

District: _____
CDS #: _____

**Adopted Budget
2017-18 Budget Attachment
Balances in Excess of Minimum Reserve Requirements**

Reasons for Assigned and Unassigned Ending Fund Balances in Excess of Minimum Recommended Reserves

A. Combined Assigned and Unassigned/Unappropriated Fund Balances:				
	Form	Fund Form	Object	2017-18 Budget
	01	General Fund:		
		Assigned	9780	
		Reserve for Economic Uncertainties	9789	
		Unassigned/Unappropriated	9790	
	17	Special Reserve Fund:		
		Reserve for Economic Uncertainties	9789	
		Unassigned/Unappropriated	9790	
		Total Assigned/Unassigned Ending Fund Balances		\$0
B. District's Standard Reserve:				
	Form	Criteria and Standards Review	Criterion	2017-18 Budget
		District Standard Reserve Level	108-4	
		District Minimum Reserve for Economic Uncertainties	108-7	
C. Assigned and Unassigned Ending Fund Balances in Excess of Minimum Reserve Standard				
	Fund		Object	2017-18 Budget
	01	Assigned	9780	\$0
	01/17	Reserve for Economic Uncertainties	9789-90	\$0
		Total Assigned/Unassigned Ending Fund Balances		\$0
D. Balance Required to Substantiate Need (C minus B)				
				\$0

Education Code Section 42127(a)(2)(B) requires a statement of the reasons that substantiates the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties for each fiscal year identified in the budget.

Reasons for Fund Balances in Excess of Minimum Reserve for Economic Uncertainties			
E. Assigned Ending Fund Balances			
Fund 01	Description	Amount	Description of Need
F. Designated for Economic Uncertainties		Amount	Description of Need
Fund 01 and 17	Total available reserve balance over the Reserve Standard	\$0	
G. Total Substantiated Balance (Sum of E & F)		Amount	
	Total assigned and designated for economic uncertainties above the Reserve standard	\$0	Balance should equal D above

**Local Control and Accountability (LCAP)
Status Certification**

We want to be certain that all districts have the information necessary to have their LCAP and budget approved, so we ask you to complete this certification. We hope that this information will help clarify the LCAP requirements related to this process.

1. E.C. 52062(b)(2) requires the board to hold public hearings prior to adoption of the Local Control and Accountability Plan (LCAP) and budget.
2. The public hearings must occur at a separate meeting from adoption, and the LCAP should be placed on the agenda prior to the budget at both meetings.
3. At the public hearing, **the budget** must be presented on the state-approved template or the state alternate format which includes an All Funds and Cash Flow report. Per E.C. 52060 and 52061, **the LCAP, presented on the State Board of Education template**, will include stakeholder input, address the specified state priorities, including a list of the actions and expenditures required to implement the plan and how they are aligned to the district's budget. Per E.C. 52061, the LCAP also includes the annual update for 2016-17.
4. The hearings will meet the public notice requirements as listed in statute and be held on the same day.

The District certifies the following:

- 1) The District has a preliminary LCAP in print as of budget submission.
☐ Yes ☐ No
- 2) The District has taken or intends to take a preliminary LCAP to its May board meeting.
☐ Yes ☐ No
- 3) In the district's preliminary LCAP, the amount and percentage to increase or improve services reported in the last section titled Demonstration of Increase or Improved Services for Unduplicated Pupils on the State Board of Education's LCAP template agree to the current year estimated supplemental and concentration grant funding in the LCAP year and minimum proportionality percentage, respectively. **The estimated supplemental and concentration grant funding and minimum proportionality percentage is calculated using the FCMAT LCFF proportionality tab.**
☐ Yes ☐ No **Please attach a copy of your district's completed proportionality calculation for review.**
- 4) The District's LCAP has been submitted to HCOE (Cheryl Ingram) for preliminary review or will be submitted before adoption.
☐ Yes ☐ No

Signature of Superintendent

Date

District: [Click here to enter text.](#)

The FISCAL REPORT *an informational update*

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Volume 37

For Publication Date: March 10, 2017

No. 5

Ask SSC . . . Does Proposition 55 Have the Same Spending Requirements?

Q. Currently we are required to take to our Board a spending plan for the Proposition 30 funds we receive and then post the actual expenditures on our website after we close the books. Will these same requirements be in place once Proposition 55 takes effect?

