

# Cuddeback Union School District

Board of Trustees Meeting  
March 13, 2019  
300 Wilder Road, Carlotta, CA 95528  
Meeting held in Healthy Start Building  
Regular Session @ 6:30 PM

## **AGENDA**

### **1.0 Call to Order**

### **2.0 Approval of Agenda Order**

### **3.0 Consent Agenda**

3.1 Approval of Minutes

3.2 Approval of Warrants

3.3 Water Test Results

### **4.0 Community Comment**

*The public may address the Board on any matter pertaining to the school district that is not on the agenda. Unless otherwise determined by the Board, each person is limited to five (5) minutes. If a large number wish to speak on a specific item, the Board may limit total input to twenty-five (25) minutes on any item. There will be no Board discussion except to ask questions or refer the matter to staff, and no action will be taken unless item is listed on the agenda.*

### **5.0 Community Comment Related to LCAP**

*The public may provide input and discussion pertaining to the Local Control Accountability Plan in effort to address State Priority 8 (Increase opportunities for parents and families to be involved in school decisions-making processes).*

### **6.0 Information, Discussion, Possible Action Items**

6.1 Information, Possible Action Item: Consider Approval of Service Recognition Display

6.2 Possible Action Item: Consider Positive Certification of 2<sup>nd</sup> Interim Financial Report

6.3 Possible Action Item: Consider Selection of District Auditor

6.4 Possible Action Item: Consider Approval of 2019-2020 School Calendar

6.5 Possible Action Item: Consider June 2019 Board Meeting Dates

### **7.0 Superintendent's Report**

### **8.0 Board Reports**

### **9.0 Public Comment Related to Closed Session**

### **10.0 Closed Session**

10.1 Superintendent Contract Negotiation

### **11.0 Open Session – Report Action from Closed Session (if any)**

### **12.0 Adjourn**

### **Upcoming Meeting Dates:**

April 10

May 8

June TBD

**Cuddeback School**  
Board of Trustees Meeting  
February 13, 2019  
300 Wilder Road, Carlotta, CA 95528  
Meeting held in Healthy Start Building  
Regular Session @ 6:30 PM

**AGENDA**

**1.0 Call to Order**

Mr. Dibble called the meeting to order at 6:35.

Board Members Present: Harry Dibble  
Todd Calvo  
Eric Bess  
Jake Morss

Board Members Absent: Leonard Ward

Staff Present: Superintendent/Principal: Blaine Sigler  
Teacher: Cori Borges  
Excel Director: Ronda Jensen  
District Secretary: Chelsie Orr

Student Present: Peyton Lockhart  
Makenzie Johnston

**2.0 Approval of Agenda Order**

Mr. Calvo made a motion to approve the agenda order. Mr. Morss seconded the motion.

**Motion Carried**

**Ayes: Mr. Dibble, Mr. Calvo, Mr. Bess and Mr. Morss**

**Noes: None**

**Absent: Mr. Ward**

**Abstain: None**

**3.0 Consent Agenda**

**3.1 Approval of Minutes**

**3.2 Approval of Warrants**

**3.3 Water Test Results**

Mr. Bess made a motion to approve the consent agenda. Mr. Morss seconded the motion.

**Motion Carried**

**Ayes: Mr. Dibble, Mr. Calvo, Mr. Bess and Mr. Morss**

**Noes: None**

**Absent: Mr. Ward**

**Abstain: None**

#### **4.0 Community Comment**

Chelsie Orr spoke about the newly chartered Carlotta 4H club. Many projects are offered, including, but not limited to: cooking, crocheting, swine, arts and crafts, and dairy cattle (which Mr. Bess is the leader). The Carlotta 4H club recently had a bake sale at Ace Hardware. It was extremely successful. The club voted to beautify Cuddeback School's campus for their community pride project. Updates will be provided to The Board.

#### **5.0 Community Comment Related to LCAP**

No comment noted.

#### **6.0 Information/Discussion/Possible Action Items**

Mrs. Jensen is pleased to announce our second annual makers night will be held next month at Cuddeback.

Mrs. Jensen and The Board discussed the Excel program's ASES grant.

Peyton Lockhart and Makenzie Johnston, along with other S.P.A.C.E. members are participating in a community service project by raising funds to support Big Brothers and Big Sisters *BOWL FOR KIDS SAKE*.

The event will be held March 2<sup>nd</sup> at Harbor Lanes @ 12:45

##### **6.1 Information Item: Completion of Form 700**

The Board completed their annual Form 700.

##### **6.2 Possible Action Item: Consider Certification of Corrective Actions for 2017-2018 Audit Findings**

This year's audit finding was discussed in detail.

Mr. Dibble made a motion to certify the corrective actions for 2017-2018 audit findings. Mr. Calvo seconded the motion.

##### **Motion Carried**

**Ayes: Mr. Dibble, Mr. Calvo, Mr. Bess and Mr. Morss**

**Noes: None**

**Absent: Mr. Ward**

**Abstain: None**

##### **6.3. Possible Action Item: Consider Approval of School Accountability Report Card for 2017-2018**

The Board reviewed our SARC.

Mr. Calvo made a motion to approve the School Accountability Report Card for 2017-2018. Mr. Morss seconded the motion.

##### **Motion Carried**

**Ayes: Mr. Dibble, Mr. Calvo, Mr. Bess and Mr. Morss**

**Noes: None**

**Absent: Mr. Ward**

**Abstain: None**

## **8.0 Board Reports**

Mr. Dibble would like to mention Carlotta's 4H club and congratulate them on their successful bake sale last weekend.

## **9.0 Adjourn**

Meeting adjourned at 8:30.

## **Upcoming Meeting Dates:**

March 13

April 10

May 8

Respectfully Submitted,

Chelsie Orr

District Secretary

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Approved by Board Clerk

BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 03/13/2019

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REF.			
NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-190514	REVELES, TASHA	REPLACEMENT PAYROLL CHECK	\$1,090.49
	PO BOX 50		
	CARLOTTA, CA 95528-0050		
		** TOTAL PAYMENT AMOUNT:	\$1,090.49
		**** BATCH TOTAL AMOUNT:	\$1,090.49

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BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 03/13/2019

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REF.			
NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT

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BATCH CONTAINS NO PAYMENT

## BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 03/13/2019

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
=====
PV-190541 A T & T CALNET 3          PHONE SERVICE             $109.82
        P.O.BOX 9011
        CAROL STREAM, IL 60197-9011
        ** TOTAL PAYMENT AMOUNT:           $109.82

PV-190552 BASQUEZ, CARLA           SCIENCE STEM              $23.61

PV-190553 BASQUEZ, CARLA           SCIENCE STEM              $3.36

PV-190554 BASQUEZ, CARLA           SCIENCE STEM              $16.07

PV-190555 BASQUEZ, CARLA           SCIENCE STEM              $20.75
        ** TOTAL PAYMENT AMOUNT:           $63.79

PV-190516 CALIFORNIA DEPT OF EDUCATION CAFETERIA             $105.45
        ACCOUNTING
        PO BOX 515006
        SACRAMENTO, CA 95851-5006
        ** TOTAL PAYMENT AMOUNT:           $105.45
-----
PV-190556 CHURCH, BERNADETTE       MILEAGE                   $333.50
        7918 HWY 36
        CARLOTTA, CA 95528
        ** TOTAL PAYMENT AMOUNT:           $333.50

PV-190534 CRYSTAL CREAMERY          DAIRY PRODUCTS            $136.87
        DEPT 33369
        P.O. BOX 44000
        SAN FRANCISCO, CA 94144-3369

PV-190535 CRYSTAL CREAMERY          DAIRY PRODUCTS            $161.16
        DEPT 33369
        P.O. BOX 44000
        SAN FRANCISCO, CA 94144-3369

PV-190536 CRYSTAL CREAMERY          DAIRY PRODUCTS            $140.74
        DEPT 33369
        P.O. BOX 44000
        SAN FRANCISCO, CA 94144-3369

PV-190537 CRYSTAL CREAMERY          DAIRY PRODUCTS            $177.58
        DEPT 33369
        P.O. BOX 44000
        SAN FRANCISCO, CA 94144-3369

PV-190538 CRYSTAL CREAMERY          DAIRY PRODUCTS            $56.85
        DEPT 33369
        P.O. BOX 44000
        SAN FRANCISCO, CA 94144-3369
        ** TOTAL PAYMENT AMOUNT:           $673.20

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## BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 03/13/2019

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
=====
PV-190519 E & H FOODS, LLC          CAFETERIA                $66.31
        PO BOX 146
        HYDESVILLE, CA 95547
        ** TOTAL PAYMENT AMOUNT:    $66.31

PV-190521 EDUCATIONAL DATA SYSTEMS  CELDT MATERIALS          $12.85
        15850 CONCORD CIR
        ATTN: ACCOUNTS PAYABLE
        SUITE A
        MORGAN HILL, CA 95037-7143
        ** TOTAL PAYMENT AMOUNT:    $12.85

PV-190549 FORTUNA ACE HARDWARE      GROUNDS                  $32.08
        140 SOUTH FORTUNA BLVD
        FORTUNA, CA 95540

