

**Board Members:**

Jessika Lawrence, Chair  
Lowell Daun, Vice Chair  
Michele Mittman, Treasurer  
Chris Constantin, Secretary  
Brian Ausland, Member  
Charles Thompson, Member  
Suzanne Zivnуска, Member

**AGENDA****BOARD OF DIRECTORS MEETING**

Chico Country Day School – Middle School Campus Common Area  
102 West 11<sup>th</sup> Street/1054 Broadway, Chico, CA 95928

**Mission Statement**

Chico Country Day School provides a safe, joyful environment where all learners are inspired to achieve their personal best.

**1. CALL TO ORDER & ROLL CALL (5:30pm)****2. CLOSED SESSION (Closed Session will take place in Room 7)****2.1 Conference with Legal Counsel – Anticipated Litigation:**

Significant exposure to litigation pursuant to Government Code §54956.9(b) (one case)

**2.2 Public Employee Evaluation**

Per Government Code §54957

Title: Director of Education, Dean of Students, Special Education Director, Chief Business Officer

*If Closed Session is not complete by 6:00pm, it will resume immediately following the regular meeting*

**3. REGULAR SESSION (6:00pm)**

3.1 Return from Closed Session – Call to Order

3.2 Report from Closed Session

3.3 Approval of Regular Agenda

**4. PUBLIC COMMENTS****5. CONSENT CALENDAR**

5.1 Approval of Minutes from Board meetings of 12/13/17

5.2 Leadership Team Report: Spring 2018

5.3 PTP Report: Spring 2018

5.4 Financial Reports: November 2017 – January 2018

5.5 Audit Confirmation Letter

5.6 Study Trip Requests: 6<sup>th</sup> Grade Camping Trip

5.7 2018-19 Education Protection Account (EPA) Spending Plan

**6. DISCUSSION/ACTION ITEMS**

6.1 2017-18 LCAP update & Local Indicators

6.2 Revision: Multi-Media Use Policy

6.3 Notification of SELPA Exit 2019-2020

6.4 MOU with Nord Country School for bond sharing agreement

6.5 Draft LCAP 2018-19

6.6 Recommendation by Measure K Architectural Interview Selection Committee to enter into a contract for architectural services with GRA Architects

6.7 2<sup>nd</sup> Interim Budget Presentation & 2<sup>nd</sup> Interim Report 17-18

6.8 2018-19 Budget Development Workshop

6.9 Classified Part Time and Full Time Pay Ranges/Schedules

6.10 Administrative/Management Pay Ranges/Schedules





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- 6.11 Discussion: Butte Schools Self Funded Program (BSSP)
- 6.12 Form 700: Conflict of Interest Disclosure for current Board Members

**7. ADJOURNMENT:** Adjourn; Next Meeting is June 6, 2018

**Information, Procedures and Conduct of CCDS Board Meetings:**

**Student Participation:**

At the discretion of the Board Chair, students may be given priority to address items to the Board

**Public input on specific agenda items and those items not on the agenda:**

The CCDS Board of Directors welcomes and encourages public comments. Any person of the public desiring to speak shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board Chair. In the case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item. Each person who addresses the Board must be first recognized by the presiding officer and give his or her name. Comments must be directed to the Board as a whole and not to individual board members or employees. The Board shall not take action or enter into discussion or dialog on any matter that is not on the meeting agenda, except as allowed by law. Items brought forth at this part of the meeting may be referred to the Administration or the Board may take the item under advisement. The matter may be placed on the agenda of a subsequent meeting for discussion or action by the Board.

**Special Needs:** If you have special needs because of a disability or you require assistance or auxiliary aids to participate in the meeting, please contact the CCDS office at 530.895.2650. CCDS will attempt to accommodate your disability.

**Copies of Agendas and Related Materials:** Materials are available at the meeting, on the website at [www.chicocountryday.org](http://www.chicocountryday.org), or in the Main office prior to the meeting @ 102 W. 11<sup>th</sup> Street, Chico, CA 95928.



## Minutes

### CCDS Regular and Closed Governing Board of Directors Meeting

Date: Wednesday, December 13, 2017

Time: 5:30 p.m.

Location: CCDS Middle School

1054 Broadway Campus, Room 7

1. **CALL TO ORDER & ROLL CALL:** Attendees: Jessika Lawrence, Lowell Daun, Chris Constantin, Michele Mittman, Brian Ausland, Suzanne Zivnuska, Charles Thompson (5:35pm). Lawrence calls to order at 5:31pm
2. **CLOSED SESSION:**
  - 2.1 **Public Employee Evaluation:** Dean of Students, Special Ed Director, CBO Committee to be formed to lead the evaluation of administrators Chris, Suzanne (Chair), and Jessika to sit on committee to establish an evaluation process, date of evaluation, and will present that process to the board.
3. **REGULAR SESSION**
  - 3.1 **Return from Closed Session-Call to Order**
  - 3.2 **Report from Closed Session:** Lawrence reported out Committee appointed an evaluation ad hoc committee to establish an evaluation process for the administrators.
  - 3.3 **Approval of Regular Agenda:** Constantin/Daun to approve (7-0)
4. **PUBLIC COMMENTS** – None
5. **CONSENT CALENDAR:** Constantin/Daun to approve (7-0)
  - 5.1 **Approval of Minutes from Board Meeting of 9/13/17**
  - 5.2 **Financial Reports: July-Oct. 2017**
  - 5.3 **2016-17 School Accountability Report Card (SARC)**
  - 5.5 **2018-19. 2019-20 School Calendar**
  - 5.6 **Study Trip Requests: Angel Island, Presidio/Golden Gate Park/CHOS, Ashland**
  - 5.4 **2017-18 Personnel Policies:** Remove new language on page 21 for performance evaluation and retain old language as stated on pages 21-23  
Change Principal to Director of Education or designee  
Change Chief business Official to officer  
Pg 12 - clarify that any appropriate officer and not just one - add s  
Pg 41 - concern about the extent of outside activities that can be performed by employees - change ED to supervisor.  
Pg 41 - ask the personnel committee to re-review the outside activities section for specificity and establish an appropriate appeals process and bring back to the board Constantin/Daun to approve as amended (7-0)
6. **DISCUSSION/ACTION ITEMS**
  - 6.1 **Leadership Team Report: December 2017**
  - 6.2 **PTP Report: December 2017: No report**
  - 6.3 **LCAP Update and Local Indicators:** Board and staff spent time discussing Priority 6 - School Climate and the result in the grade 6-8 that showed 28% of students saying that they have been hit or pushed when not at play. Staff related at a number of activities they undertook to address this area. However, staff gained additional feedback from kids in those grades, data from our computer system tracking this type of activity, as well as



feedback from teachers that led to staff feeling that the results are not representative of reality. Staff went through the performance data. We talked about the low scores of 4th grade in english. How do we address the low areas? We are using co-teaching to target those areas where the scores are like the 4th grade. We discussed at how we measure effectiveness of our interventions and what mechanisms we implemented to determine success Recommendation that we identify a way to track these unusual cohorts with alternative measures to demonstrate the real success of our efforts - tracking their performance through high school

**6.4 K-8 Retention Policy – update:** Constantin/Thompson to approve (7-0)

**6.5 2016-17 Audit Reports:** Constantin/Daun to approve (7-0)

**6.6 1st Interim Budget Presentation & 1st Interim Report 2017-18:** We went through the document. Margaret highlighted the areas of concerns - retirement and utilities, but our solar project may help on Utilities. Constantin/Zivnуска to approve (7-0)

**6.7 Date for June Board Meeting:** Board agrees to June 6th at 5:30pm

## **7. ADJOURNMENT**

**7.1** Lawrence adjourned the meeting at 7:45pm

Respectively Submitted,  
Chris Constantin



## Board Meeting of March 14, 2018

### Leadership Team Report:

- In April we will have our CCDS Exhibition Nights:
  - April 10** 5:00-6 p.m. Mrs. Stiver's/Mrs. Hardesty's 3rd Grades at Chico Creek Nature Center
  - April 11** 5:30-6:30 p.m. Grades 1, 5 and Mrs. Miller's 3rd Grade  
6:00-7 p.m. Grades 6 and 7
  - April 12** 5:30-6:30 p.m. Grades K and 2  
6:00-7 p.m. Grades 4 and 8
- Attendance rates are hovering at 96.5-97% for the first 5 months of school. Has dipped lately with the flu and other things that are running through the classes. We will run a “don’t be tardy” competition through the month of testing with the hope of increasing parent awareness for punctuality. Overall tardy rates are hovering similar to last year’s rates. Chronically tardy families are meeting or talking with Colly and some are signing attendance contracts.  
The P-1 ADA was 541.42
- Discipline referrals are almost identical to last year’s at this time. Again, there are a few students that are on the radar that have an excessive amount of referrals. These students/parents are meeting with SST teams and are participating in social groups for behavior interventions.
- Our staff development days had the themes of “Engage, Empower and Challenge”: January 8th- Weaving Literacy in to Projects, Go Math consultant support, and project tunings. February 20th- NGSS vertical alignment, practices and integration into projects. “Ed Camp” style afternoon with staff presenters and a choice of topics.
- We held our annual Parent LCAP meeting on February 21st and had approximately 20 parents attend. The parent survey is still open. This input will be integrated into the LCAP that is currently being updated.
- We have our annual site visit with Chico Unified School District on April 19th.
- CalSTRS conducted a random site audit from February 20-23. We will have results back in a month or so. It was a preliminary recommendation that we adopt a credentialed administrative pay schedule.
- Our second interim report was completed and here for consideration. It is due to CUSD and BCOE by March 15.
- The Governor’s budget was out in January and so we have preliminary budget forecasts and we have done a staff budget survey. We will talk about next year’s budget in this meeting.



**Chico Country Day School**  
**Income & Expense Statement with PY Comparison**  
July 1 - October 31

	Total			
	7/1/17-1/31/18	7/1/16-1/31/17 (PY)	Change	% Change
<b>Income</b>				
<b>8000 Revenue Limit Sources</b>			0.00	
8011 LCFF Entitlement	1,055,588.00	1,017,689.00	37,899.00	3.72%
8012 Education Protection Act Funds	337,718.00	374,890.00	-37,172.00	-9.92%
8019 Prior Yr - State Entitlement	0.00	21,488.00	-21,488.00	-100.00%
8021 Prior Year Income		0.00	0.00	
<b>Total 8000 Revenue Limit Sources</b>	<b>\$ 1,393,306.00</b>	<b>\$ 1,414,067.00</b>	<b>-\$ 20,761.00</b>	<b>-1.47%</b>
<b>8290 Other Federal Revenue</b>			0.00	
8282 Medicaid Billing (MAA)	7,540.78	0.00	7,540.78	
8291 Prior Year - Other Federal Funding	2,524.62	0.00	2,524.62	
<b>Total 8290 Other Federal Revenue</b>	<b>\$ 10,065.40</b>	<b>\$ 0.00</b>	<b>\$ 10,065.40</b>	
<b>8300 Other State Revenues</b>			0.00	
8312 Special Ed - Entitlement AB602	75,900.00	59,510.00	16,390.00	27.54%
8550 Mandated Cost Reimbursements	10,099.08	7,721.00	2,378.08	30.80%
8560 State Lottery Revenue	28,164.51	7,606.02	20,558.49	270.29%
8561 Restricted Lottery	0.00	3,997.85	-3,997.85	-100.00%
8590 All Other State Revenue	175.66	1,257.07	-1,081.41	-86.03%
8592 Mandate One-Time Funds	26,729.00	0.00	26,729.00	
8593 Prop 39	30,919.00	0.00	30,919.00	
8594 Educator Effectiveness	0.00	0.00	0.00	
8595 Medi-Cal Billing	2,478.32	9,215.21	-6,736.89	-73.11%
8596 MTSS Grant	30,000.00	0.00	30,000.00	100.00%
<b>Total 8300 Other State Revenues</b>	<b>\$ 204,465.57</b>	<b>\$ 89,307.15</b>	<b>\$ 115,158.42</b>	<b>128.95%</b>
<b>8600 Other Local Revenue</b>				
<b>8639 All Other Sales</b>				
8640 Yearbook Sales	670.00	1,298.00	-628.00	-48.38%
8642 Middle School Social Ticket Sales	1,269.00	1,334.50	-65.50	-4.91%
8643 School Logo Sales	1,685.31	4,929.00	-3,243.69	-65.81%
<b>Total 8639 All Other Sales</b>	<b>\$ 3,624.31</b>	<b>\$ 7,561.50</b>	<b>-\$ 3,937.19</b>	<b>-52.07%</b>
<b>8660 Interest Income</b>			0.00	
8661 Interest	4,167.35	2,080.11	2,087.24	100.34%
<b>Total 8660 Interest Income</b>	<b>\$ 4,167.35</b>	<b>\$ 2,080.11</b>	<b>\$ 2,087.24</b>	<b>100.34%</b>
<b>8670 Fees and Contracts</b>			0.00	
8671 Nord SPED	10,093.95	12,157.71	-2,063.76	-16.97%
8672 Pre School Revenue	61,025.00	62,307.00	-1,282.00	-2.06%
8674 After School Program Revenue	120,428.06	111,368.78	9,059.28	8.13%
8675 Sherwood SPED	10,234.85	14,691.36	-4,456.51	-30.33%
8678 Facility Contracts	6,529.67	10,532.50	-4,002.83	-38.00%
<b>Total 8670 Fees and Contracts</b>	<b>\$ 208,311.53</b>	<b>\$ 211,057.35</b>	<b>-\$ 2,745.82</b>	<b>-1.30%</b>
<b>8680 Fundraising Income</b>			0.00	
8681 One for Education	1,147.00	10,657.88	-9,510.88	-89.24%
8683 PTP Fundraising	70,000.00	72,000.00	-2,000.00	-2.78%
8687 Fundraising Miscellaneous	6,433.37	8,149.31	-1,715.94	-21.06%
<b>Total 8680 Fundraising Income</b>	<b>\$ 77,580.37</b>	<b>\$ 90,807.19</b>	<b>-\$ 13,226.82</b>	<b>-14.57%</b>
<b>8684 Miscellaneous Donations</b>			0.00	



8644 Athletic Program	7,818.50	6,830.50	988.00	14.46%
8645 Music Program	4,605.00	7,436.80	-2,831.80	-38.08%
8685 Field Trips	136.00	343.00	-207.00	-60.35%
8686 Classroom Supplies	327.00	100.00	227.00	227.00%
Total 8684 Miscellaneous Donations	<b>\$ 12,886.50</b>	<b>\$ 14,710.30</b>	<b>-\$ 1,823.80</b>	<b>-12.40%</b>
8690 Reimbursements	0.00	70.00	-70.00	-100.00%
8692 Misc. Reimbursements	19,376.61	32,482.31	-13,105.70	-40.35%
8693 SPED Reimbursements	0.00	48,910.48	-48,910.48	-100.00%
Total 8690 Reimbursements	<b>\$ 19,376.61</b>	<b>\$ 81,462.79</b>	<b>-\$ 62,086.18</b>	<b>-76.21%</b>
8780 Charter in Lieu of Property Tax	638,826.00	615,471.00	23,355.00	3.79%
8781 Prior Yr in Lieu of Property Tax	0.00	0.00	0.00	
8938 Services	0.00	0.00	0.00	
Total 8600 Other Local Revenue	<b>\$ 964,772.67</b>	<b>\$ 1,023,150.24</b>	<b>-\$ 58,377.57</b>	<b>-5.71%</b>
Total Income	<b>\$ 2,572,609.64</b>	<b>\$ 2,526,524.39</b>	<b>\$ 46,085.25</b>	<b>1.82%</b>
Gross Profit	<b>\$ 2,572,609.64</b>	<b>\$ 2,526,524.39</b>	<b>\$ 46,085.25</b>	<b>1.82%</b>
Expenses				
1000 Certificated Salaries			0.00	
1110 Teachers	748,586.11	749,225.51	-639.40	-0.09%
1130 Extra Duty Stipends	17,350.00	5,322.56	12,027.44	225.97%
1135 Independent Study	4,334.30	6,966.02	-2,631.72	-37.78%
1210 Special Education Teaching Staff	56,515.48	38,465.82	18,049.66	46.92%
1211 SPED Certificated Support Staff	79,121.64	95,287.19	-16,165.55	-16.97%
1218 Librarian	0.00	12,524.24	-12,524.24	-100.00%
1219 Music/Art/ELD	33,704.01	33,327.35	376.66	1.13%
1226 Nursing	11,027.21	9,226.92	1,800.29	19.51%
1312 School Administration	158,046.31	118,314.00	39,732.31	33.58%
1914 Athletic Director Stipend	3,197.97	2,970.00	227.97	7.68%
1921 Certificated Substitutes	18,529.50	13,516.00	5,013.50	37.09%
Total 1000 Certificated Salaries	<b>\$ 1,130,412.53</b>	<b>\$ 1,085,145.61</b>	<b>\$ 45,266.92</b>	<b>4.17%</b>
2000 Classified Salaries			0.00	
2120 Academic Coach - RTI	31,973.37	31,368.42	604.95	1.93%
2130 Academic Coach - SPED	18,770.72	18,960.51	-189.79	-1.00%
2225 Elective Teachers - Classified	53,767.99	48,856.55	4,911.44	10.05%
2320 Business Services/Clerical Salaries	175,567.57	169,664.11	5,903.46	3.48%
2340 Maintenance/ Operations	84,389.56	77,414.78	6,974.78	9.01%
2360 Yard Supervision	11,273.35	11,900.99	-627.64	-5.27%
2380 Pre School Program	46,879.08	45,361.24	1,517.84	3.35%
2390 After School Program	61,148.91	55,959.55	5,189.36	9.27%
2500 Classified Coaching Stipends	9,050.00	8,850.00	200.00	2.26%
Total 2000 Classified Salaries	<b>\$ 492,820.55</b>	<b>\$ 468,336.15</b>	<b>\$ 24,484.40</b>	<b>5.23%</b>
3000 Employee Benefits			0.00	
3101 STRS - Certified	120,892.74	131,156.49	-10,263.75	-7.83%
3202 PERS - Classified	59,730.01	50,838.82	8,891.19	17.49%
3310 OASDI Regular	30,654.63	29,591.96	1,062.67	3.59%
3330 OASDI Medicare	22,780.88	22,772.31	8.57	0.04%
3340 Unemployment Insurance & ETT	13,364.81	13,150.25	214.56	1.63%
3411 Health & Welfare Benefits - Certified	164,936.12	146,944.40	17,991.72	12.24%
3412 Health & Welfare Benefits - Classified	41,910.33	48,862.75	-6,952.42	-14.23%
3600 Workers Compensation	22,145.48	34,905.17	-12,759.69	-36.56%
Total 3000 Employee Benefits	<b>\$ 476,415.00</b>	<b>\$ 478,222.15</b>	<b>-\$ 1,807.15</b>	<b>-0.38%</b>
4000 Books and Supplies			0.00	
4001 Books & Supplies			0.00	



4100 Textbooks	2,788.00	323.39	2,464.61	762.12%
4210 Other Books	5,039.24	2,940.01	2,099.23	71.40%
4310 Instructional Materials & Supplies	15,139.45	16,126.63	-987.18	-6.12%
4311 AV Supplies	210.54	1,464.74	-1,254.20	-85.63%
4313 Lottery Restricted Materials	10,299.49	10,387.11	-87.62	-0.84%
4314 Garden Supplies	0.00	1,543.33	-1,543.33	-100.00%
4315 Elective Supplies	2,403.17	1,342.97	1,060.20	78.94%
4316 PE Supplies	598.90	1,355.92	-757.02	-55.83%
4317 Restricted Arts & Music Supplies	4,115.62	2,344.13	1,771.49	75.57%
4326 Teacher Discretionary Supplies	2,533.15	271.16	2,261.99	834.19%
4327 Preschool Supplies	1,077.53	1,276.94	-199.41	-15.62%
4329 Afterschool Program Supplies	3,581.09	1,978.13	1,602.96	81.03%
4340 Professional Dev Materials	240.13	282.76	-42.63	-15.08%
4341 Computer Software & Supplies	1,414.15	826.36	587.79	71.13%
4350 Office Supplies	4,539.46	3,279.70	1,259.76	38.41%
4352 Printing Supplies	2,639.06	3,857.50	-1,218.44	-31.59%
4370 Custodial Supplies	5,933.07	5,693.69	239.38	4.20%
4380 Maintenance/Repair Supplies	5,858.46	3,162.47	2,695.99	85.25%
4393 Health/OSHA Supplies	768.72	405.89	362.83	89.39%
4396 Food Items	5,226.00	1,288.95	3,937.05	305.45%
Total 4001 Books & Supplies	<b>\$ 74,405.23</b>	<b>\$ 60,151.78</b>	<b>\$ 14,253.45</b>	<b>23.70%</b>
4400 Non-Capital Inventory Equipment			0.00	
4410 Instructional Inventory Items	5,857.10	16,784.89	-10,927.79	-65.10%
4413 Classroom Furniture	5,973.93	1,093.42	4,880.51	446.35%
4440 Computer - Tech Inventory Items	1,832.41	3,314.12	-1,481.71	-44.71%
4453 Office Furniture	2,340.15	2,706.54	-366.39	-13.54%
4470 Custodial Inventory Items	3,983.80	481.33	3,502.47	727.67%
4490 General School Safety Inv. Items	246.31	787.29	-540.98	-68.71%
Total 4400 Non-Capital Inv. Equipment	<b>\$ 20,233.70</b>	<b>\$ 25,167.59</b>	<b>-\$ 4,933.89</b>	<b>-19.60%</b>
Total 4000 Books and Supplies	<b>\$ 94,638.93</b>	<b>\$ 85,319.37</b>	<b>\$ 9,319.56</b>	<b>10.92%</b>
5000 Services and Operating Exp				
5010 Audit Adjustments	0.00	0.00	0.00	
5200 Travel, Conferences, & Dues				
5212 Personnel Services - Mileage	2,745.26	1,651.28	1,093.98	66.25%
5220 Travel & Conferences	6,976.96	8,259.57	-1,282.61	-15.53%
5225 Employee Training	7,339.02	0.00	7,339.02	
5300 Dues & Memberships	9,872.18	8,291.11	1,581.07	19.07%
Total 5200 Travel, Conferences, & Dues	<b>\$ 26,933.42</b>	<b>\$ 18,201.96</b>	<b>\$ 8,731.46</b>	<b>47.97%</b>
5400 Insurance			0.00	
5450 Property & Liability	53,475.52	45,240.50	8,235.02	18.20%
Total 5400 Insurance	<b>\$ 53,475.52</b>	<b>\$ 45,240.50</b>	<b>\$ 8,235.02</b>	<b>18.20%</b>
5500 Utilities & Housekeeping Services			0.00	
5510 Natural Gas Services	1,883.76	1,924.15	-40.39	-2.10%
5520 Electricity Services	46,954.86	36,711.16	10,243.70	27.90%
5530 Water Services	6,565.30	7,548.20	-982.90	-13.02%
5550 Laundry & Cleaning	1,127.65	2,629.54	-1,501.89	-57.12%
5560 Waste Disposal	3,165.43	4,721.23	-1,555.80	-32.95%
5570 Pest Control	1,680.00	1,680.00	0.00	0.00%
Total 5500 Utilities & Housekeeping Svc.	<b>\$ 61,377.00</b>	<b>\$ 55,214.28</b>	<b>\$ 6,162.72</b>	<b>11.16%</b>
5600 Rentals, Leases, Non-Capital Improvements & Repairs			0.00	
5610 Equipment Rental	32,020.27	39,152.88	-7,132.61	-18.22%



5611 Facility Rental	0.00	608.56	-608.56	-100.00%
5612 Copier Lease Rental	23,481.54	12,854.82	10,626.72	82.67%
5615 Bldg Repairs and Maintenance	14,397.82	8,637.23	5,760.59	66.69%
5631 Repair Sites - Outside Labor	16,210.59	7,118.95	9,091.64	127.71%
5634 Equipment Maintenance Agreement	322.90	210.00	112.90	53.76%
5635 Non-capitalized Improvements	38,710.29	39,685.82	-975.53	-2.46%
<b>Total 5600 Rentals, Leases, Non-Capital Improvements &amp; Repairs</b>	<b>\$ 125,143.41</b>	<b>\$ 108,268.26</b>	<b>\$ 16,875.15</b>	<b>15.59%</b>
5700 Field Trips			0.00	
5710 K-3rd	1,792.00	2,564.00	-772.00	-30.11%
5720 4th-5th	4,517.00	1,127.00	3,390.00	300.80%
5722 Middle School Field Trips	3,520.00	825.00	2,695.00	326.67%
5724 Athletics	1,586.85	1,423.70	163.15	11.46%
5725 Music/Choir	365.00	2,784.76	-2,419.76	-86.89%
<b>Total 5700 Field Trips</b>	<b>\$ 11,780.85</b>	<b>\$ 8,724.46</b>	<b>\$ 3,056.39</b>	<b>35.03%</b>
<b>5800 Professional/Consulting Services and Operating Expenditures</b>			0.00	
5807 Security	1,549.71	1,034.64	515.07	49.78%
5812 Bookkeeping Services	18,455.51	19,623.51	-1,168.00	-5.95%
5820 Legal Costs	21,828.00	9,238.15	12,589.85	136.28%
5821 Audit	6,810.00	7,470.00	-660.00	-8.84%
5824 District Oversight	20,320.00	19,800.00	520.00	2.63%
5832 Athletic Department	631.03	4,087.37	-3,456.34	-84.56%
5839 Fundraising	4,828.18	10,334.31	-5,506.13	-53.28%
5840 Computer/Technology Services	9,597.50	5,800.00	3,797.50	65.47%
5850 Consultants	14,380.00	620.00	13,760.00	2219.35%
5851 Accreditation	0.00	3,498.18	-3,498.18	-100.00%
5852 Marketing & Student Recruiting	9,843.75	7,299.77	2,543.98	34.85%
5857 Payroll Fees	8,199.13	5,458.60	2,740.53	50.21%
5860 Printing & Reproduction	5,669.08	40.00	5,629.08	14072.70%
5861 Fingerprinting- Parents	0.00	0.00	0.00	
5862 Fingerprinting - Employees	2,228.00	1,113.00	1,115.00	100.18%
5863 Professional Development	15,346.37	18,949.73	-3,603.36	-19.02%
5865 Sub Calling Service	390.96	504.85	-113.89	-22.56%
5870 Damages, Claims, Losses	339.76	0.00	339.76	
5872 Special Ed Encroachment	10,407.80	66,401.78	-55,993.98	-84.33%
5875 Staff Recruitment	887.55	750.00	137.55	18.34%
5878 Student Assessment	518.06	2,481.64	-1,963.58	-79.12%
5880 Interest Expense	41,451.01	46,086.34	-4,635.33	-10.06%
5881 Bank Charges	2,053.23	3,156.77	-1,103.54	-34.96%
5887 Technology Services	16,262.05	12,325.00	3,937.05	31.94%
5894 SELPA Billback	0.00	3,689.00	-3,689.00	-100.00%
5897 PBIS Incentives	657.35	700.37	-43.02	-6.14%
5899 Miscellaneous Operating Expense	551.57	352.56	199.01	56.45%
<b>Total 5800 Professional/Consulting Services and Operating Expenditures</b>	<b>\$ 213,205.60</b>	<b>\$ 250,815.57</b>	<b>-\$ 37,609.97</b>	<b>-15.00%</b>
5900 Communications			0.00	
5910 Telephone	2,226.49	3,205.53	-979.04	-30.54%
5912 Cell Phones	1,206.56	1,471.09	-264.53	-17.98%
5940 Internet Provider	510.00	240.00	270.00	112.50%
5950 Postage	2,298.17	2,129.77	168.40	7.91%
<b>Total 5900 Communications</b>	<b>\$ 6,241.22</b>	<b>\$ 7,046.39</b>	<b>-\$ 805.17</b>	<b>-11.43%</b>
<b>Total 5000 Services and Operating Exp</b>	<b>\$ 498,157.02</b>	<b>\$ 493,511.42</b>	<b>\$ 4,645.60</b>	<b>0.94%</b>



