

Revised
Agenda Item

April 16, 2013
Board Meeting

Agenda Item
9

ELK GROVE UNIFIED SCHOOL DISTRICT

Revised

9

Agenda Item No: _____

Board Agenda Item

Supplement No. _____

Meeting Date: April 16, 2013

Subject: Harriet Eddy Middle School "Teens for Jeans" **Department:** Secondary Education

Action Requested:
The Board of Education is asked to recognize and congratulate Harriet Eddy Middle School for collecting over 10,000 pairs of jeans for the national Teens for Jeans donation.

Discussion:
Harriet Eddy Middle School surpassed their goal of collecting 10,000 pairs of jeans for the national Teens for Jeans donation drive – sponsored by DoSomething.org – by collecting a total of 10,238 pairs of jeans and pants. National Junior Honor Society students at Eddy ran the donation drive. Harriet Eddy Middle School was the first school in the country to top the 10,000 pairs of pants mark in the contest. Jeans collected by Eddy students will be donated to shelters in the local community.
Harriet Eddy Middle School is competing to be the top school across the country in the jeans drive. If Eddy wins, the school will receive a \$10,000 grant, sweatshirts for all Eddy students and a celebratory pizza party. The donation drive was successfully organized and facilitated by Harriet Eddy's Junior Honor Society.
The students and moderator to be recognized are:
Moderator
[Redacted]
Junior Honor Society Officers
[Redacted]

Prepared By: Keven MacDonald Division Approval: Keven MacDonald *[Signature]*
Prepared By: _____ Superintendent Approval: Steven M. Ladd, Ed.D. *[Signature]*

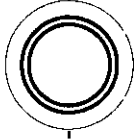
**Attachment to
Agenda Item**

April 16, 2013
Board Meeting

**Agenda Item
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ELK GROVE UNIFIED SCHOOL DISTRICT
Finance & School Support

BUDGET UPDATE

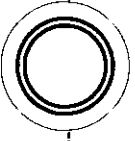


PRESENTED TO THE BOARD OF EDUCATION
APRIL 16, 2013

*Presented By: Rich Fagan, Associate Superintendent
of Finance & School Support*



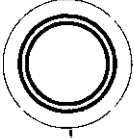
Overview



- Local Control Funding Formula (LCFF)
- Introduction of Assembly Bill 88

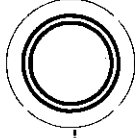


Local Control Funding Formula (LCFF)



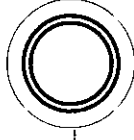
- Possibility of a legislative adjustment to the LCFF proposal encompassing a mitigated Concentration Factor and a higher Base Grant
- If the LCFF doesn't become law for the 2013-14 fiscal year, the state will have approximately \$900 million in Proposition 98 funding that has not been allocated in the Governor's budget proposal that:
 - Could be distributed as Revenue Limit Funding per student
 - Could be distributed through the Economic Impact Aid (EIA) program as a good-will placeholder for LCFF in 2014-15
 - Could be distributed partially as Revenue Limit per student and EIA

Local Control Funding Formula



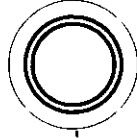
- Gov. Brown's proposal is to simplify and make uniform and equitable, a complex and nearly indecipherable funding system. That includes dozens of compliance-driven state programs built on often outdated formulas.
- Gov. Brown is proposing to attach the LCFF to his budget as part of the trailer bill
 - Limit review to the Legislature's budget committees, which consider financial aspects, not policy
- Passage of a budget by July 1 requires only a majority vote

Introduction of Assembly Bill 88



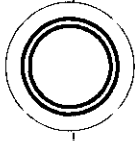
- Chair of the Assembly Education Committee turned Gov. Jerry Brown's comprehensive plan for education finance reform into a bill
 - Introduced as Assembly Bill 88 by Assembly member Joan Buchanan
 - Ensuring that all aspects will get an extensive review, raising the possibility that the plan may not pass in time to take effect July 1, as the governor wants
- As a bill that would be debated and vetted, rather than one huge addendum to the budget

Introduction of Assembly Bill 88



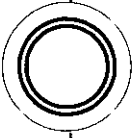
- **Assembly Speaker John Perez's office states**
 - "...this is more than a budget matter."
 - "It has to be considered by policy committees."
 - "This would be a sweeping change with a profound impact on the way we fund public education..."
 - "Lots of questions will need to be answered."
 - It still may be possible to get the governor's plan through policy committees in time. However, "it would require a lot of effort to get it done."
 - "If the choice is between getting the plan done quickly or getting it right, I'd say take the time to get it right."

Introduction of Assembly Bill 88



- Assembly member Joan Buchanan expressed broader concerns as well
 - It is a major change to how we fund schools
 - You need to determine the cost to educate a child, where are we now, where do we want to be, and what's the right path to get there
- Passage of a bill would require a two-thirds vote
- Support will likely fall along suburban-urban lines, not party lines

Next Steps



2013-14 Governor's May Revise	May 2013
2013-14 EGUSD Adopted budget	June 2013

**Attachment to
Agenda Item**

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**2013/14
BUDGET GUIDELINES**

Budget Guidelines are implemented in order to direct the construction of the Adopted Budget. These budget guideline items may vary on an annual basis. Variations may include the number of schools, number of students, funding allocations from other government agencies or cost of living adjustments. These guidelines do not include previously established positions and allocations which do not vary annually, which are only changed by approval of the Board of Education.

A. GENERAL FUND GUIDELINES

1. Income

- a. Beginning Balance The 2013/14 Beginning Balance for July 1, 2013, will be based on the Estimated 2012/13 Ending Balance.
- b. Federal Income Budgets for programs anticipated to be ongoing, will be based on prior year funding levels.
- c. State Income Revenues have been proposed in accordance with the Governor's 2013/14 State budget for the following programs:
 - Adult Education* Regional Occupational Centers/Program*
 - Art and Music Block Grant* School & Library Improvement Block Grant (SLIB)*
 - CAHSEE Intervention Grants* School Safety Block Grants (Carl Washington)*
 - CalSAFE Parenting* Secondary Class Size Reduction*
 - Child Development Special Education
 - Child Nutrition Staff Development SB 472*
 - Deferred Maintenance* Teacher Credentialing Block Grant*
 - District Revenue Limit Transportation
 - Economic Impact Aid
 - Foster Youth
 - Gifted and Talented*
 - Instructional Materials Fund*
 - Lottery
 - Peer Assistance and Review (PAR)*
 - Professional Development Block Grant
 - Pupil Retention Block Grant*

d. County Income Local property tax collections will be budgeted based on amounts reported from the Sacramento County Office of Education and will be deducted from the State Revenue Limit Apportionments.

