

MERCED CITY SCHOOL DISTRICT



SCHOOL BOARD AGENDA

June 14, 2011

MERCED CITY SCHOOL DISTRICT

Our Mission...

The mission of the Merced City School District, a community of diverse learners striving for higher achievement, is to ensure that every student excels academically, builds character, and is a productive member of our community; we will do this by delivering exceptional instruction of a well-rounded and relevant curriculum that incorporates innovative practices and partnerships with family and community in a safe learning environment.

Beliefs

We believe that:

Every human being is unique with unlimited potential;

Treating individuals with respect and dignity elevates the human spirit;

Everyone has inherent value and purpose;

Mutual trust is essential to productive relationships;

A challenging environment balanced with support enables individuals to thrive;

Embracing diversity strengthens our community;

Individuals have responsibility for their actions;

Service to others strengthens the character of the individual, and the vitality of community.

Strategies

1. “Fully implement a district-wide user friendly system that monitors student performance and corresponding interventions to measure their effectiveness.”
2. “We will design, implement and monitor ongoing, innovative targeted professional learning approaches in order to achieve our objectives.”
3. “We will, in partnership with our community, develop a facilities plan that incorporates innovative design and common education specifications to optimize utilization of space and community resources, and provide exceptional learning environments district-wide.”
4. “We will, in partnership with family and community, identify core character traits and develop action plans to teach and assess whether students demonstrate those traits.”
5. “We will form a mutually beneficial academic partnership focusing on UC Merced and Merced College that will enable students to achieve academic excellence.”

Objectives

1. “Each student will meet, or exceed established academic performance standards.”
2. “Each student will demonstrate identified character traits that enrich the individual and community.”



MERCED CITY SCHOOL DISTRICT
444 West 23rd Street, Merced, California 95340 (209) 385-6600

REGULAR MEETING OF THE BOARD OF EDUCATION

Tuesday, June 14, 2011
District Office Board Room
444 West 23rd Street/Canal Street Entrance
Merced, California

CLOSED SESSION - 6:00 P.M.
OPEN SESSION - 7:00 P.M.

AGENDA

In compliance with the Americans with Disabilities Act, if you need special assistance to access the meeting room or to otherwise participate in this meeting, including auxiliary aids or services, please contact the Office of the Superintendent at (209) 385-6640. Notification at least 48 hours prior to the meeting will enable the Governing Board to make reasonable arrangements to ensure accessibility to the meeting.

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 444 West 23rd Street, Merced, California, during normal business hours.

The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call (209) 385-6753, 48 hours in advance of the meeting, so arrangements can be made for an interpreter. *El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretacion llame al (209) 385-6752, 48 horas antes de la junta, para poder hacer arreglos de intepretacion. Lub District tos txhais lus Hmoob thiab lwm hom lus tuaj koom ntawm Board cov rooj sibtham. Leej twg vas tuaj koom thiab xav tau ib tus neeg pab txhais lus yuav tsum hu (209) 385-6754, 48 teev tuaj ua ntej ntawm lub rooj sibtham, li ntawd thiab npaj tau tus neeg tuaj txhais lus.*

Community members have two opportunities to address the Board of Education.

If you wish to address the Board on an agenda item, please do so when that item is called. Some agenda items are designated a specific start time and the Board will consider that item at the designated time or as soon as practical thereafter. ***The start times are only an estimate.*** Presentations will be limited to a maximum of three (3) minutes. Time limitations are at the discretion of the President of the Board.

Individuals have an opportunity to address the Board during the Period for Public Discussion on topics within the subject matter jurisdiction of the Board not listed on this agenda. Presentations will be limited to a maximum of three (3) minutes, with a total of twenty (20) minutes designated for this portion of the agenda. Individuals with questions on school district issues may submit them in writing. The Board will automatically refer requests to the Superintendent.

I. OPENING BUSINESS - 6:00 P.M.

- A. Call Public Session to Order
- B. Roll Call

II. PUBLIC COMMENT PRIOR TO CLOSED SESSION

- A. Identification of Closed Session Topics
- B. *Comments And/Or Questions From The Audience*
- C. Adjourn To Closed Session

(These proceedings are being recorded.)

III. CLOSED SESSION

- A. PUBLIC EMPLOYEE: DISCIPLINE/DISMISSAL/RELEASE
- B. PUBLIC EMPLOYEE REASSIGNMENT – PRINCIPALS (5), Educational Services, pursuant to Education Code Section 54957
- C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION, Significant exposure to litigation: Two (2) potential cases, Gov. Code 54956.9(b)

IV. OPEN SESSION - 7:00 P.M.

- A. Call to Order
- B. Roll Call

V. FLAG SALUTE

VI. APPROVAL OF AGENDA

VII. ITEMS OF INTEREST

- A. **Board members and district administrators** may report on activities, such as school visits, meetings, and conferences.
- B. **Written Communications**
- C. **Board Reports**
Board member representatives to various committees may report on actions and discussion at those committee meetings held since the last meeting of the Board of Education. Board representatives may receive direction for future committee meetings.

VIII. REPORT

E-59-10-11	Alternative Governance Board	Ms. Dossetti
E-60-10-11	Youth Enrichment Program	Ms. Dossetti Mr. Blount
A-139-10-11	Rivera Joint-Use Gym Facilities Project	Mr. Spicer Mr. Magnussen

IX. CONSENT

Items listed under the Consent Calendar are considered to be routine and are acted on by the Board of Education in one motion. There is no discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Calendar. It is understood that the Administration recommends approval on all Consent Items. Each item on the Consent Calendar approved by the Board of Education shall be deemed to have been considered in full and adopted as recommended.

a. Superintendent

S-41-10-11 Meeting Minutes **Dr. P. Duran**
It is recommended that the Board of Education approve the minutes from the regular meeting of May 24, 2011.

b. Administrative Services

A-140-10-11 Employment Transactions - Certificated Personnel **Mr. Spicer**
Approval is recommended for certificated personnel items.

A-141-10-11 Employment Transactions - Classified Personnel **Mr. Spicer**
Approval is recommended for classified personnel items.

c. Fiscal Services

F-50-10-11 Warrants **Mr. Spicer**
Ms. Cavallero
It is recommended that the Board of Education ratify the list of warrants issued in the following consecutively numbered warrant registers.

F-51-10-11 Budget Transfers **Ms. Spicer**
Ms. Cavallero
It is recommended that the Board of Education ratify the list of budget transfers completed during the month of May 1 through May 30, 2011.

X. BOARD ACTION

Members of the public may address the Board on an agenda item when that agenda item is being discussed by the Board.

a. Administrative Services

- | | | |
|--------------------|--|-------------------|
| A-142-10-11 | Library Media Teacher Job Description – Revised,
Second Reading
It is recommended that the Board of Education approve the revisions to the Library Media Teacher (LMT) job description as a second reading. | Mr. Spicer |
| A-143-10-11 | Preschool Instructional Assistant – New Job
Description, Second Reading
It is recommended that the Board of Education approve the job description for Preschool Instructional Assistant at Range “B” on the Classified Salary Schedule as a second reading. | Mr. Spicer |
| A-144-10-1 | Learning Director Job Description – Revised,
First And Second Reading
It is recommended that the Board of Education approve the revised job description for Learning Director as a first and second reading. | Mr. Spicer |
| A-145-10-11 | Administrator On Special Assignment: Closing The
Achievement Gap – New Job Description,
First Reading
It is recommended that the Board of Education approve the new job description for Administrator on Special Assignment: Closing the Achievement Gap as a first reading. | Mr. Spicer |
| A-146-10-11 | PC Support Technician Job Description – Revised, First
Reading
It is recommended that the Board of Education approve the revised job description for PC Support Technician as a first reading. | Mr. Spicer |

b. **Fiscal Services**

- | | | |
|-------------------|---|---|
| F-52-10-11 | Agreement For Special Services
It is recommended that the Board of Education approve the renewal of the Agreement for Special Services with School Services of California to provide the district with information and support for issues related to school finance, legislation, school budgeting, general fiscal issues and the state mandated program cost claims process. | Mr. Spicer
Ms. Cavallero |
| F-53-10-11 | Award Of Annual Instructional Supply Bid #2011-3
It is recommended that the Board of Education approve the award of instructional supply items to the various vendors listed in the specified amounts. | Mr. Spicer
Ms. Cavallero |
| F-55-10-11 | 2010-2011 Budget Revision And Resolution No. F-55-2010-11
It is recommended that the Board of Education adopt Resolution No. F-55-2010-2011 approving revisions to the 2010-11 budgets. | Mr. Spicer
Ms. Cavallero |
| F-56-10-11 | Consideration Of Acceptance Of Revised Board Policies In The 3000 Series (Business And Non-Instructional Operations) BP 3100, Budget – First Reading
It is recommended that the Board of Education accept the revisions to Board Policy 3100, Budget, for a first reading. | Mr. Spicer
Ms. Cavallero |
| F-57-10-11 | Consideration Of Acceptance Of Revised Board Policies In The 3000 Series (Business And Non-Instructional Operations) BP 3460, Financial Reports and Accountability – First Reading
It is recommended that the Board of Education accept the revisions to Board Policy 3460, Financial Reports and Accountability for a first reading. | Mr. Spicer
Ms. Cavallero |

XI. COMMUNICATIONS

D. Public Comment Period

Members of the audience may also address the Board on any topic *not* listed on the agenda at this time. Topics not on the agenda, which are brought to the Board's attention, may be investigated by the administration and a report made to the Board, either publicly or privately at a future meeting. Comments from members of the public shall not exceed three (3) minutes or a total of twenty (20) minutes, unless timelines are waived by a majority of the Board.

