

PIEDMONT UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 01-2014-15

LOCAL RESERVES CAP

- WHEREAS,** School district governing boards have the obligation to provide a quality education that is essential for an informed citizenry, a competitive economy, a fulfilling life for all students, and the foundation of our democratic society; and
- WHEREAS,** School district governing boards are responsible for maintaining fiscal solvency of the school systems they govern; and
- WHEREAS,** The Local Control Funding Formula (LCFF), based on the principle of subsidiarity, provides governing boards, working with interested stakeholders, with the authority to prioritize funds in order to provide a quality education for all students, including those who are English learners, from low income households and who are Foster Youth; and
- WHEREAS,** Funds for crucial services for school operations, such as instructional and classroom materials, school construction projects, technology, home-to-school transportation, deferred maintenance, payroll, etc. often require successful ongoing cash-flow management and disciplined planning, including the creation and maintenance of prudent financial reserves and “sinking funds”; and
- WHEREAS,** School district reserve levels, as well as their fund balances, are determined by governing boards to meet local priorities and allow districts to save for known future costs and unexpected expenditures, and for eventual economic downturns; and
- WHEREAS,** The State has utilized “deferrals” of funds owed to school districts as a means of managing its own cash flow, thus creating cash flow problems for school districts that many districts were able to manage only through local reserves; and
- WHEREAS,** The statutory minimum for school district reserves for economic uncertainties ranges from 1 to 5 percent, depending on district enrollment, and covers between one to five weeks of payroll, or less than 20 days of total cash flow; and
- WHEREAS,** Prudent budgeting requires school districts to establish and maintain reserves above the statutory minimum; and
- WHEREAS,** The governing board of the Piedmont Unified School District approved its 2014-15 Adopted Budget, which currently maintains reserves for purposes of planned expenses/purchases (such a major textbook adoption, planned projects such as deferred maintenance; to meet cash flow needs to allow the district to make payroll etc.) during the next economic downturn and when the revenues from Proposition 30 begin to sunset; and to maintain an acceptable credit rating; and

- WHEREAS,** As required by prudent fiscal planning and encouraged by the Local Control Funding Formula, and as feasible given limited educational funding in California, the governing board of the Piedmont Unified School District has directed the District to set aside funds for known future expenses (some of which used to be addressed by categorical funding) as well as maintaining a reserve for economic uncertainties in annual expenses and funding. These known future expenses include adoptions of new instructional materials, replacement or refurbishment of athletic facilities, small capital projects, and deferred maintenance. SB 858 creates uncertainty whether a court might consider such funds to be “reserves” subject to SB 858's limitation, and thus threatens to prevent PUSD from prudently planning for such known future expenses. Such an interpretation would ensure the rapid degradation of education in Piedmont and in districts throughout California, as school districts would be unable to purchase new instructional materials or maintain school facilities.
- WHEREAS,** On June 20, 2014, the Governor signed into law SB 858 (Committee on Budget and Fiscal Review, Chapter 32, Statutes of 2014), the so-called education budget trailer bill; and
- WHEREAS,** SB 858, Sec. 27, requires school districts to spend their assigned and unassigned account balances down to no more than two to-three times the minimum level of the statutory reserve for economic uncertainties (depending on district size) in the fiscal year following the fiscal year in which the State of California makes a payment of any amount to the Public School System Stabilization Account; and
- WHEREAS,** Under SB 858 a deposit by the State of California of even \$1 to the Public School System Stabilization Account would result in school districts throughout California having to spend down billions of dollars in their reserves and ending balances; and
- WHEREAS,** It could take many years for the State of California to build up an adequate Public School System Stabilization Account; yet, in one year, school districts would be forced to spend down their reserves and ending balances to levels that could jeopardize fiscal solvency; and
- WHEREAS,** The LCFF is not fully implemented, many school districts are still funded below their 2007-08 levels, and districts cannot survive another downturn without fiscally responsible reserves;
- WHEREAS,** School districts in California have never received annual funding sufficient to cover periodic large expenses, such as replacing instructional materials, refurbishing or replacing school facilities, and deferred maintenance projects
- WHEREAS,** Certain categories of educational expenses used to receive funding through categorical allocations from the State, which funds were accumulated in restricted accounts to cover such things as instructional materials and deferred maintenance, but now must be funded from LCFF funds prudently saved at the direction of local governing boards of each school district,

NOW, THEREFORE, BE IT RESOLVED That the Board of Education of the Piedmont Unified School District calls upon the Legislature and the Governor to repeal or substantially change the language contained in Sec. 27 of SB 858 (Chapter 32, Statutes of 2014) immediately.

PASSED AND ADOPTED by the following vote this 10th day of September 2014:

AYES:

NOES:

ABSTAIN:

ABSENT:

I certify that the above Resolution was adopted and passed by the Board of Education on the date indicated above. I further certify that the agenda with this item for action was posted as required by law.

Constance Hubbard
Secretary, Piedmont Unified School District
Board of Education
Alameda County, State of California

TO: Board of Education

FROM: Constance Hubbard, Superintendent
Michael Brady, Assistant Superintendent
Michelle Nguyen, Director of Fiscal Services

SUBJECT: **CONDUCT PUBLIC HEARING AND APPROVE THE 2012-13 UNAUDITED ACTUALS AND REVISED 2014-15 BUDGET FOR ALL OF THE FUNDS OPERATED BY THE DISTRICT: GENERAL FUND; ADULT EDUCATION; CAFETERIA; DEFERRED MAINTENANCE; CAPITAL FACILITIES; BUILDING; STATE SCHOOL FACILITIES; SPECIAL RESERVE/NODA; SPECIAL RESERVE/PARCEL TAX; AND AUTHORIZE APPROPRIATE BUDGET TRANSFERS**

I. **SUPPORT INFORMATION**

The 2014-2015 Adopted Budget for all funds operated by the District was approved by the Board of Education at the June 25, 2014 Board meeting. Usually, districts submit their annual budgets and then adjust once the State budget is approved to meet the requirements of Education Code 42127, which requires a revised budget for the current year be presented within 45 days of the State's final approved budget if substantive changes to the District's budget must be made. For many years, this Revised Budget was presented in tandem with the Unaudited Actuals from the prior year. However, for the fourth year in a row, the State passed an "on-time" budget, so a revised update to the FY 2014-15 PUSD budget was presented at the August 20, 2014 Board meeting. The beginning fund balance for 2014-15 was not based on the Unaudited Actuals from 2013-14 because they had yet to be completed. The 2014-15 Revised Budgets for all funds operated by the District presented this evening will include confirmed beginning fund balances per the completed Unaudited Actuals from 2013-14. In the coming weeks, the accounting firm of Vavrinek, Trine, Day and Company, LLP, will review District revenue and expenditures and perform an audit on all of the funds operated by the District and present the 2013-14 Annual Financial Report in January, 2015.

