



REGULAR MEETING OF THE BOARD OF DIRECTORS

Ventura County Schools Business Services Authority

5100 Adolfo Road

Camarillo, CA 93012

Ph: 805.383.1974

OFFICIAL AGENDA Friday, September 12, 2025 VCSBSA Conference Room 1:00 PM

1. OFFICIAL OPENING OF MEETING

A. Call to Order

B. Roll Call

Board:

President: Dr. Raul Ramirez, Mesa Union School District

Vice President: Dr. Marlene Batista, Mupu Elementary School District

Clerk: Kari Skidmore, Santa Clara Elementary School District

Member: Dr. Carlos Dominguez, Briggs Elementary School District

Member: Dr. Jesus Vaca, Somis Union School District

Alternate: Lindsay Winegar, Briggs Elementary School District

Alternate: Kim Kuklenski, Mesa Union School District

Alternate: Nicole Misewitch, Mupu Elementary School District

Alternate: Deann Hobson, Santa Clara Elementary School District

Alternate: Robert Fulkerson, Somis Union School District

VCOE Staff: Misty Key, Associate Superintendent of Fiscal and Administrative Services

VCSBSA Staff: Tami Peterson: Chief Business Official, Rudy Calasin: Director of School Business, Leticia Olmos: Information and Logistics Coordinator

C. Welcome Guests

D. Emergency Additions to the Agenda

E. Approval of Agenda

Motion: _____ Second: _____ Y _____ N _____ A _____

F. Approval of Minutes (Pgs. 4-8)

The Chief Business Official recommends that the Board of Directors approve the June 9, 2025, minutes as presented.

Motion: _____ Second: _____ Y _____ N _____ A _____

G. Recognition of BSA Retirees

H. Request to Address the Board

Members of the Public that wish to address the Board must first complete a Speaker Form. Speaker Forms must be submitted no later than five (5) minutes prior to the opening of the meeting. Comments are limited to three (3) minutes. Members of the public may address the Board on any matter within the Board's jurisdiction; however, in accordance with Education Code 35145.5, the Board cannot enter a formal discussion or make a decision on any matter not on the agenda for this meeting. The Board President is in charge of the meeting and will maintain order, set the time limits for the speakers and the subject matter.

2. Reports/Information/Discussion

A. Chief Business Official Report

The CBO will provide a report of current activities of the VCSBSA office.

1) 2024-25 UPK Program Report Due September 30, 2025 – Under Separate Cover

2) UDL Trainer of Trainers Series (Pg. 9)

3) Small School District Network Proposed Dates:

Tuesday, September 30, 2025

Tuesday, December 2, 2025

Wednesday, January 28, 2026

Thursday, April 23, 2026 or Friday, April 24, 2026

Friday, May 22, 2026

Proposed Times: 2:00 – 4:30 PM

B. Discussion of Attendance Recovery Program Tracking (Pgs. 10-22)

C. Ventura County Schools Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

1) AB 1913 Training (Pg. 23)

2) Mutual Aid During Emergencies/Disasters Between Covered Parties MOU (Pgs. 24-29)

3) Professional Services Agreement – Independent Educational Evaluations (IEE's) (Pgs. 30-35)

4) Recommendations and Requirements for Wildfire (Pgs. 36-43)

5) Recommendations and Requirements for Student Activity Transportation (Pgs. 44-60)

D. VCOE Staff Report(s)

1) Misty Key, Deputy Superintendent will be present to provide an update from VCOE Fiscal and Administrative Services.

2) Joaquin Licea, Chief Technology Officer will be present to provide an update from VCOE Technology Services.

E. SPED Report

1) Mary Samples will be present to provide updates on SPED.

3. Action Items

A. Approval of Consent Agenda

Agenda items presented in this section compose the Consent Agenda and are routine of nature. Unless an item is moved to the Action section at the request of a board member, they will be approved by the board as a group as the first action on the agenda. Each item approved shall be deemed to have been read in full and adopted as recommended.

1) Approval of Financial Statements (Pgs. 61-75)

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the June 1, 2025, through August 31, 2025, Financial Statements.

2) Approval of Board Report of Commercial Checks (Pgs.76-77)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the June 1, 2025, through August 31, 2025, Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pg. 78)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the June 1, 2025, through August 31, 2025, Board Reports.

4) Approval of 2025-26 Salary Schedules (Pgs. 79-82)

The Chief Business Official recommends that the Board of Directors approve the 2025-26 Salary Schedules as presented.

5) Approval of Classified Personnel Report (Pgs. 83-85)

The Chief Business Official recommends that the Board of Directors approve the Classified Personnel Actions as listed. Note: This report denotes action to be taken on Positions as well as Personnel changes.

Vote for items 3A. 1-5

Motion:_____ Second:_____Y_____N_____A_____

B. New Business

1) Review, Discussion, and Approval of the 2024-25 VCSBSA Unaudited Actuals Financial Report (Pgs. 86-133)

The Chief Business Official recommends that the Board of Directors approve the 2024-25 Unaudited Actuals Financial report as presented (pursuant to Education Codes 41023 and 42100).

Motion:_____ Second:_____Y_____N_____A_____

2) Review, Discussion, and Approval of the VCSBSA Employee Handbook Revisions (Pg. 134)

Review, discuss, and approve the revisions as presented to the Client Agencies in Ventura County section of the employee handbook.

Motion:_____ Second:_____Y_____N_____A_____

C. Old Business

1) Approval of the VCSBSA Board Meeting Schedule for the 2025-26 Year (Pg. 135)

The Chief Business Official recommends approval of the VCSBSA Board Meeting for the 2025-26 year as presented.

Motion:_____ Second:_____Y_____N_____A_____

4. Closed Session

A. During this meeting the Board may adjourn to Executive Session to review and consider the topics below:

1) Personnel (Government Code Section 54957)

(a) Classified Personnel

5. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

October 24, 2025

December 12, 2025

February 27, 2026

March 27, 2026

April 24, 2026

May 29, 2026

6. Adjournment



DRAFT

OFFICIAL MINUTES
Monday, June 9, 2025
VCSBSA Conference Room
1:00 PM

1. OFFICIAL OPENING OF MEETING

A. Call to Order: 1:16 p.m.

B. Roll Call

Board:

President: Dr. Raul Ramirez, Mesa Union School District - **PRESENT**

Vice President: Dr. Marlene Batista, Mupu Elementary School District - **PRESENT**

Clerk: Kari Skidmore, Santa Clara Elementary School District - **PRESENT**

Member: Dr. Carlos Dominguez, Briggs Elementary School District - **PRESENT**

Member: Dr. Jesus Vaca, Somis Union School District - **PRESENT**

Alternate: Lindsay Winegar, Briggs Elementary School District

Alternate: Kim Kuklenski, Mesa Union School District

Alternate: Nicole Misewitch, Mupu Elementary School District

Alternate: Deann Hobson, Santa Clara Elementary School District

Alternate: Robert Fulkerson, Somis Union School District

VCSBSA Staff: Tami Peterson: Chief Business Official - **PRESENT**, Rudy Calasin: Director of School Business - **PRESENT**, Leticia Olmos - **PRESENT**

C. Welcome Guests

D. Emergency Additions to the Agenda: None

E. Approval of Agenda

Motion: Kari Skidmore **Second:** Dr. Carlos Dominguez Y 5 N 0 A 0

F. Approval of Minutes

The Chief Business Official recommends that the Board of Directors approve the May 2, 2025, minutes as presented.

Motion: Dr. Carlos Dominguez **Second:** Kari Skidmore Y 5 N 0 A 0

G. Request to Address the Board

Members of the Public that wish to address the Board must first complete a Speaker Form. Speaker Forms must be submitted no later than five (5) minutes prior to the opening of the meeting. Comments are limited to three (3) minutes. Members of the public may address the Board on any matter within the Board's jurisdiction; however, in accordance with Education Code 35145.5, the Board cannot enter a formal discussion or make a decision on any

matter not on the agenda for this meeting. The Board President is in charge of the meeting and will maintain order, set time limits for the speakers and the subject matter.

H. Public Hearing

1.) 2025-26 Proposed Adopted Budget

Dr. Ramirez opened the hearing at 1:18 PM for public comments.

There were no public comments.

Dr. Ramirez closed the hearing at 1:19 PM.

I. Organizational

1.) Approval of the Certification of Signatures Effective July 1, 2025, as presented.

Motion: Kari Skidmore Second: Dr. Carlos Dominguez Y 5 N 0 A 0

2. Reports/Information/Discussion**A. Chief Business Official Report**

The CBO will provide a report on current activities of the VCSBSA office.

CBO shared she has finished all fiscal reports. She extended her gratitude to the Board for their patience these last few weeks while she was dealing with the passing of her mom.

1) Sun Bucks Webinar

Sun Bucks webinar PowerPoint slides were shared with the Board.

B. Ventura County School Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

1) Mandated Reporter and Child Abuse Prevention Training

CBO shared with the Board the Mandated Reporter and Child Abuse Prevention Training is an annual mandatory training that must be provided to all employees working on behalf of the LEA. It is a breach of coverage if staff are not trained annually.

CBO confirmed with VCSSFA Executive Director, Elizabeth Atilano-Melvin, that the VCSSFA agreement has been approved to continue Mary Samples services with the small school districts in the 25/26 fiscal year.

C. VCOE Staff Report(s)

1) Misty Key, Deputy Superintendent, will be present to provide an update from VCOE Fiscal and Administrative Services.

Misty Key thanked the Board for all their efforts in working on their LCAP and CBO working on the budgets.

Mist Key shared VCOE Tech department is making a few changes. Contracts will not change this year. Direct costs that should be paid by the districts, not VCOE Tech, will be invoiced to the districts directly. An example is renewing the domain for the district's website will need to be paid by the district.

2) Joaquin Licea, Chief Technology Officer, and Colleen Steed, Director of Data Management & Applications will be present to provide an update from VCOE Technology.

Joaquin Licea shared VCOE Tech is getting ready for the end of the fiscal year. VCOE Tech is working with Briggs to place an order on chromebooks and working with Mesa on adding asset management software. VCOE Tech can help the districts in any we they can, please reach out.

Ricky Leon thanked the Board for their continued support and patience.

D. SPED Report

- 1) Mary Samples will be present to provide updates on SPED.

VCOE, in collaboration with Kern County Superintendent of Schools and SIP will host staff development on UDL Trainer of Trainers Series. This training is offered at no cost and is a 4-day series. Registration opens on July 1st.

SELPA will be offering a 2-part virtual training on July 29th and 30th for two hours each day to train as designee through IEP program. In the event Superintendent is unable to attend an IEP, the trained designee can attend on behalf of LEA. If interested, please contact Mary Samples for more information.

SELPA services contracts were shared with the respective districts to sign and return to SELPA.

SELPA Services Agreement estimates for the 2025-26 spreadsheet was shared.

Ventura County Behavioral Health (VCBH) is increasing its services cost to 25%. This will include mental health services through ERSes and COEDS.

SELPA Staff Development trainings may have charges next fiscal year due to funding. Further information will be sent to Superintendents.

Dr. Vaca asked Mary when her services are available. Mary Samples is available, please reach out to her.

3. Action Items

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3) Approval of Board Report of Purchase Orders

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the April 1, 2025, through May 31, 2025, Board Report of Purchase Orders.

4) Approval of Classified Personnel Report

The Chief Business Official recommends that the Board of Directors approve the Classified Personnel Actions as listed. Note: This report denotes action to be taken on Positions as well as Personnel changes.

5) Approval of Board Resolutions

The Chief Business Official recommends approval of the following resolutions:

A.) **Resolution 24-25-02** – Appropriation Transfers Fiscal Year 2025-26

B.) **Resolution 24-25-03** – Authority for the Board of Directors to Improve Compensation and Benefits for Certain Categories for Employees after July 1, 2025.

C.) **Resolution 24-25-04** – Authorization to Make Temporary Loans Between Authority Funds for Fiscal Year 2025-26

Vote for items 3A. 1-5

Motion: Kari Skidmore Second: Dr. Jesus Vaca Y 5 N 0 A 0**B. New Business****1) Review, Discussion, and Adoption of the 2025-2026 VCSBSA Proposed Budget**

Education Code Section 42103 requires the governing board of each agency to hold a public hearing on the proposed budget. The hearing must be held any day on or before July 1, but not less than three working days following availability of the proposed budget for public inspection. The budget has been available for public display and is submitted for board approval at this time.

Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 5 N 0 A 0**2) Review, Discussion, and Approval of the VCSBSA Fee Structure**

The Chief Business Official will present the current VCSBSA Fee Structure for Board Review. The Board will discuss options for changes to the fee structure to ensure financial stability of VCSBSA and equity to the Member Districts and Charter customers.

Motion: Dr. Marlene Batista Second: Dr. Carlos Dominguez Y 5 N 0 A 0**3) Review, Discussion, and Approval of Employment of Contract for the Director of School Business Services**

The Chief Business Official recommends that the Board of Directors approve the employment contract as presented.

Motion: Dr. Jesus Vaca Second: Dr. Carlos Dominguez Y 5 N 0 A 0**4) Review, Discussion and Approval of Employment Contract for the Director of Maintenance, Operations, and Transportation**

The Chief Business Official recommends that the Board of Directors approve the employment contract as presented.

Motion: Dr. Marlene Batista Second: Kari Skidmore Y 5 N 0 A 0**5) Discussion and Approval of the VCSBSA Board Meeting Schedule for the 2025-26 Year**

The Chief Business Official recommends approval of the VCSBSA Board Meeting for the 2025-26 Year.

The Board of Directors have selected to go with Calendar Option #2, which meeting dates align as close as possible with the Monthly District Superintendents monthly meetings.

Motion: Dr. Marlene Batista Second: Dr. Carlos Domingues Y 5 N 0 A 0**6) Review, Discussion, and Approval of California IT in Education (CITE) Invoice in the Amount of \$3,450.00**

The Chief Business Official recommends that the Board of Directors approve California IT in Education (CITE) invoice in the amount of \$3,450.00

Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 5 N 0 A 0

7) Review, Discussion, and Approval of the 2025-2026 CA-ERP Financial & Payroll System Agreement with VCOE

The Chief Business Official recommends that the Board of Directors approve the 2025-26 CA-ERP Financial & Payroll System Agreement with VCOE.

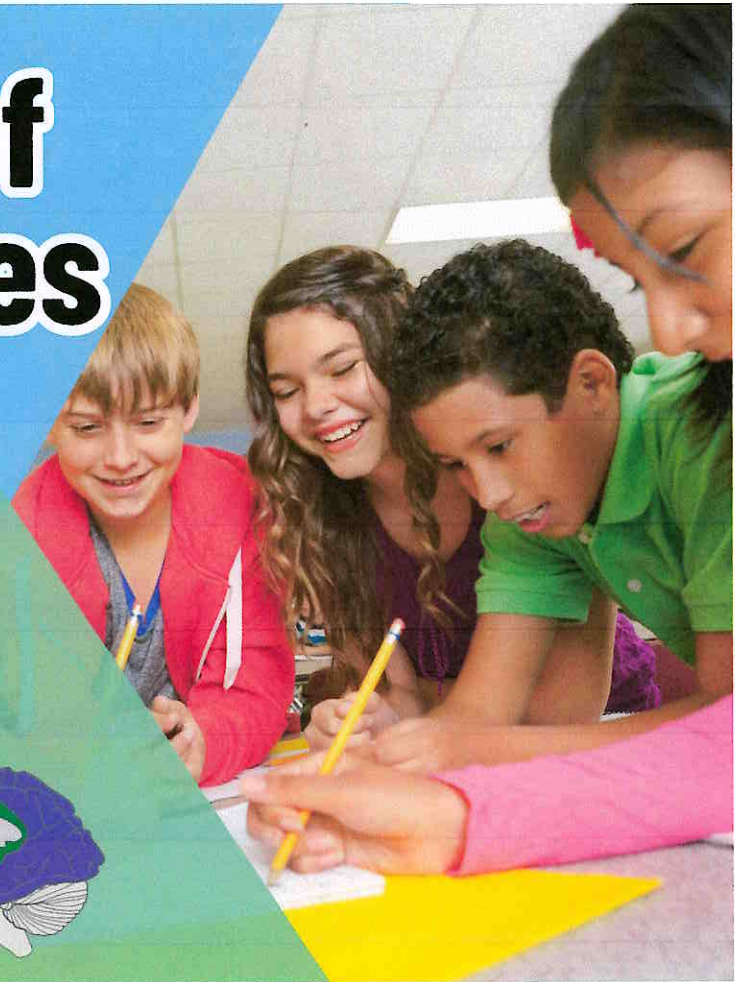
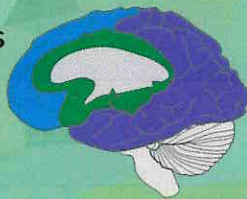
Motion: Kari Skidmore **Second:** Dr. Marlene Batista Y 5 N 0 A 0

- 4. Future Agenda Items**
 - A. Suggested Agenda Items**
 - B. Future Board Meetings**
September 12, 2025

5. Adjournment: 1:53 PM

UDL Trainer of Trainers Series

VCOE, in collaboration with Kern County Superintendent of Schools and SIP, is pleased to announce this UDL trainer series for site teams. Designed to equip district teams with the tools and confidence to lead site-based implementation, the series promotes inclusive, learner-centered environments. Emphasis will be placed on supporting all students, with a focused lens on dually identified students, ensuring equitable access and meaningful learning for every learner.



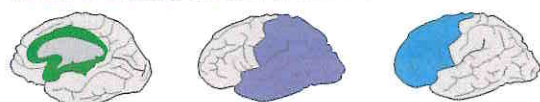
What is UDL?

Universal Design for Learning (UDL) is an **evidence-based framework** that embraces learner variability and empowers educators to design flexible lessons. By removing barriers to learning, UDL increases student engagement, access, and achievement.

Why UDL?

- **Boosts engagement** by offering multiple ways for students to connect with learning.
- Improves **access and understanding** through varied presentation of content.
- Supports success by allowing **flexible options to demonstrate learning**.

AFFECTIVE NETWORKS: THE **WHY** OF LEARNING RECOGNITION NETWORKS: THE **WHAT** OF LEARNING STRATEGIC NETWORKS: THE **HOW** OF LEARNING



Want to learn more?

Now offering a 4-day trainer of trainers professional learning series to develop understanding & classroom implementation of UDL.


Target audience: TK-12 Teachers, TOSAs, Academic Coaches, district and site administrators.

SAVE the Dates:

9/23/25 - Foundational Principles
11/6/25 - Design Process
12/4/25 - Guidelines
1/27/26 - Lesson Planning

 **Registration OPENS on July 1st**

 All sessions will be 8:30am - 3:30pm

 This training will be offered at no cost.

 VCOE Conference & Educational Services Center
5100 Adolfo Road, Camarillo, CA 93012

QR



Attendance Recovery

Presented by
Juan Sanchez, GTY Educational Advising

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Agenda

- Highlight Current Attendance Recovery Requirements
- ELOP Considerations/Implications
- Q&A Note: please reference slide number if applicable.
- Resources

4

Attendance Recovery

Overview	
Intent & Purpose	The purpose of the AR program is to help mitigate the negative impact that chronic absenteeism and emergency events have had on academic continuity for students and LEA funding.
Authority	<u>Senate Bill (SB) 1153</u> as amended by <u>SB 176</u> established the AR program under Article 9, Chapter 2, Part 26 of Education Code (EC) Sections <u>46210-46211</u> .
Program Information & Requirements	
Program Start Date	AR programs may begin operation in the 2025-26 school year, starting July 1, 2025. (EC Section <u>46211(a)</u>)
LEA Eligibility	School districts, county offices of education (COEs) and classroom-based charter schools are eligible to offer AR programs. (EC Section <u>46211(a)</u> and (k))
LEA Ineligibility	Nonclassroom-based charter schools and charter schools serving students through an exclusive partnership pursuant to EC Section <u>47612.1</u> are not eligible to participate in AR. (EC Section <u>46211(g)</u>)

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Attendance Recovery

Student Eligibility	Transitional Kindergarten (TK)-12 students enrolled in classroom-based programs may voluntarily participate in AR. (EC Section <u>46211(g)(1)</u>) (See ELO-P Specific Program Information & Requirements section below for additional information pertaining to grade level eligibility.)
Student Ineligibility	Students are not eligible if they are enrolled in nonclassroom-based programs , a nonclassroom based charter school, or a charter school that serves pupils pursuant to EC Section <u>47612.5</u> , or if they are continually enrolled in independent study for more than 15 schooldays. (EC Section <u>46211(g)(1)</u> and (2))
Voluntary Participation	AR programs are voluntary . Participation in an AR program may not be compulsory or punitive for any student. (EC Section <u>46211(c)</u>)

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Attendance Recovery

Days & Hours of Operation	An AR program may be offered before or after school, on weekends, or during intersessional periods. (EC Section 46211(b)(1)) As such, recess time during the instructional day would not qualify as a time to operate an AR program.
Before School Operation	AR programs may be offered before the start of the regular school day. For example, while the earliest instructional start time is 8:30am for high schools and 8:00am for middle schools, pursuant to EC Section 46148, AR programs may operate prior to these school day times.
Instructional Time	AR program time may not be included within the instructional time used to meet the minimum annual day and minute requirements of LEAs, or the minimum school day requirements of school districts and COEs. (EC Section 46211(b)(2))
Program Offerings	If an LEA chooses to offer an AR program, they must operate AR sessions at least once per term , such as each trimester or quarter. (EC Section 46211(b)(1))

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Attendance Recovery

Program Components	Students must be engaged in educational activities and content aligned to grade-level standards that are substantially equivalent to the student's regular instructional program , which may include one-on-one or small group tutoring. LEAs must be able to demonstrate compliance with this requirement during the annual audit process. (EC Section 46211(f))
Supervision Requirements	Students in an AR program shall be under the immediate supervision and control of a certified employee of the LEA who possesses a valid certification document pursuant to Sections 46300 and 47612.5. (EC Section 46211(f))
Student to Teacher Ratios	AR programs must maintain a student-to-certified-employee ratio of 10:1 for TK and Kindergarten (K), and 20:1 for grades 1-12. (EC Section 46211(f)).
In-Person Instruction	In-person instruction is a requirement for any AR time to count towards the minimum daily minute requirement under EC Section 46211(e) and generating average daily attendance.