XII. BOARD MEMBER ROUNDTABLE

XIII. ADJOURNMENT

**EQUAL OPPORTUNITY EMPLOYER
DRUG FREE WORK PLACE EMPLOYER**

POSTED: June 10, 2011

Board of Education Meeting Schedule 2010-2011 School Year

<u>Date Of Meeting</u>	<u>Time</u>	<u>Location</u>
Tuesday, August 10, 2010	7:00 p.m.	Board Room
Tuesday, August 24, 2010	7:00 p.m.	Board Room
First day of school - (August 16)		
Tuesday, September 14, 2010	7:00 p.m.	Board Room
Tuesday, September 28, 2010	7:00 p.m.	Givens School
Tuesday, October 12, 2010	7:00 p.m.	Board Room
Tuesday, October 26, 2010	7:00 p.m.	Stefani School
Tuesday, November 9, 2010	7:00 p.m.	Rivera School
Nov. 2 – Election Day *Thanksgiving Week - (November 22-26)		
Tuesday, December 14, 2010	7:00 p.m.	Board Room
*Winter Break - (December 20-December 31)		
Tuesday, January 11, 2011	7:00 p.m.	Board Room
Tuesday, February 1, 2011	7:00 p.m.	Board Room
Tuesday, February 15, 2011	7:00 p.m.	Tenaya School
*Presidents' Week - (February 21-25)		
Tuesday, March 8, 2011	7:00 p.m.	Board Room
Tuesday, March 22, 2011	7:00 p.m.	Franklin School
Tuesday, April 12, 2011	7:00 p.m.	Board Room
Tuesday, April 26, 2011	7:00 p.m.	Burbank School
*Spring Break - (April 18 - 25)		
Tuesday, May 10, 2011	7:00 p.m.	Muir School
Tuesday, May 24, 2011	7:00 p.m.	Board Room
Graduation - (June 1)		
Tuesday, June 14, 2011	7:00 p.m.	Board Room
Tuesday, June 28, 2011	7:00 p.m.	Board Room

Meeting dates may change. Merced City School District Board Room: 444 West 23rd Street
 (*Local Recess) - No School
 Budget Open Forums: January 13, 20 and February 10
 Special Meetings: January 25, March 1

**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD OF THE
MERCED CITY SCHOOL DISTRICT**

District Board Room

May 24, 2011

- CALL TO ORDER: The meeting was called to order by President Cherf at 6:00 p.m.
- MEMBERS PRESENT: Mr. Darrell Cherf, Mr. Adam Cox, Ms. Jessica Kazakos, Mr. Gene Stamm, Dr. Susan Walsh arrived at 6:20 p.m.
- PUBLIC COMMENT PRIOR TO CLOSED SESSION: Stowell School Parent, Mr. Paul Jones shared his comments on the question of parental notification regarding confidential personnel issues at the site. Mr. Jones also identified himself as a sergeant of the Merced Brown Beret National Organization.
- CLOSED SESSION: The Board met in closed session from 6:05 p.m. to 7:03 p.m. to discuss:
- PUBLIC EMPLOYEE: APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE
 - CONFERENCE WITH LABOR NEGOTIATOR, MR. GREG SPICER, PURSUANT TO EDUCATION CODE SECTION 54957.6, regarding negotiations with Certificated and Classified Employees
 - CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, Significant exposure to litigation: One (1) potential case, Gov. Code 54956.9(b)
- OPEN SESSION: The Board reconvened to open session at 7:04 p.m.
- MEMBERS PRESENT: Mr. Darrell Cherf, Mr. Adam Cox, Ms. Jessica Kazakos, Mr. Gene Stamm, Dr. Susan Walsh
- STAFF PRESENT: District Superintendent, Dr. RoseMary Parga Duran; Associate Superintendent, Mr. Greg Spicer; Acting Assistant Superintendent, Educational Services, Ms. Annie Dossetti; Administrative Assistant to the Superintendent, Ms. Kathie Kubo; Chief Fiscal Officer, Ms. Kris Cavallero; Chief Operations Officer, Mr. Kraig Magnussen; Director of Special Education and Pupil Services, Dr. Ken Testa; Director of Information Technology/Support Services, Mr. Greg Blount; Principal, Mr. Cesar Hernandez; Assistant Principal, Ms. Roxanne Montano; Assistant Principal, Mr. Rick Her; Preschool Coordinator, Ms. Melanie Cole; Curriculum/Compliance Coordinator, Ms. Lila Lesly; Personnel Specialist II, Ms. Denise Hernandez; Community Outreach Specialist, Mr. Lucas Lopez; Community Outreach Specialist, Mr. Fong Her; MCTA President, Mr. Russell Lawrence
- PLEDGE OF ALLEGIANCE: Mr. Adam Cox, clerk
- REPORT OF ACTION TAKEN IN CLOSED SESSION: No items.

APPROVAL OF AGENDA:

It was moved by Mr. Cox, seconded by Dr. Walsh, to approve the agenda as presented. Motion carried.

ITEMS OF INTEREST:

BOARD

- All board members and administrators hosted the 17th Annual Employee Appreciation Picnic on Friday, May 20.
- Dr. Walsh attended Open House events at Givens, Wright and Hoover schools.
- Mr. Cox attended Open House events at Chenoweth School and toured Peterson School.
- Mr. Stamm attended Open House events at Chenoweth School. He also attended the EMCPFFA (facilities) meeting with the MUHSD.
- Ms. Kazakos attended the 25th Anniversary Luncheon at Peterson School and the Gracey Preschool Literacy Program. She also attended Open House at Gracey School.
- Mr. Cherf was the Keynote Speaker for the California Gear Up Educational Trust Award Ceremony.

SUPERINTENDENT

- Dr. Parga Duran was the speaker at the Rivera Middle School PIQE graduation and attended Fremont Charter School's Science Fair. Dr. Parga Duran attended Open House events at Chenoweth, Peterson and Hoover schools.

STAFF

- Mr. Spicer attended the Open House events at Fremont Charter School and Cruickshank Middle School.
- Ms. Dossetti attended Open House events at Franklin, Gracey and Tenaya schools. Ms. Dossetti visited Fremont Charter School's Science Fair and participated in Closing the Achievement Gap in Merced: A Community Conversation Meeting.
- Ms. Cavallero attended Open House events at Stefani and Stowell schools. Ms. Cavallero also participated in the UC Merced's "Building Local Partnerships" event at the Boys and Girls Club.

REPORTS:

PRESCHOOL PROGRAM

Coordinator of Preschool, Ms. Melanie Cole presented an update on the District's Preschool Program.

2011-12 BUDGET UPDATE

Associate Superintendent, Mr. Greg Spicer and Chief Fiscal Officer, Ms. Kris Cavallero provided the board with an update to the 2011-12 budget.

CONSENT:

It was moved by Mr. Stamm, seconded by Ms. Kazakos, to approve the Consent Agenda as presented. Motion carried.

Superintendent

Meeting Minutes

- Approval of the regular meeting minutes of May 10, 2011

Administrative Services

Employment Transactions -
Certificated Personnel:

- Approval of the following certificated personnel items:
 - A. **Employment**
Lisa Minton, YEP – Part-Time Instructor, Peterson School, effective 5/9/2011

Substitutes:
Julia G. Dumars – Single Subject
Richard L. Grant – Single Subject
Peter F. Lang – standard/Life Credential
Linda M. Meraz – Multiple Subject
 - B. **Resignation**
Judy Fast, Classroom Teacher, Community Day School, effective 6/3/2011

Employment Transactions -
Classified Personnel:

- Approval of the following classified personnel items:
 - A. **Retirement**
Gwynne Auer, Risk Manager, District Office, effective 6/30/2011
 - B. **Resignation**
Karina Tovar, School Office Clerk, Hoover Middle School, effective 5/4/2011

Fiscal Services

Warrants

- Approval of the ratification of the list of warrants issued in the following consecutively numbered warrant registers.

<u>Warrant Numbers</u>	<u>Dated</u>	<u>Amount</u>
173157-173264	5/6/11	<u>\$1,486,356.14</u>
	Total:	\$1,486,356.14

BOARD ACTION

SUPERINTENDENT

GIFTS/GRANTS AND BEQUESTS

It was moved by Ms. Kazakos, seconded by Mr. Stamm, to approve the acceptance of gifts/grants and bequests in the amount of \$546.25. Motion carried.

Cruickshank Middle School, Mini-Grant Award to Jennifer Alford, donated by Merced County School Board Association, valued at \$400.

Cruickshank Middle School, monetary donation, donated by Pacific Media Group, valued at \$28.

Reyes School, monetary donation, donated by Save Mart SuperMarkets, valued at \$118.24

EDUCATIONAL SERVICES:

**BEGINNING TEACHER SUPPORT
AND ASSESSMENT PROGRAM
(BTSA)**

It was moved by Dr. Walsh, seconded by Ms. Kazakos, to approve the Memorandum of Understanding (MOU) and Co-Sponsor Agreement between the Merced City School District, Merced-Mariposa Beginning Teacher Support and Assessment (BTSA) Induction Program and the Merced County Office of Education. Motion carried.

**FIRST 5 MERCED COUNTY
PARENTS AS TEACHERS
COORDINATOR –
AMENDED CONTRACT**

It was moved by Mr. Stamm, seconded by Mr. Cox, to approve the amended contract between the First 5 Merced County Parents as Teachers Coordinator and the Merced City School District. Motion carried.

**STATE PRESCHOOL PROGRAM
ANNUAL AGENCY REPORT**

It was moved by Mr. Cox, seconded by Dr. Walsh, to approve the Merced City School District State Preschool Program Annual Agency Report for the California Department of Education Child Development Division. Motion carried.

ADMINISTRATIVE SERVICES:

**LIBRARY MEDIA TEACHER JOB
DESCRIPTION – REVISED
FIRST READING**

It was moved by Mr. Stamm, seconded by Ms. Kazakos, to approve the revisions to the Library Media Teacher (LMT) job description as a First Reading. Motion carried.

**PRESCHOOL INSTRUCTIONAL
ASSISTANT JOB DESCRIPTION –
NEW FIRST READING**

It was moved by Mr. Stamm, seconded by Ms. Kazakos, to approve the new job description for Preschool Instructional Assistant at Range “B” on the Classified Salary Schedule as a First Reading. Motion carried.

**RISK MANAGER JOB
DESCRIPTION – REVISED
FIRST AND SECOND READING**

It was moved by Ms. Kazakos, seconded by Mr. Cox, to approve the revised job description for the Risk Manager position as a First and Second Reading. Motion carried.

**DEFERRED MAINTENANCE
FLOORING REPLACEMENT**

It was moved by Mr. Stamm, seconded by Mr. Cox, to authorize the purchase of flooring materials and installation from Floor Tec., Inc. through the Department of General Services California Multiple Award Schedule. Motion carried.

RIVERA JOINT-USE GYM
PROJECT ALLOWANCE CHANGE
ORDER – CATEGORY 2

It was moved by Mr. Stamm, seconded by Dr. Walsh, to accept the Allowance Change Order (ACO 1-2) from DC Grading & Paving, Inc. Motion carried.

RIVERA JOINT-USE GYM
PROJECT ALLOWANCE CHANGE
ORDER – CATEGORY 3

It was moved by Dr. Walsh, seconded by Mr. Stamm, to accept the Allowance Change Order (ACO 1-3) from Diede Construction, Inc. Motion carried.

RIVERA JOINT-USE GYM
PROJECT ALLOWANCE CHANGE
ORDER – CATEGORY 8

It was moved by Mr. Cox, seconded by Ms. Kazakos, to accept the Allowance Change Order (ACO 1-8) from Priority Roofing Solutions, Inc. Motion carried.

RIVERA JOINT-USE GYM
PROJECT ALLOWANCE CHANGE
ORDER – CATEGORY 12

It was moved by Mr. Cox, seconded by Ms. Kazakos, to accept the Allowance Change Order (ACO 3-12) from Modern Air Mechanical, Inc. Motion carried.

FISCAL SERVICES:

2011-12 BUDGET – PUBLIC
HEARING NOTICE

It was moved by Mr. Cox, seconded by Ms. Kazakos, to approve June 28, 2011 as the date set for the Public Hearing of the 2011-12 budget. Motion carried.

COMMUNICATIONS:

AUDIENCE

1. MCTA Representative, Mr. Marcos Alvira shared positive comments on district negotiations with the Board of Education and Administration this year.

