



Magnolia Public Schools

Regular Board Meeting

Date and Time

Thursday July 13, 2017 at 6:00 PM PDT

Location

MPS Home Office: 250 E. 1st St. Ste 1500 Los Angeles, CA 90012

AGENDA

Access to the Board Meeting: Any interested parties or community members from remote locations may attend the meeting at the following school sites or the addresses where the Board members are joining the meeting from:

Call In- Dial: 1.844.572.5683 Code: 1948435

- MSA-2 17125 Victory Blvd. Lake Balboa, CA 91406
- MSA-3 1254 E. Helmick St. Carson, CA 90034
- MSA-4 11330 W. Graham Place Los Angeles, CA 90064 (Rabbi Haim Beliak)
- MSA-SD 6525 Estrella Ave. San Diego, CA 92120 (Dr. Salih Dikbas)
- MSA-SA 2840 W. 1st St. Santa Ana, CA 92703
- 1020 South Olive Street, 7th Floor Los Angeles, CA 90015 (Ms. Noel Unterbürger)
- 1363 Ridgecrest Rd Pinole CA 94564 (Mr. Serdar Orazov)
- 940 Steward Dr. Sunnyvale, CA 94085 (Dr. Umit Yapanel)
- 2736 Sandfiddler Rd. Virginia Beach, VA 23457 (Mr. Nguyen Huynh)

In compliance with the Americans with Disabilities Act (ADA) and upon request, Magnolia Public Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the MPS central office. If you need special assistance to attend the meeting, please notify Barbara Torres at (213) 628-3634 x100 to make arrangements and accommodate your disability.

Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 250 East 1st Street Ste 1500 Los Angeles, CA 90012.

Board Members:

Ms. Noel Russell- Unterburger, President
Dr. Umit Yapanel, Secretary
Mr. Serdar Orazov, Treasurer
Dr. Saken Sherkhanov
Dr. Salih Dikbas
Dr. Remzi Oten
Ms. Diane Gonzalez
Mr. Nguyen Huynh

Mr. Haim Beliak

CEO & Superintendent:
Dr. Caprice Young

V. A Conference with Legal Counsel—Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One (1) case

V. B Public Employment, Title: CEO and Superintendent

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Call the Meeting to Order			
B. Record Attendance and Guests			
C. Pledge of Allegiance			1 m
D. Public Comments			20 m
E. Approval of Agenda	Vote		1 m
F. Approve Minutes- Annual /Regular Board Meeting from June 14, 2017	Approve Minutes		1 m
Approve minutes for Regular (Annual) Board Meeting on June 14, 2017			
II. Consent Items			
A. Approval of Resolutions for 2017-18 MPS Board Committees	Vote	Caprice Young	
B. Approval of 2017-18 MPS Committee Meeting Calendars	Vote	Caprice Young	
C. Approval of MOU and Agreement for Student Teaching Between MSA-Bell (8) and CSUDH	Vote	Jason Hernandez	
D. Approval of Contract with SoCal Office Technologies for MSA SA	Vote	Rasul Monoshev	
E. Approval of 2017-18 Parent/Student Handbook	Vote	David Yilmaz	
F. Approval of 2017-18 Employee Handbook	Vote	Oreeille Revish	
G. Approval of MPS Youth Suicide Prevention Policy	Vote	David Yilmaz	
H. Approval of Changes to Student Policies: Mathematics Placement, Anti-Bullying, Homeless Education	Vote	David Yilmaz	
III. Action Items			
A. Election of 2017-18 MPS Board Officers	Vote	Umit Yapanel	10 m
B. Reconsideration of Educational Facilities Group Contract for 2017-18	Vote	Umit Yapanel	10 m
IV. Information Items:			
A. Fundraising and Partnerships Update	Discuss	Ismael Soto	5 m

B. Finance Update- May 2017 Financials	Discuss	Kristin Dietz	5 m
C. Public Announcement of Closed Session Item(s)	FYI		1 m

V. Closed Session Items

A. Conference with Legal Counsel— Anticipated Litigation	Discuss	Caprice Young	15 m
B. Public Employment, Title: CEO and Superintendent	Discuss		15 m

VI. Other Action Items

A. Public Announcement of Actions taken During Closed Session	FYI		5 m
B. Possible Board Approval of Employment Agreement for Chief Executive Officer and Superintendent	Vote	Umit Yapanel	5 m

VII. Closing Items

A. Adjourn Meeting	Vote		
---------------------------	------	--	--

Cover Sheet

Approve Minutes- Annual /Regular Board Meeting from June 14, 2017

Section: I. Opening Items
Item: F. Approve Minutes- Annual /Regular Board Meeting from June 14, 2017
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular (Annual) Board Meeting on June 14, 2017

APPROVED



Magnolia Public Schools

Minutes

Regular (Annual) Board Meeting

Date and Time

Wednesday June 14, 2017 at 6:30 PM

Location

MSA SD: 6365 Lake Atlin Ave. San Diego, CA 92119

The following sites were available for interested parties and community members for remote participation. Board members who joined remotely participated from the stated locations below.:

Remotely by dialing in to the numbers below:

Open Session- Dial: 1.844.572.5683 Code: 1948435

- MSA-1: 18238 Sherman Way Reseda, CA 91335
- MSA- 3: 1254 E. Helmick St. Carson, CA 90746
- MSA- 6: 3754 Dunn Dr. Los Angeles, CA 90034 (Dr. Saken Sherkhanov)
- MSA- 8: 6411 Orchard Ave Bell, CA 90201
- MSA- Santa Ana: 2840 W. 1st St. Santa Ana, CA 92703
- 1363 Ridgecrest Rd Pinole CA 94564 (Serdar Orazov)
- 4831 E. Copa de Oro Dr. Anaheim, CA 92807 (Remzi Oten)

MPS Board Members:

Ms. Noel Russell- Unterburger, President

Dr. Umit Yapanel, Secretary

Mr. Serdar Orazov, Treasurer

Dr. Saken Sherkhanov

Dr. Salih Dikbas

Dr. Remzi Oten

Ms. Diane Gonzalez

Mr. Nguyen Huynh

Mr. Haim Beliak

CEO & Superintendent:

Dr. Caprice Young

Notice of Closed Session Agenda Items

Due to space limitations on the following pages of the agenda, notice of closed session agenda items is provided here.

IV. A. Conference with Legal Counsel—Anticipated Litigation
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one case

IV. B. Public Performance Evaluation: Chief Executive Officer and Superintendent

Directors Present

D. Gonzalez, N. Huynh, R. Oten (remote), S. Dikbas, S. Orazov (remote), S. Sherkhanov (remote), U. Yapanel

Directors Absent

H. Beliak, N. Russell-Unterburger

I. Opening Items

A. Record Attendance and Guests

The following board members attended from MSA-San Diego: U. Yapanel, D. Gonzalez, S. Dikbas, N. Huynh. The following board member attended from MSA-6: S. Sherkhanov. S. Orazov and R. Oten attended from the remote locations stated above. The following board members did not participate: N. Unterbuger, H. Beliak, H. Beliak. R. Oten left the meeting at 8:01 p.m.

B. Call the Meeting to Order

U. Yapanel called a meeting of the board of directors of Magnolia Public Schools to order on Wednesday Jun 14, 2017 @ 6:59 PM at MSA SD: 6365 Lake Atlin Ave. San Diego, CA 92119.

C. Pledge of Allegiance

B. Torres, Executive Assistant, led the Pledge of Allegiance.

D. Public Comments

G. Serce, Principal of MSA- San Diego and N. Tate, Dean of MSA- San Diego thanked the board for visiting their campus and they updated the board on the move of the campus.

E. Approval of Agenda

The following modifications were made to the agenda: Item II K Approval of 2017-18 Master List Contracts was pulled out of Consent Agenda and was discussed along with Item III C Adoption of 2017-18 Magnolia Public Schools Budget. Item II L 2017-18 Educational Facility Group was moved for discussion into Closed Session. Item II N Approval on Investment Policy for all MPS was moved out of Consent Agenda for further discussion and approval. Motion language for Item III B was edited, refer to that item for details. Item III E wording was changed to "Approval of Intercompany company loan at close of FY 2016-17".