6000 Capital Outlay				0.00	
6900 Depreciation	135,701.09		135,701.09	0.00	0.00%
Total 6000 Capital Outlay	\$ 135,701.09	\$ 135,701.09	\$ 0.00		0.00%
Total Expenses	\$ 2,828,145.12	\$ 2,746,235.79	\$ 81,909.33		2.98%
Net Operating Income	-\$ 255,535.48	-\$ 219,711.40	-\$ 35,824.08		-16.31%
Net Income	-\$ 255,535.48	-\$ 219,711.40	-\$ 35,824.08		-16.31%



**Chico Country Day School**  
**Balance Sheet**  
As of January 31, 2018

	Actual 1/31/18	PY 1/31/17	Difference	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Bank Accounts</b>				
<b>9100 Bank</b>				
9121 Cash In Bank- NCNB Checking	831,363.35	511,684.61	319,678.74	62.48%
9125 Money Market Northern California Bank	250,942.09	250,597.89	344.20	0.14%
9130 NC Bank Settlement Account	18,006.67	19,897.67	-1,891.00	-9.50%
9131 LPL Financial	0.00	0.00	0.00	
9132 LPL CD Berkshire Bank	0.00	0.00	0.00	
9133 LPL CD Wells Fargo Sioux Falls	131,723.19	0.00	131,723.19	
9134 LPL CD Goldman Sachs Bank USA	0.00	0.00	0.00	
9135 LPL Money Market	2,722.41	233.64	2,488.77	1065.22%
9136 LPL CD BMO Harris Bank	0.00	0.00	0.00	
9137 LPL CD Bank of North America	616.00	77,000.00	-76,384.00	-99.20%
9138 LPL CD First Commerce Bank	75,000.00	0.00	75,000.00	
9139 LPL Cash Account	77,000.00	0.00	77,000.00	
9140 LPL CD Transn Alliance Bank	89,843.22	0.00	89,843.22	
9141 LPL CD Western Natl Bank	0.00	0.00	0.00	
9142 LPL CD Cmnty Business Bank	90,000.00	0.00	90,000.00	
9143 LPL CD Safra National BK of NY	0.00	75,000.00	-75,000.00	-100.00%
9144 LPL CD Bank of China NY CD	0.00	0.00	0.00	
9151 LPL CD Beal Bank	0.00	179,000.00	-179,000.00	-100.00%
9152 LPL CD Santander Bank	0.00	131,000.00	-131,000.00	-100.00%
Total 9131 LPL Financial	<b>\$ 466,904.82</b>	<b>\$ 462,233.64</b>	<b>\$ 4,671.18</b>	<b>1.01%</b>
Total 9100 Bank	<b>\$ 1,567,216.93</b>	<b>\$ 1,244,413.81</b>	<b>\$ 322,803.12</b>	<b>25.94%</b>
9126 Cash in Bank - NCNB- Prop 1D	198,623.00	198,623.00	0.00	0.00%
Total Bank Accounts	<b>\$ 1,765,839.93</b>	<b>\$ 1,443,036.81</b>	<b>\$ 322,803.12</b>	<b>22.37%</b>
Accounts Receivable			0.00	
9200 Accounts Receivable	28,132.33	10,243.22	17,889.11	174.64%
Total Accounts Receivable	<b>\$ 28,132.33</b>	<b>\$ 10,243.22</b>	<b>17,889.11</b>	<b>174.64%</b>
<b>Other Current Assets</b>				
9290 Due from Grantor Governments	3,109.25	63,563.92	-60,454.67	-95.11%
9330 Prepaid Expenses	0.00	0.00	0.00	
9335 LPL Investment Account	4,499.52	4,181.27	318.25	7.61%
9399 Undeposited Funds	115.00	888.75	-773.75	-87.06%
Total Other Current Assets	<b>\$ 7,723.77</b>	<b>\$ 68,633.94</b>	<b>-60,910.17</b>	<b>-88.75%</b>
Total Current Assets	<b>\$ 1,801,696.03</b>	<b>\$ 1,521,913.97</b>	<b>279,782.06</b>	<b>18.38%</b>
<b>Fixed Assets</b>				
<b>9401 Property</b>				
9420 Improvement of Sites	49,750.63	49,750.63	0.00	0.00%
9425 Improvement of Sites -Accumulated				
Depreciation	-13,428.54	-10,941.06	-2,487.48	-22.74%
9430 Buildings	9,963,378.68	9,963,378.68	0.00	0.00%
9435 Bldg Accumulated Depreciation	-994,183.55	-759,320.55	-234,863.00	-30.93%
9440 Equipment	21,906.75	21,906.75	0.00	0.00%
9445 Equi Accumulated Depreciation	-21,907.00	-21,907.00	0.00	0.00%



Total 9401 Property	\$	9,005,516.97	\$	9,242,867.45	\$	(237,350.48)	-2.57%
Total Fixed Assets	\$	9,005,516.97	\$	9,242,867.45	\$	(237,350.48)	-2.57%
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>10,807,213.00</b>	<b>\$</b>	<b>10,764,781.42</b>	<b>\$</b>	<b>42,431.58</b>	<b>0.39%</b>
<b>LIABILITIES AND EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Accounts Payable</b>							
9500 Accounts Payable		12,802.39		1,649.73		11,152.66	676.03%
Total Accounts Payable	\$	12,802.39	\$	1,649.73	\$	11,152.66	676.03%
<b>Other Current Liabilities</b>							
9502 District Overpayment		0.00		0.00		0.00	
9503 Prepaid Income		0.00		0.00		0.00	
9504 Accrued Expenses Payable		0.00		0.00		0.00	
9515 Payroll Liabilities						0.00	
9520 Employee HSA		0.00		0.00		0.00	
9525 Flex Plan Liability		0.00		383.81		-383.81	-100.00%
9530 Garnishment/Lien Payable		0.00		0.00		0.00	
9540 Payroll Liability - Federal		0.00		0.00		0.00	
9545 Payroll Liability - State		0.00		0.00		0.00	
9550 Retirement Liability - PERS		0.00		10,340.58		-10,340.58	-100.00%
9555 Retirement Liability - STRS		108,137.66		89,597.82		18,539.84	20.69%
9570 Wages Payable		0.00		0.00		0.00	
9580 403B Payable		-51.50		-18.00		-33.50	-186.11%
9585 Other Payroll Liabilities		0.00		0.00		0.00	
9586 Voluntary Life Payable		0.00		0.00		0.00	
9587 Aflac Disability Payable		0.00		0.00		0.00	
Total 9515 Payroll Liabilities	\$	108,086.16	\$	100,304.21	\$	7,781.95	7.76%
9590 Due to Grantor Government		35,805.74		2,015.62		33,790.12	1676.41%
<b>9600 Notes &amp; Loans Payable</b>							
9571 Wages Payable (July & August)		137,295.09		128,499.23		8,795.86	6.85%
9610 Due to Other Funds		0.00		0.00		0.00	
9630 Retention Payable		198,622.80		198,622.80		0.00	0.00%
9649 NCB Credit Line		45,157.82		167,330.28		-122,172.46	-73.01%
Total 9600 Notes & Loans Payable	\$	381,075.71	\$	494,452.31	\$	(113,376.60)	-22.93%
9601 2005-06 Accounts Payable		0.00		0.00		0.00	
9602 2006-07 Accounts Payable		0.00		0.00		0.00	
9603 Customer Deposits		0.00		0.00		0.00	
9604 Facility Deposits		2,000.00		3,500.00			
9650 Deferred Revenue		0.00		0.00		0.00	
Total Other Current Liabilities	\$	526,967.61	\$	600,272.14	\$	(73,304.53)	-12.21%
Total Current Liabilities	\$	539,770.00	\$	601,921.87	\$	(62,151.87)	-10.33%
<b>Long-Term Liabilities</b>							
9665 Loan Payable Prop 1D		3,761,260.87		3,870,620.34		-109,359.47	-2.83%
Total Long-Term Liabilities	\$	3,761,260.87	\$	3,870,620.34	\$	(109,359.47)	-2.83%
Total Liabilities	\$	4,301,030.87	\$	4,472,542.21	\$	(171,511.34)	-3.83%
<b>Equity</b>							
9760 Fund Balance, Unreserved		6,761,717.61		6,511,950.61		249,767.00	3.84%
9793 Audit Adjustments		0.00		0.00		0.00	
9910 Suspense Clearing		0.00		0.00		0.00	
9999 Data Import- Balancing		0.00		0.00		0.00	
Net Income		-255,535.48		-219,711.40		-35,824.08	-16.31%
Total Equity	\$	6,506,182.13	\$	6,292,239.21	\$	213,942.92	3.40%



TOTAL LIABILITIES AND EQUITY	\$	10,807,213.00	\$	10,764,781.42	\$	42,431.58	0.39%
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# **STEPHEN ROATCH ACCOUNTANCY CORPORATION**

Certified Public Accountants

Stephen Roatch - President  
Habbas Nassar - Vice President

January 3, 2018

Management and Governing Board of  
Chico Country Day Charter School  
102 West 11<sup>th</sup> Street  
Chico, CA 95928

## **Year 2 of 3 year contract**

This letter confirms that Chico Country Day Charter School (Charter School) has requested our firm to perform only the audit services described in this letter, and has not requested our firm to provide any specific internal control review or fraud audit service. This letter also confirms our understanding of the terms and objectives of our audit engagement and the nature and limitations of the services we will provide.

We are pleased to confirm our understanding of the services we are to provide for Chico Country Day Charter School for the year ended June 30, 2018. We will audit the financial statements of Chico Country Day Charter School, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year ended June 30, 2018, and the related notes to the financial statements. Also, the supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

## **Audit Objectives**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2017-18 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*, prescribed in the *California Code of Regulations*, Title 5, section 19810 and following, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Chico Country Day Charter School's financial statements. Our report will be addressed to the Governing Board of Chico Country Day Charter School. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with management in advance.



### **Audit Objectives (Concluded)**

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Chico Country Day Charter School is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Charter School or to acts by management or employees acting on behalf of the Charter School. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention.



### **Audit Procedures - General (Concluded)**

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. We will request written representations from the Charter School's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the Charter School and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Chico Country Day Charter School's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will prepare the Charter School's federal and state information returns (IRS Form 990, Franchise Tax Board Form 199) for the year ended June 30, 2018 based on information provided by you. We will also assist in preparing the financial statements and related notes, depreciation schedule, schedule of functional expenses, and supplementary schedules and information (nonaudit services), of the Charter School in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.



### **Other Services (Concluded)**

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

### **Management Responsibilities**

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including monitoring ongoing activities and helping to ensure that appropriate goals and objectives are met; (2) following laws and regulations; and (3) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Charter School involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Charter School received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Charter School complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we may report.



### **Management Responsibilities (Concluded)**

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Charter School is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the tax services, financial statements, related notes, and any other nonaudit services (depreciation schedule, schedule of functional expenses, and supplementary schedules and information) we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to assume all managerial responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.



### **Engagement Administration, Fees, and Other (Continued)**

The audit documentation for this engagement is the property of Stephen Roatch Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee, Department of Education, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Stephen Roatch Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Habbas Nassar, Certified Public Accountant (CPA) is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We agree that our all-inclusive fee will be **\$13,800** for the audit of Chico Country Day Charter School for the fiscal year ended June 30, 2018. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. An additional fee will be charged for attending meetings with the Charter School's Board, if deemed appropriate.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In accordance with Education Code 41020, audit reports will be filed with your County Superintendent of Schools, the California Department of Education, the State Controller's Office, and the sponsoring district by December 15<sup>th</sup> following the close of the fiscal year. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Either party may terminate this agreement at any time for any reason, providing 30 days written notice is given to the other party. It is understood that payment shall be made for services rendered to the point of termination.



### **Engagement Administration, Fees, and Other (Concluded)**

It is agreed that the Charter School will withhold ten (10) percent of the audit fee until the State Controller certifies that the report conforms to the reporting provisions of the *2017-18 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*. In accordance with Education Code Section 14505, it is further agreed that the Charter School will withhold fifty (50) percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the *2017-18 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*.

The State Controller of California has required that all Charter Schools and auditors contracting for multi-year engagements include a stipulation that the contract is null and void if the auditor is declared ineligible to perform LEA audits.

In the event that the GASB, FASB, AICPA, GAO, OMB, or the Education Audit Appeals Panel's Office issues additional standards or audit procedures that require additional work during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work. Our fee for addressing the additional requirements will be our standard hourly rates for each person involved in the additional work.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, management understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our applicable hourly rates, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.



Management and Governing Board of  
Chico Country Day Charter School  
January 3, 2018  
Page Eight of Eight

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports. We have attached a copy of our latest external peer review report of our firm for your consideration and files. We are very pleased to participate in this review program as continued evidence of our emphasis on providing Chico Country Day Charter School, the highest quality audit.

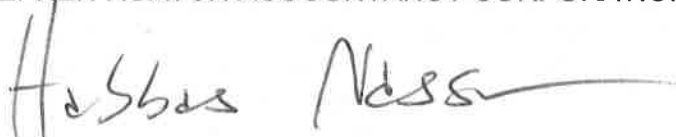
This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We appreciate the opportunity to be of service to Chico Country Day Charter School and believe this letter accurately summarizes the significant terms of our engagement. If, after full consideration, you agree that the foregoing terms shall govern this engagement, please sign this letter in the spaces provided and return the original signed letter to our office, keeping a fully-executed copy for your records.

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION



Habbas Nassar, Certified Public Accountant  
Vice President

**RESPONSE:**

This letter correctly sets forth the understanding of Chico Country Day Charter School.

**Management - Approved by:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Governing Board - Acknowledged by:**

\_\_\_\_\_

Board President

\_\_\_\_\_





Chico Country Day  
SCHOOL

Overnight Field Trip Request Form

Requested By:

Susie Bower / Dave Davis

Date:

1.19.18

Person Responsible for Trip:

Susie Bower

Destination:

Butte Meadows - Camp Lassen

Purpose:

Environmental Outdoor Ed.

Dates:

5.22 - 5.25.18

Adult Supervisors:

Bower / Davis / Eubanks

Time of Arrival & Departure:

10:00 AM - 5/22 11:30 AM - 5/25

Number of Students Participating:

64

Number of Students NOT Participating:

Cost of Field Trip:

125<sup>00</sup> per student

Overnight Housing:

Cabins @ Boy Scout Camp Lassen

Number of Vehicles Needed:

To transport 64 students  
+ gear

Number of Chaperone's Needed:

approx 16

Field Trip Itinerary:

Administrative Approval:

Collyer

Board of Director Approval:



**Chico Country Day School**  
**2017-2018 Education Protection Account (EPA)**  
**Program Expenditure Detail**

**Estimated Expenditures through June 30, 2018**

<b>Description</b>	<b>Account Codes</b>	<b>Amount</b>
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	
Revenue Limit Sources	8010-8099	\$659,718.00
Federal Revenue	8100-8299	
Other State Revenue	8300-8599	
Other Local Revenue	8600-8799	
All Other Financing Sources and Contributions	8900-8999	
<b>TOTAL AVAILABLE</b>		<b>\$659,718.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>		
Instruction	1000-1999	\$659,718.00
Instruction-Related Services		\$0.00
Library,Media Technology	1218	\$0.00
Other Instructional Resources		\$0.00
Pupil Services		
Pyschological Services	1212	\$0.00
Health Services	1226	\$0.00
Other Pupil Services	1220	\$0.00
Ancillary Services	2340	\$0.00
Community Services	2360	\$0.00
Enterprise		\$0.00
General administration		\$0.00
Plant Services	2340	\$0.00
Other Outgo		\$0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>\$659,718.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>\$0.00</b>



**Chico Country Day School**  
**2018-19 Education Protection Account (EPA) Spending Plan**

Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increases the states sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

The new revenues generated from Proposition 30 are deposited into a newly created state account called the Education Protection Account (EPA). School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount. A corresponding reduction is made to an LEA's revenue limit EPA entitlement. LEAs will receive EPA payments quarterly.

Proposition 30 provides that all K-14 local agencies have the sole authority to determine how the funds received from the EPA are spent, but with these provisions:

*The spending plan must be approved by the governing board during a public meeting. EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs. Refer to the attached list of functions for which EPA funds may be used. Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended.*

**Chico Country Day School estimated 2017-2018 EPA Entitlement:**

**\$631,155**

It is proposed that EPA funds be used to cover salary and benefit costs of non-administrative certificated and classified staff. The percentage of funds used per group is determined by their share of costs to the general fund.

<b>Group</b>	<b>Percentage of GF Cost per Group</b>	<b>Percentage to be applied to EPA funds</b>	<b>Amount</b>
Certificated	74%	100%	\$631,155
Classified	20%	0%	\$0
Administration	6%	not eligible	not eligible
Total		100	\$641,603

<b>Certificated Positions</b>			
<b>Position</b>	<b>Number of Employees</b>	<b>Account Code</b>	<b>Estimated Cost</b>
Classroom Teachers	up to 12	1110	\$631,155
Total	up to 12		\$631,155





# Stakeholder Task Force

LCAP/WASC Stakeholder Meeting  
February 21, 2018



The mission of Chico Country Day School is to provide a safe, joyful community where all learners are inspired to achieve their personal best.

OUR PURPOSE IS TO EDUCATE STUDENTS TOWARD BECOMING ENGAGED AND THRIVING LEARNERS.

Collaboration, Deeper Learning, Responsiveness  
Joyful Learning, Community Connection



# Goals

Let's look at how we are doing.



# LCAP

2016/2017

## CHICO COUNTRY DAY SCHOOL

### Goal 1

- Provide improved, supported and equitable conditions of learning for all students.



### Goal 2

- Ensure student outcomes reflect access and achievement in research-based and Common Core aligned instruction strategies and support programs.



### Goal 3

- Create a supportive, safe and engaging environment for all students, parents and staff.





# WASC

2016/2017

## CHICO COUNTRY DAY SCHOOL

### Goal 1

- CCDS will provide a supportive, equitable and engaging environment for all students. Student outcomes will reflect access and achievement in research based instructional strategies and support programs.



### Goal 2

- CCDS staff is current on the latest research relevant to the achievement of desired student outcomes. Knowledge is integrated into curricula as part of an ongoing commitment to student success.



### Goal 3

- CCDS will demonstrate a commitment to ongoing, data driven cycles involving stakeholders across the community.





# Critical Areas

2016/2017

CHICO COUNTRY DAY SCHOOL



- Development of PBL



- Accountability for student attendance and reporting



- PD in reading, math and writing



- Technology/digital portfolio.



- Diverse staff and students



- SO LET'S GO





# SMARTER BALANCED

2016-17 State Test Results

Chico Country Day

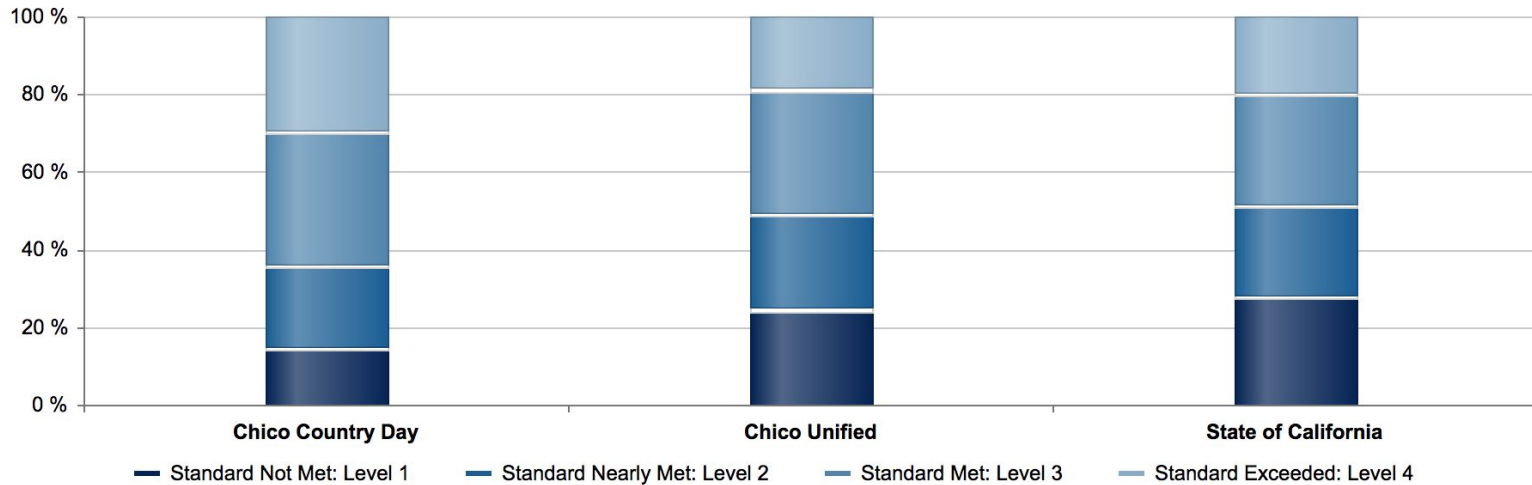


# State/Local Comparison: ELA

## ENGLISH LANGUAGE ARTS/LITERACY

### 2017 Achievement Level Distribution

#### All Grades



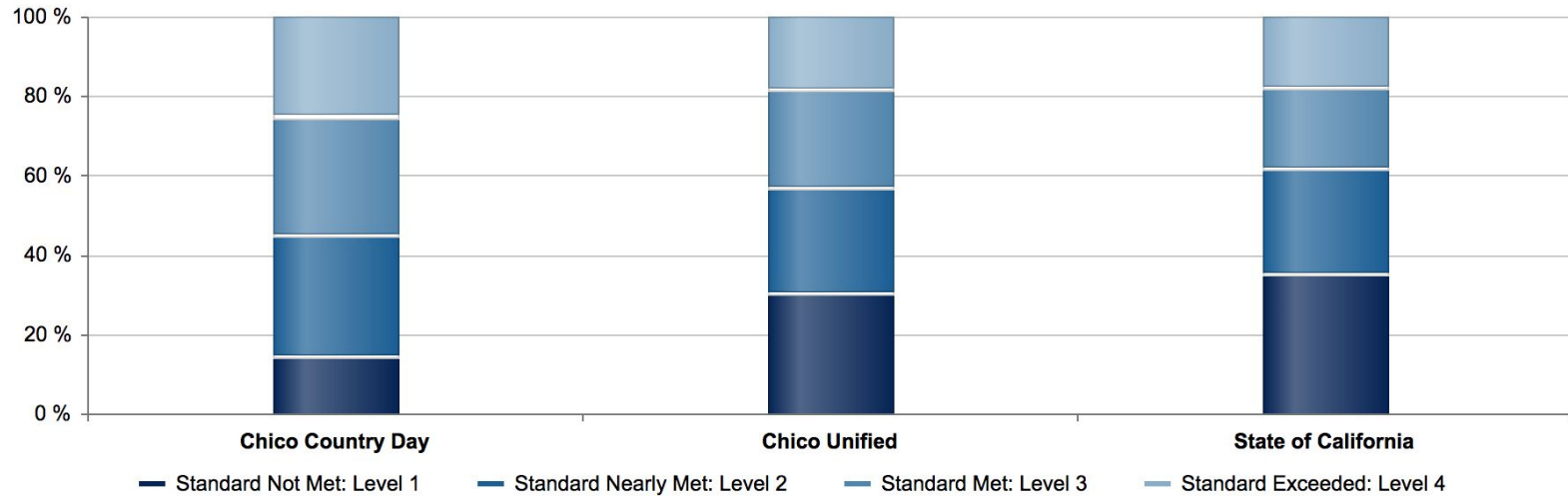


# State/Local Comparisons: Math

## MATHEMATICS

### 2017 Achievement Level Distribution

#### All Grades





# OVERALL RESULTS

Achievement  
Level Colors

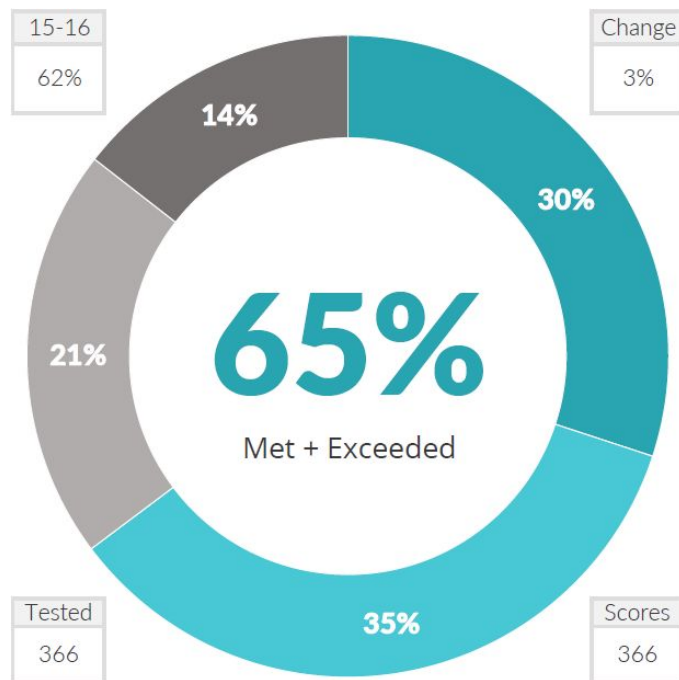
Exceeded

Met

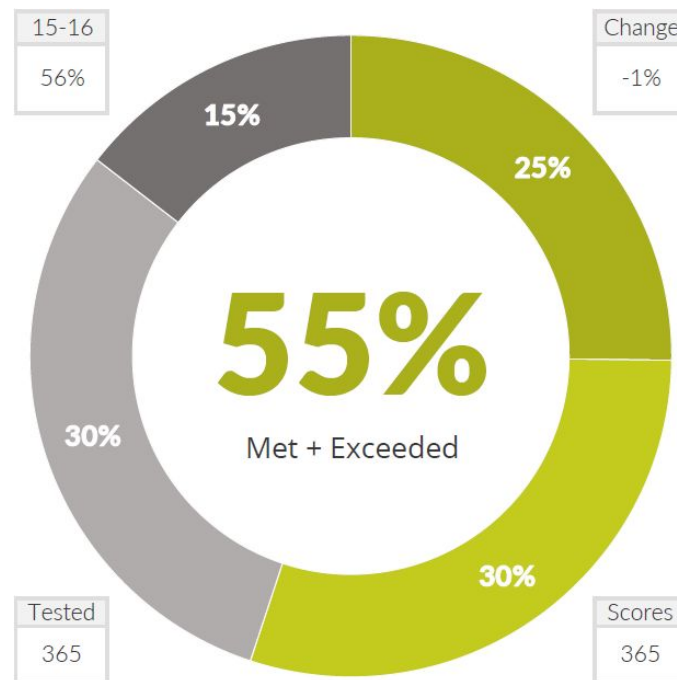
Nearly Met

Not Met

## English Language Arts










## Mathematics













# 3-YEAR TREND DATA

## English Language Arts

14-15	15-16	16-17	Avg. Change
			
21%	24%	30%	4.5%
			-
41%	38%	35%	-3.2%
			
23%	24%	21%	-1.1%
			
15%	14%	14%	-0.3%

## Mathematics

14-15	15-16	16-17	Avg. Change
			
20%	22%	25%	2.6%
			
28%	33%	30%	0.9%
			
33%	27%	30%	-1.3%
			
19%	17%	15%	-2.2%



# GRADE LEVEL BREAKDOWN OF ELA RESULTS

Grade				
3rd	8	19	23	50
4th	29	10	25	36
5th	10	23	26	41
6th	3	16	52	28
7th	18	29	40	13
8th	20	26	41	13
11th				

MET + EXCEEDED

14-15	15-16	16-17	Δ1	Δ2
72%	60%	73%	-12%	13%
68%	64%	61%	-4%	-3%
48%	80%	67%	32%	-13%
53%	53%	80%	0%	27%
61%	55%	53%	-6%	-2%
71%	62%	54%	-9%	-8%
-	-	-	-	-