PV-190550 FORTUNA ACE HARDWARE      GROUNDS                  $59.65
        140 SOUTH FORTUNA BLVD
        FORTUNA, CA 95540

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PV-190551 FORTUNA ACE HARDWARE      GROUNDS                  $16.99
        140 SOUTH FORTUNA BLVD
        FORTUNA, CA 95540
        ** TOTAL PAYMENT AMOUNT:    $108.72

PV-190518 HORIZON BUSINESS SERVICES  OFFICE SUPPLIES          $31.57
        1137 MAIN ST
        FORTUNA, CA 95540-2101
        ** TOTAL PAYMENT AMOUNT:    $31.57

PV-190557 MCGRATH FIVE INC          CAFETERIA                $8.03
        1085 SOUTH FORTUNA BLVD
        FORTUNA, CA 95540

PV-190558 MCGRATH FIVE INC          CAFETERIA                $45.10
        1085 SOUTH FORTUNA BLVD
        FORTUNA, CA 95540

PV-190559 MCGRATH FIVE INC          CAFETERIA                $17.59
        1085 SOUTH FORTUNA BLVD
        FORTUNA, CA 95540

PV-190560 MCGRATH FIVE INC          CAFETERIA                $44.59
        1085 SOUTH FORTUNA BLVD
        FORTUNA, CA 95540

PV-190561 MCGRATH FIVE INC          EXCEL SNACKS             $19.94
        1085 SOUTH FORTUNA BLVD
        FORTUNA, CA 95540

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Board of Trustees Meeting .... 03/13/2019

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
=====
PV-190562  MCGRATH FIVE INC                EXCEL SNACKS                $41.91
        1085 SOUTH FORTUNA BLVD
        FORTUNA, CA  95540

PV-190563  MCGRATH FIVE INC                CAFETERIA                    $28.41
        1085 SOUTH FORTUNA BLVD
        FORTUNA, CA  95540

        ** TOTAL PAYMENT AMOUNT:                $205.57

PV-190540  MISSION LINEN & UNIFORM SERVI  LINEN SERVICE                $117.23
        1401 SUMMER STREET
        EUREKA, CA  95501

        ** TOTAL PAYMENT AMOUNT:                $117.23

PV-190543  P G & E                          POWER                        $227.33
        BOX 997300
        SACRAMENTO, CA  95899-7300

PV-190544  P G & E                          POWER                        $1,907.18
        BOX 997300
        SACRAMENTO, CA  95899-7300

        ** TOTAL PAYMENT AMOUNT:                $2,134.51

PV-190548  RENNER                          DIESEL                       $392.07
        P O BOX 4868
        EUREKA, CA  95502

        ** TOTAL PAYMENT AMOUNT:                $392.07

PV-190539  SCHOOL SPECIALTY                CLASSROOM SUPPLIES          $22.39
        32656 COLLECTION CENTER DR.
        CHICAGO, IL  60693-0656

        ** TOTAL PAYMENT AMOUNT:                $22.39

PV-190517  SUDDENLINK                      INTERNET                      $87.34
        P.O.BOX 660365
        DALLAS, TX  75266-0365

        ** TOTAL PAYMENT AMOUNT:                $87.34

PV-190547  WCP SOLUTIONS                  JANITOR SUPPLIES            $461.82
        P.O. BOX 84145
        SEATTLE, WA  98124-5445

        ** TOTAL PAYMENT AMOUNT:                $461.82

PV-190545  WYCKOFF PLUMBING                PLUMBING SUPPLIES           $3.24
        2065 MAIN ST
        FORTUNA, CA  95540

PV-190546  WYCKOFF PLUMBING                PLUMBING SUPPLIES           $190.14
    
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Board of Trustees Meeting .... 03/13/2019

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REF.			
NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	2065 MAIN ST		
	FORTUNA, CA 95540		
		** TOTAL PAYMENT AMOUNT:	\$193.38
		**** BATCH TOTAL AMOUNT:	\$5,119.52

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## BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 03/13/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	CM-190010	U.S. BANK P.O.BOX 790408 ST.LOUIS, MO 63179-0408	AMAZON RETURN CREDIT	\$ .66-
	PV-190522	U.S. BANK P.O.BOX 790408 ST.LOUIS, MO 63179-0408	ANSWERING MACHINE FOR OFF	\$48.81
	PV-190523	U.S. BANK P.O.BOX 790408 ST.LOUIS, MO 63179-0408	CALCULATOR FOR SUPERINTEN	\$27.51
	PV-190524	U.S. BANK P.O.BOX 790408 ST.LOUIS, MO 63179-0408	CUSTODIAL SUPPLIES	\$136.50
	PV-190525	U.S. BANK P.O.BOX 790408 ST.LOUIS, MO 63179-0408	PRIME MEMBERSHIP FEE	\$128.22
	PV-190526	U.S. BANK P.O.BOX 790408 ST.LOUIS, MO 63179-0408	CLASSROOM EQUIPMENT	\$215.40
	PV-190527	U.S. BANK P.O.BOX 790408 ST.LOUIS, MO 63179-0408	KITCHEN SUPPLIES	\$16.12
	PV-190528	U.S. BANK P.O.BOX 790408 ST.LOUIS, MO 63179-0408	KITCHEN SUPPLIES	\$90.68
	PV-190529	U.S. BANK P.O.BOX 790408 ST.LOUIS, MO 63179-0408	KITCHEN SUPPLIES	\$111.84
	PV-190530	U.S. BANK P.O.BOX 790408 ST.LOUIS, MO 63179-0408	KITCHEN SUPPLIES	\$18.11
	PV-190531	U.S. BANK P.O.BOX 790408 ST.LOUIS, MO 63179-0408	KITCHEN SUPPLIES	\$10.93
	PV-190532	U.S. BANK P.O.BOX 790408 ST.LOUIS, MO 63179-0408	KITCHEN SUPPLIES	\$30.56
	PV-190533	U.S. BANK	KITCHEN SUPPLIES	\$5.98

Board of Trustees Meeting .... 03/13/2019

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
=====
P.O.BOX 790408
ST.LOUIS, MO 63179-0408
** TOTAL PAYMENT AMOUNT:          $840.00
**** BATCH TOTAL AMOUNT:          $840.00

TOTAL NUMBER OF PAYMENTS:    19      **** GRAND TOTAL AMOUNT:    $7,050.01
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The above Payable transactions have been issued in accordance with the District's policies and procedures. It is recommended that the Board of Trustees approve them.

\_\_\_\_\_  
Authorized Agent

March 1, 2019

Cuddeback School  
Attn: Blaine Sigler  
P.O. Box 7  
Carlotta, CA 95528  
(707) 768-3372  
PWS# 1200681

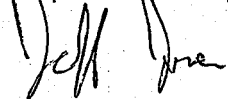
ELAP #1378  
Exp. February 2020

### SAMPLE IDENTIFICATION

Presence-Absence (P/A) Coliform Test, Standard Methods 22nd Ed. 9223 B

TEST	DATE	LAB ID	SAMPLE LOCATION	SAMPLE AMT.	Total coliform	E. coli
P/A - Coliform	2/12/2019	9682	Cuddeback School	100 ml	Absent	Absent

Report Certified By



Jeff Jones  
Laboratory Director

City Hall  
(707) 725-7600  
Fax (707) 725-7610  
621 11th Street

Police Department  
(707) 725-7550  
Fax (707) 725-7574  
621 11th Street

Parks and Recreation  
(707) 725-7620  
Fax (707) 725-7576  
5 Park Street

Public Works  
(707) 725-7650  
Fax (707) 725-7651  
180 Dinsmore Drive

February 25<sup>th</sup>, 2019

Dear City of Fortuna Laboratory Clients:

The City of Fortuna Wastewater Treatment Plant Laboratory's state certification has been updated on February 23<sup>rd</sup>, 2019 to include the enumeration of coliform bacteria in drinking water. The test method added to the Fortuna Labs certification is SM 9223 B Colilert and uses the "Quanti-Tray" method. This method is acceptable by the State Water Resources Control Board, Division of Drinking Water for testing raw water samples for coliform bacteria.

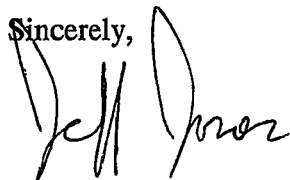
The City of Fortuna will charge \$20 to cover the presence/absence portion of the test. Starting on July 1st, 2019 when the city's new budget year begins, the city will increase the charge to \$25 to cover the cost of the entire new procedure.

Unless directed otherwise, all raw water samples submitted to the City of Fortuna Lab will be analyzed for coliform bacteria using the "Quanti-Tray" method. Regular samples taken from a water systems distribution lines will be analyzed with the presence/absence method.

As a reminder, samples for microbiology testing for both wastewater and drinking water should be delivered to the Fortuna lab on Tuesday mornings no later than 11:00am. Reports of test results will be mailed out the first week of the following month. Drinking water test results will be e-mailed to the state during the first week of the following month.

If you have any questions or concerns regarding this new certification please contact me at (707) 725-1473.

