

MERCED CITY SCHOOL DISTRICT



SCHOOL BOARD AGENDA

June 28, 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 28, 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 APPOINTMENT/EMPLOYMENT, Assistant Superintendent, Educational Services, pursuant to Education Code Section 54957
- C. CONFERENCE WITH LABOR NEGOTIATOR, Mr. Greg Spicer, pursuant to Education Code Section 54957.6 regarding negotiations with Classified and Certificated Employees
- D. 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-61-10-11 District Attendance And Enrollment

**Ms. Dossetti
Mr. Blount**

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-42-10-11 Meeting Minutes

Dr. P. Duran

It is recommended that the Board of Education approve the minutes from the regular meeting of June 14, 2011.

b. Administrative Services

A-147-10-11 Employment Transactions - Classified Personnel

Mr. Spicer

Approval is recommended for classified personnel items.

c. Fiscal Services

F-58-10-11 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.

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. Superintendent

S-43-10-11 Gifts/Grants And Bequests Dr. P. Duran
It is recommended that the Board of Education accept the gifts/grants and bequests in the amount of \$283.19.

S-44-10-11 Annual Media Services Contract With Merced County Office Of Education Dr. P. Duran
It is recommended that the Board of Education approve the annual contract with the Merced County Office of Education's Media Center to provide services for the 2011-2012 school year in the amount of \$36,223.50.

b. Educational Services

E-62-10-11 Certification Of Constitutionally Protected Prayer In Public Elementary And Secondary Schools Ms. Dossetti
It is recommended that the Board of Education approve the submission of the Constitutionally Protected Prayer in Public Schools certification to the California State Board of Education.

E-63-10-11 2011-2012 Consolidated Application For Funding Categorical Aid Programs – Part I Ms. Dossetti
It is recommended that the Board of Education approve the Consolidated Application – Part I.

c. Administrative Services

A-148-10-11 California Commission On Teacher Credentialing: Declaration Of Need For Fully Qualified Educators Mr. Spicer
It is recommended that the Board of Education approve the submission of the Declaration of Need for Fully Qualified Educators to the California Commission on Teacher Credentialing for the 2011-2012 school year.

- A-149-10-11 Administrator On Special Assignment: Closing The Achievement Gap – New Job Description – Second Reading** **Mr. Spicer**
It is recommended that the Board of Education approve the new job description for Administrator on Special Assignment: Closing the Achievement Gap as a Second Reading.
- A-150-10-11 Revised Classified Job Title And Job Description For PC Support Technician – Second Reading** **Mr. Spicer**
It is recommended that the Board of Education approve the revised job title and job description for PC Support Technician for a Second Reading.
- A-151-10-11 Rivera Joint-Use Gym Project – Allowance Change Order – Category 7** **Mr. Spicer**
Mr. Magnussen
It is recommended that the Board of Education accept the Allowance Change Order (ACO 2-7) from McFadden Construction, Inc.

d. Fiscal Services

- F-59-10-11 Consideration Of Acceptance Of Revised Board Policies In The 3000 Series (Business And Non-Instructional Operations) 3100, Budget – Second Reading** **Mr. Spicer**
Ms. Cavallero
It is recommended that the Board of Education accept the attached revisions to Board Policy 3100, Budget for a second reading.
- F-60-10-11 Consideration Of Acceptance Of Revised Board Policies In The 3000 Series (Business And Non-Instructional Operations) 3460, Financial Reports and Accountability – Second Reading** **Mr. Spicer**
Ms. Cavallero
It is recommended that the Board of Education accept the attached revisions to Board Policy 3460, Financial Reports and Accountability for a second reading.

F-61-10-11 **2011-2012 Budget – Public Hearing And Adoption** **Mr. Spicer**
It is recommended that the Board of Education conduct a public hearing and adopt the 2011-2012 budget of the Merced City School District. **Ms. Cavallero**

Public Hearing Opened:

Comments:

Public Hearing Closed:

F-62-10-11 **Public Hearing: Seek Input And Testimony From Public Regarding Categorical Fund Transfers And Uses In Accordance With SBX3 4 (Chapter 12/2009)** **Mr. Spicer**
It is recommended that the Board of Education hold a public hearing to seek input and testimony from the public in regard to categorical fund transfers and uses in accordance with SBX3 4 (Chapter 12/2009). **Ms. Cavallero**

Public Hearing Opened:

Comments:

Public Hearing Closed:

F-63-10-11 **Categorical Fund Transfers** **Mr. Spicer**
It is recommended that the Board of Education approve the proposed transfer and use of categorical funds, in accordance with SBX3 4 (Chapter 12/2009). **Ms. Cavallero**

F-64-10-11 **Resolution No. F-64-2010-11** **Mr. Spicer**
Temporarily Utilize Funds From All Allowable Funds **Ms. Cavallero**
It is recommended that the Board of Education accept Resolution No. F-64-2010-11 to temporarily utilize funds from all allowable funds for the 2011-2012 school year.
The funds include:

- Special Reserve Other Than Capital Outlay – Fund 17
- Special Reserve Capital Outlay #1 – Fund 41
- Special Reserve Capital Outlay #2 – Fund 42
- Capital Facilities – Fund 25
- County School Service – Fund 35
- Building – Bond Proceeds – Fund 21

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 24, 2011

**Board of Education Meeting Schedule
 2011-2012 School Year**

<u>Date Of Meeting</u>	<u>Time</u>	<u>Location</u>
Tuesday, August 9, 2011	7:00 p.m.	Board Room
Tuesday, August 23, 2011	7:00 p.m.	Board Room
First day of school - (August 15)		
Tuesday, September 13, 2011	7:00 p.m.	Board Room
Tuesday, September 27, 2011	7:00 p.m.	Sheehy School
Tuesday, October 11, 2011	7:00 p.m.	Board Room
Tuesday, October 25, 2011	7:00 p.m.	Gracey School
Tuesday, November 15, 2011	7:00 p.m.	Hoover School
Nov. 8 – Election Day *Thanksgiving Week - (November 21-25)		
Tuesday, December 13, 2011	7:00 p.m.	Board Room
*Winter Break - (December 16-January 3)		
Tuesday, January 17, 2012	7:00 p.m.	Board Room
Tuesday, February 14, 2012	7:00 p.m.	Wright School
Tuesday, February 28, 2012	7:00 p.m.	Fremont School
Tuesday, March 13, 2012	7:00 p.m.	Board Room
Tuesday, March 27, 2012	7:00 p.m.	Chenoweth School
Tuesday, April 17, 2012	7:00 p.m.	Stowell School
*Spring Break - (April 2 - 9)		
Tuesday, May 8, 2012	7:00 p.m.	Cruickshank School
Tuesday, May 22, 2012	7:00 p.m.	Board Room
Graduation - (May 31)		
Tuesday, June 12, 2012	7:00 p.m.	Board Room
Tuesday, June 26, 2012	7:00 p.m.	Board Room

Meeting dates may change.
 (*Local Recess) - No School

Merced City School District Board Room: 444 West 23rd Street

Approved by Board of Education: May 10, 2011

**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD OF THE
MERCED CITY SCHOOL DISTRICT
District Board Room
June 14, 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 was absent.
- COMMENTS AND/OR QUESTIONS FROM THE AUDIENCE:
- Ms. Dora Crane introduced herself as the new Merced City Teachers' Association (MCTA) president for 2011-12. Ms. Crane also spoke to the board on several items including negotiations and budget.
 - Mr. Paul Chambers, CTA Executive Director addressed the board on the budget and negotiations.
- CLOSED SESSION: The Board met in closed session from 6:13 p.m. to 6:58 p.m. to discuss:
- PUBLIC EMPLOYEE: DISCIPLINE/DISMISSAL/RELEASE
 - PUBLIC EMPLOYEE REASSIGNMENT – PRINCIPALS (5), Educational Services, pursuant to Education Code Section 54957
 - CONFERENCE WITH LABOR NEGOTIATOR, MR. GREG SPICER, PURSUANT TO EDUCATION CODE SECTION 54957.6, regarding negotiations with Certificated and Classified Employees
- OPEN SESSION: The Board reconvened to open session at 7:00 p.m.
- MEMBERS PRESENT: Mr. Darrell Cherf, Mr. Adam Cox, Ms. Jessica Kazakos, Mr. Gene Stamm, Dr. Susan Walsh was absent.
- 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; Curriculum/Compliance Coordinator, Ms. Lila Lesly; MCTA President, Ms. Dora Crane
- PLEDGE OF ALLEGIANCE: Mr. Adam Cox, clerk
- MOMENT OF SILENCE: President Cherf asked the audience to pause for a moment of silence in memory of retired Kindergarten Teacher, Mrs. Patricia Shaljean; a twenty-seven year district employee who retired from the district in 2009.

