on high school campuses during the school day.

Note: The following paragraph is optional. Pursuant to Education Code 48410 and 48432, the Governing Board may exempt from continuation education a student who is enrolled in an ROC/P; see AR 5112.1 - Exemptions from Attendance and BP/AR 6184 - Continuation Education. In addition, a student who attends an ROC/P may be exempted from physical education courses under the conditions specified in Education Code 52316; see BP 6142.7 - Physical Education.
A student who is attending the ROP may be exempted from the district's full-time compulsory continuation education program and/or physical education in accordance with law, District Board policy, and District administrative regulation. (Education Code 48410, 52316)

(cf. 5112.1 - Exemptions from Attendance)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6184 - Continuation Education)

Note: The following paragraph is optional. Education Code 51225.3 requires the Board to adopt alternative means for completing the prescribed course of study required for high school graduation. Education Code 51225.3 and 52310 provide that one such alternative means may include completion of courses offered through an ROC/P; see BP 6146.11 - Alternative Credits Toward Graduation. Students fulfilling course requirements through an ROC/P are still subject to the requirements of Education Code 60850-60859 to successfully pass the high school exit examination as a condition of high school graduation; see BP/AR 6146.1 - High School Graduation Requirements and BP/AR 6162.52 - High School Exit Examination.

According to the CDE, students who complete the ROC/P training receive certificates typically indicating the competencies they have mastered. Depending on the course, students may also receive industry certification that is recognized regionally, statewide, or nationally. In addition, many ROC/P courses are articulated with a local community college district and also award college credit upon successful completion.

Credits earned from courses completed in the ROP may be applied toward fulfillment of high school graduation course requirements. (Education Code 51225.3, 52310)

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)

Student Services

Note: The following optional section applies to all districts with students attending an ROC/P of any type.

Education Code 52311 authorizes the district to provide or arrange for transportation between the district school and the ROC/P. The district may charge a fee for such service in accordance with Education Code 39807.5. See AR 3250 - Transportation Fees, AR 3260 - Fees and Charges, and BP 3541 - Transportation Routes and Services.

(cf. 3250 - Transportation Fees)
(cf. 3260 - Fees and Charges)
(cf. 3541 - Transportation Routes and Services)

Note: Pursuant to Education Code 52378, districts participating in the Supplemental School Counseling Program for grades 7-12 are required to provide an opportunity for counselors to meet with students and parents/guardians to explain available educational options, including ROC/Ps if such programs are available to district students; see AR 6164.2 - Guidance/Counseling Services.
 REGIONAL OCCUPATIONAL PROGRAM (continued)

The participating districts’ academic counseling program in collaboration with the ROP counselors shall be designed to increase students’ awareness of available educational options aligned with their career goals, including, as appropriate, career technical programs offered through the ROP.

(cf. 6164.2 - Guidance/Counseling Services)

Program Evaluation

Note: The following optional section applies to all districts with students attending an ROC/P of any type.

Pursuant to Education Code 52304.1, the review and assessment described below are the responsibility of each district maintaining a high school.

The County Board shall annually hold a public hearing to review and assess the participation of students in grades 9-12 in the ROP and shall adopt an annual plan of approved and probationary courses. (Education Code 52304.1)

The County Board shall annually review courses offered by its Regional Occupational Program (ROP) in accordance with the requirements of Education Code to assure that each course meets a documented labor market demand, does not represent unnecessary duplication of other training programs in the area, and is of demonstrated effectiveness as measured by the employment and completion success of its students. Any course that does not meet these standards shall be placed on probation for a period of one year. Probationary courses that fail to meet the standards after one year shall be recommended to the LACOE Board for termination.

The established standards are:

1. 70% of students enrolled in a course must complete the full course hours or complete training for at least one job title.

2. 60% of course completers who are twelfth graders or adults either are employed, enrolled in post-secondary education, or serving in the military.

3. 25% of course completers who are twelfth graders or adults are employed.

Note: The following optional paragraph may be revised to reflect district practice. ROC/Ps that receive funding under the federal Carl D. Perkins Career and Technical Education Act of 2006 (20 USC 2301-2414) must annually submit a program evaluation to the CDE which includes enrollment and outcome data; also see BP/AR 6178 - Career Technical Education. Pursuant to Education Code 52335.12, when longitudinal data on students enrolled in ROC/Ps can be disaggregated from the California longitudinal student achievement data system established pursuant to Education Code 60900, each ROC/P will be expected to annually report to the CDE on the academic and workforce preparation progress of the secondary students enrolled in the ROC/P as a condition of receiving additional funding based on ADA.
REGIONAL OCCUPATIONAL PROGRAM (continued)

The County Superintendent or designee also will review student program achievement data for participating students in LACOE schools and programs.