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Attendance Recovery

Program Components	Students must be engaged in educational activities and content aligned to grade-level standards that are substantially equivalent to the student's regular instructional program , which may include one-on-one or small group tutoring. LEAs must be able to demonstrate compliance with this requirement during the annual audit process. (EC Section 46211(f))
Supervision Requirements	Students in an AR program shall be under the immediate supervision and control of a certified employee of the LEA who possesses a valid certification document pursuant to Sections 46300 and 47612.5. (EC Section 46211(f))
Student to Teacher Ratios	AR programs must maintain a student-to-certified-employee ratio of 10:1 for TK and Kindergarten (K), and 20:1 for grades 1-12. (EC Section 46211(f)).
In-Person Instruction	In-person instruction is a requirement for any AR time to count towards the minimum daily minute requirement under EC Section 46211(e) and generating average daily attendance.

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Request for Allowance of Attendance Due to **Emergency** Conditions, Form J-13A

The Request for Allowance of Attendance Due to Emergency Conditions, Form J-13A is used to obtain approval of attendance and instructional time **credit**.
Types of qualifying events include:

- Wildfire
- Public Safety Power Shutoff (PSPS)
- Unforeseen inclement weather
- Impassable roads
- Earthquake
- Epidemic (substantiation from a local public health officer is required)
- Imminence of a major safety hazard
- Inability to secure or hold a teacher
- Illness of the teacher

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Saturday School

- **Credit** for past absences must not exceed 5 days of ADA per week.
- No limit on total **ADA recovered**.

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Considerations

- Meet with HR/credentialing staff to determine if there is a sufficient pool of certificated staff available to staff AR.
- Meet with attendance staff to determine possible ADA recovery options, including use of ELOP.

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Attendance Recovery-ELOP

Use of ELO-P Funds	<p>EC Section 46120(d)(3)(B) allows for ELO-P funds to be used to support AR if certain conditions are met:</p> <ul style="list-style-type: none"> ELO-P and AR must be offered in conjunction The AR program must be operated by the LEA claiming ADA apportionment Both programs must be offered at the same school site <p>LEAs that wish to utilize ELO-P funding for an AR program must still meet all ELO-P program requirements. The LEA's annual audit process will verify compliance with the programs' requirements.</p> <p>AR shall not negatively impact implementation of expanded learning programs.</p>
ELO-Program Plans	<p>It is CDE's Guidance that LEAs revise and update their ELO-P Plans to reflect how ELO-P funding will support AR if they wish to utilize ELO-P funding.</p>

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Compliance Considerations

- Consider adding language to ELOP Plans that AR shall not negatively impact implementation of expanded learning programs. For example, in the event that ELOP funds are used to support Attendance Relief this will not negatively impact the implementation of Expanded Learning Programs.
- If, for example, both ELOP and AR programs are offered at an off-site central location, ensure all eligible ELOP pupils are offered access and transportation to the site.

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Attendance Recovery-ELOP

	<p>Depending on intention and design, LEA's may want to consider the following areas of their ELO Program Plans for discussion of how ELO-P funding will support AR:</p> <ul style="list-style-type: none"> 2-Active and Engaged Learning 8-Clear Mission, Vision, and Purpose <ul style="list-style-type: none"> Depending on the academic and/or attendance goals of the LEA 11-Program Management: Policies and Procedures <ul style="list-style-type: none"> Enrollment and Attendance tracking 11-Program Management: Budget <ul style="list-style-type: none"> If additional funds are being used for AR i.e., certificated staffing General Questions: Sample Schedules <ul style="list-style-type: none"> To demonstrate how the programs are being run concurrently.
Allowable Uses of ELO-P Funds	<p>The CDE does not approve or deny individual LEA requests for allowable use of ELO-P funds for AR. ELO-P funding can be used to support AR provided that all such expenditures are necessary and reasonable for an AR program activity and are adequately documented. Expenditures should be consistent with statute and the LEA's policies and procedures.</p>

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Compliance Considerations

*Allowable use of funds language for AR mirrors existing EXLP program instrument language for ELOP, ASES, 21st CCLC (i.e. expenditures are necessary and reasonable).

<https://www.cde.ca.gov/ta/cr/#Instruments>

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Attendance Recovery-ELOP

Program Location	To use ELO-P funds to support an AR program, the AR program must be operated on the same school site as its expanded learning opportunities program. While ELO-P and AR programs must be operated on the same school site, it is a local decision whether both programs are offered in the same classroom.
Unduplicated Pupils	Students do not have to be unduplicated or meet ELO-P eligibility requirements in order to participate in AR. The two state programs have distinct criteria for student participation, even when they are offered together at the same school site.
Grade Level Eligibility Outside of TK-6	If the LEA has first fulfilled the ELO-P funding requirements to offer and provide access to its students from TK-6th grade , it may use ELO-P funds to support an AR program for its 7th-12th grade students per EC Section 46120(b)(4) , as long as the requirements under EC Section 46120(d)(3)(B) are being met. The LEA must ensure that the middle and high school students are also provided with access to ELO-P. The LEA cannot exclusively use ELO-P funds to offer an AR program to students without also providing ELO-P , pursuant to EC Sections 46120(c)(3) and 46211(c) . For example, an LEA satisfies all the ELO-P requirements for its TK-6 students and has offered ELO-P access to 7-8 grade students. It may then use ELO-P funds to operate an AR program for its grades 7-8 students on the same school site as its ELO-P activities, as long as the 7-8 grade students can elect to participate in ELO-P as well.

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Attendance Recovery-ELOP

ELO-P Academic Support / Enrichment Component	Starting in fiscal year 2025-26 if an LEA provides a program of before- or after-school activities that meets all of the following conditions, then the LEA may claim apportionment for attendance generated by students in that program: <ul style="list-style-type: none"> serves students who are eligible for AR is supervised by certificated employees of the LEA engages students in content aligned to grade-level standards in a manner substantially equivalent to instruction the student regularly receives (including one on-one small group tutoring) all other conditions of apportionment in EC Section 46211(d) through (g) are met
Concurrent & Continued Participation in ELO-P	Students may participate in both an ELOP program and an AR program concurrently . A student's participation in an AR program must not limit their ability to participate in the full range of ELOP programming offered in the school year (EC Section 46211(c)).

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Attendance Recovery-ELOP

Supervision by ELO-P Staff

ELO-P and AR are **separate programs with distinct requirements**. If an LEA chooses to offer ELO-P and AR in conjunction, the requirements under EC Section 46120 apply to students in the ELO Program, and the requirements of EC Section 46211 apply to students in the AR program.

All ELO-P staff do not have to be certificated just because the programs are running in conjunction. However, if an LEA intends for ELO-P staff to be able to supervise students in an AR program, then those staff members must adhere to EC Section 46211(f), including the requirement that the AR classroom teacher be a certificated employee of the LEA.

In the case of a commingled class of students from both programs, the **most stringent** requirement applies, and the supervision requirements of EC Section 46211(f) must be met for all AR students in the classroom, as emphasized by EC Section 46120(d)(3)(B).

Requirement	ELO-P Class	AR Class	ELO-P and AR Commingled Class
Student Supervision by Staff	Staff must meet the LEA's minimum qualifications for an instructional aide.	Staff must be a certificated employee of the LEA that claims apportionment.	Staff must be a certificated employee of the LEA that claims apportionment.
Staff-to-student Ratios	1:10 for TK/K 1:20 for all other grades	1:10 for TK/K 1:20 for all other grades	1:10 for TK/K 1:20 for all other grades
EC Reference	EC sections 8483.4(a) and 46120(b)(2)(D)	EC Section 46211(f)	EC sections 46211(f) and 46120(d)(3)(B)

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Attendance Recovery-ELOP

Audit Compliance

Starting with the 2025-26 Guide for Annual Audits of K-12 LEAs, auditors will be directed to verify compliance with the requirements of (d), (e), (f) and (g) of EC Section 46211, and fiscal penalties may result from noncompliance. (EC Section 46211(i))

<https://eaap.ca.gov/>

EC Section 46211(d) <ul style="list-style-type: none"> Student cap on recovered ADA ADA applied to a day of absence Separate tracking and reporting (to PADCC and CALPADS) 	EC Section 46211(e) <ul style="list-style-type: none"> Minimum day requirements, including minimum day for students with an IEP Documentation of student participation and maintenance of attendance records
EC Section 46211(f) <ul style="list-style-type: none"> Supervision by certificated employee Substantially equivalent instruction Standards-aligned instructional content Student-teacher ratios 	EC Section 46211(g) <ul style="list-style-type: none"> Exclusion of nonclassroom-based students Exclusion of long-term independent study students

Starting in FY 2025-26 an LEA's Annual Audit process will verify compliance with:

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Compliance Considerations

- Audit compliance differs from CDE compliance.
- Audits utilize an Audit Guide, which is focused on fiscal oversight.
- CDE compliance has a programmatic focus and is more comprehensive.

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Compliance Considerations

- CDE utilizes dedicated Program Instruments for compliance oversight.
- The current EXLP program instrument does not currently include items that relate to AR.
- While not included in instrument, LEAs are still responsible for following all provisions of the law.

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Attendance Recovery-ADA

Generating ADA	<p>A day of attendance is generated by a student once they have participated in an AR program for the minimum daily minutes that apply to the student under EC Section 46211(e)(1).</p> <p>A student may accrue time over multiple AR program sessions on multiple days to meet the applicable minimum daily minute requirement, after which the LEA may claim a day of ADA.</p> <p>No less than a full day of ADA can be generated. For example, if a student has only participated in half of the applicable minimum daily minute requirement, the LEA cannot claim a half-day of ADA.</p> <p>AR ADA is credited to the fiscal year in which the AR program operated. (EC Section 46211(b)(1))</p>
Minimum Daily Instructional Minute Requirements	<p>For the purposes of generating ADA from AR programs, the minimum daily instructional minute requirements pursuant to Article 2 (commencing with EC Section 46110) and Article 3 (commencing with EC Section 46140) apply to all LEAs, including charter schools.</p>

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Attendance Recovery-ADA

By Grade Span*	By School Setting	On Individual Basis
<p>TK/K: 180 minutes</p> <p>1-3: 230 minutes</p> <p>4-8: 240 minutes</p> <p>9-12: 240 minutes</p>	<p>180 minutes: E/MCHS (Dual Enrollment), Continuation High, Opportunity</p> <p>240 minutes: E/MCHS (Non-Dual Enrollment), County Community, Juvenile Court</p> <p>360 minutes: Community Day</p>	<p>For students with exceptional needs, an alternative minimum day may be established by their IEP</p>

* Minimum days under EC sections 46112, 46113, 46117 and 46141 apply to all LEAs, including charter schools, for the purpose of Attendance Recovery.

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ADA ELOP Considerations

- Calculate Per Student Per Day (PSPD) implications, due to differences in ELOP formula and ADA formula.
- Examine prior year to determine if there were any unexpended ELOP funds or if all funds expended.
- Evaluate ELOP impacts if ELOP and AR offered at site(s) that do not currently offer ELOP.

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Attendance Recovery-ADA

Tracking Attendance	<p>The LEA must track and report attendance from participation in an AR program separately from attendance generated during the regular school day. (EC Section 46211(d)(3))</p> <p>The teacher of each AR classroom must document the student's participation time in the program. The LEA must maintain this documentation in daily or hourly increments, as appropriate to the duration of the AR sessions offered.</p> <p>LEAs must provide access to this documentation during their annual audit process, as needed. (EC Section 46211(e)(1))</p>
Reporting Attendance	<p>LEAs that choose to offer AR will report days of ADA generated by an AR program through the Principal Apportionment Data Collection Web Application (PADC Web) at the regular reporting periods (Period 1, Period 2 and Annual.) AR ADA will be reported separately from all other ADA in PADC Web.</p>

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Attendance Recovery-ADA

Maximum ADA Recovery	<p>The amount of AR ADA that LEAs may claim for a student in a fiscal year is capped at 10 days of attendance, or their actual number of absences (whichever is less) in that fiscal year.</p> <p>The 10-day cap does not restart if a student moves between school sites or LEAs within the same fiscal year. A best practice for LEAs that offer AR is to check whether an incoming transfer student has completed AR days at their previous school, to establish how many more days of AR, if any, are eligible for the student to participate in that year.</p> <p>A student shall not generate more than one day of attendance for any single calendar day of participation in an AR program. (EC Section 46211(d)(1))</p> <ul style="list-style-type: none"> ◦ For example, if a student in a morning session of AR accumulates enough time to recover a day of ADA, and then participates in AR again later that afternoon, the extra time in hourly increments accrues towards the next AR day for which they are eligible (EC Section 46211(e)(1)). ◦ As another example, if a student whose minimum day requirement is 180 minutes (three hours) participates in six hours of AR on a Saturday, the student would generate one day of AR ADA plus three hours of participation time. This remainder time may be used to claim a day of ADA when the student participates in AR on a subsequent calendar day.
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Attendance Recovery-ADA

Maximum ADA Recovery

The amount of AR ADA that LEAs may claim for a student in a fiscal year is **capped at 10 days of attendance**, or their actual number of absences (whichever is less) in that fiscal year.

The 10-day cap does not restart if a student moves between school sites or LEAs within the same fiscal year. A best practice for LEAs that offer AR is to check whether an incoming transfer student has completed AR days at their previous school, to establish how many more days of AR, if any, are eligible for the student to participate in that year.

A student **shall not generate more than one day of attendance for any single calendar day of participation** in an AR program. (EC Section 46211(d)(1))

- For example, if a student in a morning session of AR accumulates enough time to recover a day of ADA, and then participates in AR again later that afternoon, the extra time in hourly increments accrues towards the next AR day for which they are eligible (EC Section 46211(e)(1)).
- As another example, if a student whose minimum day requirement is 180 minutes (three hours) participates in six hours of AR on a Saturday, the student would generate one day of AR ADA plus three hours of participation time. This remainder time may be used to claim a day of ADA when the student participates in AR on a subsequent calendar day.

Note: Field (13.24) added to Student Absence Summary (STAS) file, to capture The total number of AR days, as defined by statute, in the academic year (July 1 – June 30) in which the student participated in an attendance recovery program.

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Attendance Recovery & Saturday School

AR and Saturday School

AR and Saturday School are separate programs. Saturday School exists unchanged by the establishment of AR. Weekend make-up classes may continue to be offered by school districts or COEs pursuant to EC Section 37223.

A comparison of AR and Saturday School:

	Attendance Recovery	Saturday School
Education Code	46210 and 46211	37223
Eligible LEAs	<ul style="list-style-type: none"> School district COE Charter school 	<ul style="list-style-type: none"> School district COE
Mandate	Not compulsory, nonpunitive	One day per weekend can be mandatory for a truant student
Parent/Guardian Permission	Not required	Required for minors, except when mandatory for truant
Scheduling	<ul style="list-style-type: none"> Weekends Before/after school Intersessional days 	<ul style="list-style-type: none"> Weekends

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AR and Saturday School

	Attendance Recovery	Saturday School
Supervision	Certificated employee of LEA	Certificated employee of district or COE
Instructional time	Participation must sum to applicable minimum daily minutes to generate ADA	Participation must meet applicable minimum daily minutes to generate ADA
Effect on ADA	Up to 10 of student's absences in the school year can be recovered	Credit for past absences must not exceed 5 days of ADA per week; no limit on total ADA recovered
Effect on absenteeism reporting	Recovered days contribute to an alternate chronic absenteeism rate for the LEA	Does not affect the LEA's chronic absenteeism rate
Meals	Not required to be provided	Must be provided to students in need

*Chronic absenteeism indicator represents the percentage of students who were absent for 10 percent or more of the instructional days they were enrolled to attend. CDE also calculates an alternate chronic absenteeism rate, which includes pupil attendance accrued through an attendance recovery program.

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Saturday School Considerations

- Meet with Saturday school program to assess potential impacts if AR offered to pupils. For example, staffing implications.
- Determine if voluntary participation in AR may affect Saturday school pupil attendance.

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Attendance Recovery

Supervision by Substitute Teachers	To meet the supervision requirements of AR, a <u>substitute teacher</u> supervising students in an AR program would need to be an employee of the LEA and hold a valid certification document pursuant to EC Sections 46300 and 47612.5 (EC Section 46211(f)).
Students with an Individual Educational Plan (IEP)	Students with an IEP may participate in AR if it is consistent with the goals in their IEP. If an individual's plan specifies a minimum school day length, that number of minutes is the applicable minimum daily minute requirement for the purpose of generating attendance through AR. (EC Section 46211(e)(1)) For example, if a student's IEP states that they require an alternative minimum day of 120 minutes, then the LEA may recover a day of attendance for an absence once the student has participated in an AR program for two hours.

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Attendance Recovery

TK/K Student Limits	TK/K students may participate in AR programs beyond the statutory <u>four-hour limit on their school day</u> . SB 153 amended EC Section 46111 to allow TK/K student participation in AR programs, along with ELO-Programs.
Independent Study	Students enrolled in a <u>nonclassroom-based program</u> or a nonclassroom-based charter school <u>cannot participate in an AR program</u> . For the purposes of determining eligibility for AR, a student is considered enrolled in a nonclassroom-based program if they are participating continually in traditional independent study for 16 or more cumulative school days in a school fiscal year. (EC Section 46211(g)(2)) A student who has participated in long-term independent study (e.g., for more than 15 days) earlier in the year, but is currently enrolled in a regular, classroom-based program is eligible for AR participation to offset absences from in-person instruction.
Third-Party Vendors	LEAs using third-party vendors should note that students in an AR program must be under the <u>immediate supervision and control of a certified employee of the LEA</u> . (EC Section 46211(f))

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Attendance Recovery	
Chronic Absenteeism Rate	There is no immediate impact to the chronic absenteeism rate. Pursuant to EC Section 60901(b), LEAs that offer AR will separately report information on AR attendance to contribute to the calculation of an alternate chronic absenteeism indicator that will be published on the CDE's web site (EC Sections 60901(c)(3) and 46211(d)(4)).
Tuency Status	Participation in AR does not remove an absence from the attendance register and does not remove a LEA's obligation to meet the requirements of compulsory education law under EC Sections 46201-46273. A truant student continues to be defined as a student who has been absent or missed more than 30 minutes of class without a valid excuse three times in a school year.
Excused or Unexcused Absences	EC Section 46211 does not specify that absences must be excused as defined by EC Section 45260(c) to be eligible to be recovered in an AR program.
CALPADS	LEAs will be required to submit days of AR attendance to CALPADS in order for the CDE to calculate an alternate chronic absenteeism indicator that will be published on the CDE's web site (EC Sections 60901(c)(3) and 46211(d)(4)). Beginning in the 2025-26 End-of-Year (EOY) 3 submission, LEAs will be required to submit AR days to CALPADS on the Student Absence Summary (STAS) file and to certify those data as part of their EOY 3 submission.
Note: absences due to out-of-school suspensions are not eligible for ADA recovery through AR.	
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Attendance Recovery	
Intercession Offerings Between School Years	<p>AR programs may be offered on intercession days, including during summer recess. AR offering after the last day of school and before the end of the fiscal year on</p> <p>June 30:</p> <ul style="list-style-type: none">• ADA generated from sessions offered after the last day of school and before the end of the fiscal year will be credited to that fiscal year. (EC Section 46211(b)(1))<ul style="list-style-type: none">◦ For example, an AR program operated from June 8-12, 2026 would have any generated ADA credited to the 2025-2026 fiscal year. Generated ADA from one fiscal year cannot be applied to previous or future fiscal years.• LEAs should be aware that any ADA generated from AR participation occurring after the P-2 deadline on April 15 will be reported at the Annual reporting period and will only be used to calculate funding for programs that use Annual ADA, such as Lottery funding. The majority of attendance-based funding programs, including the Local Control Funding Formula, calculate apportionments based on P-2 ADA.
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Attendance Recovery	
Intercession Offerings Between School Years	<p>AR offering after the start of the fiscal year on July 1 and before the first day of school:</p> <ul style="list-style-type: none">• Student participation in an AR program during the period after July 1 and before the first day of school will accrue time towards the potential generation of ADA, should the student be absent from a scheduled day of instruction in that fiscal year.• An LEA may only claim a day of ADA through AR for an absence a student has accrued, and only once the student has met the applicable minimum daily minute requirement under EC Section 46211(e)(1).<ul style="list-style-type: none">◦ For example, a student that participated in an AR program operated from July 21-25, 2025 would accrue participation time that could be used towards recovering an absence they incur during that school year.
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Summer ADA Considerations

Asses ELOP regular school year fiscal implications if AR ADA has been generated during summer, after July 1 and before the first day of school.

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Attendance Recovery

Content Area Contact Information

	For questions on attendance for apportionment and instructional time, contact the Attendance Accounting Office at AttendanceAccounting@cde.ca.gov .
	For questions on reporting ADA through the PADC Web Application, contact the Principal Apportionment Section at PASE@cde.ca.gov .
	For questions on chronic absenteeism, contact the Educational Data Management Division at CALPADS@cde.ca.gov .
	For questions on ELO-P, contact the Expanded Learning Division at ExpandedLearning@cde.ca.gov .

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Region 8 SSEL Contacts

Name	Title	Phone	Email
Region 8			
Region 8	Kern, San Luis Obispo, Santa Barbara, and Ventura Counties	805-437-1376	Region8@vcoe.org
Ernesto Durán	Regional Director, Region 8 County Lead	805-437-1376	eduran@vcoe.org
Amy Cranston	Consultant	805-437-1376	acranston@vcoe.org
Daisey Valadez	Operations Specialist II	805-437-1379	dvaladez@vcoe.org
Andres Ceja	Operations Specialist I	805-437-1344	aceja@vcoe.org
Erica Fernandez-Zamora	Family Liaison Specialist	805-437-1358	efernandezzamora@vcoe.org

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Subject: AB1913 Training and Deductible
Date: Monday, June 30, 2025 2:12:19 PM

Good Afternoon,

AB1913 was passed into law in September of 2024 and modifies Education Code 44691 relating to Pupil Safety. The law previously required annual training in Child Abuse Detection and Reporting in what commonly is referred to as Mandated Reporter Training. The new legislation updates the law to include content for the **prevention** of abuse, including sexual abuse of children on school grounds by school personnel or in school-sponsored programs. This requirement takes effect July 1, 2025.