U. Yapanel made a motion to approve the agenda as amended.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

D. Gonzalez	Aye
U. Yapanel	Aye
S. Dikbas	Aye

S. Orazov	Aye
N. Russell-Unterburger	Absent
R. Oten	Aye
S. Sherkanov	Aye
H. Beliak	Absent
N. Huynh	Aye

F. Approve Minutes- Regular Board Meeting/Board Retreat from May 20, 2017

U. Yapanel made a motion to approve minutes from the Regular Board Meeting/ Board Retreat on 05-20-17.

S. Orazov seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

H. Beliak	Absent
R. Oten	Aye
N. Russell-Unterburger	Absent
S. Orazov	Aye
D. Gonzalez	Aye
S. Dikbas	Aye
U. Yapanel	Aye
N. Huynh	Aye
S. Sherkanov	Aye

II. Consent Agenda

A. Approval of Revised Meals Plus- Food Service Management Software Agreement for all MPS for 2017-18

U. Yapanel made a motion to approve the revised agreement with Meals Plus for fiscal year 2017-18 under consent agenda.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

N. Huynh	Aye
S. Orazov	Aye
N. Russell-Unterburger	Absent
S. Sherkanov	Aye
H. Beliak	Absent
U. Yapanel	Aye
D. Gonzalez	Aye
S. Dikbas	Aye

B. Approval of 2017-18 Schools in Action Contract

U. Yapanel made a motion to approve the agreement with Schools In Action for 2017-18.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

H. Beliak	Absent
N. Russell-Unterburger	Absent
S. Sherkanov	Aye
S. Dikbas	Aye
N. Huynh	Aye
U. Yapanel	Aye
D. Gonzalez	Aye
S. Orazov	Aye

R. Oten Aye

C. Approval of MSA-SA Furniture Due to Expansion of Enrollment

U. Yapanel made a motion to approve the purchase of furniture from Schooloutfitters for MSA-Santa Ana for FY 2017-18. This item was approved under consent agenda.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

N. Russell-Unterburger Absent
S. Orazov Aye
S. Dikbas Aye
H. Beliak Absent
D. Gonzalez Aye
R. Oten Aye
S. Sherkhanov Aye
U. Yapanel Aye
N. Huynh Aye

D. Approval of Illuminate SIS Transition Plan

U. Yapanel made a motion to approve the Illuminate SIS Transition Plan and costs associated.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Sherkhanov Aye
H. Beliak Absent
S. Orazov Aye
U. Yapanel Aye
D. Gonzalez Aye
N. Russell-Unterburger Absent
N. Huynh Aye
S. Dikbas Aye
R. Oten Aye

E. Approval of 2017-18 MPS Board of Directors Meeting Calendar

U. Yapanel made a motion to approve the 2017-2018 Magnolia Public Schools (MPS) Governing Board Meeting Dates with the condition that board reports be submitted at least four (4) days in advance. This item was approved under Consent Agenda.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

N. Huynh Aye
U. Yapanel Aye
R. Oten Aye
H. Beliak Absent
S. Sherkhanov Aye
D. Gonzalez Aye
S. Orazov Aye
S. Dikbas Aye
N. Russell-Unterburger Absent

F. Approval of Certification of Signatures Form for Charter School Funds Distribution Authorization

U. Yapanel made a motion to approve the attached Certification of Signatures Form for Charter School Funds Distribution Authorization as noted, signatures will be valid from July 1, 2017 through June 30, 2018. This item was approved under Consent Agenda.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Sherkhanov	Aye
U. Yapanel	Aye
D. Gonzalez	Aye
S. Orazov	Aye
H. Beliak	Absent
S. Dikbas	Aye
N. Huynh	Aye
R. Oten	Aye
N. Russell-Unterburger	Absent

G. 2017-18 Certification of Assurances, Protected Prayer Certification, Application for Funding

U. Yapanel made a motion to approve the attached Certification of Signatures Form for Charter School Funds Distribution Authorization as noted, signatures will be valid from July 1, 2017 through June 30, 2018. This item was approved under Consent Agenda.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

N. Russell-Unterburger	Absent
S. Orazov	Aye
R. Oten	Aye
D. Gonzalez	Aye
S. Sherkhanov	Aye
U. Yapanel	Aye
N. Huynh	Aye
H. Beliak	Absent
S. Dikbas	Aye

H. Approval of 2017-18 EPA Spending Plans for all MPS

U. Yapanel made a motion to approve the Education Protection Account Expenses as presented under Consent Agenda.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

D. Gonzalez	Aye
S. Dikbas	Aye
S. Sherkhanov	Aye
H. Beliak	Absent
N. Huynh	Aye
U. Yapanel	Aye
N. Russell-Unterburger	Absent
S. Orazov	Aye
R. Oten	Aye

I. Approval of 2017-18 Facility Lease Agreement for MSA 7

U. Yapanel made a motion to authorize the CEO to execute the lease agreement extension for MSA 7 for the next five (5) years beginning with the 2017-2018 school year. This item was approved under Consent Agenda.

D. Gonzalez seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

R. Oten	Aye
N. Huynh	Aye
H. Beliak	Absent
U. Yapanel	Aye
S. Sherkhanov	Aye
S. Orazov	Aye
N. Russell-Unterburger	Absent
S. Dikbas	Aye

J. 2017-18 MSA-6 Facility Lease Agreement

U. Yapanel made a motion to authorize the CEO to execute the lease agreement for MSA 6 for the 2017-2018 school year.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

N. Russell-Unterburger	Absent
H. Beliak	Absent
U. Yapanel	Aye
S. Orazov	Aye
S. Sherkhanov	Aye
R. Oten	Aye
D. Gonzalez	Aye
N. Huynh	Aye
S. Dikbas	Aye

K. Approval of 2017-18 Master List Contracts

This item was pulled out of Consent Agenda for further discussion, it was discussed along with item III C Approval of 2017-18 Magnolia Public Schools Budget. The Board requested a comparison of the amounts of contracts with consultants, comparing what was spent in 2016-17 and what is budgeted for 2017-18 including a comprehension evaluation report of contributions for specified consultants.

S. Orazov made a motion to approve the ongoing contracts for fiscal year 2017-2018 as listed in the attached document.

U. Yapanel seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

N. Russell-Unterburger	Absent
R. Oten	Aye
U. Yapanel	Aye
D. Gonzalez	Aye
S. Dikbas	Aye
S. Sherkhanov	Aye
S. Orazov	Aye
N. Huynh	Aye
H. Beliak	Absent

L. 2017-18 Educational Facility Group Contract

This item was pulled from Consent Agenda for discussion in Closed Session. The Board and designated corporate officers reviewed and discussed the contract.

U. Yapanel made a motion to authorize the CEO or a designee to execute the contract for Educational Facilities Group (EFG) for facilities development and support services with the following conditions; 1) a required prior approval from

Chief Financial Officer (CFO) before making any reimbursable expense, 2) hire a facilities professional to work on routine items and as a transition to use EFG in as needed basis only, and 3) EFG evaluation will be done by CFO, COO and Facility committee to ensure a fair evaluation.

S. Orazov seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

S. Sherkhanov	Abstain
N. Russell-Unterburger	Absent
N. Huynh	Aye
H. Beliak	Absent
D. Gonzalez	Aye
S. Dikbas	Aye
U. Yapanel	Aye
R. Oten	Absent
S. Orazov	Absent

M. Approval of Letter of Intent to Exit from the LAUSD SELPA

U. Yapanel made a motion to approve the Letter of Intent to exit the Charter Operated Program Special Education Local Plan Area (SELPA). This item was approved under Consent Agenda.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

N. Huynh	Aye
U. Yapanel	Aye
S. Sherkhanov	Aye
D. Gonzalez	Aye
S. Orazov	Aye
S. Dikbas	Aye
N. Russell-Unterburger	Absent
H. Beliak	Absent
R. Oten	Aye

N. Approval of Investment Policy for all MPS

This item was pulled from Consent Agenda for further discussion. N. Montijo, Chief Financial Officer, informed the board that the policy had been taken to the MPS Finance Committee and per their request, the policy was given to legal for review and feedback. N. Montijo explained legal's feedback and addressed all questions.