Some of the following speakers were assisted in translations by MCSD Community Outreach Specialist, Mr. Lucas Lopez.

2. Stowell School Parent, Ms. Maribel De Miranda shared her comments on the question of parental notification regarding confidential personnel issues at the site.
3. Stowell School Parent, Mr. Santiago Miranda shared his comments on the question of parental notification regarding confidential personnel issues at the site. Mr. Miranda's 4th grade daughter gave a personal statement.
4. Mr. Luis Pulido shared his comments on the question of parental notification regarding confidential personnel issues at the site.

ADJOURNMENT:

The meeting adjourned at 8:07 p.m.

Secretary

Clerk

REPORT

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Annie Dossetti
Acting Assistant Superintendent, Educational Services

DATE: June 14, 2011

SUBJECT: **REPORT ON ALTERNATIVE GOVERNANCE BOARD**

Background

The Merced City School District Board of Trustees established the Alternative Governance Board (AGB) on December 12, 2007. The AGB responsibility includes the planning and monitoring of the restructuring plans of the Year 4 and Year 5 Program Improvement schools as prescribed by No Child Left Behind.

The AGB process engages the LEA and school staff in an honest, strategic analysis of improvement efforts, and uncovers those areas most likely to be responsible for not meeting Adequate Yearly Progress (AYP) goals.

This report will provide an update on the AGB process and District School Liaison Team (DSLTL) recommendations for the 2011-12 school year.

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Annie Dossetti
Acting Assistant Superintendent, Educational Services

PREPARED BY: Greg Blount
Director of Information Technology and Support Services

DATE: June 14, 2011

SUBJECT: **REPORT ON YOUTH ENRICHMENT PROGRAM**

Background

The District operates a before and after school Youth Enrichment Program (YEP) for the City of Merced. Mr. Greg Blount, Director of Information Technology and Support Services, will present a report on the YEP program.

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent, Administrative Services

PREPARED BY: Kraig Magnussen
Chief Operations Officer

DATE: June 14, 2011

SUBJECT: **RIVERA JOINT-USE GYM FACILITIES PROJECT**

Background

A report will be presented to the Board of Education with updates on the Rivera Joint Use-Gym Facilities Project.

CONSENT

MERCED CITY SCHOOL DISTRICT

TO: Board of Education

FROM: RoseMary Parga Duran, Ed.D.
District Superintendent

DATE: June 14, 2011

SUBJECT: **MEETING MINUTES**

Recommendation

It is recommended that the Board of Education approve the minutes from the regular meeting of May 24, 2011.

Background

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. (BP 9320)

Fiscal Impact

Revenue: None
Expenditure: None
Budget Category: None

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent, Administrative Services

PREPARED BY: Denise Hernandez
Personnel Specialist

DATE: June 14, 2011

SUBJECT: **EMPLOYMENT TRANSACTIONS – CERTIFICATED PERSONNEL**

Recommendation

Approval is recommended for the following certificated personnel items:

A. Retirement

Connie Hadley

Principal
Stefani Elementary School
Effective 6/27/2011

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: General Fund

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent, Administrative Services

PREPARED BY: Elsa Servin
Personnel Specialist

DATE: June 14, 2011

SUBJECT: **EMPLOYMENT TRANSACTIONS – CLASSIFIED PERSONNEL**

Recommendation

Approval is recommended for the following classified personnel items.

A. Change of Status

Juan A. Ortiz	From Head Custodian, Burbank Elementary School to Warehouse Worker, Warehouse Effective July 1, 2011
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B. Resignation

Yuridia Hampton	Health Assistant Hoover Middle School Effective 6/3/2011
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Kou Lor	Clerk Typist Sheehy Elementary School Effective 6/10/2011
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Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: General Fund

MERCED CITY SCHOOL DISTRICT

TO: RoseMary P. Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent

PREPARED BY: Kris Cavallero
Chief Fiscal Officer

DATE: June 14, 2011

SUBJECT: **WARRANTS**

Recommendation

It is recommended that the Board of Education ratify the list of warrants issued in the following consecutively numbered warrant registers:

Warrant Numbers	Dated	Amount
176736-176825	5/13/11	\$ 193,416.21
179361-179458	5/20/11	\$ 552,098.33
	Total	<hr/> \$ 745,514.54

Background

The warrants listed have been issued in accordance with the District's Purchasing Policy (BP 3314).

Fiscal Impact

Revenue: None
Expenditure: \$745,514.54
Budget Category: Various

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 05/13/11

AFY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
176736	012970	ACADEMIA DE SERVICIOS TUTORIA	03270	55.00	176737	008470	ACTION COMPUTERS	03270	18,764.71
176738	001930	AMERIFRIDE UNIFORM SERVICES	03270	1,305.62	176739	009207	APPLIED INDUST TECHNOLOGIES	03270	174.65
176740	012984	AUTISM AND BEHAVIOR TRAINING	03270	904.08	176741	005331	BANK OF AMERICA	03270	52.90
176742	000167	BARTLETT PEFOLEUM PRODUCTS	03270	23,870.07	176743	000183	BETTIS GLASS	03270	25.00
176744	008340	BROOKS PUBLISHING	03270	80.90	176745	009507	CASTSTONE CURRICULUM PUBLISHING	03270	1,763.64
176746	012959	CASTILLO'S UPHOLSTERY	03270	500.00	176747	010900	CDW GOVERNMENT INC	03270	1,439.64
176748	000431	CONSOLIDATED ELECTRICAL DIST	03270	361.16	176749	011010	CORNER STONE STAFFING	03270	1,373.13
176750	006770	COSTCO WHOLESALE 142	03270	617.59	176751	005711	D&D PEST CONTROL INC	03270	36.00
176752	000530	DEMCO INC	03270	87.93	176753	000565	DOM'S ELECTRIC MOTOR SHOP	03270	442.98
176754	009758	ETA/CUISENAIRE	03270	452.63	176755	007963	FASTENAL COMPANY	03270	504.21
176756	011324	FERGUSON ENTERPRISES INC	03270	943.13	176757	004290	GOTTSCHALK MUSIC CENTER	03270	296.03
176758	003169	W W GRAINGER INC	03270	450.64	176759	000852	HAYES SCHOOL PUB CO INC	03270	92.98
176760	013016	HOT TANK SUPPLY CO	03270	191.63	176761	010269	IMAGESTUFF.COM	03270	532.59
176762	012881	LOWE'S	03270	489.01	176765	012870	MID-STATE SPECIALTIES	03270	200.00
176766	012324	MODSPACE	03270	483.94	176767	013055	ALEX MOJICA	03270	23.91
176768	007981	NCS PEARSON	03270	1,437.13	176769	003519	OFFICE DEPOT INC	03270	4,961.47
176770	001353	ORIENTAL TRADING CO INC	03270	349.42	176771	006816	PARADIGM HEALTHCARE SVCS INC	03270	710.75
176772	001394	FAXTON/PATERSON LLC	03270	929.34	176773	007610	PC MALL GOV INC	03270	204.19
176774	001421	PERMA-BOUND	03270	3,357.94	176775	001368	PG&E	03270	1,471.83
176776	001489	PITSCO EDUCATION	03270	356.78	176777	011545	PRO TECH SECURITY	03270	300.00
176778	001616	PRO-ED	03270	55.00	176779	012693	KIM ROBINSON	03270	7.12
176780	001448	SAN JOAQUIN GLASS INC	03270	286.50	176781	001464	SAVE MART SUPERMARKETS	03270	155.39
176782	011417	SCHOETTLER TIRE INC	03270	138.78	176783	000361	SCHOOL SPECIALTY	03270	449.79
176784	001564	SHERWIN WILLIAMS CO	03270	577.73	176785	009634	SHRED IT CENTRAL CA INC	03270	82.93
176786	011109	SPINITAR	03270	599.29	176787	004824	SPURR/REMAC	03270	10,276.50
176788	012621	STAPLES ADVANTAGE	03270	40.24	176789	003244	SUPER DUPEP PUBLICATIONS	03270	89.90
176790	005645	TARGET BANK	03270	226.23	176791	001907	U S TOY CO INC/CONSTRUCTIVE	03270	373.74
176792	002000	WESTERN PSYCHOLOGICAL SERVICES	03270	233.28	176793	002068	ZANER-BLOSER	03270	502.98
176794	009180	VALLEY FORKLIFT	03270	275.32	176795	006610	DIVISION OF STATE ARCHITECT	03271	705.73
176796	004824	SPURR/REMAC	03271	1,203.70	176797	000327	CASBO	03275	652.00
176798	011010	CORNER STONE STAFFING	03275	501.60	176799	007810	DISCOUNT SCHOOL SUPPLY	03275	226.88
176800	012863	JOHN C FREMONT	03275	72.00	176801	002557	KLEINFELDER INC	03275	115.00
176802	012128	MULCH MADNESS INC	03275	2,660.00	176803	004824	SPURR/REMAC	03275	59.97
176804	012906	ALHAMBRA & SIERRA	03263	49.36	176805	001930	AMERIFRIDE UNIFORM SERVICES	03263	21.80
176806	002580	BOB'S REFRIGERATION	03263	269.88	176807	009236	CARGILL INCORPORATED	03263	334.25
176808	004128	THE DANIELSEN CO	03263	1,605.18	176809	012597	G & K SERVICES INC	03263	240.08
176810	007428	GOLD STAR FOODS	03263	3,358.65	176811	010138	HAGUE QUALITY WATER INC	03263	198.00
176812	007991	LOS CABOS MEXICAN FOODS	03263	5,011.74	176813	011151	MADERA PRODUCE INC	03263	1,963.50
176814	001232	MODERN AIR MECHANICAL INC	03263	351.50	176815	001464	SAVE MART SUPERMARKETS	03263	156.01
176816	009919	SCHOOL LUNCH PRODUCTS INC	03263	187.20	176817	011620	SYSCO FOOD SERV OF CENTRAL CA	03263	5,939.66
176818	009180	VALLEY FORKLIFT	03263	275.31	176819	012197	WESTSIDE WATER CONDITIONING	03263	410.04
176820	002557	KLEINFELDER INC	03277	224.50	176821	011684	PAOLI & ODELL INC	03277	1,210.25
176822	012699	WLC ARCHITECTS INC	03277	13,874.76	176823	012493	WLC CONSTRUCTION SERVICES INC	03277	33,861.42
176824	011684	PAOLI & ODELL INC	03269	2,700.00	176825	005241	MERCED CITY SCHOOL DISTRICT	03264	29,508.10

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 05/13/11

AFY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
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TOTAL AMOUNT OF ALL WARRANTS \$193,416.21***