Sincerely,



Jeff Jones  
City of Fortuna WWTP  
Laboratory Director

City Hall  
(707) 725-7600  
Fax (707) 725-7610  
621 11th Street

Police Department  
(707) 725-7550  
Fax (707) 725-7574  
621 11th Street

Parks and Recreation  
(707) 725-7620  
Fax (707) 725-7576  
5 Park Street

Public Works  
(707) 725-7650  
Fax (707) 725-7651  
180 Dinsmore Drive

## Board Agenda Backup Information

**Date:** 3-13-19

**Agenda Item #:** 6.1

**Agenda Topic:** *Consider Approval of Service Recognition Display*

### **Background Information and/or Statement of Need:**

*Mr. Orr will present information about a project he has initiated to recognize and celebrate local heroes – veterans and first responders. He has plans to create a display on campus and wanted Board input.*

### **Superintendent's Recommendation:**

*Staff is supportive of the project.*

### **Financial Impact:**

*None at this time.*

## Board Agenda Backup

**Date:** 3/13/19

**Agenda Item #:** 6.2

**Agenda Topic:** *Positive Certification of 2<sup>nd</sup> Interim Financial Report*

### **Background Information and/or Statement of Need:**

*In accordance with Ed Code 42130 each district must certify its ability to meet the financial obligations of the district for the current and subsequent fiscal years. The interim report does that.*

*The report is a snapshot in time of the district's position with regard to adopted budget compared with actual budget revenues and expenditures to date (1/31/19). It also provides a projected look at the financial position of the district for the next 2 years.*

*In an effort to conserve, I have included the key summary pages for your analysis. I have sent out the entire report in digital form and it is available and in the office.*

### **Superintendent's Recommendation:**

*Approve this interim report with a positive certification.*

### **Financial Impact**

*None at this time.*

# Cuddeback School District

2018/2019 2nd Interim

March 13, 2019 Board Meeting

## 2018/2019 Assumptions

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### Enrollment:

ADA = **143.45** (projected 2018/2019 P2 based on enrollment)

Unduplicated Count = **70** (based on enrollment)

### State Revenue Calculations:

COLA = **3.70%** (COLA is added to the "target" revenue)

## General Fund changes since Budget Adoption

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### Revenues/Available Funds - General Fund

	1st Interim	2nd Interim	\$ Change
LCFF (Base/Suppl/EPA)	\$1,292,413	\$1,306,538	\$14,125
Federal Revenues	\$76,774	\$77,302	\$528
Other State Revenues	\$195,632	\$208,643	\$13,011
Other Local Revenues	\$149,775	\$144,174	-\$5,601
Transfers In	\$0	\$0	\$0
Beginning Balance	\$495,242	\$495,242	\$0
<b>Total</b>	<b>\$2,209,836</b>	<b>\$2,231,899</b>	<b>\$22,063</b>

LCFF increase due to increase in ADA projection.

Federal Revenues change due to the increase in Title I and Title II.

Other State Revenues increase due to the addition of low performing student block grant and the classified professional development block grant.

Other Local Revenues change due to changes in special ed program funding.

Transfers In -No Change.

Beginning Balance - No Change.

### Expenditures - General Fund

	1st Interim	2nd Interim	\$ Change
Certificated Salaries	\$551,594	\$551,594	\$0
Classified Salaries	\$279,860	\$280,360	\$500
Employee Benefits	\$406,728	\$407,364	\$636
Books and Supplies	\$175,114	\$176,655	\$1,541
Services	\$248,205	\$244,268	-\$3,937
Capital Outlay	\$78,677	\$78,677	\$0
Other Outgo	\$1,559	\$1,559	\$0
Transfer Out	\$21,287	\$21,287	\$0
<b>Total</b>	<b>\$1,763,024</b>	<b>\$1,761,764</b>	<b>-\$1,260</b>

Certificated Salaries -no change.

Classified Salaries -change due to an increase in classified substitute costs.

Employee Benefits change due to a increase in classified coaches PERS costs..

Books and Supplies change due to an increase in Title I supply budget.

Services change due to transferring the placeholder expense from Title IV to Title I supplies and Title II travel and conference.

Capital Outlay - no change.

Other Outgo -no change.

Transfers Out -no change.

**Cuddeback School District**

2018/2019 2nd Interim

**March 13, 2019 Board Meeting**

**Multi-Year Notes**

**LCFF Funding Projections**

	<b>2018/2019</b>	<b>2019/2020</b>	<b>2020/2021</b>
Revenue Amount	\$1,306,538	\$1,355,456	\$1,357,240
COLA	3.70%	3.46%	2.86%
Gap Percentage	100.00%	100.00%	100.00%

The District's paid portion of the PERS and STRS cost is projected to increase annually over the next three years.

**STRS and PERS**

	<b>2017/2018</b>	<b>% 2018/2019</b>	<b>%</b>	<b>% Change</b>	<b>\$ Change</b>
	<b>of Salary</b>	<b>of Salary</b>			
STRS (certificated)	14.430%	16.280%		1.850%	\$9,137
PERS (classified)	15.531%	18.062%		2.531%	\$5,034

The District's paid portion of the PERS and STRS cost is projected to increase annually over the next three years.

	<b>2018/2019</b>	<b>% 2019/2020</b>	<b>% 2020/2021</b>	<b>%</b>
	<b>of Salary</b>	<b>of Salary</b>	<b>of Salary</b>	
STRS (certificated)	16.280%	18.130%	19.100%	
PERS (classified)	18.062%	20.700%	23.400%	

**Step and Column**

	<b>2018/2019</b>	<b>2019/2020</b>	<b>2020/2021</b>
Certificated	\$6,893	\$1,513	\$5,728
Classified	\$9,845	\$5,512	\$15,169
<b>Total</b>	<b>\$16,738</b>	<b>\$7,025</b>	<b>\$20,897</b>

Step and Column increases also add an additional cost to the District budget every year. Above are the projected increases.

**Minimum Wage Increases**

	<b>1-Jan-19</b>	<b>1-Jan-20</b>	<b>1-Jan-21</b>	<b>1-Jan-22</b>
State Minimum Wage	\$12.00	\$13.00	\$14.00	\$15.00

The State minimum wage is projected to increase every January 1 until it reaches \$15.00.

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
District Superintendent or Designee

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:  
This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

\_\_\_ POSITIVE CERTIFICATION  
As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

\_\_\_ QUALIFIED CERTIFICATION  
As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

\_\_\_ NEGATIVE CERTIFICATION  
As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Criteria and Standards Review Summary**

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.		X

<b>CRITERIA AND STANDARDS (continued)</b>			<b>Met</b>	<b>Not Met</b>
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.		X
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.	X	
4	Local Control Funding Formula (LCFF) Revenue	Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.	X	
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.	X	
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.	X	
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since first interim meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	n/a	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	X	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	

<b>SUPPLEMENTAL INFORMATION</b>			<b>No</b>	<b>Yes</b>
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since first interim that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since first interim by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since first interim by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?	X	

<b>SUPPLEMENTAL INFORMATION (continued)</b>			<b>No</b>	<b>Yes</b>
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?	X	
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2017-18) annual payment?	n/a	
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	n/a	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?	X	
		• If yes, have there been changes since first interim in OPEB liabilities?	n/a	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since first interim in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of second interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)	X	
S8	Labor Agreement Budget Revisions	For negotiations settled since first interim, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
		• Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	

<b>ADDITIONAL FISCAL INDICATORS</b>			<b>No</b>	<b>Yes</b>
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	X	
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
<b>A. DISTRICT</b>						
<b>1. Total District Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	137.00	143.45	143.45	143.45	0.00	0%
<b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
<b>3. Total Basic Aid Open Enrollment Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
<b>4. Total, District Regular ADA (Sum of Lines A1 through A3)</b>	137.00	143.45	143.45	143.45	0.00	0%
<b>5. District Funded County Program ADA</b>						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
<b>g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)</b>	137.00	143.45	143.45	143.45	0.00	0%
<b>7. Adults in Correctional Facilities</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
<b>B. COUNTY OFFICE OF EDUCATION</b>						
<b>1. County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
<b>d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>2. District Funded County Program ADA</b>						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
<b>g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>4. Adults in Correctional Facilities</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>5. County Operations Grant ADA</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School.ADA)</b>						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
<b>C. CHARTER SCHOOL ADA</b>						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
<b>FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.</b>						
1. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0%
3. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0%
<b>FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.</b>						
5. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0%
7. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	0.00	0.00	0.00	0.00	0.00	0%

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the interim certification.

**CRITERIA AND STANDARDS**

**1. CRITERION: Average Daily Attendance**

STANDARD: Funded average daily attendance (ADA) for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections.

District's ADA Standard Percentage Range: -2.0% to +2.0%

**1A. Calculating the District's ADA Variances**

DATA ENTRY: First Interim data that exist will be extracted into the first column, otherwise, enter data for all fiscal years. Second Interim Projected Year Totals data that exist for the current year will be extracted; otherwise, enter data for all fiscal years. Enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for all fiscal years.