S. Orazov made a motion to approve the proposed Investment Policy ("Policy") for Magnolia Public Schools ("MPS") and recommend approval of the creation of the Oversight Committee upon approval of policy.

N. Huynh seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

D. Gonzalez	Aye
S. Orazov	Aye
S. Dikbas	Aye
U. Yapanel	Aye
N. Huynh	Aye
S. Sherkhanov	Aye
H. Beliak	Absent
R. Oten	Absent
N. Russell-Unterburger	Absent

O. Approval of 2017-2018 E-Rate Process RFP Winning Bids and Vendors

U. Yapanel made a motion to award the winning bids according to the vendor evaluation matrix and adopt the purchase of E-Rate eligible equipment and services for each school operating within the approved budgeted amounts. This item was approved under Consent Agenda.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Orazov	Aye
H. Beliak	Absent
D. Gonzalez	Aye
S. Sherkhonov	Aye
N. Huynh	Aye
R. Oten	Aye
S. Dikbas	Aye
U. Yapanel	Aye
N. Russell-Unterburger	Absent

P. Approval of Revisions to the MPS EL Master Plan

U. Yapanel made a motion to approve the changes and updates to the MPS EL Master Plan. This item was approved under Consent Agenda.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Dikbas	Aye
N. Huynh	Aye
H. Beliak	Absent
S. Sherkhonov	Aye
S. Orazov	Aye
D. Gonzalez	Aye
U. Yapanel	Aye
R. Oten	Aye
N. Russell-Unterburger	Absent

Q. Approval of Contract with Riders Express for MSA-4

U. Yapanel made a motion to approve the 2017-18 transportation contract with Riders Express for Magnolia Science Academy (MSA) -4. This item was approved under Consent Agenda.

D. Gonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Sherkhonov	Aye
R. Oten	Aye
U. Yapanel	Aye
S. Orazov	Aye
S. Dikbas	Aye
H. Beliak	Absent
N. Huynh	Aye
N. Russell-Unterburger	Absent
D. Gonzalez	Aye

III. Action Items

A. Approval of LCAPS for MSA 1-8, MSA-San Diego and MSA- Santa Ana

D. Yilmaz, Chief Accountability Officer, explained the LCAP details to the Board. He discussed the requirements and how it connects to the budget of the schools. All questions were addressed.

U. Yapanel made a motion to approve the LCAPs for MPS.

S. Orazov seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

N. Russell-Unterburger	Absent
U. Yapanel	Aye
S. Sherkhanov	Aye
H. Beliak	Absent
S. Orazov	Aye
S. Dikbas	Aye
N. Huynh	Aye
R. Oten	Aye
D. Gonzalez	Aye

B. Approval of Delegation of Authority for Construction Contracts Through August 30, 2017

C. Young, Chief Executive Officer and F. Gonzalez, Chief Growth Officer, presented the delegation of authority item to the board. They explained the upcoming projects and anticipated items that will require approvals. C. Young, explained the need of the Ad-Hoc Committee. All questions were addressed.

S. Orazov made a motion to authorize the Ad Hoc Committee to review and authorize construction and facility related contracts through August 30, 2017 and other board matters between meetings if a quorum of the board is not available for a meeting, not applicable for routine items. The Ad-Hoc Committee will be composed depending on board members' availability.

N. Huynh seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

H. Beliak	Absent
D. Gonzalez	Aye
N. Huynh	Aye
S. Orazov	Aye
S. Dikbas	Aye
U. Yapanel	Aye
N. Russell-Unterburger	Absent
R. Oten	Aye
S. Sherkhanov	Aye

C. Adoption of 2017-18 Magnolia Public Schools Budget

N. Montijo, Chief Financial Officer, presented the 2017-18 budget for all Magnolia Science Academies and the MPS Home Office. The board requested that the budget include a dollar figure for the fundraising section. Another request was to provide a list of the grants that we have applied for and received. N. Montijo explained that MPS is planning on hiring a math coach per finance and academic committee request in support of academic improvement. Lastly, the board requested to see evaluations and contributions of consultants for the MPS Home Office. All questions were addressed.

S. Orazov made a motion to approve the 2017-18 Magnolia Public Schools budget for the Magnolia Science Academies and Central Office.

S. Sherkhanov seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

R. Oten	Aye
S. Sherkhanov	Aye
H. Beliak	Absent
U. Yapanel	Aye
S. Orazov	Aye
N. Huynh	Aye
N. Russell-Unterburger	Absent
D. Gonzalez	Aye
S. Dikbas	Aye

D. Approval of MPS Board Committee Creation and Committee Member Appointments

U. Yapanel, Board Secretary, presented the new committees to the board members. He explained the new structure and the reasoning behind the revisions. The new committees will be: Academic, Personnel, Finance, Audit/ Facilities, Community, and Governance/Nominating. Resolutions will be presented at the next board meeting along with the committee calendars, at that point these committees will be in effect.

U. Yapanel made a motion to approve the proposed committees and the appointed board members.

S. Orazov seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Orazov	Aye
R. Oten	Aye
S. Sherkhanov	Aye
N. Huynh	Aye
D. Gonzalez	Aye
H. Beliak	Absent
S. Dikbas	Aye
U. Yapanel	Aye
N. Russell-Unterburger	Absent

E. Approval of Temporary Loan to Meet the Required 5% Cash Reserve for all MPS

N. Montijo, Chief Financial Officer, explained the intercompany loan item to the board. She explained that this loan will be used as needed if and when we close the books if there are any schools who are in the red will be kept in the positive, there is no 5% requirement. The 5% requirement wording is to be removed from this item. Projections per school were presented in the report. All questions were addressed.

U. Yapanel made a motion to authorize a temporary inter-agency loan at close of FY 2016-17 to meet the cash reserve requirement for MSA 1 and ensure a positive cash balance for other schools, as needed.

D. Gonzalez seconded the motion.

The motion did not carry.

Roll Call

S. Dikbas	Aye
S. Orazov	Aye
S. Sherkhanov	Aye
U. Yapanel	Aye
N. Huynh	Aye
R. Oten	Absent
N. Russell-Unterburger	Absent
D. Gonzalez	Aye
H. Beliak	Absent

F. Public Announcement of Closed Session Item(s)

U. Yapanel, Board Secretary, informed the public in Open Session what items would be discussed during Closed Session.

IV. Closed Session

A. Public Employment Title: Chief Executive Officer and Superintendent

The board went into Closed Session to discuss this item. In Open Session, U. Yapanel reported out that the board decided to not act on the new CEO contract as given, the board and CEO came to an agreement to extend the current contract for two months to renegotiate. An Ad-Hoc Committee was created to complete the CEO negotiations, the members are as follow; U.Yapanel (Chair), N. Unterburger, S. Sherkhanov, and S. Dikbas.

B. Conference with Legal Council: one case

The board went into Closed Session to discuss this item. In Open Session, U. Yapanel reported out that during Closed Session legal counsel updated the board on legal cases. The board voted to approve the contract with Document Technologies, LLC (DTI), all six present board members approved (U. Yapanel, S. Orazov, S. Sherkhanov, N. Huynh, D. Gonzalez and S. Dikbas).

V. Potential Board Action:

A. Possible Board Approval of Employment Agreement for Chief Executive Officer and Superintendent

The board went into Closed Session to discuss this item. In Open Session, U. Yapanel reported out that the board decided to not act on the new CEO contract as given, the board and CEO came to an agreement to extend the current contract for two months to renegotiate. An Ad-Hoc Committee was created to complete the CEO negotiations, the members are as follow; U.Yapanel (Chair), N. Unterburger, S. Sherkhanov, and S. Dikbas.

VI. Information Items

A. Enrollment Update

Written report was provided, there was no discussion on this item.

B. Finance Update- April Financials

Written report was provided, there was no discussion on this item.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:36 PM.