The most significant new information to be presented at this time is the anticipated effect on PUSD's multi-year projections with respect to employer-paid contributions to employee pension plans. As noted at the August 20, 2014 Board meeting, the California State Teachers' Retirement System (CalSTRS) and California Public Employees Retirement System (CalPERS) are facing huge unfunded pension liabilities. According to the Legislative Analyst's Office, CalSTRS and CalPERS obligations "represent two of the state budget's greatest long-term risks." CalSTRS has a \$73.7 billion unfunded liability, while CalPERS includes \$64.6 billion in liabilities. Total contributions today (by employers, employees, and the State) equal 19.3 percent of certificated payroll. By 2020, this figure will rise to 35.7 percent, with employers (school districts) contributing the bulk of the increase (from 8% to 19.1%). For classified employees (CalPERS), the scenario is much the same, with employer contribution rates increasing from 11.7% to 20.4% by 2020. The increase in employer-paid pension contributions is expected to add close to \$1M in combined benefits costs over the next two years.

Budget Planning Process for 2014-15 and Subsequent 2 Fiscal Years

The Board has provided direction to staff for the development of the budget for the current year and the next two fiscal years (through 2016-17). Staff will develop the First Interim Report to be presented in December, 2014 based on actual expenditures through October 31, 2014 using the following guidelines and guiding principles:

- Increase in levy of Parcel Tax Measure A of 2% annually
- Ongoing contributions from Piedmont Parent Clubs for support in personnel and direct per pupil funding in the amount of \$1.55M per year and \$218,000 Piedmont Educational Foundation endowment
- Use of LCFF estimates for State revenue (which include Cost of Living Adjustments) for 2014-15 and future years.
- No presumption of layoffs or reduction in particular kinds of service in 2014-15 and beyond.
- Multi-year revenue projections based on BASC-LCFF calculations as conducted independently by PUSD and validated by ACOE
- Presenting annual budgets with a full 3% reserve for the current year and subsequent two years. The Board goal is to have a 4% reserve.
- Adjustments to the Revised PUSD Budget as necessary to meet ongoing increases in employer contributions to employee pensions
- Expenditures in line with revenues by the end of the multi-year budget cycle.

2013-14 Unaudited Actuals

The Budget is fluid and therefore under constant "revision" as revenues and expenditures are clarified. Major revisions to the Adopted Budget for all funds operated by the District must be approved by the Board and may be done at any time during the year. The budget update as presented will require further modification once final figures on staffing, benefit modifications, and step & column/longevity calculations have been completed. The aforementioned modifications will be incorporated at the First Interim report in December, 2014. For the purposes of this report, salary and benefit figures for 2014-15 have been modified somewhat from the August 20, 2014 revised budget presentation.

Attached is a summary of the 2013-14 Unaudited Actuals for all funds operated by the District. The Revised Budget for 2014-15 has been updated to reflect adjustments, specifically to the Beginning Fund Balance per the Ending Fund Balance from the Unaudited Actuals. As budget assumptions change (the Beginning Fund Balance, enrollment, staffing and State revenue changes), the budget must be revised based on these more current sets of assumptions.

The Board must review the Budget at least twice during the year, at the First and Second Interim Reports. The Budget will be presented again as part of the First Interim Report (noted above) in December. The Second Interim Report, which is based on actual expenditures through January 31, 2015, will be presented in March, 2015. What follows is a summary of the changes to each of the funds operated by the District. Attached are spreadsheets that compare the 2013-14 Estimated Actuals (Column I) as of June, 2014 and the 2013-14 Unaudited Actuals (Column II); the 2014-15 Adopted Budget as of June 25, 2014 (Column III) that incorporates the State Adopted Budget is

compared to the proposed Budget Revision (Column IV) as of September 10, 2014 for each fund operated by the District.

General Fund: The General Fund is the most significant of the funds managed because it represents the day-to-day operations of the District. The General Fund includes income from the State and Federal Government, local revenues (including Parcel Tax Measure A, Parent Club contributions, Support Group donations). The General Fund reflects the District's priorities to offer a breadth of student program opportunities and provide compensation to attract and retain the most highly qualified personnel possible. The Board recognizes and is concerned about the reliance on one-time funds in the budget and is grateful to the Piedmont community for its continued support.

Column I Estimated Actuals 06/25/14

- Estimated actuals for revenue and expenditures for 2013-14 as presented June, 2014 for the adopted budget.
- Expenditures in books, supplies, services, and operations swept to the bottom line and/or set aside for use in 2014-15 per Board direction.

Column II Unaudited Actuals for 2013-14

- The unaudited actuals will be audited by Vavrinek, Trine, Day and Company, LLP, and will be adjusted, if required, and will become the audited actuals certified in January 2015.
- State revenue decreased slightly: includes loss of \$32k in categorical funding from 2012-13 (discontinued under LCFF); Local income increased approximately \$406k, which includes \$99k in Special Education funding and mental health services, \$48k from PEF; \$14k for the Wellness Center; \$11k in additional facilities rentals and interest earnings; and \$230k in athletic donations, PMS parents donations, PRAISE donations, chrome book donations, scholarship donations, and ASB collections; plus adjustments to site principals' resource accounts (PRA).
- Salaries and benefits for employees are based on actual costs. The net increase of approximately \$400k includes greater than anticipated costs for certificated substitute teachers, classified substitute custodians, additional staffing for specialized programs, long-term substitute contracts for teachers on leave, one-time retiree bonuses, and classified overtime hours.
- Expenditures in Books and Supplies and Service/Operating are considered in tandem and reflect a net decrease of \$927k. A total of \$839k has been restricted by the Board for use in 2014-15.
- The net projected increase of \$893k to the Ending Fund Balance in 2013-14 is reflected in the increase for the 2014-15 Beginning Fund Balance as presented in Column IV.
- Components of the Ending Fund Balance include a 4% reserve (\$1,309,957) for economic uncertainty, \$839,578 in self-restricted ending balances, and \$2,198,781 in reserve fund balances for use in the current year and future years.

Column III Adopted 2014-15 Budget (6/25/14)

- Assumptions for revenue and expenditures are based on the 2014-15 District Adopted Budget. Collective Bargaining issues for 2014-15 are settled for the Association of Piedmont Teachers (APT), the California School Employees Association (CSEA), and the Association of Piedmont Administrators (APSA).

Column IV Revised Budget 09/10/14

- Revenue Increase: +\$216,624
 - LCFF funding includes COLA of 1.565% and “gap” funding
 - Local revenues, including summer school, athletics, and PEF contributions of \$182k
- Expenditures +\$1,017,138
 - Adjustments of \$360,370 have been made to reflect personnel increases since June, 2014. The cost for actual employees will be refined at the First Interim (and as in past years, the budget still reflects some costs as place holders for employees). Post-employment costs decrease as one-time incentive from 2013-14 of \$35k was eliminated
 - Expenditures continue to reflect the assumption that \$839k in restricted ending fund balances from 2013-14 will be fully expended in 2014-15. Any funds not used would be booked as expenditures for the following year. Accounting practices are such that this appears to be “deficit” spending in that they are booked as expenditures with no attached revenue from prior years.
- Ending Fund Balance \$2,188,338
 - \$1,391,635 Reserve for Economic Uncertainty of 4.0%
 - \$25,000 revolving cash
 - \$771,703 designated in support of ongoing program in 2015-16.