A. Yes. Proposition 55 (2016), the ballot measure to continue the increased income taxes—not the increased sales taxes—contained in Proposition 30 (2012), continues the use of the Education Protection Account (EPA) as the fund into which the increased revenues are deposited for the purpose of distributing to California school agencies.

Proposition 55 continues the requirement that the funds received from the EPA cannot be used “. . . for salaries or benefits of administrators or any other administrative costs.” Therefore, the following requirements still apply to local school or community college agencies with respect to funds received from the EPA:

- Adopt a spending plan in the public session of a meeting of the Governing Board before the fiscal year begins
- Post a report on the website of the amount of EPA funds received and how the funds were spent
- Make the necessary information available for the external auditor to confirm compliance during the annual financial audit

Proposition 55 takes effect on January 1, 2018, and remains in effect through December 31, 2030.

—Jamie Metcalf and Sheila Vickers

posted 02/27/2017

2017-2018 Education Protection Account
Program by Resource Report
Expenditures by Function- Detail

Projected Expenditures for the period of July 1, 2017 through June 30, 2018
For Fund 01, Resource 1400 Education Protection Account

Description		Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Beginning Balance	Object: 8999	0.00
Revenue Limit Source	8012	0.00
Revenue Limit Source-Prior Year	8019	
Other Local Revenue	8600-8799	0.00
TOTAL AVAILABLE		0.00
EXPENDITURES AND OTHER FINANCING USES		
Instruction	Functions: 1000-1999	0.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		0.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

N:\BUSINESS & ADMINISTRATIVE SERVICES\FISCAL SERVICES\Administration Share\Tickler\2017-18

Employee Ratio Worksheet

District _____ Fiscal Year _____

Data Compiled as of _____
(Date)

This worksheet may be utilized to summarize school district certificated staffing data for the purpose of annually monitoring the district's administrator-teacher ratio as required by *Education Code* sections 41400-41407. The information will be reviewed as part of the district's annual audit required by *Education Code* Section 41020. Do not submit this worksheet to the California Department of Education. Retain the worksheet and present the data upon request of district's independent auditor. (Note: county offices of education and charter schools are not subject to the requirements of *Education Code* sections 41400-41407.)

Part I **Number of Certificated Employees** (Full-time equivalents (FTE), calculated to two decimal places, to include full-time, part-time, and prorated positions)

A) Administrative..... FTE

B) Exempt Administrative..... FTE

C) Net Administrative..... FTE
(Line A minus Line B above)

D) Teachers..... FTE

E) Pupil Services..... FTE

Part II **Maximum Number of Administrative Employees** (Calculate to two decimals)

A) Allowed Ratio.....
(Enter .08 for unified, .07 for high school,
or .09 for elementary school districts)

B) Maximum Administrators..... FTE
(Ratio from Part II, Line A x Teacher
FTE from Part I, Line D)

Part III **Excess Administrator FTE** (Calculate to two decimals)

A) Actual Excess..... FTE
(Part I, Line C minus Part II, Line B. If
zero or negative, enter -0-)

B) Rounded Excess..... FTE
(Round any FTE reported on Part III, Line
A to the nearest whole number (e.g. 0.49 or less
rounds to 0.00, 0.50 or above rounds to 1.00,
1.49 rounds to 1.00, and 1.50 to 2.00, etc.))

If Part III, Line B is zero or Part I, Line A shows one or fewer FTE, stop here. The district is in compliance with, or is exempt from, the employee ratio limitations imposed by Education Code Section 41402.

If Part II, Line B is greater than zero, continue to complete the remainder of this form.

Part IV Penalty for Excess Administrator FTE

- A) District's Total State Revenue \$ _____
(Prior Year Unaudited Actual Financial Report)
- B) District's Total Revenue and Other Financing
Sources \$ _____
(Prior Year Unaudited Actual Financial Report)
- C) Portion of State Revenue in Total Revenue \$ _____
(Part IV, Line A divided by Part IV, Line B.
Calculate to two decimals)
- D) Total Annual Salaries of the Administrative
FTE reported on Part I, Line A \$ _____
- E) Average Administrator Salary \$ _____
(Part IV, Line D divided by FTE from Part I,
Line A. Calculate to nearest whole number.)
- F) State Funded Share of Administrator Salary \$ _____
(Part IV, Line E x Part IV, Line C. Calculate
to the nearest whole number)
- G) Penalty \$ _____
(Part IV, Line F x Part III, Line B)

Prepared by: _____		
(Name)	(Phone #)	(Date)



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newsb

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2017-12

Governor Brown Releases 2017-18 State May Revise

By Sara C. Bachez and Elizabeth Munguia, Governmental Relations

Today, Governor Brown released his budget revision, continuing to urge the Legislature to not spend beyond current investments on anti-poverty and education programs. Standing next to budget charts that outline deficit years outweighing surplus years by 7 to 1 and the possible fiscal constraints should the federal healthcare changes take effect, Governor Brown continued to make the case for building up the state's rainy day fund and tempering expectations.