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE
1205 Classification of counties
37223 Weekend classes
39807.5 Transportation to ROC/P, parent/guardian payment
41850 Transportation to ROC/P, apportionments
44910 Permanent employment status; preclusion of ROC/P service
46140 Attendance credit
46300 Computation of average daily attendance
48410 Exemption from compulsory continuation education
48430-48433 Continuation education, ROC/P classes
51225.3 Requirements for graduation
52300-52335.6 Regional occupational centers/programs
52378 Supplemental school counseling program, grades 7-12
60850-60859 High school exit examination
60900 California longitudinal student achievement data system

GOVERNMENT CODE
6500-6536 Joint powers agreements

LABOR CODE
3368 Workers' compensation, responsibility in jointly operated ROC/P

UNEMPLOYMENT INSURANCE CODE
15037.1 Education and job training, performance accountability

CODE OF REGULATIONS, TITLE 5
10080-10092 Community classrooms
10100-10111 Cooperative vocational education
11500-11508 Regional occupational centers and programs

UNITED STATES CODE, TITLE 20
2301-2414 Carl D. Perkins Career and Technical Education Act of 2006
6319 Highly qualified teachers

Management Resources: (see next page)
REGIONAL OCCUPATIONAL PROGRAM (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
2008-2012 State Plan for Career Technical Education
Regional Occupational Centers and Programs Operations Handbook March 2008
Model Programs and Practices: Setting Standards for Regional Occupational Centers and Programs (ROCPs), rev. October 2007
Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007
California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005
WEB SITES
CSBA: http://www.csba.org
Association for Career and Technical Education: http://www.acteonline.org
California Association of Regional Occupational Centers and Programs: http://www.carocp.org
California Department of Education, ROC/P: http://www.cde.ca.gov/ci/ct/rp
Commission on Teacher Credentialing: http://www.ctc.ca.gov

Policy adopted

LOS ANGELES COUNTY OFFICE OF EDUCATION
Downey, California
Board Bylaws

REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS

Health and Welfare Benefits

Note: Districts have the option of providing health and welfare benefits to Board members pursuant to Government Code 53205. Districts have flexibility in selecting the types of coverage and the methods of payment for such coverage. However, Internal Revenue Service Publication 571 indicates that school Board members are not eligible to participate in district programs for the purchase of tax sheltered annuities pursuant to 26 USC 403(b).

Government Code 53202 authorizes a Board member to choose his/her own plan and the district may, rather than contracting itself, approve such an arrangement. In 83 Ops.Cal Atty.Gen. 124 (2000), the Attorney General opined that, once district approval is given, the district may pay for this benefit by way of reimbursement to the Board member who has paid for the benefit instead of direct district payment to the insurer. However, according to the Attorney General, a district may not make cash payments to Board members in lieu of providing them with health insurance benefits. The Attorney General's opinion further states that, depending on the individual circumstances, making such unauthorized payments may constitute a criminal offense and a civil action may be brought by affected individuals or taxpayers against Board members who received the unauthorized payment.

Pursuant to Government Code 53208.5, the health and welfare benefits of a Board member can be no greater than that received by nonsafety employees of the district or, if the district has different benefit structures, no greater than the most generous schedule of benefits being received by any category of nonsafety employees. Government Code 53208.5 also provides that Board members shall not be eligible to accrue multiple health and welfare benefits from two or more public agencies for concurrent service, unless the Board member serves as a regular full-time employee in a separate public agency.

County Board members may participate in the health and welfare benefits program provided for LACOE employees. The retirement welfare benefit may not be available to all County Board members as per federal or state regulations. [26 CFR Parts 1, 31, 54 and 602, 1.403(b)-2(b)(10)]

Health and welfare benefits for County Board members shall be no greater than that received by LACOE’s employees with the most generous schedule of benefits. (Government Code 53208.5)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

Note: The district may choose and/or revise any of the following options to reflect district practice.

LACOE shall pay the cost of all premiums required for County Board members electing to participate in LACOE health and welfare benefits program to the same extent that LACOE pays premiums for management staff in accordance with Government Code 53208.5. In addition, Board members shall pay tenthly contributions toward health and welfare benefits to the same extent that management staff contributes to health and welfare benefits.
Note: Government Code 53205.1 provides that the Board may authorize payment of all or any portion of premiums, dues or other charges for health and welfare benefits for a Board member's spouse or dependent children. The following paragraph is optional, and Boards that choose to extend coverage to spouses or dependent children may specify a different portion of payment as desired.