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 05/20/11

AFY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
179361	007716	A-Z BUS SALES INC	03270	19,102.50	179362	005164	ABS DIRECT	03270	203.93
179363	000005	ACE PIPE & STEEL INC	03270	36.48	179364	008470	ACTION COMPUTERS	03270	341.80
179365	011005	ADI	03270	109.19	179366	012906	ALHAMBRA & SIERRA	03270	72.62
179367	011733	ALLIANCE PUBLISHING & MARKETING	03270	772.20	179368	001930	AMERIFRIDE UNIFORM SERVICES	03270	177.16
179369	003140	ASSOCIATES LOCK & SAFE SVC	03270	37.79	179370	006641	AUDIO VISUAL REPAIR	03270	509.21
179371	011170	BARNES & NOBLE INC	03270	34.71	179372	012329	BIG CREEK	03270	186.71
179373	012847	BILL'S TOW STORAGE AND	03270	295.00	179374	011955	CASCWA	03270	300.00
179375	006845	CASCADE CHALLENGER LEARNING	03270	1,264.84	179376	010900	CDW GOVERNMENT INC	03270	1,169.28
179377	011193	CENTER FOR EVALUATION AND	03270	14,000.00	179378	000340	CENTRAL CALIF ELECTRONICS INC	03270	390.03
179379	000349	CENTRAL VALLEY HARDWARE CO	03270	232.53	179380	000178	CHANNING BETE CO INC	03270	730.80
179381	000376	CITY OF MERCED	03270	589.88	179382	011010	CORNER STONE STAFFING	03270	702.24
179383	012925	COSCO FIRE PROTECTION INC	03270	135.00	179384	006770	COSTCO WHOLESAL 142	03270	120.15
179385	009124	CREATIVE ALTERNATIVES INC	03270	3,242.25	179386	012663	DEAF AND HARD OF HEARING	03270	85.00
179387	000530	DEMCO INC	03270	182.67	179388	012012	EAGLE SOFTWARE	03270	1,502.89
179389	008518	EWING IRRIGATION	03270	641.58	179390	012092	FARM PLAN	03270	565.61
179391	007963	FASTENAL COMPANY	03270	339.58	179392	004496	FLINN SCIENTIFIC INC	03270	137.29
179393	000749	GATEWAY FIRE EQUIPMENT	03270	105.78	179394	012632	GOLDEN VALLEY DOOR & MILLWORK	03270	727.44
179395	003169	W W GRAINGER INC	03270	649.85	179396	012726	CLARA HERFORTH	03270	87.72
179397	011298	ITD PRINT SOLUTIONS	03270	893.45	179398	010208	JACK'S R BETTER INC	03270	360.72
179399	012267	JOHNSTONE SUPPLY	03270	1,129.47	179400	000999	KELLY MOORE PAINT CO INC	03270	312.03
179401	010681	KIMBALL MIDWEST	03270	99.18	179402	012769	KONE INC	03270	325.00
179403	008368	LOZANO/SMITH/WOLIVER &	03270	1,711.00	179404	001117	MCNAMARA SPORTS INC	03270	107.65
179405	001170	MCSD PETTY CASH FUND	03270	30.02	179406	009224	MERCED COMMERCIAL PEST CONTROL	03270	250.00
179407	009969	MERCED COUNTY DEPARTMENT OF	03270	1,131.13	179408	001169	MERCED COUNTY SOLID WASTE DIV	03270	630.48
179409	002212	MERCED IRRIGATION DISTRICT	03270	14,043.54	179410	001065	MERCED SUN-STAR	03270	93.64
179411	003519	OFFICE DEPOT INC	03270	7,315.79	179412	009702	PARKER'S ACE HARDWARE INC	03270	887.94
179413	001394	PAXTON/PATERSON LLC	03270	232.73	179414	001616	PRO-ED	03270	284.90
179415	001709	RANCHERS TRACTOR CO	03270	137.49	179416	001711	RANDIK	03270	687.04
179417	009839	RENAISSANCE LEARNING INC	03270	68.77	179418	012827	RUSSELL SIGLER INC	03270	361.04
179419	011092	SANCHEZ MAJOR APPLIANCE	03270	55.00	179420	001473	SCHOLASTIC INC	03270	649.00
179421	009634	SHRED IT CENTRAL CA INC	03270	83.54	179422	000133	SMITH AUTO PARTS INC	03270	2,049.72
179423	012621	STAPLES ADVANTAGE	03270	147.10	179424	009467	TRANSIT JOINT POWERS AUTHORITY	03270	275.00
179425	010873	VALLEY RENTAL CENTERS INC	03270	586.67	179426	001369	AT&T	03271	55.94
179427	010158	DONNA GROVE	03271	233.75	179428	001174	MERCED COUNTY ARTS COUNCIL INC	03271	1,980.00
179429	003519	OFFICE DEPOT INC	03271	376.97	179430	011170	BARNES & NOBLE INC	03275	376.82
179431	011010	CORNER STONE STAFFING	03275	401.28	179432	003519	OFFICE DEPOT INC	03275	75.96
179433	001368	PG&E	03275	229.40	179434	003140	ASSOCIATES LOCK & SAFE SVC	03263	43.50
179435	004125	CASE PARTS CO	03263	388.48	179436	010900	CDW GOVERNMENT INC	03263	6,359.23
179437	004128	THE DANIELSEN CO	03263	3,246.20	179438	007428	GOLD STAR FOODS	03263	1,291.84
179439	009605	J M SMUCKERS LLC	03263	4,221.85	179440	002888	JOHNSON PLUMBING INC	03263	1,000.00
179441	011151	MADERA PRODUCE INC	03263	3,065.00	179442	001065	MERCED SUN-STAR	03263	354.70
179443	001232	MODERN AIR MECHANICAL INC	03263	393.68	179444	008687	PRODUCERS DAIRY FOODS INC	03263	22,088.64
179445	012913	PURE FORCE	03263	182.76	179446	013035	RAY MORGAN COMPANY	03263	1,346.46
179447	009919	SCHOOL LUNCH PRODUCTS INC	03263	5,722.70	179448	011620	SAYCO FOOD SERV OF CENTRAL CA	03263	2,548.22
179449	012573	TAYLOR TETER PARTNERSHIP LLP	03263	10,644.22	179450	012962	APLEGATE JOHNSTON INC	03277	148,292.73
179451	011802	IOMLAN CONSTRUCTION SVCS INC	03277	8,440.00	179452	011684	PAOLI & ODELL INC	03277	5,176.50
179453	001232	MODERN AIR MECHANICAL INC	03265	61,796.70	179454	013010	MCFADDEN CONSTRUCTION INC	03273	39,347.97

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 05/20/11

APY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
179455	013028	MCFADDEN CONSTRUCTION INC	03273	4,372.00	179456	012903	PRIORITY ROOFING SOLUTIONS INC	03273	82,845.00
179457	012995	SAN JOAQUIN STEEL COMPANY INC	03273	30,884.40	179458	005241	MERCED CITY SCHOOL DISTRICT	03264	19,594.68

TOTAL AMOUNT OF ALL WARRANTS \$552,098.33***

MERCED CITY SCHOOL DISTRICT

TO: RoseMary P. Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent

PREPARED BY: Kris Cavallero
Chief Fiscal Officer

DATE: June 14, 2011

SUBJECT: **BUDGET TRANSFERS**

Recommendation

It is recommended that the Board of Education ratify the list of budget transfers completed during the month of May 1 through May 30, 2011.

Background

Budget transfer transactions have been completed as necessary to permit payment of the obligations incurred by Merced City School District.

The Budget Transfer Transactions list will be provided to the Board for review.

Fiscal Impact

Revenue: N/A
Expenditure: N/A
Budget Category: Various

BOARD ACTION

ADMINISTRATIVE SERVICES

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent, Administrative Services

DATE: June 14, 2011

SUBJECT: **LIBRARY MEDIA TEACHER JOB DESCRIPTION - REVISED -
SECOND READING**

Recommendation

It is recommended that the Board of Education approve the revisions to the Library Media Teacher (LMT) job description as a Second Reading.

Background

On March 1, 2011, the Board of Education took action to eliminate four site Library Media Teachers. The remaining Library Media Teachers will service one middle school and will provide consultative services support to multiple elementary school sites. The revised job description reflects this change.

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: None

MERCED CITY SCHOOL DISTRICT

LIBRARY MEDIA TEACHER

I. General Description of Assignment

Provides leadership in the cooperative planning and teaching of information skills integrated with classroom instruction in the content areas. Maintains and supervises the library media center at ~~multiple school sites~~ **the assigned middle school site and provides consultative library services support to the assigned elementary school sites.** and Participates in other school-related programs.

II. Primary Responsibilities

- A. Teaches and facilitates student learning of school library standards.**
- ~~A-B.~~ Schedules classroom/teacher library time.
- ~~B-C.~~ Assists students and teachers in the appropriate use of materials and equipment.
- ~~C.~~ **D.** Evaluates the library media center services, and materials to adequately meet needs, student needs, community needs, and state and national standards.
- ~~D-E.~~ Trains and supervises the activities of the classified library media center staff, student library assistants and parent volunteers.
- ~~E-F.~~ Establishes routines and procedures for selecting, ordering, organizing, and circulating library media center materials and equipment.
- ~~F-G.~~ Provides a functional and attractive environment conducive to learning.
- ~~G-H.~~ Establishes standards of student behavioral expectations consistent with site policy.
- ~~H-I.~~ Participates in District and/or self-selected professional growth activities to enhance professional competence.
- ~~I-J.~~ Provides statistical accounting and performs other necessary functions required for library media center management.
- ~~J-K.~~ Attends and participates in designated staff meetings.

III. Related Responsibilities

MERCED CITY SCHOOL DISTRICT

- A. Selects and requisitions all instructional materials, supplies, and equipment necessary to provide a library media center appropriate to the learning activities of the school.
- B. Provides for supervision of students during the work day.
- C. Shares in the professional responsibility of participating in curriculum and other developmental program committees within the school of assignment and/or on a District level.

IV. Supervision

- A. Responsible to site administrator or designee.
- B. ~~District Office Personnel as requested by site administrator.~~ **Responsible to Assistant Superintendent of Educational Services or designee.**

V. Minimum Qualifications

Appropriate credential as required by the ~~Commission for Teacher Preparation and Licensing-~~ **California Commission on Teacher Credentialing.**

Education

Bachelor's Degree and all courses necessary to meet the credential requirements.

Experience

Completion of a successful student teaching assignment, or

Two years of successful full-time professional school library experience.

Personal Qualities

Recommendations from educators who have observed the personal characteristics, interpersonal relationships, scholastic achievement and classroom and/or library performance of the teacher/librarian, library media teacher.

Legal Reference: California Education Code, Sections 44660-44664
Policy Adopted: January 8, 1973
Policy Revised: June 2, 1981
Policy Revised: December 8, 1990
Policy Revised: March 20, 2007
Policy Revised:

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent, Administrative Services

DATE: June 14, 2011

PREPARED BY: Elsa Servin
Personnel Specialist

SUBJECT: **PRESCHOOL INSTRUCTIONAL ASSISTANT - NEW JOB
DESCRIPTION – SECOND READING**

Recommendation

It is recommended that the Board of Education approve the job description for Preschool Instructional Assistant at Range “B” on the Classified Salary Schedule as a Second Reading.

Background

The Preschool Instructional Assistant position will assist with the implementation and maintenance of a quality preschool program. This position will focus on providing a safe and nurturing environment for the growth and development of children cared for in the preschool program.