In January, the Governor's proposed budget indicated a \$5.8 billion lower than expected revenue forecast compared to the enacted 2016 Budget. May Revision adjusts revenues upward by \$2.5 billion, but continues to outline a \$3.3 billion decline in revenues from a year ago. The uptick in revenues means that K-12 education will not face a deferral and will receive additional dollars towards the Local Control Funding Formula.

KEY CHANGES IN MAY

- Provides **\$1.4 billion** to the Local Control Funding Formula, due to an increased Proposition 98 minimum guarantee.
- Mitigates about **\$600 million** in In-Home Supportive Services (IHSS) costs that would fall on counties.
- Restores **\$500 million** in child care and early education funding, maintaining the state's commitment made as part of the 2016 Budget Act.
- Proposes a **\$6 billion** supplemental payment to CalPERS with a loan from

the Surplus Money Investment Fund to reduce unfunded liabilities.

ECONOMIC OUTLOOK

The Governor's May Revision once again sets a somber tone, emphasizing that it will be critical for our state to be prepared for financial risks beyond the state's control. The Governor's budget continues to assume federal funds and policies remain in place for the upcoming year, but highlights that should the repeal of the Affordable Care Act take effect, the state would lose about \$4.3 billion by 2020, which would increase to \$13 billion in 2027. Such a reduction in federal funding would necessitate a reduction in funding for core state programs, while threatening access to healthcare services to 5 million Californians.

General Fund Revenue Sources
(Dollars in Million)

	Revised 2016-17	January 2017-18	May 2017-18	% Change from 2016-17
Personal Income Tax	\$83,161	\$85,866	\$88,961	7%
Sales Tax	24,494	25,179	24,470	-0.1%
Corporate Tax	10,210	10,878	10,894	6.7%
Insurance Tax	2,483	2,368	2,538	2.2%
Alcoholic Beverage Taxes & Fees	375	372	377	0.5%
Insurance Tax	79	65	65	-17.7%
Motor Vehicle Tax	24	24	24	0.0%
Other	727	431	358	-50.8%
Subtotal	\$121,553	\$125,183	\$127,687	5%
Transfer to BSA/Rainy Day Fund	-3,013	-1,156	-1,775	-41.1%
Total	\$118,540	\$124,027	\$125,912	6.2%

PROPOSITION 98

The May Revision revises total funding of K-12 education programs to \$92.3 billion (\$54.2 billion General Fund and \$38.1 billion other funds).

In January, Governor Brown proposed to reduce the Proposition 98 minimum guarantee by deferring \$859.1 million from the June 2017 payment to July 2017, due to an over-appropriation. The adjustments in revenues in both 2015-16 and 2016-17, combined with a proposed settle-up payment of \$603 million, allows the

Administration to eliminate the deferral completely.

Proposition 98 Minimum Guarantee	Revenue Adjustments
2015-16	+\$326 million
2016-17	-\$489 million
2017-18	+\$2.5 billion

However, the Administration still seeks to generate the same level of savings proposed in January by suspending the statutory Proposition 98 Test 3B supplemental appropriation in 2016-17, as well as the 2018-19 through 2020-21 fiscal years. The statute requires that in Test 3 years, Proposition 98 funding per student grow at least as fast as per capita General Fund spending on non-Proposition 98 programs. This can require that a supplemental amount be added to the minimum guarantee.