Benefits for Retired Board Members

Note: The following section is optional. Districts that do not offer benefits to retired Board members should be careful to delete this entire section.

OPTION 1: (Districts that paid health and welfare benefits for former Board members before January 1, 1994)

Because LACOE paid for health and welfare benefits for former County Board members before January 1, 1994, any former County Board member may continue to participate in LACOE's health and welfare benefits at LACOE's expense so long as that member satisfies all of the following conditions: (1) he/she served in office after January 1, 1981, (2) his/her term began before January 1, 1995, and (3) he/she has served for 12 or more years. These payments shall be made under the same terms as made for former County Board members before January 1, 1994. (Government Code 53201)

LACOE subsidized insurance programs as provided above are not available to County Board Members who are appointed for the first time after January 1, 2007.

For County Board members appointed before January 1, 2007, health and welfare benefits for retired County Board members shall be no greater than that received by LACOE employees with the most generous schedule of benefits. (Government Code 53208.5)
A County Board member who is at least 50 years of age who retires from service as a County Board member, may elect to continue participation in the Office’s approved health and medical, dental, vision, and life insurance programs at the same level available to other retired management and confidential employees, excluding 4324R, Section C, Early Retirement, provided that coverage was in effect at the time of retirement.

The cost to the retired County Board member shall be based on the following: 1) years of service, 2) level of medical benefits available to other LACOE retired management and confidential employees, 3) percentage of premium costs based on “employee only rates” and contributed by the Office for other eligible management and confidential retirees.

Note: Pursuant to Government Code 53201, a district may pay premiums for health and welfare benefits for former Board members only under the following conditions: (1) the district paid for benefits for one or more retired members before January 1, 1994, (2) the former Board member served in office after January 1, 1981, (3) the former Board member's term began before January 1, 1995, and (4) the former Board member served for 12 or more years. If the district did not pay benefits for former Board members before January 1, 1994, benefits can only be provided to members on a self-pay basis, even if a former member has served in office for the requisite amount of time. Because this is a complex area of law, it is strongly recommended that districts consult with legal counsel before offering such benefits.

In Thorning v. Hollister School District, the appellate court ruled that this benefit, once given, merits the same recognition and protection as applies to pensions and therefore may not be subsequently withdrawn at the Board's discretion.

Because Government Code 53208.5 provides that Board members may not receive benefits greater than that provided to district employees, if a district's collective bargaining agreement specifies that employee eligibility for benefits terminates at age 65, then Board member benefits will also terminate at that time. Districts with such circumstances should amend the following options accordingly.

Option #1 is for use only by districts that, before January 1, 1994, were paying premiums for one or more retired Board members who served in office after January 1, 1981, for 12 or more years, and whose term began before January 1, 1995. Option #2 is for use by districts that did not pay for such benefits before January 1, 1994.

Note: Government Code 53201 provides that the district may allow former Board members elected after January 1, 1995 with at least one term of service to continue health and welfare benefits only at their own expense. If the Board chooses to offer this option, it may amend the following paragraph to require more than one term of service if desired.
REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS (continued)

Legal Reference:

EDUCATION CODE
1090-1097 Salaries and expenses
33050-33053 General waiver authority
33362-33363 Reimbursement of expenses (Department of Education and CSBA workshops)
35012 Board members; number, election and term
35044 Payment of traveling expenses of representatives of board
35120 Compensation (services as member of governing board)
35172 Promotional activities
44038 Cash deposits for transportation purchased on credit

GOVERNMENT CODE
20322 Elective officers; election to become member
53200-53209 Group insurance

UNITED STATES CODE, TITLE 26
403(b) Tax-sheltered annuities

LOS ANGELES COUNTY CODE
6,123,020 - Compensation

COURT DECISIONS

ATTORNEY GENERAL OPINIONS

Management Resources:

WEB SITES
CSBA: http://www.csba.org
Public Employees' Retirement System: http://www.calpers.ca.gov

Policy
adopted: LOS ANGELES COUNTY OFFICE OF EDUCATION
Downey, California
Item IX. Interdistrict and Expulsion Appeal Hearings

A. Los Angeles County Board of Education’s Decision on Interdistrict Attendance Appeals (Enclosures)

Final decisions on Interdistrict Attendance Appeals

On April 10, 2012, and April 11, 2012, the Administrative Hearing Consultant heard the appeal(s). The consultant’s findings and recommendations were sent to the County Board of Education, along with the hearing folder, for review.