Respectfully Submitted,
D. Gonzalez

Cover Sheet

Approval of Resolutions for 2017-18 MPS Board Committees

Section: II. Consent Items
Item: A. Approval of Resolutions for 2017-18 MPS Board Committees
Purpose: Vote
Submitted by:
Related Material: II A Committee Resolution 17-18.pdf



Board Agenda Item #	Agenda #II A
Date:	July 13, 2017
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Barbara Torres, Executive Assistant
RE:	Resolutions for MPS Board Committees

Proposed Board Recommendation

I move that the board approve the resolutions for the continuation of the following MPS Board Committees with the already board approved changes:

- Academic Committee
- Personnel Committee
- Finance Committee
- Facilities/Audit Committee
- Community and Parent Engagement Committee
- Governance/Nominating Committee

Background

During 2016-17 the Board had the following committees operating in support of the full board:

- Academic Committee
- Personnel Committee
- Finance/Audit Committee
- Facilities Committee
- Community and Parent Engagement Committee
- Governance/Nominating Committee

For 2017-18 and forward (until other changes are presented) the Finance committee has changed to a stand-alone committee and the Audit committee has now merged with the Facilities Committee.

On June 14 during the Annual MPS Board Meeting, the board voted unanimously in favor of the continuation and changes of the committees along with the committee members

Budget Implications

The budget was estimated based on staff time required by 3 committees based on proposal done by MPS Board President, this new arrangement doubles staff time administering these committees and will be absorbed by rearranging priorities.

Exhibits (attachments):

Resolutions: Resolution #20170713-01,02,03,04,05,06



RESOLUTION AUTHORIZING THE CONTINUATION OF THE ACADEMIC COMMITTEE
Resolution #20170713-01

WHEREAS, the Board has determined that it is in the best interest of Magnolia Educational and Research Foundation (MERF) that the Academic Committee continue to operate to support the full Board;

WHEREAS, the Academic Committee shall be comprised of two to four members, but always less than the majority of the full board.

WHEREAS, Academic Committee members shall possess the necessary skills to understand the duties and functions of the Academic Committee;

WHEREAS, the committee shall be composed of the members nominated by the majority of the MERF Board, which shall be selected during a public meeting.

NOW, THEREFORE BE IT RESOLVED THAT
The Board of Magnolia Education and Research Foundation (MERF) approve the continuation of the Academic Committee;

PASSED AND ACCEPTED THIS 13TH DAY OF JULY 2017.

Magnolia Educational and Research Foundation A California non-profit corporation.

Umit Yapanel, Secretary of the Board

Date



RESOLUTION AUTHORIZING THE CONTINUATION OF THE PERSONNEL
COMMITTEE
Resolution #20170713-02

WHEREAS, the Board has determined that it is in the best interest of Magnolia Educational and Research Foundation (MERF) that the Personnel Committee continue to operate to support the full Board;

WHEREAS, the Personnel Committee shall be comprised of two to four members, but always less than the majority of the full board.

WHEREAS, Personnel Committee members shall possess the necessary skills to understand the duties and functions of the Personnel Committee;

WHEREAS, the committee shall be composed of the members nominated by the majority of the MERF Board, which shall be selected during a public meeting.

NOW, THEREFORE BE IT RESOLVED THAT
The Board of Magnolia Education and Research Foundation (MERF) have approved the continuation of the Personnel;

PASSED AND ACCEPTED THIS 13TH DAY OF JULY 2017.

Magnolia Educational and Research Foundation A California non-profit corporation.

Umit Yapanel, Secretary of the Board

Date



RESOLUTION AUTHORIZING THE CONTINUATION OF THE FINANCE COMMITTEE
Resolution #20170713-03

WHEREAS, the Board has determined that it is in the best interest of Magnolia Educational and Research Foundation (MERF) that the Finance Committee continue to operate to support the full Board;

WHEREAS, the Finance Committee was operating collectively as the Audit/Finance committee but will now conduct work solely as the Finance Committee.

WHEREAS, the Finance Committee shall be comprised of two to four members, but always less than the majority of the full board.

WHEREAS, Finance Committee members shall possess the necessary skills to understand the duties and functions of the Personnel Committee;

WHEREAS, the committee shall be composed of the members nominated by the majority of the MERF Board, which shall be selected during a public meeting.

NOW, THEREFORE BE IT RESOLVED THAT
The Board of Magnolia Education and Research Foundation (MERF) have approved the continuation of the Finance;

PASSED AND ACCEPTED THIS 13TH DAY OF JULY 2017.

Magnolia Educational and Research Foundation A California non-profit corporation.

Umit Yapanel, Secretary of the Board

Date



RESOLUTION AUTHORIZING THE CONTINUATION OF THE
COMMUNITY AND PARENT ENGAGEMENT COMMITTEE
Resolution #20170713-05

WHEREAS, the Board has determined that it is in the best interest of Magnolia Educational and Research Foundation (MERF) that the Community and Parent Engagement Committee continue to operate to support the full Board;

WHEREAS, the Community and Parent Engagement Committee shall be comprised of two to four members, but always less than the majority of the full board.

WHEREAS, Community and Parent Engagement Committee members shall possess the necessary skills to understand the duties and functions of the Community and Parent Engagement Committee;

WHEREAS, the committee shall be composed of the members nominated by the majority of the MERF Board, which shall be selected during a public meeting.

NOW, THEREFORE BE IT RESOLVED THAT
The Board of Magnolia Education and Research Foundation (MERF) approve the continuation of the Community and Parent Engagement Committee;

PASSED AND ACCEPTED THIS 13TH DAY OF JULY 2017.

Magnolia Educational and Research Foundation A California non-profit corporation.

Umit Yapanel, Secretary of the Board

Date

Cover Sheet

Approval of 2017-18 MPS Committee Meeting Calendars

Section: II. Consent Items
Item: B. Approval of 2017-18 MPS Committee Meeting Calendars
Purpose: Vote
Submitted by:
Related Material: II B 2017-18 Committee Meeting Calendars.pdf



Board Agenda Item #	Agenda #II B
Date:	July 13, 2017
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Barbara Torres, Executive Assistant
RE:	2017-18 MPS Committee Meeting Calendar

Proposed Board Recommendation

I move that the board approve the 2017-18 MPS Board Committee Meeting Calendars for the following committees:

- Academic Committee
- Personnel Committee
- Finance Committee
- Facilities/Audit Committee
- Community and Parent Engagement Committee
- Governance/Nominating Committee

Background

Committees meet as needed. The Finance and Facility/Audit Committees are scheduled to meet monthly to review ongoing financial and facilities updates. These two committees require in depth conversation of certain items, the full board requests recommendations from these committees for final decision making on certain reports.

The Governance/Nominating Committee is scheduled to meet monthly until the new board members have been appointed. This committee makes recommendations to the full board for board nominations.

The other three committees are scheduled to meet 3-4 times a year based on the needs of those departments.

Meeting days and times may be changed as needed.