Other Funds operated by the District are summarized with comparisons from the 2012-13 Estimated Actuals as presented in June 26, 2013 (Column I), the Unaudited Actuals as of September 11, 2013 (Column II), the 2013-14 Adopted Budget as presented in June 2013 (Column III) and the 2013-14 Revised Budget (Column IV) based on the 2012-13 Unaudited Actuals and additional information through 9/11/13.

Adult Education: The Adult Education program income and expenditures are accounted for separately from General Fund activity.

- The 2013-14 Unaudited Actuals:

The change in the Unaudited Actuals from the estimated actuals in June 2014 reflects impact of the late arrival of Consortium grant funding (\$334,914) to the Adult Education Fund for Consortium use in 2013-14.
- The 2014-15 Revised Budget:

The Adult Ed program continues to offer a complement of formerly State-funded ADA classes (Creative Retirement and Diploma classes) and maintain fee-based classes. The Revised budget reflects increases from the prior year’s ending fund balance and adjustments as of 9/10/14. Adult Education in PUSD remains profitable. Planned changes in administrative assignments will be updated for the Adult Ed Fund as part of the Second Interim Report when the State’s new funding model becomes available, which includes: career technical pathways for high school students and adults; on-line learning and independent study and an expanded list of fee-based classes based on the community of Piedmont interests and needs.

Cafeteria Fund: The Cafeteria Fund is the fund through which the Federal milk money income must be accounted and all costs associated with the service of food for students at Piedmont Middle School and Piedmont High School. It is also the funds through which all elementary lunch program funds are collected and dispersed. There are increases to the revised 2014-15 budget as a result of modifications to revenue projections and planned expenses.

Deferred Maintenance: The Deferred Maintenance Fund is used to account for major school building repair projects such as roofing, paving, electrical and plumbing. The DM Fund is no longer acknowledged as an operational fund for State Accounting Code purposes.

- The 2013-14 Unaudited Actuals:
Revenue and Expenditures remain largely unchanged
- The 2014-15 Revised Budget:
The Revised Budget reflects the District transfer from the General Fund to Deferred Maintenance. Expenditures are estimates for projects to be completed during the 2014-15 school year and are included in the District's approved Maintenance Plan.

Building Fund: The Building Fund is the fund through which the Seismic Safety Bond Program construction projects were accounted.

- The 2013-14 Unaudited Actuals:
The 2013-14 ending fund balance reflects the completion of the Seismic Safety Bond Program.
- The 2014-15 Revised Budget:
The Seismic Safety Bond Program is now concluded.

State Schools Facilities Fund: This is the fund mandated by the State for the District to account for all State funds received to support the seismic improvements and modernization funds received by Piedmont Unified.

- The 2013-14 Unaudited Actuals:
The 2013-14 ending fund balance reflects expenditures paid for services through 6/30/14, though there are construction commitments that cross fiscal years and have not yet been posted.
- The 2014-15 Revised Budget:
The Revised Budget includes Modernization projects approved by the Board

Capital Facilities Fund: The Capital Facilities Fund is used to account for facilities projects that are not eligible under the Deferred Maintenance Program or are not part of the construction projects funded by the General Obligation Bond program. The 2014-15 Revised Budget includes \$560k in donations to support capital improvements at Alan Harvey Theater. These funds will be maintained under a different resource code so as to separate revenue and expenditures between AHT, Witter/Becker Field replacement, and other capital projects as they are identified.

Special Reserve Fund – NODA: The NODA fund is established to support the Visual Arts Program in grades 6 through 12. The interest earned on the base endowment of \$100,000 is budgeted each year in the area of visual and performing arts.

Special Reserve Fund- Parcel Tax: This is a special fund established to account for transfers for future use to support Parcel Tax programs.

The purpose of this fund is to support programs in the final years of a Parcel Tax Measure. There have been no transfers to this fund from Measure A, which was approved by the voters in March of 2013 for eight years.

II. **RECOMMENDATION: ACTION**

Conduct Public Hearing and Approve 2013-14 Unaudited Actuals and Updated 2014-15 Budget as presented for all of the Funds Operated by the District: General Fund, Adult Education; Cafeteria; Deferred Maintenance; Capital Facilities; Building; State Schools Facilities; Special Reserve/NODA; Special Reserve/Parcel Tax.

PIEDMONT UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 02-2014-15

AUTHORIZING BUDGET TRANSFERS OF FUNDS

WHEREAS, the Board of Trustees of the Piedmont Unified School District has determined that there may be insufficient cash to meet current obligations; and,

WHEREAS, Education Code Section 42603 permits the Governing Board of any school district to direct monies held in any fund or account to be temporarily transferred to another fund or account of the district for payment of obligations; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds and shall not be available for appropriation or be considered income to the borrowing fund,

NOW, THEREFORE, BE IT RESOLVED that, for the 2014-15 fiscal year, in accordance with Education Code Section 42603, monies may be transferred between funds of the District and repaid in accordance with Education Code Section 42603.

PASSED AND ADOPTED by the following called vote this 10th day of September 2014:

AYES:

NOES:

ABSTAIN:

ABSENT:

I certify that the above Resolution was adopted and passed by the Board of Education on the date indicated above.

Constance Hubbard
Secretary, Piedmont Unified School District
Board of Education
Alameda County, State of California

TO: Board of Education

FROM: Constance Hubbard, Superintendent

SUBJECT: **APPROVE CONTRACT FOR SONG CHIN-BENDIB AS
CHIEF BUSINESS OFFICIAL FOR PIEDMONT UNIFIED
SCHOOL DISTRICT**

I. **SUPPORT INFORMATION**

The District is in the process of the reorganization of Business Services and Adult/School to Career/Alternative/Regional Occupation Program Education services for students. In anticipation of the changes in funding and the program delivery model for students, the District recruited a Chief Business Official to assume the duties associated with all fiscal aspects of District operations. The common practice of school districts is to enter into individual services agreements with senior staff who are considered “unrepresented” in that as individuals they are not affiliated with any bargaining group.

After a rigorous search and interview process, we are fortunate to enter into a contract with Song Chin-Bendib beginning September 12, 2014. Ms. Chin-Bendib comes to the District with over twenty years of experience in public school finances, most recently as the Associate Superintendent of San Leandro Unified School District. The Board authorized the Superintendent to develop a contract with Ms. Chin-Bendib that is commensurate with her education and experience. The contract is effective as of September 13, 2014 through June 30, 2017, with an annual salary of \$165,871. The contract is available upon request from the Office of the Superintendent.