The Superintendent will provide legal counsel from the County Office of Education.
*District of Residence is an Open Enrollment School  
On list of 1000 schools as of September 22, 2011

**Interdistrict Attendance Permit Appeal(s)**

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Hearing Consultant</th>
<th>Grade</th>
<th>Represented by</th>
<th>Resident District</th>
<th>District Representative</th>
<th>Desired District</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nathan M.</td>
<td>Samantha Leddel</td>
<td>K</td>
<td>Mr. Adrian and Mrs. Abi Morales</td>
<td>Los Angeles USD</td>
<td>Ms. Melissa Schoonmaker</td>
<td>El Segundo USD</td>
</tr>
<tr>
<td>2. Nayeli D.</td>
<td>Samantha Leddel</td>
<td>9</td>
<td>Mr. Miguel Diaz and Ms. Teresita Moreno</td>
<td>Los Angeles USD</td>
<td>Ms. Melissa Schoonmaker</td>
<td>El Segundo USD</td>
</tr>
<tr>
<td>3. Matthew M.</td>
<td>Samantha Leddel</td>
<td>3</td>
<td>Ms. Roxana Miranda</td>
<td>Los Angeles USD</td>
<td>Ms. Melissa Schoonmaker</td>
<td>Culver City USD</td>
</tr>
</tbody>
</table>
Item IX. Interdistrict and Expulsion Appeal Hearings

B. Los Angeles County Board of Education’s Decision on Expulsion Appeal (Enclosures)

Final decisions on Expulsion Appeal (closed session)

On April 17, 2012, the Administrative Hearing Panel heard (case no. 1112-007) v. Antelope Valley Union High School District. The panel’s findings and recommendations were sent to the County Board of Education, along with the hearing folder, for review.

The Superintendent will provide legal counsel from the County Office of Education.

Education Code Section 48919.5 authorizes Expulsion Appeals to be heard by an administrative hearing panel appointed by county boards of education.
Expulsion Appeal

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Grade</th>
<th>Represented by</th>
<th>District</th>
<th>District Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1112-007</td>
<td>10</td>
<td>Ms. Marlene Nabte</td>
<td>Antelope Valley Union HSD</td>
<td>Ms. Bridget Cook, Esq.</td>
</tr>
</tbody>
</table>

* Open Hearing
** Closed Hearing
Item X. Closing Items

A. Governmental Relations

Dr. Delgado will provide an update on Governmental Relations.
Board Meeting – May 1, 2012

Item X. Closing Items

B. Board Committee / Liaison Reports

Board members serving as Committee/Liaison representatives will report on their activities.
Board Meeting — May 1, 2012

Item X. Closing Items

C. Los Angeles County Board of Education Meeting Schedule, Establishment of Meeting Times, Future Agenda Items, Followup

Board meetings scheduled for 2011-2012 are listed on the following pages. The calendar is presented for discussion, to establish meeting times, and to receive Board members' requests for future agenda items.

This process will facilitate planning for Board meetings.
5/1/2012

LOS ANGELES COUNTY
BOARD OF EDUCATION
MEETING CALENDAR

May 1, 2012 – June 30, 2012
MAY 2012

2:00 Board Finance Committee Meeting
3:00 Board Meeting

**Presentation:** LACOROP Student Recognition (CWD/ROP)

**Rpt:** 2012-13 Budget Study Session

**Rpt:** Wisdom Academy for Young Scientists Charter School (WAYS) status of June 7, 2011 conditions of renewal

**Consent Rec:** National School Nurses Day (SSS)

**Consent Rec:** Approval for Disposal of Surplus Personal Property

**Rec:** Approval of Delegate Agency & Child Care Partners Contracts for 2012-2013 Program Year (HS)

**Rec:** The County FY 2011-12 Budget to Actuals Report with Budget Revisions

**Rec:** Legislation Position Recommendation

**Rec:** Approval for the Superintendent to issue a letter to WAYS requesting mediation pursuant to the Dispute Resolution Process