Estimated Funded ADA

Fiscal Year	First Interim Projected Year Totals (Form 01CSI, Item 1A)	Second Interim Projected Year Totals (Form A1, Lines A4 and C4)	Percent Change	Status
Current Year (2018-19)				
District Regular	141.55	143.45		
Charter School	0.00	0.00		
<b>Total ADA</b>	<b>141.55</b>	<b>143.45</b>	<b>1.3%</b>	<b>Met</b>
1st Subsequent Year (2019-20)				
District Regular	141.55	143.45		
Charter School				
<b>Total ADA</b>	<b>141.55</b>	<b>143.45</b>	<b>1.3%</b>	<b>Met</b>
2nd Subsequent Year (2020-21)				
District Regular	137.75	140.60		
Charter School				
<b>Total ADA</b>	<b>137.75</b>	<b>140.60</b>	<b>2.1%</b>	<b>Not Met</b>

**1B. Comparison of District ADA to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - The projected change since first interim projections for funded ADA exceeds two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard, a description of the methods and assumptions used in projecting funded ADA, and what changes will be made to improve the accuracy of projections in this area.

Explanation:  
(required if NOT met)

ADA/enrollment projections are based on communications with parents and known changes in the community.

**2. CRITERION: Enrollment**

STANDARD: Projected enrollment for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections.

District's Enrollment Standard Percentage Range: -2.0% to +2.0%

**2A. Calculating the District's Enrollment Variances**

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column for all fiscal years. Enter data in the second column for all fiscal years. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	Enrollment		Percent Change	Status
	First Interim (Form 01CSI, Item 2A)	Second Interim CBEDS/Projected		
Current Year (2018-19) District Regular Charter School		149		
			149	
	<b>Total Enrollment</b>	<b>149</b>	<b>149</b>	<b>0.0%</b>
1st Subsequent Year (2019-20) District Regular Charter School				
		145		148
	<b>Total Enrollment</b>	<b>145</b>	<b>148</b>	<b>2.1%</b>
2nd Subsequent Year (2020-21) District Regular Charter School				
		143		146
	<b>Total Enrollment</b>	<b>143</b>	<b>146</b>	<b>2.1%</b>

**2B. Comparison of District Enrollment to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Enrollment projections have changed since first interim projections by more than two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard, a description of the methods and assumptions used in projecting enrollment, and what changes will be made to improve the accuracy of projections in this area.

**Explanation:**  
(required if NOT met)

ADA/enrollment projections are based on communications with parents and known changes in the community.

**3. CRITERION: ADA to Enrollment**

STANDARD: Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the current fiscal year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

**3A. Calculating the District's ADA to Enrollment Standard**

DATA ENTRY: Unaudited Actuals data that exist will be extracted into the P-2 ADA column for the First Prior Year; otherwise, enter First Prior Year data. P-2 ADA for the second and third prior years are preloaded. First Interim data that exist will be extracted into the Enrollment column; otherwise, enter Enrollment data for all fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	P-2 ADA Unaudited Actuals (Form A, Lines A4 and C4)	Enrollment CBEDS Actual (Form 01CSI, Item 3A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2015-16)			
District Regular	116	120	
Charter School			
<b>Total ADA/Enrollment</b>	<b>116</b>	<b>120</b>	<b>96.7%</b>
Second Prior Year (2016-17)			
District Regular	127	133	
Charter School			
<b>Total ADA/Enrollment</b>	<b>127</b>	<b>133</b>	<b>95.5%</b>
First Prior Year (2017-18)			
District Regular	135	143	
Charter School	0		
<b>Total ADA/Enrollment</b>	<b>135</b>	<b>143</b>	<b>94.4%</b>
		Historical Average Ratio:	95.5%
	District's ADA to Enrollment Standard (historical average ratio plus 0.5%):		96.0%

**3B. Calculating the District's Projected Ratio of ADA to Enrollment**

DATA ENTRY: Estimated P-2 ADA will be extracted into the first column for the Current Year; enter data in the first column for the subsequent fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years. All other data are extracted.

Fiscal Year	Estimated P-2 ADA (Form AI, Lines A4 and C4)	Enrollment CBEDS/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Current Year (2018-19)				
District Regular	143	149		
Charter School	0			
<b>Total ADA/Enrollment</b>	<b>143</b>	<b>149</b>	<b>96.0%</b>	<b>Met</b>
1st Subsequent Year (2019-20)				
District Regular	141	148		
Charter School				
<b>Total ADA/Enrollment</b>	<b>141</b>	<b>148</b>	<b>95.3%</b>	<b>Met</b>
2nd Subsequent Year (2020-21)				
District Regular	139	146		
Charter School				
<b>Total ADA/Enrollment</b>	<b>139</b>	<b>146</b>	<b>95.2%</b>	<b>Met</b>

**3C. Comparison of District ADA to Enrollment Ratio to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected P-2 ADA to enrollment ratio has not exceeded the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

**4. CRITERION: LCFF Revenue**

STANDARD: Projected LCFF revenue for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections.

District's LCFF Revenue Standard Percentage Range:

**4A. Calculating the District's Projected Change in LCFF Revenue**

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. In the Second Interim column, Current Year data are extracted; enter data for the two subsequent years.

Fiscal Year	LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)		Percent Change	Status
	First Interim	Second Interim		
	(Form 01CSI, Item 4A)	Projected Year Totals		
Current Year (2018-19)	1,298,758.00	1,311,078.00	0.9%	Met
1st Subsequent Year (2019-20)	1,338,451.00	1,359,996.00	1.6%	Met
2nd Subsequent Year (2020-21)	1,334,574.00	1,361,780.00	2.0%	Met

**4B. Comparison of District LCFF Revenue to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - LCFF revenue has not changed since first interim projections by more than two percent for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

**5. CRITERION: Salaries and Benefits**

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

**5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures**

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

Fiscal Year	Unaudited Actuals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2015-16)	764,974.60	906,647.38	84.4%
Second Prior Year (2016-17)	810,515.46	1,019,878.49	79.5%
First Prior Year (2017-18)	915,993.62	1,260,924.15	72.6%
Historical Average Ratio:			78.8%

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
District's Reserve Standard Percentage (Criterion 10B, Line 4)	5.0%	5.0%	5.0%
District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):	73.8% to 83.8%	73.8% to 83.8%	73.8% to 83.8%

**5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures**

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current Year are extracted.

Fiscal Year	Projected Year Totals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures	Status
	Salaries and Benefits (Form 011, Objects 1000-3999) (Form MYPI, Lines B1-B3)	Total Expenditures (Form 011, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)		
Current Year (2018-19)	941,399.00	1,268,231.00	74.2%	Met
1st Subsequent Year (2019-20)	959,021.00	1,249,245.00	76.8%	Met
2nd Subsequent Year (2020-21)	984,569.00	1,288,691.00	76.4%	Met

**5C. Comparison of District Salaries and Benefits Ratio to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Ratio of total unrestricted salaries and benefits to total unrestricted expenditures has met the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

**6. CRITERION: Other Revenues and Expenditures**

STANDARD: Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since first interim projections.

Changes that exceed five percent in any major object category must be explained.

District's Other Revenues and Expenditures Standard Percentage Range:	-5.0% to +5.0%
District's Other Revenues and Expenditures Explanation Percentage Range:	-5.0% to +5.0%

**6A. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range**

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. Second Interim data for the Current Year are extracted. If Second Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column.

Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Object Range / Fiscal Year	First Interim Projected Year Totals (Form 01CSI, Item 6A)	Second Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
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**Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)**

Current Year (2018-19)	76,774.00	77,302.00	0.7%	No
1st Subsequent Year (2019-20)	71,578.00	72,106.00	0.7%	No
2nd Subsequent Year (2020-21)	71,578.00	72,106.00	0.7%	No

Explanation:  
(required if Yes)

**Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)**

Current Year (2018-19)	195,632.00	208,643.00	6.7%	Yes
1st Subsequent Year (2019-20)	170,803.00	171,211.00	0.2%	No
2nd Subsequent Year (2020-21)	170,803.00	170,803.00	0.0%	No

Explanation:  
(required if Yes)

The budget year increase was due to the addition of the low performing student block grant and the classified professional development block grant.

**Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)**

Current Year (2018-19)	149,775.00	144,174.00	-3.7%	No
1st Subsequent Year (2019-20)	148,900.00	148,899.00	-0.1%	No
2nd Subsequent Year (2020-21)	148,900.00	148,900.00	0.0%	No

Explanation:  
(required if Yes)

**Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)**

Current Year (2018-19)	175,114.00	176,655.00	0.9%	No
1st Subsequent Year (2019-20)	125,760.00	132,073.00	5.0%	No
2nd Subsequent Year (2020-21)	90,289.00	95,647.00	5.9%	Yes

Explanation:  
(required if Yes)

2nd Subsequent budget year increase since adoption was to adjust to match prior spending levels.

**Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)**

Current Year (2018-19)	248,205.00	244,268.00	-1.6%	No
1st Subsequent Year (2019-20)	250,280.00	245,864.00	-1.8%	No
2nd Subsequent Year (2020-21)	241,293.00	235,895.00	-2.2%	No

Explanation:  
(required if Yes)

**6B. Calculating the District's Change in Total Operating Revenues and Expenditures**

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	First Interim Projected Year Totals	Second Interim Projected Year Totals	Percent Change	Status
<b>Total Federal, Other State, and Other Local Revenue (Section 6A)</b>				
Current Year (2018-19)	422,181.00	430,119.00	1.9%	Met
1st Subsequent Year (2019-20)	391,281.00	392,016.00	0.2%	Met
2nd Subsequent Year (2020-21)	391,281.00	391,809.00	0.1%	Met
<b>Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)</b>				
Current Year (2018-19)	423,319.00	420,923.00	-0.6%	Met
1st Subsequent Year (2019-20)	376,040.00	377,937.00	0.5%	Met
2nd Subsequent Year (2020-21)	331,582.00	331,542.00	0.0%	Met

**6C. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range**

DATA ENTRY: Explanations are linked from Section 6A if the status in Section 6B is Not Met; no entry is allowed below.

- 1a. STANDARD MET - Projected total operating revenues have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

Explanation:  
Federal Revenue  
(linked from 6A  
if NOT met)

Explanation:  
Other State Revenue  
(linked from 6A  
if NOT met)

Explanation:  
Other Local Revenue  
(linked from 6A  
if NOT met)

- 1b. STANDARD MET - Projected total operating expenditures have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

Explanation:  
Books and Supplies  
(linked from 6A  
if NOT met)

Explanation:  
Services and Other Exps  
(linked from 6A  
if NOT met)

**7. CRITERION: Facilities Maintenance**

**STANDARD:** Identify changes that have occurred since first interim projections in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

**Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)**

**NOTE:** The Proposition 51 school facility program requires the district to deposit a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year (as EC Section 17070.75 read on January 1, 2015).

For all other school facility programs, AB 104 (Chapter 13, Statutes of 2015, effective January 1, 2016) requires the district to deposit into the account, for the 2017-18 to 2019-20 fiscal years, a minimum that is the greater of the following amounts:

- A. The lesser of three percent of the total general fund expenditures and other financing uses for that fiscal year or the amount that the district deposited into the account for the 2014-15 fiscal year; or
- B. Two percent of the total general fund expenditures and other financing uses for that fiscal year.

**DATA ENTRY:** Enter the Required Minimum Contribution if First Interim data does not exist. If EC 17070.75(e)(1) and (e)(2) apply, input 3%. First Interim data that exist will be extracted; otherwise, enter First Interim data into lines 1, if applicable, and 2. All other data are extracted.

	Required Minimum Contribution	Second Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1. OMMA/RMA Contribution	33,500.32	0.00	Not Met
2. First Interim Contribution (Information only) (Form 01CSI, First Interim, Criterion 7, Line 1)		0.00	

If status is not met, enter an X in the box that best describes why the minimum required contribution was not made:

<input checked="" type="checkbox"/>	Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998)
<input type="checkbox"/>	Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
<input type="checkbox"/>	Other (explanation must be provided)

**Explanation:**  
(required if NOT met  
and Other is marked)

**8. CRITERION: Deficit Spending**

**STANDARD:** Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in any of the current fiscal year or two subsequent fiscal years.

<sup>1</sup>Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup>A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

**8A. Calculating the District's Deficit Spending Standard Percentage Levels**

DATA ENTRY: All data are extracted or calculated.

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
District's Available Reserve Percentages (Criterion 10C, Line 9)	28.7%	30.5%	29.9%
District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	9.6%	10.2%	10.0%

**8B. Calculating the District's Deficit Spending Percentages**

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Projected Year Totals			Status
	Net Change in Unrestricted Fund Balance (Form 011, Section E) (Form MYPI, Line C)	Total Unrestricted Expenditures and Other Financing Uses (Form 011, Objects 1000-7999) (Form MYPI, Line B11)	Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	
Current Year (2018-19)	43,096.00	1,289,518.00	N/A	Met
1st Subsequent Year (2019-20)	90,945.00	1,270,532.00	N/A	Met
2nd Subsequent Year (2020-21)	47,898.00	1,310,978.00	N/A	Met

**8C. Comparison of District Deficit Spending to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Unrestricted deficit spending, if any, has not exceeded the standard percentage level in any of the current year or two subsequent fiscal years.

Explanation:  
(required if NOT met)

**9. CRITERION: Fund and Cash Balances**

A. FUND BALANCE STANDARD: Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.

**9A-1. Determining if the District's General Fund Ending Balance is Positive**

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals (Form 011, Line F2 ) (Form MYPI, Line D2)		Status
	Current Year (2018-19)	470,135.14	
1st Subsequent Year (2019-20)	554,818.14	Met	
2nd Subsequent Year (2020-21)	597,716.14	Met	

**9A-2. Comparison of the District's Ending Fund Balance to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

B. CASH BALANCE STANDARD: Projected general fund cash balance will be positive at the end of the current fiscal year.

**9B-1. Determining if the District's Ending Cash Balance is Positive**

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund (Form CASH, Line F, June Column)		Status
	Current Year (2018-19)	937,065.00	

**9B-2. Comparison of the District's Ending Cash Balance to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

Explanation:  
(required if NOT met)

**10. CRITERION: Reserves**

STANDARD: Available reserves<sup>1</sup> for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts<sup>2</sup> as applied to total expenditures and other financing uses<sup>3</sup>:

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, 1st and 2nd Subsequent Year data will be extracted. If not, enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	District ADA		
5% or \$67,000 (greater of)	0	to	300
4% or \$67,000 (greater of)	301	to	1,000
3%	1,001	to	30,000
2%	30,001	to	400,000
1%	400,001	and	over

<sup>1</sup> Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

<sup>3</sup> A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
District Estimated P-2 ADA (Current Year, Form AI, Lines A4 and C4. Subsequent Years, Form MYPI, Line F2, if available.)	143	141	139
District's Reserve Standard Percentage Level:	5%	5%	5%

**10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)**

DATA ENTRY: For SELPA AUs, if Form MYPI exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Current Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYPI, Lines F1a, F1b1, and F1b2):

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
2. If you are the SELPA AU and are excluding special education pass-through funds:
  - a. Enter the name(s) of the SELPA(s): \_\_\_\_\_

- b. Special Education Pass-through Funds  
(Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)

	Current Year Projected Year Totals (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
	0.00		

**10B. Calculating the District's Reserve Standard**

DATA ENTRY: If Form MYPI exists, all data will be extracted or calculated. If not, enter data for line 1 for the two subsequent years; Current Year data are extracted.

	Current Year Projected Year Totals (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. Expenditures and Other Financing Uses (Form 011, objects 1000-7999) (Form MYPI, Line B11)	1,761,764.00	1,662,789.00	1,706,151.00
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)			
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	1,761,764.00	1,662,789.00	1,706,151.00
4. Reserve Standard Percentage Level	5%	5%	5%
5. Reserve Standard - by Percent (Line B3 times Line B4)	88,088.20	83,139.45	85,307.55
6. Reserve Standard - by Amount (\$67,000 for districts with less than 1,001 ADA, else 0)	67,000.00	67,000.00	67,000.00
7. District's Reserve Standard (Greater of Line B5 or Line B6)	88,088.20	83,139.45	85,307.55

**10C. Calculating the District's Available Reserve Amount**

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4)	Current Year Projected Year Totals (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00		
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	0.00	0.00	0.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	0.01		
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)	0.00		
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00		
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	505,683.93	507,684.00	509,684.00
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00		
8. District's Available Reserve Amount (Lines C1 thru C7)	505,683.94	507,684.00	509,684.00
9. District's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	28.70%	30.53%	29.87%
<b>District's Reserve Standard (Section 10B, Line 7):</b>	<b>88,088.20</b>	<b>83,139.45</b>	<b>85,307.55</b>
Status:	Met	Met	Met

**10D. Comparison of District Reserve Amount to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

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**SUPPLEMENTAL INFORMATION**

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DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

**S1. Contingent Liabilities**

1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since first interim projections that may impact the budget?

1b. If Yes, identify the liabilities and how they may impact the budget:

**S2. Use of One-time Revenues for Ongoing Expenditures**

1a. Does your district have ongoing general fund expenditures funded with one-time revenues that have changed since first interim projections by more than five percent?

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

**S3. Temporary Interfund Borrowings**

1a. Does your district have projected temporary borrowings between funds?  
(Refer to Education Code Section 42603)

1b. If Yes, identify the interfund borrowings:

**S4. Contingent Revenues**

1a. Does your district have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

**S5. Contributions**

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since first interim projections.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than \$20,000 and more than five percent since first interim projections.

Identify capital project cost overruns that have occurred since first interim projections that may impact the general fund budget.

District's Contributions and Transfers Standard: -5.0% to +5.0%  
or -\$20,000 to +\$20,000

**S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund**

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the Second Interim's Current Year data will be extracted. Enter Second Interim Contributions for the 1st and 2nd Subsequent Years. For Transfers In and Transfers Out, if Form MYP exists, the data will be extracted into the Second Interim column for the Current Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Current Year, and 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	First Interim (Form 01CSI, Item S5A)	Second Interim Projected Year Totals	Percent Change	Amount of Change	Status
<b>1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)</b>					
Current Year (2018-19)	(94,268.00)	(92,468.00)	-1.9%	(1,800.00)	Met
1st Subsequent Year (2019-20)	(97,017.00)	(92,219.00)	-4.9%	(4,798.00)	Met
2nd Subsequent Year (2020-21)	(101,870.00)	(96,302.00)	-5.5%	(5,568.00)	Met
<b>1b. Transfers In, General Fund *</b>					
Current Year (2018-19)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2019-20)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2020-21)	0.00	0.00	0.0%	0.00	Met
<b>1c. Transfers Out, General Fund *</b>					
Current Year (2018-19)	21,287.00	21,287.00	0.0%	0.00	Met
1st Subsequent Year (2019-20)	21,287.00	21,287.00	0.0%	0.00	Met
2nd Subsequent Year (2020-21)	22,287.00	22,287.00	0.0%	0.00	Met

**1d. Capital Project Cost Overruns**

Have capital project cost overruns occurred since first interim projections that may impact the general fund operational budget?