To meet the new training requirements LEAs have three options:

1. Provide the newly developed AB1913 Training found in Target/Vector Solutions, all three sections are required to fulfill the new mandate (1 hour for all three sections)
 - a. AB1913 – Section 1: Mandated Reporting
 - b. AB1913 – Section 2: Professional Boundaries
 - c. AB1913 – Section 3: Risk Factors
2. Provide general Target/Vector solutions training, two titles will be required to fulfill the new requirements (2 hours, 1 each per course)
 - a. Child Abuse: Mandated Reporter Training (EDU)
 - b. Sexual Misconduct in Schools (EDU)
3. Provide the state developed training to employees through the state website. (Unknown timing)

When assigning the new AB1913 sessions to your staff members, please be advised, there is a short delay (about 1 minute) to begin the first section. When the session is ready to play, the cursor on the screen will turn from an arrow to a hand icon.

Please note, the VCSSFA Board approved changes to the Memorandum of Coverage that states “Any named covered party is subject to a \$100,000 deductible for any claim or suit related to abuse if they do not complete Mandated Reporter and Prevention of Abuse Training”.

Memorandum of Understanding for
Mutual Aid During Emergencies / Disasters
between VCSSFA Covered Parties

This Memorandum of Understanding (the “MOU”) is made and entered into this [enter date] by and between [enter Providing LEA name] (hereinafter referred to as “Providing Local Educational Agency” or “Providing LEA”) and [enter Requesting LEA name], (hereinafter referred to as “Requesting Local Educational Agency” or “Requesting LEA”). Provider LEA and Requesting LEA may be referred to herein individually as a “Party” and collectively as the “Parties.” This MOU establishes a framework for mutual aid and cooperation between the Providing LEA and the Requesting LEA to ensure effective response and recovery during emergencies or disasters that exceed the capabilities of an LEA.

Requesting Local Educational Agency

Street Address

City, State, Zip code

Telephone Number

Contact Name

Contact E-mail Address

Providing Local Educational Agency

Street Address

City, State, Zip code

Telephone Number

Contact Name

Contact E-mail Address

SCOPE. This MOU covers the provision of resources, personnel, and support during emergencies or disasters, including but not limited to natural disasters, pandemics, and other significant incidents.

ACTIVATION OF MUTUAL AID. Mutual aid will be activated upon the request of the Superintendent or designated representative of the Requesting LEA. The requesting LEA will provide a clear description of the emergency, the type of assistance needed, and the estimated duration of the need.

PROVISION OF RESOURCES. The Providing LEA may be able to provide resources, including but not limited to:

- Personnel: Teachers, administrative staff, counselors, maintenance staff, or custodial staff.
- Equipment: Generators, communication devices, medical supplies, transportation (buses) and sanitation supplies.
- Facilities: Classrooms, gymnasiums, cafeterias, auditoriums and parking lots.

The exact resources being provided shall be detailed in the exhibits attached to this agreement.

TERMS AND CONDITIONS.

Potential resources shared in mutual aid should be identified and mutually agreed upon prior to an event and detailed within the exhibits of this document. In the event resources are determined on an emergency basis, Exhibit D shall be utilized to memorialize the resources provided at the time.

1. Facility use: the Providing LEA understands that their LEA will be responsible for opening the building and developing procedures for making the building accessible, including rest rooms and areas with phone and internet connection (if available) for administrative personnel. The Requesting LEA agrees that the facility is received on an as is basis and will provide supervision for all students and staff during the time that the facility is used as an emergency shelter site. Providing LEA will walk through with Requesting LEA upon final use to close the building. See Exhibit B. Examples of facilities include but are not limited to:
 - a. Shelter: Providing temporary facility for displaced students and staff.
 - b. Evacuation location: A location provided as an evacuation site for a requesting LEA. Maps and directions to these locations will be shared as deemed necessary.

- c. Student Release location: Separate location away from emergent situations to safely release students. Maps and directions to these locations will be shared as deemed necessary.
 - d. Medical Care: Setting up first aid stations and temporary medical clinics.
 - e. Command Centers: Establishing coordination hubs for emergency response teams.
2. Transportation: Providing LEA will coordinate the use of school buses and other transportation vehicles to facilitate the evacuation and/or relocation of students and staff. A transportation plan will be developed, detailing optional routes, pick-up and drop-off points, and schedules. See Exhibit A.
 3. Personnel: Any personnel assigned to a requesting LEA for the purpose of assisting in an emergent situation will continue to report to their supervisor. All employees regardless of their work location will be covered under the workers compensation of their employing LEA.
 4. Equipment: Providing LEA will coordinate the use and deployment of equipment such as generators, mobile equipment (forklift, wood chipper), chainsaws, etc.

COORDINATION AND COMMUNICATION. LEAs will establish a communication protocol with each other to ensure timely and effective coordination during emergencies including contact numbers and contingent contacts. Contact information between the two parties shall be maintained in a separate exhibit and is considered confidential information and is not subject to public disclosure. See Exhibit C.

Requesting LEA shall provide any and all releases of information to the press and media. Requests for interviews or information submitted to Providing LEA shall be directed to the Requesting LEAs' Public Information Officer or the Superintendent of Schools.

Regular meetings and joint training exercises may be conducted to enhance preparedness and response capabilities.

FEES/ REIMBURSEMENT. The Requesting LEA will reimburse the Providing LEA for any expenses incurred during the provision of mutual aid, unless otherwise agreed upon. The Requesting LEA agrees that it shall exercise reasonable care in the conduct of its activities in said facilities and further agrees to replace or reimburse Providing LEA for any items, materials, equipment or supplies that may be used by the LEA in the conduct of its emergency use activities in said facilities.

The Requesting LEA will be responsible for replacing, restoring or repairing damage occasioned by the use of any building, facilities or equipment belonging to Providing LEA.

The Requesting LEA will reimburse Providing LEA for any bona fide expenditure of personnel required to maintain the facility, including overtime costs, upon production of receipts or time sheets. The Requesting LEA will not pay any operational or administrative fees to Providing LEA. Detailed records of all expenses and resources used will be maintained by both LEAs

PAYMENT. Requesting LEA will pay Provider LEA after receipt of an invoice, net 30 days.

NATURE OF RELATIONSHIP. The Parties understand and agree that the Provider LEA, employees not entitled to any benefits offered or conveyed by the Requesting LEA. The Parties understand and agree that the Requesting LEA, agents, employees, or subcontractors of Requesting LEA are not entitled to any benefits offered or conveyed to Provider LEA employees.

DURATION AND TERMINATION. This MOU will remain in effect for a period of [number] years from the date of signing. Either LEA may terminate this agreement with [number] days' written notice to the other party.

DISPUTE RESOLUTION. If any dispute arises out of or in connection with the Agreement, representatives of the Parties with authority to settle the dispute shall communicate, in person, electronically, or in writing within 30 days of written notice, in a good faith effort to resolve the dispute

The Parties agree that, in the event of any unresolved dispute under the agreement, the parties shall enter mediation or binding arbitration. Arbitration will be conducted pursuant to the rules of the American Arbitration Association and

California code of Civil Procedure sections 2025 and 2031. The cost of mediation or binding arbitration shall be borne equally by the parties.

INDEMNIFICATION. Provider LEA and Requesting LEA each participate in the VCSSFA, and therefore collectively indemnify and defend the other for general liability coverage under the VCSSFA self-insurance program.

INSURANCE. Provider LEA and Requesting LEA each participate in the VCSSFA self-insurance program , and therefore collectively self-insure for workers' compensation, general liability, automobile liability, property coverage, and automobile physical damage coverage under the VCSSFA self-insurance programs.

Nature of Agreement. This Agreement represents the entire agreement between the Parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the Parties hereto.

Counterpart Execution: Electronic Delivery. This Agreement may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by PDF email or electronic facsimile transmission and shall have the same legal effect as an "ink-signed" original.

Signature Authority. Requesting LEA represents and warrants that Requesting LEA has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement.

IN WITNESS WHEREOF, the Parties have executed this agreement as of the date first written above.

Requesting Local Educational Agency

Providing Local Educational Agency

By:

Authorized Signature

Authorized Signature

Name

Name

Title

Title

Street Address

Street Address

City, State, Zip Code

City, State, Zip Code

E-Mail Address

E-Mail Address

Telephone

Telephone

Exhibit A – Transportation Plan

These are preemptive plans, based upon an Requesting LEA's potential need. For example. If an LEA is concerned about wildfire, how many busses would it take to evacuate the school and how many can the providing district share if the need arose. What would the evacuation route look like? Where on the Requesting LEAs campus would pick up be. Where is it anticipated relocation site?

Exhibit B - Predesignated Emergency Evacuation and Facility Use Site list

The intent of this document is for the Providing LEA to list several locations that an Requesting LEA could relocate to, this could be for reunification only (parking lot) or to a Gymnasium or MPR or other large facility in the event of inclement weather or ongoing relocation (several hours). In addition to the location, how the location will be accessed and who at the site generally would be responsible for opening the facility and preparing it for use.

Exhibit C – Coordination and Communication Contact and Contingent Contacts List

This is the contact list to be shared between the Providing and Requesting LEA. These should be the names and best contact information for those who may be responsible for activating this Mutual Aid Agreement.

[Insert LEA Name]

Professional Services Agreement Independent Educational Evaluations

[This Agreement is intended to be used for Professional Services when an education rights holder requests an Independent Educational Evaluation for special education at public expense and the request has been granted by the LEA]

This Professional Services Agreement for Independent Educational Evaluations (the “Agreement”) is made and entered into [insert date] by and between [insert LEA Name] (hereinafter referred to as “Local Educational Agency” or “LEA”) and [insert Individual Assessor name], (hereinafter referred to as “Assessor.”). LEA and Assessor may be referred to herein individually as a “Party” and collectively as the “Parties.”

Assessor

Telephone Number

Street Address

E-mail Address

City, State, Zip code

Tax Identification or Social Security Number

Recitals

WHEREAS Local Educational Agency desires to engage Assessor services to conduct an Independent Educational Evaluation (IEE) as more particularly described on “Statement of Work” which is attached hereto and incorporated herein by this reference (“Services”).

WHEREAS Assessor has the necessary qualifications by reason of training, experience, preparation and organization, and has been determined to meet the Ventura County Special Education Local Plan Area (“VCSELPA”) IEE criteria for an IEE, and is agreeable to performing and providing such Services, upon and subject to the terms and conditions as set forth below in this Agreement.

NOW THEREFORE, the Parties hereto agree as follows:

1. Conditions. Assessor will have no obligation to provide services until LEA returns a signed copy of this Agreement.
2. Services.
 - a. Prior to receiving payment, Assessor shall provide LEA with the services (the “Service”), which are described on Exhibit A “Statement of Services” attached hereto and incorporated herein by this reference.
 - b. Assessor, at Assessor’s sole cost and expense, shall furnish all tools, supplies, transportation, labor, and material necessary to meet its obligations under this Agreement.
3. Observations and Assessments.
 - a. When entering a school site, the Assessor shall register with the principal or designee, and follow school rules including, but not limited to wearing a visitor badge and being accompanied at all times by an LEA administrator or designee.
 - b. Student observations may be held at an LEA site.
 - c. Individual assessments of students shall be held at the Assessor’s office, student’s home, or other location agreed by the education rights holder, but not at any LEA site.
4. Payment and Expense.
 - a. Compensation for Services: \$ _____
 - b. All costs associated with the IEE shall be consistent with current of VCSELPA IEE Criteria.

- c. All payments due Assessor shall be paid by the LEA within 30 days of receipt of a written assessment report that complies with California Education Code section 56327, a copy of all testing protocols utilized to conduct the IEE, and a proper, undisputed invoice from Assessor, which invoice shall set forth in reasonable detail the Services performed, including dates of the observation and assessment.

5. Nature of Relationship.

- a. The parties agree the relationship created by this Agreement is that of independent contractor. In performing all of the Services, Assessor shall be, and at all times is, acting and performing as an independent contractor with LEA, and not as a partner, coventurer, agent, or employee of LEA, and nothing contained herein shall be construed to be inconsistent with this relationship or status. Assessor is not granted any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of or in the name of LEA or to bind the LEA in any manner.
- b. Assessor understands and agrees that the Assessor, agents, or employees of Assessor are not entitled to any benefits normally offered or conveyed to LEA employees, including coverage under the California Workers' Compensation Insurance laws.

6. Assignment. Assessor shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the prior written consent of the LEA, which may be withheld by the LEA in its sole and absolute discretion for any reason. Any attempted assignment, sublease, or transfer in violation of this Agreement shall be null and void, and of no force and effect. Any attempted assignment, sublet, or transfer in violation of this Agreement shall be grounds for the LEA, in its sole discretion, to terminate the Agreement.

7. Qualifications. Assessor shall possess and in signing this Agreement warrants and represents that Assessor has special skills, proficiency, and expertise to render the Services described in this Agreement. Assessor shall at all times keep all licenses current, be in good standing and notify LEA of any change in licensure or professional status, including disciplinary or licensure proceedings of any kind.

8. Compliance with Laws. Assessor hereby agrees that Assessor, officers, agents, and employees of Assessor shall obey all local, state, and federal laws and regulations and adhere to professional and licensing standards of practice in the performance of this Agreement.

9. Non-Discrimination. Assessor represents and agrees that it does not and shall not discriminate against any employee or applicant for employment, company, individual or group of individuals, because of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex/gender, and sexual orientation.

10. Confidentiality. Assessor agrees to maintain the confidentiality of all LEA and LEA-related data, information, and records including but not limited to student identifiable information and employee personnel information pursuant to all California and Federal statutory laws relating to privacy, confidentiality, and information security including but not limited to California Education Code sections 49060 – 49085, Pupil Records, and the Family Educational Rights and Privacy Act (FERPA), that currently exist or exist at any time during the term of this Agreement. All such records and information shall be considered confidential and kept confidential by Assessor and Assessor's officers, agents, employees, participants, vendors, or customers. Assessor shall not disclose such data, information and records except to the LEA or in strict compliance with the provisions of all California and Federal statutory laws and upon prior written notice to the LEA.

11. Fingerprinting. Assessor shall ensure that Assessor and any employee who interacts with students, outside of the immediate supervision and control of the student's parent or guardian or a school employee, has a current valid criminal records summary as described in California *Education Code* section 44237. When Assessor performs the criminal background check, it shall immediately prevent any person representing the Assessor who has been convicted of a violent or serious felony from accessing an LEA school or office site.

12. Indemnification.

- a. To the fullest extent permitted by law, Assessor shall hold harmless, defend at its own expense, and indemnify LEA its governing board, officers, administrators, managers, agents, employees, successors, assigns, independent contractors and/or volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions of Assessor or its officers, agents, or employees in rendering services under this Agreement; excluding, however, such liability, claims, losses, damages, or expenses arising from LEA's sole negligence or willful acts.
- b. This Indemnification shall survive termination of this Agreement, for any reason whatsoever, and binds each party's legal representatives, successors, and assigns

13. Insurance. [requested but not required]

- a. Assessor shall procure and maintain, during the term of this Agreement, Professional Liability (Errors and Omissions) insurance coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- b. Assessor shall provide a certificate of insurance to the LEA as evidence of the insurance coverage requested herein.

14. Notice.

- a. Any notices required or permitted to be given under this Agreement shall be deemed fulfilled by written notice, demand or request personally served on (with proof of service endorsed thereon, or mailed to, or hereinafter provided) the party entitled thereto or on its successors and assigns, and may be given by:
 - 1) Personal delivery;
 - 2) Overnight commercial courier;
 - 3) Certified or registered prepaid U.S. mail, return receipt requested; or
 - 4) Electronic mail or electronic facsimile transmission; provided that if given electronically, an additional copy shall also be delivered by 1), 2), or 3), above.
- b. If mailed, such notice, demand, or request shall be mailed certified or registered mail, return receipt requested, and deposited in the United States mail addressed to such party at its address set forth below or to such address as either party hereto shall direct by like written notice and shall be deemed to have been made on the third (3rd) day following posting; or if sent by a nationally recognized overnight express carrier, prepaid, such notice shall be deemed to have been made on the next business day following deposit with such carrier. For the purposes herein, notices shall be sent to the LEA and the Assessor as follows:

Local Educational Agency

Attn: _____

Street

City, State, Zip Code

E-mail

Assessor

Attn: _____

Street

City, State, Zip Code

E-mail

15. Dispute Resolution. If any dispute arises out of or in connection with the Agreement, representatives of the Parties with authority to settle the dispute shall communicate, in person, electronically, or in writing within 30 days of written notice, in a good faith effort to resolve the dispute.
16. Governing Law and Venue. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California, or other location as mutually agreed by both Parties.
17. Nature of Agreement. This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof.
18. Amendment. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the parties hereto. Any such amendment to the Agreement shall not render ineffective or invalidate unaffected portions of this Agreement.
19. Binding Effect. This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.
20. Waiver. No claim or right arising out of a breach of this Agreement can be discharged in whole or in part by a waiver or renunciation of the claim or right unless such waiver is in writing.
21. Severability. It is intended that each paragraph of this Agreement shall be treated as separate and divisible, and in the event that any paragraphs are deemed unenforceable, the remainder shall continue to be in full force and effect so long as the primary purpose of this Agreement is unaffected.
22. Counterpart Execution. This Agreement may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by PDF email or electronic facsimile transmission and shall have the same legal effect as an “ink-signed” original.
23. Signature Authority. Assessor represents and warrants that Assessor has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement.

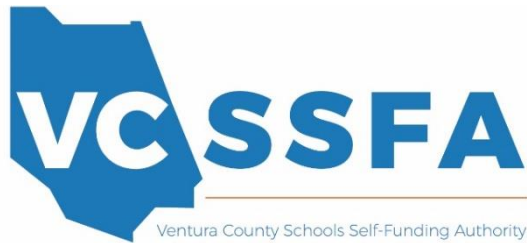
IN WITNESS WHEREOF, the parties have executed this agreement as of the date first written above.

	_____ Local Educational Agency	_____ Assessor
By:	_____ Signature	_____ Signature
	_____ Name	_____ Name
	_____ Title	_____ Title
	_____ Street Address	_____ Street Address
	_____ City, State, Zip Code	_____ City, State, Zip Code
	_____ E-Mail Address	_____ E-Mail Address
	_____ Telephone	_____ Telephone

Exhibit A
Statement of Services

Scope of Work:

1. Assessor shall conduct a [INSERT TYPE OF IEE (e.g., psychoeducational)] IEE of the Student.
2. Assessor shall observe Student in the school setting as part of this IEE.
3. Assessor shall provide the LEA with a copy of the IEE report and assessment protocols.
4. Assessor shall participate in an IEP team meeting to review the IEE report.



Recommendations and Requirements Wildfires: Preparation and Response

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1. Scope

- a. The purpose of these recommendations and requirements is to prevent injury and damage to school students, staff and property during a wildfire event.
 - 1) In 2018 and 2019 Ventura County schools faced unprecedented impact from wildfires, these recommendations are based upon lessons learned from those wildfires.

2. Definitions

- a. Wildfire - An unplanned fire that burns in a natural area such as coastal scrub, a forest, grassland, or prairie.
- b. Smoke - A visible suspension of carbon or other particles in air, typically one emitted from a burning substance.
- c. N 95 Filtering Facepiece Mask – A respiratory protective device (dust mask) designed to achieve a very close facial fit and very efficient filtration of airborne particles. The ‘N 95’ designation means that the filtering facepiece mask blocks at least 95 percent of very small (0.3 micron) particles.
- d. Voluntary Use – Occurs when an employee requests/uses a respirator even though the use of one is not required by a standard and it has been determined that its use is not necessary to protect the health of the employee.
 - 1) Employees must be given a copy of T8 CCR, Section 5144, Appendix D, (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard.

- e. Air Quality Index (AQI) - The AQI is an index for reporting daily air quality. It tells how clean or polluted your air is, and associated health effects. EPA calculates the AQI for five major air pollutants regulated by the Clean Air Act: ground-level ozone, particle pollution (also known as particulate matter), carbon monoxide, sulfur dioxide, and nitrogen dioxide. EPA has established national air quality standards to protect public health.
 - f. PM 2.5 - Particulate Matter 2.5 micrometers in size, the particle pollution which is reported in the AQI and is likely unhealthy to breathe when levels reach above 151.
 - g. Fire Watch – is a temporary measure to ensure continuous and systematic surveillance of a building(s), by one or more qualified individuals to identify and control fire hazards, detect early signs of fire, activate an evacuation and notify the fire department in the event of a fire.
3. Prevention of fire and smoke damage
- a. Clear Defensible Spaces – For any school buildings adjacent to open space areas.
 - 1) Ventura County Fire Department requirements are 100-feet of vegetation clearance from structures and 10-feet for road access.
 - a) Ventura County Fire Code [Appendix W](#)
 - 2) Special consideration should be taken when the surrounding area has steep slopes or taller vegetation (trees),
 - a) see CalFire <https://www.readyforwildfire.org/prepare-for-wildfire/get-ready/defensible-space/> for more information on clearing defensible spaces.
 - b. Repair or replace windows and door seals
 - 1) All school buildings age and that includes weather stripping and seals,
 - 2) ensuring a tight seal around windows and doors provide multiple benefits, however, in this instance it acts as a barrier to keep smoke and soot out of classrooms.
4. Precautions During Fire
- a. Precautions for when School is Occupied
 - 1) Air Quality Index - It is necessary to use as accurate and proximate AQI as possible. Proximity as close as specific schools may be necessary to protect students and staff who are subjected to smoke. AQI can be determined using the following sources
 - a) Purple Air <https://purpleair.com>
 - b) Air Now <https://www.airnow.gov/>
 - c) Air Underground <https://www.underground.com>

- 2) AQI for Students follows the standards set by the EPA for healthy air quality at schools. Like Air Now, it is a color-coded system for school activities including recess, physical education classes and sports events.
 - a) Green Flag, Good (0-50)
 - (1) Great day to be active outside.
 - b) Yellow Flag, Moderate (51-100)
 - (1) Good day to be outside.
 - (2) Students who are unusually sensitive to air pollution could have symptoms.
 - c) Orange Flag, Unhealthy for Sensitive Groups (101-150)
 - (1) It is OK to be active outside, especially for short activities such as recess and physical education class.
 - (2) For longer activities such as athletic practice, take more breaks and do less intensive activities.
 - (a) Reduce vigorous exercise to 30 minutes per hour of practice time with increased rest breaks and substitutions.
 - (3) Watch for symptoms and provide first aid as needed.
 - (4) Ensure that sensitive individuals are medically managing their condition.
 - (a) Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy.
 - d) Red Flag, Unhealthy (151-200)
 - (1) For all outdoor activities, take more breaks and do less-intensive activities.
 - (2) Consider moving longer or more intensive activities indoors or rescheduling them to another day or time.
 - (3) Watch for symptoms and provide first aid as needed.
 - (4) Ensure that sensitive individuals are medically managing their condition.
 - (a) Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy.
 - e) Purple Flag, Very Unhealthy (201 – 300)
 - (1) Move all activities indoors or reschedule them to another day.
 - f) Note: School recommendations do not include the Hazard Rating numbers.
- 3) HVAC systems should remain operational (CCR Title 8 §5142); standard filters will remove particulates but will not remove smoke odors from entering into classrooms and other occupied spaces.