MAJOR CHANGES

- **Local Control Funding Formula.** Provides \$1.4 billion Local Control Funding Formula, an additional \$661 million from January's Proposal. Brings the formula to 97 percent of full implementation.
- **One-Time Discretionary Funding.** Provides \$1 billion in one-time discretionary funding, an additional \$750 million from January's Proposal, and to be used to implement the state-adopted academic standards, professional development, and teacher induction costs. This adjustment will reduce the outstanding mandate debt to \$1.3 billion.
- **Maintenance Factor.** Provides \$614 million payment in 2017-18 (reduces outstanding balance to \$823 million).
- **Local Property Tax.** Proposes an increase of \$188.7 million to Proposition 98 in 2016-17 and \$327.9 million in 2017-18 for school districts, special education local plan areas, and county offices of education, as a result of lower offsetting property tax revenues in both years.
- **Average Daily Attendance (ADA).** Provides an increase of \$26.2 million in 2016-17 and \$74.1 million in 2017-18 under the Local Control Funding Formula, as a result of a smaller drop in ADA growth over those two years.
- **Proposition 39.** Proposes a decrease available by \$46.7 million to \$376.2

million to reflect a reduction in revenue estimates.

- **Cost of Living Adjustment (COLA).** Provides an increase of \$3.2 million to reflect a change in COLA from 1.48 percent to 1.56 percent.

SPECIAL EDUCATION

The Administration will not propose any changes to special education in this budget, but has signaled their interest to continue to exam the issues raised during their stakeholder input sessions to maximize funding and increase transparency.

K-12 SCHOOL FACILITIES

Governor Brown will support Proposition 51 fund expenditures when both the grant agreement and audit requirements are in place.

- **Grant Agreement.** The Office of Public School Construction has been tasked to develop a grant agreement that will be approved by the State Allocation Board at their next meeting.
- **K-12 Audit Guide.** The Administration is proposing trailer bill language to require local independent auditors to verify that local educational agencies participating in the School Facilities Program have appropriately expended state resources.

CASBO has been working with the Coalition of Adequate School Housing, CSBA, ACSA, and other education management organizations to ensure that any proposal does not hinder nor violate the program requirements as stated in the Proposition 51 initiative.

CHILD CARE AND EARLY EDUCATION

In January, the Administration had proposed to halt the expansion of State Preschool slots by 2,959 and a 5 percent increase to the reimbursement rates. The upward revenue changes allowed the Administration to make the following changes:

- **Standard Reimbursement Rate.** Provides an increase of \$67.6 million (\$43.7 million Proposition 98 and \$23.9 million non-Proposition 98) to

increase the reimbursement rate to reflect the full 10 percent increase made at the 2016 Budget Act. An additional \$92.7 million (\$60.7 million Proposition 98 and \$32 non-Proposition 98) to provide a 6-percent increase to the reimbursement rate for State Preschool and other direct-contracted child care and development providers, beginning July 1, 2017.

- **Regional Market Reimbursement Rate.** Provides an increase of \$42.2 million General Fund to increase the maximum reimbursement ceiling for voucher-based child care providers to the 75th percentile of the 2016 survey, beginning July 1, 2018.
- **Full-Day State Preschool.** Provides an increase of \$7.9 million for an additional 2,959 slots, consistent with last year's budget agreement.
- **CalWORKS Stage 2.** Proposes a decrease of \$18.1 million in non-Proposition 98 General Fund to reflect revised caseload adjustments and cost per case.
- **CalWORKS Stage 3.** Proposes a decrease of \$12.8 million in non-Proposition 98 General Fund to reflect revised caseload adjustments and cost per case.

EDUCATOR WORKFORCE

In the 2016 Budget, the Commission on Teacher Credentialing was provided resources to increase teacher recruitment, highlighted below are their accomplishments to date:

- 41 grants have been awarded to 33 public and private postsecondary institutions to create/improve 4-year teaching programs, intended to save new teachers about \$20,000 by eliminating an additional year of school.
- 24 grants have been awarded under the Classified School Employees Teacher Training Program to school districts and county offices of education, enabling 960 employees to work towards their teaching credential.
- The Tulare County Office of Education has been awarded a 5-year grant to create the CA Center on Teaching Careers, to recruit individuals into the teaching profession.
- Using the flexibility under the federal Every Student Succeeds Act, the May Revision proposes to direct additional federal funds to enhance the state's

efforts to address recruitment and retention issues.

HIGHER EDUCATION

The May Revise includes total funding of \$33 billion for all higher education entities.