No

\* Include transfers used to cover operating deficits in either the general fund or any other fund.

**S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects**

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for Item 1d.

1a. MET - Projected contributions have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

1b. MET - Projected transfers in have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

1c. MET - Projected transfers out have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

--

1d. NO - There have been no capital project cost overruns occurring since first interim projections that may impact the general fund operational budget.

**Project Information:**  
(required if YES)


**S6. Long-term Commitments**

Identify all existing and new multiyear commitments<sup>1</sup> and their annual required payment for the current fiscal year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced.

<sup>1</sup> Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

**S6A. Identification of the District's Long-term Commitments**

DATA ENTRY: If First Interim data exist (Form 01CSI, Item S6A), long-term commitment data will be extracted and it will only be necessary to click the appropriate button for Item 1b. Extracted data may be overwritten to update long-term commitment data in Item 2, as applicable. If no First Interim data exist, click the appropriate buttons for items 1a and 1b, and enter all other data, as applicable.

1. a. Does your district have long-term (multiyear) commitments?  
(If No, skip items 1b and 2 and sections S6B and S6C)

No

b. If Yes to Item 1a, have new long-term (multiyear) commitments been incurred since first interim projections?

n/a

2. If Yes to Item 1a, list (or update) all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in Item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2018
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Capital Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				

Other Long-term Commitments (do not include OPEB):

Type of Commitment	# of Years Remaining	Funding Sources (Revenues)	Debt Service (Expenditures)	Principal Balance as of July 1, 2018
<b>TOTAL:</b>				<b>0</b>

Type of Commitment (continued)	Prior Year (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
	Annual Payment (P & I)	Annual Payment (P & I)	Annual Payment (P & I)	Annual Payment (P & I)
Capital Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				

Other Long-term Commitments (continued):

Type of Commitment	Prior Year (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
<b>Total Annual Payments:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Has total annual payment increased over prior year (2017-18)?</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>

---

**S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment**

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DATA ENTRY: Enter an explanation if Yes.

- 1a. No - Annual payments for long-term commitments have not increased in one or more of the current and two subsequent fiscal years.

Explanation:  
(Required if Yes  
to increase in total  
annual payments)

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**S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments**

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DATA ENTRY: Click the appropriate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

n/a

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment.

Explanation:  
(Required if Yes)

**S7. Unfunded Liabilities**

Identify any changes in estimates for unfunded liabilities since first interim projections, and indicate whether the changes are the result of a new actuarial valuation.

**S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)**

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7A) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1. a. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)

No
----

b. If Yes to Item 1a, have there been changes since first interim in OPEB liabilities?

n/a
-----

c. If Yes to Item 1a, have there been changes since first interim in OPEB contributions?

n/a
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	First Interim (Form 01CSI, Item S7A)	Second Interim
2. OPEB Liabilities		
a. Total OPEB liability		
b. OPEB plan(s) fiduciary net position (if applicable)		
c. Total/Net OPEB liability (Line 2a minus Line 2b)	0.00	0.00
d. Is total OPEB liability based on the district's estimate or an actuarial valuation?		
e. If based on an actuarial valuation, indicate the date of the OPEB valuation.		

	First Interim (Form 01CSI, Item S7A)	Second Interim
3. OPEB Contributions		
a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method		
Current Year (2018-19)		
1st Subsequent Year (2019-20)		
2nd Subsequent Year (2020-21)		
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)		
Current Year (2018-19)	0.00	0.00
1st Subsequent Year (2019-20)		
2nd Subsequent Year (2020-21)		
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)		
Current Year (2018-19)		
1st Subsequent Year (2019-20)		
2nd Subsequent Year (2020-21)		
d. Number of retirees receiving OPEB benefits		
Current Year (2018-19)		
1st Subsequent Year (2019-20)		
2nd Subsequent Year (2020-21)		

4. Comments:

**S7B. Identification of the District's Unfunded Liability for Self-insurance Programs**

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7B) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1. a. Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB; which is covered in Section S7A) (If No, skip items 1b-4)

No
----

- b. If Yes to item 1a, have there been changes since first interim in self-insurance liabilities?

n/a
-----

- c. If Yes to item 1a, have there been changes since first interim in self-insurance contributions?

n/a
-----

2. Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs  
b. Unfunded liability for self-insurance programs

First Interim (Form 01CSI, Item S7B)	Second Interim

3. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs  
Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)

First Interim (Form 01CSI, Item S7B)	Second Interim

- b. Amount contributed (funded) for self-insurance programs  
Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)


4. Comments:

--

**S8. Status of Labor Agreements**

Analyze the status of all employee labor agreements. Identify new labor agreements that have been ratified since first interim projections, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues and explain how these commitments will be funded in future fiscal years.

**If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:**

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the district governing board and superintendent.

**S8A. Cost Analysis of District's Labor Agreements - Certificated (Non-management) Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Certificated Labor Agreements as of the Previous Reporting Period**  
Were all certificated labor negotiations settled as of first interim projections?

If Yes, complete number of FTEs, then skip to section S8B.  
If No, continue with section S8A.

**Certificated (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of certificated (non-management) full-time-equivalent (FTE) positions	8.4	8.4	8.4	8.4

1a. Have any salary and benefit negotiations been settled since first interim projections?

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.  
If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.  
If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 6 and 7.

**Negotiations Settled Since First Interim Projections**

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement?

If Yes, date of budget revision board adoption:

4. Period covered by the agreement: Begin Date:  End Date:

5. Salary settlement:

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?	Yes	Yes	Yes

**One Year Agreement**

Total cost of salary settlement	0	0	0
% change in salary schedule from prior year	0.0%		

**Multiyear Agreement**

Total cost of salary settlement			
% change in salary schedule from prior year (may enter text, such as "Reopener")			

Identify the source of funding that will be used to support multiyear salary commitments:

**Negotiations Not Settled**

6. Cost of a one percent increase in salary and statutory benefits

--

7. Amount included for any tentative salary schedule increases

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Certificated (Non-management) Health and Welfare (H&W) Benefits**

- Are costs of H&W benefit changes included in the interim and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	Yes	Yes
130,500	130,500	130,500
70.0%	66.0%	62.0%
6.0%	6.0%	6.0%

**Certificated (Non-management) Prior Year Settlements Negotiated Since First Interim Projections**

Are any new costs negotiated since first interim projections for prior year settlements included in the interim?

No		
0	0	0

If Yes, amount of new costs included in the interim and MYPs  
If Yes, explain the nature of the new costs:

--

**Certificated (Non-management) Step and Column Adjustments**

- Are step & column adjustments included in the interim and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	Yes	Yes
6,893	1,513	5,728
245.3%	-78.1%	278.6%

**Certificated (Non-management) Attrition (layoffs and retirements)**

- Are savings from attrition included in the interim and MYPs?
- Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
No	No	No
No	No	No

**Certificated (Non-management) - Other**

List other significant contract changes that have occurred since first interim projections and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):


**S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Classified Labor Agreements as of the Previous Reporting Period**

Were all classified labor negotiations settled as of first interim projections?  
If Yes, complete number of FTEs, then skip to section S8C.   
If No, continue with section S8B.

**Classified (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of classified (non-management) FTE positions	11.0	11.4	11.4	11.4

1a. Have any salary and benefit negotiations been settled since first interim projections?   
If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.  
If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.  
If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled?   
If Yes, complete questions 6 and 7.

**Negotiations Settled Since First Interim Projections**

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?   
If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement?   
If Yes, date of budget revision board adoption:

4. Period covered by the agreement: Begin Date:  End Date:

5. Salary settlement:

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?	Yes	Yes	Yes

**One Year Agreement**

Total cost of salary settlement	0	0	0
% change in salary schedule from prior year	0.0%		

or

**Multiyear Agreement**

Total cost of salary settlement			
% change in salary schedule from prior year (may enter text, such as "Reopener")			

Identify the source of funding that will be used to support multiyear salary commitments:

**Negotiations Not Settled**

6. Cost of a one percent increase in salary and statutory benefits

7. Amount included for any tentative salary schedule increases

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Classified (Non-management) Health and Welfare (H&W) Benefits**

1. Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	Yes	Yes
41,688	41,688	41,688
70.0%	66.0%	62.0%
6.0%	6.0%	6.0%

**Classified (Non-management) Prior Year Settlements Negotiated Since First Interim**

Are any new costs negotiated since first interim for prior year settlements included in the interim?