Budget Implications

None

Exhibits (attachments):

2017-18 MPS Committee Calendars

2017-18 MPS BOARD COMMITTEE CALENDARS

SUMMER/FALL

7/17/17	8/2/17	8/3/17	9/6/17	9/7/17	10/5/17
Gov/Nom @6PM	Academic @ 6PM Gov/Nom @ 7PM	Finance @ 6PM Facility/Audit @ 7PM	Personnel @ 6PM Gov/Nom @ 6PM	Finance Facility/Audit	Finance Facility/Audit

FALL

11/1/17	11/2/17	12/6/17	12/7/17	12/6/17
C&P Engage. @5 PM Gov/Nom @ 6 PM	Finance @ 6PM Facility/Audit @ 7PM	Academic @ 6PM Gov/Nom @ 7PM	Finance @ 6PM Facility/Audit @ 7PM	Academic @ 6PM Gov/Nom @ 7PM

WINTER

1/16/18	2/8/18	3/1/18
Facility/Audit @ 6PM Finance @ 7PM	Facility/Audit @ 6PM C&P Engage. @6 PM Finance @ 7PM	Facility/Audit @ 6PM Academic @ 6PM Finance @ 7PM

SPRING

4/5/18	5/3/17	6/6/217	6/7/217
Facility/Audit @ 6PM Finance @ 7PM	Facility/Audit @ 6PM C&P Engage. @6 PM Finance @ 7PM	Personnel @ 6PM Gov/Nom @ 6PM	Finance @ 6PM Facility/Audit @ 7PM

Academic	Saken	Umit	Salih
Personnel	Diane	Remzi	Nguyen
Finance	Noel	Serdar	Saken
Facilities/Audit	Noel	Nguyen	Remzi
Community	Diane	Haim	Serdar
Gov/Nom	Umit	Salih	Haim

Cover Sheet

Approval of MOU and Agreement for Student Teaching Between MSA-Bell (8) and CSUDH

Section: II. Consent Items
Item: C. Approval of MOU and Agreement for Student Teaching
Between MSA-Bell (8) and CSUDH
Purpose: Vote
Submitted by:
Related Material: II C MSA 8 partnership with CSUDH for Student Teaching.pdf



Board Agenda Item #	Agenda #II C
Date:	July 13, 2017
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Jason Hernandez, MSA 8 Principal
RE:	CSUDH Student Teaching MOU and Agreement

Proposed Board Recommendation

I move that the board accept and sign the Memorandum of Understanding and Student Teaching Agreement for 2017-2019 from California State University Dominguez Hills to provide a student teaching experience through practice teaching at Magnolia Science Academy Bell (8).

Background

The Single and Multiple Subject Credential Program at CSUDH is in need of placement for their students-teachers. MSA Bell (8) is able to offer the placement necessary with credentialed teachers on staff as required per the program.

Budget Implications

There are no budget implications; however, our teachers may be compensated for their mentoring time by CSUDH.

How Does This Action Relate/Affect/Benefit All MSAs?

The partnership with CSUDH is the benefit for MPS. A positive experience will lead to future placement of student-teachers. This experience will allow the school to advertise it's academic program to potential new teachers, including hard to find subject such as math, science, and SPED.

Name of Staff Originator:

Jason Hernandez, Principal at MSA Bell

Exhibits (attachments):

2017-19 Contract

Memorandum of Understanding

Contract No:



**Multiple and Single Subject and Education Specialist Intern Credential Programs
Participating District Intern Agreement**

This agreement ("Agreement") is between the Trustees of the California State University on behalf of **California State University, Dominguez Hills ("University")**

and Magnolia Science Academy Bell ("School District").

In consideration of the mutual promises set forth below, the University and School District ("parties") agree as follows:

- 1. Purpose:** The California Commission on Teacher Credentialing's *Standards of Quality and Effectiveness for Multiple, Single, and Education Specialist Credentials* stipulated conditions under which teacher credentialing institutions must abide to be accredited for recommending candidates for California teaching credentials. (See CTC Coded Correspondence #1404 for recent changes to supervision and support requirements for interns: <http://www.ctc.ca.gov/notices/coded/2014/1404.pdf>.)

This agreement outlines relevant common standards, program standards, and preconditions, which must be met for intern program approval. It also contains quality-related criteria for University (CSU Dominguez Hills) candidates.

University Internship Programs are designed to be partnerships between institutions of higher education and public school districts to meet the growing need for qualified teachers. Both the districts and the institution must certify that interns do not displace certificated employees in participating districts.

It is further agreed that an intern's salary will not be reduced to pay for supervision. University stipulates that interns' services meet the instructional needs for the Multiple Subject, Single Subject, and Education Specialist teachers (including Bilingual Authorization) in the participating School District.

- 2. University's Responsibilities:**

Provide supervision, administration, and implementation of all components of the program including filing for intern credentials with the California Commission on Teacher Credentialing (CCTC).

Provide a Preservice Preparation Program that meets current CCTC Standards for English Learner Preservice Preparation.

Provide support training and orientation to University Supervisors.

Choose and assign University Supervisors based on the following qualifications:

- Current knowledge in the content area in which they supervise.
- Understanding of the context of public schooling.
- Ability to model best professional practices in teaching and learning, scholarship and service.
- Knowledge about diverse abilities, as well as cultural, linguistic, ethnic, and gender diversity.
- In-depth understanding of the academic standards, frameworks, and accountability systems that drive the public school curriculum.

Ensure that University Supervisors will observe and evaluate interns at least three times during a semester, for two semesters, and allocate time with each intern after each visit to discuss the observation. The California Teacher Performance Expectations form the basis for these discussions and evaluations.

Direct University Supervisors to meet and consult with employer-provided on-site support providers as needed. Collect employer-provided support documentation.

Provide program advisement.

3. School District's Responsibilities:

Assign a support provider to each intern, preferably on-site, and at the intern's grade level and in the intern's subject area. Provide orientations and training for on-site support providers.

Clearly define and facilitate the implementation of the terms of employment of the support provider, including compensation and evaluation of the support provider. Ensure that employers are responsible for providing adequate supervision for the hired intern. University and the School District together must provide a total of 189 hours annually of support for the intern (45 hours of which will be dedicated to ELL support). School-site based support will include content-specific coaching, and co-planning to address included special needs students and English Learners.

Ensure that at least one of the employer-provided mentor(s) meet the following minimum qualifications:

- Valid corresponding Clear or Life Credential.
- Three years of successful teaching experience.
- EL Authorization (if responsible for providing specified EL support).

Employer will identify an individual who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English language learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed. (This may be the primary support provider, providing he/she has an EL authorization.)

Facilitate intern attendance and participation in the prescribed course of study at University.

Provide opportunities for interns to attend and participate in district-sponsored workshops, staff development, new-teacher orientations, and grade level or department meetings related to curriculum, planning, instruction, and/or assessment.

Allocate sufficient resources for support of the intern, including the identification of protected time for the support provider to work with the intern within the school day, including clearly defined expectations for type and frequency of support.

Agree to allow the university supervisor to visit the intern in his/her classroom during the university's academic semesters.

Appoint a district level contact person to serve as a liaison to the Co-Chairs of the University (CSU Dominguez Hills) Division of Teacher Education for the purpose of coordinating and evaluating the program.

The district designee will assist the University Co-Chairs in obtaining a letter of support from the certificated employees' bargaining unit.

Provide access to district resources at a level comparable to other district teachers to allow the intern to perform successfully in his or her position.

Agree to place interns in teaching positions for which they are qualified, and to give them the full range of responsibilities of full-time teachers.

Verify each intern's readiness for advancement to intern teaching responsibilities.

Appoint representatives to the University (CSU Dominguez Hills) Multiple and Single Subject and Education Specialist Intern Advisory Board, for on-going development and evaluation of the program.

The principal of the School District will serve as the district's evaluator of the intern, complete required documentation in a timely manner, and meet with the university supervisor as needed to monitor and assess the intern's progress. The principal and the University supervisor will review the documentation to determine candidate competence and jointly recommend/not recommend the intern for a teaching credential. If there is a lack of consensus between the supervisor and the principal, the documentation will be reviewed by the Co-Chairs of the Teacher Education Division and a District Level Administrator, at which time a decision will be made.

4. General Provisions

- A. This Agreement will become effective as of the date last written below and continue for a period of 1 years from 4/15/17 to 3/31/18 unless terminated by either party after giving the other party 30 days written notice of the intent to terminate. If the School District terminates this Agreement, it will permit any student working at the School District at the time of termination to complete his/her work. At the termination date the agreement can be renewed once it has been reviewed, updated as applicable and executed by the appropriate parties.
- B. The School District and the University agree to indemnify, defend and hold

harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this Agreement. This paragraph will survive expiration or termination of this Agreement.