Fiscal Impact

Revenue: None

Expenditure: \$6,722.46 - \$11,245.33 annually

Budget Category: Preschool Fund

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: PRESCHOOL INSTRUCTIONAL ASSISTANT

BASIC FUNCTION:

The preschool instructional assistant is under the direction of the preschool teacher, assists with the implementation and maintenance of a quality preschool program; assists in providing instruction to individuals or small groups of students; provides a safe and nurturing environment for the growth and development of children cared for in the preschool program; involves parents and families in student activities; monitors and reports students progress.

REPRESENTATIVE DUTIES:

Prepares and follows lesson plans for small group instruction as directed by the teacher in accordance with established policies and formats; plans and provides instruction and activities for children indoors and outdoors. *E*

Assists in implementing the Desired Results performance standards and assures compliance with all state, licensing, and district regulations and requirements. *E*

Provides instruction to small groups of students or individuals as directed by the teacher; monitors, evaluates and reports progress of students. *E*

Assists in meeting compliance standards for the National Association for the Education of Young Children accreditation. *E*

Assists in the preparation of classroom materials and activities. *E*

Models standards of behavior and uses a positive approach while working with children, staff and parents; models family-style meals with students. *E*

Collaborates with the teacher and support staff in providing support for children with challenging behaviors. *E*

Supports parents and families in student activities; assists with parent conferences as assigned. *E*

Maintains and assures a clean, safe, attractive and positive learning environment; performs light housekeeping duties; assesses the appropriate use of materials and equipment for preschool-aged children. *E*

Provides routine first aid to students as needed; follows medical procedures in accordance with specific medical instructions. *E*

MERCED CITY SCHOOL DISTRICT

Operates a variety of office and instructional equipment; operates kitchen equipment and utensils. *E*

Assists with setting up and cleaning of snack materials; and assist children with toileting; assist students with cleanliness as needed. *E*

Participates in training as assigned and other meetings as assigned. *E*

Performs other duties as assigned. *E*

The preschool instructional assistant is to adhere to federal and state regulations, board policies, and related regulations that pertain to the particular assignment.

The preschool instructional assistant is responsible to the coordinator of the preschool program or designee.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- Current concepts used in Early Childhood Education.
- California Department of Social Services Licensing requirements.
- California Child Development Division assessments and compliance criteria.
- National Association of the Education of Young Children accreditation standards.
- District safety policies and procedures related to disaster preparedness.
- Program policies, practices, and philosophy.
- Basic child psychology and development.
- Health, safety and nutrition requirements of children.
- Appropriate safety precautions and procedures.
- Methods of observing and recording child behavior.
- Oral and written communication skills.

ABILITY TO:

- Plan, develop, organize and implement educational experiences for children.
- Develop and maintain effective relationships with children.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Work interpersonally with staff and parents using tact, patience and courtesy.
- Interact with children and adults effectively.
- Maintain confidentiality.
- Communicate and exchange information effectively both orally and in writing.
- Maintain a healthy and safe environment.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.

MERCED CITY SCHOOL DISTRICT

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and 6 Units of ECE, Early Childhood Education, or Child Development.

WORKING CONDITIONS:

Typical school classroom and playground environment. Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate assigned equipment and demonstrate activities; sitting or standing for extended periods of time; bend, kneel or crouch to assist students; sit on floor with children; reach overhead, above the shoulders and horizontally; lift and carry moderately heavy objects or children; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials; and to accomplish assigned tasks of the job.

Legal Reference: California Education Code, Section 44660-44664
Policy Adopted:

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed. D.
District Superintendent

FROM : Greg Spicer
Associate Superintendent, Administrative Services

DATE: June 14, 2011

SUBJECT: **LEARNING DIRECTOR JOB DESCRIPTION – REVISED – FIRST
AND SECOND READING**

Recommendation

It is recommended that the Board of Education approve the revised job description for Learning Director as a First and Second Reading.

Background:

To best serve the staff and students at the elementary and middle school sites, it is important that all Learning Directors have significant experience in teaching at those grade levels. Since we are an Elementary School District and since the major role of the Learning Director is to provide intervention and support to the District's most at-risk and needy students, it is imperative that the Learning Director fully have the experience and knowledge necessary at the elementary level to best meet those needs.

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: None

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: LEARNING DIRECTOR

BASIC FUNCTION:

The Learning Director assists the Principal in the administration of the categorically funded educational programs at the school site to which he/she is assigned. Provides leadership and assumes administrative responsibility for compliance with the federal/state laws and regulations related to the categorical programs.

REPRESENTATIVE DUTIES:

Provides leadership in coordinating the involvement of staff, students, parents and community in establishing school goals and in writing, implementing, monitoring and evaluating the school's plans. *E*

Works with the Principal to communicate the school plan goals, procedures and objectives among the members of the school community, including the school site council. *E*

Provides leadership in allocating, monitoring budgets and expenditures to ensure compliance with state/federal regulations. *E*

Provides leadership and guidance in adjusting the categorical program and services required to meet students needs. *E*

Provides guidance to the classroom teachers in assessment, placement and direct instruction for targeted students. *E*

Provides guidance to teachers in planning strategies which promote student achievement, enhance student self-esteem, and meet the goals as set forth in the School Plan. *E*

Monitors English Learner programs for compliance according to Education Code and categorical provisions. *E*.

Supervises and evaluates certificated and classified categorically funded personnel. *E*

Serves as liaison between the school and district. *E*

Communicates site needs to parent groups. *E*

Compiles, disaggregates student data and prepares reports as related to state and federal programs. *E*

Performs other duties relative to meeting the needs of the students.

MERCED CITY SCHOOL DISTRICT

The employee is to adhere to federal and state regulations, board policies, and related administrative regulations which pertain to the particular assignment.

Responsible to the Site Administrator, the Director of State and Federal Programs and/or the Assistant/Associate Superintendent of Educational Services or designee.

MINIMUM QUALIFICATIONS:

Appropriate credential as required by the California Commission on Teacher Credentialing authorizing administrative services.

EDUCATION AND EXPERIENCE:

Bachelor's degree and five years successful teaching experience **in a K-8 elementary school setting.**

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license. Employee in this position must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

School, classroom and office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job and to observe students; sit or stand for extended periods of time.

Legal Reference: California Education Code, Section 35291
Policy Adopted: October 5, 1993
Policy Revised: June 28, 1994
Policy Revised: June 22, 2010

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed. D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent, Administrative Services

DATE: June 14, 2011

SUBJECT: **ADMINISTRATOR ON SPECIAL ASSIGNMENT: CLOSING THE
ACHIEVEMENT GAP – NEW JOB DESCRIPTION – FIRST
READING**

Recommendation

It is recommended that the Board of Education approve the new job description for Administrator on Special Assignment: Closing the Achievement Gap as a first reading.

Background:

For many years, targeted individuals and groups have academically underperformed in school. It is a national and state phenomenon that continues to plague our state and district efforts in meeting the No Child Left Behind goals. The national and state efforts to remedy the problem is called "Closing the Achievement Gap." In an effort to address the problem in our district at our four middle schools, we would assign a .5 FTE administrator to orchestrate the efforts at their respective middle school site to close the gap for those targeted students and groups. The job description gives specific direction to the four site administrators designated as the Administrator on Special Assignment: Closing the Achievement Gap, as well as to the rest of the staff, students, parents and community involved in this important effort.

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: None

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: ~~LEARNING DIRECTOR~~ ADMINISTRATOR ON SPECIAL ASSIGNMENT: CLOSING THE ACHIEVEMENT GAP

BASIC FUNCTION:

The ~~Learning Director~~ **Administrator on Special Assignment: Closing the Achievement Gap** assists the Principal in the administration of **providing support to targeted individuals and groups of students who have demonstrated poor academic and behavioral performance in an effort to “close the achievement gap” for those targeted individuals and groups** the ~~categorically funded educational programs~~ at the school site to which he/she is assigned. Provides leadership and assumes administrative responsibility for compliance with the federal/state laws and regulations related to the **assignment**. ~~categorical programs.~~

REPRESENTATIVE DUTIES:

Provides leadership in coordinating the involvement of staff, students, parents and community in establishing school goals and in writing, implementing, monitoring and evaluating the **plan to close the achievement gap for those targeted students and groups not making adequate progress** ~~school’s plans.~~ *E*

Works with the Principal to communicate the **Closing the Gap Plan** ~~school plan~~ goals, procedures and objectives among the members of the school community, including the school site council. *E*

Provides leadership in allocating, monitoring budgets and expenditures to ensure compliance with state/federal regulations **related to the site’s Closing the Achievement Gap Plan.** *E*

Provides leadership and guidance in **facilitating the involvement of targeted students and groups in** ~~adjusting the categorical program and services available required to meet the targeted students needs.~~ *E*

Provides guidance to the classroom teachers in assessment, placement and direct instruction for targeted students. *E*

Provides guidance to teachers in planning strategies which promote student achievement, enhance student self-esteem, and meet the goals as set forth in the **School’s Plan to Close the Achievement Gap** ~~School Plan.~~ *E*

~~Monitors English Learner programs for compliance according to Education Code and categorical provisions.~~ *E.*

Supervises and evaluates certificated and classified categorically funded personnel **who are funded to provide service for Closing the Achievement Gap.** *E*

MERCED CITY SCHOOL DISTRICT

Serves as liaison between the school and district. *E*

Communicates site needs to parent groups. *E*

Compiles, disaggregates student data and prepares reports as related to **Closing the Achievement Gap** ~~state and federal programs~~. *E*

Performs other duties relative to meeting the needs of the **targeted students and groups**.

The employee is to adhere to federal and state regulations, board policies, and related administrative regulations which pertain to the particular assignment.

Responsible to the Site Administrator, the **Coordinator** ~~Director of State and Federal Programs~~ **Curriculum and Compliance** and/or the Assistant/Associate Superintendent of Educational Services or designee.

MINIMUM QUALIFICATIONS:

Appropriate credential as required by the California Commission on Teacher Credentialing authorizing administrative services.

EDUCATION AND EXPERIENCE:

Bachelor's degree and five years successful teaching experience **in a K-8 elementary school setting**.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license. Employee in this position must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

School, classroom and office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job and to observe students; sit or stand for extended periods of time.

Legal Reference: California Education Code, Section 35291
Policy Adopted: October 5, 1993
Policy Revised: June 28, 1994
Policy Revised: June 22, 2010
Policy Revised:

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent, Administrative Services

DATE: June 14, 2011

PREPARED BY: Elsa Arroyo
Personnel Specialist

SUBJECT: **PC SUPPORT TECHNICIAN JOB DESCRIPTION - REVISED –
FIRST READING**

Recommendation

It is recommended that the Board of Education approve the revised job description for PC Support Technician as a first reading.

Background

The PC Support Technician job title is being revised to “PC Support Technician – Telecommunications.”

The PC Support Technician – Telecommunications is a modification of an existing position that has changed to meet the needs of our District. The revised job description will now include overseeing the District’s telephone system as well as the paging and telephone management software. This position will also be upgraded from an “H” to an “I” on the classified salary schedule.