California Community Colleges

The May revision proposes \$618,000 General Fund and \$454,000 reimbursement authority to provide the Chancellor's Office of Community Colleges with 6 positions and funding to support a second Deputy Chancellor. Other adjustments for the Community Colleges include:

- \$160 million investment in discretionary base resources to improve student success.
- \$160 million for increased operating expenses.
- \$34.1 million increase in apportionments.
- \$92.1 million increase in one-time funds for deferred maintenance and instructional equipment.
- \$1.9 million increase for full time student success funding.
- \$1.8 million increase for the equal employment opportunity program.
- \$229,000 increase for the categorical program cost of living adjustment.
- \$68.2 million for the local property tax adjustment.
- \$24.8 million decrease for the student enrollment fee adjustment.
- \$46.5 million, decrease of \$5.8 million, in Proposition 39 funding due to reduced revenue estimates.

California State University

- Redirects \$4 million of CSU funds to the Cal Grant program.

University of California

- Redirects \$4 million of UC funds to the Cal Grant program.
- Sets aside \$50 million General Fund to be released by the Department of Finance when the UC has achieved the commitments made in agreement with the Governor.

California Student Aid Commission

- Continues to phase out the Middle-Class Scholarship, an Assembly legislative proposal.

HEALTH AND HUMAN SERVICES

The May Revision includes \$158.7 billion for all health care and human services programs, a decrease of \$324.8 million from his proposed budget in January.

- ***Proposition 56 – California Healthcare, Research and Prevention Tobacco Tax Act of 2016.*** Provides an increase of \$19.8 million allocation to Medi-Cal.
- ***School-Based Mobile Vision Care Services.*** Establishes a 3-year pilot program in Los Angeles County for school based mobile vision services.
- ***Immigration Services.*** Provides an increase of \$15 million, for a total funding to \$30 million, to expand availability of legal services for people seeking naturalization services, deportation defense, or assistance in securing other legal immigration status.
- ***Proposition 64 (Adult Use of Marijuana Act).*** Appropriates \$52.2 million for cannabis programs across various state entities for regulations, development of licensing and standards as well as outreach.
- ***Medi-Cal Services.*** Decreases this program by about \$620 million, compared to the Governor's budget, and projects expenditures to exceed the appropriations included in the 2016 Budget Act by about \$1.1 billion.

PUBLIC SAFETY

The May Revision provides a total funding of \$11.4 billion for the Department of Corrections and Rehabilitation, and an increase of \$6.5 million to the Department of Justice and 31 positions to address new legal workload related to various actions taken at the federal level.

- **Proposition 47 (Safe Neighborhood and Schools Fund).** Department of Finance estimates net savings of \$45.6 million. Savings are estimated to increase to approximately \$75 million by 2019-20.

TRANSPORTATION

The May Revision reflects the first \$2.8 billion of new funding for the road Repair and Accountability Act of 2017 (SB1) to focus on “fix-it-first” investments to repair neighborhood roads and state highways and bridges and invest in trade and commute corridors. The Acts resources come from the following annual sources:

- \$1.6 billion from a Transportation Improvement Fee; \$25-\$175 per vehicle.
- \$2.4 billion from an Increase and Stabilization Gasoline Excise Tax; 12-cent increase.
- \$25 million from a Diesel Excise Tax; 11-cent increase.
- \$353 million from a Diesel Sales Tax; from 9 percent to 13 percent.
- \$19 million from a Zero Emission Vehicle Fee; \$100 annual fee starting in 2020-21
- \$706 million from Accelerated Loan Repayments.
- \$100 million in Caltrans Efficiencies.

RETIREMENT

The May Revision includes a one-time \$6 billion supplemental payment to the California Public Employees Retirement System (CalPERS) to mitigate increasing pension contributions due to the state’s large unfunded liabilities and the CalPERS Board’s recent action to lower its assumed investment rate of return from 7.5 percent to 7 percent.

What to Expect Next?

We will report in more detail as the Legislature begins to convene their final budget hearings, before heading into Conference Committee. The release of the May Revision signals the countdown towards the statutory deadline of June 15 for the Legislature to pass the State Budget. We will continue to keep CASBO members informed along each stage of the journey.

*CASBO NewsBreaks are posted on our [website](#). We've updated our advocacy website with new and interactive content. Now you can easily follow the legislative and budget process, and get involved with our legislative efforts in school business! **Check out the new CASBO Advocacy website**. For other advocacy-related questions, contact [Sara Bachez](#), Assistant Executive Director, Governmental Relations or [Elizabeth Munquia](#), Legislative Advocate, Government Relations.*

Remember that the most effective and convenient way to become involved is by joining CASBO [Advocacy Network](#).