# GRADE LEVEL BREAKDOWN OF MATH RESULTS

Grade				
3rd	8	21	27	44
4th	19	24	40	17
5th	15	28	23	34
6th	10	28	34	28
7th	21	42	27	10
8th	15	39	28	18
11th				

MET + EXCEEDED

14-15	15-16	16-17	$\Delta 1$	$\Delta 2$
64%	77%	71%	13%	-6%
57%	65%	57%	8%	-8%
31%	51%	57%	20%	6%
42%	37%	62%	-5%	25%
33%	50%	37%	17%	-13%
60%	55%	46%	-5%	-9%
-	-	-	-	-



# COHORT ANALYSIS FOR ELA

MET + EXCEEDED							
Grade	3rd	4th	5th	6th	7th	8th	Avg. Change
4th	60%	61%					1%
5th	72%	64%	67%				-2%
6th		68%	80%	80%			6%
7th			48%	53%	53%		3%
8th				53%	55%	54%	1%







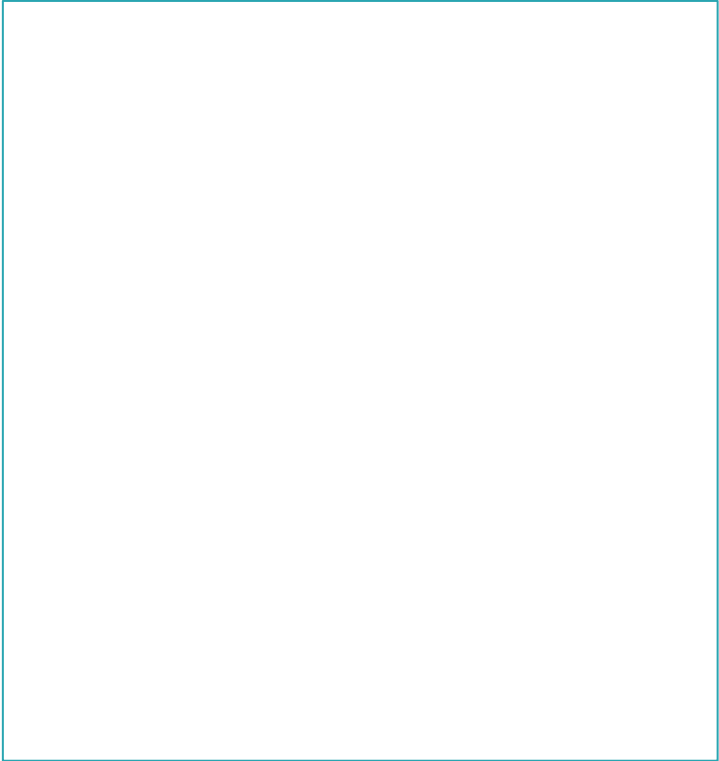
# COHORT ANALYSIS FOR MATH

MET + EXCEEDED							
Grade	3rd	4th	5th	6th	7th	8th	Avg. Change
4th	77%	57%					-20%
5th	64%	65%	57%				-3%
6th		57%	51%	62%			3%
7th			31%	37%	37%		3%
8th				42%	50%	46%	2%



# CLAIM ANALYSIS FOR ELA




Performance Levels: <span></span> Below <span></span> Near <span></span> Above								
Claim Areas	3rd	4th	5th	6th	7th	8th	11th	All
 Reading	44%	33%	46%	31%	27%	30%	-	35%
	42%	47%	39%	61%	60%	41%	-	48%
	15%	21%	15%	8%	13%	30%	-	17%
 Writing	44%	31%	51%	33%	24%	21%	-	34%
	44%	47%	43%	61%	56%	62%	-	52%
	13%	22%	7%	7%	19%	16%	-	14%
 Listening	37%	24%	34%	30%	15%	7%	-	24%
	58%	60%	59%	67%	71%	82%	-	66%
	5%	16%	7%	3%	15%	11%	-	9%
 Research & Inquiry	50%	31%	41%	44%	23%	25%	-	36%
	45%	60%	43%	52%	61%	52%	-	52%
	5%	9%	16%	3%	16%	23%	-	12%

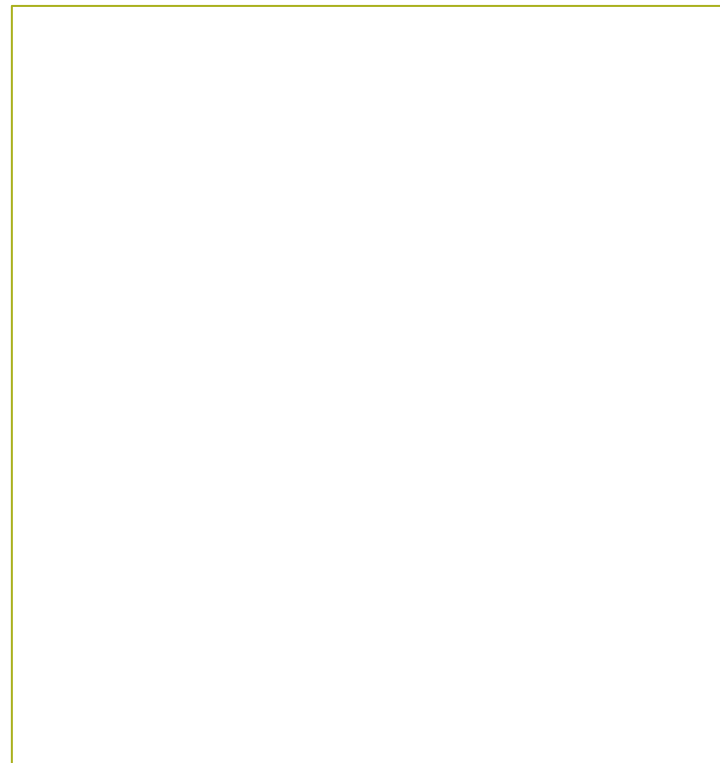




# CLAIM ANALYSIS FOR MATH

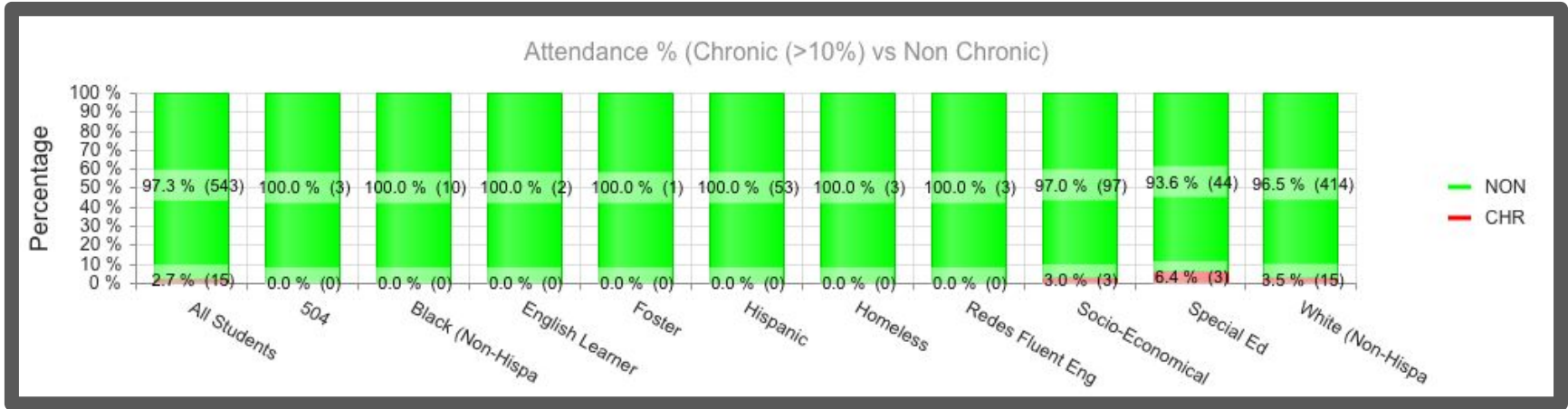
Performance Levels: ● Below ● Near ● Above

Claim Areas	3rd	4th	5th	6th	7th	8th	11th	All
 Concepts & Proced.	53%	36%	39%	30%	19%	18%	-	33%
	35%	38%	33%	54%	50%	51%	-	44%
	11%	26%	28%	16%	31%	31%	-	24%
 Problem Solving & MDA	48%	33%	33%	28%	18%	25%	-	31%
	42%	47%	46%	54%	61%	59%	-	52%
	10%	21%	21%	18%	21%	16%	-	18%
 Comm. Reasoning	56%	26%	36%	41%	16%	18%	-	32%
	31%	59%	46%	44%	60%	57%	-	49%
	13%	16%	18%	15%	24%	25%	-	18%





# Chronic Absenteeism



2016/2017 end of year rate was 1.8%  
State Chronic Absenteeism rate was 10.8%.  
2017/2018 year to date rate is above.



# Dashboard

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Chico Country Day Dashboard

CDE



# Discipline Data

A simple year to date comparison of referrals between 16-17 and 17-18 shows a 30% decrease in referrals in K-5 and 25% decrease in referrals in Middle School. This is encouraging to see these positive shifts!

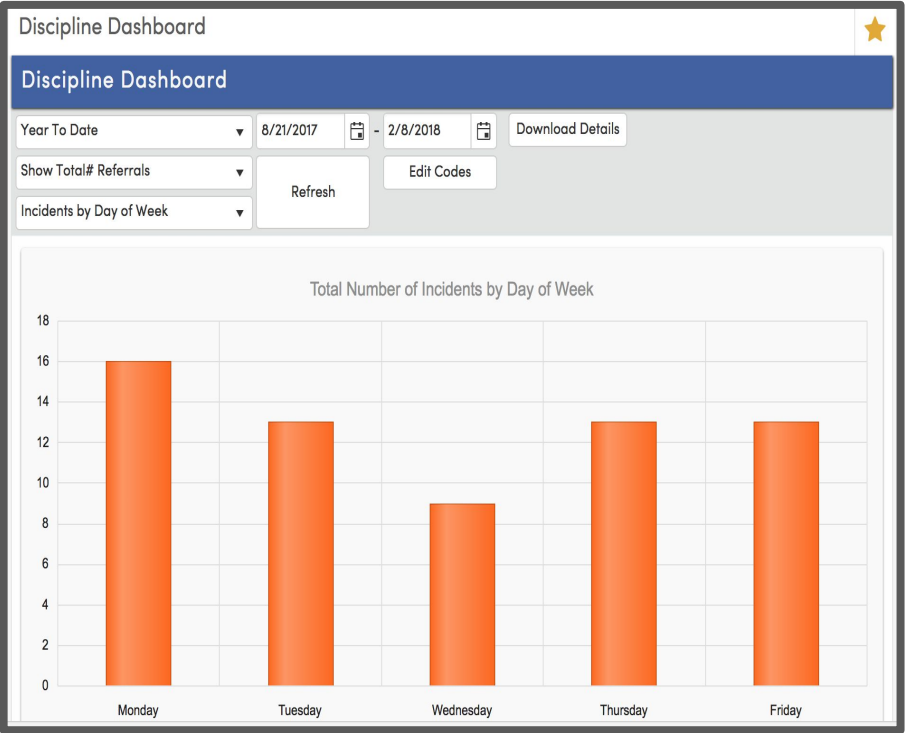
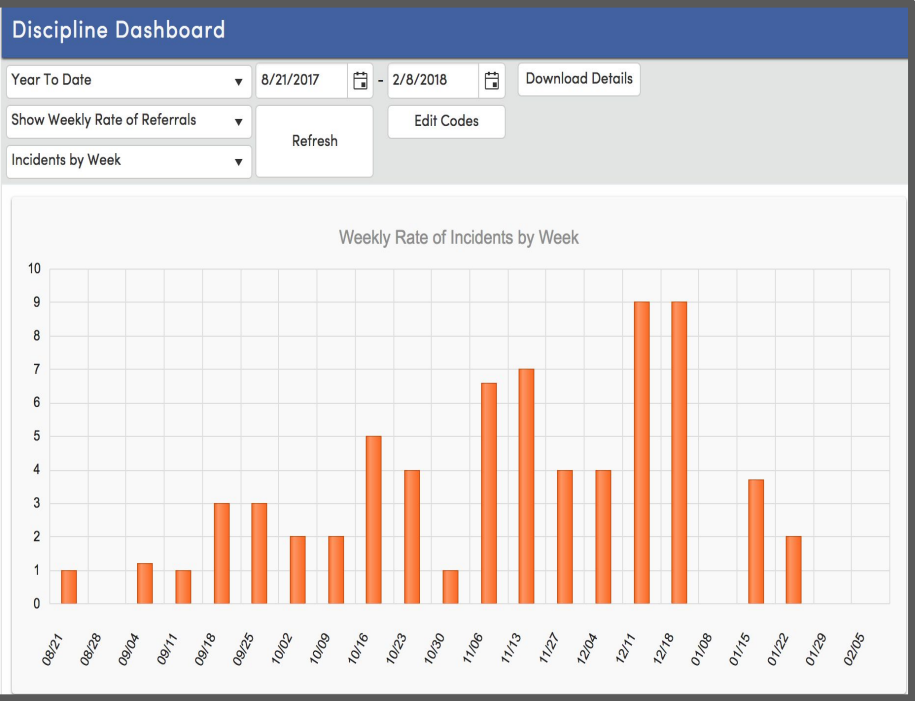
What have we done this year?

Restorative Practices, PBIS, continue the work of developing relationships and character development

MTSS Grant- additional interns, implemented evidence based programs (Second Step), collecting SEL data in use for continual improvement cycles



# Discipline Data: YTD











### **Multi Media Use Policy- Chico Country Day School: REVISION 030918**

1. In compliance with copyright law, all videos shown in the classroom must be shown as an integral part of face-to-face instruction.
2. Materials, including computer software, and content shall be for the purpose and intent of enhancing standards based projects, lessons or units of study. This includes currentness, relationship to instructional objectives and strategies.
3. Instructional time is not to be used for viewing/using materials primarily for reward or recreation.
4. X- rated or R-rated materials shall not be shown.
5. Materials having a rating of other than G in the elementary (K-5) and PG in the middle school (6-8), may be shown with parent permission. Teachers may obtain permission for all videos to be shown as part of their curriculum at the beginning of the year or for each instance through the year.
6. Videos from instructional websites that are primarily educational in focus are permissible as long as the teacher previews every video. Videos from primarily entertainment-oriented sites, such as YouTube, should be used with caution and previewed by the teacher. Teachers should document media presentations in their lesson plans.
7. All video should be age appropriate.

While we want to encourage the use of a wide variety of instructional methods and resources, we also have a professional responsibility to follow copyright laws and intent of fair-use guidelines and to utilize resources that appropriately support instructional objectives and individual learning needs.





## Parental Permission to View PG or PG-13 Videos

Teacher \_\_\_\_\_

The following video will be used in class on \_\_\_\_\_

Title \_\_\_\_\_ Rating \_\_\_\_\_

Explanation of rating:

Relation to curriculum:

Alternative activity for those not viewing the video \_\_\_\_\_

I give permission for \_\_\_\_\_ to view the video.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_





Draft

## Multi Media Use Policy- Chico Country Day School

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## Parental Permission to View PG or PG-13 Videos

Teacher

\_\_\_\_\_

The following video will be used in class on

\_\_\_\_\_

Title \_\_\_\_\_ Rating

\_\_\_\_\_

Explanation of rating:

\_\_\_\_\_

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Relation to curriculum:

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Alternative activity for those not viewing the video \_\_\_\_\_

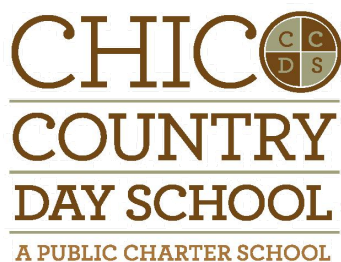


I give permission for \_\_\_\_\_ to view the  
video.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Final





March 1, 2018

Roy Applegate  
SELPA Director  
Butte County Office of Education SELPA  
1870 Bird Street  
Oroville, CA 95965

CC: Alexa Slater, California Department of Education at [ASlater@cde.ca.gov](mailto:ASlater@cde.ca.gov)  
Gina Plate, California Charter Schools Association at [GPlate@calcharters.org](mailto:GPlate@calcharters.org)

Dear Roy Applegate,

Please accept this letter as a formal notification that Chico Country Day School intends to exit the Butte County Office of Education SELPA effective school year 2019-2020.

In order to ensure that Chico Country Day School is best equipped to meet the needs of its special needs students, it is considering membership in an alternate SELPA. It also remains open to formulating revised agreements with the Butte County Office of Education SELPA and welcomes any related correspondence. If Chico Country Day School finds that it does not make sense to exit at this time, it retains the right to rescind this notification and remain with Butte County Office of Education SELA for the 2019-2020 school year.

Please let me know if you require further information.  
Sincerely,

Amie Parent  
Special Education Director  
Chico Country Day School  
CDE Charter School Number 112  
CDE County-District-School (CDS) Code 04 61424 6113773  
530.895.2650 ex. 103

102 W. 11th Street, Chico, CA 95928

530-895-2650

[www.chicocountryday.org](http://www.chicocountryday.org)

*The mission of Chico Country Day Charter School is to provide a safe, joyful community where all learners are inspired to achieve their personal best.*



**Chico Country Day School Board Resolution:  
Agreement to Loan Measure K Allocation to Nord Country School**

The Board of Directors of Chico Country Day School resolves to loan to Nord Country School a portion of the Chico Country Day School's Measure K allocation, up to \$520,226, not to exceed 90% of the allocation of Nord Country School's total Measure K Round 2 apportionment in order to facilitate the completion of charter school projects prior to the second bond sale.

Chico Country Day School is to receive a total of \$5,509,196 million over the course of a projected six years, in three total rounds of bond sales in 2017-18, 2020-21 and 2022-23. Chico Country Day School has a remaining balance in their current allocation of \$1,111,011 which represents a Round 1 allocation of \$1,631,012 less obligated funds of \$520,000.

Nord Country School is to receive a total of \$1,597,462 over the course of a projected six years, in three total rounds of bond sales in 2017-18, 2020-21 and 2023-24. Nord Country School's Round 2 allocation is \$578,029. Ninety percent of the Round 2 allocation is \$520,226.

EXPLANATION: Nord Country School has a project that requires additional funding but can be accomplished within the timeframe of 2017-2020. Upon the sale of the second round of bonds, Chico Country Day School will receive the portion that was originally allocated to Nord Country School in the total amount loaned to that school.

Both charter schools recognize that the bond sales in the future are projected and therefore the total amounts allocated are based upon projections and projected years of sale. This may result in a lesser amount allocated to both schools.

<p>PASSED AND ADOPTED this 14th day of March, 2018, by the Governing Board of Directors of Chico Country Day School of Butte County, California, by the following vote:</p> <p>_____ YES</p> <p>_____ NOES</p> <p>_____ ABSENT</p> <p>Signed: _____</p> <p>CCDS Board Secretary</p>	<p>PASSED AND ADOPTED this 24th day of January, 2018, by the Governing Board of Directors of Nord Country School of Butte County, California, by the following vote:</p> <p>_____ YES</p> <p>_____ NOES</p> <p>_____ ABSENT</p> <p>Signed: _____</p> <p>Nord Board Secretary</p>
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PRESENTED to the CUSD Board of Trustees this 28th day of March, 2018.



# Local Control Accountability Plan and Annual Update (LCAP) Template

[Addendum](#): General instructions & regulatory requirements.

[Appendix A](#): Priorities 5 and 6 Rate Calculations

[Appendix B](#): Guiding Questions: Use as prompts (not limits)

[LCFF Evaluation Rubrics](#): Essential data to support completion of this LCAP. Please analyze the LEA's full data set; specific links to the rubrics are also provided within the template.

LEA Name

Contact Name and Title

Email and Phone

Chico Unified School District

Colly Fischer  
Dean of Students

cfischer@chicocountryday.org  
530-895-2650

## 2017-20 Plan Summary

### The Story

Describe the students and community and how the LEA serves them.

Chico Country Day School, a public charter school, serves approximately 560 students in the city and surrounding areas of Chico, California. Enrollment at this school is by lottery and the student population represents the many diverse neighborhoods of Chico. Our demographic breakdown is approximately 76% White (Non-Hispanic), 18% Socio-economically Disadvantaged, and 10% Hispanic. CCDS offers a broad and enriched K-8 curriculum. Our instructional strategies include project based learning and a focus on deeper learning competencies. Relationships are at the core of what we do, an essential function of schooling is to foster the creation of deep and meaningful relationships. Traditional core subjects: math, science, history, and English will be integrated into projects.

CCDS school wide learner outcomes are that

1. Engaged students at CCDS strive for academic excellence and apply content knowledge and basic skills to authentic applications.
2. Connected students at CCDS build character and become responsible citizens by making conscientious choices locally and globally, authentically applying life skills and serving their community.
3. Innovative students at CCDS are skilled inquirers and creative problem solvers who work collaboratively, communicate effectively, and utilize technology to produce purposeful work.

## LCAP Highlights



Identify and briefly summarize the key features of this year's LCAP.

Through stakeholder meetings and analysis of our state and local data, three goals have been identified:

Goal 1- Inclusive environment: CCDS will provide improved, supported, and equitable conditions of learning for all students.

Goal 2- High quality achievement: CCDS will ensure student outcomes reflect access and achievement in research based and Common Core aligned instructional strategies and support programs.

Goal 3- Positive school climate: CCDS will create a supportive, safe, and engaging environment for all students, parents and staff.

Key initiatives this year include building staff experience and capacity to engage students in project based learning, a focus on social emotional learning of our students, and a continued support of a broad course of studies for out students.

## Review of Performance

Based on a review of performance on the state indicators and local performance indicators included in the LCFF Evaluation Rubrics, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

### Greatest Progress

Referring to the LCFF Evaluation Rubrics, identify any state indicator or local performance indicator for which overall performance was in the "Red" or "Orange" performance category or where the LEA received a "Not Met" or "Not Met for Two or More Years" rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

### Greatest Needs

Referring to the LCFF Evaluation Rubrics, identify any state indicator for which performance for any student group was two or more performance levels below the "all student" performance. What steps is the LEA planning to take to address these performance gaps?

### Performance Gaps



If not previously addressed, identify the two to three most significant ways that the LEA will increase or improve services for low-income students, English learners, and foster youth.

**Increased or Improved services**

The LEA will improve services in two significant ways. First, the LEA was awarded a grant for Multi-Tiered Support Services (MTSS). In looking at our data and completing a Swift Fidelity Implementation Analysis (FIA), areas of need were that of fully tracking our interventions in both behavior and academics. Therefore, we will be supporting this effort and improving services to our students by adding a .5 resource specialist position. In addition, we will provide improved and effective instructional strategies in Project Based Learning through fully supporting project work and exhibition.

The LEA expenditures in the LCAP are available broadly, but the services are principally directed towards its unduplicated students. Being a small charter school and our own LEA, we warrant a school-wide approach, which allows for targeted support while retaining some economy of scale and site flexibility.

**Budget Summary**

Complete the table below. LEAs may include additional information or more detail, including graphics.

DESCRIPTION	AMOUNT
Total General Fund Budget Expenditures For LCAP Year	\$4965488
Total Funds Budgeted for Planned Actions/Services to Meet The Goals in the LCAP for LCAP Year	\$581,475.00

The LCAP is intended to be a comprehensive planning tool but may not describe all General Fund Budget Expenditures. Briefly describe any of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP.

Chico Country Day School's core program consists of K-8 classroom instruction using Project Based Learning wherein students are provide authentic learning experiences which incorporate academic standards, college and career-readiness standards and school-wide learning outcomes. Teachers not only teach skills but facilitate inquiry and deeper learning for the students. Our core program includes highly qualified teachers in each classroom, standards based supplemental and core curriculum from K-8, and a special education program. The school prides itself providing art, music and technology as an integral part of student learning. As a public charter school, we offer educational choice to the community.

Our General Fund Budget Expenditures include salary and benefit expenditures, books and supplies, non-capitalized equipment, services and other operating expenses, and capital outlay.

Total Projected LCFF Revenues for LCAP Year	\$157259
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# Annual Update

## LCAP Year Reviewed: 2017-18

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

### Goal 1

GOAL 1: CCDS will provide high quality classroom instruction, multi-tiered supports, and equitable conditions of learning for all students
---

State and/or Local Priorities addressed by this goal:

State Priorities:	Priority 1: Basic (Conditions of Learning) Priority 2: State Standards (Conditions of Learning)
Local Priorities:	

### Annual Measurable Outcomes

Expected

Actual

Priority 1- Teacher Credentials (SARC) 100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.	
Priority1-Instructional Materials (SARC) Students will engage in learning informed by Common Core State Standards in ELA and Math and Next Generation Science Standards supported through continued funding of CCSS and NGSS curriculum materials and professional learning.	
Priority 2: Local indicators CASS Implementation Metric Math: 90% of teachers are at "full awareness to implementation" ELA: 85% of teachers are at "full awareness to implementation"	



Expected

Priority 1-Facilities in Good Repair (SARC)  
Follow established maintenance and facility repair schedule keeping the school and outdoor areas in excellent condition.

Actual

## Actions / Services

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

### Action 1

Planned  
Actions/Services

100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.

Actual  
Actions/Services

Budgeted  
Expenditures

Estimated Actual  
Expenditures

substitute teachers for training for teachers needing prof. development 1000-1999: Certificated Personnel Salaries Base 1500

textbooks/instructional materials 4000-4999: Books And Supplies Base 1000

trainings/professional development 5800: Professional/Consulting Services And Operating Expenditures Base 500

### Action 2

Planned  
Actions/Services

Students will engage in learning informed by Common Core State Standards in ELA and Math and Next Generation Science Standards supported through continued funding of CCSS and NGSS curriculum materials.

Actual  
Actions/Services

Budgeted  
Expenditures

Estimated Actual  
Expenditures

science materials/texts 4000-4999: Books And Supplies Base 4000

substitute teachers - training days 1000-1999: Certificated Personnel Salaries Base 3000

trainings/consultants 5800: Professional/Consulting Services And Operating Expenditures Base 1000



### Action 3

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
Continue to provide professional learning to teachers in effective three-tier instruction and intervention and evidence based social emotional learning.		School Psychologist 1000-1999: Certificated Personnel Salaries Supplemental 9000	
		School Pyschologist benefits 3000-3999: Employee Benefits Supplemental 1500	

### Action 4

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
Follow established maintenance and facility repair schedule keeping the school and outdoor areas in excellent condition.	Followed established maintenance and facility repair schedule keeping the school and outdoor areas in excellent condition.	janitorial & maintenance staff 2000-2999: Classified Personnel Salaries Base 120000	
		custodial & maintenance supplies 4000-4999: Books And Supplies Base 20000	

## Analysis

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed. Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

--

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

--



Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.



# Annual Update

## LCAP Year Reviewed: 2017-18

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

### Goal 2

**GOAL 2:**  
CCDS will ensure student outcomes reflect access and achievement in research based and Common Core State Standard aligned instructional strategies and support programs.

State and/or Local Priorities addressed by this goal:

State Priorities: Priority 2: State Standards (Conditions of Learning)  
Priority 4: Pupil Achievement (Pupil Outcomes)  
Priority 8: Other Pupil Outcomes (Pupil Outcomes)

Local Priorities:

### Annual Measurable Outcomes

Expected

Actual

Priority 2: Local indicators CASS Implementation Metric  
Math: 90% of teachers are at "full awareness to implementation"  
ELA: 85% of teachers are at "full awareness to implementation"  
NGSS: 75% of teachers are at "awareness"

Priority 4 ELA CAASPP  
Overall maintains or improves and LI improves by 5 points.

Priority 4 Math CAASPP  
Overall maintains or improves and LI improves by 5 points.