- C. Each party agrees to maintain general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII.
- D. The University either shall provide or shall ensure that each student secures and maintains professional liability coverage throughout the term of such student's participation in the program at District in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate.
- E. The School District and the University will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved.
- F. The School District may dismiss a student if the student violates its standards, mission or goals. The School District will document its rationale for terminating a student and provide the University with a copy of the rationale upon request.
- G. Students participating in a learning activity at the School District are not officers, employees, agents or volunteers of the University or the School District.
- H. Nothing contained in this Agreement confers on either party the right to use the other party's name without prior written permission, or constitutes an endorsement of any commercial product or service by the University.
- I. This Agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations, including but not limited to laws prohibiting discrimination and harassment.
- J. Any notices required by this Agreement will be deemed to have been duly given if communicated to the following individuals:

UNIVERSITY:

Name: Garth Kwiecien, Acting Director
 Procurement, Contracts, Logistical & Support Services
 1000 E. Victoria Street
 Carson, CA 90747

Tel. Number: 310-243-3799

SCHOOL DISTRICT:

Name: Jason Hernandez
 Title: Principal
 Address: 6411 Orchard Ave.,
Bell, CA 90201

Tel. Number: 323-826-3925
 Email Address: jhernandez@magnoliapublicschools.org

IN WITNESS WHEREOF, this Agreement has been executed by the parties as of the date last written below.

**CALIFORNIA STATE UNIVERSITY,
DOMINGUEZ HILLS**

Signature: _____

Name: Deandrea Nelson

Title: Co-Chair, Division of Teacher Education

Date: _____

Signature: _____

Name: John Davis

Title: Dean, College of Education

Date: _____

Signature: _____

Designee
Procurement, Contracts, Logistical
and Support Services

Date: _____

SI: 1

SCHOOL DISTRICT:

Magnolia Science Academy Bell

Signature: _____

Name: Jason Hernandez

Title: Principal

Date: April 22, 2017

Cover Sheet

Approval of Contract with SoCal Office Technologies for MSA SA

Section: II. Consent Items
Item: D. Approval of Contract with SoCal Office Technologies for MSA
SA
Purpose: Vote
Submitted by:
Related Material: II D SoCal Office Tech for MSA SA.pdf



Board Agenda Item #	II D
Date:	July 13, 2017
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D. CEO & Superintendent
Staff Lead:	Suat Acar, MPS COO
RE:	Contract Approval for SoCal Office Technologies

Proposed Board Recommendation

I move that the board awards the winning bid based on the vendor evaluation matrix and approve the copier lease for MSA Santa Ana by SoCal Office Technologies. Should there be any similar need for other Magnolia schools, the approved vendor, machine model, and pricing will be effective for fiscal year 2017-18.

Background

MSA Santa Ana's current copier lease is completed as of June 23rd, 2017 and we will be returning the machine to replace with the new copier. The RFP process was opened on June 5th, 2017 and closed on June 27th, 2017. RFP is evaluated by MPS IT Director, Mr. Monoshev. Based on the attached evaluation matrix of the bids we recommend SoCal Office Technologies according to following factors:

Factor	Weight
Cost of products and services (required, highest weight)	40%
Functionality/completeness/specifications of proposed solution	30%
Vendor: qualifications, credentials, certifications, experience, references	20%
Contract terms and conditions	10%
Total	100.00%

Budget Implications

The lease of MSA Santa Ana copier is budgeted for 2017-18 fiscal year.

- Xerox Altalink C8070 -\$263.59 (per month)
- Color copies -\$0.005
- Color copies -\$0.049

Name of Staff Originator: Rasul Monoshev

Received Price Quotes for MSA Santa Ana Copier Need

	Canon solutions	Canon Solutions	American Business Machines	American Business Machines	United Images	United Images	SoCal Office Technologies
Copier model	Canon 7570i	Canon 7580i	Canon 7570i	Canon 7580i	TOSHIBA E-STUDIO 7506AC	TOSHIBA E-STUDIO 6506AC-	Xerox Altalink C8070
Copier price per month	\$ 711.10	\$ 813.73	\$ 449.00	\$ 499.00	\$ 299.00	\$ 289.00	\$263.59
B/W copies	\$ 0.0070	\$ 0.0070	\$ 0.0055	\$ 0.0055	\$ 0.005	\$ 0.005	\$ 0.005
Color copies	\$ 0.042	\$ 0.042	\$ 0.05	\$ 0.05	\$ 0.04	\$ 0.04	\$ 0.049
Functionality/specification of items(30%)	All RequestedSpecs and items	All RequestedSpecs and items	All RequestedSpecs and items	All RequestedSpecs and items	All RequestedSpecs and items	All RequestedSpecs and items	Software only
Vendor Qualifications(20%)	Well Qualified	Well Qualified	Well Qualified	Well Qualified	Good Qualified	Good Qualified	Well Qualified
Terms and Conditions(10%)	Good	Good	Good	Good	Good	Good	Good

Evaluation

Pricing including tax (Max 40 points)	25	20	25	20	30	35	40
Functionality/specification of items (Max 30 points)	30	30	30	30	30	30	30
Vendor Qualifications (Max 20 points)	20	20	20	20	20	20	20
Terms and Conditions (Max 10 points)	10	10	10	10	10	10	8
	40	40	85	80	90	95	98

The Winning bid is SoCal Office Technologies



REQUEST FOR PROPOSALS FOR MSA SANTA ANA COPIER NEED

(Due Date – June 27rd, 2017)

PURPOSE

The Magnolia Public Schools(MPS) is accepting proposals for the lease of copier needs at Magnolia Science Academy(MSA) – Santa Ana. *Should there be a need for any other MPS schools listed below between dates July 1st, 2017 – June 30th, 2018, the approved vendor, the copier model, and the price will be used for the lease:*

MSA-1	18238 Sherman Way, Reseda, CA 91335
MSA-2	17125 Victory Blvd., Van Nuys, CA 91406
MSA-3	1254 East Helmick Street, Carson, CA 90746
MSA-4	11330 West Graham Place, Los Angeles, CA 90064
MSA-5	18230 Kittridge St., Reseda, CA 91335
MSA-6	3754 Dunn Dr., Los Angeles, CA 90034
MSA-7	18355 Roscoe Boulevard, Northridge, CA 91325
MSA-8	6411 Orchard Ave., Bell, CA 90201
MSA-Santa Ana	2840 W. 1st Street, Santa Ana, CA 92703
MSA-Santa Clara	14271 Story Road, San Jose, CA 95127
MSA-San Diego	6365 Lake Atlin Ave., San Diego, CA 92119

GENERAL TERMS AND CONDITIONS FOR RFP PROPOSAL GUIDELINES

1. Each item request and guideline in the RFP must be known and properly addressed in the proposal.
2. All equipment in proposal must conform to specifications provided in the RFP.
3. The Vendor must provide terms of warranty on all products
4. The Vendor shall provide a clear breakdown of equipment and services costs.
5. The Vendor must provide an estimated timeline for product delivery.
6. Proposal must be valid for 60days.

All questions regarding the RFP should be addressed in writing to Rasul Monoshev, IT Director, rmonoshev@magnoliapublicschools.org.

PROPOSAL SUBMISSION



Proposals are to be submitted no later than 5:00 PM PST, Tuesday, 06/27/2017 with options below:

- Email price quote to copier_rfp@magnoliapublicschools.org
- Mail to: Rasul Monoshev, MPS Copier need

Magnolia Public Schools, 250 East First St STE1500, Los Angeles, CA 90012

ACCEPTANCE/REJECTION OF PROPOSAL SUBMISSIONS

The Magnolia Public Schools reserves the right to accept or reject any and all proposals or any portion of any and all proposals at their discretion. While price is an important consideration, it will not be the sole determining factor in the selection of a Vendor. Payments will not be made nor orders submitted until after the Magnolia Public Schools Board of Directors has accepted a proposal and awarded it as the winning proposal submission. A contract will exist between the Magnolia Public Schools and the Vendor upon selection of the winning proposer.

COMPENSATION

Payment 60 days after invoice date. The payment will not be issued until after both the Vendor and Magnolia Public Schools agree that the project is complete and meets all requirements.

RFP Revisions

The Magnolia Public Schools reserves the right to modify or issue amendments to the RFP at any time. The Magnolia Public Schools also reserves the right to cancel or reissue the RFP at any time. Notices will be posted to <http://magnoliapublicschools.org>. It is the sole responsibility of the proposer to monitor the URL for posting of such information.