REPORT OF ACTION TAKEN IN
CLOSED SESSION:

President Cherf reported from closed session that the Board of Education unanimously, in Dr. Walsh's absence, approved the reassignment of school principals for the 2011-2012 school year as follows:

- Irma Ayala-Olson from Gracey to Reyes Elementary School
- Harry Harris from Peterson to Franklin Elementary School
- Jose Munoz from Wright to Gracey Elementary School
- Teresa Saldivar-Morse from Reyes to Peterson Elementary School
- Lori Slaven from Franklin to Wright Elementary School

APPROVAL OF AGENDA:

President Cherf said that there was a correction to the meeting minutes of May 24, 2011 as follows:

IX. Consent Agenda

- a. Superintendent, S-41-10-11, Meeting Minutes

ADMINISTRATIVE SERVICES:

Risk Manager Job Description – Revised First *and Second*
Reading

Second Reading had been omitted.

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

ITEMS OF INTEREST:

June 1, 2011 Eighth Grade Graduation Ceremonies attended by Board Members and District Administrators as follows:

Cruickshank Middle School:

Dr. RoseMary Parga Duran, District Superintendent
Mr. Darrell Cherf, Board of Education – President

Hoover Middle School:

Dr. Susan Walsh, Board of Education, Member
Mr. Adam Cox, Board of Education – Clerk
Ms. Annie Dossetti, Acting Assistant Superintendent, Educational Services
Dr. Ken Testa, Director of Special Education/Pupil Services

Rivera Middle School:

Ms. Jessica Kazakos, Board of Education, Member
Mr. Greg Spicer, Associate Superintendent
Mr. Kraig Magnussen, Chief of Operations

Tenaya Middle School:

Mr. Gene Stamm, Board of Education Member
Ms. Kris Cavallero, Chief of Fiscal Services
Mr. Greg Blount, Director of IT/Support Services

BOARD

- Mr. Cox attended the Community Day School's 8th Grade Ceremony on Friday, June 3.
- Ms. Kazakos was a judge at the Rivera Middle School Talent Show and also attended Muir School's Writing Festival.
- Mr. Stamm volunteered at Chenoweth School.

SUPERINTENDENT

- Dr. Parga Duran taught a lesson to fifth grade students at the EDI Administrators Training at Reyes School and attended the Community Day School's 8th Grade Ceremony on June 3.
The Superintendent attended the Reclassification Celebration at Sheehy School on Friday, May 27 along with Board Members, Adam Cox and Jessica Kazakos.

STAFF

- Mr. Spicer attended the Community Day School's 8th Grade Ceremony on June 3.
- Ms. Dossetti attended the Reclassification Celebration at Sheehy School on Friday, May 27.
- Ms. Cavallero attended the Muir Writing Festival.

REPORTS:

ALTERNATIVE GOVERNANCE
BOARD

Acting Assistant Superintendent, Ms. Dossetti and Curriculum/Compliance Coordinator, Ms. Lila Lesly provided an update on the AGB process and the District School Liaison Team (DSLTL) recommendations for the 2011-12 school year.

YOUTH ENRICHMENT PROGRAM

Director of Information Technology and Support Services, Mr. Greg Blount presented a report on the Youth Enrichment Program.

RIVERA JOINT-USE GYM FACILITIES
PROJECT

Chief Operations Officer, Mr. Kraig Magnussen provided an update on the Rivera Joint-Use Gym Facilities Project.

CONSENT:

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

Superintendent

Meeting Minutes

- Approval of the regular meeting minutes of May 24, 2011

Administrative Services

Employment Transactions -
Certificated Personnel:

- Approval of the following certificated personnel items:
 - A. **Retirement**
Connie Hadley, Principal, Stefani School, effective 6/27/2011

Employment Transactions -
Classified Personnel:

- Approval of the following classified personnel items:
 - A. **Change of Status**
Juan A. Ortiz, From Head Custodian, Burbank School to Warehouse Worker, Warehouse, effective 7/1/2011
 - B. **Resignation**
Yuridia Hampton, Health Assistant, Hoover Middle School, effective 6/3/2011
Kou Lor, Clerk Typist, Sheehy School, effective 6/10/2011

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>
176736-176825	5/13/11	\$193,416.21
179361-179458	5/20/11	<u>\$552,098.33</u>
	Total	\$745,514.54

Budget Transfer

- Approval of the ratification of the list of budget transfers completed during the month of May 1 through May 30, 2011.

BOARD ACTION

SUPERINTENDENT

LIBRARY MEDIA TEACHER JOB
 DESCRIPTION – REVISED,
 SECOND READING

It was moved by Mr. Cox, seconded by Mr. Stamm, to approve the revisions to the Library Media Teacher (LMT) job description as a second reading. Motion carried.

PRESCHOOL INSTRUCTIONAL
 ASSISTANT – NEW JOB
 DESCRIPTION, SECOND READING

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

LEARNING DIRECTOR JOB
 DESCRIPTION – REVISED, FIRST
 AND SECOND READING

It was moved by Mr. Stamm, seconded by Mr. Cox, to approve the revised job description for Learning Director as a first and second reading. Motion carried.

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

It was moved by Ms. Kazakos, seconded by Mr. Cox, to approve the new job description for Administrator on Special Assignment: Closing the Achievement Gap as a first reading. Motion carried.

PC SUPPORT TECHNICIAN JOB
 DESCRIPTION – REVISED, FIRST
 READING

It was moved by Mr. Cox, seconded by Ms. Kazakos, to approve the revised job description for PC Support Technician as a first reading. Motion carried.

FISCAL SERVICES:

AGREEMENT FOR SPECIAL
 SERVICES

It was moved by Mr. Stamm, seconded by Ms. Kazakos, to 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. Motion carried.

AWARD OF ANNUAL
INSTRUCTIONAL SUPPLY BID
#2011-3

It was moved by Mr. Cox, seconded by Ms. Kazakos, to approve the award of instructional supply items to the various vendors listed in the specified amounts. Motion carried.

2010-2011 BUDGET REVISION
AND RESOLUTION NO. F-55-2010-
11

It was moved by Mr. Stamm, seconded by Ms. Kazakos, to approve the adoption of Resolution No. F-55-2010-2011 approving revisions to the 2010-11 budgets. Motion carried.

CONSIDERATION OF
ACCEPTANCE OF REVISED
BOARD POLICIES IN THE 3000
SERIES (BUSINESS AND NON-
INSTRUCTIONAL OPERATIONS)
BP 3100, BUDGET – FIRST
READING

It was moved by Mr. Cox, seconded by Ms. Kazakos, to approve the revisions to Board Policy 3100, Budget, for a first reading. Motion carried.

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 was moved by Mr. Stamm, seconded by Ms. Kazakos, to approve the revisions to Board Policy 3460, Financial Reports and Accountability, for a first reading. Motion carried.

COMMUNICATIONS:

AUDIENCE
No items.

ADJOURNMENT:

The meeting adjourned at 8:08 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

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

DATE: June 28, 2011

SUBJECT: **REPORT ON ATTENDANCE**

Background

The District places high importance on daily attendance of our students. Mr. Greg Blount, Director of Information Technology and Support Services, will present a status update on the district attendance and enrollments.

CONSENT

MERCED CITY SCHOOL DISTRICT

TO: Board of Education

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

DATE: June 28, 2011

SUBJECT: **MEETING MINUTES**

Recommendation

It is recommended that the Board of Education approve the minutes from the regular meeting of June 14, 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: Elsa Servin
Personnel Specialist

DATE: June 28, 2011

SUBJECT: **EMPLOYMENT TRANSACTIONS – CLASSIFIED PERSONNEL**

Recommendation

Approval is recommended for the following classified personnel items.