**2013/14
BUDGET GUIDELINES**

* Included in 2009-10 Tier III Flexibility process and all or some of these program's funding has been flexed for other educational purposes.

A. GENERAL FUND GUIDELINES (Continued)

2. Expenditures

- a. Staffing Formulas

Staffing formulas and/or formulas subject to contract language for administration, certificated, classified, confidential, and supervisory personnel, described in Sections C through J of these Budget Guidelines, are subject to review and approval by the administration.

Compensation for certificated and classified substitutes shall be established on a competitive basis with other comparable districts.

The administration will submit final 2013/14 staffing formulas for Board approval.
- b. Salaries and Fringe Benefits

Existing salaries, step and column increments, training classes, and doctoral/longevity bonuses shall be factored into the 2013/14 budget. All mandated fringe benefits shall be included at projected 2013/14 rates, and shall reflect changes to collective bargaining agreements.

Average beginning salaries for new certificated personnel will be budgeted as follows:

K-12 Teacher	\$47,215
Psychologists	\$66,522
Social Workers	\$50,829
Behavior Support Specialist/ Mental health Therapists	\$65,840
Special Education Teacher	\$49,270
- d. Inflationary Increases and Enrollment Growth

2013/14 inflationary growth and required costs will be increased for utilities, fuel, insurance, maintenance agreements, operating/testing supplies and collective bargaining (as applicable) and based on a pro-rata increase of student enrollments.
- e. Student Textbooks, Books, Supplies and Equipment

The 2013/14 Budget will be reviewed by administration for (1) enrollment changes based on the 2012/13 allocation levels for textbooks, reference books, supplies and equipment, and (2) the need for carryover of 2012/13 over/under expenditures.

**2013/14
BUDGET GUIDELINES**

A. GENERAL FUND GUIDELINES (Continued)

2. Expenditures - (Continued)

f. Carryover Funds

Upon approval by administration the 2013/14 Budget shall allow carryover of unexpended appropriations for site regular instructional program supplies, services, and equipment allocations. Requests may be submitted to the appropriate Associate Superintendent for carryovers. Non-site based funds cannot be carried over unless approved by the Superintendent.

Specially funded site based programs and one-time allocations will be carried over for one year only, unless approved by the Superintendent.

g. Non-Formula Expenditures

All other 2012/13 line item expenditure budgets may be reviewed with the program manager in detail and adjusted to meet the needs of the program for 2013/14. All adjustments will be subject to approval by the administration.

h. Categorical Programs

Categorical programs shall pay for all personnel costs (including fringe benefits) and non-personnel costs and shall operate within their income subvention and authorized staffing.

Categorical programs shall fully pay for their legal pro-rata share of indirect, direct support, and centralized service costs. Exceptions to the above require the approval of the Superintendent.

i. Deferred Maintenance

The General Fund shall contribute an amount adequate to gain full state funding except when state law waives such requirements.

j. Priority List for Additional Requested Funds

An annual Priority List may be established by the administration if the financial condition of the State and District provide undesignated funding. Such a listing would be based on input from the Board of Education, Central Office Support Team, Budget Committee, Employee Units, Student Representatives, Community Members and Finance Committee.

k. Budget Transfers

Changes to the budget at the major object classification level, after budget adoption, will be submitted for Board approval as budget transfers.

**2013/14
BUDGET GUIDELINES**

A. GENERAL FUND GUIDELINES (Continued)

2. Expenditures - (Continued)

l. Program Expenditures

All program expenditures must be approved by the responsible program manager or designee.

Personnel expenditures shall not exceed the budget for authorized FTE within each program.

No program expenditures will be allowed if the program budget has not been authorized by appropriate District personnel or the expenditures exceed the program's existing major object code budget.

Expenditures for new programs will not be made prior to approval of the requested budget transfer.

3. Reserves

a. Restricted Reserve

A reserve may be established for categorical specially funded program carryover funds.

b. Non-Spendable Assets Reserve

A reserve may be established for revolving cash on hand, stores inventory, prepaid expenditures, and other commitments.

c. Reserve for Economic Uncertainties

The State Standards and Criteria recommends a reserve for Economic Uncertainties of 2% for Districts greater than 30,000 ADA. The District will reserve enough funds to satisfy the State's current law.

d. Reserve for School Start-up

A reserve may be established to provide for elementary and secondary school start-up as needed.

**2013/14
BUDGET GUIDELINES**

B. OTHER FUNDS GUIDELINES

1. All Other Funds
Programs in all other funds shall pay for all personnel costs (including fringe benefits) and non-personnel costs and shall operate within their available income and authorized staffing.

All other funds shall pay fully their legal pro-rata share of indirect, direct support, and centralized services costs.

Exceptions to the above will require approval of the Superintendent.
2. Adult Education
Budgets will be established in accordance with the Board of Education's approved Tier III flexibility amounts.
3. Cafeteria Account
Revenue for Breakfast and School Lunch programs may be reviewed and adjusted annually (when appropriate) to accommodate; (1) Growth, (2) uncontrollable inflationary costs of food products and services, and (3) cost of living adjustments to food services personnel.
4. Child Development
Programs within the Child Development fund will be adjusted in accordance with established awarded contracts.
5. Deferred Maintenance
The deferred maintenance fund is used to account separately for state apportionments and the LEA's contribution for deferred maintenance purposes. Budgets will be established in accordance with current state law and will include Tier III flexibility as approved by the Board of Education.
6. Self Insurance
The Self Insurance fund records revenue, expenditures, and actuarial liability for all activities related to the self insured worker's compensation program for the District.

**2013/14
BUDGET GUIDELINES**

C. TK-6 PROGRAM (Traditional/Modified Traditional)

<u>ALLOCATION</u>	<u>FTE</u>	<u>CRITERIA</u>	<u>CALENDAR</u>	<u>NOTE/EXCEPTION</u>
1. Principal	1.00	Per school	8 hrs/207 days	
2. Vice Principal	.50	Title I School 0-750 Students	8 hrs/200 days	
	.50	751-900 Students		
	1.00	901+ Students		
3. Budgeted Administrative Support Time		10 days with 0.00 FTE VP per school 5 days with 0.50 FTE VP per school 5 days with 1.00 FTE VP per school		
4. Teachers				
a. Regular Education Grades K-3	1.00	Per 24 students	Full Time/184 days	
b. Regular Education Grades 4-6	1.00	Per 28 students	Full Time/184 days	
c. Computer Resource Teacher	1.00	Per school	Full Time/184 days	
d. Budgeted Substitute Time		7 days per FTE		
5. Clerical				
a. Elementary School Secretary ¹	1.00	Per school	8 hrs/10.50 months	
b. School Office Assistant II	1.00	Per school	8 hrs/10 months	
c. School Office Assistant II	6.65	Roving	8 hrs/10 months	
d. Library Technician		26 days per school	8 hrs/10 months	
6. Yard Supervision				
a. Student Allocation - 1 hour		Per 111.5 students	180 days	
b. Site Allocation - 2 hours		Per school	180 days	
c. Breakfast Allocation - 1 hour		Per school	180 days	

¹ For new school openings, there will be no break in service during the summer for the first year only.