California Association of School Business Officials

1001 K Street, 5th Floor | Sacramento, CA 95814 | Telephone: (916) 447-3783



This email was sent to lkerr@humboldt.k12.ca.us. If you wish, you may [Unsubscribe Here](#).

Hi Michael:

I am attempting to clarify when a daily Personnel Activity Report is required versus when a semi-annual certification is allowed.

Here are the two tests for multi-funded staff:

1) Could the position be funded with any one of the Federal funds with 100% of those funds?

and

2) Are they serving the same population?

Then, the staff can complete a semi-annual certification.

In the case of Louise Paz (textbook warehouse), her position cannot be funded with any **one** (completely) of her funds; thus, she must complete a daily PAR.

In the case of Rachel Bass (social-emotional support), she is serving the same population and either fund could support her activities; thus, a semi-annual certification is allowed.

I hope this is clear as mud!!!!

L

Lorene A. Euerle, Education Programs Consultant

Title I Monitoring & Support Office

CA Dept. of Education

916-319-0728

—
Melissa Hodgson
Administrative Assistant
Educational Services

May 12, 2017

MEMORANDUM

TO: Leadership Council and Program Support Technicians

FROM: Carol Ingram, Business Manager

SUBJECT: **TIME RECORDS FOR MULTI-FUNDED POSITIONS**

Salary expense charged to state and federal programs is only allowed if the time spent can be identified for the performance of duties specified by the categorical programs. Independent audit standards require proof of the time allocated to these resources, and best practices suggest the use of time records for documentation.

In order to ensure that a budgeted salary expense is allowable, please complete the following steps:

1. Review the attached list of employees by group. While these lists are current, they may not be inclusive. Therefore, please update the employee lists as necessary, according to the group definitions provided below.
2. Verify that the data listed for each employee is accurate, specifically, the programs, cost objectives and, for multiple cost objectives, the percent of time spent on each.
3. Because budgets and staffing change throughout the year, please determine which, if any, of the time records employees are required to complete. Follow-up with affected employees.
4. Train newly affected staff and assist them in implementing the requirement.
5. Throughout the fiscal year, verify that subject employees are maintaining appropriate time records. Receipt and review all certifications, reports and time logs.

As a reminder, each quarter, the Program Support Technician is responsible for reconciling the budget breakdown with the actual hours worked. Any necessary budget adjustments are to be submitted to the Business Office at the end of the reconciliation process.

Group 1 Employees: Individuals who are funded out of a single state or federal source.
Semi-Annual Program Certifications are required. The first certification, covering the period July 1 through December 31, is due to the Business Office by January 15. The second certification, covering the period January 1 through June 30, is due to the Business Office by July 15th.

Group 2 Employees: Individuals who are funded from more than one source and perform a single program objective. A single program objective assumes 100% of the employee's work qualifies as an eligible expense under any of the programs funding the employee. For example, if an employee is paid through the state Workability program and the federal Transition Partnership Program, all of the work performed qualifies as an eligible expense for either program. Therefore, the individual is a Group 2 employee. Also, Group 2 employees follow a more or less regular daily routine in their work schedule, which does not usually vary. Group 2 employees or their supervisors are required to complete and submit the same *Semi-Annual Program Certification* as described under Group 1 Employees.

Group 3 Employees: Individuals who are funded from more than one source and perform multiple program objectives in a regular, routine manner. These individuals also follow a more or less regular daily routine. An example might include an individual who is a bus driver and a classroom aide. Each quarter, these individuals and their supervisors must complete a *Personnel Activity Report*. Personnel Activity Reports, which provide information relative to percent of time spent for each cost objective, are due to the Business Office 15 days after the end of each quarter.

Group 4 Employees: Individuals who are funded from more than one source and perform multiple program objectives on a variable basis. These individuals work varying hours in each program. Time sheets must be completed daily every fourth month or for a four month block during the year. The employee must track hours spent in each program on a daily basis on the Timesheet for Multi-Funded Categorical Personnel or a similar form. The forms are due to the Business Office 15 days after the end of the fourth month.

Copies of Certification Forms, Personnel Activity Reports and Daily Time Sheets have been attached here for your convenience. Please return completed forms to your department contact or to Carol Ingram in the Business Office within the timeframes indicated above. For departments that retain their own files, please verify you have received all required documents and that each form is completed and signed by the employee.

Thank you for your attention to this important requirement. Your assistance will help insure that valuable categorical dollars will not have to be returned to any federal or state agency.