A. Change of Status

Joseph A. Berumen	From Custodian, Cruickshank Middle School to Head Custodian, Burbank Elementary School Effective 7/1/2011
Senovio S. Cortez	From Custodian, Muir Elementary School to Head Custodian, Muir Elementary School Effective 7/1/2011
Adrian Cortinas	From Custodian, Tenaya Middle School to Head Custodian, Fremont Charter School Effective 7/1/2011
David E. Perkins	From Supervisor, Transportation Department to Risk Management Specialist II/Confidential, District Office Effective 7/1/2011
William E. Saephanh	From Custodian, Givens Elementary School to Head Custodian, Tenaya Middle School Effective 7/1/2011

MERCED CITY SCHOOL DISTRICT

B. Resignation

Julie Camacho

Instructional Assistant
Sierra Preschool
Effective 6/3/2011

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 28, 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
188971-189042	6/3/11	\$ 371,092.09
192504-192604	6/10/11	\$ 1,103,036.48
195879-195958	6/17/11	\$ 125,186.56
	Total	\$ 1,599,315.13

Background

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

Fiscal Impact

Revenue: None
Expenditure: \$1,599,315.13
Budget Category: Various

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 06/03/11

AFY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
188971	013000	AMERICAN EXPRESS	03270	72,839.87	188972	012969	ABC PHONETIC READING SCHOOL	03270	55,344.75
188973	005164	ABS DIRECT	03270	146.60	188974	012970	ACADEMIA DE SERVICIOS TUTORIA	03270	275.00
188975	012894	ACE IT TUTORING OF CALIFORNIA	03270	201.56	188976	008470	ACTION COMPUTERS	03270	282.75
188977	010718	AFLAC	03270	6,263.29	188978	000071	AMERICAN FIDELITY ASSURANCE CO	03270	103.58
188979	002390	AMERICAN FIDELITY ASSURANCE CO	03270	195.85	188980	012897	ARIBA EDUCATION	03270	570.00
188981	000127	ATKIN/ANDEL/LOYA/RUUD & ROMO	03270	5,006.85	188982	012966	BIFFY FINANCIAL SERVICES INC	03270	1,740.00
188983	007408	BOULDERS PLUS	03270	300.00	188984	012812	BOYER ASSOCIATES LLC	03270	2,009.70
188985	013052	MARY BRANDT	03270	350.96	188986	010900	CDW GOVERNMENT INC	03270	4,479.33
188987	000376	CITY OF MERCED	03270	170.00	188988	012975	CLUB Z1 IN-HOME TUTORING	03270	361.56
188989	011010	CORNER STONE STAFFING	03270	877.80	188990	011473	CSEA VICTORY CLUB	03270	218.00
188991	012978	CVS LEARNING INC	03270	1,147.50	188992	005711	D&D PEST CONTROL INC	03270	36.00
188993	012808	EXTREME LEARNING INC	03270	4,647.75	188994	000697	FOLLETT LIBRARY RESOURCES	03270	142.66
188995	005201	FOUNDATION FOR MEDICAL CARE	03270	19,009.26	188996	012337	FOUNDATION FOR MEDICAL CARE	03270	517.80
188997	012810	FOUNDATIONS EDUCATIONAL	03270	825.00	188998	000724	FRESNO PACIFIC UNIVERSITY	03270	300.00
188999	010595	MARTE HERNANDEZ JIMENEZ	03270	7.62	189000	009170	THE HOME DEPOT	03270	2,568.74
189001	000920	INGRAHAM TROPHIES	03270	1,044.00	189002	009783	LA CROSSE TECHNOLOGY	03270	205.08
189003	003686	ANNE LIZDAS	03270	45.77	189004	011181	LOYAL AMERICAN LIFE INS CO	03270	1,361.12
189005	008389	MATCO TOOLS	03270	25.88	189006	001117	MCNAMARA SPORTS INC	03270	913.05
189007	000450	MERCED COUNTY HEALTH DEPT	03270	1,266.02	189008	010170	MESTMAKER/CSEA INSURANCE	03270	242.21
189009	002256	MOOSEHEAD ELECTRONICS	03270	179.40	189010	003110	NATIONAL GEOGRAPHIC SCHOOL	03270	1,706.44
189011	003519	OFFICE DEPOT INC	03270	5,705.22	189012	008506	ANGELICA OZUNA	03270	72.62
189013	006816	FARADIGM HEALTHCARE SVCS INC	03270	4,500.00	189014	007070	PEAP	03270	151.50
189015	001368	PG&E	03270	44,102.88	189016	012982	PROFESSIONAL TUTORS OF AMERICA	03270	1,690.00
189017	013013	RIEDINGER CONSULTING	03270	10,675.37	189018	003384	ROSS RECREATION EQUIPMENT CO	03270	255.07
189019	012827	RUSSELL SIGLER INC	03270	395.69	189020	001621	SCHOOL SPECIALTY	03270	479.24
189021	012983	STUDENTNEST INC	03270	585.00	189022	012716	SULLIVAN LEARNING SYSTEMS INC	03270	12,769.22
189023	011678	TESEI PETROLEUM	03270	16,110.42	189024	008732	TOLEDO P E SUPPLY CO	03270	1,678.89
189025	012986	TUTORWORKS INC	03270	3,540.00	189026	001894	UNITED PARCEL SERVICE	03270	95.90
189027	009661	VAVRINEK TRINE DAY & CO LLP	03270	3,700.00	189028	002027	WASTE MANAGEMENT	03270	1,263.60
189029	013000	AMERICAN EXPRESS	03271	889.00	189030	001174	MERCED COUNTY ARTS COUNCIL INC	03271	594.00
189031	001368	PG&E	03271	1,633.05	189032	013000	AMERICAN EXPRESS	03275	5,278.52
189033	011010	CORNER STONE STAFFING	03275	300.96	189034	003519	OFFICE DEPOT INC	03275	43.80
189035	001368	PG&E	03275	622.88	189036	008782	SCHOOL SPECIALTY	03275	1,143.57
189037	012573	TAYLOR TETER PARTNERSHIP LLP	03275	12,006.96	189038	013033	J HOUSE ENVIRONMENTAL INC	03277	6,037.50
189039	012699	WLC ARCHITECTS INC	03277	6,721.09	189040	005201	FOUNDATION FOR MEDICAL CARE	03267	701.84
189041	010918	TERRI PRICHARD	03267	750.00	189042	005241	MERCED CITY SCHOOL DISTRICT	03264	38,669.55