**2013/14
BUDGET GUIDELINES**

C. TK-6 PROGRAM (Traditional/Modified Traditional) (Continued)

	<u>ALLOCATION</u>	<u>FORMULA</u>	<u>NOTE/EXCEPTION</u>
7. Custodial ¹			
a. General Custodial Time -- formula		$\frac{(((\text{Student Enrollment} \div 294) + (\text{Square Footage} \div 17000)) \div 2) \times 8 = \text{Hrs/day}}$	2011/12 Approved Reduction: Decreased formula 6.85% funded at 85.41% resulting in reduction of 9 Site Supervisors and 16 Custodians
b. Plus Cafeteria/Multipurpose -- 1 hour			

ALLOCATION
1.00 FTE Day Shift + 2.00 FTE Swing Shift

Dillard & Franklin 1.00 Swing Shift

8. Students
- a. Other Books
 - b. Supplies^{2, 3, 4}
 - c. Health Supplies
 - d. Equipment Repair^{2, 3}
 - e. Equipment Replacement^{2, 3}

None
\$31.631 per student
\$200 per school
\$1.766 per student
\$2.044 per student

¹ Lead Custodian will start one month prior to school opening regardless of opening date
² Based on CBEDS Enrollment
³ Approved Reductions: 20% - 2009/10 for workbooks [now paid from Lottery (Prop20) funding]
⁴ Approved Reductions: 10% - 2009/10, 10% - 2010/11

**2013/14
BUDGET GUIDELINES**

<u>ALLOCATION</u>	<u>FTE</u>	<u>CRITERIA</u>	<u>CALENDAR</u>	<u>NOTE/EXCEPTION</u>
D. <u>TK-6 PROGRAM (4-Track Year Round)</u>				
1. Principal	1.00	Per school	8 hrs/246 days	
2. Vice Principal	1.00	Per school	8 hrs/219 days	
3. Budgeted Administrative Support Time		5 days with 1.00 FTE VP per school		
4. Teachers				
a. Regular Education Grades K-3	1.00	Per 24 students	Full Time/184 days	
b. Regular Education Grades 4-6	1.00	Per 28 students	Full Time/184 days	
c. Computer Resource Teacher	1.00	Per school	Full Time/184 days	
d. Budgeted Substitute Time		7 days per FTE		
5. Clerical				
a. Elementary School Secretary ¹	1.00	Per school	8 hrs/12 months	
b. School Office Assistant II	1.00	Per school	8 hrs/12 months	
c. School Office Assistant II	2.85	Roving	8 hrs/12 months	
d. Library Technician		26 days per school	8 hrs/10 months	
6. Yard Supervision				
a. Student Allocation - 1 hour		Per 111.5 students	228 days	
b. Site Allocation - 2 hours		Per school	228 days	
c. Breakfast Allocation - 1 hour		Per school	228 days	

¹ For new school openings, there will be no break in service during the summer for the first year only.

**2013/14
BUDGET GUIDELINES**

E. 7-8 PROGRAM (Traditional)

	<u>ALLOCATION</u>	<u>FTE</u>	<u>CRITERIA</u>	<u>CALENDAR</u>	<u>NOTE/EXCEPTION</u>
1.	Principal	1.00	Per school	8 hrs/235 days	
2.	Vice Principal	1.00 1.50 2.00	1-100 students 1001-1550 students 1551+	Full Time/206 days	
3.	Teachers	1.00	Per 26.17 students	Full Time/184 days	
	a. Budgeted Substitute Time		7 days per FTE		
4.	Academic Improvement (Results)	1.00	Per school	Full Time/184 days	
5.	Library Resource Teacher	1.00	Per school	Full Time/194 days	
6.	Counseling ¹				
	a. Counselors – Student Allocation	1.00	Per 497 students	Full Time/184 days	
	b. Counselors – Site Allocation	.69	Per school		.69 FTE can be realigned to provide Counseling & Guidance Technician (1.50 FTE; 2 @ 6 hrs/10 mos)

¹ 22.00 FTE are currently allocated across all middle schools.

**2013/14
BUDGET GUIDELINES**

<u>ALLOCATION</u>	<u>FTE</u>	<u>CRITERIA</u>	<u>CALENDAR</u>	<u>NOTE/EXCEPTION</u>
E. <u>7-8 PROGRAM (Traditional) (Continued)</u>				
7. Clerical				
a. Middle School Secretary	1.00	Per school	8 hrs/12 months	
b. Data Processing Assistant	1.00	Per school	8 hrs/12 months	
c. School Office Technician	2.50	Per school	8 hrs/10 months + 4 days	2011/12 Approved Reduction: HEMS <.50> FTE EPMS <.50> FTE EHMS <.50> FTE SJMS <.50> FTE TJMS <.50> FTE TRSMS <.5124> FTE
d. School Site Controller I	.50	Per school	4 hrs/10 months	
e. School Office Assistant II	.25	1301-1450 students	2 hrs/10 months	2011/12 Approved Reduction: KAMS <.25> FTE HEMS <.09> FTE SJMS <.07> FTE TJMS <.4555> FTE JKMS <.0442> FTE
.50		1451-1600 students	4 hrs/10 months	
.75		1601-1750 students	6 hrs/10 months	
8. Campus Supervision				
a. Lead Campus Supervisor	1.00	Per school	194 days	
b. Student Allocation – 1 hour		Per 133 students	194 days	2011/12 Approved Reduction: HEMS <.12> FTE JKMS <.0645> FTE EPMS <.29> FTE

**2013/14
BUDGET GUIDELINES**

E. 7-8 PROGRAM (Traditional) (Continued)

ALLOCATION

- 9. Custodial
 - a. General Custodial Time – formula
 - b. Plus Cafeteria/Multipurpose – 1 hour
 - c. Plus Shower/Locker Rooms – 1 hour

FORMULA

$((\text{Student Enrollment} \div 294) + (\text{Square Footage} \div 17000)) \div 2 \times 8 = \text{Hrs/day}$