- a) The LEA must maintain an internal AQI of PM_{2.5} at 151 or below. (CCR Title 8 §5141.1)
- b) The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommends the minimum efficiency reporting value (MERV) is 13 if equipment can accommodate pressure drop and MERV 14 is preferred.
- 4) Close all windows/doors to prevent contaminated outside air entering school rooms without being filtered through the HVAC system.
- 5) If a public school has a fire protection/life safety system that is not operating in a dependable manner, that campus, or the affected portion of the campus, shall be provided a Fire Watch.
 - a) Power outage caused by the fire.
 - b) Public safety power shutoff.
- b. Considerations for Closing School and/or Offices
 - 1) The following recommended considerations are from the California Department of Education (CDE), the California Air Resources Board, and others.
 - a) <https://www.cde.ca.gov/ls/ep/documents/airqualityguidance.pdf>
 - 2) Initial Considerations – Closing school is a decision made at the local educational agency (LEA) level by the superintendent or their designee, often in conjunction with the county office of education. Initial considerations include:
 - a) Proximity of Fire to individual schools,
 - b) Opportunities for transportation,
 - c) Weather / Air quality forecasts for subsequent days.
 - (1) Air quality forecasts are available at Air Now <https://www.airnow.gov/>
 - 3) LEAs may consider school closures, if appropriate, based on site-by-site concerns at an AQI above 300, Level 5, or Purple Flag, Very Unhealthy,
 - 4) LEAs should consider the factors below, in addition to any other relevant local conditions or concerns, when deciding to close school.
 - a) Instructional Time
 - (1) Instructional time is foundational to students' academic achievement. LEAs should consider adding instructional days or minutes to the school calendar when time is lost due to school closure.
 - (2) LEAs that have a foreseeable loss of instructional time due to a history of school closures should consider adding "built-in emergency" days to the annual school calendar.

- (3) Information on requesting credit for lost attendance and instructional time during an emergency is available on the California Department of Education's website at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp>.
 - (4) Note: To meet the conditions for approval of a waiver due to emergency conditions (Form J-13A) from the State Superintendent of Public Instruction poor air quality must be shown to be caused by an emergency event such as a wildfire
- b) Health and Safety
 - (1) Indoor air quality – ventilation and filtration systems at schools may offer a higher level of protection than residential systems.
 - (2) Supervision – the school environment provides appropriate student supervision by trained and caring adults who can ensure students remain indoors.
 - (3) Student support services – school may be the primary place where students receive needed health and counseling services.
- c) Nutrition Services
 - (1) Schools serve healthy meals to a significant proportion of students.
 - (2) If school is closed, it is a substantial challenge at best for LEAs to feed students.
- d) Using an Equity Lens
 - (1) Socioeconomically disadvantaged families may not have options for alternate childcare.
 - (2) Working parents and guardians are disproportionately affected by school closure and could suffer significant professional or economic consequences as a result.
 - (3) Students receiving free or reduced-price meals may not have a reliable alternate source of healthy food.
 - (4) Students with Individualized Education Programs (IEPs) may not have access to needed services during school closure.
 - (5) Schools provide safe and supportive environments for their students; our most vulnerable students rely on them most.
- 5) Starting July 1, 2025, LEAs must include an instructional continuity plan as part of their school safety plan. This plan must address how the LEA will continue to provide instruction to students affected by emergency events.
- c. Precautions for when School is Unoccupied
 - 1) Ensure all windows and doors are closed

- 2) Turn off Heating and Air Conditioning systems
5. Post Fire/Smoke – clean up
- a. Contact the property claims administrator or VCSSFA and make initial contact with a VCSSFA approved restoration contractor.
 - 1) Do not begin post-fire clean-up work with a vendor until authorization is given by a property claims adjuster or VCSSFA.
 - 2) Approved restoration contractors: [Ventura County Self-Funding Authority > About Us > Vendor Partners](#)
 - b. Assess Smoke and Soot Damage
 - 1) Assessments should be made by a qualified person such as an Industrial Hygienist
 - 2) Assess/clean school exteriors
 - 3) Assess air quality in rooms, including odors
 - 4) Assess surface cleanliness in rooms
 - c. Clean Up Considerations
 - 1) If post-fire outdoor air is considered satisfactory, and air pollution poses little or no risk, all facilities, classrooms, and offices should be ventilated for at least a 24-hour period, if possible.
 - 2) Heating, ventilation, and air conditioning (HVAC) system units should be cleaned inside and out.
 - 3) HVAC system filters should be replaced as soon as possible, and, if necessary, replaced frequently thereafter to remove additional ash and odorous particle build-up.
 - a) Carbon filters can be used to minimize nuisance smoke odors, if available.
 - d. Clean Up Procedures
 - 1) Note: all interior vacuuming should be with vacuums equipped with high efficiency particulate air (HEPA) filters.
 - 2) Interiors
 - a) If heavily soiled, wipe surfaces with a damp cloth to rid ash or dust.
 - b) HEPA vacuuming minimizes creating airborne particles.
 - c) Gently sweep ash and dust to minimize airborne particles.
 - 3) Exteriors
 - a) Washing/rinsing with water,
 - b) Vacuuming

- (1) HEPA Filter vacuums help protect employees
 - c) Damp mopping dusting door/window frames
 - d) Gentle sweeping
 - 4) HVAC Systems
 - a) Vacuum HVAC intake areas
 - b) Change HVAC Filters - This may need to be completed multiple times to alleviate the smell of smoke in classrooms
 - (1) Carbon filters also help remove smoke odor, if available.
 - 5) See also: CDE Wildfire Recovery Frequently Asked Questions
<https://www.cde.ca.gov/ls/ep/wildfirerecoveryfaqs.asp>
 - e. Post Clean-Up Assessment
 - 1) If smoke and ash intrusion is significant, post clean-up assessments should be made by a qualified person such as an Industrial Hygienist.
 - 2) Post clean-up assessments should be conducted under the direction of the property claims administrator and/or VCSSFA.
- 6. Employees working in smoke and ash
 - a. Air Quality Index - It is necessary to use as accurate and proximate AQI as possible.
 - 1) Proximity as close as specific schools may be necessary to protect staff who are subjected to smoke.
 - 2) The EPA ranks air quality into several groups as follows.
 - a) Good 0-50
 - b) Moderate 51-100
 - c) Unhealthy for Sensitive Groups 101-150
 - d) Unhealthy 151-200
 - e) Very Unhealthy 201 - 300
 - f) Hazardous 301 - 500
 - b. AQI can be determined using the following sources
 - 1) Purple Air <https://purpleair.com/map>
 - 2) Air Now <https://www.airnow.gov/>
 - 3) Air Underground <https://www.underground.com>
 - c. When AQI for PM 2.5 is 151 or greater regardless of the AQI for other pollutants, LEAs should provide proper respiratory protection equipment, such as disposable filtering facepiece masks (N 95), for voluntary use.

- 1) Exempted workplaces and operations:
 - a) Enclosed buildings with filtered air
 - b) Enclosed vehicles with filtered cabin air
 - c) Exposure to smoke is for 1 hour or less during a shift
 - d) Firefighters
- 2) Respiratory Protection
 - a) When employees must work outside and the AQI for PM_{2.5} is greater than 151, and employees cannot be redirected to work in an enclosed building with filtered air, LEAs must provide N 95 filtering facepiece masks for voluntary use.
 - b) If the AQI for PM_{2.5} is greater than 500, employees must use respiratory protection.
 - (1) LEAs must ensure employees use respirators and implement a respiratory protection program;
 - (2) Or work must be moved indoors to filtered air;
 - (3) Or may not work.
 - c) Note: Cal/OSHA is working diligently to identify viable available temporary alternatives that would provide workers with an acceptable alternative to a compliant respirator such as an N-95 filtering facepiece mask
- d. Local Educational Agencies (LEAs) must provide §5141.1, Appendix B to employees for information regarding the voluntary use of respirators when working in wildfire smoke.



Recommendations and Requirement for Student Activity Transportation

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1. Scope

- a. These Recommendations and Requirements are to be used when students are travelling to activities but are not travelling in buses owned by the local educational agency (LEA) or buses provided by the primary transportation contractor.
- b. This document is intended for regular transport to and from school by transportation network companies and taxi companies.
- c. Buses owned by the LEA or buses provided by the primary transportation contractor are governed by the rules and regulations of the California Highway Patrol.

2. Definitions

- a. Activity travel is defined as when a class, team, band, club or any other school group takes a trip to any off-campus practice, competition, or activity.
- b. School Bus
 - 1) In California, a “school bus” is a motor vehicle designed, used, or maintained for the transportation of a student at or below the grade 12 level to or from a public or private school or to or from public or private school activities, except:
 - a) A motor vehicle of any type carrying only members of household of its owner.
 - b) A motortruck transporting students who are seated only in the passenger compartment.
 - c) A motor vehicle operated by a common carrier, or by and under the exclusive jurisdiction of a publicly owned or operated transit system, only during the time it is on a scheduled run and is available to the general public.
 - d) A motor vehicle operated by a common carrier, or by and under exclusive jurisdiction of a publicly owned or operated transit system, only during the time it is on a scheduled run and is available to the general public.
 - e) A school pupil activity bus (see below)
 - 2) In federal law, “school bus” means a passenger motor vehicle designed or used to carry more than 10 passengers in addition to the driver, and which the Secretary of Transportation determines is likely to be significantly used for the purpose of transporting pre-primary, primary, or secondary school students from home to school or school to home.
- c. Covered Party means the public agencies named in Schedule 1: Participating Named Covered Parties of the VCSSFA Liability Coverage Memorandum.
- d. A school pupil activity bus (SPAB) means any motor vehicle, other than a school bus, operated by a common carrier, or by and under the exclusive jurisdiction of a publicly owned or operated transit system, or by a passenger charter-party carrier, used under a contractual agreement between a school and carrier.
 - 1) Examples:
 - a) Charter bus
 - b) Charter coach bus
 - c) Charter van
 - d) Charter limousine
- e. Public transportation means a motor vehicle operated by and under exclusive jurisdiction of a publicly owned or operated transit system, only during the time it is on a scheduled run and is available to the general public.

- f. Transportation Network Company (also known as a ridesharing company, ride-hailing service, App-based company or drivers, app-taxi or e-taxi) is a company that, via websites and mobile applications, matches passengers with drivers of personal non-commercial vehicles for hire that, unlike taxicabs, cannot legally be hailed from the street.
 - g. School Transportation Vehicle is a vehicle that is not a school bus, school pupil activity bus, or youth bus, and is used by a school district or county office of education for the primary purpose of transporting children.
3. Mode of Transportation (In Order of Preference)
- a. Students are to use local educational agency (LEA) transportation to field trips, athletic competitions, band trips, club trips, etc., when provided.
 - 1) Travel in a school bus built to federal specifications is the safest mode of travel for student activity transportation.
 - b. Transportation provided by another Covered Party.
 - c. School pupil activity bus (see sections 5)
 - d. Chartered vehicles (see sections 6)
 - e. Transportation Network Companies and Taxi Companies (see section 7)
 - f. Public Transportation (see section 8)
 - g. Personal vehicle of student's parent or other volunteer (see sections 9 to 12)
 - h. Personal vehicle of staff (see sections 9 to 12)
 - i. Student driver (see sections 9 to 12)
4. Local Educational Agency (LEA) Transportation
- a. A LEA may own their buses or contract for transportation.
 - 1) Buses owned by the LEA are governed by the rules and regulations of the California Highway Patrol
 - b. Students are to use LEA transportation to field trips, athletic competitions, band trips, club trips, etc., when provided.
 - 1) Travel in a school bus built to federal specifications is the safest mode of travel for student activity transportation.
 - c. Smaller Vehicles (15 passengers or fewer including the driver)
 - 1) LEA-owned vehicles must be driven by LEA employees.
 - 2) Vehicles with a capacity of 10 passengers or less including the driver
 - a) The driver must hold a valid California driver license for the appropriate class of vehicle.
 - 3) Vehicles with a capacity of more than 10 including the driver

- a) This includes 15-passenger vans and 12-passenger vans.
 - (1) Regardless of seats removed from the van.
 - b) The driver must hold a valid California commercial driver's license for the appropriate class of vehicle, endorsed for passenger transportation.
- 4) Driver Qualifications
- a) All drivers employed by a LEA must comply with the driver qualifications listed in Section 7, Transportation Network Companies and Taxi Companies, if they are not already required to by law.
 - (1) Including school transportation vehicle drivers.
 - b) Exception: when an employee provides transportation to students for activities, not to exceed 40 hours of drive time per school year per employee, if:
 - (1) The LEA makes a reasonable effort to secure a driver who meets the driver qualification requirements of Section 7, Transportation Network Companies and Taxi Companies, and
 - (2) When a LEA is unable to secure a driver who meets the driver qualification requirements of Section 7, Transportation Network Companies and Taxi Companies, the LEA informs the parent, guardian, or court-appointed educational rights holder of the student being transported that the driver transporting their pupil does not meet the driver qualification requirements of California Education Code sections 39877 or 39878.
 - d. LEA drivers who have previously been convicted of a felony or a motor vehicle conviction of any kind for driving under the influence of alcohol or drugs, legal or otherwise, reckless driving, or unsafe driving of a motor vehicle are excluded from the VCSSFA liability program.
 - e. LEA drivers who cause any bodily injury, property damage, claim, or suit while driving under the influence of alcohol or drugs, legal or otherwise, reckless driving, or unsafe driving of a motor vehicle are excluded from the VCSSFA liability program.
5. Transportation provided by another Covered Party
- a. Covered Parties within VCSSFA indemnify and collectively cover liabilities of each other.
 - b. VCSSFA sample agreements can be found here:
<https://www.vcssfa.org/Agreements/Transportation>
6. Chartered Buses (School Pupil Activity Bus)
- a. All chartered vehicles are to be arranged or approved through the local educational agency (LEA) office.

- b. The chartered transportation provider is to comply with Education Code section 45125.1, Fingerprint certification requirements, as applicable. The chartered transportation provider is to provide proof that fingerprint certification requirements have been fulfilled
- c. The chartered transportation provider is to comply with Education Code section 49406(i), Examination for tuberculosis requirements, as applicable.
 - 1) Exception: drivers who transport students on an infrequent basis, not to exceed once per month
 - 2) The chartered transportation provider is to provide proof that examination for tuberculosis requirements has been fulfilled.
- d. Maximum driving time: 10 hours within a work period
 - 1) Two (2) hours may be added if a driver encounters adverse driving conditions
 - a) Snow, sleet, fog, other adverse weather conditions
 - b) unusual road and traffic conditions
 - c) none of which were apparent on the basis of information known to the dispatch person.
- e. State of California Documentation
 - 1) School Bus:
 - a) Valid driver license for the appropriate class of vehicle
 - (1) A school bus endorsement and a passenger transportation endorsement
 - b) Driver is to have a certificate to drive a school bus and a valid medical card
 - c) Obtain proof of Highway Patrol (CHP) vehicle certification and inspection from the chartered transportation provider
 - 2) School pupil activity bus:
 - a) Valid driver license for the appropriate class of vehicle
 - (1) Passenger transportation endorsement
 - b) Driver is to have a certificate to drive a school pupil activity bus and a valid medical card
 - c) Obtain proof of CHP vehicle certification and inspection from the chartered transportation provider
- f. Insurance and Indemnification
 - 1) An authorized agent of the LEA and the vendor should sign a services agreement.
 - a) The term of transportation agreements can be for up to five (5) years.
 - b) VCSSFA sample agreements can be found here:
<https://www.vcssfa.org/Agreements/Transportation>
 - 2) Indemnification language protecting the LEA should be included in the agreement.

- 3) Recommended commercial general liability insurance limits of \$5,000,000 per occurrence, \$10,000,000 aggregate.
- 4) Recommended commercial automobile liability insurance limits
- 5) Combined single limit: \$55,000,000
- 6) Abuse and Molestation coverage of at least \$10,000,000 per occurrence, \$10,000,000 aggregate.
- 7) Transportation provider's commercial general liability insurance and commercial automobile liability insurance should name the LEA as additional insured. The endorsement specifying the additional insured for the insurance policies should be ISO form CG 20 26 10 01 or an equivalent endorsement reasonably acceptable to the LEA.
- 8) The transportation agreement should contain the following:
 - a) If the Provider maintains broader coverage and/or higher limits than the minimums shown above, the LEA requires and shall be entitled to the broader coverage and/or higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the LEA.
- 9) The cost of chartered transportation may be offset by fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities so long as no student is prevented from making the field trip or excursion because of lack of sufficient funds. (Education Code, section 35330 (b))
- 10) The "Passenger Charter-party Carriers' Act" does not apply to transportation of students conducted by or under contract with the governing board of any LEA entered into pursuant to the Education Code.

7. Chartered Limousines, Vans, and Cars

- a. All chartered vehicles are to be arranged or approved through the local educational agency (LEA) office.
- b. The chartered transportation provider, including cars, is to comply with Education Code section 45125.1, Fingerprint certification requirements, as applicable.
 - 1) The chartered transportation provider is to provide proof that fingerprint certification requirements have been fulfilled.
- c. The chartered transportation provider, including cars, is to comply with Education Code section 49406(i), tuberculosis risk assessment requirements, as applicable.
 - 1) Exception: drivers who transport students on an infrequent basis, not to exceed once per month
 - 2) The chartered transportation provider is to provide proof that examination for tuberculosis requirements has been fulfilled.

- d. Limousines and vans with capacity of 10 or more
 - 1) A commercial driver license (CDL) is required to operate any vehicle designed to transport 10 or more passengers (including the driver).
 - a) Passenger transportation endorsement
 - 2) Driver is to have a certificate to drive a school pupil activity bus and a valid medical card.
 - 3) Obtain proof of CHP vehicle certification and inspection from the chartered transportation provider.
- e. Insurance and Indemnification
 - 1) An authorized agent of the LEA and the vendor should sign a services agreement.
 - a) The term of transportation agreements can be for up to five (5) years.
 - b) VCSSFA sample agreements can be found here:
<https://www.vcssfa.org/Agreements/Transportation>
 - 2) Indemnification language protecting the LEA should be included in the agreement.
 - 3) Recommended commercial general liability insurance limits of \$5,000,000 per occurrence, \$10,000,000 aggregate.
 - 4) Recommended commercial automobile liability insurance limits:
 - a) Vehicles, 10 passengers or fewer: \$15,000,000 per accident for bodily injury and property damage
 - b) vehicles, more than 10 passengers: \$25,000,000 per accident for bodily injury and property damage.
 - 5) Abuse and Molestation coverage of at least \$10,000,000 per occurrence, \$10,000,000 aggregate.
 - 6) Transportation provider's commercial general liability insurance and commercial automobile liability insurance should name the LEA as additional insured. The endorsement specifying the additional insured for the insurance policies should be ISO form CG 20 26 10 01 or an equivalent endorsement reasonably acceptable to the LEA.
 - 7) The transportation agreement should contain the following:
 - a) If the Provider maintains broader coverage and/or higher limits than the minimums shown above, the LEA requires and shall be entitled to the broader coverage and/or higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the LEA.
- f. The cost of chartered transportation may be offset by fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities so long as no student is prevented from making the field

trip or excursion because of lack of sufficient funds. (*Education Code*, section 35330 (b))

g. Prom Limousines

- 1) Prom paperwork should encourage parents who choose to hire limousines to hire a company that provides transportation services with vehicles having a seating capacity of 10 or less including the driver.
- 2) Prom paperwork should warn parents who choose to hire limousines that furnishing or giving any alcoholic beverage to any person under 21 years of age is guilty of a misdemeanor (*California Business and Professions Code*, section 25658)
 - a) Not less than a \$250 fine, and
 - b) Not less than 24 hours of community service.

8. Transportation Network Companies and Taxi Companies

a. Driver Qualifications

- 1) Transportation Network Companies or Taxi Companies shall comply with California Education Code section 39877 (vehicle with a maximum capacity of 10 or fewer persons, including the driver), or California Education Code section 39878 (vehicle with a capacity of more than 10 persons, including the driver) or both as applicable, regarding driver qualifications including, but not limited to:
 - a) Hold a valid California driver's license for the appropriate class of vehicle.
 - b) Be at least 18 years of age.
 - c) Pass a criminal background check, including fingerprint clearance.
 - d) Have a satisfactory driving record.
 - e) Not have demonstrated irrational behavior.
 - f) Not have been convicted of:
 - (1) A sex offense as defined in Section 44010 of the California Education Code.
 - (2) A violent felony listed in subdivision (c) of Section 667.5 of the California Penal Code, or a serious felony listed in subdivision (c) of Section 1192.7 of the Penal Code.
 - (3) Other offenses listed in subdivision (b) of Section 13370 of the California Vehicle Code.
 - g) Participate in the California Department of Motor Vehicles' pull-notice system.
 - h) Be subjected to and comply with drug and alcohol testing consistent with Section 34520.3 of the Vehicle Code.
 - i) Complete a medical examination not more than two years prior to the driver performing pupil transportation.
 - j) Submit and clear a tuberculosis risk assessment.