TOTAL AMOUNT OF ALL WARRANTS \$371,092.09***

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 06/10/11

AFY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
192504	007716	A-Z BUS SALES INC	03270	981.94	192505	011285	DENISE ABARCA	03270	90.25
192506	005164	ABS DIRECT	03270	190.48	192507	000082	AMERICAN TIME & SIGNAL CO	03270	476.15
192508	001930	AMERIPRIDE UNIFORM SERVICES	03270	1,544.51	192509	009207	APPLIED INDUST TECHNOLOGIES	03270	53.93
192510	012571	AT&T	03270	7,029.66	192511	011934	ATWATER RADIATOR & MUFFLER INC	03270	68.00
192512	012984	AUTISM AND BEHAVIOR TRAINING	03270	904.08	192513	012314	BEVERLY BARELA	03270	156.83
192514	000183	BETTIS GLASS	03270	80.00	192515	012847	BILL'S TOW STORAGE AND	03270	281.25
192516	000431	CONSOLIDATED ELECTRICAL DIST	03270	435.94	192517	011010	CORNER STONE STAFFING	03270	1,843.38
192520	002508	DELL MARKETING L P	03270	136.49	192519	012663	DEAF AND HARD OF HEARING	03270	91.50
192522	007697	ENVIROCLEAN	03270	228.38	192521	000365	DOM'S ELECTRIC MOTOR SHOP	03270	48.39
192524	012800	BRIAN FERGUSON	03270	66.87	192523	012310	EXPLORELEARNING	03270	2,500.00
192526	010929	LAURIE M GARCIA	03270	110.84	192525	009061	TERESA FRONTELLA	03270	44.68
192528	012818	THE HARTFORD	03270	6,385.65	192527	003169	W GRAINGER INC	03270	339.81
192530	009711	HORIZON	03270	513.98	192529	012726	CLARA HERFORTH	03270	95.57
192532	000977	JORGENSEN CO	03270	1,400.00	192531	011943	IVS COMPUTER TECHNOLOGY	03270	202.67
192534	000999	KELLY MOORE PAINT CO INC	03270	252.77	192533	000997	KELOGG'S SUPPLY	03270	547.46
192536	003686	ANNE LIZDAS	03270	169.32	192535	012955	ALOKITA KUMAR	03270	100.00
192538	000450	MERCED COUNTY HEALTH DEPT	03270	356.79	192537	001154	MEADOWBROOK WATER CO OF MERCED	03270	2,529.64
192540	011164	OLIVEWOOD MEADOWS OCCUPATIONAL	03270	105.00	192539	005572	MERCED TRUCK & TRAILER INC	03270	2,718.42
192542	001421	PERMA-BOUND	03270	543.42	192541	006816	PARADIGM HEALTHCARE SVCS INC	03270	257.63
192544	001402	PRAKRAIR	03270	57.75	192543	001368	PG&E	03270	1,448.67
192546	010753	JENNIFER REEL	03270	125.77	192545	011545	PRO TECH SECURITY	03270	685.00
192548	012294	SASS/MESTMAKER INSURANCE	03270	80.64	192547	001874	PAM ROYER	03270	243.12
192550	001505	SCHOOL SVCS OF CALIFORNIA INC	03270	400.00	192549	001490	SCHOOL HEALTH CORP	03270	931.29
192552	012608	SISC III	03270	914,527.85	192551	009634	SHRED IT CENTRAL CA INC	03270	83.54
192554	000133	SMITH AUTO PARTS INC	03270	855.40	192553	004449	ELIZABETH SLATON	03270	2,156.00
192556	001603	SOUTHWEST SCH & OFFICE SUPPLY	03270	1,440.76	192555	001598	SANDRA SOUTHER	03270	109.96
192558	004824	SFURR/REMAC	03270	8,674.11	192557	012940	CARRIE SPRINGFIELD	03270	72.79
192560	012792	SUB SHOP	03270	218.56	192559	012362	THE STANDARD	03270	342.14
192562	012061	KEN TESTA	03270	396.06	192561	011678	TESEI PETROLEUM	03270	86.29
192566	012474	TERRI SOARES	03270	1,175.84	192563	004734	RUBEN L. TORRES SR.	03270	641.04
192568	004824	SFURR/REMAC	03271	672.45	192565	008663	SMART AND FINAL	03270	2,004.00
192570	011010	CORNER STONE STAFFING	03275	902.88	192567	001174	MERCED COUNTY ARTS COUNCIL INC	03271	120.16
192572	010531	CAMILLE MAYS	03275	73.13	192569	012369	STEPHANIE AGUILAR	03275	65.59
192574	004824	SFURR/REMAC	03275	24.09	192571	010912	JOSE A GOMEZ JR	03275	37.79
192576	012906	ALHAMBRA & SIERRA	03263	28.94	192573	011814	ERIKA PRYOR	03275	56.51
192578	002580	BOB'S REFRIGERATION	03263	2,171.49	192575	012772	TRACY R WEBSTER	03275	56.51
192580	009408	FOCUS PACKAGING & SUPPLY CO	03263	286.97	192577	001930	AMERIPRIDE UNIFORM SERVICES	03263	21.80
192582	007428	GOLD STAR FOODS INC	03263	4,298.58	192579	006270	CALIFORNIA DEPT OF EDUCATION	03263	487.50
192584	011151	MADERA PRODUCE INC	03263	6,731.61	192581	000749	GATWAY FIRE EQUIPMENT	03263	758.17
192586	006552	MERCED COUNTY ENVIRONMENTAL	03263	111.00	192583	010138	HAGUE QUALITY WATER INC	03263	198.00
192588	001232	MORCEN AIR MECHANICAL INC	03263	4,839.00	192585	009224	MERCED COMMERCIAL PEST CONTROL	03263	677.00
192590	012054	NUTRI-LINK TECHNOLOGIES INC	03263	1,317.48	192587	001065	MERCED SUN-STAR	03263	503.64
192592	005453	RALEY'S	03263	24.35	192589	004303	NEXTEL COMMUNICATIONS	03263	200.07
192594	012191	SCEIZI ENTERPRISES INC	03263	43.74	192591	008687	PRODUCERS DAIRY FOODS INC	03263	28,811.56
192596	010561	THE SIGN GUYS	03263	121.24	192593	001806	REVOLVING ACCOUNT MCGSD	03263	476.50
					192595	009919	SCHOOL LUNCH PRODUCTS INC	03263	7,061.75
					192597	008663	SMART AND FINAL	03263	166.35

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 06/10/11

APY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
192598	000133	SMITH AUTO PARTS INC	03263	11.41	192599	011620	SYSCO FOOD SERV OF CENTRAL CA	03263	2,048.64
192600	012493	WLC CONSTRUCTION SERVICES INC	03277	42,275.34	192601	005301	FOUNDATION FOR MEDICAL CARE	03267	83.75
192602	012337	FOUNDATION FOR MEDICAL CARE	03267	700.00	192603	012337	FOUNDATION FOR MEDICAL CARE	03264	3,549.00
192604	005241	MERCED CITY SCHOOL DISTRICT	03264	20,102.40					

TOTAL AMOUNT OF ALL WARRANTS \$1,103,036.48***

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 06/17/11

APY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	FUND	VENDOR NUMBER	FUND	PAYEE NAME	AMOUNT	PAYEE NAME	AMOUNT	FUND	AMOUNT
195879	007716	03270	195880	000005	ACE PIPE & STEEL INC	1,356.13	ACE PIPE & STEEL INC	1,356.13	03270	219.30
195881	011005	03270	195882	000061	AIRGAS NCN	375.42	AIRGAS NCN	375.42	03270	50.51
195883	012906	03270	195884	001930	AMERIPRIDE UNIFORM SERVICES	51.89	AMERIPRIDE UNIFORM SERVICES	51.89	03270	221.45
195885	012329	03270	195886	013052	MARY BRANDT	148.54	MARY BRANDT	148.54	03270	310.57
195887	003370	03270	195888	011010	CORNER STONE STAFFING	35.98	CORNER STONE STAFFING	35.98	03270	1,655.28
195889	009124	03270	195890	005711	D&D PEST CONTROL INC	3,890.70	D&D PEST CONTROL INC	3,890.70	03270	1,300.00
195891	011632	03270	195892	008518	EWING IRRIGATION	121.01	EWING IRRIGATION	121.01	03270	4,031.18
195893	007963	03270	195894	011324	FERGUSON ENTERPRISES INC	279.68	FERGUSON ENTERPRISES INC	279.68	03270	2,251.48
195895	000686	03270	195896	013051	GENERAL PETROLEUM	605.93	GENERAL PETROLEUM	605.93	03270	1,734.77
195897	003169	03270	195898	005445	VAL GRESHAM	387.45	VAL GRESHAM	387.45	03270	25.00
195899	001935	03270	195900	012905	LISA GUZMAN	408.50	LISA GUZMAN	408.50	03270	240.00
195901	012366	03270	195901	012267	JOHNSTONE SUPPLY	1,004.81	JOHNSTONE SUPPLY	1,004.81	03270	3,153.02
195903	000977	03270	195902	012267	JOHNSTONE SUPPLY	150.00	JOHNSTONE SUPPLY	150.00	03270	949.15
195905	010282	03270	195903	001169	MERCED COUNTY SOLID WASTE DIV	109.29	MERCED COUNTY SOLID WASTE DIV	109.29	03270	132.77
195907	001179	03270	195908	002212	MERCED IRRIGATION DISTRICT	1,227.85	MERCED IRRIGATION DISTRICT	1,227.85	03270	24,295.72
195909	001231	03270	195910	012324	MODSPACE	1,400.67	MODSPACE	1,400.67	03270	483.94
195911	012688	03270	195912	002256	MOOSEHEAD ELECTRONICS	4.00	MOOSEHEAD ELECTRONICS	4.00	03270	177.24
195913	001271	03270	195914	007283	THE NOBLE GROUP DBA	677.35	THE NOBLE GROUP DBA	677.35	03270	50.00
195915	003519	03270	195916	009702	PARKER'S ACE HARDWARE INC	4,934.22	PARKER'S ACE HARDWARE INC	4,934.22	03270	738.61
195917	006718	03270	195918	007345	KATHRYN POWERS	960.00	KATHRYN POWERS	960.00	03270	161.82
195919	011545	03270	195920	005690	RADIO SHACK CORPORATION	84.00	RADIO SHACK CORPORATION	84.00	03270	27.17
195921	001709	03270	195922	013060	SUSAN ROGERS	81.33	SUSAN ROGERS	81.33	03270	92.63
195923	001448	03270	195924	001484	SAVE MART SUPERMARKETS	375.50	SAVE MART SUPERMARKETS	375.50	03270	833.94
195925	008111	03270	195926	011417	SCHOETTLER TIRE INC	145.66	SCHOETTLER TIRE INC	145.66	03270	10.00
195927	001490	03270	195928	001564	SHERWIN WILLIAMS CO	33.00	SHERWIN WILLIAMS CO	33.00	03270	227.66
195929	009634	03270	195930	010561	THE SIGN GUYS	83.85	THE SIGN GUYS	83.85	03270	140.73
195931	001575	03270	195932	001603	SOUTHWEST SCH & OFFICE SUPPLY	10.00	SOUTHWEST SCH & OFFICE SUPPLY	10.00	03270	3,758.91
195933	010178	03270	195934	010285	STEAM CLEANERS INC	250.00	STEAM CLEANERS INC	250.00	03270	60.98
195935	005645	03270	195936	011678	TESEI PETROLEUM	47.52	TESEI PETROLEUM	47.52	03270	13,352.44
195937	011913	03270	195938	010873	VALLEY RENTAL CENTERS INC	6,144.04	VALLEY RENTAL CENTERS INC	6,144.04	03270	777.55
195939	007061	03270	195940	011060	WILCO SUPPLY	144.12	WILCO SUPPLY	144.12	03270	148.55
195941	013061	03271	195942	001369	AT&T	8.66	AT&T	8.66	03271	61.44
195943	001174	03275	195944	011010	CORNER STONE STAFFING	180.00	CORNER STONE STAFFING	180.00	03275	896.61
195945	001179	03275	195946	001368	PG&E	545.00	PG&E	545.00	03275	277.34
195949	012597	03263	195948	004125	CASE PARTS CO	909.42	CASE PARTS CO	909.42	03263	88.77
195951	001065	03263	195950	011151	MADERA PRODUCE INC	300.10	MADERA PRODUCE INC	300.10	03263	771.25
195953	009919	03263	195952	001464	SAVE MART SUPERMARKETS	231.00	SAVE MART SUPERMARKETS	231.00	03263	299.50
195955	012197	03263	195954	011620	SYSCO FOOD SERV OF CENTRAL CA	1,125.60	SYSCO FOOD SERV OF CENTRAL CA	1,125.60	03263	94.00
195957	001368	03265	195956	011802	IOMLAN CONSTRUCTION SVCS INC	438.58	IOMLAN CONSTRUCTION SVCS INC	438.58	03277	8,440.00
			195958	005241	MERCED CITY SCHOOL DISTRICT	2,000.00	MERCED CITY SCHOOL DISTRICT	2,000.00	03264	21,378.48