**Rec:** Approval of First Reading of revised Board Policy BP 0440 (LACOE Technology Plan), BP 3515.2 (Disruptions), BP 3940 (Dissemination of Proprietary Materials), BP 3980 (Protecting Confidential Information), BP 5117 (Interdistrict Attendance Appeals), BP 5123 (Promotion/Acceleration/Retention), BP 5131.7 (Weapons and Dangerous Instruments), BP 5132 (Dress and Grooming), BP 5137 (Positive School Climate), BP 5141 (Health Care and Emergencies), BP 5145.6 (Parental Notification), BP 5147 (Dropout Prevention), BP 5149 (At-Risk Students), BP 6011 (Academic Standards), BP 6142.4 (Service Learning/Community Service Classes), BP 6142.6 (Visual and Performing Arts Education), BP 6153 (School-Sponsored Trips), BP 6154 (Homework/Makeup Work), BP 6162.7 (Use of Technology in Instruction), BP 6163.4 (Student Use of Technology), BP 6171 (Title I Programs), BP 6178.2 (Regional Occupational Center/Program), Board Bylaw BB 9250.c (Retiree Board Member Benefits)

**Rec:** Approval of First Reading of revised Board Policy BP 0440 (LACOE Technology Plan), BP 3515.2 (Disruptions), BP 3940 (Dissemination of Proprietary Materials), BP 3980 (Protecting Confidential Information), BP 5117 (Interdistrict Attendance Appeals), BP 5123 (Promotion/Acceleration/Retention), BP 5131.7 (Weapons and Dangerous Instruments), BP 5132 (Dress and Grooming), BP 5137 (Positive School Climate), BP 5141 (Health Care and Emergencies), BP 5145.6 (Parental Notification), BP 5147 (Dropout Prevention), BP 5149 (At-Risk Students), BP 6011 (Academic Standards), BP 6142.4 (Service Learning/Community Service Classes), BP 6142.6 (Visual and Performing Arts Education), BP 6153 (School-Sponsored Trips), BP 6154 (Homework/Makeup Work), BP 6162.7 (Use of Technology in Instruction), BP 6163.4 (Student Use of Technology), BP 6171 (Title I Programs), BP 6178.2 (Regional Occupational Center/Program), Board Bylaw BB 9250.c (Retiree Board Member Benefits)

**Interdistrict Attendance Appeals:**
1. Nathan M. v. Los Angeles USD
2. Nayeli D. v. Los Angeles USD
3. Matthew M. v. Los Angeles USD
4. Christopher K. v. Los Angeles USD
5. Nicholas K. v. Los Angeles USD

**Expulsion Appeal:**
Case No. 1112-007 v. Antelope Valley USD (Closed session)

MAY 8

1-3:00 Board Policy Committee Meeting
3:00 Board Meeting

**Public Hearing:** Instructional Material Funds Realignment Program

**Public Hearing:** Westchester Secondary Charter School, Grades, 6-12, denied from LAUSD

**Public Hearing:** APART (Aspire, Plan, Achieve, Reflect, Thrive) Charter School, K-8, denied from Saugus Union School District

**Rec:** Approval of First Reading of revised Board Policy BP 0440 (LACOE Technology Plan), BP 3515.2 (Disruptions), BP 3940 (Dissemination of Proprietary Materials), BP 3980 (Protecting Confidential Information), BP 5117 (Interdistrict Attendance Appeals), BP 5123 (Promotion/Acceleration/Retention), BP 5131.7 (Weapons and Dangerous Instruments), BP 5132 (Dress and Grooming), BP 5137 (Positive School Climate), BP 5141 (Health Care and Emergencies), BP 5145.6 (Parental Notification), BP 5147 (Dropout Prevention), BP 5149 (At-Risk Students), BP 6011 (Academic Standards), BP 6142.4 (Service Learning/Community Service Classes), BP 6142.6 (Visual and Performing Arts Education), BP 6153 (School-Sponsored Trips), BP 6154 (Homework/Makeup Work), BP 6162.7 (Use of Technology in Instruction), BP 6163.4 (Student Use of Technology), BP 6171 (Title I Programs), BP 6178.2 (Regional Occupational Center/Program), Board Bylaw BB 9250.c (Retiree Board Member Benefits)

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**Interdistrict Attendance Appeals:**
1. Andrew J. v. Long Beach USD
2. Kevork M. v. Los Angeles USD
3. Liam B. v. Los Angeles USD
4. Cameron T. v. Los Angeles USD
5. Abigail C. v. Los Angeles USD
6. Matthew A. v. Los Angeles USD
7. Jeovanni C. v. Los Angeles USD
8. Kiana K. v. Los Angeles USD
9. Audrey R. v. Los Angeles USD