The transition for Assistant Superintendent of Business Services to the Adult Education department will take place over the next few months. This will allow for Piedmont to participate in the grant with a consortium that includes Peralta Colleges and Oakland, Alameda, Berkeley, Albany and Emeryville school districts for career technical education under the new State funding model. The new model includes Adult Education and will be administered through the PUSD Adult Education and alternative education departments. It will also allow sufficient opportunity for the CBO to have time to learn all of the business operations of the District.

II. **RECOMMENDATION: APPROVE**

It is recommended that the Board approve the Contract for Song Chin-Bendib as Chief Business Official effective September 12, 2014 through June 30, 2017 for an annual salary of \$165,871.

PIEDMONT UNIFIED SCHOOL DISTRICT

Board Bylaw

BB 9270

CONFLICT OF INTEREST *(Form 700 – Statement of Economic Interest)*

Incompatible Activities

Governing Board members shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. (Government Code 1126)

Conflict of Interest Code

The District's conflict of interest code shall be comprised of the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a District attachment specifying designated positions and the specific types of disclosure statements required for each position.

Upon direction by the code reviewing body, the Board shall review the District's conflict of interest code in even-numbered years. If no change in the code is required, the District shall submit by October 1 a written statement to that effect to the code reviewing body. If a change in the code is necessitated by changed circumstances, the District shall submit an amended code to the code reviewing body. (Government Code 87306.5)

When a change in the District's conflict of interest code is necessitated by changed circumstances such as the creation of new designated positions, amendments or revisions shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing conflict of interest codes, the District shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting unless his/her participation is legally required. (2 CCR 18700)

Statements of economic interests submitted to the District by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction. (Government Code 81008)

Financial Interest

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board

members or designated employees. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board
3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091
4. That of a spouse of an officer or employee of the District if his/her spouse's employment or officeholding has existed for at least one year prior to his/her election or appointment
5. That of a nonsalaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records
6. That of a noncompensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the school Board has legal obligation to give particular consideration, and provided further that such interest is noted in its official records
7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records
8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm

In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of

borrower or depositor, debtor or creditor. (Government Code 1091.5)

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

A Board member may enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101.

Even if there is no prohibited or remote interest, a Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the prevailing gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches

2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income for tax purposes

Adopted: December 12, 2001
Reviewed: 2002
Biennial Review : September 8, 2004
Biennial Review: August 23, 2006
Biennial Review: September 24, 2008 (w/revision)
Biennial Review: September 14, 2010 (only Exhibit revised)

PIEDMONT UNIFIED SCHOOL DISTRICT

Board Bylaws

E 9270

CONFLICT OF INTEREST

Regulations of The Fair Political Practices Commission Title 2, Division 6 of the California Code of Regulations

18730. Provisions of Conflict of Interest Codes

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code 87300. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Code of Regulations, Title 2, Section 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

(3) Section 4. Statements of Economic Interests: Place of Filing.

The Superintendent shall instruct all designated employees to file their original statements of economic interests (Form 700) with the Administrative Assistant to the Superintendent in the Superintendent's office, as provided in the conflict of interest code. Board members shall file their original statements of economic interests (Form 700) with the Administrative Assistant to the Superintendent in the Superintendent's office, where a copy will be made and the original forwarded to the code reviewing body (County Board of Supervisors), which shall be the filing officer. However, the code reviewing body may provide that the original be filed directly with the code reviewing body and that no copy be retained by the agency. (Government Code Section 87500 (j))

- (4) Section 5. Statements of Economic Interests: Time of Filing.
- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements. All designated employees shall file statements no later than April 1.
- (D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.
- (5) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she did not make, participate in making or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.
- (6) Section 6. Contents of and Period Covered by Statements of Economic Interests.
- (A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
- (B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office.
- (C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year. The period covered by an employee's first annual statement shall begin on the effective date of assuming office.
- (D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency. Reporting requirements are included on the prescribed form.

(8) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth \$1,000 or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth \$1,000 or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$250 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position or management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$300 or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.

(10) Section 10. Manner of Disqualification.

When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a designated employee who is the

head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

(11) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code 81000-91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code 87100 or 87450 has occurred may be set aside as void pursuant to Government Code 91003.

Authority: Government Code 83112

Reference: Government Code 87103(e), 87300-87302, 89501, 89502, 89503

Notes:

1/See Government Code 81010 and the 2 CCR 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

Biennial Review: October 13, 2010 (only Exhibit revised)

APPENDIX: DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

It has been determined that persons occupying the following positions manage public investments and shall file a full statement of economic interests pursuant to Government Code 87200:

Governing Board Members
Superintendent of Schools

1. Persons occupying the following positions are designated employees in Category 1:

Assistant Superintendent
Purchasing Agent

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments or business positions in or income from sources which:
 - (1) Are engaged in the acquisition or disposal of real property within the District
 - (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the District or
 - (3) Manufacture or sell supplies, books, machinery or equipment of the type used by the District

2. Persons occupying the following positions are designated employees in Category 2:

Director
Principal
Assistant Principal
Maintenance and Operations Director
Program Coordinator
Project Specialist

Designated persons in this category must report investments or business positions in or income from sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or
- b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the District, makes a governmental decision whether to: (2 CCR 18701)

- a. Approve a rate, rule or regulation
- b. Adopt or enforce a law
- c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement
- d. Authorize the District to enter into, modify or renew a contract that requires District approval
- e. Grant District approval to a contract or contract specifications which requires District approval and in which the District is a party
- f. Grant District approval to a plan, design, report, study or similar item
- g. Adopt or grant District approval of District policies, standards or guidelines

A consultant is also an individual who, pursuant to a contract with the District, serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District's Conflict of Interest Code. (2 CCR 18701)

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices

35233 Prohibitions applicable to members of governing boards

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91015 Political Reform Act of 1974, especially:

82011 Code reviewing body

82019 Definition of designated employee

82028 Definition of gifts

82030 Definition of income

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

91000-91014 Enforcement

CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission

COURT DECISIONS

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th. 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

Management Resources:

WEB SITES

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Adopted: December 12, 2001

Reviewed: 2002

Biennial Review : September 8, 2004

Biennial Review: August 23, 2006

Biennial Review: September 24, 2008 (w/revision)

Biennial Review: October 13, 2010 (revision only to Exhibit)