Priority 4: English language learner progress, ELPAC, Reclassification rates  
Review and track EL progress and reclassification rates at a local level.

Priority 4/8 Local Metric- AIMSWEB/ESGI



Expected

100% of students will be progress monitored through universal screeners and multiple measures K-8.

Actual

## Actions / Services

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

### Action 1

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
Projects will be designed with rigor and informed by the Next Generation Science Standards and the Common Core. Therefore, content knowledge professional development and implementation time in Next Generation Science Standards and the Common Core will be provided for teachers.		Engineering supplies grades K-3 4000-4999: Books And Supplies Base 2000	
Materials and supplies for NGSS implementation will be provided as needed.			

### Action 2

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
Interventions services will be coordinated and improved upon through best practices in three-tier model of academic and behavior instruction and intervention by providing an intervention specialist, RTI director and academic coaches.		Education Specialist Teacher 1000-1999: Certificated Personnel Salaries Supplemental 48000	
Materials and professional development will be provided for classroom teachers to improve evidence based RTI practices.		RTI Coordinator, Academic Coaches 2000-2999: Classified Personnel Salaries Supplemental 86000 benefits for teacher, RTI employees 3000-3999: Employee Benefits Supplemental 28000	



AIMSEB, ESGI, and SBAC interims will be among some of the programs used as local metrics for student outcomes. Professional development will be provided and a local data tracking system will be implemented.

Professional Development- Lexia/AIMSWEB, Linda Mood Bell, 5800: Professional/Consulting Services And Operating Expenditures Supplemental 5000

RTI materials- Seeing Stars, AIMSWEB, ESGI subscriptions 4000-4999: Books And Supplies Supplemental 5000

## Analysis

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed. Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.



# Annual Update

## LCAP Year Reviewed: 2017-18

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

### Goal 3

Goal 3: CCDS will create a supportive, safe and engaging environment for all students, parents and staff.

State and/or Local Priorities addressed by this goal:

State Priorities: Priority 3: Parental Involvement (Engagement)  
Priority 5: Pupil Engagement (Engagement)  
Priority 6: School Climate (Engagement)

Local Priorities:

### Annual Measurable Outcomes

Expected

Actual

Priority 5- Chronic Absenteeism rates

Chronic absenteeism rates will decrease by 2% in socioeconomically disadvantaged subgroup.

Priority 5- Attendance Rates

Attendance rate will stay above 96%.

Priority 5-Drop Out rate  
0% drop out rate.

Priority 6- Suspension



Expected		Actual
Maintain rates or decrease		
Priority 6- Local indicator for school climate 90% of students in grade 4-8 participated in a student survey based on Healthy Kids Survey.		
Priority 3- Local indicator for parent involvement 40% of families will participate in surveys and those will be collected at conference time.		

## Actions / Services

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

### Action 1

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
Purchase bus passes and non-perishable food items for students who are chronically absent or tardy due to lack of transportation or hungry due to lack of food.		non-perishable food items 4000-4999: Books And Supplies Supplemental 200	
		bus passes 5000-5999: Services And Other Operating Expenditures Supplemental 300	

### Action 2

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
Continue to implement and expand high-interest and inquiry based programs and electives school-wide like Engineering, Choir, classroom music and art, Theater, and Band among others.		art/music teachers 1000-1999: Certificated Personnel Salaries Base 65000	
		non-certificated non-core class teachers 2000-2999: Classified Personnel Salaries Base 88200	
		benefits for certificated and classified employees 3000-3999: Employee Benefits Base 35800	
		books and supplies for electives, music, art, choir, band classes 4000-	



<b>Action 3</b>	Planned Actions/Services  Continue school-wide implementation of Lifeskills, attendance incentives, and Positive Behavioral Interventions and Supports.		Actual Actions/Services	4999: Books And Supplies Base 12500	Estimated Actual Expenditures
<b>Action 4</b>	Planned Actions/Services  Continue supporting trauma informed practices. Provide restorative practices training for staff.		Actual Actions/Services	Budgeted Expenditures  Parent Liaison classified position 2000-2999: Classified Personnel Salaries Supplemental 5000 Parent Liaison benefits 3000-3999: Employee Benefits Supplemental 2000 incentives & materials 4000-4999: Books And Supplies Supplemental 1000	Estimated Actual Expenditures
<b>Action 5</b>	Planned Actions/Services		Actual Actions/Services	Budgeted Expenditures  Social Emotional data collection & Social Emotional Group Lessons 2000-2999: Classified Personnel Salaries Supplemental 1500 Benefits 3000-3999: Employee Benefits Title I 500 Lesson plan needs 4000-4999: Books And Supplies Supplemental 500 Professional development/ Restorative Practices 5800: Professional/Consulting Services And Operating Expenditures Supplemental 5000	Estimated Actual Expenditures



Support personnel to implement attendance tracking and family outreach for chronically absent students.		personnel/Dean of Students 1000-1999: Certificated Personnel Salaries Supplemental 9000	
CCDS continues a member of Butte County's SARB (School Attendance Review Board) charter coalition.		personnel/ Attendance - Office Manager 2000-2999: Classified Personnel Salaries Supplemental 5600	
		Personnel benefits 3000-3999: Employee Benefits Supplemental 2700	

## Action 6

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
Increase parent/community outreach and community event opportunities.		Parent Liaison 2000-2999: Classified Personnel Salaries Supplemental 5000	
		personnel benefits 3000-3999: Employee Benefits Supplemental 2000	
		supplies for outreach/community events 5000-5999: Services And Other Operating Expenditures Supplemental 1000	

## Analysis

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed. Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

--

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

--



Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Describe any changes made to this goal, expected outcomes, **metrics, or actions and services to achieve this goal as a result of this analysis and** analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.



# Stakeholder Engagement

LCAP Year: 2018-19

## Involvement Process for LCAP and Annual Update

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

Stakeholder Meetings:

August- LCAP posted on website

Surveys:

February- Survey sent to parents/stakeholders. Data gathered and analyzed about actions and services.

March- Student survey sent to middle school and elementary students. Data gathered and analyzed about actions and services.

Board Presentations:

## Impact on LCAP and Annual Update

How did these consultations impact the LCAP for the upcoming year?

Input from the community and stakeholders yielded several themes that emerged resulting in reviewing the data which led to the identification of needs resulting in future actions or services in this Local Control Accountability Plan.

- Continued support in teaching writing aligned to CCSS and NGSS.- Goal 2
- Continued data driven cycles of review and revision – Goal 2
- Parent or community education in Project Based Learning, Common Core State Standards, and social emotional learning is needed.- Goal 3







# Goals, Actions, & Services

Strategic Planning Details and Accountability  
Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

(Select from New Goal, Modified Goal, or Unchanged Goal)

	Modified Goal										
<b>Goal 1</b>  <b>GOAL 1:</b> CCDS will provide high quality classroom instruction, multi-tiered supports, and equitable conditions of learning for all students											
<b>State and/or Local Priorities addressed by this goal:</b>  State Priorities: Priority 1: Basic (Conditions of Learning) Priority 2: State Standards (Conditions of Learning)  Local Priorities:											
<b>Identified Need:</b>  Our unduplicated students need an environment of caring, committed adults and engaging, authentic work. Our students need school facilities that remain safe and in excellent repair.											
<b>Expected Annual Measureable Outcomes</b>	<table border="1"> <thead> <tr> <th>Metrics/Indicators</th> <th>Baseline</th> <th>2017-18</th> <th>2018-19</th> <th>2019-20</th> </tr> </thead> <tbody> <tr> <td>           Priority 1- Teacher Credentials (SARC)         </td> <td>           100% of teachers are appropriately assigned and fully credentialed.         </td> <td>           100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.         </td> <td>           100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.         </td> <td>           100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.         </td> </tr> </tbody> </table>	Metrics/Indicators	Baseline	2017-18	2018-19	2019-20	Priority 1- Teacher Credentials (SARC)	100% of teachers are appropriately assigned and fully credentialed.	100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.	100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.	100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.
Metrics/Indicators	Baseline	2017-18	2018-19	2019-20							
Priority 1- Teacher Credentials (SARC)	100% of teachers are appropriately assigned and fully credentialed.	100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.	100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.	100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.							



Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Priority 1-Instructional Materials (SARC)	100% of students have access to CCSS aligned textbooks or curricular materials.	Students will engage in learning informed by Common Core State Standards in ELA and Math and Next Generation Science Standards supported through continued funding of CCSS and NGSS curriculum materials and professional learning.	Students will engage in learning informed by Common Core State Standards in ELA and Math and Next Generation Science Standards supported through continued funding of CCSS and NGSS curriculum materials and professional learning.	Students will engage in learning informed by Common Core State Standards in ELA and Math and Next Generation Science Standards supported through continued funding of CCSS and NGSS curriculum materials and professional learning.
Priority 2: Local indicators CASS Implementation Metric	Math: 85% of teachers are at "full awareness to implementation" ELA: 80% of teachers are at "full awareness to implementation"	Math: 90% of teachers are at "full awareness to implementation" ELA: 85% of teachers are at "full awareness to implementation"	Math: 95% of teachers are at "full awareness to implementation" ELA: 90% of teachers are at "full awareness to implementation"	Math: 100% of teachers are at "full awareness to implementation" ELA: 95% of teachers are at "full awareness to implementation"
Priority 1-Facilities in Good Repair (SARC)	SARC- 100% facility system inspections are in "good" repair	Follow established maintenance and facility repair schedule keeping the school and outdoor areas in excellent condition.	Follow established maintenance and facility repair schedule keeping the school and outdoor areas in excellent condition.	Follow established maintenance and facility repair schedule keeping the school and outdoor areas in excellent condition.



# Planned Actions / Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

## Action 1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served (Select from All, Students with Disabilities, or Specific Student Groups)	Location(s) (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
All	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served (Select from English Learners, Foster Youth, and/or Low Income)	Scope of Services (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))	Location(s) (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
--	--	---

## Actions/Services

### 2017-18

Select from New Action, Modified Action, or Unchanged Action:

Modified Action	Modified Action	Modified Action
100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.	100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.	100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.

### 2018-19

Select from New Action, Modified Action, or Unchanged Action:

Modified Action	Modified Action
100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.	100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.

### 2019-20

Select from New Action, Modified Action, or Unchanged Action:

Modified Action	Modified Action
100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.	100% of teachers are appropriately assigned and fully credentialed. Continue to recruit and hire highly qualified and credentialed teachers.

## Budgeted Expenditures

### 2017-18

Amount	1500
Source	Base

### 2018-19

Amount	0
Source	

### 2019-20

Amount	
Source	



Budget Reference	1000-1999: Certificated Personnel Salaries substitute teachers for training for teachers needing prof. development	Budget Reference		Budget Reference	
Amount	1000	Amount		Amount	
Source	Base	Source		Source	
Budget Reference	4000-4999: Books And Supplies textbooks/instructional materials	Budget Reference		Budget Reference	
Amount	500	Amount		Amount	
Source	Base	Source		Source	
Budget Reference	5800: Professional/Consulting Services And Operating Expenditures trainings/professional development	Budget Reference		Budget Reference	

## Action 2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

<b>Students to be Served</b> (Select from All, Students with Disabilities, or Specific Student Groups)	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
All	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

<b>Students to be Served</b> (Select from English Learners, Foster Youth, and/or Low Income)	<b>Scope of Services</b> (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
---	---	--

**Actions/Services**

**2017-18**

**2018-19**

**2019-20**



Select from New Action, Modified Action, or Unchanged Action:

Modified Action	
Students will engage in learning informed by Common Core State Standards in ELA and Math and Next Generation Science Standards supported through continued funding of CCSS and NGSS curriculum materials.	

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action	
Students will engage in learning built upon Common Core State Standards in ELA and Math and Next Generation Science Standards supported through continued funding of CCSS and NGSS curriculum materials.	

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action	
Students will engage in learning built upon Common Core State Standards in ELA and Math and Next Generation Science Standards supported through continued funding of CCSS and NGSS curriculum.	

### Budgeted Expenditures

2017-18

Amount	4000	
Source	Base	
Budget Reference	4000-4999: Books And Supplies	science materials/texts
Amount	3000	
Source	Base	
Budget Reference	1000-1999: Certificated Personnel Salaries	substitute teachers - training days
Amount	1000	
Source	Base	
Budget Reference	5800: Professional/Consulting Services And Operating Expenditures	trainings/consultants

2018-19

Amount	2000	
Source	Base	
Budget Reference	4000-4999: Books And Supplies	science materials/texts
Amount	3000	
Source	Base	
Budget Reference	1000-1999: Certificated Personnel Salaries	substitute teachers - training days
Amount	1000	
Source	Base	
Budget Reference	5800: Professional/Consulting Services And Operating Expenditures	trainings/consultants

2019-20

Amount	2000	
Source	Base	
Budget Reference	4000-4999: Books And Supplies	science materials/texts
Amount	3000	
Source	Base	
Budget Reference	1000-1999: Certificated Personnel Salaries	substitute teachers - training days
Amount	1000	
Source	Base	
Budget Reference	5800: Professional/Consulting Services And Operating Expenditures	trainings/consultants

### Action 3

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:



<b>Students to be Served</b> (Select from All, Students with Disabilities, or Specific Student Groups)	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
---	--

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:		
<b>Students to be Served</b> (Select from English Learners, Foster Youth, and/or Low Income) Low Income	<b>Scope of Services</b> (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s)) Schoolwide	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)

### Actions/Services

#### 2017-18

Select from New Action, Modified Action, or Unchanged Action:

Modified Action	Unchanged Action
Continue to provide professional learning to teachers in effective three-tier instruction and intervention and evidence based social emotional learning.	Continue to provide professional learning to teachers in effective three-tier instruction and intervention and evidence based social emotional learning.

#### 2018-19

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action	Unchanged Action
Continue to provide professional learning to teachers in effective three-tier instruction and intervention and evidence based social emotional learning.	Continue to provide professional learning to teachers in effective three-tier instruction and intervention and evidence based social emotional learning.

#### 2019-20

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action	Unchanged Action
Continue to provide professional learning to teachers in effective three-tier instruction and intervention and evidence based social emotional learning.	Continue to provide professional learning to teachers in effective three-tier instruction and intervention and evidence based social emotional learning.

### Budgeted Expenditures

#### 2017-18

Amount	9000
Source	Supplemental
Budget Reference	1000-1999: Certificated Personnel Salaries School Psychologist
Amount	1500
Source	Supplemental

#### 2018-19

Amount	9225
Source	Supplemental
Budget Reference	1000-1999: Certificated Personnel Salaries School Psychologist
Amount	1550
Source	Supplemental

#### 2019-20

Amount	9450
Source	Supplemental
Budget Reference	1000-1999: Certificated Personnel Salaries School Psychologist
Amount	1575
Source	Supplemental



Budget Reference	3000-3999: Employee Benefits School Psychologist benefits
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Budget Reference	3000-3999: Employee Benefits School Psychologist benefits
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Budget Reference	3000-3999: Employee Benefits School Psychologist benefits
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#### Action 4

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

<b>Students to be Served</b> (Select from All, Students with Disabilities, or Specific Student Groups) All	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans) All Schools
--	---

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

<b>Students to be Served</b> (Select from English Learners, Foster Youth, and/or Low Income)	<b>Scope of Services</b> (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
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#### Actions/Services

##### 2017-18

Select from New Action, Modified Action, or Unchanged Action:

Modified Action	Follow established maintenance and facility repair schedule keeping the school and outdoor areas in excellent condition.
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##### 2018-19

Select from New Action, Modified Action, or Unchanged Action:

Modified Action	Follow established maintenance and facility repair schedule keeping the school and outdoor areas in excellent condition.
-----------------	--

##### 2019-20

Select from New Action, Modified Action, or Unchanged Action:

Modified Action	Follow established maintenance and facility repair schedule keeping the school and outdoor areas in excellent condition.
-----------------	--

#### Budgeted Expenditures

##### 2017-18

Amount	120000
Source	Base
Budget Reference	2000-2999: Classified Personnel Salaries

##### 2018-19

Amount	120000
Source	Base
Budget Reference	2000-2999: Classified Personnel Salaries

##### 2019-20

Amount	120000
Source	Base
Budget Reference	2000-2999: Classified Personnel Salaries



Amount	janitorial & maintenance staff	Amount	janitorial & maintenance staff	Amount	janitorial & maintenance staff
Source	20000	Source	20000	Source	20000
Budget Reference	Base	Budget Reference	Base	Budget Reference	Base
	4000-4999: Books And Supplies custodial & maintenance supplies		4000-4999: Books And Supplies custodial & maintenance supplies		4000-4999: Books And Supplies custodial & maintenance supplies



# Goals, Actions, & Services

Strategic Planning Details and Accountability  
Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

(Select from New Goal, Modified Goal, or Unchanged Goal)

Unchanged Goal

## Goal 2

GOAL 2:

CCDS will ensure student outcomes reflect access and achievement in research based and Common Core State Standard aligned instructional strategies and support programs.

**State and/or Local Priorities addressed by this goal:**

State Priorities: Priority 2: State Standards (Conditions of Learning)  
Priority 4: Pupil Achievement (Pupil Outcomes)  
Priority 8: Other Pupil Outcomes (Pupil Outcomes)

Local Priorities:

**Identified Need:**

Our unduplicated students need literacy and math skills based on a performance gap as seen in the LCFF Evaluation Rubrics.  
Increase student achievement through incorporation of CCSS and NGSS into project design.

## Expected Annual Measureable Outcomes

Metrics/Indicators

Baseline

2017-18

2018-19

2019-20

Priority 2: Local indicators CASS Implementation Metric

Math: 85% of teachers are at "full awareness to implementation"  
ELA: 80% of teachers are at "full awareness to implementation"

Math: 90% of teachers are at "full awareness to implementation"  
ELA: 85% of teachers are at "full awareness to implementation"

Math: 90% of teachers are at "full awareness to implementation"  
ELA: 85% of teachers are at "full awareness to implementation"

Math: 90% of teachers are at "full awareness to implementation"  
ELA: 85% of teachers are at "full awareness to implementation"



Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
		NGSS: 75% of teachers are at "awareness"	NGSS: 75% of teachers are at "full awareness"	NGSS: 75% of teachers are at "full awareness to implementation"
Priority 4 ELA CAASPP	Distance from level 3 (15/16): Overall: 26.7 LI: -30.5	Overall maintains or improves and LI improves by 5 points.	Overall maintains or improves and LI improves by 5 points.	Overall maintains or improves and LI improves by 5 points.
Priority 4 Math CAASPP	Distance from level 3 (15/16): Overall: -0.9 SD: -39.9	Overall maintains or improves and LI improves by 5 points.	Overall maintains or improves and LI improves by 5 points.	Overall maintains or improves and LI improves by 5 points.
Priority 4: English language learner progress, ELPAC, Reclassification rates	N/A: Summary reports are not provided for subgroups less than three.	Review and track EL progress and reclassification rates at a local level.	Review and track EL progress and reclassification rates at a local level.	Review and track EL progress and reclassification rates at a local level.
Priority 4/8 Local Metric-AIMSWEB/ESGI	90% of students will be progress monitored through universal screeners and multiple measures K-8.	100% of students will be progress monitored through universal screeners and multiple measures K-8.	100% of students will be progress monitored through universal screeners and multiple measures K-8.	100% of students will be progress monitored through universal screeners and multiple measures K-8.

## Planned Actions / Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

### Action 1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:



<b>Students to be Served</b> (Select from All, Students with Disabilities, or Specific Student Groups)	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
All	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:		
<b>Students to be Served</b> (Select from English Learners, Foster Youth, and/or Low Income)	<b>Scope of Services</b> (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)

### Actions/Services

#### 2017-18

Select from New Action, Modified Action, or Unchanged Action:

Modified Action	Projects will be designed with rigor and informed by the Next Generation Science Standards and the Common Core. Therefore, content knowledge professional development and implementation time in Next Generation Science Standards and the Common Core will be provided for teachers.  Materials and supplies for NGSS implementation will be provided as needed.
-----------------	---

#### 2018-19

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action	Projects will be designed with rigor and informed by the Next Generation Science Standards and the Common Core. Therefore content knowledge professional development and implementation time in Next Generation Science Standards and the Common Core will be provided for teachers.
------------------	--

#### 2019-20

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action	Projects will be designed with rigor and informed by the Next Generation Science Standards and the Common Core. Therefore content knowledge professional development and implementation time in Next Generation Science Standards and the Common Core will be provided for teachers.
------------------	--

### Budgeted Expenditures

		2017-18		2018-19		2019-20	
Amount	2000	Amount	2000	Amount	2000		
Source	Base	Source	Base	Source	Base		



Budget Reference	4000-4999: Books And Supplies Engineering supplies grades K-3	Budget Reference	4000-4999: Books And Supplies NGSS supplies	Budget Reference	4000-4999: Books And Supplies NGSS supplies
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## Action 2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

<b>Students to be Served</b> (Select from All, Students with Disabilities, or Specific Student Groups)	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
---	--

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

<b>Students to be Served</b> (Select from English Learners, Foster Youth, and/or Low Income) Low Income	<b>Scope of Services</b> (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s)) LEA-wide	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
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## Actions/Services

### 2017-18

Select from New Action, Modified Action, or Unchanged Action:

Modified Action	Unchanged Action	Unchanged Action
Interventions services will be coordinated and improved upon through best practices in three-tier model of academic and behavior instruction and intervention by providing an intervention specialist, RTI director and academic coaches.  Materials and professional development will be provided for classroom teachers to improve evidence based RTI practices.  AIMSEB, ESGI, and SBAC interims will be among some of the programs used as	Interventions services will be coordinated and improved upon through best practices in three-tier model of academic and behavior instruction and intervention by providing an intervention specialist, RTI director and academic coaches.  Materials and professional development will be provided for classroom teachers to improve evidence based RTI practices.  AIMSEB, ESGI, and SBAC interims will be among some of the programs used as	Interventions services will be coordinated and improved upon through best practices in three-tier model of academic and behavior instruction and intervention by providing an intervention specialist, RTI director and academic coaches.  Materials and professional development will be provided for classroom teachers to improve evidence based RTI practices.  AIMSEB, ESGI, and SBAC interims will be among some of the programs used as

### 2018-19

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action	Unchanged Action	Unchanged Action
Interventions services will be coordinated and improved upon through best practices in three-tier model of academic and behavior instruction and intervention by providing an intervention specialist, RTI director and academic coaches.  Materials and professional development will be provided for classroom teachers to improve evidence based RTI practices.  AIMSEB, ESGI, and SBAC interims will be among some of the programs used as	Interventions services will be coordinated and improved upon through best practices in three-tier model of academic and behavior instruction and intervention by providing an intervention specialist, RTI director and academic coaches.  Materials and professional development will be provided for classroom teachers to improve evidence based RTI practices.  AIMSEB, ESGI, and SBAC interims will be among some of the programs used as	Interventions services will be coordinated and improved upon through best practices in three-tier model of academic and behavior instruction and intervention by providing an intervention specialist, RTI director and academic coaches.  Materials and professional development will be provided for classroom teachers to improve evidence based RTI practices.  AIMSEB, ESGI, and SBAC interims will be among some of the programs used as

### 2019-20

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action	Unchanged Action	Unchanged Action
Interventions services will be coordinated and improved upon through best practices in three-tier model of academic and behavior instruction and intervention by providing an intervention specialist, RTI director and academic coaches.  Materials and professional development will be provided for classroom teachers to improve evidence based RTI practices.  AIMSEB, ESGI, and SBAC interims will be among some of the programs used as	Interventions services will be coordinated and improved upon through best practices in three-tier model of academic and behavior instruction and intervention by providing an intervention specialist, RTI director and academic coaches.  Materials and professional development will be provided for classroom teachers to improve evidence based RTI practices.  AIMSEB, ESGI, and SBAC interims will be among some of the programs used as	Interventions services will be coordinated and improved upon through best practices in three-tier model of academic and behavior instruction and intervention by providing an intervention specialist, RTI director and academic coaches.  Materials and professional development will be provided for classroom teachers to improve evidence based RTI practices.  AIMSEB, ESGI, and SBAC interims will be among some of the programs used as



local metrics for student outcomes. Professional development will be provided and a local data tracking system will be implemented.

local metrics for student outcomes. Professional development will be provided and a local data tracking system will be implemented.

local metrics for student outcomes. Professional development will be provided and a local data tracking system will be implemented.

## Budgeted Expenditures

2017-18

Amount	48000
Source	Supplemental
Budget Reference	1000-1999: Certificated Personnel Salaries Education Specialist Teacher
Amount	86000
Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries RTI Coordinator, Academic Coaches
Amount	28000
Source	Supplemental
Budget Reference	3000-3999: Employee Benefits benefits for teacher, RTI employees
Amount	5000
Source	Supplemental
Budget Reference	5800: Professional/Consulting

2018-19

Amount	48000
Source	Supplemental
Budget Reference	1000-1999: Certificated Personnel Salaries Education Specialist Teacher
Amount	86900
Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries RTI Coordinator, Academic Coaches
Amount	29500
Source	Supplemental
Budget Reference	3000-3999: Employee Benefits benefits for teacher, RTI employees
Amount	5000
Source	Supplemental
Budget Reference	5800: Professional/Consulting

2019-20

Amount	48000
Source	Supplemental
Budget Reference	1000-1999: Certificated Personnel Salaries Education Specialist Teacher
Amount	87500
Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries RTI Coordinator, Academic Coaches
Amount	30500
Source	Supplemental
Budget Reference	3000-3999: Employee Benefits benefits for teacher, RTI employees
Amount	5000
Source	Supplemental
Budget Reference	5800: Professional/Consulting



Services And Operating Expenditures	Professional Development-Lexia/AIMSWEB, Linda Mood Bell,
Amount	5000
Source	Supplemental
Budget Reference	4000-4999: Books And Supplies RTI materials- Seeing Stars, AIMSWEB, ESGI subscriptions

Amount  
Source  
Budget Reference

Services And Operating Expenditures	Professional Development-Lexia/AIMSWEB, Linda Mood Bell,
Amount	5000
Source	Supplemental
Budget Reference	4000-4999: Books And Supplies RTI materials- Seeing Stars, AIMSWEB, ESGI subscriptions

Amount  
Source  
Budget Reference

Services And Operating Expenditures	Professional Development-Lexia/AIMSWEB, Linda Mood Bell,
Amount	5000
Source	Supplemental
Budget Reference	4000-4999: Books And Supplies RTI materials- Seeing Stars, AIMSWEB, ESGI subscriptions



# Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

(Select from New Goal, Modified Goal, or Unchanged Goal)

Unchanged Goal

## Goal 3

Goal 3: CCDS will create a supportive, safe and engaging environment for all students, parents and staff.

**State and/or Local Priorities addressed by this goal:**

State Priorities: Priority 3: Parental Involvement (Engagement)  
Priority 5: Pupil Engagement (Engagement)  
Priority 6: School Climate (Engagement)

Local Priorities:

**Identified Need:**

Our students need social-emotional skills to be ready to learn, to be on time and attend school every day and have positive support and effective discipline.  
Families need to feel welcome and connected to support the educational success of their students.

## Expected Annual Measureable Outcomes

Metrics/Indicators

Baseline

2017-18

2018-19

2019-20

Priority 5- Chronic Absenteeism rates

15/16  
Overall: 3.9%  
LI: 10.6%

Chronic absenteeism rates will decrease by 2% in socioeconomically disadvantaged subgroup.

Maintain rates or decrease

Maintain rates or decrease

Priority 5- Attendance Rates

15/16 rates  
Elementary: 96.31%  
Middle School: 96.46%

Attendance rate will stay above 96%.

Attendance rate will stay above 96%.

Attendance rate will stay above 96%.



Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Priority 5--Drop Out rate	15/16 rates 0% of students drop out	0% drop out rate.	0% drop out rate.	0% drop out rate.
Priority 6- Suspension	LCFF Evaluation Rubric status 14/15 Overall- 1.7% LI- 2.6%	Maintain rates or decrease	Maintain rates or decrease	Maintain rates or decrease
Priority 6- Local indicator for school climate	90% of students in grade 4-8 participated in a student survey based on Healthy Kids Survey.	90% of students in grade 4-8 participated in a student survey based on Healthy Kids Survey.	90% of students in grade 4-8 participated in a student survey based on Healthy Kids Survey.	90% of students in grade 4-8 participated in a student survey based on Healthy Kids Survey.
Priority 3- Local indicator for parent involvement	Parents voluntarily participate in yearly climate survey.	40% of families will participate in surveys and those will be collected at conference time.	50% of families will participate in surveys and those will be collected at conference time.	50% of families will participate in surveys and those will be collected at conference time.

## Planned Actions / Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

### Action 1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served (Select from All, Students with Disabilities, or Specific Student Groups)	Location(s) (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
--	---



OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:			
Students to be Served (Select from English Learners, Foster Youth, and/or Low Income)	Scope of Services (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))	Location(s) (Select from All Schools, Specific Schools, and/or Specific Grade Spans)	
Low Income	LEA-wide		

### Actions/Services

#### 2017-18

Select from New Action, Modified Action, or Unchanged Action:

Modified Action

Purchase bus passes and non- perishable food items for students who are chronically absent or tardy due to lack of transportation or hungry due to lack of food.

#### 2018-19

Select from New Action, Modified Action, or Unchanged Action:

Purchase bus passes and non- perishable food items for students who are chronically absent or tardy due to lack of transportation or hungry due to lack of food.

#### 2019-20

Select from New Action, Modified Action, or Unchanged Action:

Purchase bus passes and non- perishable food items for students who are chronically absent or tardy due to lack of transportation or hungry due to lack of food.

### Budgeted Expenditures

#### 2017-18

Amount	200
Source	Supplemental
Budget Reference	4000-4999: Books And Supplies non-perishable food items
Amount	300
Source	Supplemental
Budget Reference	5000-5999: Services And Other Operating Expenditures bus passes

#### 2018-19

Amount	200
Source	Supplemental
Budget Reference	4000-4999: Books And Supplies non-perishable food items
Amount	300
Source	Supplemental
Budget Reference	5000-5999: Services And Other Operating Expenditures bus passes

#### 2019-20

Amount	200
Source	Supplemental
Budget Reference	4000-4999: Books And Supplies non-perishable food items
Amount	300
Source	Supplemental
Budget Reference	5000-5999: Services And Other Operating Expenditures bus passes

### Action 2



**For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:**

<b>Students to be Served</b> (Select from All, Students with Disabilities, or Specific Student Groups)	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
All	All Schools

**OR**

**For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:**

<b>Students to be Served</b> (Select from English Learners, Foster Youth, and/or Low Income)	<b>Scope of Services</b> (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
---	---	--

**Actions/Services**

**2017-18**

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action	Continue to implement and expand high-interest and inquiry based programs and electives school-wide like Engineering, Choir, classroom music and art, Theater, and Band among others.
------------------	---

**2018-19**

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action	Continue to implement and expand high-interest and inquiry based programs and electives school-wide like Engineering, Choir, classroom music and art, Theater, and Band among others.
------------------	---

**2019-20**

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action	Continue to implement and expand high-interest and inquiry based programs and electives school-wide like Engineering, Choir, classroom music and art, Theater, and Band among others.
------------------	---

**Budgeted Expenditures**

**2017-18**

Amount	65000
Source	Base
Budget Reference	1000-1999: Certificated Personnel Salaries art/music teachers
Amount	88200
Source	Base

**2018-19**

Amount	68000
Source	Base
Budget Reference	1000-1999: Certificated Personnel Salaries art/music teachers
Amount	89600
Source	Base

**2019-20**

Amount	70000
Source	Base
Budget Reference	1000-1999: Certificated Personnel Salaries art/music teachers
Amount	90500
Source	Base



Budget Reference	2000-2999: Classified Personnel Salaries non-certificated non-core class teachers	Budget Reference	2000-2999: Classified Personnel Salaries non-certificated non-core class teachers	Budget Reference	2000-2999: Classified Personnel Salaries non-certificated non-core class teachers
Amount	35800	Amount	35800	Amount	35800
Source	Base	Source	Base	Source	Base
Budget Reference	3000-3999: Employee Benefits for certificated and classified employees	Budget Reference	3000-3999: Employee Benefits for certificated and classified employees	Budget Reference	3000-3999: Employee Benefits for certificated and classified employees
Amount	12500	Amount	12500	Amount	12500
Source	Base	Source	Base	Source	Base
Budget Reference	4000-4999: Books And Supplies books and supplies for electives, music, art, choir, band classes	Budget Reference	4000-4999: Books And Supplies books and supplies for electives, music, art, choir, band classes	Budget Reference	4000-4999: Books And Supplies books and supplies for electives, music, art, choir, band classes

### Action 3

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

<b>Students to be Served</b> (Select from All, Students with Disabilities, or Specific Student Groups)	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
---	--

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

<b>Students to be Served</b> (Select from English Learners, Foster Youth, and/or Low Income)	<b>Scope of Services</b> (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
English Learners	LEA-wide	
Foster Youth		
Low Income		

### Actions/Services



**2017-18**

Select from New Action, Modified Action, or Unchanged Action:

Modified Action
Continue school-wide implementation of Lifeskills, attendance incentives, and Positive Behavioral Interventions and Supports.

**2018-19**

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action
Continue school-wide implementation of Lifeskills, attendance incentives, and Positive Behavioral Interventions and Supports.

**2019-20**

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action
Continue school-wide implementation of Lifeskills, attendance incentives, and Positive Behavioral Interventions and Supports.

**Budgeted Expenditures****2017-18**

Amount	5000
Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries Parent Liaison classified position
Amount	2000
Source	Supplemental
Budget Reference	3000-3999: Employee Benefits Parent Liaison benefits
Amount	1000
Source	Supplemental
Budget Reference	4000-4999: Books And Supplies incentives & materials

**2018-19**

Amount	5500
Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries Parent Liaison classified position
Amount	2000
Source	Supplemental
Budget Reference	3000-3999: Employee Benefits Parent Liaison benefits
Amount	1000
Source	Supplemental
Budget Reference	4000-4999: Books And Supplies incentives & materials

**2019-20**

Amount	6000
Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries Parent Liaison classified position
Amount	2000
Source	Supplemental
Budget Reference	3000-3999: Employee Benefits Parent Liaison benefits
Amount	1000
Source	Supplemental
Budget Reference	4000-4999: Books And Supplies incentives & materials

**Action 4**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:



<b>Students to be Served</b> (Select from All, Students with Disabilities, or Specific Student Groups)	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
---	--

OR

<b>For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:</b>		
<b>Students to be Served</b> (Select from English Learners, Foster Youth, and/or Low Income) English Learners Foster Youth Low Income	<b>Scope of Services</b> (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s)) LEA-wide	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)

### Actions/Services

#### 2017-18

Select from New Action, Modified Action, or Unchanged Action:

New Action
Continue supporting trauma informed practices. Provide restorative practices training for staff.

#### 2018-19

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action
Continue supporting trauma informed practices. Provide restorative practices training for staff.

#### 2019-20

Select from New Action, Modified Action, or Unchanged Action:

Unchanged Action
Continue supporting trauma informed practices. Provide restorative practices training for staff.

### Budgeted Expenditures

#### 2017-18

Amount	1500
Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries Social Emotional data collection & Social Emotional Group Lessons
Amount	500
Source	Title I

#### 2018-19

Amount	1500
Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries Social Emotional data collection & Social Emotional Group Lessons
Amount	500
Source	Supplemental

#### 2019-20

Amount	1500
Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries Social Emotional data collection & Social Emotional Group Lessons
Amount	500
Source	Supplemental



Budget Reference	3000-3999: Employee Benefits	Budget Reference	3000-3999: Employee Benefits	Budget Reference	3000-3999: Employee Benefits
Amount	500	Amount	500	Amount	500
Source	Supplemental	Source	Supplemental	Source	Supplemental
Budget Reference	4000-4999: Books And Supplies Lesson plan needs	Budget Reference	4000-4999: Books And Supplies Lesson plan needs	Budget Reference	4000-4999: Books And Supplies Lesson plan needs
Amount	5000	Amount	5000	Amount	5000
Source	Supplemental	Source	Supplemental	Source	Supplemental
Budget Reference	5800: Professional/Consulting Services And Operating Expenditures Professional development/ Restorative Practices	Budget Reference	5800: Professional/Consulting Services And Operating Expenditures Professional development/ Restorative Practices	Budget Reference	5800: Professional/Consulting Services And Operating Expenditures Professional development/ Restorative Practices

## Action 5

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served (Select from All, Students with Disabilities, or Specific Student Groups)	Location(s) (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
--	---

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served (Select from English Learners, Foster Youth, and/or Low Income)	Scope of Services (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))	Location(s) (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
English Learners	LEA-wide	
Foster Youth		
Low Income		

## Actions/Services

2017-18

2018-19

2019-20



Select from New Action, Modified Action, or Unchanged Action:

Select from New Action, Modified Action, or Unchanged Action:

Select from New Action, Modified Action, or Unchanged Action:

New Action	Unchanged Action	Unchanged Action
Support personnel to implement attendance tracking and family outreach for chronically absent students.	Support personnel to implement attendance tracking and family outreach for chronically absent students.	Support personnel to implement attendance tracking and family outreach for chronically absent students.
CCDS continues a member of Butte County's SARB (School Attendance Review Board) charter coalition.	CCDS continues a member of Butte County's SARB (School Attendance Review Board) charter coalition.	CCDS continues a member of Butte County's SARB (School Attendance Review Board) charter coalition.

## Budgeted Expenditures

2017-18

Amount	9000	Amount	9200	Amount	93500
Source	Supplemental	Source	Supplemental	Source	Supplemental
Budget Reference	1000-1999: Certificated Personnel Salaries personnel/Dean of Students	Budget Reference	1000-1999: Certificated Personnel Salaries personnel/Dean of Students	Budget Reference	1000-1999: Certificated Personnel Salaries personnel/Dean of Students
Amount	5600	Amount	5800	Amount	6000
Source	Supplemental	Source	Supplemental	Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries personnel/ Attendance - Office Manager	Budget Reference	2000-2999: Classified Personnel Salaries personnel/ Attendance - Office Manager	Budget Reference	2000-2999: Classified Personnel Salaries personnel/ Attendance - Office Manager
Amount	2700	Amount	2800	Amount	2900
Source	Supplemental	Source	Supplemental	Source	Supplemental
Budget Reference	3000-3999: Employee Benefits Personnel benefits	Budget Reference	3000-3999: Employee Benefits Personnel benefits	Budget Reference	3000-3999: Employee Benefits Personnel benefits

2018-19

Amount	9200	Amount	93500
Source	Supplemental	Source	Supplemental
Budget Reference	1000-1999: Certificated Personnel Salaries personnel/Dean of Students	Budget Reference	1000-1999: Certificated Personnel Salaries personnel/Dean of Students
Amount	5800	Amount	6000
Source	Supplemental	Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries personnel/ Attendance - Office Manager	Budget Reference	2000-2999: Classified Personnel Salaries personnel/ Attendance - Office Manager
Amount	2800	Amount	2900
Source	Supplemental	Source	Supplemental
Budget Reference	3000-3999: Employee Benefits Personnel benefits	Budget Reference	3000-3999: Employee Benefits Personnel benefits

2019-20

Amount	93500	Amount	93500
Source	Supplemental	Source	Supplemental
Budget Reference	1000-1999: Certificated Personnel Salaries personnel/Dean of Students	Budget Reference	1000-1999: Certificated Personnel Salaries personnel/Dean of Students
Amount	6000	Amount	6000
Source	Supplemental	Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries personnel/ Attendance - Office Manager	Budget Reference	2000-2999: Classified Personnel Salaries personnel/ Attendance - Office Manager
Amount	2900	Amount	2900
Source	Supplemental	Source	Supplemental
Budget Reference	3000-3999: Employee Benefits Personnel benefits	Budget Reference	3000-3999: Employee Benefits Personnel benefits

## Action 6



For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

<b>Students to be Served</b> (Select from All, Students with Disabilities, or Specific Student Groups)	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
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OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

<b>Students to be Served</b> (Select from English Learners, Foster Youth, and/or Low Income)	<b>Scope of Services</b> (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))	<b>Location(s)</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)
English Learners Foster Youth Low Income	LEA-wide	

**Actions/Services**

**2017-18**

Select from New Action, Modified Action, or Unchanged Action:

New Action

Increase parent/community outreach and community event opportunities.

**2018-19**

Select from New Action, Modified Action, or Unchanged Action:

Increase parent/community outreach and community event opportunities.

**2019-20**

Select from New Action, Modified Action, or Unchanged Action:

Increase parent/community outreach and community event opportunities.

**Budgeted Expenditures**

**2017-18**

Amount	5000
Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries Parent Liaison
Amount	2000
Source	Supplemental
Budget Reference	3000-3999: Employee Benefits

**2018-19**

Amount	5000
Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries Parent Liaison
Amount	2100
Source	Supplemental
Budget Reference	3000-3999: Employee Benefits

**2019-20**

Amount	5000
Source	Supplemental
Budget Reference	2000-2999: Classified Personnel Salaries Parent Liaison
Amount	2200
Source	Supplemental
Budget Reference	3000-3999: Employee Benefits



Amount	personnel benefits	personnel benefits	personnel benefits
	1000	1000	1000
Source	Supplemental	Supplemental	Supplemental
Budget Reference	5000-5999: Services And Other Operating Expenditures supplies for outreach/community events	5000-5999: Services And Other Operating Expenditures supplies for outreach/community events	5000-5999: Services And Other Operating Expenditures supplies for outreach/community events



# Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year: 2018-19

Estimated Supplemental and Concentration Grant Funds:

\$

Percentage to Increase or Improve Services:

%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds (see instructions).

# Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year: 201718

Estimated Supplemental and Concentration Grant Funds:

\$157259

Percentage to Increase or Improve Services:

3.91%



Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds (see instructions).

All funds are being expended on an LEA wide basis while also principally targeting unduplicated students. Our instructional strategies include project based learning as well as workshop models that allow for personalization of student learning. Relationships are at the core of what we do- an essential function of schooling is to foster the creation of deep and meaningful relationships. Chico Country Day has chosen to follow a Multi-Tiered System of Supports which is a framework that brings together both RtI and PBIS and aligns their supports to serve the whole child, it also relies on data gathering through universal screening, data-driven decision making, and problem solving teams, and focuses on content standards. MTSS aligns the entire system of initiatives, supports, and resources, and implements continuous improvement processes throughout the system. The data team, composed of stakeholders, created to follow school wide data from the lense of LCAP and WASC has determined the need for improved services in the following areas:

1. Improved practices of evidence based Social Emotional Learning including trauma informed practices and inclusive intervention practices in the form of high quality personnel and data collection systems.
2. Improved practices and implementation of Project Based Learning including a focus and an infusion of science by adding personnel to teach engineering and continuing a broad base of electives and professional development.
3. Improved parent outreach, communication and support.

Based on supporting research in MTSS and effective instruction, Chico Country Day has determined these actions described in the LCAP are the most effective use of fund to meet the LEA's goals for unduplicated students.



## **Addendum**

*The Local Control and Accountability Plan (LCAP) and Annual Update Template documents and communicates local educational agencies' (LEAs) actions and expenditures to support student outcomes and overall performance. The LCAP is a three-year plan, which is reviewed and updated annually, as required. Charter schools may complete the LCAP to align with the term of the charter school's budget, typically one year, which is submitted to the school's authorizer. The LCAP and Annual Update Template must be completed by all LEAs each year.*

*For school districts, the LCAP must describe, for the school district and each school within the district, goals and specific actions to achieve those goals for all students and each student group identified by the Local Control Funding Formula (LCFF) (ethnic, socioeconomically disadvantaged, English learners, foster youth, pupils with disabilities, and homeless youth), for each of the state priorities and any locally identified priorities.*

*For county offices of education, the LCAP must describe, for each county office of education-operated school and program, goals and specific actions to achieve those goals for all students and each LCFF student group funded through the county office of education (students attending juvenile court schools, on probation or parole, or expelled under certain conditions) for each of the state priorities and any locally identified priorities. School districts and county offices of education may additionally coordinate and describe in their LCAPs services funded by a school district that are provided to students attending county-operated schools and programs, including special education programs.*

*If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in Education Code (EC) sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity's budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.*

*Charter schools must describe goals and specific actions to achieve those goals for all students and each LCFF subgroup of students including students with disabilities and homeless youth, for each of the state priorities that apply for the grade levels served or the nature of the program operated by the charter school, and any locally identified priorities. For charter schools, the inclusion and description of goals for state priorities in the LCAP may be modified to meet the grade levels served and the nature of the programs provided, including modifications to reflect only the statutory requirements explicitly applicable to charter schools in the EC. Changes in LCAP goals and actions/services for charter schools that result from the annual update process do not necessarily constitute a material revision to the school's charter petition.*



*For questions related to specific sections of the template, please see instructions below:*

## **Instructions: Linked Table of Contents**

Plan Summary

Annual Update

Stakeholder Engagement

Goals, Actions, and Services

Planned Actions/Services

Demonstration of Increased or Improved Services for Unduplicated Students

*For additional questions or technical assistance related to completion of the LCAP template, please contact the local county office of education, or the CDE's Local Agency Systems Support Office at: 916-319-0809 or by email at: [lcff@cde.ca.gov](mailto:lcff@cde.ca.gov).*

## **Plan Summary**

The LCAP is intended to reflect an LEA's annual goals, actions, services and expenditures within a fixed three-year planning cycle. LEAs must include a plan summary for the LCAP each year. When developing the LCAP, enter the appropriate LCAP year, and address the prompts provided in these sections. When developing the LCAP in year 2 or year 3, enter the appropriate LCAP year and replace the previous summary information with information relevant to the current year LCAP.

In this section, briefly address the prompts provided. These prompts are not limits. LEAs may include information regarding local program(s), community demographics, and the overall vision of the LEA. LEAs may also attach documents (e.g., the LCFF Evaluation Rubrics data reports) if desired and/or include charts illustrating goals, planned outcomes, actual outcomes, or related planned and actual expenditures.

An LEA may use an alternative format for the plan summary as long as it includes the information specified in each prompt and the budget summary table.

The reference to LCFF Evaluation Rubrics means the evaluation rubrics adopted by the State Board of Education under *EC* Section 52064.5.

## **Budget Summary**

The LEA must complete the LCAP Budget Summary table as follows:

- **Total LEA General Fund Budget Expenditures for the LCAP Year:** This amount is the LEA's total budgeted General Fund expenditures for the LCAP year. The LCAP year means the fiscal year for which an LCAP is adopted or updated by July 1. The General Fund is the main operating fund of the LEA and accounts for all activities not accounted for in another fund. All activities are reported in the General Fund unless there is a compelling reason to account for an activity in another fund. For further information please refer to the *California School Accounting Manual* (<http://www.cde.ca.gov/fq/ac/sa/>). (Note: For some charter schools that follow governmental fund accounting, this amount is the total budgeted expenditures in the Charter Schools Special Revenue Fund. For charter schools that follow the not-for-profit accounting model, this amount is total budgeted expenses, such as those budgeted in the Charter Schools Enterprise Fund.)
- **Total Funds Budgeted for Planned Actions/Services to Meet the Goals in the LCAP for the LCAP Year:** This amount is the total of the budgeted expenditures associated with



the actions/services included for the LCAP year from all sources of funds, as reflected in the LCAP. To the extent actions/services and/or expenditures are listed in the LCAP under more than one goal, the expenditures should be counted only once.

- **Description of any use(s) of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP:** Briefly describe expenditures included in total General Fund Expenditures that are not included in the total funds budgeted for planned actions/services for the LCAP year. (Note: The total funds budgeted for planned actions/services may include funds other than general fund expenditures.)
- **Total Projected LCFF Revenues for LCAP Year:** This amount is the total amount of LCFF funding the LEA estimates it will receive pursuant to *EC* sections 42238.02 (for school districts and charter schools) and 2574 (for county offices of education), as implemented by *EC* sections 42238.03 and 2575 for the LCAP year respectively.

## Annual Update

The planned goals, expected outcomes, actions/services, and budgeted expenditures must be copied verbatim from the previous year's\* approved LCAP; in addition, list the state and/or local priorities addressed by the planned goals. Minor typographical errors may be corrected.

\* For example, for LCAP year 2017/18 of the 2017/18 – 2019/20 LCAP, review the goals in the 2016/17 LCAP. Moving forward, review the goals from the most recent LCAP year. For example, LCAP year 2020/21 will review goals from the 2019/20 LCAP year, which is the last year of the 2017/18 – 2019/20 LCAP.

## Annual Measurable Outcomes

For each goal in the prior year, identify and review the actual measurable outcomes as compared to the expected annual measurable outcomes identified in the prior year for the goal.

## Actions/Services

Identify the planned Actions/Services and the budgeted expenditures to implement these actions toward achieving the described goal. Identify the **actual** actions/services implemented to meet the described goal and the estimated actual annual expenditures to implement the actions/services. As applicable, identify any changes to the students or student groups served, or to the planned location of the actions/services provided.

## Analysis

Using actual annual measurable outcome data, including data from the LCFF Evaluation Rubrics, analyze whether the planned actions/services were effective in achieving the goal. Respond to the prompts as instructed.

- Describe the overall implementation of the actions/services to achieve the articulated goal. Include a discussion of relevant challenges and successes experienced with the implementation process.
- Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.
- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures. Minor variances in expenditures or a dollar-for-dollar accounting is not required.
- Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the data provided



in the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

## Stakeholder Engagement

Meaningful engagement of parents, students, and other stakeholders, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. *EC* identifies the minimum consultation requirements for school districts and county offices of education as consulting with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils in developing the LCAP. *EC* requires charter schools to consult with teachers, principals, administrators, other school personnel, parents, and pupils in developing the LCAP. In addition, *EC* Section 48985 specifies the requirements for the translation of notices, reports, statements, or records sent to a parent or guardian.

The LCAP should be shared with, and LEAs should request input from, school site-level advisory groups, as applicable (e.g., school site councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between school-site and district-level goals and actions. An LEA may incorporate or reference actions described in other plans that are being undertaken to meet specific goals.

**Instructions:** The stakeholder engagement process is an ongoing, annual process. The requirements for this section are the same for each year of a three-year LCAP. When developing the LCAP, enter the appropriate LCAP year, and describe the stakeholder engagement process used to develop the LCAP and Annual Update. When developing the LCAP in year 2 or year 3, enter the appropriate LCAP year and replace the previous stakeholder narrative(s) and describe the stakeholder engagement process used to develop the current year LCAP and Annual Update.

**School districts and county offices of education:** Describe the process used to consult with the Parent Advisory Committee, the English Learner Parent Advisory Committee, parents, students, school personnel, the LEA's local bargaining units, and the community to inform the development of the LCAP and the annual review and analysis for the indicated LCAP year.

**Charter schools:** Describe the process used to consult with teachers, principals, administrators, other school personnel, parents, and students to inform the development of the LCAP and the annual review and analysis for the indicated LCAP year.

Describe how the consultation process impacted the development of the LCAP and annual update for the indicated LCAP year, including the goals, actions, services, and expenditures.

## Goals, Actions, and Services

LEAs must include a description of the annual goals, for all students and each LCFF identified group of students, to be achieved for each state priority as applicable to type of LEA. An LEA may also include additional local priorities. This section shall also include a description of the specific planned actions an LEA will take to meet the identified goals, and a description of the expenditures required to implement the specific actions.

**School districts and county offices of education:** The LCAP is a three-year plan, which is reviewed and updated annually, as required.

**Charter schools:** The number of years addressed in the LCAP may align with the term of the charter schools budget, typically one year, which is submitted to the school's authorizer. If year 2 and/or year 3 is not applicable, charter schools must specify as such.



**New, Modified, Unchanged**

As part of the LCAP development process, which includes the annual update and stakeholder engagement, indicate if the goal, identified need, related state and/or local priorities, and/or expected annual measurable outcomes for the current LCAP year or future LCAP years are modified or unchanged from the previous year's LCAP; or, specify if the goal is new.

**Goal**

State the goal. LEAs may number the goals using the "Goal #" box for ease of reference. A goal is a broad statement that describes the desired result to which all actions/services are directed. A goal answers the question: What is the LEA seeking to achieve?

**Related State and/or Local Priorities**

List the state and/or local priorities addressed by the goal. The LCAP must include goals that address each of the state priorities, as applicable to the type of LEA, and any additional local priorities; however, one goal may address multiple priorities. ([Link to State Priorities](#))

**Identified Need**

Describe the needs that led to establishing the goal. The identified needs may be based on quantitative or qualitative information, including, but not limited to, results of the annual update process or performance data from the LCFF Evaluation Rubrics, as applicable.

**Expected Annual Measurable Outcomes**

For each LCAP year, identify the metric(s) or indicator(s) that the LEA will use to track progress toward the expected outcomes. LEAs may identify metrics for specific student groups. Include in the baseline column the most recent data associated with this metric or indicator available at the time of adoption of the LCAP for the first year of the three-year plan. The most recent data associated with a metric or indicator includes data as reported in the annual update of the LCAP year immediately preceding the three-year plan, as applicable. The baseline data shall remain unchanged throughout the three-year LCAP. In the subsequent year columns, identify the progress to be made in each year of the three-year cycle of the LCAP. Consider how expected outcomes in any given year are related to the expected outcomes for subsequent years.

The metrics may be quantitative or qualitative, but at minimum an LEA must use the applicable required metrics for the related state priorities, in each LCAP year as applicable to the type of LEA. For the student engagement priority metrics, as applicable, LEAs must calculate the rates as described in the [LCAP Template Appendix, sections \(a\) through \(d\)](#).

**Planned Actions/Services**

For each action/service, the LEA must complete either the section "For Actions/Services not included as contributing to meeting Increased or Improved Services Requirement" or the section "For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement." The LEA shall not complete both sections for a single action.

**For Actions/Services Not Contributing to Meeting the Increased or Improved Services Requirement****Students to be Served**

The "Students to be Served" box is to be completed for all actions/services except for those which are included by the LEA as contributing to meeting the requirement to increase or improve services for unduplicated students. Indicate in this box which students will benefit from the actions/services by entering "All", "Students with Disabilities", or "Specific Student



Group(s)". If "Specific Student Group(s)" is entered, identify the specific student group(s) as appropriate.

#### Location(s)

Identify the location where the action/services will be provided. If the services are provided to all schools within the LEA, the LEA must identify "All Schools". If the services are provided to specific schools within the LEA or specific grade spans only, the LEA must enter "Specific Schools" or "Specific Grade Spans". Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades K-5), as appropriate.

**Charter schools** operating more than one site, authorized within the same charter petition, may choose to distinguish between sites by entering "Specific Schools" and identifying the site(s) where the actions/services will be provided. For charter schools operating only one site, "All Schools" and "Specific Schools" may be synonymous and, therefore, either would be appropriate. Charter schools may use either term provided they are used in a consistent manner through the LCAP.

### **For Actions/Services Contributing to Meeting the Increased or Improved Services Requirement:**

#### Students to be Served

For any action/service contributing to the LEA's overall demonstration that it has increased or improved services for unduplicated students above what is provided to all students (see Demonstration of Increased or Improved Services for Unduplicated Students section, below), the LEA must identify the unduplicated student group(s) being served.

#### Scope of Service

For each action/service contributing to meeting the increased or improved services requirement, identify the scope of service by indicating "LEA-wide", "Schoolwide", or "Limited to Unduplicated Student Group(s)". The LEA must identify one of the following three options:

- If the action/service is being funded and provided to upgrade the entire educational program of the LEA, enter "LEA-wide."
- If the action/service is being funded and provided to upgrade the entire educational program of a particular school or schools, enter "schoolwide".
- If the action/service being funded and provided is limited to the unduplicated students identified in "Students to be Served", enter "Limited to Unduplicated Student Group(s)".