RFP EVALUATION

All qualified, responsive proposals will be evaluated using the following factors and weights.

Factor	Weight
Cost of products and services (required, highest weight)	40%
Functionality/completeness/specifications of proposed solution	30%
Vendor: qualifications, credentials, certifications, experience, references	20%
Contract terms and conditions	10%
Total	100.00%

EQUIPMENT & SERVICES SPECIFICATIONS

- **Item 1:**

Quantity: 1

Description:

- ✓ Canon imageRUNNER ADVANCE C7580i Multifunction Printer/Copier (3-year term lease) or similar
- ✓ Stapling unit
- ✓ Scan to email
- ✓ Folding unit
- ✓ iOS, Chromebooks compatibility is a plus (but not a must)

- **Item 2 :**

Quantity: 1

Description:

- ✓ Canon imageRUNNER ADVANCE C7570i Multifunction Printer/Copier (3-year term lease) or similar
- ✓ Stapling unit
- ✓ Scan to email
- ✓ Folding unit
- ✓ iOS, Chromebooks compatibility is a plus (but not a must)



Delivery/Shipping

NOTE: No dock at this location.

Ship to Address:

Magnolia Science Academy-Santa Ana

2840 W. 1st Street, Santa Ana, CA 92703



A Xerox Company

SoCal-Office Response to:

Magnolia Public Schools
Request for Proposal
Multi-Function Devices
Due Date: June 27, 2017

Xerox® Enterprise
Print Services



Prepared by:
Michael Ruiz
Public Sector & Education Account Executive
SoCal Office Technologies, a Xerox Company





Friday June 16, 2017

Rasul Monoshev
Magnolia Public Schools
250 East First Ste 1500
Los Angeles CA 90012

SoCal Office Technologies
5700 Warland Drive
Cypress, CA 90630
800-769-2679

Dear Rasul,

At SoCal Office Technologies, we are excited about our enclosed proposal for our bid response and thank you for your interest in our products and services. Our goal is to listen to you and respond with the elements you are looking for in a professional partnership as well as to provide the most efficient and cost effective method for new output devices. We feel the enclosed proposal demonstrates our commitment to your strategy to implement a fleet of output devices with new state-of-the-art technology and integration. Our dedicated support team will demonstrate process improvements that enhance your level of satisfaction with your specific needs in mind. Some key consideration points include:

- Local coverage with one point of contact for account management
- Local billing to customize invoices, answer questions and resolve issues to provide a better customer experience.
- Local inventory for each SoCal location to provide faster access to our service technicians
- Online vendor portal for fleet management, online training and service requests
- Enterprise fleet monitoring and troubleshooting software to reduce printer downtime
- Auto supply monitoring program
- Best in class output devices with unsurpassed ease of use
- Exceptional customer service via our Dedicated Support team
- Specific detailed Implementation Plan with experience to execute on time
- Service level consistency through our Quarterly Business Reviews showing fleet performance, adherence to Service Level Agreement, recommendations for improvement and new technology review
- Genuine OEM Parts & Supplies to maximize reliability
- Factory-trained and certified technicians with proven track record
- Output device response time and replacement guarantee
- Financially backed performance guarantee
- Environmentally conscience best practices for materials and recycling
- Vendor financial stability that ensures ability to fulfill requirements for the term of the contract
- Ability to keep all machines, Service and Technical Support under 1 vendor

This proposal will be valid for 60 days. We look forward to your response and anticipate your consideration for SoCal Office Technologies to be a future partner with Magnolia Public Schools.

Michael Ruiz
Public Sector & Education Account Executive
562-342-7300 x5213
MRuiz@socal-office.com

Barbara Sanchez
Director of Sales
562-342-7300 x5902
BSanchez@socal-office.com



Table of Contents	Page
Company Information	4
Proposed Equipment	8
<ul style="list-style-type: none"> • Equipment & Service Specifications 	
Cost Proposal	10
Implementation Plan	12
<ul style="list-style-type: none"> • Pre-Installation • Installation Process • Post-Installation Process 	
Service & Maintenance	16
<ul style="list-style-type: none"> • SoCal's Maintenance Agreement 	
References	18
<ul style="list-style-type: none"> • City of Rolling Hills Estates • City of Palos Verdes Estates • LADWP 	
Value Added Services	20
<ul style="list-style-type: none"> • 360 App • Online Customer Service Interface • Quarterly Business Reviews 	





Company Information

Company Information

Headquartered in Cypress California, SoCal Office Technologies represents the industry's leading document imaging companies, Xerox MFP's and printers, KIP and HP wide format printers, Sharp interactive white boards, Panasonic scanners and a wide variety of software solutions.



With multiple product lines and partnerships, SoCal Office Technologies brings you the best solutions for your company at a great price without the hassle of juggling several different vendors.

Global Imaging Systems

SoCal Office Technologies is a part of Global Imaging Systems (GIS), which currently operates in 38 states and the District of Columbia.

- GIS is designed to serve companies that demand local accountability from their partners with global abilities.
- All the GIS Companies are led locally accountable and responsible leadership.
- Global Imaging companies are active members of their local communities, hire local employees, contribute to the local economy and support local charitable organizations.
- They manage all aspects of the customer relationship including sale, installation, training, product support and service.

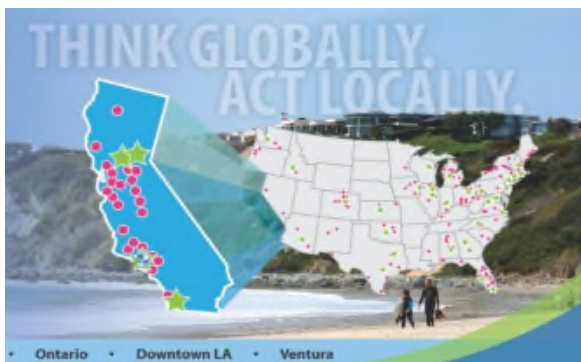
Through Global Imaging Systems (GIS), our reach extends to over 30 states with more than 150 locations nationwide with solutions sold and serviced by over 5,000 employees.

Xerox Partnership

Xerox is the world's leading enterprise for business process and document management. Xerox Acquired Global Imaging Systems in 2007 as a wholly owned subsidiary within Xerox's North American operations. Global Imaging Systems' companies give you fast, local access to Xerox Programs, solutions and quality, in addition to:

- Local staff trained by Xerox
- Genuine Xerox products, stocked locally and delivered from local warehouses
- Locally dispatched technicians with access to all Xerox engineering and service resources

As a wholly owned subsidiary of Xerox Corporation, we extend our reach globally with more than 57,000 employees. We align ourselves with best-in-class product and service manufacturers including Xerox, HP, KIP, Brother, and Panasonic.



A Xerox Company

2016 Revenue:	\$11 Billion
Employees:	146,000
Fortune 500 ranking:	No. 147
NYSE symbol:	XRX
CEO:	Jeff Jacobson

Company Information

Making Business Easier

SoCal Office Technologies is a wholly owned subsidiary of Xerox Corporation, an \$11 billion dollar American company that invented the photocopier and pioneered this industry. It's a combination that provides your business with the substance and credibility of a worldwide corporation with the trustworthiness and reliability of a locally owned company. Our local autonomy and leadership enables SoCal Office Technologies to be your single -source solution for every facet of document imaging.