ROUTE TO THE GOVERNING BOARD

FROM 08/01/2014 TO 08/31/2014

UNAPPROVED TRANSACTIONS INCLUDED

Fund :01 General Fund

SUMMARY BY Object	WORKING BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
80xx Revenue	17,514,222.00	24,746.75-	278,282.05	1.5	0.00	17,235,939.95	98.4	
81xx FEDERAL REVENUE	557,463.00	0.00	330.00	.0	0.00	557,133.00	99.9	
82xx OTHER FEDERAL REVENUE	103,988.00	0.00	0.00	.0	0.00	103,988.00	100.0	
83xx OTHER STATE REVENUE	85,955.00	0.00	0.00	.0	0.00	85,955.00	100.0	
85xx OTHER STATE REVENUE	772,946.00	0.00	0.00	.0	0.00	772,946.00	100.0	
86xx OTHER LOCAL REVENUE	12,459,438.00	6,918.77	6,918.77	.0	0.00	12,452,519.23	99.9	
87xx OTHER TRANSFER IN	1,111,878.00	0.00	56,887.00	5.1	0.00	1,054,991.00	94.8	
TOTAL: 8xxx	32,605,890.00	17,827.98-	342,417.82	1.0	0.00	32,263,472.18	98.9	
11xx Certificated Salaries	13,858,368.00	1,176,537.62	1,312,063.24	9.4	0.00	12,546,304.76	90.5	
12xx Counselors/Psych/Nurse/Librari	867,492.00	118,383.24	119,727.99	13.8	0.00	747,764.01	86.1	
13xx Cert Salaries-Admin/Supervisor	1,670,270.00	161,063.64	327,113.10	19.5	0.00	1,343,156.90	80.4	
19xx Other Certificated Salaries	402,100.00	26,016.01	26,699.11	6.6	0.00	375,400.89	93.3	
TOTAL: 1xxx	16,798,230.00	1,482,000.51	1,785,603.44	10.6	0.00	15,012,626.56	89.3	
21xx Class Sal/ParaEducator	2,788,770.00	191,235.94	252,109.57	9.0	0.00	2,536,660.43	90.9	
22xx Classified Support Salaries	1,173,518.00	106,253.99	209,093.79	17.8	0.00	964,424.21	82.1	
23xx Class Sal/Administrator/Superv	100,103.00	8,341.92	16,683.84	16.6	0.00	83,419.16	83.3	
24xx Class Sal/Clerical&Othr Office	1,217,057.00	116,656.09	189,408.16	15.5	0.00	1,027,648.84	84.4	
29xx Other Classified Salaries	19,782.00	300.00	300.00	1.5	0.00	19,482.00	98.4	
TOTAL: 2xxx	5,299,230.00	422,787.94	667,595.36	12.5	0.00	4,631,634.64	87.4	
31xx STRS	1,529,805.00	53,085.31	26,375.59	1.7	0.00	1,503,429.41	98.2	
32xx PERS	555,935.00	30,435.77	16,118.57	2.8	0.00	539,816.43	97.1	
33xx SOCIAL SECURITY	603,670.00	109,762.67	140,820.61	23.3	0.00	462,849.39	76.6	
34xx HEALTH & WELFARE	3,466,120.00	336,665.64	618,730.03	17.8	0.00	2,847,389.97	82.1	
35xx STATE UNEMPLOYMENT INSURANCE	10,835.00	0.00	20.49-	.0	0.00	10,855.49	100.0	
36xx WORKERS COMPENSATION INSURANCE	416,080.00	0.00	409.46-	.0	0.00	416,489.46	100.0	
37xx OPEB	475,000.00	26,020.46	52,104.05	10.9	0.00	422,895.95	89.0	
38xx PERS REDUCTION	0.00	705.25	1,302.05	100.0	0.00	1,302.05-	.0	
TOTAL: 3xxx	7,057,445.00	556,675.10	855,020.95	12.1	0.00	6,202,424.05	87.8	
41xx Approved Textbooks	216,494.00	7,253.04	17,778.26	8.2	40,356.26	158,359.48	73.1	
42xx Books and Othr Ref Materials	9,137.00	0.00	0.00	.0	1,369.72	7,767.28	85.0	
43xx Materials and Supplies	983,120.00	64,126.24	97,267.74	9.8	198,851.47	687,000.79	69.8	
44xx Non-Capitalized Equipment	499,229.00	13,260.42	17,942.41	3.5	491,978.54	10,691.95-	.0	
TOTAL: 4xxx	1,707,980.00	84,639.70	132,988.41	7.7	732,555.99	842,435.60	49.3	
52xx Travel and Conference	91,610.00	8,845.49	21,505.30	23.4	13,749.82	56,354.88	61.5	
53xx Dues and Memberships	18,650.00	1,640.00	10,815.40	57.9	50.00	7,784.60	41.7	

ROUTE TO THE GOVERNING BOARD

FROM 08/01/2014 TO 08/31/2014
UNAPPROVED TRANSACTIONS INCLUDED

Fund :01 General Fund

SUMMARY BY Object	WORKING BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
54xx INSURANCE	166,196.00	0.00	0.00	.0	166,196.00	0.00	.0	
55xx Operation and Housekeeping Svc	469,950.00	33,717.22	54,729.48	11.6	6,810.28	408,410.24	86.9	
56xx Rntls,Leases,Repair,Noncapital	328,543.00	21,664.98	29,514.39	8.9	233,854.62	65,173.99	19.8	
58xx Prof/Consulting Svcs/Operating	2,226,334.00	73,199.57	160,119.57	7.1	1,515,019.65	551,194.78	24.7	
59xx Communications	101,237.00	1,849.99	6,834.13	6.7	36,036.15	58,366.72	57.6	
TOTAL: 5xxx	3,402,520.00	140,917.25	283,518.27	8.3	1,971,716.52	1,147,285.21	33.7	
TOTAL: 1xxx - 5xxx	34,265,405.00	2,687,020.50	3,724,726.43	10.8	2,704,272.51	27,836,406.06	81.2	
76xx INTERFUND TRANSFER/OTHER USES	525,463.00	0.00	0.00	.0	0.00	525,463.00	100.0	
TOTAL: 7xxx	525,463.00	0.00	0.00	.0	0.00	525,463.00	100.0	
TOTAL: 1xxx - 7xxx	34,790,868.00	2,687,020.50	3,724,726.43	10.7	2,704,272.51	28,361,869.06	81.5	

ROUTE TO THE GOVERNING BOARD

FROM 08/01/2014 TO 08/31/2014

UNAPPROVED TRANSACTIONS INCLUDED

Fund :01

General Fund

Summary

SUMMARY BY Object		WORKING BUDGET	EXPENDED/RECEIVED		%	ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE			BALANCE	%
TOTAL INCOME	(8000 - 8999)	32,605,890.00	17,827.98-	342,417.82	1.0	0.00	32,263,472.18	98.9
	TOTAL: 1xxx - 5xxx	34,265,405.00	2,687,020.50	3,724,726.43	10.8	2,704,272.51	27,836,406.06	81.2
	TOTAL: 1xxx - 6xxx	34,265,405.00	2,687,020.50	3,724,726.43	10.8	2,704,272.51	27,836,406.06	81.2
	TOTAL: 1xxx - 7xxx	34,790,868.00	2,687,020.50	3,724,726.43	10.7	2,704,272.51	28,361,869.06	81.5
TOTAL EXPENSES	(1000 - 7999)	34,790,868.00	2,687,020.50	3,724,726.43	10.7	2,704,272.51	28,361,869.06	81.5