TOTAL AMOUNT OF ALL WARRANTS \$125,186.56***

BOARD ACTION

SUPERINTENDENT

MERCED CITY SCHOOL DISTRICT

TO: Board of Education

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

DATE: June 28, 2011

SUBJECT: **GIFTS/GRANTS AND BEQUESTS**

Recommendation

It is recommended that the Board of Education accept the gifts/grants and bequests in the amount of \$283.19.

<u>School/Department</u>	<u>Description</u>	<u>Donated By</u>	<u>Value</u>
Chenoweth School	Monetary donation	Raley's	\$104.69
Chenoweth School	Monetary donation	PG&E Corporation, Campaign For The Community	\$178.50

Background: As a result of Board Policy 3290, Gifts/Grants/Bequests, adopted by the Board on October 3, 1989, the items listed above reflect what has been received by a school and/or department in the district.

Fiscal Impact

Revenue: \$283.19

Expenditure: None

Budget Category: Instructional Supplies

MERCED CITY SCHOOL DISTRICT

TO: Board of Education

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

DATE: June 28, 2011

SUBJECT: **ANNUAL MEDIA SERVICES CONTRACT WITH MERCED
COUNTY OFFICE OF EDUCATION**

Recommendation

It is recommended that the Board of Education approve the annual contract with the Merced County Office of Education's Media Center to provide services for the 2011-2012 school year in the amount of \$36,223.50.

Background

By entering into this annual contract with MCOE, Media Services, the County Superintendent will provide services to the Merced City School District sites with accounts and access to the following online resources:

- a) GATE Portal
- b) California Streaming
- c) World Book Online
- d) TEAMS Teaching Circles
- e) Moodle
- f) Online Professional Learning Community

Other media services include:

- Access and support for the MCOE Computer Lab free of charge.
- Support for setting up electronic learning resource trainings.

Fiscal Impact

Revenue: None

Expenditure: \$36,223.50

Budget Category: General Fund - 0000 No Reporting Requirement

EDUCATIONAL SERVICES

MERCED CITY SCHOOL DISTRICT

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

FROM: Annie Dossetti
Acting Assistant Superintendent of Educational Services

DATE: June 28, 2011

SUBJECT: **CERTIFICATION OF CONSTITUTIONALLY PROTECTED
PRAYER IN PUBLIC ELEMENTARY AND SECONDARY
SCHOOLS**

Recommendation

It is recommended that the Board of Education approve the submission of the Constitutionally Protected Prayer in Public Schools certification to the California State Board of Education.

Background

Section 9524 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001, requires that Local Education Agencies (LEA) file a Certification of Constitutionally Protected Prayer in Public Elementary and Secondary Schools as a condition of receiving federal categorical funds (Title I, II and III).

The certification assures that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools.

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: None

MERCED CITY SCHOOL DISTRICT

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

FROM: Annie Dossetti
Acting Assistant Superintendent, Educational Services

DATE: June 28, 2011

SUBJECT: **2011-12 CONSOLIDATED APPLICATION FOR FUNDING
CATEGORICAL AID PROGRAMS – PART I**

Recommendation

It is recommended that the Board of Education approve the Consolidated Application – Part I.

Background

School districts are required to submit an annual application and report of categorical spending and carryover for the funding of consolidated categorical aid programs.

Merced City School District is applying for categorical funding from the following state and federal programs through the consolidated application:

- Title I, Part A (Basic Grant - low income)
- Title II, Part A (Teacher Quality)
- Title III, Part A (LEP Students)
- Economic Impact Aid

The categorical funds will be used in accordance with state and federal regulations to improve teaching and learning and to help students meet challenging academic content and performance standards.

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: Federal and State Categorical

ADMINISTRATIVE SERVICES

MERCED CITY SCHOOL DISTRICT

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

FROM: Greg Spicer
Associate Superintendent, Administrative Services

DATE: June 28, 2011

SUBJECT: **CALIFORNIA COMMISSION ON TEACHER CREDENTIALING:
DECLARATION OF NEED FOR FULLY QUALIFIED
EDUCATORS**

Recommendation

It is recommended that the Board of Education approve the submission of the Declaration of Need for Fully Qualified Educators to the California Commission on Teacher Credentialing for the 2011-2012 school year.

Background

School districts are required to submit this form which indicates any and all areas of anticipated need for Emergency Permits, Limited Assignment Permits or Internships during the year. A Declaration of Need for Fully Qualified Educators form must be on file with the California Commission on Teacher Credentialing before any emergency permits, limited assignment permits or internships will be issued for service with an employing agency.

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

DATE: June 28, 2011

SUBJECT: **ADMINISTRATOR ON SPECIAL ASSIGNMENT: CLOSING THE
ACHIEVEMENT GAP – NEW JOB DESCRIPTION – SECOND
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 Second 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**. ~~categorial 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 categorial 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 categorial provisions.~~ *E.*

Supervises and evaluates certificated and classified categorically funded personnel **who are funded to provide service for Closing the Achievement Gap.** *E*
Serves as liaison between the school and district. *E*

MERCED CITY SCHOOL DISTRICT

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 28, 2011

PREPARED BY: Elsa Arroyo
Personnel Specialist

SUBJECT: **REVISED CLASSIFIED JOB TITLE AND JOB DESCRIPTION
FOR PC SUPPORT TECHNICIAN – SECOND READING**

Recommendation

It is recommended that the Board of Education approve the revised job title and job description for PC Support Technician for a Second 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 a “J” on the classified salary schedule.

Fiscal Impact

Revenue: None

Expenditure: \$2,808 - \$4,576 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, ~~10 Windows 2000~~ and Windows XP, **Windows Vista, Windows 7**).

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,~~)

Knowledge of VOIP systems, Cisco Unity, CallManager, or similar VOIP management software

Knowledge of integrated paging, public address and school bell scheduling software.

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 ~~a plus~~ **helpful.**

MERCED CITY SCHOOL DISTRICT

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

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:

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 28, 2011

SUBJECT: **RIVERA JOINT-USE GYM PROJECT- ALLOWANCE CHANGE
ORDER – CATEGORY 7**

Recommendation

It is recommended that the Board of Education accept the Allowance Change Order (ACO 2-7) from McFadden Construction, Inc.

Background

It has become necessary to provide and install additional framing to raise the mechanical platforms above the roofing per RFI 78. The District is also requesting that two wall access openings be installed above the coaches' office.

The Original Allowance Sum:	\$ 5,000.00
Net Changes by previously <i>authorized</i> Change Orders:	\$ (2,479.10)
Remaining Allowance Sum prior to Change Order:	\$ 2,520.90
Cost of Change Order:	\$ 2,520.90
Remaining Allowance Sum:	\$ 00.00

Fiscal Impact

Revenue: None

Expenditure: No increase to overall planned expenditure(s)

Budget Category: Fund 21 – Bond Fund

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 28, 2011

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

Recommendation

It is recommended that the Board of Education accept the attached revisions to Board Policy 3100, Budget for a second 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 28, 2011

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

Recommendation

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

MERCED CITY SCHOOL DISTRICT

TO: RoseMary P. Duran
District Superintendent

FROM: Greg Spicer
Associate Superintendent

PREPARED BY: Kris Cavallero
Chief Fiscal Officer

DATE: June 28, 2011

SUBJECT: **2011/12 BUDGET—PUBLIC HEARING AND ADOPTION**

Recommendation

It is recommended that the Board of Education conduct a public hearing and adopt the 2011/12 budget of the Merced City School District.