If you have any questions or need further clarification, please call me at 445-7030, Lynette Kerr at 445-7066 or Carol Ingram at 445-7064.

LK:ci

Attachments

c: Lynette Kerr
Carol Ingram

Humboldt County Office of Education
SEMI-ANNUAL PROGRAM CERTIFICATION

Federal and State Categorical Program: _____

CERTIFICATION FOR JULY 1 – DECEMBER 31

YEAR

ACCOUNT/SACS RESOURCE CODE

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and that I have full knowledge of 100 percent of these activities.

Employee Name:

Employee or Immediate Supervisor Signature:

Date: _____

DUE NO LATER THAN _____ TO _____

Humboldt County Office of Education

Semi-Annual Certification

This report must be completed semi-annually by supervisors for employees working in a single cost objective with one or more state or federal funding resources. This report must account for the total activity for which the employee is compensated.

Period Ending: _____

Fiscal Year: _____

Cost Objective: _____

Department: _____

Employee Names:	Funding Sources:	Percent of Effort:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and I have full knowledge of 100% of these activities.

Supervisor Signature

Date

Cost Objective: A set of work activities allowable under the terms and conditions of a particular funding source

Due Dates: January 15th for the period of July 1 - December 31
July 15th for the period of January 1- June 30

Employee Name: _____

Position / Title: _____

Period Covered: _____

Social Security #: _____

[illegible][illegible]

Employee Signature	Date
Supervisor Signature	Date

FORTUNA UNION HIGH SCHOOL DISTRICT

Semi-Annual Personnel Activity Report

2015-2016 School Year

1st Semester

Employee Name: _____

Program Duties: _____

Department: _____

Fund: _____

School: _____

I certify that 100% of the above employee's job duties were related to activities in compliance with and funded by the above mentioned program during the period of July 1, 2015 through January 22, 2016.