PIEDMONT UNIFIED SCHOOL DISTRICT

Piedmont, CA 94611

September 3, 2014

TO: Members of the Governing Board

FROM: Constance Hubbard

SUBJECT: Warrant List

Approval is recommended for the following invoice warrants:

DATE	PAGES	GENERAL FUND	ADULT EDUCATION FUND	CAFETERIA FUND	DEFERRED MAINTENANCE FUND	BUILDING FUND	CAPITAL FAC SPEC RESERV FUND	STATE SCHOOL FACILITIES FUND
06/02/14	660-674	\$ 78,757.57	\$ 787.53	\$ 1,251.15	\$ 193.30	\$ -	\$ -	\$ 1,942.00
06/04/14	675-683	\$ 331,869.65	\$ 262.00	\$ 782.00	\$ 11,616.89	\$ -	\$ -	\$ 1,224.54
06/09/14	684-698	\$ 43,829.55	\$ 32.57	\$ 2,398.60	\$ -	\$ 8,000.00	\$ -	\$ 41,328.00
06/12/14	699-708	\$ 61,227.58	\$ 156.85	\$ 2,989.70	\$ -	\$ -	\$ -	\$ 4,368.86
06/16/14	709-715	\$ 35,550.96	\$ 106.19	\$ -	\$ 13,470.00	\$ -	\$ -	\$ -
06/18/14	716-723	\$ 101,617.48	\$ -	\$ 1,601.63		\$ -	\$ -	\$ -
06/23/14	724-739	\$ 2,190,433.96	\$ -	\$ 36,536.22	\$ -	\$ -	\$ -	\$ 2,111.93
07/07/14	001-009	\$ 361,675.29	\$ 77.22	\$ 12.79	\$ -	\$ -	\$ -	\$ -
07/09/14	010-016	\$ 25,302.60	\$ 184.24	\$ -	\$ -	\$ -	\$ -	\$ -
07/14/14	017-027	\$ 126,176.91	\$ 6,911.46	\$ -	\$ 1,750.00	\$ -	\$ -	\$ 51,094.00
07/15/14	028-033	\$ 76,287.48	\$ 709.16	\$ 61.88	\$ -	\$ -	\$ -	\$ -
07/17/14	034-041	\$ 83,296.00	\$ 160.00	\$ -	\$ -	\$ -	\$ -	\$ -
07/21/14	042-051	\$ 145,236.44	\$ 2,849.45	\$ 478.86	\$ -	\$ -	\$ -	\$ 120,981.25
07/23/14	052-057	\$ 500,610.61	\$ 330.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
07/28/14	058-065	\$ 72,119.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 456.91

PIEDMONT UNIFIED SCHOOL DISTRICT
Piedmont, California
September 10, 2014

TO: Members of the Board of Education
FROM: Constance Hubbard, Superintendent
SUBJECT: Personnel Action

SUBJECT TO BOARD APPROVAL

Employment: Certificated New to District in 2014-15

Erin Ashton Effective 9/22/14-5/8/15	Long Term Substitute-Physical Education 1.0 FTE Temporary	Havens
Ellen Breeden Effective 8/18/14	Resource Specialist .6 FTE Temporary	PMS
Shimyun Cotter Effective 8/18/14	English Teacher 1.0 FTE Temporary	PHS
Luis Santos Effective 8/25/14	Technology Teacher/Site Tech Coordinator 1.0 FTE Temporary	PMS
Ashley Stevanovic Effective 8/18/14	Special Education Reading Teacher .2 FTE Temporary	PMS

Employment: Certificated Continuing Employees from 2013-14

Carolyn White Effective 8/18/14	Connected Learning Support .2 FTE Temporary (.7 FTE Total Assignment)	PMS
Kelly Ellis Effective 8/18/14	PE Teacher .02 FTE Temporary (.85 FTE Total Assignment)	Havens

Request for Leave of Absence: Certificated

Carrie Rodrigues 2014-15 School Year	Psychologist .2 FTE (.8 FTE Assignment)	Wildwood
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Resignation: Certificated

Adam Saville Effective 8/11/14	Site Tech Coordinator/TSA 1.0 FTE	Beach
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**Board of Education Meeting
Personnel Action List
September 10, 2014
Page 2 of 5**

Co-curricular Stipends

Cathy DeVos Effective 2014-15 School Year	Orchestra Director	PHS
Amy Moorhead Effective 2014-15 School Year	Dance Director/Musical Dance Director/ Musical Drama Director	PHS
Jeff Peters Effective 2014-15 School Year	Physical Education Dept. Chair	PHS
Carolyn White Effective 2014-15 School Year	BTSA Liaison	District

Extra Duty Stipends

Diane Bomberg Effective 2014-15 School Year	BTSA Mentor	Beach
Helen Brown Effective 2014-15 School Year	BTSA Mentor	Havens
Ken Brown Effective 2014-15 School Year	Community Building Lead	MHS
Julia Hollinger Effective 2014-15 School Year	Advisory Coordinator/ Community Building Lead	MHS
Edward Mahoney Effective 2014-15 School Year	ASB Bookkeeper	PHS
Andria Mullan Effective 2014-15 School Year	BTSA Mentor	PMS
Elif Ritchie Effective 2014-15 School Year	BTSA Mentor	MHS
Sati Shah Effective 2014-15 School Year	BTSA Mentor/ Community Building Lead	MHS
Carolyn White Effective 2014-15 School Year	BTSA Mentor	PMS

**Board of Education Meeting
Personnel Action List
September 10, 2014
Page 3 of 5**

Employment: Classified New to District in 2014-15

Kim Lavdiotis Effective 8/1/14	Admin Assistant PHS .43 FTE	PHS
Ashley Stevanovic Effective 8/18/14	Special Ed Para .40 FTE	Havens
James Holan Effective 8/18/14	Special Ed Para 1.0 FTE	Beach
Genesis Wozniak Effective 8/18/14	Special Ed Para 1.0 FTE	Beach
Danielle Arellano Effective 8/18/14	Special Ed Para 1.0 FTE	Beach
Alisa Foster Effective 8/18/14	Special Ed Para 1.0 FTE	Beach
Gina Ekberg Effective 8/18/14	Instructional Para .50 FTE	Wildwood
Danielle Kolen Effective 8/18/14	Special Ed Para .80 FTE	Beach
Sara Taylor Effective 8/18/14	Special Ed Para 1.0 FTE	PHS
Ourm Somaly Effective 8/18/14	Instructional Para .67 FTE	Havens
Brianna Tarpey Effective 8/18/14	Special Ed Para 1.0 FTE	Havens
Jamie Taggart Effective 8/18/14	Instructional Para .50 FTE	Beach
Ellen Smyth Effective 8/21/14	Instructional Para .67 FTE	Havens
Leigh Symkowick Effective 8/18/14	Instructional Para .50 FTE	Beach
Nicole Marsden Effective 8/22/14	Special Ed Para 1.0 FTE	PMS