NOTE/EXCEPTION

2011/12 Approved Reduction: Decreased formula 6.85% funded at 85.41% resulting in reduction of 9 Site Supervisors and 16 Custodians

ALLOCATION

Stand Alone Site:
1.0 OFTE Day Shift + 3.00 FTE Swing Shift
Combo Site:
1.00 FTE Day Shift + 2.00 FTE Swing Shift

Kerr 4.00 FTE Swing Shift (Brick Tech. & Trigg Annex)

- 10. Students
 - a. Textbooks¹
 - b. Instructional Supplies^{1, 2}
 - c. Audio/Visual¹
 - d. Equipment Repair¹
 - e. Equipment Replacement¹
 - f. Office Supplies²
 - g. Field Trips-Orientation Day

\$2.64 per student
\$35.37 per student
\$4.80 per student
\$1.293 per student
\$2.08 per student
\$2,206 per school
\$686 per school

¹ Based on CBEDS Enrollment
² Approved Reductions: 10% - 2009/10, 10% - 2010/11, 10% - 2011/12

**2013/14
BUDGET GUIDELINES**

<u>F. 9-12 PROGRAM (Traditional)</u>	<u>ALLOCATION</u>	<u>FTE</u>	<u>CRITERIA</u>	<u>CALENDAR</u>	<u>NOTE/EXCEPTION</u>
1. Principal		1.00	Per school	8 hrs/246 days	
2. Vice Principal		2.00	1-2000 students	8 hrs/210 days	
		3.00	2001-2400 students		
		4.00	2401+ students		
3. Teachers		1.00	Per 26.67 students	Full Time/184 days	
a. Budgeted Substitute Time			7 days per FTE		
4. Academic Improvement (Results)		2.00	Per school	Full Time/184 days	
5. Library Resource Teacher		1.00	Per school	Full Time/194 days	
6. Counseling		1.00	Per 476 students	Full Time/184 days	
a. Counselors ¹				+ 15 days	
b. Counseling & Guidance Technician		1.50	Per school	2 @ 6 hrs/10 months	2011/12 Approved Reduction: EGHS <.0938> FTE LCHS <.25> FTE Exception: FIHS <.50> FTE VHS <.875> FTE
c. Career Center Technician		.50	Per school	4 hrs/10 months	2011/12 Approved Reduction: EGHS <.1562> FTE

¹ 40.00 FTE are currently allocated across all high schools

**2013/14
BUDGET GUIDELINES**

F. 9-12 PROGRAM (Traditional) (Continued)

<u>ALLOCATION</u>	<u>FTE</u>	<u>CRITERIA</u>	<u>CALENDAR</u>	<u>NOTE/EXCEPTION</u>
7. Clerical				
a. High School Secretary	1.00	Per school	8 hrs/12 months	
b. Data Processing Assistant	1.00	Per school	8 hrs/12 months	
c. Registrar	1.00	Per school	8 hrs/12 months	
d. Attendance Technician	1.00	Per school	8 hrs/10 months + 4 days	
e. School Office Assistant II	3.00	Per school	8 hrs/10 months + 4 days	Exception: VHS <.53> FTE 2010/11 Approved Reduction: All sites <1.00> FTE - EXCEPT FrHS 2007/08 Approved Reduction: EGHS <.625> FTE FHS <.875> FTE FrHS, MTHS, PGHS, SHS <1.00> FTE <1.00> FTE
		AND		
	1.25	0-2200 students		
	1.75	2201-2400 students		
	2.25	2401-2600 students		
	2.75	2601-2800 students		
	3.25	2801-3000 students		
	3.75	3001-3200 students		
	4.25	3201-3400 students		
	4.50	3401-3600 students		
f. School Site Controller II	1.00	Per school	8 hrs/12 months	2010/11 Approved Reduction: COHS <1.00> FTE 2011/12 Approved Reduction: COHS <.25> FTE EGHS, FIHS, FrHS <.50> FTE MTHS, PGHS, VHS <.75> FTE LCHS, SHS <1.00> FTE
8. Campus Supervision				
a. Lead Campus Supervisor	1.00	Per school	194 days	
b. Site Allocation	3.00	Per school	194 days	
c. Student Allocation – 1 hour		Per 133 students	194 days	2011/12 Approved Reduction: COHS <.125> FTE

**2013/14
BUDGET GUIDELINES**

F. 9-12 PROGRAM (Traditional) (Continued)

<u>ALLOCATION</u>	<u>FORMULA</u>	<u>NOTE/EXCEPTION</u>
9. Custodial		
d. General Custodial Time – formula	$((\text{Student Enrollment} \div 294) + (\text{Square Footage} \div 17000)) \div 2 \times 8 = \text{Hrs/day}$	2011/12 Approved Reduction: Decreased formula 6.85%
e. Plus Cafeteria/Multipurpose – 1 hour		funded at 85.41% resulting in reduction of 9 Site Supervisors and 16 Custodians
f. Plus Shower/Locker Rooms – 1 hour		
10. Students		
a. Textbooks ¹		
b. Other Books ¹		
c. Instructional Supplies ^{1,2}		
d. Equipment ¹		
e. Equipment Repair ¹		
f. Equipment Replacement ¹		
g. Attendance Cards ²		
h. Diplomas		
i. Office Supplies ²		
j. Health Supplies ²		
k. Graduation Facility Rental		
	<u>ALLOCATION</u>	
	1.00 FTE Site Supervisor + 7.00 FTE Swing Shift	
	\$4,571 per student	
	\$5,711 per student	
	\$48,577 per student	
	\$1,617 per student	
	\$3,646 per student	
	\$,939 per student	
	\$986 per school	
	\$1,379 per school	
	\$943 per school	
	\$435 per school	
	\$3,470 per school	

¹ Based on CBEDS Enrollment

² Approved Reductions: 10% - 2009/10, 10% - 2010/11, 10% - 2011/12

**2013/14
BUDGET GUIDELINES**

G. CONTINUATION PROGRAM

The Continuation High Schools Program shall be treated the same as categorical programs in that it shall operate within its income plus approved reductions. The Continuation Program generates income from two sources: ADA and the supplement to Revenue Limit for Necessary Small Continuation High Schools approved for the first time in 1979-80 and then merged into the Pupil Retention Block Grant in 2008-09. Program Manager has authority to allocate funds as needed, except as specified in collective bargaining agreements.