*Pending Appeal Hearing

#1000 Schools List

AB – AB2444

8/1/12
MAY 15 2012

2:00 Board Curriculum, Instruction and Assessment Committee Meeting
3:00 Board Meeting

Presentation: Classified Employees Week
Presentation: Day of the Teacher
Rpt: 2012-13 Budget Study Session
Consent Rec/Bd. Res: Declaration of Indefinite Designation for Retroactive Pay
Rec: Legislation Position Recommendation

Interdistrict Attendance Appeals:
1. Lizeth U. v. Los Angeles USD * (Spanish Interp.)
2. Olivia K. v. Alhambra USD *
3. Camila C. v. Alhambra USD *
4. Natalia C. v. Alhambra USD *
5. Isaac B. v. Los Angeles USD *
6. Erionna S. v. Los Angeles USD
7. Evin S. v. Los Angeles USD *
8. Errol C. v. Los Angeles USD *
9. Pilar F. v. Los Angeles USD *
10. Nina N. v. Los Angeles USD *
11. Munyaradzi M. v. Los Angeles USD *
12. Natalia V. v. Los Angeles USD *
13. Tanna C. v. Los Angeles USD *
14. Liam T. v. Los Angeles USD *
15. Elena T. v. Los Angeles USD *
16. Connor D. v. Los Angeles USD *
17. Kiana F. v. Los Angeles USD *
18. Cassandra A. v. Los Angeles USD *
19. Emily B. v. Los Angeles USD *

Expulsion Appeal:
1. Case No. 1112-008 v. Los Angeles USD (Closed session)
2. Case No. 1112-009 v. Los Angeles USD (Closed session)

*Pending Appeal Hearing
#1000 Schools List
AB – AB2444

5/1/12
<table>
<thead>
<tr>
<th>JUNE 5 2012</th>
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<tbody>
<tr>
<td>2:00 Board Finance Committee Meeting</td>
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<tr>
<td>3:00 Board Meeting</td>
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<tr>
<td><strong>Presentation:</strong> History Day Awards (CIS)</td>
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<tr>
<td><strong>Public Hearing:</strong> Tier III Categorical Funds</td>
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<tr>
<td><strong>Rpt:</strong> Release and/or Non-Reelection of Provisional Staff</td>
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<tr>
<td><strong>Rpt:</strong> Westchester Secondary Charter School, Grades, 6-12, denied from LAUSD</td>
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<tr>
<td><strong>Rpt:</strong> 2012-13 Budget Study Session</td>
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<td><strong>Rec Rpt:</strong> ROP Course Review (CWD/ROP)</td>
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<tr>
<td><strong>Consent Rec:</strong> Approval of Annual Distribution of US Forest Reserve Funds</td>
</tr>
<tr>
<td><strong>Rec:</strong> Proposed 2012-13 Budget First Reading</td>
</tr>
<tr>
<td><strong>Rec:</strong> Short Term Cash Loans to School Districts in L.A. County</td>
</tr>
<tr>
<td><strong>Rec:</strong> ROP Course Adoption (CWD/ROP)</td>
</tr>
<tr>
<td><strong>Rec:</strong> The County FY 2011-12 Budget to Actuals Report with Budget Revisions</td>
</tr>
<tr>
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<th>JUNE 12</th>
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<tbody>
<tr>
<td>1-3:00 Board Policy Committee Meeting</td>
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<tr>
<td>3:00 Board Meeting</td>
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<tr>
<td><strong>Presentation:</strong> Annual Service Awards</td>
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<tr>
<td><strong>Public Hearing:</strong> Adoption of 2012-13 Proposed Budget</td>
</tr>
<tr>
<td><strong>Rpt:</strong> APART (Aspire, Plan, Achieve, Reflect, Thrive) Charter School, K-8, denied from Saugus Union School District</td>
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<tr>
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<thead>
<tr>
<th>JUNE 19</th>
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<tbody>
<tr>
<td>2:00 Board Curriculum, Instruction and Assessment Committee Meeting</td>
</tr>
<tr>
<td>3:00 Board Meeting</td>
</tr>
<tr>
<td><strong>Rec:</strong> Approval of the Adoption of the Textbook and Instructional Materials List for Educational programs</td>
</tr>
<tr>
<td><strong>Rec:</strong> Approval of Single Plans for Student Achievement (Title I) for Educational Programs, SEA Charter School, and the Group Homes and Foster Family Agencies Served under LACOE Title I Programs</td>
</tr>
<tr>
<td><strong>Rec:</strong> Legislation Position Recommendation</td>
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