**Board of Education Meeting
Personnel Action List
September 10, 2014
Page 4 of 5**

Employment: Classified Continuing Employees from 2013-14

Mike Wong	Attendance Secretary	PMS
Effective 8/12/14	.50 FTE	
Effective 8/18/14	Instructional Para	Havens
	.40 FTE	
Sherrie Shoptaugh	Special Ed Para II	Beach
Effective 8/18/14	1.0 FTE Change of Sites	
Jaleel Kindell	Special Ed Para	Beach
Effective 8/18/14	1.0 FTE	
Caryn Newbrun	Special Ed Para	Beach
Effective 8/18/14	1.0 FTE	
Jerry Carone	Gardener	DO
Effective 9/01/14	.50 FTE	
Mary Leon	Admin Assistant Dir of C& I	DO
Effective 8/1/14	.50 FTE	

Request for Leave of Absence: Classified

Kate Messinger	Special Ed Para	Beach
Effective 2014-15 School Year	.57 FTE (1.0 Assignment)	

Resignation: Classified

Katherine Campbell	Instructional Para	Beach
Effective 6/30/14	.50 FTE	
Amanda Eyges	Special Ed Para II	Beach
Effective 6/30/14	1.0 FTE	
Marcia Jones Lam	Special Ed Para	Beach
Effective 6/30/14	1.0 FTE	
Miguel Lima	Special Ed Para II	Beach
Effective 6/30/14	1.0 FTE	
Lisa Lynn	Special Ed Para	Beach
Effective 6/30/14	.90 FTE	
Gina Patterson	Special Ed Para II	Beach
Effective 6/30/14	1.0 FTE	

**Board of Education Meeting
Personnel Action List
September 10, 2014
Page 5 of 5**

Resignation: Classified

Elizabeth Raskin Effective 6/30/14	Special Ed Para 1.0 FTE	Beach
Christopher Zepeda Effective 6/30/14	Special Ed Para II 1.0 FTE	Beach
Steve Long Effective 8/20/14	Special Ed Para 1.0 FTE	PMS

Extra Compensation Coaches

Effective 8/18/2014

Jeanine Bourcier-Holmlund	Cross Country	PHS
Jim Landes	JV Tennis	PHS
Corey Reich	Var and JV Tennis	PHS
Neil Rothenberg	Varsity Tennis	PHS
Nick Safir	Football	PHS
David Saxon	Water Polo Boys	PHS
Megan Hernandez	Water Polo Girls	PHS
Scott Coats	Football	PHS
Denman Lucas	Football	PHS
Jaleel Kindell	Football	PHS
Len Goldman	Cross Country	PHS

PIEDMONT UNIFIED SCHOOL DISTRICT

Board Policy

Students

BP 5116.1

ASSIGNMENT OF PIEDMONT STUDENTS TO ELEMENTARY SCHOOLS

The Board of Education regards as a high priority the education of students in facilities which are sufficient and appropriate for the instructional program, and desires to provide options for enrollment that meet the diverse needs, potentials and interests of the District's students. Assignments of students to schools will be according to Board-established attendance areas and school enrollment capacities which have been designated according to factors such as available classroom space, proximity of student's home to schools. The parents/guardians of any student who resides within District boundaries may apply to enroll their child in any District school, regardless of the location of residence within the District (Education Code 35160.5) subject to the following limitations:

1. No student who currently resides in the attendance area of a school and attends that school shall be displaced by students transferring from outside the attendance area
2. Enrollment in each school or program in the District shall be subject to each school's or program's capacity as determined by the Board
3. When attendance area residents do not fill a school to capacity, a random, unbiased process shall be employed for selection of students to enroll in the school where the number of applications received for enrollment in that school exceeds the school's capacity. The selection process shall prohibit an evaluation of whether any student should be enrolled based on his or her academic or athletic performance
4. The Board has the authority to maintain appropriate racial and ethnic balances among District schools and shall take such balances into account in approving or denying intradistrict transfer applications. A student may be assigned to a school or program if the student requires a legally mandated program or accommodation which is available at that school or program. A student may be assigned to a school or program for disciplinary reasons or for the protection of the health and safety of that student or other students or employees of the District.

The Board shall annually review this policy (Education Code 35160.5, 48980)

Adopted: June 8, 1994
Revised: December 13, 1995
Revised: July 5, 2000
Revised: May 28, 2003
Reviewed: August 25, 2004
Reviewed: September 14, 2005
Reviewed: September 27, 2006

Reviewed: October 24, 2007
Reviewed: September 10, 2008
Reviewed: September 9, 2009
Reviewed: September 14, 2010
Reviewed: August 24, 2011

PIEDMONT UNIFIED SCHOOL DISTRICT

Administrative Regulation

Students

AR 5116.1

ASSIGNMENT OF PIEDMONT STUDENTS TO ELEMENTARY SCHOOLS

Elementary School Zones

All of the area included wholly within the city limits of Piedmont is divided into three zones for the purpose of determining the attendance area for each elementary school. On a space available basis, students shall be admitted to the school serving the zone in which they live. Pupils in attendance at a given school, who move to another school zone in Piedmont, may continue to attend the school serving the zone from which they have moved or may request an intradistrict transfer to the school serving the new zone. The intradistrict transfer form may be obtained from any elementary school and should be returned to the attendance area school. Requests will be honored on a space available basis.

Balancing Class and State and Local Class Size Reduction

In order to balance class size in the Piedmont elementary schools and to comply with state and local class size reduction, it may be necessary for new enrollees to be placed at a school other than the school serving the zone in which they live.

1. **Grades 1-5:** Should it become necessary, students will be selected for redirection in the following order:
 - a. Volunteers - All families in the affected class will be notified and given the option of volunteering to have their child redirected. Should more children volunteer than are needed, intradistrict transfers will be granted in the order received.
 - b. New enrollees - In determining which new enrollees should be redirected, the following factors will be taken into consideration: date of enrollment, proximity of student's residence to the zone school, and siblings
 - c. Random selection
2. **Kindergarten:** Parents will be notified of the possibility that their child may be redirected at elementary registration, kindergarten orientation, the end of the school year and after new student summer registration.

Should it become necessary to redirect kindergarten students, the following procedure will be used:

- a. Volunteers - All families in the affected class will be notified and given the option of volunteering to have their child redirected. Should more children volunteer than are needed, intradistrict transfers will be granted in the order received.
 - b. Redirection of the school district. In deciding which students to redirect, the District will consider a variety of factors including, but not limited to: siblings, date of registration, and proximity of student's residence to the zone school.
3. Every effort will be made to notify families of students being placed in another school before the start of the new school year. However, students may be transferred to another school up to the first two weeks of the new school year.
 4. If a space becomes available in the home zone, students who have been placed involuntarily in a school outside their zone will have the choice of remaining at that school or returning to the zone.