	<u>ALLOCATION</u>	<u>FTE</u>	<u>CRITERIA</u>	<u>CALENDAR</u>	<u>NOTE/EXCEPTION</u>
1. Principal		1.00	Per school	8 hrs/216 days	
2. Teachers		1.00	Per 32 students plus planning period	Full Time/184 days	
a. Teacher in Charge		.55	Per school	Full Time/184 days	
b. Budgeted Substitute Time			7 days per FTE		
3. Counselor		1.00	Per school	Full Time/184 days + 15 days	
4. Clerical					
a. Continuation School Secretary		1.00	Per school	8 hrs/12 months	
b. Data Processing Assistant		1.00	Per school	8 hrs/10 months	Exception: CHS <.25> FTE
5. Campus Supervisor		.75	Per school	194 days	Exception: CHS +.25 FTE

**2013/14
BUDGET GUIDELINES**

G. CONTINUATION PROGRAM (Continued)

ALLOCATION

- 6. Custodial
 - a. General Custodial Time – formula
 - b. Plus Cafeteria/Multipurpose – 1 hour
 - c. Plus Shower/Locker Rooms – 1 hour

FORMULA

$$(((\text{Student Enrollment} \div 294) + (\text{Square Footage} \div 17000)) \div 2) \times 8 = \text{Hrs/day}$$

NOTE/EXCEPTION

2011/12 Approved Reduction:
Decreased formula 6.85%
funded at 85.41% resulting in
reduction of 9 Site Supervisors
and 16 Custodians

ALLOCATION

- 7. Students
 - a. Textbooks¹
 - b. Other Books¹
 - c. Instructional Supplies^{1, 2}
 - d. Equipment¹
 - e. Equipment Repair¹
 - f. Equipment Replacement¹

1.00 FTE Swing Shift
\$4.571 per student
\$5.711 per student
\$48.577 per student
\$1.698 per student
\$3.646 per student
\$.986 per student

¹ Based on CBEDS Enrollment
² Approved Reductions: 10% - 2009/10, 10% - 2010/11, 10% - 2011/12

**2013/14
BUDGET GUIDELINES**

H. SPECIAL EDUCATION

<u>ALLOCATION</u>	<u>FTE</u>	<u>CRITERIA</u>	<u>NOTE/EXCEPTION</u>
1. Elementary Certificated Staffing	1.00 plus .40 LSH 1.50 plus .60 LSH	Traditional (0-500) Traditional (500+)	Note: .75 Classified FTE per Certificated FTE
	2.00 plus 0.60 LSH 2.50 plus 0.80 LSH 2.70 plus 1.00 LSH	Year-Round (0-800) Year-Round (801-1000) Year-Round (1000+)	
2. Secondary Certificated Staffing	4.00 plus .50 LSH 8.00 plus .50 LSH	Middle school sites High school sites	Note: .75 Classified FTE per Certificated FTE
	1.00 plus .20 LSH	Continuation school sites	
3. Regional Teams			
a. Program Specialist	1.00		
b. Inclusive Education Specialist	1.00		
c. Adapted PE	1.00		
d. Vocational/Transition Specialist	1.00		
e. Nurse	1.10		
f. Health Record Assistant	1.00		

**2013/14
BUDGET GUIDELINES**

I. PSYCHOLOGISTS/SOCIAL WORKERS

It is the District's intent to deliver a balanced program of support services for the instruction of regular and special education students. Subject to constraint of district-wide priorities, budget availability, and a periodic review and adjustment of service levels, it is the District's current intent to provide psychologists and social workers levels of service in accordance with the following formulae:

	<u>ALLOCATION</u>	<u>FTE</u>	<u>CRITERIA</u>	<u>NOTE/EXCEPTION</u>
1.	Lead Psychologist	1.10		
2.	Family Counseling Psychologist	.50		
3.	Psychologist	.20	Per Traditional/Modified Traditional Elementary – 0-700 students	
		.40	Per Traditional/Modified Traditional Elementary – 701-1400 students	
		.262	Per Year Round Elementary – 0-700 students	
		.462	Per Year Round Elementary – 701-1400 students	
		.60	Per Middle School – 0-1350 students	
		.40	Per High School – 0-1600 students	
		.60	Per High School – 1601+ students	
		.10	Per Continuation School	

**2013/14
BUDGET GUIDELINES**

J. DISTRICT SUPPORT FUNCTIONS

**ALLOCATION
INSTRUCTIONAL DIVISION**

1. Elementary & Secondary Administration¹

1 hour clerical per 770 students

FORMULA

2010/11 Approved Reduction:
Administrative Assistant <1.00> FTE
2011/12 Approved Reduction:
Administrative Assistant <1.00> FTE

2. Special Education

1 hour clerical per 924 students

2010/11 Approved Reduction:
Office Assistant III <.50> FTE
2011/12 Approved Reduction:
Office Assistant III <1.00> FTE

3. Curriculum/Professional Learning

1 hour clerical per 498 students (12 months)
1 hour clerical per 6,300 students (10 months)

2011/12 Approved Reduction:
Budget Tech I <1.00> FTE
Prof. Learning Tech <1.00> FTE
Textbook Assistant <1.00> FTE
2010/11 Approved Reduction:
Office Assistant III <1.00> FTE

4. Student Support & Health Services

1 hour clerical per 2,640 students

a. Health Services

1 hour clerical per 5,350 students
1 hour health records clerk per 900 students

b. Psychological Services

1 hour clerical per 4,650 students

**ALLOCATION
OPERATIONS DIVISION**

1. Fiscal Services, Accounting, Payroll/Risk Management¹

1 hour per 216 students
1 hour clerical per 2,100 students

2. Budget Department

1 hour per 614 students

3. Technology Services²

1 hour programming/data entry per 357 students
1.00 FTE per 91 PC users

NOTE/EXCEPTION

2011/12 Approved Reduction:
Accounts Payable Tech I <1.00> FTE
Staff Secretary <1.00> FTE

2011/12 Approved Reduction:
Budget Tech I <1.00> FTE
2010/12 Approved Reduction:
Programmer III <1.00> FTE
2011/12 Approved Reduction:
Computer Training & Support Specialist II <1.00> FTE
Sr. Technology Planning Specialist <1.00> FTE
Site Technology Technicians <2.00> FTE

¹ Formula is based on non-supervisory staffing only.