If Yes, amount of new costs included in the interim and MYPs  
If Yes, explain the nature of the new costs:

No		
0	0	0

**Classified (Non-management) Step and Column Adjustments**

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	Yes	Yes
9,845	5,512	15,169
51.2%	-44.0%	175.2%

**Classified (Non-management) Attrition (layoffs and retirements)**

1. Are savings from attrition included in the interim and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	No	No
No	No	No

**Classified (Non-management) - Other**

List other significant contract changes that have occurred since first interim and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

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**S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period**

Were all managerial/confidential labor negotiations settled as of first interim projections?   
If Yes or n/a, complete number of FTEs, then skip to S9.  
If No, continue with section S8C.

**Management/Supervisor/Confidential Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of management, supervisor, and confidential FTE positions	1.0	1.0	1.0	1.0

- 1a. Have any salary and benefit negotiations been settled since first interim projections?  
If Yes, complete question 2.  
If No, complete questions 3 and 4.
- 1b. Are any salary and benefit negotiations still unsettled?  
If Yes, complete questions 3 and 4.

**Negotiations Settled Since First Interim Projections**

2. Salary settlement:

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?	Yes	Yes	Yes
Total cost of salary settlement	0	0	0
Change in salary schedule from prior year (may enter text, such as "Reopener")	0.0%	0.0%	0.0%

**Negotiations Not Settled**

3. Cost of a one percent increase in salary and statutory benefits

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
4. Amount included for any tentative salary schedule increases			

**Management/Supervisor/Confidential Health and Welfare (H&W) Benefits**

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2. Total cost of H&W benefits	14,500	14,500	14,500
3. Percent of H&W cost paid by employer	70.0%	66.0%	62.0%
4. Percent projected change in H&W cost over prior year	6.0%	6.0%	6.0%

**Management/Supervisor/Confidential Step and Column Adjustments**

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. Are step & column adjustments included in the interim and MYPs?	Yes	Yes	Yes
2. Cost of step & column adjustments	0	0	0
3. Percent change in step and column over prior year	0.0%	0.0%	0.0%

**Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)**

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. Are costs of other benefits included in the interim and MYPs?	No	No	No
2. Total cost of other benefits	0	0	0
3. Percent change in cost of other benefits over prior year	0.0%	0.0%	0.0%

**S9. Status of Other Funds**

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

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**S9A. Identification of Other Funds with Negative Ending Fund Balances**

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DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?

No
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If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

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**ADDITIONAL FISCAL INDICATORS**

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The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9; Item A1 is automatically completed based on data from Criterion 9.

- A1. Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)
  
- A2. Is the system of personnel position control independent from the payroll system?
  
- A3. Is enrollment decreasing in both the prior and current fiscal years?
  
- A4. Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?
  
- A5. Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?
  
- A6. Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?
  
- A7. Is the district's financial system independent of the county office system?
  
- A8. Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)
  
- A9. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:  
(optional)

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**End of School District Second Interim Criteria and Standards Review**

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## Board Agenda Backup

**Date:** 3-13-19

**Agenda Item #:** 6.3

**Agenda Topic:** *Selection of District Auditor*

### **Background Information and/or Statement of Need:**

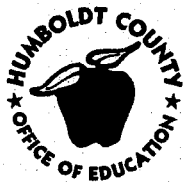
*Education Code 41020 requires Districts to select an auditor by April 1<sup>st</sup> each year, or have one appointed by the COE. Cuddeback has received a proposal from DL Moonie for a 3 year contract to provide auditor services. We have used this firm over the years. They are very good to work with.*

### **Superintendent's Recommendation:**

*Approve the contract.*

### **Financial Impact**

*None at this time.*



CHRIS HARTLEY, Ed.D., Superintendent

901 Myrtle Avenue, Eureka, California 95501-1294

Phone: 707/445-7000


FAX: 707/445-7143

www.hcoe.org

January 22, 2019

## MEMORANDUM

TO: District Superintendents and Business Managers

FROM: Corey Weber, Director of Fiscal Services 

SUBJECT: **AUDITOR SELECTION**

Education Code Section 41020 requires that prior to April 1, each school district select an auditor to audit the current year fiscal records. If the district does not, or chooses not to select an auditor prior to that date, the County Superintendent shall select one for the district by May 1.

There are several local firms that have expertise in school district audits and others located throughout the state who have asked for your consideration. You may contact SueAne Novack in our office for a list of firms.

Attached is an audit specification document that may be used to secure proposals. It should be noted that a **district is not required to bid or use the lowest price as the sole criteria for selection of an auditor.** In fact, low prices may be a source for examining more closely the qualifications and performance of the firm. If a sample RFP is needed, please request it from SueAne.

Many of you have entered into multi-year agreements with audit firms. Your board does not need to take action if you are in the middle of a multi-year contract. However, should you choose to change audit firms before the multi-year time frame has expired, under the terms of the contract, you are required to notify the audit firm in writing prior to June 1, and will need to complete the auditor selection process as outlined below. In any case, please complete the attached form and return as indicated to ensure our state report is accurate.

**Please Note:** Education Code 41020(f) specifies that a mandatory rotation of auditors after six consecutive years of auditing the same Local Educational Agency (LEA) is required unless the LEA receives a waiver from the Educational Audits Appeal Panel. Additionally, audits shall be performed by Certified Public Accountants (CPAs) selected by LEA's from a directory developed by the State Controller.

### TIMELINE FOR SELECTION OF AUDITOR

- |    |  |                        |
|----|--|------------------------|
| 1. | District contact of auditor(s)   | February - March       |
| 2. | District decision  | By March board meeting |
| 3. | Notification of district selection to County Superintendent of Schools                           | By <b>March 27th</b>   |
| 4. | County Superintendent selects auditor for districts who fail to meet timeline or elect no choice | By May 1               |

Please **complete the attached notification sheet and return it to SueAne Novack no later than March 27th.** If you have any questions, feel free to contact me at 445-7066. Thank you

CW:sn

Attachments

Humboldt County Office of Education

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**NOTIFICATION OF AUDITOR SELECTION**

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DISTRICT NAME \_\_\_\_\_

Our district has selected \_\_\_\_\_ to audit our 2018-2019 fiscal year records.

Please complete the information below to assist us in accommodating the State Controller's annual request for information:

Audit Fee	Fiscal Year Covered
_____	<u>2018-2019</u>
_____	_____ if applicable
_____	_____ if applicable

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**Please return this notification, regardless of whether or not you select the same auditor as previous years, to SueAne Novack in the HCOE Administration Office, no later than March 27<sup>th</sup>. This will assist us in an efficient notification to the State Controller.**

John R. Goff, CPA  
Mark G. Wetzel, CPA  
Michael R. Cline, CPA



DAVID L. MOONIE & CO., LLP  
Certified Public Accountants

Kenneth X. Stringer, CPA  
Aaron S. Weiss, CPA  
Joshua S. Miller, CPA  
Matthew J. Hague, CPA

February 15, 2019

Board of Trustees  
c/o Blaine Sigler, District Superintendent/Principal  
Cuddeback Union School District  
P.O. Box 7  
Carlotta, California 95528



Board of Trustees:

The firm of David L. Moonie & Co., LLP would like to take the opportunity to express its interest in providing audit services for the Cuddeback Union School District.

We will provide auditing and professional services on a contract basis for the fiscal year ended June 30, 2019 for \$13,000. Our estimated maximum fees for the alternative option of three fiscal years are as follows:

	<u>Fiscal Year Ending June 30,</u>		
	<u>2019</u>	<u>2020</u>	<u>2021</u>
All Funds Audit	\$ 13,000	\$ 13,000	\$ 13,000

The estimated maximum fee represents a \$1,600 increase over the prior year audit fee. That audit fee had not changed since 2016. The increase over the prior year is due partially to general cost of living increases, but also to changes in accounting and auditing standards, and continued changes in State program audit requirements. Please also note that our audit fees for 2020 and 2021 reflect no increases.

David L. Moonie & Co., LLP has been conducting governmental audits for over 80 years and has performed over 1,000 school district audits. For the fiscal year ended June 30, 2018, we audited twenty-five school districts and charter schools. Our firm currently has seven professional staff members, all of whom are partners, and five who have extensive school auditing experience. We anticipate that Mark Wetzel, CPA will be the auditor in charge of your

Board of Trustees  
c/o Blaine Sigler, District Superintendent/Principal  
Cuddeback Union School District  
February 15, 2019  
Page 2

audit field work for the 2018-2019 school year. Mark is a partner in the firm and has thirty-three years of experience in auditing school districts.

In this time of an ever-changing business environment, it seems prudent to seek the best resources and professional advice available. Each accounting firm has its own auditing approach and philosophy, but we are committed to providing quality accounting services. For each and every school district audit that we perform, there is testing or auditing work done on information obtained from the Humboldt County Superintendent of Schools, the Humboldt County Auditor-Controller's Office, and the Humboldt County Treasurer's Office, as well as the on-site school district fieldwork. We use analytical review, sampling and substantive testing to ensure that the audit is conducted in a manner that complies with applicable laws, regulations and generally accepted governmental auditing standards.

We work very closely with administrative personnel throughout the audit, and as needed, throughout the year. An integral part of the audit is the review of the internal control system and discussions with management. Part of our philosophy is to assist management by making suggestions and recommendations for improvements in the accounting system and fiscal policies.