**For charter schools and single-school school districts**, "LEA-wide" and "Schoolwide" may be synonymous and, therefore, either would be appropriate. For charter schools operating multiple schools (determined by a unique CDS code) under a single charter, use "LEA-wide" to refer to all schools under the charter and use "Schoolwide" to refer to a single school authorized within the same charter petition. Charter schools operating a single school may use "LEA-wide" or "Schoolwide" provided these terms are used in a consistent manner through the LCAP.

#### Location(s)

Identify the location where the action/services will be provided. If the services are provided to all schools within the LEA, the LEA must indicate "All Schools". If the services are provided to specific schools within the LEA or specific grade spans only, the LEA must enter "Specific Schools" or "Specific Grade Spans". Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades K-5), as appropriate.



**Charter schools** operating more than one site, authorized within the same charter petition, may choose to distinguish between sites by entering “Specific Schools” and identify the site(s) where the actions/services will be provided. For charter schools operating only one site, “All Schools” and “Specific Schools” may be synonymous and, therefore, either would be appropriate. Charter schools may use either term provided they are used in a consistent manner through the LCAP.

#### **Actions/Services**

For each LCAP year, identify the actions to be performed and services provided to meet the described goal. Actions and services that are implemented to achieve the identified goal may be grouped together. LEAs may number the action/service using the “Action #” box for ease of reference.

#### **New/Modified/Unchanged:**

- Enter “New Action” if the action/service is being added in any of the three years of the LCAP to meet the articulated goal.
- Enter “Modified Action” if the action/service was included to meet an articulated goal and has been changed or modified in any way from the prior year description.
- Enter “Unchanged Action” if the action/service was included to meet an articulated goal and has not been changed or modified in any way from the prior year description.
  - If a planned action/service is anticipated to remain unchanged for the duration of the plan, an LEA may enter “Unchanged Action” and leave the subsequent year columns blank rather than having to copy/paste the action/service into the subsequent year columns. Budgeted expenditures may be treated in the same way as applicable.

**Note:** The goal from the prior year may or may not be included in the current three-year LCAP. For example, when developing year 1 of the LCAP, the goals articulated in year 3 of the preceding three-year LCAP will be from the prior year.

**Charter schools** may complete the LCAP to align with the term of the charter school’s budget that is submitted to the school’s authorizer. Accordingly, a charter school submitting a one-year budget to its authorizer may choose not to complete the year 2 and year 3 portions of the “Goals, Actions, and Services” section of the template. If year 2 and/or year 3 is not applicable, charter schools must specify as such.

#### **Budgeted Expenditures**

For each action/service, list and describe budgeted expenditures for each school year to implement these actions, including where those expenditures can be found in the LEA’s budget. The LEA must reference all fund sources for each proposed expenditure. Expenditures must be classified using the California School Accounting Manual as required by EC sections 52061, 52067, and 47606.5.

Expenditures that are included more than once in an LCAP must be indicated as a duplicated expenditure and include a reference to the goal and action/service where the expenditure first appears in the LCAP.

If a county superintendent of schools has jurisdiction over a single school district, and chooses to complete a single LCAP, the LCAP must clearly articulate to which entity’s budget (school district or county superintendent of schools) all budgeted expenditures are aligned.



## Demonstration of Increased or Improved Services for Unduplicated Students

This section must be completed for each LCAP year. When developing the LCAP in year 2 or year 3, copy the "Demonstration of Increased or Improved Services for Unduplicated Students" table and enter the appropriate LCAP year. Using the copy of the section, complete the section as required for the current year LCAP. Retain all prior year sections for each of the three years within the LCAP.

### Estimated Supplemental and Concentration Grant Funds

Identify the amount of funds in the LCAP year calculated on the basis of the number and concentration of low income, foster youth, and English learner students as determined pursuant to *California Code of Regulations*, Title 5 (5 CCR) Section 15496(a)(5).

### Percentage to Increase or Improve Services

Identify the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 CCR Section 15496(a)(7).

Consistent with the requirements of 5 CCR Section 15496, describe how services provided for unduplicated pupils are increased or improved by at least the percentage calculated as compared to services provided for all students in the LCAP year. To improve services means to grow services in quality and to increase services means to grow services in quantity. This description must address how the action(s)/service(s) limited for one or more unduplicated student group(s), and any schoolwide or districtwide action(s)/service(s) supported by the appropriate description, taken together, result in the required proportional increase or improvement in services for unduplicated pupils.

If the overall increased or improved services include any actions/services being funded and provided on a schoolwide or districtwide basis, identify each action/service and include the required descriptions supporting each action/service as follows.

For those services being provided on an LEA-wide basis:

- For school districts with an unduplicated pupil percentage of 55% or more, and for charter schools and county offices of education: Describe how these services are **principally directed to** and **effective in** meeting its goals for unduplicated pupils in the state and any local priorities.
- For school districts with an unduplicated pupil percentage of less than 55%: Describe how these services are **principally directed to** and **effective in** meeting its goals for unduplicated pupils in the state and any local priorities. Also describe how the services are **the most effective use of the funds to** meet these goals for its unduplicated pupils. Provide the basis for this determination, including any alternatives considered, supporting research, experience or educational theory.

For school districts only, identify in the description those services being funded and provided on a schoolwide basis, and include the required description supporting the use of the funds on a schoolwide basis:

- For schools with 40% or more enrollment of unduplicated pupils: Describe how these services are **principally directed to** and **effective in** meeting its goals for its unduplicated pupils in the state and any local priorities.



- For school districts expending funds on a schoolwide basis at a school with less than 40% enrollment of unduplicated pupils: Describe how these services are **principally directed to** and how the services are **the most effective use of the funds to** meet its goals for English learners, low income students and foster youth, in the state and any local priorities.



# State Priorities

**Priority 1: Basic Services** addresses the degree to which:

- A. Teachers in the LEA are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- B. Pupils in the school district have sufficient access to the standards-aligned instructional materials; and
- C. School facilities are maintained in good repair.

**Priority 2: Implementation of State Standards** addresses:

- A. The implementation of state board adopted academic content and performance standards for all students, which are:
  - a. English Language Arts – Common Core State Standards (CCSS) for English Language Arts
  - b. Mathematics – CCSS for Mathematics
  - c. English Language Development (ELD)
  - d. Career Technical Education
  - e. Health Education Content Standards
  - f. History-Social Science
  - g. Model School Library Standards
  - h. Physical Education Model Content Standards
  - i. Next Generation Science Standards
  - j. Visual and Performing Arts
  - k. World Language; and
- B. How the programs and services will enable English learners to access the CCSS and the ELD standards for purposes of gaining academic content knowledge and English language proficiency.

**Priority 3: Parental Involvement** addresses:

- A. The efforts the school district makes to seek parent input in making decisions for the school district and each individual school site;
- B. How the school district will promote parental participation in programs for unduplicated pupils; and
- C. How the school district will promote parental participation in programs for individuals with exceptional needs.

**Priority 4: Pupil Achievement** as measured by all of the following, as applicable:

- A. Statewide assessments;
- B. The Academic Performance Index;
- C. The percentage of pupils who have successfully completed courses that satisfy University of California (UC) or California State University (CSU) entrance requirements, or programs of study that align with state board approved career technical educational standards and framework;
- D. The percentage of English learner pupils who make progress toward English proficiency as measured by the California English Language Development Test (CELDT);
- E. The English learner reclassification rate;
- F. The percentage of pupils who have passed an advanced placement examination with a score of 3 or higher; and
- G. The percentage of pupils who participate in, and demonstrate college preparedness pursuant to, the Early Assessment Program, or any subsequent assessment of college preparedness.

**Priority 5: Pupil Engagement** as measured by all of the following, as applicable:

- A. School attendance rates;
- B. Chronic absenteeism rates;
- C. Middle school dropout rates;
- D. High school dropout rates; and
- E. High school graduation rates;



**Priority 6: School Climate** as measured by all of the following, as applicable:

- A. Pupil suspension rates;
- B. Pupil expulsion rates; and
- C. Other local measures, including surveys of pupils, parents, and teachers on the sense of safety and school connectedness.

**Priority 7: Course Access** addresses the extent to which pupils have access to and are enrolled in:

- A. S broad course of study including courses described under *EC* sections 51210 and 51220(a)-(i), as applicable;
- B. Programs and services developed and provided to unduplicated pupils; and
- C. Programs and services developed and provided to individuals with exceptional needs.

**Priority 8: Pupil Outcomes** addresses pupil outcomes, if available, for courses described under *EC* sections 51210 and 51220(a)-(i), as applicable.

**Priority 9: Coordination of Instruction of Expelled Pupils (COE Only)** addresses how the county superintendent of schools will coordinate instruction of expelled pupils.

**Priority 10. Coordination of Services for Foster Youth (COE Only)** addresses how the county superintendent of schools will coordinate services for foster children, including:

- A. Working with the county child welfare agency to minimize changes in school placement
- B. Providing education-related information to the county child welfare agency to assist in the delivery of services to foster children, including educational status and progress information that is required to be included in court reports;
- C. Responding to requests from the juvenile court for information and working with the juvenile court to ensure the delivery and coordination of necessary educational services; and
- D. Establishing a mechanism for the efficient expeditious transfer of health and education records and the health and education passport.

**Local Priorities** address:

- A. Local priority goals; and
- B. Methods for measuring progress toward local goals.



## APPENDIX A: PRIORITIES 5 AND 6 RATE CALCULATION INSTRUCTIONS

For the purposes of completing the LCAP in reference to the state priorities under *EC* sections 52060 and 52066, as applicable to type of LEA, the following shall apply:

- (a) "Chronic absenteeism rate" shall be calculated as follows:
  - (1) The number of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30) who are chronically absent where "chronic absentee" means a pupil who is absent 10 percent or more of the schooldays in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.
  - (2) The unduplicated count of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30).
  - (3) Divide (1) by (2).
- (b) "Middle School dropout rate" shall be calculated as set forth in 5 CCR Section 1039.1.
- (c) "High school dropout rate" shall be calculated as follows:
  - (1) The number of cohort members who dropout by the end of year 4 in the cohort where "cohort" is defined as the number of first-time grade 9 pupils in year 1 (starting cohort) plus pupils who transfer in, minus pupils who transfer out, emigrate, or die during school years 1, 2, 3, and 4.
  - (2) The total number of cohort members.
  - (3) Divide (1) by (2).
- (d) "High school graduation rate" shall be calculated as follows:
  - (1) The number of cohort members who earned a regular high school diploma [or earned an adult education high school diploma or passed the California High School Proficiency Exam] by the end of year 4 in the cohort where "cohort" is defined as the number of first-time grade 9 pupils in year 1 (starting cohort) plus pupils who transfer in, minus pupils who transfer out, emigrate, or die during school years 1, 2, 3, and 4.
  - (2) The total number of cohort members.
  - (3) Divide (1) by (2).
- (e) "Suspension rate" shall be calculated as follows:
  - (1) The unduplicated count of pupils involved in one or more incidents for which the pupil was suspended during the academic year (July 1 – June 30).
  - (2) The unduplicated count of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30).
  - (3) Divide (1) by (2).
- (f) "Expulsion rate" shall be calculated as follows:
  - (1) The unduplicated count of pupils involved in one or more incidents for which the pupil was expelled during the academic year (July 1 – June 30).
  - (2) The unduplicated count of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30).
  - (3) Divide (1) by (2).

NOTE: Authority cited: Sections 42238.07 and 52064, *Education Code*. Reference: Sections 2574, 2575, 42238.01, 42238.02, 42238.03, 42238.07, 47605, 47605.6, 47606.5, 48926, 52052, 52060, 52061, 52062, 52063, 52064, 52066, 52067, 52068, 52069, 52070, 52070.5, and 64001,; 20 U.S.C. Sections 6312 and 6314.



## **APPENDIX B: GUIDING QUESTIONS**

### **Guiding Questions: Annual Review and Analysis**

- 1) How have the actions/services addressed the needs of all pupils and did the provisions of those services result in the desired outcomes?
- 2) How have the actions/services addressed the needs of all subgroups of pupils identified pursuant to *EC* Section 52052, including, but not limited to, English learners, low-income pupils, and foster youth; and did the provision of those actions/services result in the desired outcomes?
- 3) How have the actions/services addressed the identified needs and goals of specific school sites and were these actions/services effective in achieving the desired outcomes?
- 4) What information (e.g., quantitative and qualitative data/metrics) was examined to review progress toward goals in the annual update?
- 5) What progress has been achieved toward the goal and expected measurable outcome(s)? How effective were the actions and services in making progress toward the goal? What changes to goals, actions, services, and expenditures are being made in the LCAP as a result of the review of progress and assessment of the effectiveness of the actions and services?
- 6) What differences are there between budgeted expenditures and estimated actual annual expenditures? What were the reasons for any differences?

### **Guiding Questions: Stakeholder Engagement**

- 1) How have applicable stakeholders (e.g., parents and pupils, including parents of unduplicated pupils and unduplicated pupils identified in *EC* Section 42238.01; community members; local bargaining units; LEA personnel; county child welfare agencies; county office of education foster youth services programs, court-appointed special advocates, and other foster youth stakeholders; community organizations representing English learners; and others as appropriate) been engaged and involved in developing, reviewing, and supporting implementation of the LCAP?
- 2) How have stakeholders been included in the LEA's process in a timely manner to allow for engagement in the development of the LCAP?
- 3) What information (e.g., quantitative and qualitative data/metrics) was made available to stakeholders related to the state priorities and used by the LEA to inform the LCAP goal setting process? How was the information made available?
- 4) What changes, if any, were made in the LCAP prior to adoption as a result of written comments or other feedback received by the LEA through any of the LEA's engagement processes?
- 5) What specific actions were taken to meet statutory requirements for stakeholder engagement pursuant to *EC* sections 52062, 52068, or 47606.5, as applicable, including engagement with representatives of parents and guardians of pupils identified in *EC* Section 42238.01?
- 6) What specific actions were taken to consult with pupils to meet the requirements 5 CCR Section 15495(a)?



- 7) How has stakeholder involvement been continued and supported? How has the involvement of these stakeholders supported improved outcomes for pupils, including unduplicated pupils, related to the state priorities?

## **Guiding Questions: Goals, Actions, and Services**

- 1) What are the LEA's goal(s) to address state priorities related to "Conditions of Learning": Basic Services (Priority 1), the Implementation of State Standards (Priority 2), and Course Access (Priority 7)?
- 2) What are the LEA's goal(s) to address state priorities related to "Pupil Outcomes": Pupil Achievement (Priority 4), Pupil Outcomes (Priority 8), Coordination of Instruction of Expelled Pupils (Priority 9 – COE Only), and Coordination of Services for Foster Youth (Priority 10 – COE Only)?
- 3) What are the LEA's goal(s) to address state priorities related to parent and pupil "Engagement": Parental Involvement (Priority 3), Pupil Engagement (Priority 5), and School Climate (Priority 6)?
- 4) What are the LEA's goal(s) to address any locally-identified priorities?
- 5) How have the unique needs of individual school sites been evaluated to inform the development of meaningful district and/or individual school site goals (e.g., input from site level advisory groups, staff, parents, community, pupils; review of school level plans; in-depth school level data analysis, etc.)?
- 6) What are the unique goals for unduplicated pupils as defined in *EC* Section 42238.01 and groups as defined in *EC* Section 52052 that are different from the LEA's goals for all pupils?
- 7) What are the specific expected measurable outcomes associated with each of the goals annually and over the term of the LCAP?
- 8) What information (e.g., quantitative and qualitative data/metrics) was considered/reviewed to develop goals to address each state or local priority?
- 9) What information was considered/reviewed for individual school sites?
- 10) What information was considered/reviewed for subgroups identified in *EC* Section 52052?
- 11) What actions/services will be provided to all pupils, to subgroups of pupils identified pursuant to *EC* Section 52052, to specific school sites, to English learners, to low-income pupils, and/or to foster youth to achieve goals identified in the LCAP?
- 12) How do these actions/services link to identified goals and expected measurable outcomes?
- 13) What expenditures support changes to actions/services as a result of the goal identified?  
Where can these expenditures be found in the LEA's budget?

*Prepared by the California Department of Education, October 2016*



## LCAP Expenditure Summary

Funding Source	Total Expenditures by Funding Source					2017-18 through 2019-20 Total
	2017-18 Annual Update Budgeted	2017-18 Annual Update Actual	2017-18	2018-19	2019-20	
All Funding Sources	578,300.00		578,300.00	581,475.00	671,425.00	1,831,200.00
	0.00		0.00	0.00	0.00	0.00
Base	354,500.00		354,500.00	353,900.00	356,800.00	1,065,200.00
Other	0.00		0.00	0.00	0.00	0.00
Supplemental	223,300.00		223,300.00	227,575.00	314,625.00	765,500.00
Title I	500.00		500.00	0.00	0.00	500.00

\* Totals based on expenditure amounts in goal and annual update sections.



Object Type	Total Expenditures by Object Type					
	2017-18 Annual Update Budgeted	2017-18 Annual Update Actual	2017-18	2018-19	2019-20	2017-18 through 2019-20 Total
All Expenditure Types	578,300.00		578,300.00	581,475.00	671,425.00	1,831,200.00
	0.00		0.00	0.00	0.00	0.00
1000-1999: Certificated Personnel Salaries	135,500.00		135,500.00	137,425.00	223,950.00	496,875.00
2000-2999: Classified Personnel Salaries	311,300.00		311,300.00	314,300.00	316,500.00	942,100.00
3000-3999: Employee Benefits	72,500.00		72,500.00	74,250.00	75,475.00	222,225.00
4000-4999: Books And Supplies	46,200.00		46,200.00	43,200.00	43,200.00	132,600.00
5000-5999: Services And Other Operating Expenditures	1,300.00		1,300.00	1,300.00	1,300.00	3,900.00
5800: Professional/Consulting Services And Operating Expenditures	11,500.00		11,500.00	11,000.00	11,000.00	33,500.00

\* Totals based on expenditure amounts in goal and annual update sections.



Total Expenditures by Object Type and Funding Source							
Object Type	Funding Source	2017-18 Annual Update Budgeted	2017-18 Annual Update Actual	2017-18	2018-19	2019-20	2017-18 through 2019-20 Total
All Expenditure Types	All Funding Sources	578,300.00		578,300.00	581,475.00	671,425.00	1,831,200.00
		0.00		0.00	0.00	0.00	0.00
1000-1999: Certificated Personnel Salaries	Base	69,500.00		69,500.00	71,000.00	73,000.00	213,500.00
1000-1999: Certificated Personnel Salaries	Supplemental	66,000.00		66,000.00	66,425.00	150,950.00	283,375.00
2000-2999: Classified Personnel Salaries	Base	208,200.00		208,200.00	209,600.00	210,500.00	628,300.00
2000-2999: Classified Personnel Salaries	Supplemental	103,100.00		103,100.00	104,700.00	106,000.00	313,800.00
3000-3999: Employee Benefits	Base	35,800.00		35,800.00	35,800.00	35,800.00	107,400.00
3000-3999: Employee Benefits	Supplemental	36,200.00		36,200.00	38,450.00	39,675.00	114,325.00
3000-3999: Employee Benefits	Title I	500.00		500.00	0.00	0.00	500.00
4000-4999: Books And Supplies	Base	39,500.00		39,500.00	36,500.00	36,500.00	112,500.00
4000-4999: Books And Supplies	Other	0.00		0.00	0.00	0.00	0.00
4000-4999: Books And Supplies	Supplemental	6,700.00		6,700.00	6,700.00	6,700.00	20,100.00
5000-5999: Services And Other Operating Expenditures	Supplemental	1,300.00		1,300.00	1,300.00	1,300.00	3,900.00
5800: Professional/Consulting Services And Operating Expenditures	Base	1,500.00		1,500.00	1,000.00	1,000.00	3,500.00
5800: Professional/Consulting Services And Operating Expenditures	Other	0.00		0.00	0.00	0.00	0.00
5800: Professional/Consulting Services And Operating Expenditures	Supplemental	10,000.00		10,000.00	10,000.00	10,000.00	30,000.00

\* Totals based on expenditure amounts in goal and annual update sections.



Total Expenditures by Goal						
Goal	2017-18 Annual Update Budgeted	2017-18 Annual Update Actual	2017-18	2018-19	2019-20	2017-18 through 2019-20 Total
Goal 1	161,500.00		161,500.00	156,775.00	157,025.00	475,300.00
Goal 2	174,000.00		174,000.00	176,400.00	178,000.00	528,400.00
Goal 3	242,800.00		242,800.00	248,300.00	336,400.00	827,500.00

\* Totals based on expenditure amounts in goal and annual update sections.





# Chico Unified School District Measure K Charter Facilities Committee

STATEMENT OF QUALIFICATIONS  
FOR  
ARCHITECTURAL SERVICES

JUNE 29, 2017



**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Chico Country Day School  
(continued)  
CDS #: 04-61424-6113773  
Charter Approving Entity: Chico Unified School District  
County: Butte  
Charter #: 112  
Fiscal Year: 2017-2018

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES										
1. Revenue Limit Sources										
State Aid - Current Year	8011	2,312,928.00		2,312,928.00	1,055,588.00	-	1,055,588.00	2,253,044.00	-	2,253,044.00
Education Protection Act Funds	8012	664,817.00			337,718.00		337,718.00	659,718.00		659,718.00
Charter Schools Gen. Purpose Entl	8015			-			-		-	-
State Aid - Prior Years	8019	-		-			-		-	-
Tax Relief Subventions (for rev. limit f	8020-8039			-			-			-
County and District Taxes (for rev. l	8040-8079			-			-	-	-	-
Miscellaneous Funds (for rev. limit f	8080-8089			-	-		-	-	-	-
Revenue Limit Transfers (for rev. limit funded schools):										
PERS Reduction Transfer	8092			-	-		-			-
Other Revenue Limit Transfers	8091, 8097			-	-		-			-
Total, Revenue Limit Sources		2,977,745.00	-	2,312,928.00	1,393,306.00	-	1,393,306.00	2,912,762.00	-	2,912,762.00
2. Federal Revenues										
No Child Left Behind	8290			-			-			-
Special Education - Federal	8181, 8182		63,089.00	63,089.00		7,540.78	7,540.78		63,089.00	63,089.00
Child Nutrition - Federal	8220			-			-	-		-
Other Federal Revenues	8110, 8260-8299		6,000.00	6,000.00		2,524.62	2,524.62		12,000.00	12,000.00
Total, Federal Revenues		-	69,089.00	69,089.00	-	10,065.40	10,065.40	-	75,089.00	75,089.00
3. Other State Revenues										
Charter Schools Categorical Block	8590			-			-			-
Special Education - State	StateRevSE		163,289.00	163,289.00		75,900.00	75,900.00		163,289.00	163,289.00
All Other State Revenues	StateRevAO	134,004.00	22,140.00	156,144.00	65,168.25	63,397.32	128,565.57	166,095.00	50,872.00	216,967.00
Total, Other State Revenues		134,004.00	185,429.00	319,433.00	65,168.25	139,297.32	204,465.57	166,095.00	214,161.00	380,256.00
4. Other Local Revenues										
Charter Schools Funding in Lieu of	8096	1,206,255.00		1,206,255.00	638,826.00		638,826.00	1,280,548.00	-	1,280,548.00
All Other Local Revenues	LocalRevAO	470,600.00	41,000.00	511,600.00	305,617.87	20,328.80	325,946.67	467,100.00	41,000.00	508,100.00
Total, Local Revenues		1,676,855.00	41,000.00	1,717,855.00	944,443.87	20,328.80	964,772.67	1,747,648.00	41,000.00	1,788,648.00
5. TOTAL REVENUES		4,788,604.00	295,518.00	5,084,122.00	2,402,918.12	169,691.52	2,572,609.64	4,826,505.00	330,250.00	5,156,755.00



**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

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(continued)  
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☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>B. EXPENDITURES</b>										
1. Certificated Salaries										
Teachers' Salaries	1100	1,397,300.00		1,397,300.00	770,270.41		770,270.41	1,397,500.00		1,397,500.00
Certificated Pupil Support Salaries	1200	62,175.00	240,155.00	302,330.00	33,704.01	146,664.33	180,368.34	79,725.00	243,000.00	322,725.00
Certificated Supervisors' and Administrators' Salaries	1300	176,500.00	49,500.00	226,000.00	131,439.00	26,607.31	158,046.31	187,200.00	57,800.00	245,000.00
Other Certificated Salaries	1900	35,550.00		35,550.00	20,337.72	1,389.75	21,727.47	46,000.00	6,000.00	52,000.00
Total, Certificated Salaries		1,671,525.00	289,655.00	1,961,180.00	955,751.14	174,661.39	1,130,412.53	1,710,425.00	306,800.00	2,017,225.00
2. Non-certificated Salaries										
Instructional Aides' Salaries	2100		77,400.00	77,400.00		50,744.09	50,744.09		100,000.00	100,000.00
Non-certificated Support Salaries	2200	423,200.00		423,200.00	257,458.89		257,458.89	456,900.00		456,900.00
Non-certificated Supervisors' and Administrators' Salaries	2300	90,000.00	8,800.00	98,800.00	53,288.33	5,920.00	59,208.33	90,800.00	10,200.00	101,000.00
Clerical and Office Salaries	2400	200,000.00	6,200.00	206,200.00	108,715.24	7,644.00	116,359.24	200,000.00	6,200.00	206,200.00
Other Non-certificated Salaries	2900	8,500.00		8,500.00	9,050.00		9,050.00	8,500.00		8,500.00
Total, Non-certificated Salaries		721,700.00	92,400.00	814,100.00	428,512.46	64,308.09	492,820.55	756,200.00	116,400.00	872,600.00
3. Employee Benefits										
STRS	3101-3102	241,201.00	41,797.00	282,998.00	100,062.39	20,830.35	120,892.74	230,150.00	37,850.00	268,000.00
PERS	3201-3202	86,150.00	9,500.00	95,650.00	58,423.87	1,306.14	59,730.01	117,500.00	12,500.00	130,000.00
OASDI / Medicare / Alternative	3301-3302	77,500.00	15,500.00	93,000.00	46,705.21	6,730.30	53,435.51	77,500.00	15,500.00	93,000.00
Health and Welfare Benefits	3401-3402	398,670.00	55,300.00	453,970.00	173,309.38	33,537.07	206,846.45	359,500.00	43,500.00	403,000.00
Unemployment Insurance	3501-3502	26,400.00	2,600.00	29,000.00	13,099.80	265.01	13,364.81	26,400.00	2,600.00	29,000.00
Workers' Compensation Insurance	3601-3602	33,957.00	3,985.00	37,942.00	19,867.64	2,277.84	22,145.48	33,957.00	3,985.00	37,942.00
Retiree Benefits	3701-3702	-	-	-	-	-	-	-	-	-
PERS Reduction (for revenue limit)	3801-3802	-	-	-	-	-	-	-	-	-
Other Employee Benefits	3901-3902	-	-	-	-	-	-	-	-	-
Total, Employee Benefits		863,878.00	128,682.00	992,560.00	411,468.29	64,946.71	476,415.00	845,007.00	115,935.00	960,942.00
4. Books and Supplies										
Approved Textbooks and Core Curriculum	4100	10,000.00		10,000.00		2,788.00	2,788.00	7,000.00	3,000.00	10,000.00
Books and Other Reference Materials	4200	4,000.00	500.00	4,500.00	5,039.24		5,039.24	5,500.00		5,500.00
Materials and Supplies	4300	87,860.00	29,880.00	117,740.00	47,427.16	13,924.83	61,351.99	88,592.00	29,880.00	118,472.00
Noncapitalized Equipment	4400	18,000.00	2,000.00	20,000.00	19,987.19	246.51	20,233.70	25,000.00	2,000.00	27,000.00
Food	4700	7,800.00	200.00	8,000.00	5,226.00		5,226.00	7,800.00	200.00	8,000.00
Total, Books and Supplies		127,660.00	32,580.00	160,240.00	77,679.59	16,959.34	94,638.93	133,892.00	35,080.00	168,972.00
5. Services and Other Operating Expenses										
Travel and Conferences	5200	19,000.00	6,500.00	25,500.00	12,402.41	4,658.83	17,061.24	19,000.00	6,500.00	25,500.00
Dues and Memberships	5300	8,900.00	100.00	9,000.00	10,107.18	25.00	10,132.18	10,100.00	100.00	10,200.00
Insurance	5400	55,023.70	6,455.30	61,479.00	47,933.12	5,542.40	53,475.52	55,024.00	6,455.00	61,479.00
Operations and Housekeeping Services	5500	75,001.00	8,799.00	83,800.00	61,377.00	-	61,377.00	94,600.00	9,200.00	103,800.00
Rentals, Leases, Repairs, and Noncurrent Assets	5600	237,392.50	24,307.50	261,700.00	120,159.12	4,984.29	125,143.41	212,200.00	19,300.00	231,500.00
Professional/Consulting Services and Fees	5800	206,471.80	46,868.20	253,340.00	154,071.28	29,464.08	183,535.36	281,933.00	47,000.00	328,933.00
Communications	5900	16,647.00	1,953.00	18,600.00	6,241.22	-	6,241.22	16,900.00	2,700.00	19,600.00
Total, Services and Other Operating Expenses		618,436.00	94,983.00	713,419.00	412,291.33	44,674.60	456,965.93	689,757.00	91,255.00	781,012.00