Background

As required by Education Code § 42103, Merced City School District has provided notification to the public for inspection and public hearing regarding the proposed 2011/12 Budget. In addition, the proposed budget will be made available for public inspection at least three days prior to this public hearing. Prior to the adoption of the annual budget, the Board of Education is required to hold a public hearing to receive comments from the public on the proposed 2011/12 Budget.

The 2011/12 budget is based on the information provided in the Governor's May Revise. It includes a 2.24% cost of living adjustment (COLA), 19.754% deficit, and no equalization which results in flat funding in the General Fund Revenue Limit. Should the tax extension proposal not be approved by the legislature and/or voters, there will likely be a <\$330> per ADA cut to the Revenue Limit – a loss of <\$3,302,831>. This amount has been reserved in the ending fund balance as unavailable for expenditure at this time.

The 2011/12 Budget Document will be provided to the Board of Education for review.

The basic assumptions provide:

- The Revenue Limit per Average Daily Attendance (ADA) will stay flat.
- General Lottery is projected at \$111.00 per ADA with Prop 20 Growth Lottery budgeted at \$17.50 per ADA.

MERCED CITY SCHOOL DISTRICT

- Class Size Reduction (CSR) is projected at the 2011/12 rate of \$853.60 for grades K-2, and \$746.90 for grade 3 with appropriate penalty applied for exceeding 20:1 ratio.
- On-going Federal Programs are budgeted at 2010/11 levels with the exception of Title II Teacher Quality which has been cut by 18%, and Title II Technology which has been cut completely. Federal Education Jobs Funding deferred revenue has been budgeted for expenditure in the new year.
- State Categorical programs have been budgeted at 2010/11 levels. Full advantage has been taken of the flexibility with designated state categorical programs.
- No mandated cost reimbursement.

Expenditure Assumptions

- Decrease of 47 FTE certificated teachers to adjust for enrollment and loss of grants and 45 Classified positions.
- Salaries are projected with step and column movements for all employees. Negotiations have not been settled with any bargaining units for the 2011/12 fiscal year. No change in salaries and benefits that may result from negotiations are reflected in this budget. Contractual limits for Health and Welfare benefits remain the same for Management, Confidential, Unrepresented, Certificated and Classified. Total salary and benefit costs equate to 86.22% of budgeted expenditures.
- Retiree benefits to cover all current retirees are charged to all program accounts.
- Class Size Reduction (CSR) will be implemented at grades K-2 at 24.94:1.
- Staffing ratio of 24.94:1 (K-2), 28:1 (3), 32:1 (4-6), 34:1 (7-8)
- K-3 General fund site allocation @ \$73.50 per student.
- 6-8 General fund site allocation @ \$82.00 per student.
- Supplies and Services are budgeted at 2010/11 levels in the unrestricted general fund. Flexibility option and staffing changes have drastically reduced site level expenditures.

Based on the noted assumptions, the following revenues and expenditures are projected:

Revenue

Revenue Limit	\$ 49,926,755
Federal Revenue	9,719,511
State Revenue	15,333,134
Local Revenue	<u>1,267,131</u>
Total Revenue Projections	\$ 76,246,531

Expenditures

<u>Certificated Salaries</u>	\$ 39,470,394
Staffing levels as previously stated.	
 <u>Classified Salaries</u>	 \$ 9,924,199
Staffing levels as previously stated.	

MERCED CITY SCHOOL DISTRICT

<u>Benefits</u>	\$ 16,504,539
Health benefits are projected at current contract amounts. Other fixed costs such as retirement and Medicare have been adjusted to current rates.	
<u>Materials & Supplies</u>	\$ 3,642,979
Instructional, custodial, office, books and other supplies.	
<u>Services</u>	\$ 6,903,487
Utilities, service contracts and liability insurance.	
<u>Capital Outlay</u>	\$ 0
No capital outlay purchases are budgeted at this time.	
<u>Other Outgo</u>	\$ 1,292,061
County Special Ed transportation, Deferred Maintenance, Categorical indirect costs, payments for bus replacement, and QZAB payment.	
Total Projected Expenditures	\$ 77,737,659

Fiscal Impact

The 2011/12 ending balance is currently projected at \$11,938,649 which contains the mandated 3% Reserve for Economic Uncertainties of \$2,332,130, Revolving Cash \$2,550, Stores \$101,554, Restricted Carryover of \$2,612,419, and Designated Carryover of \$6,889,996 (\$3,302,831 of which is the \$330/ADA in limbo). This leaves a remaining unallocated balance of \$0.

Cash Flow

Continued deferrals of payments to school districts by the State will significantly affect the District's ability to meet its obligations. The District will receive funds from its TRANS on July 1, 2011 to help cover temporary cash shortfalls.

Other Funds

Salaries and benefits for all other funds have been budgeted to include step and column movement for all employees. Negotiations with the bargaining units have not been settled for 2011/12, therefore no change in salaries and benefits that may result from negotiations are reflected in these budgets.

Charter School Fund

The estimated beginning balance for 2011/12 is \$1,072,565. Revenue is projected to be \$3,062,224 based on an enrollment of 504, and ADA of 482.

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Expenses are budgeted at \$3,273,527. Salaries and benefits are estimated to be \$2,673,687, which is 81.68% of total budgeted expenditures. Other expenditures include substitutes, instructional materials, utilities and district-provided services. The projected 2011/12 ending balance is \$861,262.

Child Development Fund

The estimated beginning balance for 2011/12 is \$111,003. Revenue is projected to be \$3,282,372 which includes an 18% decrease from 2010/11.

Expenses are budgeted at \$3,282,372. Salaries and benefits are estimated to be \$2,483,391, 75.66% of total expenditures. Indirect costs are budgeted at \$71,839. The projected 2011/12 ending balance is \$111,003.

Cafeteria Fund

The estimated beginning balance for 2011/12 is \$2,591,585. Revenue is budgeted at \$5,871,300 for federal and state meal reimbursement rates.

Expenses are budgeted at \$6,493,010. Salaries and benefits are estimated to be \$3,167,519, 48.78% of total expenditures. Other expenses include \$215,528 for new and replacement equipment and \$61,648 for indirect costs. The projected 2011/12 ending balance is \$1,969,875 which contains the reserve for Stores and Revolving Cash.

Deferred Maintenance

The estimated beginning balance for 2011/12 is \$242,602. Projected revenue and transfers total \$352,458 which includes a budgeted transfer of \$352,548 from the General Fund and \$5,000 interest income. At this time, no State revenue is budgeted in 2011/12.

Expenses are budgeted at \$357,115 for projects that will be completed under the Deferred Maintenance Plan. The projected 2011/12 ending balance is \$242,602. The ending fund balance is committed for future deferred maintenance projects.

Special Reserve

The estimated beginning balance for 2011/12 is \$171,981. Revenue is budgeted at \$2,000 for anticipated interest income.

This fund was established to reserve funds for equipment needs throughout the District, mainly school buses. The projected 2011/12 ending balance is \$173,981.

MERCED CITY SCHOOL DISTRICT

Building Fund—Bond Proceeds

The estimated beginning balance for 2011/12 is \$6,221,772, with projected income of \$100,575 from interest.

Continuing expenditures for the Rivera Gymnasium and other projects will be budgeted once we close out the 2010/11 fiscal year. The projected 2011/12 ending balance is \$6,322,347, and is designated for ongoing and future facility projects.

Capital Facilities Fund (Developer Fees)

The estimated beginning balance for 2011/12 is \$207,527. Revenue is projected to be \$23,947 which includes \$25,000 in Developer Fees and \$2,310 interest.

Expenditures are budgeted at \$23,947. These expenses include lease for portables at Peterson Elementary School, and consultant fees. The projected 2011/12 ending balance is \$207,527, and is designated for future facility projects.

School Facilities Fund

The estimated beginning balance for 2011/12 is \$894,075. Revenue is budgeted at \$22,000 for interest.

Expenditures for continuing projects will be budgeted once we close out the 2010/11 fiscal year. The 2011/12 projected ending balance is \$916,075 and is designated for future facility projects.

Special Reserve Fund for Capital Outlay

The estimated beginning balance for 2011/12 is \$1,162,657. Revenue is budgeted at \$4,400 for interest.