- k) Not drive for more than 10 hours within a work period, or after the end of the 16th hour after coming on duty following eight consecutive hours off duty.
 - l) Complete initial driver training and subsequent required training.
 - m) Maintain a daily log sheet and complete the daily pre-trip inspection.
 - n) Complete training at least equivalent to the American Red Cross first aid training program.
- b. Vehicle Requirements
 - 1) Be inspected every 12 months, or every 50,000 miles, whichever comes first at a facility licensed by the Bureau of Automotive Repair to ensure that the vehicle passes a 19-point vehicle inspection, as adopted by the Public Utilities Commission.
 - 2) Be equipped with a first aid kit and a fire extinguisher.
- c. Attestation
 - 1) The transportation service provider shall sign and submit an attestation to the local educational agency (LEA) signifying that the provider is compliant with all applicable laws.
 - a) Refer to sample Transportation Services Agreement, Exhibit C, “Attestation”
- d. Insurance and Indemnification
 - 1) An authorized agent of the LEA and the vendor should sign a services agreement.
 - a) The term of transportation agreements can be for up to five (5) years.
 - b) VCSSFA sample agreements can be found here:
<https://www.vcssfa.org/Agreements/Transportation>
 - 2) Indemnification language protecting the LEA should be included in the agreement.
 - 3) Recommended commercial general liability insurance limits of \$25,000,000 per occurrence, \$10,000,000 aggregate.
 - 4) Recommended commercial automobile liability insurance limits.
\$15,000,000 per accident for bodily injury and property damage.
 - 5) Abuse and Molestation coverage of at least \$10,000,000 per occurrence, \$10,000,000 aggregate.
 - 6) Transportation provider’s commercial general liability insurance and commercial automobile liability insurance should name the LEA as additional insured. The endorsement specifying the additional insured for the insurance policies should be ISO form CG 20 26 10 01 or an equivalent endorsement reasonably acceptable to the LEA.
 - 7) The transportation agreement should contain the following wording:
 - a) If the Provider maintains broader coverage and/or higher limits than the minimums shown above, the LEA requires and shall be entitled to the broader

coverage and/or higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the LEA.

9. Public Transportation

- a. Students may travel on public transportation for school purposes, if that public transportation is on a scheduled run and is available to the general public;
- b. If the public transportation is not on a scheduled run and is not available to the general public, the requirements for chartered buses or chartered limousines and vans apply.
- c. If an LEA grants the use of a school bus to a publicly owned transit system:
 - 1) All school bus warning lights and exterior lettering or signs that identify the bus as a school bus are covered or removed during operation by the transit system.
 - 2) Mechanical condition of a school bus during operation by the transit system is maintained.
 - 3) Accurate records are maintained that reflect the actual number of miles any school bus is driven during times of operation by the transit system.

10. Personal Vehicles

- a. This section applies to:
 - 1) Cars other than limousines
 - 2) Sport utility vehicles of nine (9) passengers or less (including the driver),
 - 3) Seven (7) or eight (8) passenger minivans, or
 - 4) Eight (8) or nine (9) passenger vans (including the driver).
- b. Students are to use local educational agency (LEA) transportation to field trips, athletic competitions, band trips, club trips, etc., when provided.
 - 1) Travel in a school bus built to federal specifications is the safest mode of travel for student activity transportation.
- c. California law requires all personal vehicles be covered by liability insurance. Recommended automobile insurance coverage limits for vehicles in which students ride are:

Liability:	\$100,000 each person	\$300,000 each accident
Medical Payments:	\$10,000	Property Damage: \$50,000

 - 1) Exception: vehicles containing only members of a single family need only meet state minimum limits
- d. Drivers of personal vehicles for an LEA who have previously been convicted of a felony or a motor vehicle conviction of any kind for driving under the influence of alcohol or drugs, legal or otherwise, reckless driving, or unsafe driving of a motor vehicle are excluded from the VCSSFA liability program.

- e. Drivers of personal vehicles for an LEA who cause any bodily injury, property damage, claim, or suit while driving under the influence of alcohol or drugs, legal or otherwise, reckless driving, or unsafe driving of a motor vehicle are excluded from the VCSSFA liability program.
- f. A person driving their personal vehicle for approved LEA purposes will be responsible for any costs associated with moving violations and parking violations incurred during such driving
- g. Personal Vehicles of Parent Volunteers and Staff
 - 1) A driver must have at least five (5) years of driving experience for all carpools involving non-family riders.
 - 2) A Personal Vehicle Use form must be on file, with an attached copy of a valid driver license, proof of insurance, and schedule, at the LEA.
 - 3) The limit on the distance of transporting students in personal vehicles shall be a radius of [enter number of miles] miles, in accordance with LEA policy.
 - 4) The “rule of three” is used when transporting students in personal vehicles. At least two adults are required to transport a single student. At least two students must be present if transported by a single adult.
- h. Parents Driving Only their own Children
 - 1) This paragraph applies to the following circumstances:
 - a) When parents choose to drive only their own children rather than use transportation provided by the LEA.
 - b) When LEA transportation is not provided, but no non-family students will be allowed in the vehicle.
 - 2) Students are to use LEA transportation to travel to field trips, athletic competitions, band trips, club trips, etc., when provided.
 - 3) If LEA policy allows, and a parent opts out of provided LEA transportation for a field trip during the regular school day, the student(s) must be checked out of school.
 - a) Check out must be in writing.
 - b) This procedure places the student(s) in the care, custody, and control of the parent or guardian, and not the responsibility of the LEA.
 - c) The parent should check in with the teacher upon arrival at the field trip destination.
 - d) The parent is to stay with their own student(s) during the entire field trip, including the trip home or back to school.
 - e) The parent should not be counted as chaperone for the trip.
 - f) Family members not enrolled in class are not to travel to or attend the field trip.

- 4) If LEA policy allows, and a parent opts out of provided LEA transportation, for a field trip, athletic competition, band trip, club trip, etc., that begins during school hours but extends beyond the regular school day, the student(s) must be checked out of school.
 - a) Preferably after the completion of the field trip, athletic competition, band trip, club trip, etc.
 - (1) Should only be to an alternate destination.
 - b) Check out must be in writing.
 - c) This procedure places the student(s) in the care, custody, and control of the parent or guardian, and not the responsibility of the LEA.
 - 5) If LEA policy allows, and a parent opts out of provided LEA transportation, for a field trip, athletic competition, band trip, club trip, etc., that begins after the end of the regular school day or on a weekend, the parent must notify the coach, teacher, or advisor and the school administrator as soon as possible, but not less than 24 hours before the activity.
 - a) The parent should check in with the coach, teacher, or advisor upon arrival at the activity.
 - b) The student(s) must be checked out at the conclusion of the activity.
 - c) This procedure places the student(s) in the care, custody, and control of the parent or guardian, and not the responsibility of the LEA.
 - 6) Parents of student(s) to be checked out should request permission for the check out from the coach, teacher, or advisor and the school administrator as soon as possible, but not less than 24 hours before the activity.
 - 7) Only check-out documentation is necessary.
 - 8) School Sign-out form, or
 - 9) Student Transportation Permission Form, or
 - 10) School Activity Transportation Sign-out Sheet.
 - 11) Check-out documentation should be kept with the field trip forms for the field trip, athletic competition, band trip, club trip, etc., for at least six (6) years, or two (2) years past the date of graduation, whichever is first.
- i. Students Drivers (Pursuant to LEA Policy)
- 1) Students are to use LEA transportation to field trips, athletic competitions, band trips, club trips, etc., when provided.
 - a) Travel in a school bus built to federal specifications is the safest mode of travel for student activity transportation.
 - b) Potential Exceptions:

- (1) Travel to offsite career education classes and career internships directly from school,
- (2) Travel to offsite athletic practices, including independent study physical education,
- (3) Parent/guardian must sign a Student Transportation Permission form.
- (4) Form SFA 7020, Student Non-District Transportation Permission Form
- (5) A Personal Vehicle Use form must be on file, with an attached copy of a valid driver license, proof of insurance, and schedule, at the LEA.
- (6) Parents of students should request permission from the coach or advisor and the school administrator that they will be providing their own transportation as soon as possible, but not less than 24 hours before the activity.
- (7) If the coach, advisor, and/or school administrator decide that self-transportation for a particular activity is inappropriate, an alternative mode of transportation must be taken.
- (8) Student drivers are to strictly follow the practices for cellular/mobile/wireless telephone use in section 11.e.
- (9) The limit on the distance students in personal vehicles may drive shall be in accordance with LEA policy.
- (10) Students may only drive other students who are immediate family members.
- (11) Requirements of the California provisional driver license are to be followed, as applicable.

j. Personal Vehicles with Trailers

- 1) Ensure the correct trailer for the vehicle and the correct hitch for the trailer.
- 2) Distribute and anchor the load.
- 3) Observe posted speed limits.
- 4) Allow extra time to brake.
- 5) Add safety equipment as dictated by common sense and state law.
 - a) Mirrors, lights, safety chains, brakes for heavy trailers, etc.

11. Passenger Vans with Capacity of 10 or More

a. Application

- 1) This section applies to:
 - a) Vans of this size owned or rented by the local educational agency (LEA), staff, or volunteers,
 - b) 12 passenger vans (passengers include the driver)
 - c) 15 passenger vans (passengers include the driver)

- (1) A 15-passenger van is a van manufactured to accommodate 15 passengers, including the driver, or a van “designed” to carry 15 passengers, including the driver, even if seats have been removed to accommodate fewer than 15 passengers.
- 2) This section does not apply to:
 - a) Personal vehicles (see section 9)
 - b) Chartered Buses (see section 5)
 - c) Chartered limousines and vans (see section 6)
 - d) Large vans with seats permanently removed and used for maintenance and/or purchasing/warehouse purposes only.
- b. Federal regulations do not prohibit the use of vans by schools but require any van (with a capacity of more than 10) sold or leased for use as a school bus (transporting students) to meet the safety standards applicable to school buses.
 - 1) “a school or school system may not purchase or lease a new 15-passenger van if it will be used significantly by, or on behalf of, the school or school system to transport preprimary, primary, or secondary school students to or from school or an event related to school, unless the 15-passenger van complies with the motor vehicle standards prescribed for school buses and multifunction school activity buses under this title.” (Public Law 109-59, section 10309)
 - 2) Each school bus shall be equipped with a stop signal arm,
 - 3) Each school bus shall have an emergency exit,
 - 4) Rollover protection in accordance with 49 Code of Federal Regulations (CFR), section 571.220
 - 5) Body joint strength in accordance with 49 CFR 571.221
 - 6) Passenger seating and crash protection
 - a) For school buses manufactured before October 21, 2009, each school bus passenger seat must be equipped with a seat back that has a vertical height of at least 20 inches above the seating reference point.
 - b) For school buses manufactured on or after October 21, 2009, each school bus passenger seat must be equipped with a seat back that has a vertical height of at least 24 inches above the seating reference point.
 - c) Crash protection in accordance with 49 CFR 571.222
 - 7) Lamps, reflective devices, and associated equipment
 - a) Four red signal lamps designed to conform to SAE Standard J887.
 - b) Four amber signal lamps (optional) designed to conform to SAE Standard J887, except for their color, and except that their candlepower shall be at least 2½ times that specified for red signal lamps.

- 8) A commercial driver license (CDL) is required to operate any vehicle designed to transport 10 or more passengers (including the driver).
- 9) California law requires drivers for school districts, private schools, community colleges, and California state universities who operate 15-passenger vans must have a commercial driver license (CDL) with a passenger transport vehicle (PV) endorsement.
 - a) A 15-passenger van is a van manufactured to accommodate 15 passengers, including the driver, or
 - b) A van "designed" to carry 15 passengers, including the driver, even if seats have been removed to accommodate fewer than 15 passengers.
- 10) Commercial automobile liability insurance limits for vans with capacity of 10 or more:

\$25,000,000-per accident for bodily injury and property damage

c. Large Van Safety

- 1) Limit the number of passengers
 - a) Carrying more than nine (9) people, including the driver, increases the risk of rollover.
 - b) Seat passengers toward the front of the van, in front of the rear axle.
- 2) Do not use roof racks and/or trailers.

12. General Driving Safety

- a. All classes, teams, clubs, bands, and/or other organizations must obtain first aid kits and are required to travel with first aid kits.
- b. All travel, except for short trips should be done in daylight.
- c. Observe all traffic laws including speed limits
- d. Driving time is limited to a maximum of 10 hours.
 - 1) Driving time must be interrupted by frequent rest, food, and recreation stops.
 - 2) If there is only one driver, the driving time should be reduced, and stops should be made more frequently.
- e. Drivers should not engage in any distracting conversations
- f. Cellular/mobile/wireless telephone use
 - 1) It is illegal to drive a motor vehicle in California while using an electronic wireless communication device to write, send, or read text messages, instant messages, and e-mail(s);
 - 2) With certain exceptions, adults may not use a cell phone while driving unless hands-free equipment is used

- a) Exceptions:
 - (1) a person using a wireless telephone for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity
 - (2) A school bus driver using a wireless telephone for work-related purposes, or for emergency purposes
- 3) When safe, stop the vehicle at the side of the road to use a wireless telephone;
- 4) If the wireless telephone rings, let the call go to voicemail;
- 5) Pay attention to the road;
- 6) Never use a mobile/wireless telephone in heavy traffic, severe weather, or other hazardous conditions;
- 7) Never take notes or look up telephone numbers while driving;
- 8) Use the wireless telephone to call for help in an emergency.
- g. Do not attempt to maintain a caravan or convoy.
 - 1) Set designated meeting locations and times.

13. Passenger Safety

- a. California law requires the driver and all passengers 16 years of age or over, or who weigh 60 lbs. or more, wear seat belts.
- b. Any child under the age of eight (8), is to be secured in a federally approved child passenger restraint system and ride in the back seat of a vehicle.
 - 1) This applies to personal vehicles, rented vehicles, taxis, and limousines and cars for hire.
 - 2) Child passenger restraint systems are not required on school buses or SPABs.
 - 3) Safety vests can be used to protect small students.
- c. Follow the vehicle manufacturer's recommendation regarding air bags in the front seat.
- d. Passengers are to ride only in the cab (passenger compartment) if trucks are used.
- e. Passengers are to keep their head, hands and arms, and feet and legs inside a moving vehicle at all times.

14. Rented Vehicles

- a. All recommendations above apply to rental vehicles and the respective size of those vehicles.
- b. Employees and volunteers renting vehicles are to follow local educational agency (LEA) procedures for such rentals.

- c. When the LEA driver is at fault, automobile physical damage on rented vehicles is covered by the VCSSFA Property Coverage Memorandum. Refer to Part II, Automobile Physical Damage Coverage.
 - 1) Collision deductible: \$250.
 - 2) Comprehensive deductible: \$500.
- d. Employees injured in a collision in rented vehicles are covered by the LEA workers' compensation program.
- e. When the LEA driver is at fault, bodily injury to third parties is covered by the VCSSFA Liability Coverage Memorandum.
- f. It is a LEA preference whether or not it chooses to purchase additional insurance coverage for rental vehicles.
- g. Advantages of purchasing additional insurance:
 - 1) Deductible: none.
 - 2) The LEA's liability and/or property experience is not impacted.
- h. Advantage of not purchasing additional insurance:
 - 1) No additional fee.

15. Transportation by Air

- a. California Education Code section 35332 allows excursion or field trip/student activity transportation by air only by the following:
 - 1) Aircraft owned and operated by the state or federal government
 - 2) Chartered or regularly scheduled aircraft operated exclusively by an air carrier or foreign air carrier
- b. Bodily injury, personal injury or property damage arising out of or related to any privately owned aircraft are excluded from the VCSSFA liability program.
- c. Recommended chartered aircraft insurance limits
 - 1) At least \$10 million for large chartered commercial aircraft
 - 2) Do not expect any insurance documentation from regularly scheduled aircraft operated exclusively by an air carrier

16. Resources

- a. [Sample Transportation Agreement – https://www.vcssfa.org/Agreements/Transportation](https://www.vcssfa.org/Agreements/Transportation)

Fund 010 - General Fund

Fiscal Year 2024/25 Through June 2025

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	70,765.00	100,000.00	105,215.26	5,215.26-	105.22
8677	Interagency Services Between L	1,980,879.00	1,943,781.00	1,985,299.76	41,518.76-	102.14
8699	All Other Local Revenue	2,000.00	20,117.00	20,240.17	123.17-	100.61
Total Other Local Revenue		2,053,644.00	2,063,898.00	2,110,755.19	46,857.19-	102.27
Total Year To Date Revenues		2,053,644.00	2,063,898.00	2,110,755.19	46,857.19-	102.27

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Classified Salaries							
2300	Class Supervisors & Administra	1,030,575.00	1,067,932.00		1,067,931.67	.33	100.00
2310	Substitute - Mgmt	50,000.00	10,000.00		6,706.05	3,293.95	67.06
2400	Clerical and Office Salaries	626,082.00	638,822.00		642,243.91	3,421.91-	100.54
2410	Substitute	5,000.00					NO BDGT
2450	Clerical and Office OverTime	10,000.00	5,000.00		224.50	4,775.50	4.49
Total Classified Salaries		1,721,657.00	1,721,754.00	.00	1,717,106.13	4,647.87	99.73
Employee Benefits							
3202	PERS, classified positions	304,052.00	296,317.00		293,887.82	2,429.18	99.18
3301	OASDI/Medicare/Alternative, ce	34.00	17.00		17.40	.40-	102.35
3302	OASDI/Medicare/Alternative, cl	24,886.00	24,010.00		23,957.67	52.33	99.78
3402	Health & Welfare Benefits, cla	261,135.00	227,574.00		227,573.70	.30	100.00
3501	SUI, certificated positions	1.00	1.00		.60	.40	60.00
3502	SUI, classified positions	858.00	828.00		823.87	4.13	99.50
3601	Work Comp Ins, certificated po	43.00	20.00		19.92	.08	99.60
3602	Work Comp Ins, classified posi	31,162.00	28,512.00		28,435.23	76.77	99.73
3902	Other Benefits, classified pos	1,083.00	1,083.00		1,083.00		100.00
Total Employee Benefits		623,254.00	578,362.00	.00	575,799.21	2,562.79	99.56
Books and Supplies							
4300	Materials and Supplies	25,000.00	17,694.00		14,281.84	3,412.16	80.72
4310	Fuel	3,675.00	2,500.00		2,451.70	48.30	98.07
4400	Non-Capitalized Equipment	15,000.00	9,505.00		9,504.08	.92	99.99
Total Books and Supplies		43,675.00	29,699.00	.00	26,237.62	3,461.38	88.35
Services and Other Operating Expenditures							
5200	Travel and Conferences	4,150.00	3,500.00		2,807.25	692.75	80.21

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 800, Starting Period = 1, Ending Account Period = 12, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 010 - General Fund

Fiscal Year 2024/25 Through June 2025

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5220	Travel and Conference	20,000.00	10,000.00		9,685.02	314.98	96.85
5300	Dues and Memberships	7,875.00	6,489.00		6,488.35	.65	99.99
5450	Other Insurance	10,240.00	10,240.00		10,240.00		100.00
5600	Rentals,Leases,Repairs & Nonca	40,437.00	40,825.00		32,413.63	8,411.37	79.40
5800	Professnl/Consult Serv & Opera	65,000.00	50,000.00		52,088.86	2,088.86-	104.18
5801	Audit	17,535.00	30,000.00		25,294.50	4,705.50	84.32
5804	Employment Fees	525.00	250.00			250.00	
5899	Legal Fees	5,250.00	10,000.00		7,170.00	2,830.00	71.70
5901	Phone Services	3,075.00	1,875.00		1,824.97	50.03	97.33
5903	Postage	8,400.00	6,900.00		5,870.41	1,029.59	85.08
Total Services and Other Operating Expenditures		182,487.00	170,079.00	.00	153,882.99	16,196.01	90.48
Debt Service							
7438	Debt Service - Interest				697.00	697.00-	NO BDGT
7439	Debt Service - Principal				7,117.00	7,117.00-	NO BDGT
Total Debt Service		.00	.00	.00	7,814.00	7,814.00-	NO BDGT
Total Year To Date Expenditures		2,571,073.00	2,499,894.00	.00	2,480,839.95	19,054.05	99.24

Fund 010 - General Fund

Fiscal Year 2024/25 Through June 2025

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	2,053,644.00	2,063,898.00		2,110,755.19	46,857.19-	102.27
B. Expenditures	2,571,073.00	2,499,894.00		2,480,839.95	19,054.05	99.24
C. Subtotal (Revenue LESS Expense)	517,429.00-	435,996.00-		370,084.76-	65,911.24-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	517,429.00-	435,996.00-		370,084.76-	65,911.24-	
F. Fund Balance:						
Beginning Balance (9791)	2,910,608.00	2,996,861.00		2,996,861.24		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	2,910,608.00	2,996,861.00		2,996,861.24		
G. Calculated Ending Balance	2,393,179.00	2,560,865.00		2,626,776.48		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	2,393,179.00	2,560,865.00				
Other						

Fund 401 - Special Reserve Capital Outlay

Fiscal Year 2024/25 Through June 2025

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	1,262.00	1,700.00	1,785.19	85.19-	105.01
Total Other Local Revenue		1,262.00	1,700.00	1,785.19	85.19-	105.01
Total Year To Date Revenues		1,262.00	1,700.00	1,785.19	85.19-	105.01

Fund 401 - Special Reserve Capital Outlay

Fiscal Year 2024/25 Through June 2025

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,262.00	1,700.00		1,785.19	85.19-	105.01
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	1,262.00	1,700.00		1,785.19	85.19-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	1,262.00	1,700.00		1,785.19	85.19-	
F. Fund Balance:						
Beginning Balance (9791)	39,013.00	39,328.00		39,328.49		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	39,013.00	39,328.00		39,328.49		
G. Calculated Ending Balance	40,275.00	41,028.00		41,113.68		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)	40,275.00	41,028.00				
Undesig/Unapprop (9790)						
Other						