**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Chico Country Day School  
(continued)  
CDS #: 04-61424-6113773  
Charter Approving Entity: Chico Unified School District  
County: Butte  
Charter #: 112  
Fiscal Year: 2017-2018

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>6. Capital Outlay</b> (Objects 6100-6170, 6200-6500)										
Sites and Improvements of Sites	6100	-	-	-	-	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-	-	-	-
Books and Media for New School Libraries										
Expansion of School Libraries	6300	-	-	-	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-	-	-	-	-
Depreciation Expense (for full accrual)	6900	237,350.00	-	237,350.00	135,701.09	-	135,701.09	233,631.00	-	233,631.00
Total, Capital Outlay		237,350.00	-	237,350.00	135,701.09	-	135,701.09	233,631.00	-	233,631.00
<b>7. Other Outgo</b>										
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-
Transfers of Pass-through Revenue	7211-7213	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other Schools	7221-7223SE	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other Districts	7221-7223AO	-	-	-	-	-	-	-	-	-
All Other Transfers	7280-7299	-	-	-	-	-	-	-	-	-
Debt Service:										
Interest	7438	95,000.00	-	95,000.00	41,451.09	-	41,451.09	95,000.00	-	95,000.00
Principal	7439	-	-	-	-	-	-	-	-	-
Transfers of Indirect / Direct Support	7300-7399	-	-	-	-	-	-	-	-	-
Total, Other Outgo		95,000.00	-	95,000.00	41,451.09	-	41,451.09	95,000.00	-	95,000.00
<b>8. TOTAL EXPENDITURES</b>		4,335,549.00	638,300.00	4,973,849.00	2,462,854.99	365,550.13	2,828,405.12	4,463,912.00	665,470.00	5,129,382.00
<b>C. EXCESS (DEFICIENCY) OF REVENUES BEFORE OTHER FINANCING SOURCES</b>		453,055.00	(342,782.00)	110,273.00	(59,936.87)	(195,858.61)	(255,795.48)	362,593.00	(335,220.00)	27,373.00
<b>D. OTHER FINANCING SOURCES / USES</b>										
1. Other Sources	8930-8979	-	-	-	-	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(342,782.00)	342,782.00	-	(195,858.61)	195,858.61	-	(335,220.00)	335,220.00	-
4. TOTAL OTHER FINANCING SOURCES		(342,782.00)	342,782.00	-	(195,858.61)	195,858.61	-	(335,220.00)	335,220.00	-
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE</b>		110,273.00	-	110,273.00	(255,795.48)	-	(255,795.48)	27,373.00	-	27,373.00



**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Chico Country Day School  
(continued)  
CDS #: 04-61424-6113773  
Charter Approving Entity: Chico Unified School District  
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Fiscal Year: 2017-2018

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☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>F. FUND BALANCE, RESERVES</b>										
1. Beginning Fund Balance										
a. As of July 1	9791	6,761,717.61		6,761,717.61	6,761,717.61		6,761,717.61	6,761,717.61		6,761,717.61
b. Adjustments to Beginning Balance	9793, 9795			-			-			-
c. Adjusted Beginning Balance		6,761,717.61	-	6,761,717.61	6,761,717.61	-	6,761,717.61	6,761,717.61	-	6,761,717.61
2. Ending Fund Balance, June 30 (E + F)		6,871,990.61	-	6,871,990.61	6,505,922.13	-	6,505,922.13	6,789,090.61	-	6,789,090.61
Components of Ending Fund Balance										
Reserve for Revolving Cash (equals	9711	463,961.54		463,961.54	465,971.01		465,971.01	467,410.34		467,410.34
Reserve for Stores (equals object 9	9712	-		-	-		-	-		-
Reserve for Prepaid Expenditures (	9713	66,188.00		66,188.00			-			-
Reserve for All Others	9719	256,590.88	123,243.27	379,834.15	81,081.94	90,774.61	171,856.55	150,563.24	108,137.66	258,700.90
General Reserve	9730			-			-			-
Legally Restricted Balance	9740		3,816,212.64	3,816,212.64		3,816,212.64	3,816,212.64		3,761,260.87	3,761,260.87
Designated for Economic Uncertain	9770	451,283.00		451,283.00	451,283.00		451,283.00	451,283.00		451,283.00
Other Designations	9775, 9780	198,622.00		198,622.00	198,622.00		198,622.00	198,622.00		198,622.00
Undesignated / Unappropriated Am	9790	5,435,344.39	(3,939,455.91)	1,495,888.48	5,308,963.38	(3,906,987.25)	1,401,976.13	5,521,211.23	(3,869,398.53)	1,651,812.70



<b>Part Time Employees</b>
----------------------------

Advisory/Elective Teacher (classified)

Hourly \$25.00 - \$33.00

Special Education Academic Coach

Hourly \$16.00 - \$24.00

Response to Intervention Director

Hourly \$20.00 - \$27.00

RTI Academic Coach

Hourly \$15.00 - \$23.00

IT Technician

Hourly \$16.00 - \$21.50

Preschool Teacher

Hourly \$18.00 - \$24.00

Yard Duty

Hourly \$11.50 to \$16.00

Yard Duty Supervisor

Hourly \$14.00 to \$18.50

ASP Assistant Director

Hourly \$13.00 - \$17.50

Preschool Aide

Hourly \$13.00 - \$17.50

After School Program Aide

Hourly \$11.00 - \$15.00

RTI/SPED/Yard Duty/Clerical Substitute

Hourly \$ 12.00

ASP Substitute

Hourly \$11.00



Full Time Employees			
---------------------	--	--	--

Elementary Office Manager

Hourly	\$20.00 - \$30.00
Monthly	\$3467 - \$5200
Annually	\$41,600 - \$62,400

Human Resource & Risk Management Specialist

Hourly	\$20.00 - \$30.00
Monthly	\$3467 - \$5200
Annually	\$41,600 - \$62,400

School Facility Manager

Hourly	\$20.00 - \$30.00
Monthly	\$3467 - \$5200
Annually	\$41,600 - \$62,400

Middle School Office & Data Manager

Hourly	\$20.00 - \$30.00
Monthly	\$3467 - \$5200
Annually	\$41,600 - \$62,400

Community Liaison & Marketing Coordinator

Hourly	\$20.00 - \$30.00
Monthly	\$3467 - \$5200
Annually	\$41,600 - \$62,400

Custodian

Hourly	\$14.00 - \$22.00
Monthly	\$2425 - \$3814
Annually	\$29,100 - \$45,760

--	--	--	--

Music & Drama Director

195

Hourly	\$25.00 - \$36.00
Daily	\$200 - \$288
Annually	\$39,000 - \$56,160

After School Program Dir

195

Hourly	\$25.00 - \$36.00
Daily	\$200 - \$288
Annually	\$39,000 - \$56,160

Preschool Director

195

Hourly	\$25.00 - \$36.00
Daily	\$200 - \$288
Annually	\$39,000 - \$56,160



**Management**

			Step 1	Step 2	Step 3	Step 4	Step 5	Step 10	Step 15	Step 20	Step 25	Step 30
Director of Education	212	Hourly	\$ 52.48	\$ 53.48	\$ 54.48	\$ 55.48	\$ 56.48	\$ 57.48	\$ 58.48	\$ 59.48	\$ 60.48	\$ 61.48
		Daily	\$ 419.81	\$ 432.41	\$ 445.38	\$ 458.74	\$ 472.50	\$ 486.68	\$ 501.28	\$ 516.31	\$ 531.80	\$ 547.76
		Annually	\$ 89,000	\$ 91,670	\$ 94,420	\$ 97,253	\$ 100,170	\$ 103,175	\$ 106,271	\$ 109,459	\$ 112,743	\$ 116,125
		w/MA	\$ 90,500	\$ 93,170	\$ 95,920	\$ 98,753	\$ 101,670	\$ 104,675	\$ 107,771	\$ 110,959	\$ 114,243	\$ 117,625
Dean of Students	212	Hourly	\$ 52.48	\$ 53.48	\$ 54.48	\$ 55.48	\$ 56.48	\$ 57.48	\$ 58.48	\$ 59.48	\$ 60.48	\$ 61.48
		Daily	\$ 419.81	\$ 432.41	\$ 445.38	\$ 458.74	\$ 472.50	\$ 486.68	\$ 501.28	\$ 516.31	\$ 531.80	\$ 547.76
		Annually	\$ 89,000	\$ 91,670	\$ 94,420	\$ 97,253	\$ 100,170	\$ 103,175	\$ 106,271	\$ 109,459	\$ 112,743	\$ 116,125
		w/MA	\$ 90,500	\$ 93,170	\$ 95,920	\$ 98,753	\$ 101,670	\$ 104,675	\$ 107,771	\$ 110,959	\$ 114,243	\$ 117,625
Special Education Direct	212	Hourly	\$ 52.48	\$ 53.48	\$ 54.48	\$ 55.48	\$ 56.48	\$ 57.48	\$ 58.48	\$ 59.48	\$ 60.48	\$ 61.48
		Daily	\$ 419.81	\$ 432.41	\$ 445.38	\$ 458.74	\$ 472.50	\$ 486.68	\$ 501.28	\$ 516.31	\$ 531.80	\$ 547.76
		Annually	\$ 89,000	\$ 91,670	\$ 94,420	\$ 97,253	\$ 100,170	\$ 103,175	\$ 106,271	\$ 109,459	\$ 112,743	\$ 116,125
		w/MA	\$ 90,500	\$ 93,170	\$ 95,920	\$ 98,753	\$ 101,670	\$ 104,675	\$ 107,771	\$ 110,959	\$ 114,243	\$ 117,625
Chief Business Officer	212	Hourly	\$ 52.48	\$ 53.48	\$ 54.48	\$ 55.48	\$ 56.48	\$ 57.48	\$ 58.48	\$ 59.48	\$ 60.48	\$ 61.48
		Daily	\$ 419.81	\$ 432.41	\$ 445.38	\$ 458.74	\$ 472.50	\$ 486.68	\$ 501.28	\$ 516.31	\$ 531.80	\$ 547.76
		Annually	\$ 89,000	\$ 91,670	\$ 94,420	\$ 97,253	\$ 100,170	\$ 103,175	\$ 106,271	\$ 109,459	\$ 112,743	\$ 116,125
		w/MA	\$ 90,500	\$ 93,170	\$ 95,920	\$ 98,753	\$ 101,670	\$ 104,675	\$ 107,771	\$ 110,959	\$ 114,243	\$ 117,625
School Psychologist	195	Hourly	\$ 33.17	\$ 34.17	\$ 35.17	\$ 36.17	\$ 37.17	\$ 38.17	\$ 39.17	\$ 40.17	\$ 41.17	\$ 42.17
		Daily	\$ 328.21	\$ 343.96	\$ 360.47	\$ 377.77	\$ 395.90	\$ 414.91	\$ 434.82	\$ 455.70	\$ 477.57	\$ 500.49
		Annually	\$ 64,000	\$ 67,072	\$ 70,291	\$ 73,665	\$ 77,201	\$ 80,907	\$ 84,791	\$ 88,861	\$ 93,126	\$ 97,596
		w/MA	\$ 65,500	\$ 68,572	\$ 71,791	\$ 75,165	\$ 78,701	\$ 82,407	\$ 86,291	\$ 90,361	\$ 94,626	\$ 99,096



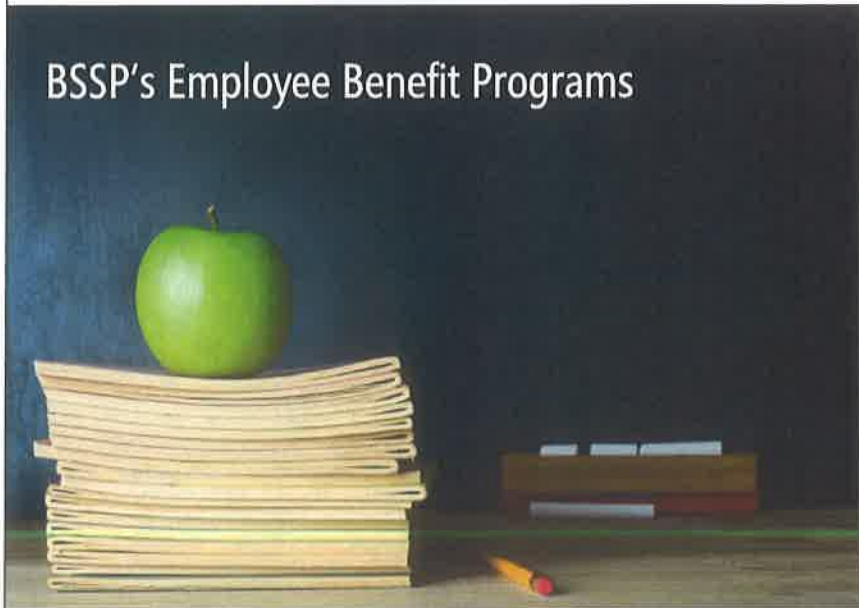
<b>Management</b>
-------------------

Director of Education	212	HOURLY	\$52.00 - \$62.00
		DAILY	\$416.00 - 496.00
		ANNUALLY	\$88,192 - \$105,152
		w/MA	\$1,500
Dean of Students	212	HOURLY	\$52.00 - \$62.00
		DAILY	\$416.00 - 496.00
		ANNUALLY	\$88,192 - \$105,152
		w/MA	\$1,500
Special Education Director	212	HOURLY	\$52.00 - \$62.00
		DAILY	\$416.00 - 496.00
		ANNUALLY	\$88,192 - \$105,152
		w/MA	\$1,500
Chief Business Officer	212	HOURLY	\$52.00 - \$62.00
		DAILY	\$416.00 - 496.00
		ANNUALLY	\$88,192 - \$105,152
		w/MA	\$1,500
School Psychologist	195	HOURLY	\$41.00 - \$61.25
		DAILY	\$328.00 - 490.00
		ANNUALLY	\$63,960 - \$95,550
		w/MA	\$1,500



# Charter School Participation in

## BSSP's Employee Benefit Programs



**BUTTE SCHOOLS**  
SELF-FUNDED PROGRAMS

1

## About BSSP

- Formed in 1982 to "pool" and self-fund medical, dental and vision benefits for employees of Butte County schools.
- BSSP is:
  - A "special" district under California Government Code section 6500, et. seq.
  - Comprised of 14 school districts, BCOE, Butte College
  - Governed by a board of directors; each district has 2 seats on the board
    - management (trustee, admin or confidential) and
    - labor (certificated or classified)
- Nearly 4500 employees and retirees in the MDV benefit programs
- Accredited with Excellence by the California Association of Joint Powers Authorities since 1994
- Public agency ... just like school districts (Open Meetings Act, public disclosures, etc.)



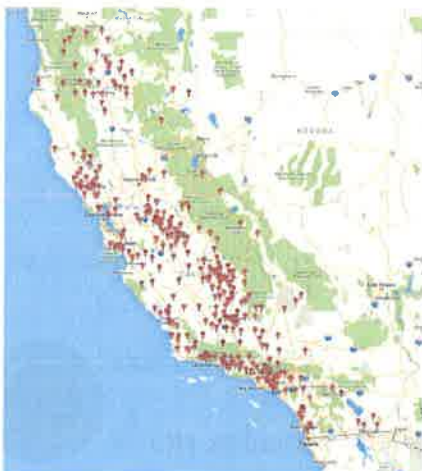
2





## Benefit Programs

### Medical and RX: SISC Partnership



BSSP medical benefits are through a partnership with Self-Insured Schools of California (SISC), operated out of the Kern County Office of Education since formation in 1979. SISC ...

- ✓ Employees are certificated/classified KCOE employees
- ✓ Is subject to Brown Act, like schools and BSSP
- ✓ The largest public school pool providing health coverage in US
- ✓ 441 educational agencies in 43 CA counties
- ✓ 122,000 employees/ retirees (BSSP: 3,700)
- ✓ 300,000 bellybuttons (BSSP: 10,000)



## Medical and Prescription

### Medical



- Anthem Blue Cross PPO (broadest network; 11 plans)
- Kaiser (3 plans)
- BSSP Health and Wellness Centers (all non-Kaiser plans)
- Carrum Surgery Benefit
- MDLive
- Anthem EAP
- Advance Medical (no cost 2<sup>nd</sup> opinions)
- Active&Fit (\$25/month gym memberships)

### Prescription



- Navitus Health Solutions
- Lumicera (specialty)
- Costco (mail order)
- \$0 generics @ Costco (HSA plans, cough syrup and narcotics excluded)
- All retail pharmacies except Walgreens

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## Health And Wellness Centers



- Staff dedicated to you and your dependents
- Preventive, primary and acute care
- Wellness services
- Care coordination
- Fast and easy access
- Served within 10 minutes of appointment time
- Convenient, extended hours and locations
- Onsite lab services, including outside requests
- Onsite prescription dispensary
- \$25 no-shows/late cancellation fee



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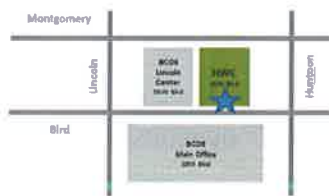


## Health And Wellness Centers

healthstat

- All services are available in both in Chico and Oroville
- All services are free on non-HSA plans; prescriptions dispensed are \$4 or \$8
- \$25 for non-preventive office visit or outside labs on HSA-eligible plans; prescriptions dispensed are \$0

	Chico	Oroville
M	8AM-7PM	8AM-6PM
T	6AM-7PM	8AM-6PM
W	7AM-7PM	7AM-5PM
Th	7AM-7PM	7AM-5PM
F	7AM-5PM	7AM-11AM
S	9AM-1PM	Closed



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## Optum Bank Health Savings Account for Plans: HSA A, HSA B, MECHSA and Kaiser HSA



Federally tax-free contributions, withdrawals and earnings



Contribute up to \$3,450 (Individual) or \$6,900 (Family) per year, including company contributions



Additional \$1,000 catch up contribution allowed after age 55

8



## Employee Assistance Program (EAP)



Anthem  
800-999-7222  
Program: SISC

STRESS  
WORK ISSUES  
SUBSTANCE ABUSE  
FAMILY  
RELATIONSHIPS  
AGING  
PARENTS  
FINANCIAL/  
LEGAL ISSUES

- All BSSP members are eligible, including those not enrolled in an BSSP Anthem plan
- 24-hour telephone assistance
- 6 – 1 hour mental health counseling sessions
- 30 minute legal/financial counseling sessions
- Online assistance at [www.anthem.eap.com](http://www.anthem.eap.com) (program name: SISC)
- For everyone in your household

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## Telehealth: MDLIVE

**MDLIVE**

### When should I use MDLive?

- When the HWC is not available (late evenings, Sundays, holidays, etc.)
- Instead of going to ER or another urgent care center for a non-emergency issue
- If your primary doctor is not available
- When traveling and in need of medical care

### Common Conditions Treated at MDLive

- |                            |                          |                  |
|----------------------------|--------------------------|------------------|
| • Allergies                | • Insect bites           | • Constipation   |
| • Asthma                   | • Joint aches            | • Ear infections |
| • Bronchitis               | • Rashes                 | • Nausea         |
| • Colds and flu            | • Respiratory infections | • Pink eye       |
| • Diarrhea                 | • Sinus infections       | • And more!      |
| • Ear infections           | • Skin infections        |                  |
| • Fever                    | • Sore throat            |                  |
| • Headaches                | • Infections             |                  |
| • Urinary tract infections | • Colds and flu          |                  |

How much does it cost?  
Your copay for this service is:

**\$5**

\*Applies to SISC PPO members and Anthem HMO members.



Download the App

Doctor visits are easier and more convenient with the MDLIVE App. Be prepared. Download today.



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## Surgery Benefit: Carrum



### Covered Surgeries:

- Hip replacement
- Knee replacement
- Cervical spinal fusion
- Lumbar spinal fusion

- Carved-out surgery benefit
- \$0 out-of-pocket\* to members through Scripps Health in San Diego
- Qualifications:
  - Approved by Carrum hospital physician
  - Local physician agrees to assume care upon return home
  - Adult companion caregiver able to assist during travel
  - BSSP+SISC is your primary coverage
- Scrips Health demonstrates the best results, fewest complications and highest levels of personal care
- Relationship with local physician for recovery care coordinated by Carrum

1. Contact Carrum at 1-888-855-7806
2. Meet your personally-assigned Care Concierge
3. Receive full support preparing for surgery
4. Recover smoothly with total care coordination

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## Second Opinion Services & Disease Management

### Advance Medical - Second Opinion Services

- How can you be sure of your diagnosis? Do you have the best treatment plan?
- Where can you get a reliable medical opinion?

Advance Medical matches patients to the leading doctors on their specific conditions, who work with you to be sure of your diagnosis and recommend the best path for treatment. Ask them anything. It's free, it's easy, it's 100% confidential.

- 855.201.9925 | [www.advance-medical.net/sisc](http://www.advance-medical.net/sisc)

### Anthem - Disease Management

ConditionCare is a telephonic support system for:

- Diabetes
- Coronary Artery Disease



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## Dental plans



IN-NETWORK BENEFITS	Plan 1 PPO Network	Plan 8 Premier+PPO Network	Plan 10 Premier+PPO Network
2017 Monthly Rate	\$67	\$110	\$119
Preventive Care	Plan pays 100%	Plan pays 70%-100%	Plan pays 70%-100%
Deductible	\$50 / \$150	None	None
Fillings, etc.	Plan pays 80%	Plan pays 70%-100%	Plan pays 70%-100%
Crowns, etc.	Plan pays 50%	Plan pays 70%-100%	Plan pays 70%-100%
Bridges/ implants	Plan pays 50%	Plan pays 50%	Plan pays 50%
Maximum Annual Benefit	\$1,200 per person PPO, only \$1000 non-PPO	\$2,200 per person PPO+Premier \$2000 non- PPO+Premier	\$2,200 per person PPO+Premier \$2000 non- PPO+Premier
Orthodontia	Not Applicable	Not Applicable	\$2,000 Lifetime Maximum per Adult or Dependent

Visit [www.deltadental.com](http://www.deltadental.com) for a list of providers on the Straight PPO network. Your out of pocket costs may be higher if when you use a non-PPO provider.

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## Vision plans




	Plan 4	Plan 4x	Plan 8	Plan 8x
2017 Monthly Rate	\$15	\$26	\$23	\$34
Eye Exam	Every 12 months	Every 12 months	Every 12 months	Every 12 months
Copay	\$10	\$10	\$10	\$10
Lenses	Every 12 months	Every 12 months	Every 12 months	Every 12 months
Contact Lenses	Every 12 months	Every 12 months	Every 12 months	Every 12 months
Frames	Every 24 months	Every 24 months	Every 12 months	Every 12 months
Contact Lens Exam Copay	\$60 (instead of glasses)	\$50 (in addition to glasses)	\$60 (instead of glasses)	\$50 (in addition to glasses)
Frame Allowance	\$250	\$250	\$250	\$250
Costco Frame Allowance	\$135	\$135	\$135	\$135

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## Life and AD&D Insurance



**THE  
HARTFORD**

**YOU CAN PURCHASE**

**Employer-paid**  
\$10,000 or  
\$50,000 EE Life  
and AD&D

**FOR YOURSELF:**  
\$10K-\$300K @ \$2.60/\$10K

**ALSO AVAILABLE:**  
Supplemental Coverage  
You: \$300,000  
Your Spouse: \$100,000 or  
100% of employee's total

EOI required:  
EE: >\$10K/yr or \$100K  
SP: >\$5K/yr or \$30K

**FOR SPOUSE:**  
\$5K-\$100K @ \$1.30/\$5K

**FOR CHILDREN:**  
\$5,000/CH @ \$0.70/EE

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## Charter School Employers

Employer Eligibility	Available Programs
<ul style="list-style-type: none"> <li>501c3 status</li> <li>Authorized by BSSP member district or BCOE</li> <li>Dependent charters participate as part of authorizing agency</li> </ul>	<p><u>Bundled:</u></p> <ul style="list-style-type: none"> <li>Medical (fully-insured through SISC with BSSP admin and HWC charges added)</li> <li>Dental (self-insured @ BSSP)</li> <li>Vision (self-insured @ BSSP)</li> </ul> <p><u>Optional:</u></p> <ul style="list-style-type: none"> <li>Life (fully-insured)</li> </ul>

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## Employer Participation Criteria

- Approval by Self-Insured Schools of California (SISC)
- Approval by BSSP Board of Directors
- Receipt of:
  - SISC III JPA agreement with charter school addendum
  - BSSP Agreement for Inclusion into BSSP's Employee Benefit Programs
  - Certification by authorizing district/BCOE of charter's ability to meet its financial obligation associated with BSSP benefits for the coverage period
  - Deposit of 1-month premium 30-days prior to start of coverage; deposit will be retained at BSSP and SISC and applied to the final month of coverage.