**2013/14
BUDGET GUIDELINES**

J. DISTRICT SUPPORT FUNCTIONS (Continued)

<u>ALLOCATION</u>	<u>FORMULA</u>	<u>NOTE/EXCEPTION</u>
<u>OPERATIONS DIVISION</u>		
4. Human Resources	1 hour per 266 students	2011/12 Approved Reduction: Personnel Assistant <1.6352> FTE
5. Transportation		
a. Buses	27.84% of enrollment transported, 1 bus per 96 students transported	
b. Drivers	1.00 FTE (6.5 hrs/183 days) per bus	
c. Driver Substitutes	7 days per driver	
d. Mechanics	1.1310 FTE per bus	
e. Support	1.065 FTE per bus	
6. Facilities	1 hour clerical per 4,750 students	
7. Purchasing/Warehouse/Textbooks ¹	1.00 FTE-clerk (district priority)	2011/12 Approved Reduction: Scheduling Technician <1.00> FTE Supervisor <1.00> FTE
	1 hour per 326 students	2010/11 Approved Reduction: Administrative Assistant <1.00> FTE
	1 hour clerical per 4,750 students	2010/11 Approved Reduction: Administrative Assistant <1.00> FTE
8. School Security & Safety		
a. School Site Specialist II	1.00 FTE per Senior High School	2010/11 Approved Reduction: School Security Specialist <8.00> FTE
	1.00 FTE for Continuation Schools and Roving	
	1 hour per 96,224 square feet	
	8 weeks for long-term sick leave coverage to be adjusted as needed	
9. Long Term Leave Account		
10. Custodial ¹		
a. District Level Staff	1 hour per 21,050 square feet	2010/11 Approved Reduction: Manager <1.00> FTE, Lead Custodian DO <1.00> FTE, Program Asst <1.00> FTE
b. Substitute Staff	7 days per FTE	
c. Site Level Staff	See Section C - G	
d. Building Level Supplies	\$0.085 per square foot	2011/12 Approved Reductions: Scheduling Tech <.75> FTE
e. District Level Supplies	\$0.507 per student/employee	

¹ Formula is based on non-supervisory staffing only.

**2013/14
BUDGET GUIDELINES**

J. DISTRICT SUPPORT FUNCTIONS (Continued)

<p>11. Grounds^{1,2}</p> <p>a. Vacant Site</p> <p>b. Under 5 Acres</p> <p>c. 5 to 15 Acres</p> <p>d. 15 to 25 Acres</p> <p>e. 25 to 40 Acres</p> <p>f. 40+ Acres</p> <p>g. Regional Stadium</p> <p>h. Substitutes</p> <p>i. Supplies Districtwide</p>	<p>Days per week:</p> <p>0.1</p> <p>1.4</p> <p>2.0</p> <p>2.7</p> <p>3.5</p> <p>4.1</p> <p>1.0</p> <p>7 days per FTE</p> <p>\$115 per Acre</p>	<p>2010/11 Approved Reductions: 29.15% of Maintenance & Operations resulting in Area Supervisor <1.00> FTE, Grounds Workers <7.00></p>
<p>12. Maintenance^{1,2}</p> <p>a. Staffing</p> <p>b. Substitutes</p>	<p>1 hour per 11,427 square feet</p> <p>1 clerical hour per 1,350 students</p> <p>7 days per FTE</p>	<p>2010/11 Approved Reductions: Manager <1.00> FTE, Area Supervisor <1.00> FTE, Office Assistant <1.00>, Inventory Specialist <.50> FTE, Maintenance Worker <3.00> FTE, RRMCT <1.00> FTE and reduction of \$300,000 in operating supplies</p>

1 Formula is based on non-supervisory staffing only
2 Formula is currently suspended.

Agenda Item

April 16, 2013
Board Meeting

Agenda Item
18

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 18

Board Agenda Item

Supplement No. _____

Meeting Date 4-16-13

Subject: Resolution Regarding Local Control Funding Formula (LCFF) **Department:** Administration

Action Requested: Adopt Resolution No. 56, 2012-13.

Discussion:

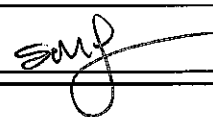
The Elk Grove Unified School District Board of Education is vigilant and dutifully concerned with the proposed changes in the manner in which public education is proposed to be funded. The Governor's LCFF model, while endorsed in principle, contains elements such as a "concentration factor" and a "base level" that propose a target funding level to be benchmarked at the 2007-08 year. Additionally, this target is to be achieved by seven years in the future, or 2020. At current levels of per student funding, this relegates California's funding per student to be 49th out of 50 states.

The Board of Education seeks to positively influence the funding model for Elk Grove students and public education in California.

Financial Summary:

-None-

Prepared By: Steven M. Ladd Department Approval: _____

Prepared By: _____ Superintendent Approval: Steven M. Ladd, Ed.D. 

**ELK GROVE UNIFIED SCHOOL DISTRICT
ELK GROVE, CALIFORNIA**

**LOCAL CONTROL FUNDING FORMULA
RESOLUTION NO. 56, 2012-13**

WHEREAS, the California Legislature is considering Governor Jerry Brown's proposed reform of the K-12 school financing system, referred to as the "Local Control Funding Formula;" and

WHEREAS, Governor Brown has proposed the new funding formula based on the principles of subsidiarity, equity and transparency; and

WHEREAS, the goal of the new system of finance is to modernize and simplify California's overly complex and historically outdated system; and

WHEREAS, California's long-term economic, social, and political health depend on the ability of its K-12 public education system to meet the needs of all its students; and

WHEREAS, the Local Control Funding Formula includes a Base Grant amount intended to provide for the basic educational program for all students, exclusive of extra services provided under Supplemental Grants; and

WHEREAS, this Base Grant provides for the Core Academic program at the heart of every school day for every student; and

WHEREAS, engaged educators agree that the funding level for this Base Grant must be sufficient to deliver core content and services within the state's expectations, including graduation rates, college and workforce readiness, and kindergarten readiness; and

WHEREAS, the proposed funding formula would provide a target base grant level projected to reach full implementation in seven years; and

WHEREAS, the new system as proposed in the Administration's Local Control Funding Formula also includes the funding of "Supplemental Grants" to address the greater needs of certain students, such as English learners and those from disadvantaged backgrounds; and

WHEREAS, in contrast to how Supplemental Grant funding levels were considered, these Base Grants are instead based on 2007-08 historical funding levels without factoring in billions of dollars in categorical funding available at the time; and

WHEREAS, even in 2007-08, California's funding for public schools was inadequate by almost any measure, with school staffing levels for teachers, counselors, nurses, and librarians among the worst in the country, with funding per student lagging far behind other technologically and industrially advanced states; and

WHEREAS, the proposed formula would also include concentration grants to provide additional funding to districts to address needs of English learners, students in poverty and students in foster care; and

WHEREAS, the proposed target level of the base grant for the new funding formula does not ensure that all Local Educational Agencies (LEAs) will receive funding levels restored to their pre-recession levels; and

WHEREAS, the application of the proposed “concentration factor” denies equitable funding for students having the same needs as their peers in other districts; and