Fund 010 - General Fund

Fiscal Year 2025/26 Through July 2025

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	75,000.00	75,000.00		75,000.00	
8677	Interagency Services Between L	1,712,648.00	1,712,648.00		1,712,648.00	
8699	All Other Local Revenue	2,000.00	2,000.00		2,000.00	
Total Other Local Revenue		1,789,648.00	1,789,648.00	.00	1,789,648.00	
Total Year To Date Revenues		1,789,648.00	1,789,648.00	.00	1,789,648.00	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Classified Salaries							
2300	Class Supervisors & Administra	971,199.00	971,199.00		88,914.06	882,284.94	9.16
2310	Substitute - Mgmt	20,000.00	20,000.00			20,000.00	
2400	Clerical and Office Salaries	508,740.00	508,740.00		53,086.22	455,653.78	10.43
2450	Clerical and Office OverTime	10,000.00	10,000.00			10,000.00	
Total Classified Salaries		1,509,939.00	1,509,939.00	.00	142,000.28	1,367,938.72	9.40
Employee Benefits							
3202	PERS, classified positions	292,511.00	292,511.00		150,759.65	141,751.35	51.54
3301	OASDI/Medicare/Alternative, ce	17.00	17.00		1.45	15.55	8.53
3302	OASDI/Medicare/Alternative, cl	21,297.00	21,297.00		2,047.07	19,249.93	9.61
3402	Health & Welfare Benefits, cla	203,633.00	203,633.00			203,633.00	
3501	SUI, certificated positions	1.00	1.00		.05	.95	5.00
3502	SUI, classified positions	734.00	734.00		70.60	663.40	9.62
3601	Work Comp Ins, certificated po	20.00	20.00		1.64	18.36	8.20
3602	Work Comp Ins, classified posi	24,778.00	24,778.00		2,330.23	22,447.77	9.40
3902	Other Benefits, classified pos	912.00	912.00		67,500.98	66,588.98-	7,401.42
Total Employee Benefits		543,903.00	543,903.00	.00	222,711.67	321,191.33	40.95
Books and Supplies							
4300	Materials and Supplies	20,000.00	20,000.00	6,100.23		13,899.77	
4310	Fuel	2,750.00	2,750.00	201.22		2,548.78	
4400	Non-Capitalized Equipment	10,000.00	10,000.00			10,000.00	
Total Books and Supplies		32,750.00	32,750.00	6,301.45	.00	26,448.55	
Services and Other Operating Expenditures							
5200	Travel and Conferences	4,000.00	4,000.00			4,000.00	
5220	Travel and Conference	10,000.00	10,000.00	155.00	199.00	9,646.00	1.99

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 800, Starting Period = 1, Ending Account Period = 1, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 010 - General Fund

Fiscal Year 2025/26 Through July 2025

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5300	Dues and Memberships	6,750.00	6,750.00		850.00	5,900.00	12.59
5450	Other Insurance	14,600.00	14,600.00		14,600.00		100.00
5600	Rentals,Leases,Repairs & Nonca	36,741.00	36,741.00	11,397.95	26,772.49	1,429.44-	72.87
5800	Professnl/Consult Serv & Opera	52,500.00	52,500.00	13,634.00	19,991.70	18,874.30	38.08
5801	Audit	20,000.00	20,000.00	3,486.00		16,514.00	
5804	Employment Fees	250.00	250.00			250.00	
5899	Legal Fees	7,500.00	7,500.00			7,500.00	
5901	Phone Services	1,950.00	1,950.00	572.16	151.96	1,225.88	7.79
5903	Postage	7,000.00	7,000.00	4,618.33	2,231.67	150.00	31.88
Total Services and Other Operating Expenditures		161,291.00	161,291.00	33,863.44	64,796.82	62,630.74	40.17
Total Year To Date Expenditures		2,247,883.00	2,247,883.00	40,164.89	429,508.77	1,778,209.34	19.11

Fund 010 - General Fund

Fiscal Year 2025/26 Through July 2025

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,789,648.00	1,789,648.00			1,789,648.00	
B. Expenditures	2,247,883.00	2,247,883.00	40,164.89	429,508.77	1,778,209.34	19.11
C. Subtotal (Revenue LESS Expense)	458,235.00-	458,235.00-		429,508.77-	11,438.66	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	458,235.00-	458,235.00-		429,508.77-	11,438.66	
F. Fund Balance:						
Beginning Balance (9791)	2,560,865.00	2,560,865.00		2,314,283.48		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	2,560,865.00	2,560,865.00		2,314,283.48		
G. Calculated Ending Balance	2,102,630.00	2,102,630.00		1,884,774.71		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	2,102,630.00	2,102,630.00				
Other				40,164.89		

Fund 401 - Special Reserve Capital Outlay

Fiscal Year 2025/26 Through July 2025

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	1,500.00	1,500.00		1,500.00	
Total Other Local Revenue		1,500.00	1,500.00	.00	1,500.00	
Total Year To Date Revenues		1,500.00	1,500.00	.00	1,500.00	

Fund 401 - Special Reserve Capital Outlay

Fiscal Year 2025/26 Through July 2025

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,500.00	1,500.00			1,500.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	1,500.00	1,500.00		.00	1,500.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	1,500.00	1,500.00		.00	1,500.00	
F. Fund Balance:						
Beginning Balance (9791)	41,028.00	41,028.00		40,227.48		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	41,028.00	41,028.00		40,227.48		
G. Calculated Ending Balance	42,528.00	42,528.00		40,227.48		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)	42,528.00	42,528.00				
Undesig/Unapprop (9790)						
Other						

Fund 010 - General Fund

Fiscal Year 2025/26 Through August 2025

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	75,000.00	75,000.00		75,000.00	
8677	Interagency Services Between L	1,712,648.00	1,712,648.00		1,712,648.00	
8699	All Other Local Revenue	2,000.00	2,000.00		2,000.00	
Total Other Local Revenue		1,789,648.00	1,789,648.00	.00	1,789,648.00	
Total Year To Date Revenues		1,789,648.00	1,789,648.00	.00	1,789,648.00	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Classified Salaries							
2300	Class Supervisors & Administra	971,199.00	971,199.00		178,142.46	793,056.54	18.34
2310	Substitute - Mgmt	20,000.00	20,000.00		1,018.40	18,981.60	5.09
2400	Clerical and Office Salaries	508,740.00	508,740.00		106,244.07	402,495.93	20.88
2450	Clerical and Office OverTime	10,000.00	10,000.00			10,000.00	
Total Classified Salaries		1,509,939.00	1,509,939.00	.00	285,404.93	1,224,534.07	18.90
Employee Benefits							
3202	PERS, classified positions	292,511.00	292,511.00		166,469.21	126,041.79	56.91
3301	OASDI/Medicare/Alternative, ce	17.00	17.00		2.90	14.10	17.06
3302	OASDI/Medicare/Alternative, cl	21,297.00	21,297.00		4,112.92	17,184.08	19.31
3402	Health & Welfare Benefits, cla	203,633.00	203,633.00		3,823.70	199,809.30	1.88
3501	SUI, certificated positions	1.00	1.00		.10	.90	10.00
3502	SUI, classified positions	734.00	734.00		141.85	592.15	19.33
3601	Work Comp Ins, certificated po	20.00	20.00		3.28	16.72	16.40
3602	Work Comp Ins, classified posi	24,778.00	24,778.00		4,683.50	20,094.50	18.90
3902	Other Benefits, classified pos	912.00	912.00		67,591.23	66,679.23	7,411.32
Total Employee Benefits		543,903.00	543,903.00	.00	246,828.69	297,074.31	45.38
Books and Supplies							
4300	Materials and Supplies	20,000.00	20,000.00	6,479.76	64.92	13,455.32	0.32
4310	Fuel	2,750.00	2,750.00	509.52		2,240.48	
4400	Non-Capitalized Equipment	10,000.00	10,000.00			10,000.00	
Total Books and Supplies		32,750.00	32,750.00	6,989.28	64.92	25,695.80	0.20
Services and Other Operating Expenditures							
5200	Travel and Conferences	4,000.00	4,000.00			4,000.00	
5220	Travel and Conference	10,000.00	10,000.00	680.00	199.00	9,121.00	1.99

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 800, Starting Period = 1, Ending Account Period = 2, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 010 - General Fund

Fiscal Year 2025/26 Through August 2025

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5300	Dues and Memberships	6,750.00	6,750.00	138.35	850.00	5,761.65	12.59
5450	Other Insurance	14,600.00	14,600.00		14,600.00		100.00
5600	Rentals,Leases,Repairs & Nonca	36,741.00	36,741.00	11,781.17	27,589.27	2,629.44-	75.09
5800	Professnl/Consult Serv & Opera	52,500.00	52,500.00	19,642.46	19,991.70	12,865.84	38.08
5801	Audit	20,000.00	20,000.00	15,036.00		4,964.00	
5804	Employment Fees	250.00	250.00			250.00	
5899	Legal Fees	7,500.00	7,500.00			7,500.00	
5901	Phone Services	1,950.00	1,950.00	520.20	303.92	1,125.88	15.59
5903	Postage	7,000.00	7,000.00	4,449.93	2,416.87	133.20	34.53
Total Services and Other Operating Expenditures		161,291.00	161,291.00	52,248.11	65,950.76	43,092.13	40.89
Total Year To Date Expenditures		2,247,883.00	2,247,883.00	59,237.39	598,249.30	1,590,396.31	26.61

Fund 010 - General Fund

Fiscal Year 2025/26 Through August 2025

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,789,648.00	1,789,648.00			1,789,648.00	
B. Expenditures	2,247,883.00	2,247,883.00	59,237.39	598,249.30	1,590,396.31	26.61
C. Subtotal (Revenue LESS Expense)	458,235.00-	458,235.00-		598,249.30-	199,251.69	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	458,235.00-	458,235.00-		598,249.30-	199,251.69	
F. Fund Balance:						
Beginning Balance (9791)	2,560,865.00	2,560,865.00		2,314,283.48		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	2,560,865.00	2,560,865.00		2,314,283.48		
G. Calculated Ending Balance	2,102,630.00	2,102,630.00		1,716,034.18		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	2,102,630.00	2,102,630.00				
Other				59,237.39		

Fund 401 - Special Reserve Capital Outlay

Fiscal Year 2025/26 Through August 2025

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	1,500.00	1,500.00		1,500.00	
Total Other Local Revenue		1,500.00	1,500.00	.00	1,500.00	
Total Year To Date Revenues		1,500.00	1,500.00	.00	1,500.00	

Fund 401 - Special Reserve Capital Outlay

Fiscal Year 2025/26 Through August 2025

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,500.00	1,500.00			1,500.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	1,500.00	1,500.00		.00	1,500.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	1,500.00	1,500.00		.00	1,500.00	
F. Fund Balance:						
Beginning Balance (9791)	41,028.00	41,028.00		40,227.48		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	41,028.00	41,028.00		40,227.48		
G. Calculated Ending Balance	42,528.00	42,528.00		40,227.48		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)	42,528.00	42,528.00				
Undesig/Unapprop (9790)						
Other						

Checks Dated 06/01/2025 through 08/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5080803360	06/10/2025	AMAZON CAPITAL SERVICES	010-4300		29.96
5080803361	06/10/2025	CAMARILLO SELF-STORAGE	010-5600		278.00
5080803362	06/10/2025	GOLDEN STATE COPIER	010-4300		258.47
5080803363	06/10/2025	ODP BUSINESS SOLUTIONS LLC	010-4300		692.71
5080803364	06/10/2025	SHRED-IT, c/o STERICYCLE, INC	010-5800		138.24
5080803365	06/11/2025	STREAMLINE OFFICE SOLUTIONS	010-5600		177.94
5080803366	06/11/2025	VERIZON WIRELESS	010-5901		51.97
5080803367	06/13/2025	CORODATA	010-5800		77.21
5080803368	06/13/2025	ODP BUSINESS SOLUTIONS LLC	010-4300		159.83
5080803369	06/17/2025	CliftonLarsonAllen LLP	010-5801		2,614.50
5080803370	06/17/2025	DE LAGE LANDEN FINANCIAL SERV	010-5600		311.58
5080803371	06/17/2025	LEAF	010-5600		446.57
5080803372	06/18/2025	U.S. POSTAL SERVICE (CMRS-FP)	010-5903		2,000.00
5080803373	06/18/2025	CAMARILLO SELF-STORAGE	010-5600	278.00	
			010-5800	41.70	319.70
5080803374	06/25/2025	FRANCOTYP-POSTALIA, INC	010-5903		188.77
5080803375	06/25/2025	ODP BUSINESS SOLUTIONS LLC	010-4300		559.39
5080803376	06/25/2025	U.S. BANK	010-4310	324.28	
			010-5220	980.00	1,304.28
5080803377	06/30/2025	VERIZON WIRELESS	010-5901		51.97
5080803378	07/02/2025	AMAZON CAPITAL SERVICES	010-4300		18.22
5080803379	07/02/2025	ATKINSON, ANDELSON, et al	010-5220		199.00
5080803380	07/02/2025	CALIF ASSN SCHL BUSI OFFICIALS	010-5300		850.00
5080803381	07/02/2025	CALIFORNIA IT IN EDUCATION	010-5800		3,450.00
5080803382	07/02/2025	COLBI TECHNOLOGIES, INC	010-5800		10,000.00
5080803383	07/02/2025	COLBI TECHNOLOGIES, INC	010-5800		3,500.00
5080803384	07/02/2025	SAN JOAQUIN CNTY OFFICE OF ED	010-5800		1,200.00
5080803385	07/03/2025	KRONOS SAASHR, INC	010-5800		2,500.00
5080803386	07/03/2025	KRONOS SAASHR, INC	010-5800		3,733.20
5080803387	07/03/2025	U.S. BANK - PARS #5003323-000	010-5800		67,410.73
5080803388	07/03/2025	SHRED-IT, c/o STERICYCLE, INC	010-5800		138.24
5080803389	07/10/2025	CliftonLarsonAllen LLP	010-5801		2,614.50
5080803390	07/15/2025	DE LAGE LANDEN FINANCIAL SERV	010-5600		311.58
5080803391	07/17/2025	CORODATA	010-5800		74.89
5080803392	07/17/2025	FRANCOTYP-POSTALIA, INC	010-5903		42.90
5080803393	07/17/2025	GODOY STUDIOS	010-5800		1,800.00
5080803394	07/17/2025	U.S. BANK	010-4300	310.50	
			010-4310	211.83	522.33
5080803395	07/17/2025	VTA CNTY OFFICE OF EDUCATION	010-5600		25,736.34
5080803396	07/21/2025	VENTURA COUNTY SCHOOLS	010-5450		14,600.00
5080803397	07/24/2025	LEAF	010-5600		446.57
5080803398	07/24/2025	STREAMLINE OFFICE SOLUTIONS	010-5600		150.84
5080803399	07/28/2025	VERIZON WIRELESS	010-5901		51.96
5080803400	08/07/2025	Business Service Authority	Cancelled		13.00 *
	Cancelled on 08/12/2025				
5080803401	08/14/2025	AMAZON CAPITAL SERVICES	010-4300		64.92

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 06/01/2025 through 08/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5080803402	08/14/2025	CAMARILLO SELF-STORAGE	010-5600		319.70
5080803403	08/14/2025	FP MAILING SOLUTIONS	010-5903		176.80
5080803404	08/14/2025	SHRED-IT, c/o STERICYCLE, INC	010-5800		147.15
5080803405	08/19/2025	Vta Co Bus Services Authority	010-5800		13.00
5080803406	08/25/2025	LEAF	010-5600		446.57
5080803407	08/25/2025	STREAMLINE OFFICE SOLUTIONS	010-5600		50.51
5080803408	08/28/2025	VERIZON WIRELESS	010-5901		51.96
VCH800000085	06/20/2025	SELF-INSURED SCHOOLS OF CALIF	010-9534	24,064.00	
			010-9537	3,662.10	
			010-9539	273.25	27,999.35
VCH800000086	06/20/2025	Duarte, Leticia J	010-5220		112.51
VCH800000087	06/20/2025	Olmos, Leticia	010-4300	18.82	
			010-5220	25.00	
			010-5903	8.40	52.22
VCH800000088	06/27/2025	TAX DEFERRED SERVICES	010-9539		6,783.00
VCH800000089	07/03/2025	Rhode, Isabelle	010-5200		292.60
VCH800000090	07/18/2025	SELF-INSURED SCHOOLS OF CALIF	010-9534	24,064.00	
			010-9537	3,662.10	
			010-9539	273.25	27,999.35
VCH800000091	07/30/2025	TAX DEFERRED SERVICES	010-9539		6,783.00
VCH800000092	08/01/2025	Olmos, Leticia	010-5903		8.40
VCH800000093	08/22/2025	SELF-INSURED SCHOOLS OF CALIF	010-9534	24,064.00	
			010-9537	3,662.10	
			010-9539	273.25	27,999.35
VCH800000094	08/29/2025	TAX DEFERRED SERVICES	010-9539		6,783.00
Total Number of Checks			59		255,108.78

	Count	Amount
Cancel	1	13.00
Net Issue		255,095.78

Fund Recap

Fund	Description	Check Count	Expensed Amount
010	General Fund	58	255,095.78
	Total Number of Checks	58	255,095.78
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		255,095.78

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Includes Purchase Orders dated 06/01/2025 - 08/31/2025

PO Number	Vendor Name	Order Location	Object Description	Resource Description	Account Amount
B8026-00001	CAMARILLO SELF-STORAGE	BUSINESS SER	RntRprNCap	Unrestrict	3,378.00
B8026-00002	DE LAGE LANDEN FINANCIAL SERV	BUSINESS SER	RntRprNCap	Unrestrict	3,738.96
B8026-00003	LEAF	BUSINESS SER	RntRprNCap	Unrestrict	5,358.84
B8026-00004	CMRS-FP	BUSINESS SER	Postage	Unrestrict	6,000.00
B8026-00005	FP MAILING SOLUTIONS	BUSINESS SER	Postage	Unrestrict	850.00
B8026-00006	COLBI TECHNOLOGIES, INC	BUSINESS SER	Prof Svc	Unrestrict	3,500.00
B8026-00007	COLBI TECHNOLOGIES, INC	BUSINESS SER	Prof Svc	Unrestrict	10,000.00
B8026-00008	VCOE-TECH SERVICES	BUSINESS SER	Prof Svc	Unrestrict	11,934.00
B8026-00009	SAN JOAQUIN CNTY OFFICE OF ED	BUSINESS SER	Prof Svc	Unrestrict	1,200.00
B8026-00010	CALIF ASSN SCHL BUSI OFFICIALS	BUSINESS SER	Dues/Memb	Unrestrict	850.00
B8026-00011	VERIZON WIRELESS	BUSINESS SER	Phone	Unrestrict	624.12
B8026-00012	GODOY STUDIOS	BUSINESS SER	Prof Svc	Unrestrict	1,800.00
B8026-00013	VTA CNTY OFFICE OF EDUCATION	BUSINESS SER	RntRprNCap	Unrestrict	25,736.34
B8026-00014	ODP BUSINESS SOLUTIONS LLC	BUSINESS SER	Mat'l/s/Sup	Unrestrict	6,000.00
B8026-00015	SHRED-IT USA	BUSINESS SER	Prof Svc	Unrestrict	1,700.00
B8026-00016	CORODATA	BUSINESS SER	Prof Svc	Unrestrict	1,600.00
B8026-00017	STREAMLINE OFFICE SOLUTIONS	BUSINESS SER	RntRprNCap	Unrestrict	1,200.00
B8026-00018	CliftonLarsonAllen LLP	BUSINESS SER	Audit	Unrestrict	11,550.00
P8025-00039	GOLDEN STATE COPIER	BUSINESS SER	Mat'l/s/Sup	Unrestrict	258.47
P8025-00040	AMAZON CAPITAL SERVICES	BUSINESS SER	Mat'l/s/Sup	Unrestrict	18.22
P8025-00041	KRONOS SAASHR, INC	BUSINESS SER	Prof Svc	Unrestrict	6,233.20
P8026-00001	CALIFORNIA IT IN EDUCATION	BUSINESS SER	Prof Svc	Unrestrict	3,450.00
P8026-00002	ATKINSON, ANDELSON, et al	BUSINESS SER	Conference	Unrestrict	199.00
P8026-00003	U.S. BANK - PARS #5003323-000	BUSINESS SER	Prof Svc	Unrestrict	67,410.73
P8026-00004	GOLDEN STATE COPIER	BUSINESS SER	Mat'l/s/Sup	Unrestrict	35.31
P8026-00005	VENTURA COUNTY SCHOOLS	BUSINESS SER	OtherInsur	Unrestrict	14,600.00
P8026-00006	AMAZON CAPITAL SERVICES	BUSINESS SER	Mat'l/s/Sup	Unrestrict	64.92
P8026-00007	AMAZON CAPITAL SERVICES	BUSINESS SER	Mat'l/s/Sup	Unrestrict	66.70
P8026-00008	AMAZON CAPITAL SERVICES	BUSINESS SER	Mat'l/s/Sup	Unrestrict	18.04
P8026-00009	AMAZON CAPITAL SERVICES	BUSINESS SER	Dues/Memb	Unrestrict	138.35
Total Number of POs			30	Total	189,513.20

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	3	6,509.89
		Total Fiscal Year 2025	6,509.89
010	General Fund	27	183,003.31
		Total Fiscal Year 2026	183,003.31
		Total	189,513.20

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY
CHIEF BUSINESS OFFICIAL SALARY SCHEDULE
2025-2026

	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
CBO	214	\$248,745.00 \$956.71	\$256,207.35 \$985.41	\$263,893.57 \$1,014.98	\$271,810.38 \$1,045.42	\$279,964.69 \$1,076.79	\$288,363.63 \$1,109.09

Annual Number of work days: 223 work days, 15 holidays, 22 vacation days= 260 total days

HEALTH AND WELFARE ANNUAL CAP: Single: \$ 9,299.40
 2-Party: \$ 17,508.80
 Family: \$ 22,942.20

ANNIVERSARY INCREMENTS:

1%	After 5 years
2%	After 10 years
3%	After 15 years
4%	After 20 years
5%	After 25 years
6%	After 30 years

3% between steps

EFFECTIVE: July 1, 2024
BOARD APPROVED: May 2, 2025
REVISED: July 7, 2025

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY
Classified Exempt
2025-2026

	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Payroll Manager, Budget Manager	215	\$9,187.02	\$9,646.00	\$10,128.30	\$10,634.98	\$11,167.10
		\$110,244.24	\$115,752.00	\$121,539.60	\$127,619.76	\$134,005.20
Fiscal Services Manager	216	\$9,417.04	\$9,887.68	\$10,381.64	\$10,901.04	\$11,445.88
		\$113,004.48	\$118,652.16	\$124,579.68	\$130,812.48	\$137,350.56

**223 Workdays, 15 Holidays, 22 Vacation Days (Up to 5 vacation days can be accrued) = 260 Total Paid Days

HEALTH AND WELFARE ANNUAL CAP:

Single:	\$	9,299.40
2-Party:	\$	17,508.80
Family:	\$	22,942.20

Anniversary Increments:

1%	After 5 years
2%	After 10 years
3%	After 15 years
4%	After 20 years
5%	After 25 years
6%	After 30 years

Substitutes and/or extra help positions will be paid on the first step.
Credit for work experience not to exceed three years.