Fiscal Impact

Revenue: None

Expenditure: \$1,373 - \$2,226 annually

Budget Category: General Fund

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: PC SUPPORT TECHNICIAN - *TELECOMMUNICATIONS*

BASIC FUNCTION:

The District PC Support Technician performs a variety of technical tasks relating to personal computer and Macintosh including but not limited to troubleshooting, delivery, installation and maintenance of PCs, Macintosh, laptops and handhelds and related operating systems; testing for component failure, replacing hard-drives, memory, network cards, monitors, fans, motherboards and other replaceable components. The PC Support Technician will also be responsible for supporting District standard applications such as Microsoft Office, anti-virus software ~~and others~~ **as well as District telephones, paging and telephone management software.**

REPRESENTATIVE DUTIES:

Provide support for all desktop, laptop and handheld devices and applications through the I.T. Helpdesk as well as on-site visits. *E*

Troubleshoot and repair all desktop computers, laptops, ~~and~~ handhelds, **and phones**, including sending equipment out for repair with outside agencies. *E*

Installation of new computers, printers, laptops, handhelds and other personal computing equipment at school and District administrative sites. *E*

Create master images of personal and laptop computer hard-drives, **and use image masters to restore or reconfigure desktop and laptop personal computers.** *E*

~~Use image masters to restore or reconfigure desktop and laptop personal computers.~~ *E*

Install, configure, trouble-shoot and maintain antivirus software on all desktop, laptop and handheld computing devices. *E*

Install new software applications **and up-dates** on desktop, laptop and handheld computing devices **and phones.** *E*

Perform hardware and software setup and installation for printers in a networked and standalone printing environment. Configure settings on personal computing devices to make use of existing printers attached to servers in the District network. *E*

Maintain Callmanager, Unity, Informacast and Relicast systems. *E*

Maintain, support and repair paging, VOIP, and voicemail systems for District and site phone, bells, etc. *E*

Occasionally update District web pages as needed. *E*

MERCED CITY SCHOOL DISTRICT

Assist in processing paperwork related to purchasing of equipment within the Information Technology Department. *E*

Attend job related training classes and workshops. *E*

Communicate effectively both orally and in writing. *E*

Plan and organize routine work. *E*

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board Policies, and related administrative regulations which pertain to the particular assignment.

The P.C. Support Technician works under the direct supervision of the Director, Information Technology. Exercises no supervision.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Personal computer operating systems (i.e., Windows 95, 98, Windows NT v4.0, Mac OS v7, 8 & 9, Windows 2000 and Windows XP).

Configuring MS Office Products including Office 2000 and Office XP, Office 2003

How to create and publish information in html format.

Knowledge of networking technologies (i.e., TCP/IP, DHCP, DNS, Appletalk, Appleroute).

ABILITY TO:

Work well independently and in groups.

Effectively schedule and accomplish work with constantly changing demands and criteria.

Demonstrated ability to work well with a large and diverse group of customers.

Understand and follow oral and written directions.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by course work in Computer Science or related field and two years experience programming in one or more of the above mentioned languages. Certification from Microsoft, Cisco or other technology institution helpful.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

MERCED CITY SCHOOL DISTRICT

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment, as well as outdoor environment traveling to all District sites.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate a computer keyboard and a variety of computer equipment; sitting or standing for extended periods of time; hearing and speaking to exchange information; lifting and/or carrying computers, printers and related equipment weighing 0-60 lbs., bending at the waist; kneeling or crouching; turning/twisting.

Legal Reference: California Education Code Sections 44660-44664
Policy Adopted: August 10, 2004
Policy Revised:

FISCAL SERVICES

MERCED CITY SCHOOL DISTRICT

TO: RoseMary P. Duran, Ed.D
District Superintendent

FROM: Greg Spicer
Associate Superintendent

PREPARED BY: Kris Cavallero
Chief Fiscal Officer

DATE: June 14, 2011

SUBJECT: **AGREEMENT FOR SPECIAL SERVICES**

Recommendation

It is recommended that the Board of Education approve the renewal of the Agreement for Special Services with School Services of California to provide the district with information and support for issues related to school finance, legislation, school budgeting, general fiscal issues and the state mandated program cost claims process.

Background

School Services of California, Inc., SSC, is a consulting firm that provides specialized support in the area of California school business and finance. The information and support provided by SSC is an invaluable resource to district staff in developing and managing general and specialized programs.

The annual cost includes the Fiscal Report, mandated cost updates, Bills at a Glance Reports, CADIE and SABRE Reports, analysis of major school finance legislation, client rates for conferences and workshops, as well as other professional services related to school finance.

Fiscal Impact

Revenue: None

Expenditure: \$3,720.00

Budget Category: Fund 01 – General Fund, Resource 0000 – Unrestricted

MERCED CITY SCHOOL DISTRICT

TO: RoseMary P. Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent

PREPARED BY: Kris Cavallero
Chief Fiscal Officer

DATE: June 14, 2011

SUBJECT: **AWARD OF ANNUAL INSTRUCTIONAL SUPPLY BID #2011-3**

Recommendation

It is recommended that the Board of Education approve the award of instructional supply items to the various vendors listed below in the specified amounts.

Background

On an annual basis, the District solicits bids for the procurement of the one hundred and fifty eight (158) stock items carried in the warehouse for classroom purposes. Bids were formally solicited to acquire quality products at the most competitive pricing available. The bids received were opened and are tabulated below.

Bid Tabulation

<u>Vendor</u>	<u>Supplies Awarded</u>	<u>Award Amount</u>
AFP Industries, Inc South Miami, FL	Clasp envelopes, construction paper, black vis-à-vis	\$4,726.53
CPG Uniontown, OH	Xerographic white copy paper	\$56,343.00
Elgin School Supply Chico, CA	Crayon sharpener, laminating film, pencil sharpener, student scissors	\$3,580.14

MERCED CITY SCHOOL DISTRICT

<u>Vendor</u>	<u>Supplies Awarded</u>	<u>Award Amount</u>
Office Depot Fresno, CA	Rubber bands, shorthand books, butcher paper, construction paper, duplicator paper, pencils, receipt books, staples	\$15,510.35
Pyramid School Products Tampa, FL	Crayons, glue, markers, paint, chart paper, tagboard paper, colored pencils, scissors, sentence strips, stapler, whistles	\$29,106.02
Southwest School & Office Supply Tracy, CA	Record books, composition books, pencil boxes, brushes, index cards, clipboards, crayons, envelopes, erasers, misc paper	\$42,758.82
Standard Stationery Supply Wheeling, IL	Brushes, chart rings, clay, erasers, pens, post-its, powers bars, rulers, masking tape	\$1,858.16
XPEDX Hayward, CA	Color duplicator paper	\$6,980.00
TOTAL INSTRUCTIONAL SUPPLY AWARDS		\$160,863.02

Fiscal Impact

Revenue: None

Expenditure: \$160,863.02

Budget Category: Fund 01- General Fund, Resource 0000 – No Reporting Requirement

MERCED CITY SCHOOL DISTRICT

TO: RoseMary P. Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent

PREPARED BY: Kris Cavallero
Chief Fiscal Officer

DATE: June 14, 2011

SUBJECT: **2010/11 BUDGET REVISION AND
RESOLUTION NO. F-55-2010/11**

Recommendation

It is recommended that the Board of Education adopt Resolution No. F-55-2010/11 approving revisions to the 2010/11 budgets.

Background

Revisions of major revenue and expenditure accounts require Board authorization and adoption of Resolution No. F-55-2010/11. Several accounts have been modified per the attached Budget Summary worksheet.

Revenue Limit

Second period average daily attendance (P-2 ADA), the number that determines the State aid funding for the year, was finalized at 9,838.95, a decrease of <12.47> ADA from prior year; hence, the district will be funded on prior year ADA of 9,851.42. Changes to PERS Reduction, Fremont Charter In-Lieu taxes and Community Day School ADA decrease the Revenue Limit by <\$186,147>.

Federal

Funds for federal programs that will not be spent in the 2010/11 fiscal year have been deferred from the current year so they may be included as revenue in the 2011/12 budget. The net decrease in federal revenue is <\$361,945>.

State

Revisions to K-3 Class Size Reduction and Special Education resulted in an increase in state revenue of +\$42,162.

MERCED CITY SCHOOL DISTRICT

Local Revenue

Increased state revenue for Special Education and reduced projected attendance at non-public schools resulted in a decrease in the contribution to that program. Also, a projected transfer in from the Health Insurance Fund has been reversed. The net decrease in local revenue is <\$133,867>.

Expenditures

Salaries and benefits have been revised to meet current needs.

Supplies and services have been decreased to release funds that will not be spent this fiscal year to the ending balance.

Net decrease in expenditures is <\$2,214,122>.

Ending Balance

The combined revisions of income and expense net a decrease in the projected ending balance of <\$789,360>.

Current projections estimate an ending balance of \$13,235,915. This includes the mandatory 3% reserve for economic uncertainties of \$2,424,869, stores inventory of \$107,031, revolving cash fund of \$2,550, restricted carryover of \$2,762,937 and discretionary carryover of \$7,938,528. This leaves an unallocated unrestricted balance of \$0.

Other Funds

#9 – Charter School
<\$253,144>

The Charter School Block Grant has been reduced <\$7,463> to adjust for In-Lieu of Property Tax revenue. The Categorical Block Grant increased +\$41,683. Expenditures have been increased to cover new computer and equipment purchases and to meet current needs. Net decrease to fund balance <\$253,144>.

#12 – Child Development
<\$428,735>

State revenue has been decreased <\$393,693> as the State is requiring reserve funds be used to offset the current year allocation for preschool. Local revenue increased +\$36,940 to reflect increased earnings in the Fee for Service YEP program, AB612 funds received through Merced County Office of Education, and increased interest earnings. Expenditures have been revised to include the expenses for the Chenoweth/Sierra preschool project and to meet current needs. Net change to fund balance <\$428,735>.

MERCED CITY SCHOOL DISTRICT

#13 – Cafeteria
<\$416,211>

Local revenue has been increased due to increased interest earnings. Expenditures have been revised to cover planned equipment expenditures and to meet current needs.
Net decrease to fund balance <\$416,211>.

#14 – Deferred Maintenance
<\$295,536>

No change to revenue. Expenditures have been increased to cover the summer projects to be completed under the 5-year Deferred Maintenance Plan.
Net decrease in fund balance <\$295,536>.

#17 – Special Reserve – Other than Capital Outlay
+\$2,000

No revision to revenue or expenditure accounts at this time.
Net increase in fund balance +\$2,000.

#21 – Bond Proceeds
<\$3,064,456>

No revision to revenue. Expenditures have been increased to cover the Rivera Middle School Gymnasium project.
Net decrease to fund balance <\$156,693>.

#25 – Capital Facilities
<\$7,000>

No revision to revenue or expenditure accounts at this time.
Net decrease to fund balance of <\$7,000>.