Continuing expenditures for the Rivera Gymnasium project will be budgeted once we close out the 2010/11 fiscal year. The 2011/12 projected ending balance is \$1,167,057.

Special Reserve Fund for Technology

The estimated beginning balance for 2011/12 is \$341,190. Revenue is budgeted at \$125,000 to include \$121,600 for Facilities Use and \$3,400 interest.

No expenditures are planned at this time. The 2011/12 projected ending balance is \$466,190.

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Self-Insurance Funds

Income Protection

The estimated beginning balance for 2011/12 is \$429,486. Revenue is budgeted at \$139,000 to include \$135,000 employer-paid benefit transfer generated through payroll and \$4,000 interest.

Expenditures are budgeted at \$101,581 to cover benefits paid to employees, supplies and printing. The 2011/12 ending balance is projected to be \$466,905.

Property/Liability

The estimated beginning balance for 2011/12 is \$441,073. Revenue is budgeted at \$44,500 to include \$41,555 for premiums and \$2,900 interest.

Expenditures are budgeted at \$140,024 to include salaries and benefits, claims, supplies, and professional services. The projected ending balance for 2011/12 is \$345,549.

Health and Welfare

The estimated beginning balance for 2011/12 is \$750,082. Revenues are budgeted at \$1,527,109 to include employer and employee premiums of \$1,522,109, and \$5,000 interest.

Expenditures are budgeted at \$1,460,626. Salaries and benefits are estimated to be \$74,857. Other expenditures include claims and administrative fees of \$1,379,469, and supply and printing costs of \$5,500. The 2011/12 ending balance is projected to be \$816,565.

MULTI-YEAR PROJECTION 2012-2014

Revenue and expenditure assumptions for the Multi-Year Projection are based on estimates provided in the May Revise, School Services of California and Merced County Office of Education.

Other assumptions included in the Multi-Year Projection include:

- Loss of Federal Education Jobs Funds in 2012-13
- 20 FTE certificated retirements each year
- Spending and hiring freeze
- Continuing decline in enrollment

MERCED CITY SCHOOL DISTRICT

If the tax extensions are not passed and the District loses \$330/ADA for 2011/12, 2012/13 and 2013/14, additional cuts will **have** to be made beginning in 2012/13. These cuts may include such things as:

- Furlough Days, all groups \$316,346/day
- Salary Reductions Negotiable
- Increased Class Size K-3 \$1,500,000
- Reduced Support Staff Dependent on Position
- Reduced School Year Negotiable
- Transfers of special reserve funds

Due to continued deficits to the revenue limit and on-going cash deferrals, it is more important than ever that the District monitor its fiscal situation on a constant basis and take whatever steps are necessary to ensure its fiscal solvency.

**MERCED CITY SCHOOL DISTRICT
LONG RANGE BUDGET PROJECTIONS
SUMMARY OF REVENUE & EXPENDITURES - 2011-2012**

	2011-12 UNRESTRICTED		2011-12 RESTRICTED		2011-12 COMBINED
ENROLLMENT/ADA					10260/9819
Funded ADA					9839
REVENUE					
Revenue Limit	48,573,093		1,353,662		49,926,755
Federal Revenues	50,000		9,669,511		9,719,511
Other State Revenues	7,230,703		8,102,431		15,333,134
Other Local Revenues	-3,983,567		5,250,698		1,267,131
TOTAL REVENUE	51,870,229		24,376,302		76,246,531
EXPENDITURES					
Certificated Salaries	30,118,755		9,351,639		39,470,394
Classified Salaries	5,880,849		4,043,350		9,924,199
Employee Benefits	11,789,850	90.05%	4,714,689	73.42%	16,504,539
Books & Supplies	1,322,617		2,320,362		3,642,979
Services /Oper. Expense	4,067,183		2,836,304		6,903,487
Capital Outlay	0		0		0
Other Outgo	259,719		813,281		1,073,000
Direct Support/Indirect	-368,071		234,584		-133,487
Transfers Out			352,548		352,548
TOTAL EXPENSE	53,070,902		24,666,757		77,737,659
	-1,200,673		-290,455		-1,491,128
BEGINNING BALANCE	10,526,902		2,902,874		13,429,777
ENDING BALANCE	9,326,229		2,612,419		11,938,649
COMPONENTS OF ENDING BALANCE					
Revolving Cash	2,550		-		2,550
Stores	101,554		-		101,554
Prepaid Expense	-		-		-
3% Reserve for Economic Uncertainties	2,332,130		-		2,332,130
Restricted Carryover			2,612,419		2,612,419
Designated Carryover	1,549,801				1,549,801
<\$330>/ADA Revenue Limit Reduction	3,302,831				3,302,831
Unallocated	2,037,364		0		2,037,364

84.77%

**MERCED CITY SCHOOL DISTRICT
LONG RANGE BUDGET PROJECTIONS
SUMMARY OF REVENUE & EXPENDITURES - 2012-2013**

	2012-13 UNRESTRICTED		2012-13 RESTRICTED		2012-13 COMBINED
ENROLLMENT/ADA					10253/9812
Funded ADA					9819
REVENUE					
Revenue Limit	50,013,297		1,301,844		51,315,141
Federal Revenues	50,000		7,327,312		7,377,312
Other State Revenues	7,291,552		7,713,797		15,005,349
Other Local Revenues	-4,273,288		5,543,299		1,270,011
TOTAL REVENUE	53,081,561		21,886,252		74,967,813
EXPENDITURES					
Certificated Salaries	31,620,807		7,236,888		38,857,695
Classified Salaries	5,880,263		4,057,637		9,937,900
Employee Benefits	12,323,078	90.71%	4,183,125	69.29%	16,506,203
Books & Supplies	1,290,129		2,923,112		4,213,241
Services /Oper. Expense	3,999,707		2,553,367		6,553,074
Capital Outlay	0		0		0
Other Outgo	259,719		813,281		1,073,000
Direct Support/Indirect	-447,171		217,708		-229,463
Transfers Out			352,548		352,548
TOTAL EXPENSE	54,926,532		22,337,666		77,264,198
	-1,844,971		-451,414		-2,296,385
BEGINNING BALANCE	9,326,229		2,612,419		11,938,649
ENDING BALANCE	7,481,258		2,161,005		9,642,264
COMPONENTS OF ENDING BALANCE					
Revolving Cash	2,550		-		2,550
Stores	101,554		-		101,554
Prepaid Expense	-		-		-
3% Reserve for Economic Uncertainties	2,317,926		-		2,317,926
Restricted Carryover			2,161,005		2,161,005
Designated Carryover	1,549,801				1,549,801
<\$330>/ADA Revenue Limit Cut	6,543,101				6,543,101
Unallocated	(3,033,673)		0		(3,033,673)

84.52%

**MERCED CITY SCHOOL DISTRICT
LONG RANGE BUDGET PROJECTIONS
SUMMARY OF REVENUE & EXPENDITURES - 2013-2014**

	2013-14 UNRESTRICTED		2013-14 RESTRICTED		2013-14 COMBINED
ENROLLMENT/ADA					10246/9805
Funded ADA					9812
REVENUE					
Revenue Limit	51,401,010		1,301,844		52,702,854
Federal Revenues	50,000		7,327,312		7,377,312
Other State Revenues	7,374,167		7,531,134		14,905,301
Other Local Revenues	-4,349,036		5,619,047		1,270,011
TOTAL REVENUE	54,476,141		21,779,337		76,255,478
EXPENDITURES					
Certificated Salaries	31,684,064		7,084,402		38,768,466
Classified Salaries	5,963,620		4,104,335		10,067,955
Employee Benefits	12,385,419	90.79%	4,143,154	68.97%	16,528,573
Books & Supplies	1,290,129		2,965,596		4,255,725
Services /Oper. Expense	3,985,590		2,547,963		6,533,553
Capital Outlay	0		0		0
Other Outgo	259,719		813,281		1,073,000
Direct Support/Indirect	-458,601		219,472		-239,129
Transfers Out			352,548		352,548
TOTAL EXPENSE	55,109,940		22,230,751		77,340,691
	-633,799		-451,414		-1,085,213
BEGINNING BALANCE	7,481,258		2,161,005		9,642,264
ENDING BALANCE	6,847,459		1,709,591		8,557,051
COMPONENTS OF ENDING BALANCE					
Revolving Cash	2,550		-		2,550
Stores	101,554		-		101,554
Prepaid Expense	-		-		-
3% Reserve for Economic Uncertainties	2,320,221		-		2,320,221
Restricted Carryover			1,709,591		1,709,591
Designated Carryover	1,549,801				1,549,801
<\$330>/ADA Revenue Limit Cut	9,781,061				9,781,061
Unallocated	(6,907,727)		0		(6,907,727)

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 28, 2011

SUBJECT: **PUBLIC HEARING: SEEK INPUT AND TESTIMONY FROM
PUBLIC REGARDING CATEGORICAL FUND TRANSFERS AND
USES IN ACCORDANCE WITH SBX3 4 (CHAPTER 12/2009)**

Recommendation

It is recommended that the Board of Education hold a public hearing to seek input and testimony from the public in regard to categorical fund transfers and uses in accordance with SBX3 4 (Chapter 12/2009).