EFFECTIVE: July 1, 2023
BOARD APPROVED: March 14, 2024
REVISED: July 7, 2025

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY
ADMINISTRATION SALARY SCHEDULE
2025-2026

	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Assistant Fiscal Director	200	\$113,415.97	\$119,086.79	\$125,041.13	\$131,293.19	\$137,857.83	\$144,750.76	\$151,988.27	\$159,587.67	\$167,567.07
		\$436.21	\$458.03	\$480.93	\$504.97	\$530.22	\$556.74	\$584.57	\$613.79	\$644.49
	201	\$116,251.40	\$122,063.97	\$128,167.14	\$134,575.50	\$141,304.29	\$148,369.50	\$155,787.99	\$163,577.38	\$171,756.23
		\$447.13	\$469.48	\$492.95	\$517.60	\$543.48	\$570.65	\$599.19	\$629.15	\$660.59
	202	\$119,157.67	\$125,115.56	\$131,371.32	\$137,939.90	\$144,836.91	\$152,078.73	\$159,682.69	\$167,666.81	\$176,050.16
		\$458.30	\$481.22	\$505.27	\$530.53	\$557.06	\$584.91	\$614.16	\$644.87	\$677.12
	203	\$122,136.60	\$128,243.45	\$134,655.62	\$141,388.40	\$148,457.82	\$155,880.72	\$163,674.74	\$171,858.49	\$180,451.41
		\$469.76	\$493.25	\$517.91	\$543.80	\$570.99	\$599.55	\$629.51	\$660.99	\$694.05
	204	\$125,190.03	\$131,449.52	\$138,022.00	\$144,923.09	\$152,169.28	\$159,777.72	\$167,766.60	\$176,154.94	\$184,962.71
		\$481.51	\$505.58	\$530.86	\$557.39	\$585.27	\$614.52	\$645.25	\$677.52	\$711.39
Director of Maintenance Operations & Transportation	205	\$128,319.79	\$134,735.77	\$141,472.56	\$148,546.20	\$155,973.51	\$163,772.17	\$171,960.79	\$180,558.83	\$189,586.77
		\$493.54	\$518.21	\$544.12	\$571.34	\$599.90	\$629.89	\$661.39	\$694.46	\$729.18
Director of School Business Services	206	\$131,527.78	\$138,104.18	\$145,009.37	\$152,259.83	\$159,872.81	\$167,866.48	\$176,259.81	\$185,072.79	\$194,326.45
		\$505.87	\$531.17	\$557.72	\$585.61	\$614.90	\$645.65	\$677.92	\$711.81	\$747.41
	207	\$134,815.97	\$141,556.78	\$148,634.62	\$156,066.33	\$163,869.65	\$172,063.13	\$180,666.29	\$189,699.61	\$199,184.59
		\$518.53	\$544.45	\$571.67	\$600.26	\$630.27	\$661.79	\$694.87	\$729.62	\$766.10
	208	\$138,186.37	\$145,095.68	\$152,350.47	\$159,968.00	\$167,966.39	\$176,364.71	\$185,182.95	\$194,442.09	\$204,164.19
		\$531.48	\$558.06	\$585.97	\$615.27	\$646.02	\$678.33	\$712.24	\$747.85	\$785.24
	209	\$141,641.02	\$148,723.09	\$156,159.24	\$163,967.19	\$172,165.56	\$180,773.84	\$189,812.53	\$199,303.14	\$209,268.31
		\$544.78	\$572.01	\$600.61	\$630.65	\$662.17	\$695.29	\$730.05	\$766.55	\$804.88
	210	\$145,182.05	\$152,441.15	\$160,063.21	\$168,066.38	\$176,469.69	\$185,293.17	\$194,557.84	\$204,285.73	\$214,500.02
		\$558.39	\$586.31	\$615.63	\$646.41	\$678.73	\$712.66	\$748.30	\$785.71	\$825.00
	211	\$148,811.61	\$156,252.18	\$164,064.81	\$172,268.04	\$180,881.43	\$189,925.51	\$199,421.79	\$209,392.86	\$219,862.52
		\$572.36	\$600.98	\$631.02	\$662.56	\$695.70	\$730.49	\$767.01	\$805.36	\$845.63
	212	\$152,531.88	\$160,158.48	\$168,166.41	\$176,574.76	\$185,403.48	\$194,673.63	\$204,407.34	\$214,627.71	\$225,359.08
		\$586.67	\$616.00	\$646.79	\$679.13	\$713.09	\$748.74	\$786.18	\$825.50	\$866.76
	213	\$156,345.20	\$164,162.44	\$172,370.58	\$180,989.11	\$190,038.56	\$199,540.51	\$209,517.51	\$219,993.38	\$230,993.06
		\$601.33	\$631.39	\$662.97	\$696.10	\$730.92	\$767.46	\$805.83	\$846.13	\$888.43

Annual Number of work days: 223 work days, 15 holidays, 22 vacation days= 260 total days

HEALTH AND WELFARE ANNUAL CAP: Single: \$ 9,299.40
 2-Party: \$ 17,508.80
 Family: \$ 22,942.20

ANNIVERSARY INCREMENTS:

1% After 5 years
2% After 10 years
3% After 15 years
4% After 20 years
5% After 25 years
6% After 30 years

2.5% between ranges and 5% between steps

Substitutes and/or extra help positions will be paid on the first step.

EFFECTIVE: July 1, 2023

BOARD APPROVED: March 14, 2024

REVISED: July 7, 2025

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY
CLASSIFIED SALARY SCHEDULE
2025-2026

POSITION	SCHEDULE	1	2	3	4	5
Clerical Assistant I	02/101	19.73 3,420.52	20.71 3,589.74	21.75 3,769.55	22.83 3,957.82	23.98 4,156.64
	02/102	20.23 3,507.23	21.24 3,680.70	22.30 3,864.74	23.41 4,057.22	24.57 4,258.19
	02/103	20.73 3,593.97	21.77 3,773.78	22.86 3,962.04	23.99 4,158.77	25.18 4,363.96
	02/104	21.26 3,684.93	22.32 3,868.98	23.43 4,061.46	24.59 4,262.42	25.81 4,473.96
	02/105	21.80 3,778.00	22.88 3,966.28	24.02 4,163.00	25.19 4,366.07	26.47 4,588.18
	02/106	22.35 3,873.19	23.46 4,065.69	24.62 4,266.65	25.84 4,478.18	27.13 4,702.41
	02/107	22.91 3,970.50	24.04 4,167.22	25.23 4,372.42	26.48 4,590.30	27.80 4,818.76
	02/108	23.48 4,069.92	24.64 4,270.87	25.86 4,482.41	27.14 4,704.52	28.50 4,939.34
	02/109	24.07 4,171.46	25.25 4,376.66	26.51 4,594.54	27.83 4,822.99	29.20 5,062.02
Account Assistant I	02/110	24.66 4,275.12	25.88 4,486.64	27.17 4,708.75	28.52 4,943.56	29.94 5,188.93
	02/111	25.29 4,382.99	26.53 4,598.76	27.85 4,827.21	29.23 5,066.25	30.68 5,317.98
Payroll Technician	02/112	25.92 4,492.99	27.19 4,712.98	28.55 4,947.79	29.96 5,193.16	31.46 5,453.37
	02/113	26.57 4,605.10	27.87 4,831.45	29.25 5,070.48	30.71 5,322.20	32.24 5,588.74
Account Assistant II	02/114	27.23 4,719.32	28.57 4,952.02	29.99 5,197.40	31.49 5,457.58	33.05 5,728.35
Office Assistant	02/115	27.91 4,837.79	29.28 5,074.72	30.73 5,326.45	32.27 5,592.97	33.87 5,870.09
	02/116	28.61 4,958.37	30.01 5,201.63	31.51 5,461.82	33.07 5,732.58	34.72 6,018.15
	02/117	29.31 5,081.06	30.75 5,330.67	32.29 5,597.19	33.89 5,874.31	35.59 6,168.34
	02/118	30.05 5,207.97	31.54 5,466.05	33.10 5,736.82	34.75 6,022.38	36.48 6,322.75
Account Assistant III	02/119	30.79 5,337.03	32.32 5,601.42	33.93 5,880.66	35.61 6,172.57	37.38 6,479.30
	02/120	31.57 5,472.40	33.12 5,741.04	34.77 6,026.62	36.51 6,329.11	38.32 6,642.17
Administrative Asst.	02/121	32.35 5,607.77	33.96 5,887.00	35.64 6,176.80	37.42 6,485.64	39.27 6,807.17
	02/122	33.16 5,747.40	34.81 6,032.96	36.54 6,333.33	38.36 6,648.52	40.26 6,978.53
	02/123	34.00 5,893.34	35.67 6,183.16	37.44 6,489.87	39.31 6,813.52	41.26 7,151.98
	02/124	34.84 6,039.30	36.58 6,339.68	38.38 6,652.75	40.30 6,984.87	42.30 7,331.79
Administrative Asst. II	02/125	35.71 6,189.50	37.48 6,496.21	39.33 6,817.76	41.30 7,158.32	43.36 7,515.80
	02/126	36.61 6,346.04	38.42 6,659.11	40.32 6,989.10	42.34 7,338.14	44.44 7,701.96
Accountant	02/127	37.53 6,504.69	39.37 6,824.11	41.32 7,162.55	43.40 7,522.16	45.55 7,894.46
	02/128	38.47 6,667.57	40.36 6,995.44	42.36 7,342.36	44.47 7,708.33	46.68 8,091.19
	02/129	39.42 6,832.57	41.36 7,168.90	43.42 7,526.39	45.58 7,900.82	47.85 8,294.26
Payroll Specialist	02/130	40.41 7,003.90	42.40 7,348.70	44.51 7,714.67	46.73 8,099.65	49.05 8,501.56
Budget Analyst	02/131	41.42 7,179.48	43.46 7,532.74	45.61 7,905.03	47.90 8,302.72	50.28 8,715.21
	02/132	42.45 7,357.16	44.55 7,721.01	46.75 8,103.88	49.10 8,510.03	51.54 8,933.11
	02/133	43.51 7,541.19	45.64 7,911.38	47.93 8,306.96	50.33 8,723.67	52.83 9,157.32
Sr. Accountant/Information & Logistics Coordinator	02/134	44.59 7,729.46	46.79 8,110.22	49.12 8,514.26	51.59 8,941.56	54.15 9,385.77
	02/135	45.70 7,921.96	47.96 8,313.30	50.35 8,727.92	52.88 9,165.79	55.50 9,620.59
	02/136	46.85 8,120.80	49.16 8,520.60	51.61 8,945.79	54.20 9,394.25	56.88 9,859.61
Budget & Accounting Supv.	02/137	48.02 8,323.88	50.39 8,734.26	52.91 9,170.03	55.55 9,629.04	58.31 10,107.12

HEALTH AND WELFARE ANNUAL CAP:	Single:	\$ 9,299.40
	2-Party:	\$ 17,508.80
	Family:	\$ 22,942.20

Anniversary Increments:	1%	After 5 years
	2%	After 10 years
	3%	After 15 years
	4%	After 20 years
	5%	After 25 years
	6%	After 30 years

Substitutes and/or extra help positions will be paid on the first step.
Credit for work experience not to exceed three years.

EFFECTIVE: July 1, 2023
BOARD APPROVED: March 14, 2024
REVISED: July 7, 2025



5100 Adolfo Road
Camarillo, CA 93012
805.383.1974
www.vcsbsa.org

BOARD AGENDA ITEM

To: VCSBSA Board of Directors
From: Tami Peterson, Chief Business Official
Date: September 12, 2025
Re: **CLASSIFIED PERSONNEL REPORT**

DESCRIPTION/DETAILS:

Chief Business Official recommends the Board approve the following personnel actions as presented:

Employee Personnel Action:

Employee	Action	Salary Schedule	Effective Date
Benny Martinez	Acceptance of Extra Help of Benny Martinez	206/5	07/01/2025
Isabelle Rhode	Acceptance of Resignation of Isabelle Rhode from Position 45 Budget Manager	215/3	09/07/2025

ITEM PROPOSED FOR: Approval

Ventura County Schools Business Services Authority

VCSBSA

Fiscal solutions through collaboration,
innovation, and communication

- Add-On:** Use for additional duty separate from position

- Date: 7/1/2025

Revised 07/2025

VCSBSA
CLASSIFIED POSITION
Position Authorization Request Form (PAR)



District/Charter: VCSBSA 

BSA Office Use

H&W: _____

1. Employee Name: Isabelle Rhode
2. Board Action: ☐ Add ☐ Change ☒ Delete
3. Reason for Action: ☐ New Hire ☒ Termination ☐ Retired ☐ LOA ☐ Return LOA
☐ Reassigned ☐ Step Change ☐ Other: _____

Position: Use this section for all requests for positions

1. Position Title: Budget Manager
(If new position title, attach a copy of Board approved job description)
2. Position #: 6 Authorized FTE: 1.00
3. Position Effective Date: 07/01/2025 Ending Date: 09/07/2025
4. Pay Status: ☒ Equalized or ☐ Hourly
5. ☒ Calendar: M260 Number of contract days: _____
☐ Hourly: Number of hours per day _____ Number of hours per year: _____
6. Salary Schedule: 215/3 Hourly/ Monthly Rate: \$ _____
(Schedule/Step)
7. Budget Amount: \$ _____
8. Funding Accounts: 010-2300-0000-0-7110-7200-000-000-0000-0
9. Comments/LCAP Goal/Action: 54 Worked Days

Superintendent/Director's Signature:  _____

Date: 9/10/2025

Date of Board Approved: 09/12/2025

Unaudited Actuals Certification

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
ICR	Preliminary Proposed Indirect Cost Rate	0.00%
	Fixed-with-carry-forward indirect cost rate for use in 2026-27, subject to CDE approval (applicable only if an approved indirect cost rate has been requested).	

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2024-25 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the JPA pursuant to Education Code sections 41023 and 42100.

Signed: _____
Clerk / Secretary of the JPA Governing Board
(Original signature required)

Date of Meeting: Sep 12, 2025

Printed Name: _____

Title: _____

To the Superintendent of Public Instruction:

2024-25 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code sections 41023 and 42100.

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

Printed Name: _____

Title: _____

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

For JPA:

Danni Brook

Name
Executive Director

Title
(805) 383-1981

Telephone
dbrook@vcoe.org

E-mail Address

Tami S. Peterson

Name
Chief Business Official

Title
(805) 383-1972

Telephone
tpeterson@vcoe.org

E-mail Address

REQUEST FOR AN APPROVED INDIRECT COST RATE:

JPA's do not receive an approved indirect cost rate unless specifically requested.

☐ N Do you want an approved indirect cost rate for use with 2026-27 programs? (Yes/No)

Fund 010

General Fund

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,107,043.90	1,789,648.00	-15.1%
5) TOTAL, REVENUES			2,107,043.90	1,789,648.00	-15.1%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	1,717,106.13	1,509,939.00	-12.1%
3) Employee Benefits		3000-3999	575,799.21	543,903.00	-5.5%
4) Books and Supplies		4000-4999	26,237.62	32,750.00	24.8%
5) Services and Other Operating Expenditures		5000-5999	153,882.99	161,291.00	4.8%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	7,814.00	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			2,480,839.95	2,247,883.00	-9.4%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(373,796.05)	(458,235.00)	22.6%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(373,796.05)	(458,235.00)	22.6%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,996,861.24	2,623,065.19	-12.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
c) As of July 1 - Audited (F1a + F1b)			2,996,861.24	2,623,065.19	-12.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,996,861.24	2,623,065.19	-12.5%
2) Ending Balance, June 30 (E + F1e)			2,623,065.19	2,164,830.19	-17.5%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	20,000.00	0.00	-100.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	2,508.47	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	176,000.00	176,000.00	0.0%
Unassigned/Unappropriated Amount		9790	2,424,556.72	1,988,830.19	-18.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	2,314,283.48		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	20,000.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	293,817.00		
4) Due from Grantor Government		9290	2,121.75		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	2,508.47		

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			2,632,730.70		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	9,665.51		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			9,665.51		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
(must agree with line F2) (G10 + H2) - (I6 + J2)			2,623,065.19		
FEDERAL REVENUE					
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from					
Federal Sources		8287	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
Mandated Costs Reimbursements		8550	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	105,215.26	75,000.00	-28.7%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Adult Education Fees		8671	0.00	0.00	0.0%
In-District Premiums/Contributions		8674	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	1,981,588.47	1,712,648.00	-13.6%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.0%
All Other Local Revenue		8699	20,240.17	2,000.00	-90.1%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
From JPAs	6500	8793	0.00	0.00	0.0%
ROC/P Transfers					
From Districts or Charter Schools	6360	8791	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,107,043.90	1,789,648.00	-15.1%
TOTAL, REVENUES			2,107,043.90	1,789,648.00	-15.1%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	1,074,637.72	991,199.00	-7.8%
Clerical, Technical and Office Salaries		2400	642,468.41	518,740.00	-19.3%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			1,717,106.13	1,509,939.00	-12.1%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	293,887.82	292,511.00	-0.5%
OASDI/Medicare/Alternativ e		3301-3302	23,975.07	21,314.00	-11.1%
Health and Welfare Benefits		3401-3402	227,573.70	203,633.00	-10.5%
Unemployment Insurance		3501-3502	824.47	735.00	-10.9%
Workers' Compensation		3601-3602	28,455.15	24,798.00	-12.9%

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	1,083.00	912.00	-15.8%
TOTAL, EMPLOYEE BENEFITS			575,799.21	543,903.00	-5.5%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	16,733.54	22,750.00	36.0%
Noncapitalized Equipment		4400	9,504.08	10,000.00	5.2%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			26,237.62	32,750.00	24.8%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	12,492.27	14,000.00	12.1%
Dues and Memberships		5300	6,488.35	6,750.00	4.0%
Insurance		5400-5450	10,240.00	14,600.00	42.6%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	32,413.63	36,741.00	13.4%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	84,553.36	80,250.00	-5.1%
Communications		5900	7,695.38	8,950.00	16.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			153,882.99	161,291.00	4.8%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments					
To Districts or Charter Schools	6500	7221	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.0%
ROC/P Transfers of Apportionments					
To Districts or Charter Schools	6360	7221	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	697.00	0.00	-100.0%
Other Debt Service - Principal		7439	7,117.00	0.00	-100.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			7,814.00	0.00	-100.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			2,480,839.95	2,247,883.00	-9.4%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
From: Special Reserve Fund		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: Special Reserve Fund		7612	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,107,043.90	1,789,648.00	-15.1%
5) TOTAL, REVENUES			2,107,043.90	1,789,648.00	-15.1%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		2,209,183.23	1,983,149.00	-10.2%
8) Plant Services	8000-8999		263,842.72	264,734.00	0.3%
9) Other Outgo	9000-9999	Except 7600-7699	7,814.00	0.00	-100.0%
10) TOTAL, EXPENDITURES			2,480,839.95	2,247,883.00	-9.4%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(373,796.05)	(458,235.00)	22.6%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(373,796.05)	(458,235.00)	22.6%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,996,861.24	2,623,065.19	-12.5%

Description	Function Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,996,861.24	2,623,065.19	-12.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,996,861.24	2,623,065.19	-12.5%
2) Ending Balance, June 30 (E + F1e)			2,623,065.19	2,164,830.19	-17.5%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	20,000.00	0.00	-100.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	2,508.47	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	176,000.00	176,000.00	0.0%
Unassigned/Unappropriated Amount		9790	2,424,556.72	1,988,830.19	-18.0%

Resource	Description	2024-25 Unaudited Actuals	2025-26 Budget
Total, Restricted Balance		0.00	0.00

Fund 401

Special Reserve

for

Capital Outlay

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,785.19	1,500.00	-16.0%
5) TOTAL, REVENUES			1,785.19	1,500.00	-16.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			1,785.19	1,500.00	-16.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,785.19	1,500.00	-16.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	39,328.49	41,113.68	4.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			39,328.49	41,113.68	4.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			39,328.49	41,113.68	4.5%
2) Ending Balance, June 30 (E + F1e)			41,113.68	42,613.68	3.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	41,113.68	42,613.68	3.6%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	40,227.48		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	886.20		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			41,113.68		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 + H2) - (I6 + J2)			41,113.68		
FEDERAL REVENUE					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	1,785.19	1,500.00	-16.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,785.19	1,500.00	-16.0%
TOTAL, REVENUES			1,785.19	1,500.00	-16.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund/CSSF		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: General Fund/CSSF		7612	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,785.19	1,500.00	-16.0%
5) TOTAL, REVENUES			1,785.19	1,500.00	-16.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)			1,785.19	1,500.00	-16.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,785.19	1,500.00	-16.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	39,328.49	41,113.68	4.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			39,328.49	41,113.68	4.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			39,328.49	41,113.68	4.5%
2) Ending Balance, June 30 (E + F1e)			41,113.68	42,613.68	3.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	41,113.68	42,613.68	3.6%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Unaudited Actuals	2025-26 Budget
Total, Restricted Balance		0.00	0.00

Schedule of Capital Assets

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment	124,207.58		124,207.58			124,207.58
Total capital assets being depreciated	124,207.58	0.00	124,207.58	0.00	0.00	124,207.58
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment	(53,525.24)		(53,525.24)		17,927.34	(71,452.58)
Total accumulated depreciation	(53,525.24)	0.00	(53,525.24)	0.00	17,927.34	(71,452.58)
Total capital assets being depreciated, net excluding lease and subscription assets	70,682.34	0.00	70,682.34	0.00	17,927.34	52,755.00
Lease Assets	22,551.84	(3,555.84)	18,996.00			18,996.00
Accumulated amortization for lease assets			0.00			0.00
Total lease assets, net	22,551.84	(3,555.84)	18,996.00	0.00	0.00	18,996.00
Subscription Assets			0.00			0.00
Accumulated amortization for subscription assets			0.00			0.00
Total subscription assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Governmental activity capital assets, net	93,234.18	(3,555.84)	89,678.34	0.00	17,927.34	71,751.00
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net excluding lease and subscription assets	0.00	0.00	0.00	0.00	0.00	0.00
Lease Assets			0.00			0.00
Accumulated amortization for lease assets			0.00			0.00
Total lease assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Subscription Assets			0.00			0.00
Accumulated amortization for subscription assets			0.00			0.00
Total subscription assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

Schedule of Long-Term Liabilities

Unaudited Actuals
2024-25 Unaudited Actuals
Schedule of Long-Term Liabilities

Description	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Leases Payable	22,551.84	238.16	22,790.00		7,117.00	15,673.00	4,058.00
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability	1,361,029.00	162,712.00	1,523,741.00			1,523,741.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable	17,375.67		17,375.67	22,382.53	17,375.67	22,382.53	
Subscription Liability			0.00			0.00	
Governmental activities long-term liabilities	1,400,956.51	162,950.16	1,563,906.67	22,382.53	24,492.67	1,561,796.53	4,058.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Subscription Liability			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Indirect Cost Worksheet