Approved: July 5, 2000
Reviewed: August 20, 2003
Revised: January 28, 2004
Revised: September 14, 2005
Revised: December 12, 2007
Revised: January 23, 2008
Revised: May 28, 2008
Revised: February 5, 2009

**PIEDMONT UNIFIED SCHOOL DISTRICT
Board Policy**

Instruction

BP 6145

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Extracurricular and Co-Curricular Activities

The Board of Education recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students. The District shall encourage and support student participation in extra/co-curricular activities without compromising the integrity and purpose of the educational program.

No student shall be prohibited from participating in extra/co-curricular activities related to the educational program because of inability to pay fees associated with the activity.

Extra/co-curricular activities shall be supervised by District employees whenever they are conducted under the name of the district.

Eligibility Requirements

In order to participate in extra/co-curricular activities, students in grades 7 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation. These requirements are listed in the Student Handbook.

The Board shall annually review this policy and implementing regulations.

Legal Reference:

EDUCATION CODE

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

48930-48938 Student organizations

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

Adopted: January 10, 2001

Reviewed: August 20, 2003

Reviewed: August 25, 2004

Reviewed: September 14, 2005

Reviewed: September 27, 2006

Reviewed: October 24, 2007

Reviewed: September 10, 2008

Reviewed: September 9, 2009

Reviewed: September 14, 2010

Reviewed: August 24, 2011

Reviewed: September 12, 2012

**PIEDMONT UNIFIED SCHOOL DISTRICT
Administrative Regulation**

Instruction

AR 6145

Extracurricular and Co-Curricular Activities

Extracurricular activities are those programs that have all of the following characteristics: (Education Code 35160.5)

1. The program is supervised or financed by the school district
2. Students participating in the program represent the school district
3. Students exercise some degree of freedom in either the selection, planning or control of the program
4. The program includes both preparation for performance and performance before an audience or spectators

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. (Education Code 35160.5)

Co-curricular activities are programs that may be associated with the curriculum in a regular classroom. (Education Code 35160.5)

Approved: January 10, 2001

PIEDMONT UNIFIED SCHOOL DISTRICT

Resolution 03-2014-15

GANN SPENDING LIMIT

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits", for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2013-14 fiscal year and a projected Gann Limit for the 2014-15 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Piedmont Unified School District does provide public notice that the attached calculations and documentation of the Gann Limits for the 2013-14 and 2014-15 fiscal years are made in accordance with applicable constitutional and statutory law; and

BE IT FURTHER RESOLVED that the Board does hereby declare that the appropriations in the Budget for the 2013-14 and 2014-15 fiscal years do not exceed the limitations imposed by Proposition 4; and

BE IT FURTHER RESOLVED that the Superintendent has provided copies of this resolution along with the appropriate attachments at the public information table at the regular Board Meeting of September 10, 2014 and will provide, upon request, the same information to any other interested citizens of the District.

PASSED AND ADOPTED by the following vote of the Piedmont Unified School District Board of Education this 10th day of September 2014:

AYES:

NOES:

ABSTAIN:

ABSENT:

I certify that the above Resolution was adopted and passed by the Board of Education on the date indicated above.

Constance Hubbard, Secretary to the
Board of Education of the
Piedmont Unified School District
Alameda County, State of California

	2013-14 Calculations			2014-15 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2012-13 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2012-13 Actual			2013-14 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	22,075,246.76		22,075,246.76			23,569,825.73
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	2,510.31		2,510.31			2,549.79
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2012-13			Adjustments to 2013-14		
3. District Lapses, Reorganizations and Other Transfers			0.00			0.00
4. Temporary Voter Approved Increases			0.00			0.00
5. Less: Lapses of Voter Approved Increases			0.00			0.00
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)			0.00			0.00
B. CURRENT YEAR GANN ADA (2013-14 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2013-14 P2 Report			2014-15 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	2,549.79		2,549.79	2,574.00		2,574.00
2. Total Charter Schools ADA (Form A, Line C4)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			2,549.79			2,574.00
C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2013-14 Actual			2014-15 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	60,617.87		60,617.87	60,618.00		60,618.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	6,592,194.70		6,592,194.70	6,592,195.00		6,592,195.00
5. Unsecured Roll Taxes (Object 8042)	374,459.78		374,459.78	374,460.00		374,460.00
6. Prior Years' Taxes (Object 8043)	8,699.66		8,699.66	8,700.00		8,700.00
7. Supplemental Taxes (Object 8044)	94,644.00		94,644.00	94,644.00		94,644.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	1,075,889.31		1,075,889.31	1,075,889.00		1,075,889.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (Obj. 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	9,399,386.10		9,399,386.10	9,587,374.00		9,587,374.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-Revenue Limit Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	0.00		0.00	0.00		0.00
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	17,605,891.42	0.00	17,605,891.42	17,793,880.00	0.00	17,793,880.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	17,605,891.42	0.00	17,605,891.42	17,793,880.00	0.00	17,793,880.00

	2013-14 Calculations			2014-15 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			389,485.00			309,755.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act			0.00			0.00
21. Unreimbursed Court Mandated Desegregation Costs			0.00			0.00
22. Other Unfunded Court-ordered or Federal Mandates			0.00			0.00
23. TOTAL EXCLUSIONS (Lines C19 through C22)			389,485.00			309,755.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	7,856,705.00		7,856,705.00	9,192,908.00		9,192,908.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	0.00		0.00	0.00		0.00
26. Class Size Reduction, Grades K-3 (Object 8434)	0.00		0.00			
27. TOTAL STATE AID RECEIVED (Lines C24 through C26)	7,856,705.00	0.00	7,856,705.00	9,192,908.00	0.00	9,192,908.00
DATA FOR INTEREST CALCULATION						
28. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	32,445,886.45		32,445,886.45	32,605,890.00		32,605,890.00
29. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	17,409.67		17,409.67	17,500.00		17,500.00
APPROPRIATIONS LIMIT CALCULATIONS						
D. PRELIMINARY APPROPRIATIONS LIMIT			2013-14 Actual			2014-15 Budget
1. Revised Prior Year Program Limit (Lines A1 plus A6)			22,075,246.76			23,569,825.73
2. Inflation Adjustment			1.0512			0.9977
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0157			1.0095
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			23,569,825.73			23,739,013.47
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			17,605,891.42			17,793,880.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C27 or less than zero)			305,974.80			308,880.00
b. Maximum State Aid in Local Limit (Lesser of Line C27 or Lines D4 minus D5 plus C23; but not less than zero)			6,353,419.31			6,254,888.47
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			6,353,419.31			6,254,888.47
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C29 divided by [Lines C28 minus C29] times [Lines D5 plus D6c])			12,862.88			12,914.21
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			17,618,754.30			17,806,794.21
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C27 or less than zero)			6,340,556.43			6,241,974.26
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			17,618,754.30			
b. State Subventions (Line D8)			6,340,556.43			
c. Less: Excluded Appropriations (Line C23)			389,485.00			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			23,569,825.73			