Employee's

Signature: _____

Date: _____

Supervisor's

Signature: _____

Date: _____

Fortuna Union High School
Master Schedule by Teacher and Period 2016-17

Teacher	0 Period	1 Period	2 Period	3 Period	4 Period	5 Period	6 Period
Alvarado, Angela		Spanish 3/4 CA-4 3074	Spanish 1 CA-4 3074	Native Spkr 2 CA-4 3074	Spanish 2 CA-4 3074	PREP	Spanish 2 CA-4 3074
Alvarez, Arcelia		Fnd English 3/4 CA-6 3076	PREP	ELD 1/2 CA-6 3076	Fnd English 3/4 CA-6 3076	Ess. Math CA-6 3076	Ess. Math CA-6 3076
Argyle, Carol		Fnd. English C-7 3037	Fnd. English C-7 3037	Ess. English C-7 3037	Ess. English C-7 3037	PREP	Fnd.SS/Wld Hist C-7 3037
Benbow, Mike		Adv. Condition GG 3086	Adv. Condition GG 3086	Am.Gov/Econ(AP) D-5 3045	US History D-5 3045	Social Sci 1 D-5 3045	Athletic Director
Chatfield, Stacy		PREP	Culinary Arts 1 B-5 3029	Culinary Arts 3 B-5 3029	Culinary Arts 3 B-5 3029	Culinary Arts 2 B-5 3029	Culinary Arts 1 B-5 3029
Coit, Raven	Leadership Café 1 3015	English 3 (AP) CA -7 3077	English 3 CA -7 3077	ELD 3/4 CA -7 3077	English 3 (AP) CA-7 3077	PREP	
Conley, Amy		PREP	ERWC English CA-8 3078	English 1 CA-8 3078	ERWC English CA-8 3078	Modes CA-8 3078	ERWC English CA-8 3078
Dixon, Sara		Anatomy F-6 3066	PREP	Biology F-5 3066	Anatomy F-6 3066	Biology F-6 3066	Biology F-6 3066
Dorman, Elyse		English 3 CA-5 3075	PREP	English 3 CA-5 3075	English 1 CA-5 3075	English 2 CA-5 3075	English 1 CA-5 3075
Escalante, Kierstine		Ceramics 2-3-4 AB-1 3047	Ceramics 1-2-3-4 AB-1 3047	Ceramics 1-2-3-4 AB-1 3047	Ceramics 1-2-3-4 AB-1 3047	Ceramics 1-2-3-4 AB-1 3047	Ceramics 1-2-3-4 AB-1 3047
Halstead, Pam		Biology F-5 3065	Instructional Coach	PREP	Biology F-5 3065	Environ Sci F-5 3065	Environ Sci F-5 3065
Hayes, Jennifer <i>Kevin Long</i>		PREP	Finance Mgmt. E-1 3051	Algebra 1 E-1 3051	Geometry E-1 3051	Algebra 1 E-1 3051	Finance Mgmt. E-1 3051
Haynes, Chris		English 4 (AP) CA-3 3073	English 2 CA-3 3073	English 2 CA-3 3073	Psychology CA-3 3073	English 4 (AP) CA-3 3073	English 2 CA-3 3073
Haynes, Robin		World History D-2 3042	World History D-2 3042	US History (AP) D-2 3042	World History D-2 3042	World History D-2 3042	PREP
Heavilin, Rachel		PREP	Criminal Justice D-6 3046	World History D-6 3046	Am. Gov / Econ D-6 3046	Am. Gov / Econ D-6 3046	World History D-6 3046
Helms, Eric	Statistics E-5 3055	Geometry E-5 3055	Statistics E-5 3055	Pre-Calculus E-5 3055	PREP	Pre-Calculus E-5 3055	
Holmes, Daniel		Studio Art (AP), Drawing 2-3-4 AB-3 3048	Drawing 1 AB-2 3048	Drawing 1 AB-3 3048	Digital Design, Photo & Design AB-2 3048	Digital Design AB-3 3048	Photo Design AB-3 3048
Howe, Kirsten		Ess. Science F-2 3062	Ess. Science F-2 3062	Ess. History F-2 3062	Ess. History F-2 3062	PREP	
Kajtaniak, Tara		English 2 CA-2 3072	PREP	English 2 (H) CA-2 3072	English 2 CA-2 3072	English 2 (H) CA-2 3072	English 3 CA-2 3072
Kleiner, Lindsey		Teacher Cadet AG-1 3089	PREP	Ag. Soil Chem AG-1 3089	Sus Ag Biology AG-1 3089	Floral Design AG-1 3089	Ag. Business AG-1 3089
Louv, Mike		Credit Recovery C-1 3099	Credit Recovery C-1 3099	Credit Recovery C-1 3099	Credit Recovery C-1 3099	Credit Recovery C-1 3099	PREP
Lovfald, Hannah		Sus Ag Biology AG-2 3112	Ag. Mechanics AG-2 3112	Floral Design AG-2 3112	AG-1 AG-2 3112	PREP	AG-1 AG-2 3112
Lynch, Kathleen		Fitness / Flex GG 3086	PE 1 GG 3086	PREP	Sport Am. Hist. GG 3086	PE 1 GG 3086	Adv. Conditioning GG 3086

2016-2017 Bell Schedule

REGULAR SCHEDULE: Monday, Tuesday, Thursday, Friday

Zero Period	7:25 am - 8:20 am	55 Minutes
1st Period	8:20 am - 9:20 am	60 Minutes
2nd Period	9:25 am - 10:23 am	58 Minutes
BREAK	10:23 am - 10:38 am	15 Minutes
3rd Period	10:38 am - 11:36 am	58 Minutes
4th Period	11:41 am - 12:39 pm	58 Minutes
LUNCH	12:39 pm - 1:19 pm	40 Minutes
5th Period	1:19 pm - 2:17 pm	58 Minutes
6th Period	2:22 pm - 3:20 pm	58 Minutes
Buses leave @ 3:25 pm		

FLC SCHEDULE: Wednesday

Zero Period	7:25 am - 8:20 am	55 Minutes
1st Period	8:20 am - 9:10 am	50 Minutes
2nd Period	9:15 am - 10:04 am	49 Minutes
BREAK	10:04 am - 10:19 am	15 Minutes
3rd Period	10:19 am - 11:08 am	49 Minutes
4th Period	11:13 am - 12:02 pm	49 Minutes
LUNCH	12:02 pm - 12:42 pm	40 Minutes
5th Period	12:42 pm - 1:31 pm	49 Minutes
6th Period	1:36 pm - 2:25 pm	49 Minutes
Buses leave @ 2:30 pm		
FLC Meetings	2:25 pm - 3:25 pm	60 Minutes

*** 5 Minutes is allowed between periods for changing classes ***

DETENTION

Mon. Tues. Thur.
3:30 pm to 4:20 pm
(Check bulletin for location)

SATURDAY SCHOOL

(as needed basis)
8:00 am to 11:45 am
B-3