#35 – School Facilities
<\$412,807>

No revision to revenue. Expenditures have been increased to cover the Professional Development Center project and other projects that will be completed over the summer.
Net decrease to fund balance <\$412,807>.

MERCED CITY SCHOOL DISTRICT

#41 – Special Reserve #1
+\$3,750

Revisions have been made to include QZAB funds received, and expenditures incurred, for the District's portion of the Franklin Elementary School road improvements.
Net increase to fund balance +\$3,750.

#42 – Special Reserve #2
+\$113,600

Revenue has been increased to include increased earnings for rental of facilities. No revision to expenditures at this time.
Net increase to fund balance +\$113,600.

#68 – Self Insurance – Income Protection
+\$29,275

Revenue has been decreased <\$5,000> to adjust for lower earnings. Expenditures have been adjusted as necessary to meet current needs.
Net increase to fund balance +\$29,275.

#69 – Self Insurance – Property/Liability
<\$91,990>

Revenue has been increased due to additional interest earnings. Expenditures have been revised to cover increased employee salary and benefit costs through June 30.
Net decrease to fund balance <\$91,990>.

#70 – Self Insurance – Health Benefits
+\$233,302

No revision to revenue at this time. Expenditures have been revised to cover increased employee salary and benefit costs through June 30 and to reverse a projected transfer from the Health Fund to the General Fund of \$172,000.
Net increase in fund balance +\$233,302.

MERCED CITY SCHOOL DISTRICT

RESOLUTION NO. F-55-2010/11

AUTHORIZING REVISIONS IN 2010/11 INCOME AND EXPENDITURE BUDGETS

WHEREAS, subsequent to the adoption of the 2010/11 Budgets of the Merced City School District, it has been determined there is a need to revise revenue and expenditure budgets.

WHEREAS, changes are required in several funds.

THEREFORE BE IT RESOLVED, that changes in the 2010/11 income and expenditure budgets for the Merced City School District be revised in the amounts shown on the attached sheets.

PASSED AND ADOPTED by the Board of Education on June 14, 2011 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

I, RoseMary Parga Duran, Secretary to the Board of Education of the Merced City School District, do hereby certify that the foregoing is a full, true and correct copy of a Resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

RoseMary Parga Duran, Ed.D.
Secretary to the Board of Education
of the Merced City School District
Merced County, State of California

**MERCED CITY SCHOOL DISTRICT
2010/11 BUDGET SUMMARY
REVISION**

	2010/11				2010/11		2010/11		Changes
	APPROVED	1ST INTERIM	2ND INTERIM	3RD INTERIM	7/1/2010	12/14/2010	3/15/2011	6/14/2011	
REVENUE									
Revenue Limit	46,944,245	49,532,520	49,530,730	49,344,583					(186,147)
Federal Revenues	11,084,532	13,386,343	13,255,900	12,893,955					(361,945)
Other State Revenues	14,954,904	15,247,033	16,266,583	16,312,745					46,162
Other Local Revenues	1,266,179	1,352,335	1,622,187	1,488,320					(133,867)
TOTALS:	74,249,860	79,518,231	80,675,400	80,039,603					(635,797)
EXPENDITURES									
Certificated Salaries	42,681,630	43,753,618	42,095,899	42,002,891					(93,008)
Classified Salaries	10,596,336	10,505,008	10,511,992	10,470,547					(41,445)
Employee Benefits	17,558,352	17,614,847	17,355,122	17,246,700					(108,422)
Books & Supplies	3,700,386	3,953,043	4,941,007	3,550,554					(1,390,453)
Services /Oper. Exp	5,432,342	7,170,191	7,051,100	6,471,717					(579,383)
Capital Outlay		8,055	8,055						-
Other Outgo	789,007	935,300	955,300	955,300					-
Direct Support/Indirect	(229,463)	(229,463)	(227,938)	(229,349)					(1,411)
Transfers Out	352,548	352,548	352,548	352,548					-
TOTAL EXPENSE	80,881,138	84,063,147	83,043,085	80,828,963					(2,214,122)
INC/DEC	(6,631,278)	(4,544,916)	(2,367,685)	(789,360)					
BEGINNING BAL.	12,123,582	14,025,275	14,025,275	14,025,275					
ENDING BALANCE	5,492,304	9,480,359	11,657,590	13,235,915					
COMPONENTS OF ENDING BALANCE									
Revolving cash fund									2,550
Stores Inventory									107,031
Reserve for economic uncertainties @ 3.0%									2,424,869
Restricted Carryover									2,762,937
Designated Carryover									7,938,528
Unrestricted Discretionary									0
Total Ending Balance									13,235,915

MERCED CITY SCHOOL DISTRICT
 2010/11 BUDGET SUMMARY
 REVISION

<u>Restricted Carryover</u>	
5640 Medi-Cal Billing	144,930
6286 ELAP	50,000
6300 Lottery Prop 20	902,502
7090 EIA/SCE	681,567
7091 EIA/LEP	750,946
8150 Routine Repair & Maintenance	232,992
Total	<u>2,762,937</u>

<u>Designated Carryover</u>	
0000 RDA Collection-Facilities	103,838
0000 State Adopted Budget RL Increase	2,594,145
0000 Fiscal Stabilization Reserve	3,794,581
0216 Media Sales	14,424
0500 Special Ed Mandate	219,494
0801 Instructional Materials	469,123
0803 Prof/Staff Development	31,871
1100 District Lottery	571,115
9418 Safety Credit	645
9419 Misc. Local Grant	908
9471 Reserve for Retiree Benefits	138,383
Total	<u>7,938,528</u>

MERCED CITY SCHOOL DISTRICT

2010/11 PROJECTED BUDGETS - ALL FUNDS

NAME	ACTUAL			SURPLUS/ DEFICIT	PROJECTED 6/30/2011 END BAL
	7/1/2010 BEG BAL	REV	EXP		
GEN FUND	14,025,275	80,039,603	80,828,963	-789,360	13,235,915
FREMONT CHARTER	1,325,709	3,097,505	3,350,649	-253,144	1,072,565
Special Revenue Funds					
CHILD DEV	539,738	3,529,442	3,958,177	-428,735	111,003
CAFETERIA	3,007,796	5,613,927	6,030,138	-416,211	2,591,585
DEF MAINT	538,138	357,548	653,084	-295,536	242,602
EQUIPMENT	169,981	2,000	0	2,000	171,981
Bond Proceeds					
BOND PROCEEDS	9,286,228	120,000	3,184,456	-3,064,456	6,221,772
Capital Facilities Funds					
DEV FEES	214,527	27,500	34,500	-7,000	207,527
State School Building Funds					
SCHOOL FACILITIES	1,306,882	1,516,015	1,928,822	-412,807	894,075
Special Reserve Funds					
CAPITAL OUTLAY	1,158,907	1,132,132	1,128,382	3,750	1,162,657
TECHNLGY	227,590	113,600	0	113,600	341,190
Bond Interest & Redemption					
BOND INTEREST	1,285,503	0	0	0	1,285,503
Self-Insurance Funds					
INC PROT	400,211	139,000	109,725	29,275	429,486
PROP. LIABILITY	533,063	421,696	513,686	-91,990	441,073
HEALTH	516,780	1,700,609	1,467,307	233,302	750,082
COMBINED TOTALS	34,536,328	97,810,577	103,187,889	-5,377,312	29,159,016

MERCED CITY SCHOOL DISTRICT

TO: RoseMary P. Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent

PREPARED BY: Kris Cavallero
Chief Fiscal Officer

DATE: June 14, 2011

SUBJECT: **CONSIDERATION OF ACCEPTANCE OF REVISED BOARD
POLICIES IN THE 3000 SERIES (BUSINESS AND
NON-INSTRUCTIONAL OPERATIONS) – FIRST READING**

Recommendation

It is recommended that the Board of Education accept the attached revisions to Board Policy 3100, Budget for a first reading.

Background

It has been a past practice for all series of Board Policies to be reviewed and revised as needed on an annual basis. The addition and revision of Board Policies becomes necessary due to changes in the education code, legislative actions, legal decisions and local situations.

Governmental Accounting Standards Board (GASB) has issued Statement No. 54, entitled "Fund Balance Reporting and Governmental Fund Type Definitions" effective for fiscal year 2010-11. This was issued to enhance the usefulness of fund balance information by providing clarity with respect to fund balance classifications and governmental fund type definitions. Local educational agencies (LEAs) will be required to report fund balances for fiscal year ended June 30, 2011, using the new fund balance classifications.

The key elements to GASB Statement No. 54 that need to be implemented include establishing a minimum fund balance policy, establishing a policy that defines the authority and action required to commit or assign fund balance, and establishing a policy regarding the order in which restricted, committed, assigned and unassigned fund balances are spent when more than one amount is available for a specific purpose.

Fiscal Impact:

Revenue: None
Expenditure: None
Budget Category: None

MERCED CITY SCHOOL DISTRICT

The 3000 series deals with policy statements that concern business and noninstructional operations.

Policy Number	Title	Recommendation
3100	Budget	Revision of current policy

MERCED CITY SCHOOL DISTRICT

Business and Noninstructional Operations

BP 3100(a)

BUDGET

The Governing Board accepts responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations **subject to limitation as determined pursuant to Government Code 7900-7914.** (Education Code 42122)

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). **He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.**

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with ~~law~~ **Education Code 42103 and 42127.**

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

MERCED CITY SCHOOL DISTRICT

BP 3100(b)

BUDGET (continued)

Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of members of the community and staff. The committee shall provide recommendations to the Superintendent during the budget development process. Duties of the committee shall be clearly defined and communicated to all members.

(cf. 1220 – Citizen Advisory Committees)
(cf. 2230 Representative and Deliberative Groups)
(cf. 3350 – Travel Expenses)
(cf. 9130 – Board Committees)
(cf. 9140 – Board Representatives)

Budget Criteria and Standards

~~In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds. The Board also shall establish budget assumptions or parameters which may take into consideration the stability of funding sources, enrollment trends, legal requirements and constraints, anticipated increases and/or decreases in the cost of services and supplies, use of one-time resources, categorical program requirements, scheduled salary increases, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.~~

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of ~~5 CCR 15443~~ law. **(Education Code 33128.3; 5 CCR 15450)**

MERCED CITY SCHOOL DISTRICT

BP 3100(c)

BUDGET (continued)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 – Administrative Discretion Regarding Board Policy)

(cf. 3110 – Transfer of Funds)

Fund Balance

The District hereby establishes and will maintain reservations of Fund Balance, as defined herein, in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This Policy shall only apply to the District's governmental funds. Fund Balance shall be composed of nonspendable, restricted, committed, assigned and unassigned amounts. Fund Balance information is used to identify the available resources to repay long-term debt, reduce property taxes, add new governmental programs, expand existing ones, or enhance the financial position of the District, in accordance with policies established by the Governing Board.

I. DEFINITIONS

Fund Balance – refers to the difference between assets and fund liabilities in the governmental funds balance sheet and is referred to as fund equity.

Non-Spendable Fund Balance – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (principal of an endowment fund, for example).

Restricted Fund Balance – Amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors), or enabling legislation.