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## Application Process (120 days prior to entry date)

### Letter requesting entry

- Effective date
- Number of employees within each bargaining unit
- If life insurance is desired in addition to MDV
- Copy of articles of incorporation and charter
- Summaries of current MDVL benefits
- Census (Excel or CSV)

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## Entry Dates

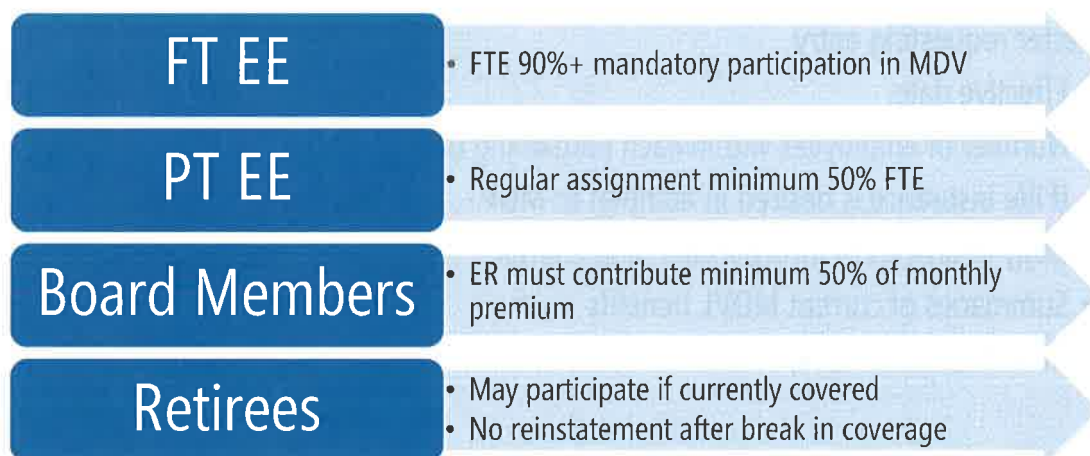
Standard: October 1

Transitional:

- May enter on the 1<sup>st</sup> of any month
- May be offered a short or extended initial rate and election period in order to synchronize with October 1
  - 7/1: 15-month rate quote and election period (7/1/18-9/30/19)
  - 1/1: 9-month rate quote and election period (1/1/19-9/30/19)

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## Employee Participation



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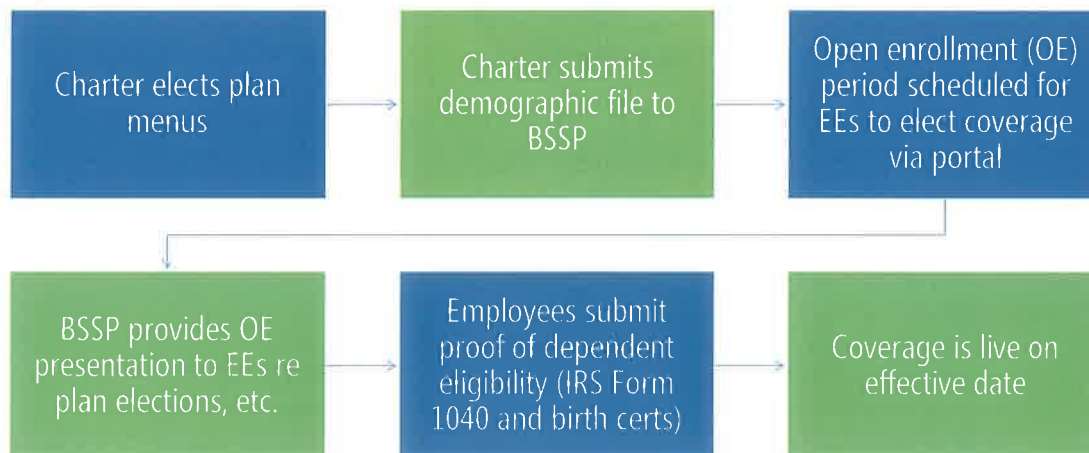
## Offer to Participate

### 60 days prior to effective date

- Non-voting participation
- Subject to assessment in the same manner as all other member agencies
- Medical, dental and vision benefits are bundled; life is optional
- Rates (available mid- to late-March)
  - Medical: SISC base rate (same as BSSP) + BSSP admin and HWC charges (unsubsidized by prior year rate stabilization funds)
  - Dental and Vision: unsubsidized BSSP rates
  - Life: BSSP rates

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## Implementation Process



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# Annual Renewal

BSSP and SISC: Annual renewal is at the pleasure of BSSP and SISC.

Charter:

- Designates menu/rate structure by 3/15
- Submits proof of ability to meet financial obligations to authorizing agency by June 1
- Authorizing agency certifies charter's ability to meet financial obligations
- Charter submits certification to BSSP by July 15

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**BUTTE SCHOOLS**  
**SELF-FUNDED PROGRAMS**

[www.bsspjpa.org](http://www.bsspjpa.org)

Christy Patterson  
Executive Director  
[cpatters@bsspjpa.org](mailto:cpatters@bsspjpa.org)

530-879-7438

Nicole Strauch  
Senior Benefits/Administrative Assistant  
[nstrauch@bsspjpa.org](mailto:nstrauch@bsspjpa.org)

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## Dental plans



	Plan 1 PPO Network	Plan 8 Premier+PPO Network	Plan 10 Premier+PPO Network
<b>IN-NETWORK BENEFITS</b>			
2017 Monthly Rate	\$67	\$110	\$119
Preventive Care	Plan pays 100%	Plan pays 70%-100%	Plan pays 70%-100%
Deductible	\$50 / \$150	None	None
Fillings, etc.	Plan pays 80%	Plan pays 70%-100%	Plan pays 70%-100%
Crowns, etc.	Plan pays 50%	Plan pays 70%-100%	Plan pays 70%-100%
Bridges/ implants	Plan pays 50%	Plan pays 50%	Plan pays 50%
Maximum Annual Benefit	\$1,200 per person PPO \$1000 non-PPO	\$2,200 per person PPO+Premier \$2000 non PPO+Premier	\$2,200 per person PPO+Premier \$2000 non PPO+Premier
Orthodontia	Not Applicable	Not Applicable	\$2,000 Lifetime Maximum per Adult or Dependent

Visit [www.deltadental.com](http://www.deltadental.com) for a list of providers on the Straight PPO network. Your out of pocket costs may be higher if when you use a non-PPO provider.

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## Vision plans



	Plan 4	Plan 4x	Plan 8	Plan 8x
2017 Monthly Rate	\$15	\$26	\$23	\$34
Eye Exam	Every 12 months	Every 12 months	Every 12 months	Every 12 months
Copay	\$10	\$10	\$10	\$10
Lenses	Every 12 months	Every 12 months	Every 12 months	Every 12 months
Contact Lenses	Every 12 months	Every 12 months	Every 12 months	Every 12 months
Frames	Every 24 months	Every 24 months	Every 12 months	Every 12 months
Contact Lens Exam Copay	\$60 (instead of glasses)	\$50 (in addition to glasses)	\$60 (instead of glasses)	\$50 (in addition to glasses)
Frame Allowance	\$250	\$250	\$250	\$250
Costco Frame Allowance	\$135	\$135	\$135	\$135

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# Anthem PPO



Plan Highlights	Anthem Classic PPO 1000	
	In-Network	Out-of-Network
Calendar Year Deductible (Ind / Fam)	\$1,000 / \$3,000	\$3,000 / \$9,000
Calendar Year Out-of-Pocket Maximum (Ind / Fam)	\$5,000 / \$10,000	\$15,000 / \$30,000
Primary Care Physician (PCP) / Specialist	\$35 Copay	40% <sup>1</sup>
Inpatient Hospitalization	20% <sup>1</sup>	40% <sup>1</sup> (limited to \$1,000 / day for non-emergency admission)
Outpatient Surgery	20% <sup>1</sup>	40% <sup>1</sup> (limited to \$350 / admit)
Emergency Room (Copay waived if admitted)	\$150 Copay + 20%	
Urgent Care	\$35 Copay	40% <sup>1</sup>
Retail Prescription Drugs (30-day supply) Tiers 1a – Tier 4	\$5 / \$20 / \$30 / \$50 / 30% up to \$250 Copay	50% Coinsurance for Retail Pharmacy
Mail Order Prescription Drugs (90-day supply)	\$12.50 / \$50 / \$90 / \$150	Not Applicable

<sup>1</sup> All percentages paid after deductible has been met









# Anthem HSA



Plan Highlights	Anthem Lumenos HSA	
	In-Network	Out-of-Network
Calendar Year Deductible (Ind / Fam)	\$2,600 / \$5,200	\$7,800 / \$15,600
Calendar Year Out-of-Pocket Maximum (Ind / Fam)	\$5,000 / \$10,000	\$15,000 / \$30,000
Primary Care Physician (PCP) / Specialist	20% <sup>1</sup>	50% <sup>1</sup>
Inpatient Hospitalization	20% <sup>1</sup>	50% <sup>1</sup> (limited to \$1,000 / day for non-emergency admission)
Outpatient Surgery	20% <sup>1</sup>	50% <sup>1</sup> (limited to \$350 / admit)
Emergency Room	20% <sup>1</sup>	50% <sup>1</sup>
Urgent Care	20% <sup>1</sup>	50% <sup>1</sup>
Retail Prescription Drugs (30-day supply) <sup>1</sup> Tiers 1a -- Tier 4	\$5 / \$15 / \$40 / \$60 / 30% up to \$250 Copay	50% Coinsurance for Retail Pharmacy
Mail Order Prescription Drugs (90-day supply) <sup>1</sup>	\$12.50 / \$37.50 / \$120 / \$180	Not Applicable

<sup>1</sup> All percentages paid after deductible has been met









# 2017/2018 Statement of Economic Interests



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## Form 700

A Public Document

*Also available on the FPPC website:*

- ***Form 700 in Excel format***
- ***Reference Pamphlet for Form 700***

California Fair Political Practices Commission

Email Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916)322-5660 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)



## What's New

### Gift Limit Increase

The gift limit increased to \$470 for calendar years 2017 and 2018. The gift limit during 2016 was \$460.

### Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers").  
**Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

**Exception:** Candidates for a county central committee are not required to file the Form 700.

- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

See Reference Pamphlet, page 3, at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Where to file:

#### 87200 Filers

State offices	➔	Your agency
Judicial offices	➔	The clerk of your court
Retired Judges	➔	Directly with FPPC
County offices	➔	Your county filing official
City offices	➔	Your city clerk
Multi-County offices	➔	Your agency

#### Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

**Code:** File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

#### Members of Boards and Commissions of Newly

**Created Agencies:** File with your newly created agency or with your agency's code reviewing body.

#### Employees in Newly Created Positions of Existing

**Agencies:** File with your agency or with your agency's code reviewing body. See Reference Pamphlet, page 3.

**Candidates:** File with your local elections office.

### How to file:

The Form 700 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Form 700 schedules are also available in Excel format. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions.

### When to file:

#### Annual Statements

##### ➔ March 1, 2018

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

##### ➔ April 2, 2018

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

#### Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2017, and December 31, 2017, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2019, or April 1, 2019, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2018. See Reference Pamphlet, pages 6 and 7, for additional exceptions.

#### Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents.

#### Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at [www.fppc.ca.gov](http://www.fppc.ca.gov).

#### There is no provision for filing deadline extensions unless the filer is serving in active military duty.

Statements of 30 pages or less may be faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.



## Introduction

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

### Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. During 2017 and 2018, the gift limit is \$470 from a single source during a calendar year.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

### Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (i.e., a personal residence is often not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. See Reference Pamphlet, page 10.

### Loan Restrictions

Certain state and local officials are subject to restrictions on loans. See Reference Pamphlet, page 14.

### Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

### Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

**For assistance** concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).
- Call the FPPC toll-free at (866) 275-3772.

### Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.



## Types of Form 700 Filings

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### Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

### Example:

Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

### Annual Statement:

Generally, the period covered is January 1, 2017, through December 31, 2017. If the period covered by the statement is different than January 1, 2017, through December 31, 2017, (for example, you assumed office between October 1, 2016, and December 31, 2016 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2017.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

### Leaving Office Statement:

Generally, the period covered is January 1, 2017, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2017, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2016, and December 31, 2016, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2017.

### Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

### Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).



# Instructions

## Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

### Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
- To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 1 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

#### Example:

Scott Baker is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Scott will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Scott will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

### Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

#### Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

<b>1. Office, Agency, or Court</b>	
Agency Name (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position:
<b>2. Jurisdiction of Office (Check at least one box)</b>	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of
<input type="checkbox"/> City of	<input type="checkbox"/> Other

### Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2017 annual statement, **do not** change the pre-printed dates to reflect 2018. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2018, through December 31, 2018, will be disclosed on your statement filed in 2019. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

### Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

### Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions. **When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

FPPC Form 700 (2017/2018)

FPPC Advice Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

FPPC Toll-Free Helpline: 866/275-3772 [www.fppc.ca.gov](http://www.fppc.ca.gov)

Instructions – 1



**COVER PAGE**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

**2. Jurisdiction of Office (Check at least one box)**

- ☐ State ☐ Judge or Court Commissioner (Statewide Jurisdiction)  
☐ Multi-County ☐ County of  
☐ City of ☐ Other

**3. Type of Statement (Check at least one box)**

- ☐ **Annual:** The period covered is January 1, 2017, through December 31, 2017.  
-or- The period covered is / / , through December 31, 2017.  
☐ **Assuming Office:** Date assumed / /  
☐ **Leaving Office:** Date Left / / (Check one)  
○ The period covered is January 1, 2017, through the date of leaving office.  
-or-  
○ The period covered is / / , through the date of leaving office.  
☐ **Candidate:** Date of Election and office sought, if different than Part 1:

**4. Schedule Summary (must complete) ► Total number of pages including this cover page: \_\_\_\_\_**

**Schedules attached**

- ☐ **Schedule A-1 - Investments** – schedule attached ☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached  
☐ **Schedule A-2 - Investments** – schedule attached ☐ **Schedule D - Income – Gifts** – schedule attached  
☐ **Schedule B - Real Property** – schedule attached ☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-

☐ **None - No reportable interests on any schedule**

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS  
( )

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature  
(month, day, year) (File the originally signed statement with your filing official.)



## Which Schedule Do I Use?

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### Common Reportable Interests

Schedule A-1	Stocks, including those held in an IRA or a 401K
Schedule A-2	Business entities (including certain independent contracting), sole proprietorships, partnerships, LLCs, corporations, and trusts
Schedule B	Rental property in the jurisdiction, or within two miles of the boundaries of the jurisdiction
Schedule C	Non-governmental salaries of public official and spouse/registered domestic partner
Schedule D	Gifts from businesses (such as tickets to sporting or entertainment events)
Schedule E	Travel payments from third parties (not your employer)

### Common Non-Reportable Interests

Schedule A-1	Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
Schedule A-2	Savings and checking accounts and annuities
Schedule B	A residence used exclusively as a personal residence (such as a home or vacation cabin)
Schedule C	Governmental salary (such as a school district)
Schedule D	Gifts from family members
Schedule E	Travel paid by your government agency

#### Remember:

- ✓ Mark the "No reportable interests" box on Part 4 of the Schedule Summary on the Cover Page if you determine you have nothing to disclose and file the Cover Page only. **Make sure you carefully read all instructions to ensure proper reporting.**
- ✓ The Form 700 is a public document.
- ✓ **Most individuals must consult their agency's conflict of interest code for reportable interests.**
- ✓ Most individuals file the Form 700 with their agencies.



## Questions and Answers

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### General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.

### Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. See Reference Pamphlet, page 13.
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.



## Questions and Answers

### Continued

- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

### Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at [www.fppc.ca.gov](http://www.fppc.ca.gov). See Reference Pamphlet, page 14.
- Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?
- A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.



## Questions and Answers

### Continued

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Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Reference Pamphlet, page 8, for the definition of "business entity."

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. See Reference Pamphlet, page 14, for additional information.

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

### Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in real property for you.

### Gift Disclosure

Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.



## Questions and Answers Continued

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- Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2017 the gift limit was \$470, so the Bensons may have given the supervisor artwork valued at no more than \$940. The supervisor must identify Joe and Mary Benson as the sources of the gift.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.



## Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. See Reference Pamphlet, page 13.

### Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. See Reference Pamphlet, page 15, for more information on disclosing trusts.
- Business trusts

### You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

**Use Schedule A-1** to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. See second example below.

**Use Schedule A-2** to report ownership of 10% or greater (e.g., a sole proprietorship).

### To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively.
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

### Examples:

John Smith holds a state agency position. His conflict of interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

### Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

FPPC Form 700 (2017/2018)

FPPC Advice Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

FPPC Toll-Free Helpline: 866/275-3772 [www.fppc.ca.gov](http://www.fppc.ca.gov)

Instructions – 8



**SCHEDULE A-1****Investments****Stocks, Bonds, and Other Interests**

(Ownership Interest is Less Than 10%)

Do not attach brokerage or financial statements.

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

## ▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

## FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000      ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000      ☐ Over \$1,000,000

## NATURE OF INVESTMENT

- ☐ Stock      ☐ Other \_\_\_\_\_ (Describe)  
☐ Partnership      ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
 ACQUIRED      DISPOSED

## ▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

## FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000      ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000      ☐ Over \$1,000,000

## NATURE OF INVESTMENT

- ☐ Stock      ☐ Other \_\_\_\_\_ (Describe)  
☐ Partnership      ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
 ACQUIRED      DISPOSED

## ▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

## FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000      ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000      ☐ Over \$1,000,000

## NATURE OF INVESTMENT

- ☐ Stock      ☐ Other \_\_\_\_\_ (Describe)  
☐ Partnership      ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
 ACQUIRED      DISPOSED

## ▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

## FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000      ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000      ☐ Over \$1,000,000

## NATURE OF INVESTMENT

- ☐ Stock      ☐ Other \_\_\_\_\_ (Describe)  
☐ Partnership      ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
 ACQUIRED      DISPOSED

## ▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

## FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000      ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000      ☐ Over \$1,000,000

## NATURE OF INVESTMENT

- ☐ Stock      ☐ Other \_\_\_\_\_ (Describe)  
☐ Partnership      ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
 ACQUIRED      DISPOSED

## ▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

## FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000      ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000      ☐ Over \$1,000,000

## NATURE OF INVESTMENT

- ☐ Stock      ☐ Other \_\_\_\_\_ (Describe)  
☐ Partnership      ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
 ACQUIRED      DISPOSED

Comments: \_\_\_\_\_



## Instructions – Schedule A-2

### Investments, Income, and Assets of Business Entities/Trusts

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Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13. A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

#### To Complete Schedule A-2:

**Part 1.** Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

**Part 2.** Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

**Part 3.** Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. See Reference Pamphlet, page 11, for examples. Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. See Reference Pamphlet, page 8, for an explanation of commission income.

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Using phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. See Reference Pamphlet, page 14, for details about requesting an exemption from disclosing privileged information.

**Part 4.** Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.



**SCHEDULE A-2**  
**Investments, Income, and Assets**  
**of Business Entities/Trusts**  
(Ownership Interest is 10% or Greater)

<b>CALIFORNIA FORM 700</b>
FAIR POLITICAL PRACTICES COMMISSION
Name _____

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one  
☐ Trust, go to 2      ☐ Business Entity, complete the box, then go to 2

**GENERAL DESCRIPTION OF THIS BUSINESS**

\_\_\_\_\_

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$0 - \$1,999	____/____/17
<input type="checkbox"/> \$2,000 - \$10,000	____/____/17
<input type="checkbox"/> \$10,001 - \$100,000	ACQUIRED      DISPOSED
<input type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	

NATURE OF INVESTMENT  
☐ Partnership    ☐ Sole Proprietorship    ☐ \_\_\_\_\_ Other

YOUR BUSINESS POSITION \_\_\_\_\_

**▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)**

<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$10,001 - \$100,000
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> \$1,001 - \$10,000	

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE** (Attach a separate sheet if necessary.)

☐ None    or    ☐ Names listed below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST**

Check one box:  
☐ INVESTMENT      ☐ REAL PROPERTY

Name of Business Entity, if Investment, or  
Assessor's Parcel Number or Street Address of Real Property \_\_\_\_\_

Description of Business Activity or  
City or Other Precise Location of Real Property \_\_\_\_\_

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$2,000 - \$10,000	____/____/17
<input type="checkbox"/> \$10,001 - \$100,000	____/____/17
<input type="checkbox"/> \$100,001 - \$1,000,000	ACQUIRED      DISPOSED
<input type="checkbox"/> Over \$1,000,000	

NATURE OF INTEREST  
☐ Property Ownership/Deed of Trust    ☐ Stock    ☐ Partnership

☐ Leasehold \_\_\_\_\_ Yrs. remaining    ☐ Other \_\_\_\_\_

☐ Check box if additional schedules reporting investments or real property are attached

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one  
☐ Trust, go to 2      ☐ Business Entity, complete the box, then go to 2

**GENERAL DESCRIPTION OF THIS BUSINESS**

\_\_\_\_\_

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$0 - \$1,999	____/____/17
<input type="checkbox"/> \$2,000 - \$10,000	____/____/17
<input type="checkbox"/> \$10,001 - \$100,000	ACQUIRED      DISPOSED
<input type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	

NATURE OF INVESTMENT  
☐ Partnership    ☐ Sole Proprietorship    ☐ \_\_\_\_\_ Other

YOUR BUSINESS POSITION \_\_\_\_\_

**▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)**

<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$10,001 - \$100,000
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> \$1,001 - \$10,000	

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE** (Attach a separate sheet if necessary.)

☐ None    or    ☐ Names listed below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST**

Check one box:  
☐ INVESTMENT      ☐ REAL PROPERTY

Name of Business Entity, if Investment, or  
Assessor's Parcel Number or Street Address of Real Property \_\_\_\_\_

Description of Business Activity or  
City or Other Precise Location of Real Property \_\_\_\_\_

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$2,000 - \$10,000	____/____/17
<input type="checkbox"/> \$10,001 - \$100,000	____/____/17
<input type="checkbox"/> \$100,001 - \$1,000,000	ACQUIRED      DISPOSED
<input type="checkbox"/> Over \$1,000,000	

NATURE OF INTEREST  
☐ Property Ownership/Deed of Trust    ☐ Stock    ☐ Partnership

☐ Leasehold \_\_\_\_\_ Yrs. remaining    ☐ Other \_\_\_\_\_

☐ Check box if additional schedules reporting investments or real property are attached

Comments: \_\_\_\_\_



## Instructions – Schedule B

### Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. See Reference Pamphlet, page 13.

#### Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

#### You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)

**Please note:** A non-reportable residence can still be grounds for a conflict of interest and may be disqualifying.

- Interests in real property held through a blind trust (See Reference Pamphlet, page 16, for exceptions.)

#### To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.

#### Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

#### Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction. If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid \$10,000 or more. A married couple would be considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street	
CITY Sacramento	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: ACQUIRED _____ / ____ / 17 DISPOSED _____ / ____ / 17
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Leasehold <input type="checkbox"/> Easement Yrs. remaining _____ Other _____	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None Henry Wells	
NAME OF LENDER* Sophia Petroillo	
ADDRESS (Business Address Acceptable) 2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER Restaurant Owner	
INTEREST RATE 8 % <input type="checkbox"/> None	TERM (Months/Years) 15 Years
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
Comments:	



**SCHEDULE B**  
**Interests in Real Property**  
(Including Rental Income)

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

► ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY \_\_\_\_\_

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000  
☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000  
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
ACQUIRED      DISPOSED

NATURE OF INTEREST

- ☐ Ownership/Deed of Trust      ☐ Easement  
☐ Leasehold \_\_\_\_\_  
Yrs. remaining      ☐ \_\_\_\_\_  
Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

- ☐ \$0 - \$499      ☐ \$500 - \$1,000      ☐ \$1,001 - \$10,000  
☐ \$10,001 - \$100,000      ☐ OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

☐ None

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

► ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY \_\_\_\_\_

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000  
☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000  
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
ACQUIRED      DISPOSED

NATURE OF INTEREST

- ☐ Ownership/Deed of Trust      ☐ Easement  
☐ Leasehold \_\_\_\_\_  
Yrs. remaining      ☐ \_\_\_\_\_  
Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

- ☐ \$0 - \$499      ☐ \$500 - \$1,000      ☐ \$1,001 - \$10,000  
☐ \$10,001 - \$100,000      ☐ OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

☐ None

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* You are not required to report loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER\*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE

TERM (Months/Years)

\_\_\_\_\_%      ☐ None

HIGHEST BALANCE DURING REPORTING PERIOD

- ☐ \$500 - \$1,000      ☐ \$1,001 - \$10,000  
☐ \$10,001 - \$100,000      ☐ OVER \$100,000  
☐ Guarantor, if applicable

NAME OF LENDER\*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE

TERM (Months/Years)

\_\_\_\_\_%      ☐ None

HIGHEST BALANCE DURING REPORTING PERIOD

- ☐ \$500 - \$1,000      ☐ \$1,001 - \$10,000  
☐ \$10,001 - \$100,000      ☐ OVER \$100,000  
☐ Guarantor, if applicable

Comments: \_\_\_\_\_



# Instructions – Schedule C

## Income, Loans, & Business Positions

### (Income Other Than Gifts and Travel Payments)

#### Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. See Reference Pamphlet, page 11. You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13, for more information about doing business in the jurisdiction. Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

#### Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

#### Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10, concerning your ability to receive future honoraria.)
- Incentive compensation (See Reference Pamphlet, page 12.)

#### Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

#### You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

**See Reference Pamphlet, page 11, for more exceptions to income reporting.**

#### To Complete Schedule C:

##### Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. See Reference Pamphlet, page 8. **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

##### Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
  - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
  - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.



**SCHEDULE C**  
**Income, Loans, & Business**  
**Positions**  
(Other than Gifts and Travel Payments)

<b>CALIFORNIA FORM 700</b>
FAIR POLITICAL PRACTICES COMMISSION
Name _____

▶ 1. INCOME RECEIVED	▶ 1. INCOME RECEIVED
NAME OF SOURCE OF INCOME _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ YOUR BUSINESS POSITION _____	NAME OF SOURCE OF INCOME _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ YOUR BUSINESS POSITION _____
GROSS INCOME RECEIVED <input type="checkbox"/> No Income - Business Position Only <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	GROSS INCOME RECEIVED <input type="checkbox"/> No Income - Business Position Only <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000
CONSIDERATION FOR WHICH INCOME WAS RECEIVED <input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.) <input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.) <input type="checkbox"/> Sale of _____ (Real property, car, boat, etc.) <input type="checkbox"/> Loan repayment <input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more _____ (Describe) <input type="checkbox"/> Other _____ (Describe)	CONSIDERATION FOR WHICH INCOME WAS RECEIVED <input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.) <input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.) <input type="checkbox"/> Sale of _____ (Real property, car, boat, etc.) <input type="checkbox"/> Loan repayment <input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more _____ (Describe) <input type="checkbox"/> Other _____ (Describe)

**▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD**

\* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF LENDER _____ HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	INTEREST RATE _____% <input type="checkbox"/> None SECURITY FOR LOAN <input type="checkbox"/> None <input type="checkbox"/> Personal residence <input type="checkbox"/> Real Property _____ Street address _____ City <input type="checkbox"/> Guarantor _____ <input type="checkbox"/> Other _____ (Describe)
---	--

Comments: \_\_\_\_\_



## Instructions – Schedule D

### Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

#### Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

#### You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without

being claimed by you as a charitable contribution for tax purposes

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

#### To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

#### Reminders

- Gifts from a single source are subject to a \$470 limit during 2017. See Reference Pamphlet, page 10.
- Code filers – you only need to report gifts from reportable sources.

#### Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.



# SCHEDULE D

## Income – Gifts

<b>CALIFORNIA FORM</b>	<b>700</b>
FAIR POLITICAL PRACTICES COMMISSION	
Name _____	

<p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table><tr><th>DATE (mm/dd/yy)</th><th>VALUE</th><th>DESCRIPTION OF GIFT(S)</th></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr></table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	<p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table><tr><th>DATE (mm/dd/yy)</th><th>VALUE</th><th>DESCRIPTION OF GIFT(S)</th></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr></table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____
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<p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table><tr><th>DATE (mm/dd/yy)</th><th>VALUE</th><th>DESCRIPTION OF GIFT(S)</th></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr></table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	<p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table><tr><th>DATE (mm/dd/yy)</th><th>VALUE</th><th>DESCRIPTION OF GIFT(S)</th></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr></table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____
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____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							

Comments: \_\_\_\_\_

\_\_\_\_\_



## Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### You are **not** required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a non-profit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

**Note: Certain travel payments may not be reportable if reported on Form 801 by your agency.**

### To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
  - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

### Example:

City council member Rick Chandler is the chairman of a 501 (c)(6) trade association and the association pays for Rick's travel to attend its meetings. Because Rick is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for Rick to attend other events for which he is not providing services are likely considered gifts.

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S): ____/____/____	AMT: \$ 150.00
(If gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting</u>	



**SCHEDULE E**  
**Income – Gifts**  
**Travel Payments, Advances,**  
**and Reimbursements**

<b>CALIFORNIA FORM 700</b> <b>FAIR POLITICAL PRACTICES COMMISSION</b>
Name _____

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. These payments are not subject to the gift limit, but may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: <input type="checkbox"/> Gift <b>-or-</b> <input type="checkbox"/> Income
<input type="radio"/> Made a Speech/Participated in a Panel
<input type="radio"/> Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: <input type="checkbox"/> Gift <b>-or-</b> <input type="checkbox"/> Income
<input type="radio"/> Made a Speech/Participated in a Panel
<input type="radio"/> Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: <input type="checkbox"/> Gift <b>-or-</b> <input type="checkbox"/> Income
<input type="radio"/> Made a Speech/Participated in a Panel
<input type="radio"/> Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: <input type="checkbox"/> Gift <b>-or-</b> <input type="checkbox"/> Income
<input type="radio"/> Made a Speech/Participated in a Panel
<input type="radio"/> Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

Comments: \_\_\_\_\_