Background

The education finance trailer bill, SBX3 4 (Chapter 12/2009) provides through Ed Code Section 42605 (c)(2) that the governing board at a regularly scheduled open public hearing shall take testimony from the public, discuss, and approve or disapprove the proposed use of funding. The flexibility to transfer funds from these programs is extended for an additional two years through 2014-15.

Accordingly, staff is requesting that the Board of Education hold a public hearing and seek input and testimony from the public in regard to the proposed transfer and use of funds on the following list.

Fiscal Impact

Revenue: None
Expenditure: None
Budget Category: None

MERCED CITY SCHOOL DISTRICT

Program Name	Projected 2010-11 Entitlement	Program Into Which Funds Will Be Transferred
0000 - Supplemental Hourly Gr 2-9 Retained	7,077	0000 - Unrestricted General Fund
0000 - Supplemental Hourly Gr 2-6 At Risk	31,536	0000 - Unrestricted General Fund
0000 - Supplemental Hourly Gr 7-12 Remedial	22,158	0000 - Unrestricted General Fund
0000 - Supplemental Hourly Core Academic	47,940	0000 - Unrestricted General Fund
2430 - Community Day School - Other	15,637	0000 - Community Day School
6263 - Alt. Credentialing Paraprofessional Tchr	158,960	0000 - Unrestricted General Fund
6405 - School Safety Gr 8-12	20,203	0804 - Safety
6760 - Arts & Music Block Grant	150,824	0000 - Unrestricted General Fund
7080 - Counselors, Gr 7-12	136,898	0804 - Safety
7140 - Gifted and Talented Education (GATE)	67,555	0000 - Unrestricted General Fund
7156 - Instructional Materials Fund (IMFRP)	587,637	0801 - Instructional Materials
7271 - Peer Assistance & Review (PAR)	39,260	0000 - Beginning Tchr Support & Assessment (BTSA)
7294 - Math & Reading Professional Dev	50,121	0000 - Unrestricted General Fund
7296 - Staff Dev: Teachers of Engl Lang (ELL)	44,104	0000 - Unrestricted General Fund
7390 - Pupil Retention Block Grant	10,819	0000 - Unrestricted General Fund
7393 - Prof Dev Block Grant	153,827	0000 - Unrestricted General Fund
7394 - Targeted Instructional Improvement Grant (TIIG)	168,504	0000 - Unrestricted General Fund
7395 - School Improvement Block Grant	1,012,874	0000 - Unrestricted General Fund
Total	\$ 2,725,934	To offset cuts to the unrestricted General Fund enabling the District to retain staff and programs to the extent possible

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 28, 2011

SUBJECT: **CATEGORICAL FUND TRANSFERS**

Recommendation

It is recommended that the Board of Education approve the proposed transfer and use of categorical funds, in accordance with SBX3 4 (Chapter 12/2009).

Background

In accordance with SBX3 4 (Chapter 12/2009), the Governing Board of Merced City School District has held a public hearing to seek input and take testimony from the public in regard to proposed transfer of certain categorical funds as presented on the following list.

Fiscal Impact

Revenue: None
Expenditure: None
Budget Category: None

MERCED CITY SCHOOL DISTRICT

Program Name	Projected 2010-11 Entitlement	Program Into Which Funds Will Be Transferred
0000 - Supplemental Hourly Gr 2-9 Retained	7,077	0000 - Unrestricted General Fund
0000 - Supplemental Hourly Gr 2-6 At Risk	31,536	0000 - Unrestricted General Fund
0000 - Supplemental Hourly Gr 7-12 Remedial	22,158	0000 - Unrestricted General Fund
0000 - Supplemental Hourly Core Academic	47,940	0000 - Unrestricted General Fund
2430 - Community Day School - Other	15,637	0000 - Unrestricted General Fund
6263 - Alt. Credentialing Paraprofessional Tchr	158,960	0000 - Unrestricted General Fund
6405 - School Safety Gr 8-12	20,203	0804 - Safety
6760 - Arts & Music Block Grant	150,824	0000 - Unrestricted General Fund
7080 - Counselors, Gr 7-12	136,898	0804 - Safety
7140 - Gifted and Talented Education (GATE)	67,555	0000 - Unrestricted General Fund
7156 - Instructional Materials Fund (IMFRP)	587,637	0801 - Instructional Materials
7271 - Peer Assistance & Review (PAR)	39,260	0000 - Beginning Tchr Support & Assessment (BTSA)
7294 - Math & Reading Professional Dev	50,121	0000 - Unrestricted General Fund
7296 - Staff Dev: Teachers of Engl Lang (ELL)	44,104	0000 - Unrestricted General Fund
7390 - Pupil Retention Block Grant	10,819	0000 - Unrestricted General Fund
7393 - Prof Dev Block Grant	153,827	0000 - Unrestricted General Fund
7394 - Targeted Instructional Improvement Grant (TIIG)	168,504	0000 - Unrestricted General Fund
7395 - School Improvement Block Grant	1,012,874	0000 - Unrestricted General Fund
Total	\$ 2,725,934	To offset cuts to the unrestricted General Fund enabling the District to retain staff and programs to the extent possible

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 28, 2011

SUBJECT: **RESOLUTION NO. F-64-2010/11 TEMPORARILY UTILIZE
FUNDS FROM ALL ALLOWABLE FUNDS**

Recommendation

It is recommended that the Board of Education accept Resolution No. F-64-2010/11 to temporarily utilize funds from all allowable funds for the 2011/2012 school year. The funds include: Special Reserve Other Than Capital Outlay - Fund 17; Special Reserve Capital Outlay #1 – Fund 41; Special Reserve Capital Outlay #2 - Fund 42; Capital Facilities - Fund 25; County School Service – Fund 35 and Building -Bond Proceeds Fund 21.

Background

The passing of the resolution will allow the District to temporarily utilize some or all cash balances held in other funds as outlined to meet its financial obligations related to general operating expenditures including salaries.

Fiscal Impact

Revenue: None
Expenditure: None
Budget Category: None

MERCED CITY SCHOOL DISTRICT

RESOLUTION NO. F-64-2010/2011

RESOLUTION TO TEMPORARILY UTILIZE FUNDS FROM ALL ALLOWABLE FUNDS INCLUDING:

- THE SPECIAL RESERVE (OTHER THAN CAPITAL OUTLAY) FUND (FUND 17)
- THE SPECIAL RESERVE (CAPITAL OUTLAY #1) FUND (FUND 41)
- THE SPECIAL RESERVE (CAPITAL OUTLAY #2) FUND (FUND 42)
- CAPITAL FACILITIES FUND (FUND 25)
- COUNTY SCHOOL SERVICE FUND (FUND 35)
- BUILDING BOND PROCEEDS FUND (FUND 21)

Merced City School District, Merced County

WHEREAS, the Budget for the State of California remains significantly unbalanced for the 2011-2012 fiscal year and the State of California’s ability to cash flow its financial obligations to local educational agencies and it has been proposed that school district funding will be reduced further than outlined in the Governor’s budget, it has been determined there may be a future need to temporarily utilize some or all cash balances held in other funds of the district as outlined above for the purpose of meeting the Districts financial obligations related to general operating expenditures including salaries.

WHEREAS, temporary fund transfers will be required.

THEREFORE, BE IT RESOLVED that the Board of Education hereby authorizes the transfer of funds of the Merced City School District from the following Merced County Funds:

Special Reserve Fund-Other Than Capital Outlay	# 03280
Special Reserve Fund - Capital Outlay #1	# 03273
Special Reserve Fund – Capital Outlay #2	# 03274
Capital Facilities Fund	# 03269
County School Service Fund	# 03265
Bond Fund	# 03277
into the General Fund	# 03270.

PASSED AND APPROVED by the Board of Education on June 28, 2011 by the following vote:

AYES: _____
 NOES: _____
 ABSENT: _____

I, RoseMary P. Duran, Secretary, 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 said board at a regularly called and conducted meeting held on said date.

RoseMary P. Duran, Secretary, Board of Education
of the Merced City School District
Merced County, State of California