WHEREAS, the currently-proposed new funding system does not establish a target that would bring California per pupil funding to at least the national average; and

WHEREAS, the new funding formula would hold Local Education Agencies (LEAs) accountable to their local communities for implementing the Common Core State Standards, improving student achievement, making progress in closing achievement gaps, increasing attendance and high school graduation rates, and improving preparation for college and career; and

THEREFORE, BE IT RESOLVED by the Governing Board of the Elk Grove Unified School District that the Board supports the basic premises of the proposed Local Control Funding Formula and its reliance on local decision making and accountability to address the educational needs of all of its students; and

THEREFORE, BE IT ALSO RESOLVED by the Governing Board of the Elk Grove Unified School District that the Board urges the Governor and the Legislature to develop the Local Control Funding Formula to provide that all Local Educational Agencies (LEAs) are at a minimum restored to the funding levels of 2007-08 and that the target for the base grant provide funding to California’s public schools at least at the national average; and

THEREFORE, BE IT ALSO RESOLVED by the Governing Board of the Elk Grove Unified School District that the Board calls for reconsideration or a revision to the concentration factor formula which recognizes the identified population students and funds them in a manner that ensures each eligible weighted student is not dependent on the district in which they reside, rather each child in identified population in California schools are funded at the same weight; and

THEREFORE, BE IT ALSO RESOLVED by the Governing Board of the Elk Grove Unified School District that the Board calls for continued work on the development of a robust accountability system which aligns adequate resources to ensure that all students are making gains in academic achievement across a broad spectrum of learning opportunities, including career and technical education, in order to keep California competitive in a global economy.

Adopted this 16th day of April, 2013.

Chet Madison, Sr., President
Board of Education
Elk Grove Unified School District

**Revised
Attachment
Agenda Item**

April 16, 2013
Board Meeting

**Agenda Item
19**

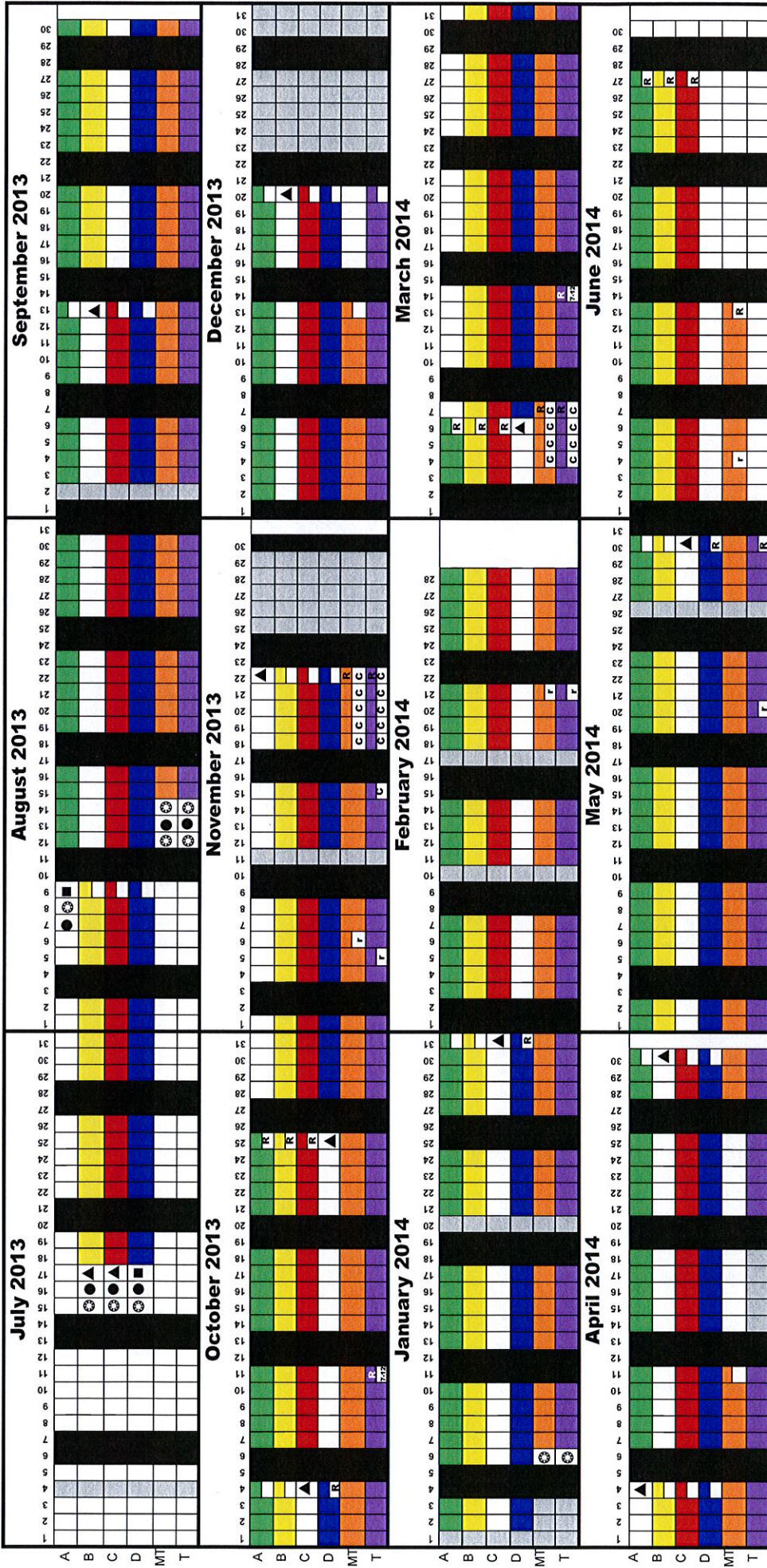
Revised Attachment to Board Agenda Item No. 19, 2013-14 School Year Calendar

The attached revision to the 2013-14 School Year Calendar (Revision No. 5) changes the August 16 one-half days for Tracks C and D to August 9 so that they align with Track B. Track A is off track at this time.