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 0.00
2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

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B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 2,292,905.34

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 0.00%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool.
Retain supporting documentation. _____

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals
(Functions 7200-7600, objects 1000-5999, minus Line B9) 0.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals
(Function 7700, objects 1000-5999, minus Line B10) 0.00

3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000 - 5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	0.00
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	0.00
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	0.00
B. Base Costs	
1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	0.00
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	0.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	0.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	25,294.50
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000 - 5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	2,183,888.73
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	235,519.98
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	28,322.74
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	2,473,025.95
C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment	
(For information only - not for use when claiming/recovering indirect costs)	
(Line A8 divided by Line B19)	0.00%
D. Preliminary Proposed Indirect Cost Rate	
(For final approved fixed-with-carry-forward rate for use in 2026-27 see www.cde.ca.gov/fg/ac/ic)	
(Line A10 divided by Line B19)	0.00%
Part IV - Carry-forward Adjustment	
The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates	

the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	0.00
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	0.00
2. Carry-forward adjustment amount deferred from prior year(s), if any	0.00
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (0%) times Part III, Line B19); zero if negative	0.00
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (0%) times Part III, Line B19) or (the highest rate used to recover costs from any program (0%) times Part III, Line B19); zero if positive	0.00
D. Preliminary carry-forward adjustment (Line C1 or C2)	0.00
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	not applicable
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
LEA request for Option 1, Option 2, or Option 3	1
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	0.00

Approved indirect cost rate: 0.00%
Highest rate used in any program: 0.00%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
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PCRAF

Unaudited Actuals
2024-25
Form and Charter Schools Funds
Program Cost Report
Schedule of Allocation Factors (AF) for Support Costs

	Teacher Full-Time Equivalents				Classroom Units		Pupils Transported
	Instructional Supervision and Administration (Functions 2100 - 2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)
Instructional Goals							
0001 Pre-Kindergarten							
1110 Regular Education, K-12							
3800 Career Technical Education							
4110 Regular Education, Adult							
4630 Adult Career Technical Education							
5000-5999 Special Education (allocated to 5001)							
6000 ROC/P							
Other Goals							
7110 Nonagency - Educational							
7150 Nonagency - Other							
8500 Child Care and Development Services							
Other Funds							
-- Adult Education (Fund 11)							
-- Child Development (Fund 12)							
-- Cafeteria (Funds 13 & 61)							
C. Total Allocation Factors	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PCR

Goal	Program/Activity	Direct Costs			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
Instructional Goals							
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00		0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00		0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00		0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00		0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00		0.00
6000	Regional Occupational Ctr/Prg (ROC/P)	0.00	0.00	0.00	0.00		0.00
Other Goals							
7110	Nonagency - Educational	2,473,025.95	0.00	2,473,025.95	0.00		2,473,025.95
7150	Nonagency - Other	0.00	0.00	0.00	0.00		0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00		0.00
Other Costs							
----	Food Services					0.00	0.00
----	Enterprise					0.00	0.00
----	Facilities Acquisition & Construction					0.00	0.00
----	Other Outgo					7,814.00	7,814.00
Other Funds ----	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)		0.00	0.00	0.00		0.00
----	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)				0.00		0.00
----	Total General Fund and Charter Schools Funds Expenditures	2,473,025.95	0.00	2,473,025.95	0.00	7,814.00	2,480,839.95

Unaudited Actuals
2024-25
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000-1999)	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110-3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000-4999)	Community Services (Functions 5000-5999)	General Administration (Functions 7000-7999, except 7210)*	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Total
Instructional Goals													
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
6000	ROC/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,209,183.23	235,519.98	28,322.74	2,473,025.95
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Total Direct Charged Costs		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,209,183.23	235,519.98	28,322.74	2,473,025.95

* Functions 7100-7199 for goals 8100 and 8500

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	0.00	0.00	0.00	0.00
6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)	0.00	0.00	0.00	0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)	0.00	0.00	0.00	0.00
Total Allocated Support Costs		0.00	0.00	0.00	0.00

Unaudited Actuals
2024-25
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Central Administration Costs (CAC)

A.	Central Administration Costs in General Fund and Charter Schools Funds	
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	0.00
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000 - 7999)	0.00
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	0.00
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	0.00
5	Total Central Administration Costs in General Fund and Charter Schools Funds	0.00
B.	Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	2,473,025.95
2	Total Allocated Costs (from Form PCR, Column 2, Total)	0.00
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	2,473,025.95
C.	Direct Charged Costs in Other Funds	
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	0.00
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	0.00
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100)(Not applicable to JPAs)	0.00
5	Total Direct Charged Costs in Other Funds	0.00
D.	Total Direct Charged and Allocated Costs (B3 + C5)	2,473,025.95
E.	Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)	0.00%

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000- 9999)	Total
Food Services (Objects 1000-5999, 6400-6700)	0.00				0.00
Enterprise (Objects 1000-5999, 6400-6700)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6700)			0.00		0.00
Other Outgo (Objects 1000 - 7999)				7,814.00	7,814.00
Total Other Costs	0.00	0.00	0.00	7,814.00	7,814.00

Technical Review Checks

Unaudited Actuals

Budget 2025-26

Technical Review Checks

Phase - All

Display - All Technical Checks

Ventura County Schools Business Services JPA**Ventura County**

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)**W/WC** - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)**O** - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)**IMPORT CHECKS****CHECKFUNCTION** - (Fatal) - All FUNCTION codes must be valid. **Passed****CHECKFUND** - (Fatal) - All FUND codes must be valid. **Passed****CHECKGOAL** - (Fatal) - All GOAL codes must be valid. **Passed****CHECKOBJECT** - (Fatal) - All OBJECT codes must be valid. **Passed****CHECKRESOURCE** - (Warning) - All RESOURCE codes must be valid. **Passed****CHK-FDXRS7690xOB8590** - (Fatal) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. **Passed****CHK-FUNCTIONxOBJECT** - (Fatal) - All FUNCTION and OBJECT account code combinations must be valid. **Passed****CHK-FUNDxFUNCTION-A** - (Warning) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. **Passed****CHK-FUNDxFUNCTION-B** - (Fatal) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. **Passed****CHK-FUNDxGOAL** - (Warning) - All FUND and GOAL account code combinations should be valid. **Passed****CHK-FUNDxOBJECT** - (Fatal) - All FUND and OBJECT account code combinations must be valid. **Passed****CHK-FUNDxRESOURCE** - (Warning) - All FUND and RESOURCE account code combinations should be valid. **Passed****CHK-GOALxFUNCTION-A** - (Fatal) - Goal and Function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. **Passed****CHK-GOALxFUNCTION-B** - (Fatal) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). **Passed**

CHK-RES6500XOBJ8091 - (Fatal) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). **Passed**

CHK-RESOURCExOBJECTA - (Warning) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid. **Passed**

CHK-RESOURCExOBJECTB - (Informational) - All RESOURCE and OBJECT(objects 9791, 9793, and 9795) account code combinations should be valid. **Passed**

CHK-RS-LOCAL-DEFINED - (Fatal) - All locally defined resource codes must roll up to a CDE defined resource code. **Passed**

SPECIAL-ED-GOAL - (Fatal) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3307, 3309, 3312, 3318, and 3332. **Passed**

GENERAL LEDGER CHECKS

CEFB-POSITIVE - (Fatal) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. **Passed**

CONTRIB-RESTR-REV - (Fatal) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. **Passed**

CONTRIB-UNREST-REV - (Fatal) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. **Passed**

EFB-POSITIVE - (Warning) - All ending fund balances (Object 979Z) should be positive by resource, by fund. **Passed**

EXCESS-ASSIGN-REU - (Fatal) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95). **Passed**

EXP-POSITIVE - (Warning) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. **Passed**

INTERFD-DIR-COST - (Fatal) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. **Passed**

INTERFD-IN-OUT - (Fatal) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). **Passed**

INTERFD-INDIRECT - (Fatal) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. **Passed**

INTERFD-INDIRECT-FN - (Fatal) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. **Passed**

INTRA-FD-DIR-COST - (Fatal) - Transfers of Direct Costs (Object 5710) must net to zero by fund. **Passed**

INTRA-FD-INDIRECT - (Fatal) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. **Passed**

INTRA-FD-INDIRECT-FN - (Fatal) - Transfers of Indirect Costs (Object 7310) must net to zero by function. **Passed**

LOTTERY-CONTRIB - (Fatal) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). **Passed**

OBJ-POSITIVE - (Warning) - All applicable objects should have a positive balance by resource, by fund. **Passed**

PASS-THRU-REV=EXP - (Warning) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by fund and resource. **Passed**

REV-POSITIVE - (Warning) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. **Passed**

RS-NET-POSITION-ZERO - (Fatal) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95. **Passed**

SE-PASS-THRU-REVENUE - (Warning) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area. **Passed**

UNASSIGNED-NEGATIVE - (Fatal) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95. **Passed**

UNR-NET-POSITION-NEG - (Fatal) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95. **Passed**

EXPORT VALIDATION CHECKS

CHK-DEPENDENCY - (Fatal) - If data has changed that affect other forms, the affected forms must be opened and saved. **Passed**

CHK-UNBALANCED-A - (Warning) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. **Passed**

CHK-UNBALANCED-B - (Fatal) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export is completed. **Passed**

VERSION-CHECK - (Warning) - All versions are current. **Passed**

Unaudited Actuals
Unaudited Actuals 2024-25
Technical Review Checks
Phase - All
Display - All Technical Checks

Ventura County Schools Business Services JPA**Ventura County**

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)

W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)

O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

BALANCE-FDxRS - (**Fatal**) - Adjusted Beginning Fund Balance plus Revenues minus Expenditures minus Assets minus Deferred Outflows of Resources plus Liabilities plus Deferred Inflows of Resources, must total zero by fund and resource. **Passed**

CHECKFUNCTION - (**Fatal**) - All FUNCTION codes must be valid. **Passed**

CHECKFUND - (**Fatal**) - All FUND codes must be valid. **Passed**

CHECKGOAL - (**Fatal**) - All GOAL codes must be valid. **Passed**

CHECKOBJECT - (**Fatal**) - All OBJECT codes must be valid. **Passed**

CHECKRESOURCE - (**Warning**) - All RESOURCE codes must be valid. **Passed**

CHK-FDXRS7690xOB8590 - (**Fatal**) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. **Passed**

CHK-FUNCTIONxOBJECT - (**Fatal**) - All FUNCTION and OBJECT account code combinations must be valid. **Passed**

CHK-FUNDxFUNCTION-A - (**Warning**) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. **Passed**

CHK-FUNDxFUNCTION-B - (**Fatal**) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. **Passed**

CHK-FUNDxGOAL - (**Warning**) - All FUND and GOAL account code combinations should be valid. **Passed**

CHK-FUNDxOBJECT - (**Fatal**) - All FUND and OBJECT account code combinations must be valid. **Passed**

CHK-FUNDxRESOURCE - (**Warning**) - All FUND and RESOURCE account code combinations should be valid. **Passed**

CHK-GOALxFUNCTION-A - (**Fatal**) - Goal and Function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. **Passed**

CHK-GOALxFUNCTION-B - (Fatal) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). **Passed**

CHK-RES6500XOBJ8091 - (Fatal) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). **Passed**

CHK-RESOURCExOBJECTA - (Warning) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid. **Passed**

CHK-RESOURCExOBJECTB - (Informational) - All RESOURCE and OBJECT(objects 9791, 9793, and 9795) account code combinations should be valid. **Passed**

CHK-RS-LOCAL-DEFINED - (Fatal) - All locally defined resource codes must roll up to a CDE defined resource code. **Passed**

PY-EFB=CY-BFB - (Fatal) - Prior year ending fund balance (preloaded from last year's unaudited actuals submission) must equal current year beginning fund balance (Object 9791). **Passed**

PY-EFB=CY-BFB-RES - (Fatal) - Prior year ending balance (preloaded from last year's unaudited actuals submission) must equal current year beginning balance (Object 9791), by fund and resource. **Passed**

SPECIAL-ED-GOAL - (Fatal) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3307, 3309, 3312, 3318, and 3332. **Passed**

GENERAL LEDGER CHECKS

AR-AP-POSITIVE - (Fatal) - Accounts Receivable (Object 9200), Due from Other Funds (Object 9310), Accounts Payable (Object 9500), and Due to Other Funds (Object 9610) should have a positive balance by resource, by fund. **Passed**

CEFB-POSITIVE - (Fatal) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. **Passed**

CEFB=FD-EQUITY - (Fatal) - Components of Ending Fund Balance/Net Position (objects 9710-9790, 9796, and 9797) must agree with Fund Equity (Assets [objects 9100-9489] plus Deferred Outflows of Resources [objects 9490-9499] minus Liabilities [objects 9500-9689] minus Deferred Inflows of Resources [objects 9690-9699]). **Passed**

CONTRIB-RESTR-REV - (Fatal) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. **Passed**

CONTRIB-UNREST-REV - (Fatal) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. **Passed**

DUE-FROM=DUE-TO - (Fatal) - Due from Other Funds (Object 9310) must equal Due to Other Funds (Object 9610). **Passed**

EFB-POSITIVE - (Warning) - All ending fund balances (Object 979Z) should be positive by resource, by fund. **Passed**

EXCESS-ASSIGN-REU - (Fatal) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95). **Passed**

EXP-POSITIVE - (Warning) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund.	<u>Passed</u>
INTERFD-DIR-COST - (Fatal) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds.	<u>Passed</u>
INTERFD-IN-OUT - (Fatal) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629).	<u>Passed</u>
INTERFD-INDIRECT - (Fatal) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds.	<u>Passed</u>
INTERFD-INDIRECT-FN - (Fatal) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function.	<u>Passed</u>
INTRA-FD-DIR-COST - (Fatal) - Transfers of Direct Costs (Object 5710) must net to zero by fund.	<u>Passed</u>
INTRA-FD-INDIRECT - (Fatal) - Transfers of Indirect Costs (Object 7310) must net to zero by fund.	<u>Passed</u>
INTRA-FD-INDIRECT-FN - (Fatal) - Transfers of Indirect Costs (Object 7310) must net to zero by function.	<u>Passed</u>
LOTTERY-CONTRIB - (Fatal) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300).	<u>Passed</u>
NET-INV-CAP-ASSETS - (Warning) - If capital asset amounts are imported/keyed, objects 9400-9489, (Capital Assets) in funds 61-95, then an amount should be recorded for Object 9796 (Net Investment in Capital Assets) within the same fund.	<u>Passed</u>
OBJ-POSITIVE - (Warning) - All applicable objects should have a positive balance by resource, by fund.	<u>Passed</u>
PASS-THRU-REV=EXP - (Warning) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by fund and resource.	<u>Passed</u>
REV-POSITIVE - (Warning) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund.	<u>Passed</u>
RS-NET-POSITION-ZERO - (Fatal) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95.	<u>Passed</u>
SE-PASS-THRU-REVENUE - (Warning) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area.	<u>Passed</u>
UNASSIGNED-NEGATIVE - (Fatal) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95.	<u>Passed</u>
UNR-NET-POSITION-NEG - (Fatal) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95.	<u>Passed</u>
<u>SUPPLEMENTAL CHECKS</u>	
ASSET-ACCUM-DEPR-NEG - (Fatal) - In Form ASSET, accumulated depreciation and amortization for governmental and business-type activities must be zero or negative.	<u>Passed</u>

ASSET-IMPORT - (Fatal) - If capital asset amounts are imported/keyed (Function 8500, Facilities Acquisition and Construction, or objects 6XXX, Capital Outlay; or objects 9400-9489, Capital Assets, in funds 61-67), then capital asset supplemental data (Form ASSET) must be provided.

Passed

ASSET-PY-BAL - (Fatal) - If capital asset ending balances were included in the prior year unaudited actuals, the Schedule of Capital Assets (Form ASSET) must be provided.

Passed

DEBT-ACTIVITY - (Informational) - If long-term debt exists, there should be activity entered in the Schedule of Long-Term Liabilities (Form DEBT) for each type of debt.

Passed

DEBT-IMPORT - (Fatal) - If long-term debt amounts are imported/keyed, the long-term debt supplemental data (Form DEBT) must be provided.

Passed

DEBT-POSITIVE - (Fatal) - In Form DEBT, long-term liability ending balances must be positive.

Passed

DEBT-PY-BAL - (Fatal) - If long-term liability ending balances were included in the prior year unaudited actuals data, the Schedule of Long-Term Liabilities (Form DEBT) must be provided.

Passed

IC-ADMIN-NOT-ZERO - (Informational) - There are no Other General Administration costs reported in Form ICR, Part III, Line A1. Please review your records and make any necessary corrections.

Exception

MESSAGE	VALUE
Other general administration costs, less portion charged to restricted resources or specific goals (Form ICR, Part III, Line A1)	0.00

IC-ADMIN-PLANT-SVCS - (Informational) - Percentage of plant services costs attributable to general administration is either zero or exceeds 25%. LEAs with these percentages may have incorrectly coded general administration costs. Please review the GL data extracted on Line A1 and any amount entered on Line A2a in Part I of the Indirect Cost Rate Worksheet (Form ICR) and correct the data if necessary.

Exception

Percentage of plant services costs attributable to general administration (Part I, Line C) is	% \$0.00
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IC-BD-SUPT-NOT-ZERO - (Informational) - Board and Superintendent costs (Part III, Line B7) in Form ICR should not be zero.

Passed

IC-BD-SUPT-VS-ADMIN - (Informational) - In Form ICR, the ratio of Board and Superintendent costs to Other General Administration costs is less than 5%. Please review your records and make any necessary corrections.

Exception

Board and Superintendent (Form ICR, Part III, Line B7)	\$25,294.50
Other General Administration, less portion charged to restricted resources or specific goals (Form ICR, Part III, Line A1)	\$0.00
Ratio is	\$0.00 %

IC-EXCEEDS-LEA-RATE - (Informational) - The indirect cost rate used in one or more programs (Form ICR, Exhibit A - Rate Used) should not exceed the LEA's approved indirect cost rate.

Passed

IC-PCT - (Informational) - The straight indirect cost percentage (i.e., WITHOUT the carry-forward adjustment) is less than 2% or exceeds 9%. LEAs, regardless of their size or type, with rates outside of these guidelines have usually incorrectly coded general administrative costs (e.g., fiscal services, personnel/human services, central support, and centralized data processing). Please review the Indirect Cost Rate Worksheet (Form ICR) paying special attention that costs coded to the indirect cost functions are consistent with the definitions in the California School Accounting Manual. Also, to help with your review, the Indirect Cost Rate Worksheet section of the SACS Software User Guide contains a list of common problem areas. If general administration costs are incorrectly coded, make the necessary data corrections; if costs are correct, please provide an explanation identifying the major contributing factors to the rate.

Exception

Straight indirect cost percentage before carry-forward adjustment (Form ICR, Part III, Line C) is	\$0.00 %
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IC-POSITIVE - (Informational) - The indirect cost rate after the carry-forward adjustment (Form ICR, Part III, Line D) should be positive. **Passed**

ICRATE-REQST-PRVDED - (Fatal) - JPAs must indicate in the Unaudited Actual Certification (Form CA) whether or not they are requesting a state approved indirect cost rate. **Passed**

PCR-ALLOC-NO-DIRECT - (Warning) - In forms PCR/PCRAF, costs should normally only be allocated to goals that have direct costs. **Passed**

PCR-GF-EXPENDITURES - (Fatal) - Total Costs by Program in Form PCR, Column 6 should agree with total expenditures (objects 1000-7999) in funds 01, 09, and 62. **Passed**

PCRAF-UNDISTRIBUTED - (Fatal) - Allocation factors must be entered in Form PCRAF for support functions with costs in undistributed goals (goals 0000 and 9000). **Passed**

EXPORT VALIDATION CHECKS

CHK-DEPENDENCY - (Fatal) - If data has changed that affect other forms, the affected forms must be opened and saved. **Passed**

CHK-UNBALANCED-A - (Warning) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. **Passed**

CHK-UNBALANCED-B - (Fatal) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export is completed. **Passed**

FORM01-PROVIDE - (Warning) - Form 01 (Form 01I) must be opened and saved. **Passed**

UNAUDIT-CERT-PROVIDE - (Fatal) - Unaudited Actual Certification (Form CA) must be provided. **Passed**

VERSION-CHECK - (Warning) - All versions are current. **Passed**



Ventura County Schools
Business Services Authority
5100 Adolfo Road
Camarillo, CA 93012
Ph: 805.383.1974

Board Agenda Item

To: VCSBSA Board of Directors
From: Tami Peterson, Chief Business Official
Date: September 12, 2025
Re: Review, Discussion, and Approval of Revision to Employee Handbook

BACKGROUND:

The Chief Business Official recommends revising the VCSBSA Employee with the removal of the text highlighted below.

DESCRIPTION/DETAILS:

Client Agencies in Ventura County

Architecture, Construction, & Engineering Charter High School (ACE)

BRIDGES Charter School

Meadows Arts & Technology Elementary School (MATES)

River Oaks Academy Charter School

Valley Oak Charter School

Ventura County School of Arts and Global Education

ITEM PROPOSED FOR:

Approval.



5100 Adolfo Road
Camarillo, CA 93012
Phone: 805-383-1974

To: VCSBSA
From: Tami Peterson, Chief Business Official
Date: September 12, 2025
Re: 2025-26 PROPOSED MEETING SCHEDULE

Meeting Date	Meeting Place	Meeting Time
Friday, September 12, 2025	VCSBSA Conference Room (Unaudited Actuals)	1:00 p.m.
Friday, October 24, 2025	VCSBSA Conference Room	1:00 p.m.
Friday, December 12, 2025	VCSBSA Conference Room (1 st Interim) (Accept Annual Financial Audit)	1:00 p.m.
Friday, February 27, 2026	VCSBSA Conference Room (2 nd Interim) (Set BSA Fees/Charter MOU's)	1:00 p.m.
Friday, March 27, 2026	VCSBSA Conference Room	1:00 p.m.
Friday, April 24, 2026	VCSBSA Conference Room	1:00 p.m.
Friday, May 29, 2026	VCSBSA Conference Room (Adopted Budget)	1:00 p.m.

Item Proposed for Approval