Restrictions may be changed or lifted only with the consent of the resource providers.

Committed Fund Balance- Amounts that can be used only for the specific purposes determined by a formal action of the District's highest level of decision making authority.

Commitments may be changed or lifted only by the Governing Board taking the same formal action that imposed the constraint originally.

Assigned Fund Balance – Amounts the District intends to use for a specific purpose.

Unassigned Fund Balance- The residual classification for the general fund and includes amounts that are not contained in the other classifications. Unassigned amounts are the portion of fund balance which is not obligated or specifically designated and is available for any purpose.

MERCED CITY SCHOOL DISTRICT

BP 3100(d)

BUDGET (continued)

II. PROVISIONS

Committed Fund Balance

The Governing Board, as the District's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as a majority vote and or with a budget report format comparative to CDE reporting criteria. These committed amounts cannot be used for any other purpose unless the Governing Board removes or changes the specific use through the same type of formal action taken to establish the commitment. Governing Board action to commit fund balance needs to occur within the fiscal reporting period, no later than June 30th; however, the amount can be determined subsequent to June 30 but prior to the submission of the Unaudited Actual financial reports. The entire ending balance of the deferred maintenance fund shall be committed for the purpose of deferred maintenance expenditures.

Assigned Fund Balance

Amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amount to be used for specific purposes to the Superintendent or Chief Fiscal Officer for the purpose of reporting these amounts in the annual financial statements.

Unassigned Fund Balance

These are residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories. These are some reserves that do not meet the requirements of the fore mentioned components of fund balance. For financial statement reporting purposes these reserves are included in unassigned fund balance. This includes:

- **Reserve for Economic Uncertainty Reserve-** The District will maintain an economic uncertainty reserve of at least 3% of total General Fund operating expenditures (including other financing). The purpose of this reserve is to avoid the need for service level reductions in the event an economic downturn causes revenues to come in lower than budget. This reserve may be increased from time to time in order to address specific anticipated revenue shortfalls (state actions, etc.).

Fund Balance Classification

The District considers restricted fund balances to have been spent first when expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the

MERCED CITY SCHOOL DISTRICT

BP 3100(e)

BUDGET (continued)

District considers committed amounts to be reduced first, followed by assigned amounts and unassigned amounts.

This policy is in place to provide a measure of protection for the District against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy or procedure supersedes the authority and provisions of the policy.

Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

~~Prior to adopting the budget, the Board shall conduct a first tier review, and if necessary a second tier review, to ensure that the budget meets standards and criteria adopted by the State Board of Education. (Education Code 33127, 33128, 33129; 5 CCR 15440 15452)~~

MERCED CITY SCHOOL DISTRICT

BP 3100(f)

BUDGET (continued)

Budget Amendments

The Superintendent or designee shall ensure that the district budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the state-required budget format as necessary for these purposes.

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year

budget's beginning balance and projected revenues and expenditures. In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, **interfund transfers are needed to meet actual program expenditures**, and/or other significant changes occur that impact budget projections.

(cf. 3110 - Transfer of Funds)

Legal Reference: (see next page)

MERCED CITY SCHOOL DISTRICT

BP 3100(g)

BUDGET (continued)

Legal Reference:

EDUCATION CODE

- 33127 *Development of standards and criteria for local budgets and expenditures*
- 33128 *Standards and criteria*
- 33129 *Standards and criteria; use by local agencies*
- 35035 *Powers and duties of superintendent*
- 35161 *Powers and duties, generally, of governing boards*
- 42103 *Public hearing on proposed budget; requirements for content of proposed budget; publication of notice of hearing*
- 42120-42129 *Budget requirements*
- 42132 *Resolutions identifying estimated appropriations limit*
- 42602 *Use of unbudgeted funds*
- 42610 *Appropriation of excess funds and limitation thereon*
- 44518-44519.2 *Chief business officer training program*
- 45253 *Annual budget of personnel commission*
- 45254 *First year budget of personnel commission*

GOVERNMENT CODE

7900-7914 *Expenditure limitations*

CODE OF REGULATIONS, TITLE 5

- 15060 *Standardized account code structure*
- 15440-15452 *Criteria and standards for school district budgets*

Management Resources:

CSBA PUBLICATIONS

- Maximizing School Board Governance: Budget Planning and Adoption, 2005*
- Maximizing School Board Governance: Understanding District Budgets, 2005*

CDE PUBLICATIONS

California School Accounting Manual

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

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

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

WEB SITES

- CSBA: <http://www.csba.org>
- Association of California School Administrators: <http://www.acsa.org>
- California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>
- California Department of Finance: <http://www.dof.ca.gov>
- Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>
- Governmental Accounting Standards Board: <http://www.gasb.org>
- Legislative Analyst's Office: <http://www.lao.ca.gov>
- School Services of California, Inc.: <http://www.sscal.com>

Policy **MERCED CITY SCHOOL DISTRICT**
adopted: 9-23-2008 Merced, California

MERCED CITY SCHOOL DISTRICT

TO: RoseMary P. Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent

PREPARED BY: Kris Cavallero
Chief Fiscal Officer

DATE: June 14, 2011

SUBJECT: **CONSIDERATION OF ACCEPTANCE OF REVISED BOARD
POLICIES IN THE 3000 SERIES (BUSINESS AND
NON-INSTRUCTIONAL OPERATIONS) – FIRST READING**

Recommendation

It is recommended that the Board of Education accept the attached revisions to Board Policy 3460, Financial Reports and Accountability for a first reading.

Background

It has been a past practice for all series of Board Policies to be reviewed and revised as needed on an annual basis. The addition and revision of Board Policies becomes necessary due to changes in the education code, legislative actions, legal decisions and local situations.

Governmental Accounting Standards Board (GASB) has issued Statement No. 54, entitled "Fund Balance Reporting and Governmental Fund Type Definitions" effective for fiscal year 2010-11. This was issued to enhance the usefulness of fund balance information by providing clarity with respect to fund balance classifications and governmental fund type definitions. Local educational agencies (LEAs) will be required to report fund balances for fiscal year ended June 30, 2011, using the new fund balance classifications.

The key elements to GASB Statement No. 54 that need to be implemented include establishing a minimum fund balance policy, establishing a policy that defines the authority and action required to commit or assign fund balance, and establishing a policy regarding the order in which restricted, committed, assigned and unassigned fund balances are spent when more than one amount is available for a specific purpose.

Fiscal Impact:

Revenue: None
Expenditure: None
Budget Category: None

MERCED CITY SCHOOL DISTRICT

The 3000 series deals with policy statements that concern business and noninstructional operations.

Policy Number	Title	Recommendation
3460	Financial Reports & Accountability	Revision of current policy

MERCED CITY SCHOOL DISTRICT

Business and Noninstructional Operations

BP 3460(a)

FINANCIAL REPORTS AND ACCOUNTABILITY

The Governing Board is committed to ensuring the fiscal health of the district and providing public accountability. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and ensure that the financial systems support the district's goals for student achievement.

(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 Superintendent or designee shall provide the Board with financial reports throughout the year in accordance with law and as otherwise requested by the Board.

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education. **He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.**

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

(cf. 3440 - Inventories)

Based on financial reports provided by the Superintendent or designee and in accordance with law and administrative regulation, the Board shall:

- 1. Approve and file an annual statement of the district's receipts and expenditures for the preceding fiscal year (Education Code 42100)**
- 2. Adopt a resolution identifying the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year (Education Code 42132; Government Code 7910)**
- 3. Approve interim fiscal reports and certify whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and two subsequent fiscal years (education Code 42130, 42131)**
- 4. Provide for the annual audit, select an independent auditor, and review the audit report (Education Code 41020, 41020.3)**

MERCED CITY SCHOOL DISTRICT

BP 3460 (b)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

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

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

Audit Committee

~~The Audit Committee is created by the Board. It is intended to aid the Board in carrying out its responsibility in the area of fiscal planning and audits. The Audit Committee acts at the discretion of the Board.~~

Composition

~~The Committee shall be composed of no more than five members and the Business Manager who shall serve as an ex officio member. Committee members shall be selected as follows:~~

- ~~1. One member of the Board selected by the Board.~~
- ~~2. One additional member of the Board or a community representative with financial and accounting expertise selected by the Board.~~
- ~~3. One Fiscal Planning Team representative selected by the Superintendent.~~
- ~~4. One Merced City Teachers' Association representative selected by the Association.~~
- ~~5. One California School Employees Association, Chapter 530, representative selected by the Association.~~

~~Members shall serve for three years. The terms for initial committee members shall be either, one, two, or three years. The actual term for each member to be determined by the drawing of lots.~~

MERCED CITY SCHOOL DISTRICT

BP 3460 (c)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Areas of Responsibility

~~The Committee shall serve in an advisory capacity to the Board and shall:~~

- ~~1. Make recommendations regarding the selection of the external independent auditor~~
- ~~2. Review the plan for the audit process with the independent auditor to determine the adequacy of 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. Participate with the independent auditor in presenting the audit report to the Board~~
- ~~5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting~~
- ~~6. Provide input on the effectiveness of the independent auditor~~
- ~~7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems~~

~~(cf. 1220 - Citizen Advisory Committees)~~

Organization

~~The Committee will organize itself by electing a chairperson and a vice president at its initial meeting each year.~~

Meetings

~~Meetings of the Committee shall be held quarterly, and more frequently, if necessary. Meetings shall be called by the chairperson as required or as requested by any of the committee members. In the absence of the chairperson, the vice chairperson would conduct the meeting(s).~~

Fiscal Policy Team

~~The Board may establish a fiscal policy team to periodically review the district's fiscal policies and procedures and advise the Board regarding long range fiscal management plans. The fiscal policy team may be assigned to examine the fiscal and economic information needs of the district, the impact of budget allocations on district priorities, the financial health of the district, or other duties specified by the Board. The team shall~~

MERCED CITY SCHOOL DISTRICT

BP 3460 (d)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

~~work with the district's budget and audit committees and appropriate staff in carrying out its functions.~~

Legal Reference:

EDUCATION CODE

14500-14508 *Financial and compliance audits*

17150 *Public disclosure of non-voter-approved debt*

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*

42127.6 *School district operations monitoring; financial obligation nonpayment*

42130-42134 *Financial reports and certifications*

42140-42142 *Public disclosure of fiscal obligations*

GOVERNMENT CODE

3540.2 *School district; qualified or negative certification; proposed agreement review and comment*

16429.1 *Local agency investment fund*

53646 *Reports of investment policy and compliance*

CODE OF REGULATIONS, TITLE 5

15070 *Submission of reports using standardized account code structure*

15453-15463 *Criteria and standards for school district interim reports*

Management Resources: (see next page)

MERCED CITY SCHOOL DISTRICT

BP 3460(e)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2005

CDE COMMUNICATIONS

1208.00 Audit Resolution Process: Repayment Plans

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

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

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS

Financial Audit Manual, revised 2003

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. Government Accounting Office: <http://www.gao.gov>

Policy **MERCED CITY SCHOOL DISTRICT**

adopted: 9-23-2008 Merced, California