2013-2014 SCHOOL YEAR CALENDAR

Draft 5 04/10/13

ELK GROVE UNIFIED SCHOOL DISTRICT



STAFF KEY

- = Preservice Day
- = Professional Learning Day
- = Full work day
- ▲ = Half work day

NOTE: Schools on a block schedule may have different days for report cards and minimum days

Modified and Traditional Holidays and Highlights

- Jan. 20, Martin Luther King, Jr. Day
- Feb. 10, Lincoln's Birthday
- Feb. 17, Washington's Birthday
- April 14-18, Spring Break, Traditional
- May 26, Memorial Day
- May 30, Last day of school- Trad
- June 13, Last day of school- Modified

Year-round Holidays and Highlights

- July 4, Independence Day
- Aug. 15, Mod. Trad. First day of school
- Aug. 15, Trad. First day of school
- Sept. 2, Labor Day
- Nov. 11, Veteran's Day
- Nov. 25-29, Thanksgiving Break
- Dec. 23 - Jan. 6, Winter Break

Year-round Holidays and Highlights

- Jan. 20, Martin Luther King, Jr. Day
- Feb. 10, Lincoln's Birthday
- Feb. 17, Washington's Birthday
- May 26, Memorial Day
- May 30, Last day of school, Track D
- June 27, Last day of school, Tracks A, B, C

PARENT KEY

- = Holiday
- = Minimum Day
- R = Report Card
- C = K-6 Conference
- r = K-6 Report Card
- = Modified Trad.
- = Traditional

Revised
Agenda Item

April 16, 2013
Board Meeting

Agenda Item
32

Board Agenda Item

Subject: _____ **Division:** Facilities and Planning
**Florin Elementary School, Heating Ventilation and Air Conditioning Replacement
Award of Contract**

Action Requested:

The Board of Education is asked to (1) review the tabulation of bids, (2) award a contract to the lowest responsible and responsive bidder, (3) authorize the Administration to sign all documents and contracts pertaining to this work, and (4) authorize the Administration to proceed with the next lowest responsible bidder should a fully endorsed contract with the low bidder, accompanied by certification of the necessary bonds, not be obtained.

Discussion:

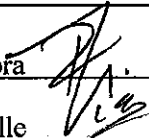
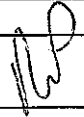
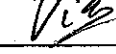

This project consists of replacement of six (6) Heating Ventilation and Air Conditioning units that were destroyed by vandalism and theft of recyclable materials.

The Administration received and opened six (6) bids for the Florin Elementary School, HVAC Replacement project on April 8, 2013, at 2:00 p.m. See Attachment A for a tabulation of bids. Comfort Air, Inc., submitted the lowest base bid.

The Administration recommends the award of contract to Comfort Air, Inc., for the base bid of \$21,590.00.

Financial Summary:

The project is funded through the general fund and is to be reimbursed by Schools Insurance Authority.

Prepared By: Josef Tavora  **Division Approval:** Robert Pierce 
Prepared By: Lee Leavelle  **Superintendent Approval:** Steven M. Ladd Ed.D. 

Bid Summary

Florin Elementary School, HVAC Replacement

Elk Grove Unified School District

April 8, 2013 at 2:00 p.m.

Estimate: \$30K



Plan Holder Name	Add. #1	Bid Form Signed	Sub List w/ Lic #s	Finger-printing	Non-Collusion Affidavit	Bid Bond	Base Bid	
Air Solutions, Inc.	X	X	X	X	X	X	\$32,995.00	1
Air Systems of Sacramento, Inc.	X	X	X	X	X	X	\$34,867.00	2
Comfort Air, Inc.	X	X	X	X	X	X	\$21,590.00	3
Division 5-15, Inc.	X	X	X	X	X	X	\$22,710.00	
Hometown Construction, Inc.	X	X	X	X	X	X	\$23,990.00	
Luppen & Hawley, Inc.	X	X	X	X	X	X	\$44,000.00	
United Building Service							NO BID	

These bids will receive Board consideration on: **April 16, 2013**

Revised
Agenda Item

April 16, 2013
Board Meeting

Agenda Item
34

Board Agenda Item

Subject:

Division: Facilities and Planning

**2013 Fencing at Valley and Florin High Schools
Award of Contract**

Action Requested:

The Board of Education is asked to (1) review the tabulation of bids, (2) award a contract to the lowest responsible and responsive bidder, (3) authorize the Administration to sign all documents and contracts pertaining to this work, and (4) authorize the Administration to proceed with the next lowest responsible bidder should a fully endorsed contract with the low bidder, accompanied by certification of the necessary bonds, not be obtained.

Discussion:

This project installs a combination of ornamental and chain link security fencing that will provide a safe environment for students and staff that will require visitors to check in at the school office prior to entering the campus. This secure perimeter will also reduce vandalism and theft.

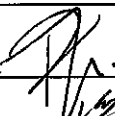
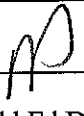


A previous fencing project for these two sites was postponed by District Administration when it was discovered that access compliance regulations, under strict interpretation by the Division of State Architect's (DSA) office, made the project cost prohibitive. District Staff immediately embarked on a discussion with DSA to amend a statewide Interpretation of Documents Regulation (IR A-22 rev. 3-22-13) to allow more streamlined and efficient security fencing improvements at school sites while still meeting the applicable building codes and access compliance laws. In order to continue progress toward the ultimate goal of a secure perimeter at the two campuses the project was designed and bid excluding gates that crossed the accessible path of travel while District Staff and DSA worked through the regulatory process. Now that IR A-22 has been revised and codified we are proceeding with design and approval of gate systems that will finalize this security project. The gate project will follow immediately upon approval by DSA.

The Administration received and opened five (5) bids for the 2013 Fencing at Valley and Florin High Schools project on April 9, 2013, at 2:00 p.m. See Attachment A for a tabulation of bids. Golden Bay Fence Plus Iron Works, Inc., submitted the lowest base bid.

The Administration recommends the award of contract to Golden Bay Fence Plus Iron Works, Inc., for the base bid of \$96,453.00.

Financial Summary:

The project is funded from Fund 49 in the amount of \$96,453.00.

Prepared By: _____	Josef Tavora 	Division Approval: _____	Robert Pierce 
Prepared By: _____	Lee Leavelle 	Superintendent Approval: _____	Steven M. Ladd Ed.D. 

Bid Summary

2013 Fencing @ Valley & Florin High Schools

Elk Grove Unified School District

April 9, 2013 at 2:00 p.m.

Estimate: \$90K



Plan Holder Name	Addendum		Bid Form Signed	Sub List w/ Lic #s	Finger-printing	Non-Collusion Affidavit	Bid Bond	Base Bid
	#1							
Arrow Fence	X		X	X	X	X	X	\$112,959.00
Crusader Fence Company, Inc.	X		X	X	X	X	X	\$179,861.00
Fencecorp, Inc.	X		X	X	X	X	X	\$116,682.00
Golden Bay Fence Plus Iron Works, Inc.	X		X	X	X	X	X	\$96,453.00
Roebbelen Contracting, Inc.	X		X	X	X	X	X	\$105,548.00

These bids will receive Board consideration on:

April 16, 2013

3
1
2