A key component of our firm's system of quality control is our membership in the AICPA peer review program. We have received an unqualified opinion in each of our external peer reviews. A copy of the most recent peer review report is attached. We have also had an on-site review by the State Controller's Office with positive results. We have developed some strong contacts with the State Controller's Office from our many years in school district auditing.

An auditor must have independence of mind (a state of mind that permits the performance of an audit without being affected by influences that compromise professional judgment), and maintain independence in appearance (the absence of circumstances that would cause a reasonable person to conclude that the integrity, objectivity, or professional skepticism of an audit organization or audit team member had been compromised). We are independent, and our mental attitude will allow us to act with integrity and objectivity. We are bound by our personal and professional ethics and standards to withdraw from any audit engagement in which we are not independent in mind or appearance.

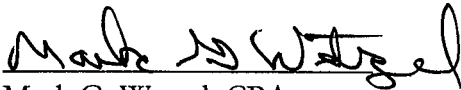
Every year our firm spends thousands of dollars on continuing education (CPE). Through our firm's quality control system, we ensure that all certified public accountants have 80 hours of CPE every 2 years, as required by professional standards. We want to be prepared to respond to all your financial and management concerns. Our firm has been well represented at audit conferences covering governmental audits within the last two years, including the annual School District Auditing Conference and the Governmental Auditing and Accounting Update Conference.

Board of Trustees  
c/o Blaine Sigler, District Superintendent/Principal  
Cuddeback Union School District  
February 15, 2019  
Page 3

Our clients can be assured that we will be available in years to come. We look forward to continue being of service to the school districts of Humboldt County. We are willing to meet with you to discuss this proposal and any questions you may have.

To indicate your acceptance of the above audit proposal please sign below and return to our office. A copy is enclosed for your records.

Very truly yours,



Mark G. Wetzel, CPA  
David L. Moonie & Co., LLP

MW:md

S:\Schools\Cuddeback\Audit Proposal 2019-21.doc

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



**POWELL & SPAFFORD, INC.**  
CERTIFIED PUBLIC ACCOUNTANTS

Jessie C. Powell, CPA (Ret.)  
Patrick D. Spafford, CPA

License # by the California Board of Accountancy  
Member of American Institute of Certified Public Accountants

## **Report on the Firm's System of Quality Control**

To David L. Moonie & Co., LLP  
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of David L. Moonie & Co., LLP (the firm) in effect for the year ended December 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

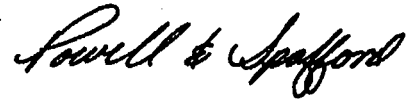
### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of David L. Moonie & Co., LLP in effect for the year ended December 31, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. David L. Moonie & Co., LLP has received a peer review rating of *pass*.

A handwritten signature in cursive script, reading "Lowell & Spafford".

June 27, 2017

## Board Agenda Backup Information

**Date:** 3-13-19

**Agenda Item #:** 6.4

**Agenda Topic:** 2019-2020 School Calendar

### **Background Information and/or Statement of Need:**

*This is the annual discussion/adoption of our school calendar for next year. The Cuddeback Draft calendar is virtually identical to the current year calendar. The vacation dates match the FUHS calendar, although FUHS starts mid August. Some staff want to start school after Labor Day which would move the end of the year back a week.*

### **Superintendent's Recommendation:**

*Approve a Cuddeback School 2019-20 calendar.*

### **Financial Impact:**

*None at this time.*

## (DRAFT) Cuddeback School 2019-2020 School Calendar

School Month	Mon	Tues	Wed	Thurs	Fri	Week/ Days Taught	
August 22 to September 13 <b>FIRST MONTH</b>	19 26 2 9	20 27 3 10	(21) 28 4 11	(22) 29 5 12	23 30 6 13	16	(Potential Staff Duty Days) Students start August 26 Labor Day – September 2
September 16 to October 11 <b>SECOND MONTH</b>	16 23 30 7	17 24 1 8	18 25 2 9	19 26 3 10	20 27 4 11	20	
October 14 to November 8 <b>THIRD MONTH</b>	14 21 28 4	15 22 29 5	16 23 30 6	17 24 31 7	18 25 (1) 8	19	
November 11 To December 6 <b>FOURTH MONTH</b>	11 18 25 2	12 19 26 3	13 20 27 4	14 21 28 5	15* 22 29 6	14	Veterans' Day Observed – Nov. 11 Thanksgiving Holiday Week
December 9 To January 3 <b>FIFTH MONTH</b>	9 16 23 30	10 17 24 31	11 18 25 1	12 19 26 2	13 20 27 3	10	Winter Break – Dec. 23 – Jan. 3
January 6 To January 31 <b>SIXTH MONTH</b>	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24 31	19	MLK Day – January 20
February 3 to February 28 <b>SEVENTH MONTH</b>	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	15	Presidents' Week – Feb 17-21
March 2 To March 27 <b>EIGHTH MONTH</b>	2 9 16 23	3 10 17 24	4 11 18 25	5 12 19 26	6* 13 20 27	20	
March 30 To April 24 <b>NINTH MONTH</b>	30 6 13 20	31 7 14 21	1 8 15 22	2 9 16 23	3 10 17 24	15	Spring Break – April 13-17
April 27 to May 22 <b>TENTH MONTH</b>	27 4 11 18	28 5 12 19	29 6 13 20	30 7 14 21	1 8 15 22	20	
May 25 to June 12 <b>ELEVENTH MONTH</b>	25 1 8	26 2 9	27 3 10	28 4 11*	29 5 (12)	12	Memorial Day – May 25 Last day for students June 11
						<b>180</b>	

( ) Potential Staff Duty Days

▣ Holiday

▤ Local Recess

\* End of Trimester

1<sup>st</sup> Trimester -

58

2<sup>nd</sup> Trimester -

59

3<sup>rd</sup> Trimester -

63

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180

## Board Agenda Backup Information

**Date:** 3/13/19

**Agenda Item #:** 6.5

**Agenda Topic:** *June 2019 Board Meeting Dates*

### **Background Information and/or Statement of Need:**

*With the implementation of LCAP, it's a requirement to hold 2 meetings in June in the process of Public Hearing and Adoption of next year's budget and LCAP. Also, the Board usually considers moving the June meeting dates later in the month to avoid conflict with 8<sup>th</sup> grade graduation activities and to allow ample LCAP & budget processing time.*

### **Superintendent's Recommendation:**

*Schedule 2 meetings in June.*

### **Financial Impact:**

*None at this time.*

Blaine Sigler ADMIN, Cuddeback, Sports, Holidays in United States

Jun 2019 (Pacific Time - Los Angeles)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 Memorial Day	28	29 Early Release	30	31 FUHSD Graduation	1
2	3	4	5	6	7	8
9	10 3:30pm - PTO	11	12 Cuddeback Early Release 6:30pm - CUSD	13 PTO Bash	14	15 CRSPA
16	17 SHIFT CONFERENCE - CRSPA	18	19	20	21	22
23	24	25	26	27	28	29
30	31	2	3	4 Independence Day	5	6

# Superintendent's Report

3-13-19

- Current enrollment data: 147 students
  - Total : 147
  - Interdistrict: (54%)
  - Free/Reduced Lunch: (47%)
  
- Prop 39 solar is plugged in and generating power! It looks like the system will do well, our meter was running in reverse on the first slightly sunny day.
- Three of our classes are attending the Logging Conference at Redwood Acres next week. There's always something to see at this event, and it's a great educational experience to complement the environmental educational practice the kids already enjoy. It also delivers content for our students in the newly emphasized area of Career Tech Education required by CDE.
- LCAP Update: I am conducting LCAP stakeholder input sessions during March and April with students, teachers, and parents for next year's LCAP. I am starting a "Coffee with the Principal" morning community meeting format to try to reach more parents than I typically get at evening meetings in the past. New surveys will be available soon on the new website. Board input is very valuable. Consideration regarding budget and resources helps drive our district toward the goals that this Board deems important. Always feel free to bring ideas individually as a starting point, and we can discuss and plan any part of the LCAP (Goals, Actions, Funding, State and Local Priorities, Resources) as a Board in session.
- New Website: Mrs. Orr has been working on creating a new website. We've had some issues related to ADA compliance on new website, but we're working with a third party to handle that aspect. The new site should be up soon and will be a dramatic improvement from the current website.
- Parent-Teacher conferences are scheduled for the week of March 18-22. School is dismissed at 2:15 all that week.
- Facilities: We should begin discussions of what types of facilities projects are on the horizon for the school and prioritize the list. These projects take time to develop and complete, and funding them is another cumbersome process.
- Cuddeback celebrated Dr. Seuss – Read Across America Day on March 1<sup>st</sup>. The teacher's reader theater is always a hit, and students enjoyed reading with big/little buddies.
- Family Makers Night is March 21<sup>st</sup>. Cuddeback After School Program will again host this STEM themed event. Last year was a great success, so we have high expectations to meet this year. Maker Night is open to all ages.
- End of 2<sup>nd</sup> trimester was March 8<sup>th</sup>, and awards assembly is on March 15<sup>th</sup>.
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