Company Facts

- 8 locations in Southern California (Cypress, Woodland Hills, Downtown LA, Brentwood, Ontario, Ventura, Irvine and Apple Valley)
- SoCal Office provides Service for more than 101 million impressions per month
- SoCal Office provides Managed Print Services (MPS) for more than 11 million prints per month
- Over 5,100 contracted customers in Southern California
- 205 total employees, with 78 dedicated Service Technicians
- \$1.3 million in local parts and supplies inventory
- Organic expansion with 3 new branch offices in the last 2 years

Awards



- SoCal Office was presented the City of Cypress Business of the Year Award in 2014
- DeLange Landen Preferred Partner Award 2014
- US Bank Platinum Award (2011, 2012, 2013, and 2014) So Cal Office has also been awarded the "Top 100 Places to Work" in Orange County for 5 years running (2012-2016)
- Certificate of Appreciation at MFI Recovery Center's "A Woman's Place"

Donations

- LA Food Bank bi-annually
- Orangewood Children's Home
- Children's Institute
- MFI Recovery Center's "A Woman's Place"
- SoCal Office donated enough money for Royal Family Kids foundation so that 6 foster kids can participate in summer camp.
- Volunteers in the Red Cross Blood Drive yearly.
- SoCal's LDP (Leadership Development Program) team volunteered at the Second Harvest Food Bank



Think Globally Act Locally

SoCal's corporate office has a dedicated warehouse and parts department dedicated to deliver equipment and parts in a reliable and professional manner. Our SoCal warehouse carries over \$2 million worth of new output technology and \$3 million worth of service parts that are readily accessible that are readily accessible to our Field Service Technicians so that they can provide exemplary customer service. As a Xerox Company, SoCal Office Technologies provides your business with the resources and credibility of the world's leading enterprise for business process and document management with the agility and leadership of a locally managed company. Whether your business is local or nationwide, SoCal can be your single-source provider for every facet of document workflow.

Warehouse

- SoCal's local warehouse completes 7-10 deliveries per day to and from vendors
- Our local warehouse maintains inventory control of all printers, copiers, and MFPs.
- SoCal Office's local warehouse benefits customers to have the ability to upgrade or add new machines to their locations with reduced delivery time



Parts



- SoCal's parts department is responsible for all parts inventory of all printer, copier, and MFD devices
- Our inventory is constantly restocked so that our Field Service Technicians can have parts readily available at all times.
- SoCal also has two dedicated parts runners dedicated to the delivery of customer parts
- Both parts runners combine an average of 15-20 service part deliveries per day.

Green Program

- SoCal's Green Program is an innovative development in our parts department which ensures that all parts SoCal Office receives are used efficiently.
- This program is essential to customers whose parts become inoperable and need a replacement same or next day.
- Our Green Program also makes sure that any used and inoperable machines are disposed of environmentally safe through our EPEAT program.
 - The EPEAT Program uses all of SoCal's machines that are inoperable, strips them of their useable parts, and disposes them through Xerox approved recycler.
- SoCal's has a full time Green Program employee whose responsibility is to ensure that the needed parts are located and then sent to the customer's location immediately.





Proposed Equipment

Equipment & Services Specifications

Item 1	
Canon imageRUNNER ADVANCE C7580i Multifunction Printer/ Copier	Xerox Altalink C8070
Stapling Unit	✓
Folding Unit	✓
IOS, Chromebooks compatibility is a plus (but not a must)	✓
Item 2	
Canon imageRUNNER ADVANCE C7570i Multifunction Printer/ Copier	Xerox Altalink C8070
Stapling Unit	✓
Scan to email	✓
Folding Unit	✓
IOS, Chromebooks compatibility is a plus (but not a must)	✓





Cost Proposal



Cost Proposal

Unit Breakdown
(4) Xerox C8070

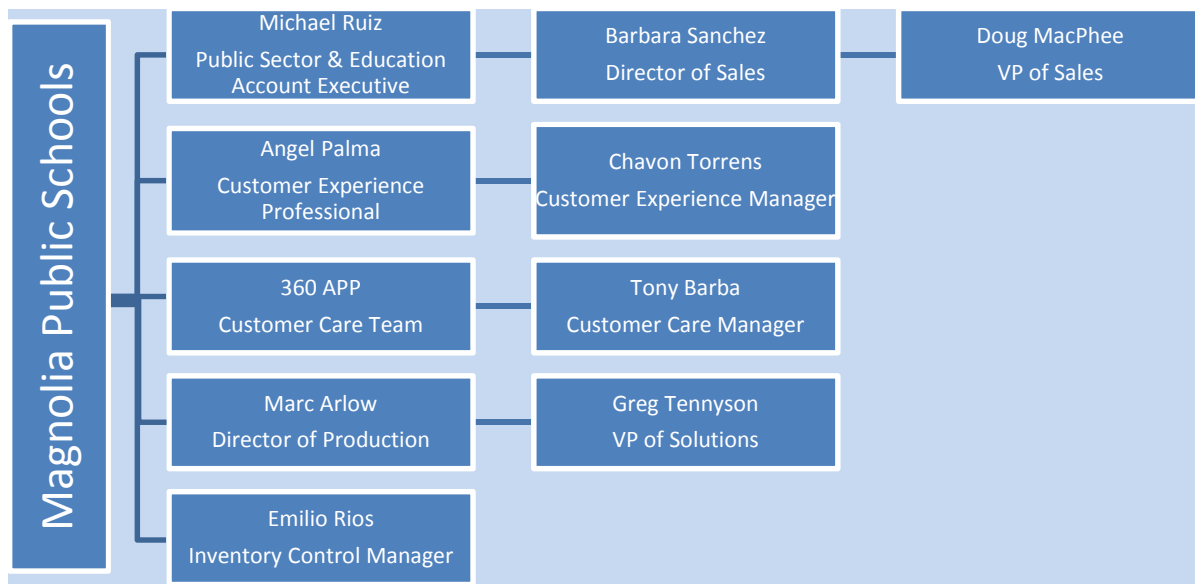
Monthly Payment	Black and White Cost per Copy	Color Cost per Copy
\$263.59	\$0.005	\$0.049



Implementation Plan

Pre- Installation

SoCal Office Technologies has been deploying large multi-unit installations for over 20 years. SoCal Office has a dedicated Support Team focusing on commercial accounts, school districts, government agencies, and numerous healthcare facilities across Southern California. For each deployment, SoCal Office Technologies has a dedicated support team to ensure that all objectives are met during the installation process.



Roles and Responsibilities

- **Public Sector & Education Account Executive (Michael Ruiz)**- Point of authority for central administration, contract, finance and project management. Responsible for ensuring RFP objectives are met, Service Level Agreement is upheld and long-term initiatives are implemented.
- **Customer Experience Professional (Angel Palma)** - Acts as central point of administration. Responsible for setup and updating of the Implementation schedule, delivery coordination, training, customized billing, transition, change management, overseeing implementation of future state process, account management and quarterly performance reviews.
- **Production Specialist (Marc Arlow)**- Point of Contact for all Production/ High Print device. Responsible for providing information on all proposed Production devices when requested.
- **Inventory Control Manager (Emilio Rios)**- Will coordinate delivery teams with timeline expectations, onsite technical staff, and inform trainers.
- **Customer Care Department-** Tony's team is the first point of contact after implementation has been completed. His team can initiate remote technical support for end-users or determine a service tech needs to be dispatched onsite. Tony's team handles all software/ IT related questions involving the installed devices.
- **360 App Specialist (Henry Martinez)** - Installation of the 360 App software, which monitors toner levels, and triggers alerts to send additional toner.

At SoCal Office Technologies, we strive to insure we can provide an exceptional level of customer support from every area of our business.



Installation Process

The table below lists a typical schedule of events of all the tasks we do in our Implementation Plan.

Event	Date	Notes
Award Date	July 3rd, 2017	
Develop communication plan for customer and SoCal employees	July 3rd-7th	<ul style="list-style-type: none"> Review Implementation Plan to Magnolia Public Schools Outline Support Team's Roles and Responsibilities during Implementation Plan.
Verify Equipment to Order	July 3rd-7th	<ul style="list-style-type: none"> Validate all locations and delivery requirements. Verify that SoCal complies with all delivery expectations
Contract Execution	July 3rd-7th	<ul style="list-style-type: none"> Introduce SoCal Support Team to Magnolia Public Schools Implement contract execution
Implementation Meeting	July 3rd-7th	<ul style="list-style-type: none"> Outline all customer requirements for installation Designate point of contact for all categories in the installation process.
Receive Equipment into Inventory	July 10 th -14 th	5-7 days from order date
In-house Make-ready	July 10 th -14 th	<ul style="list-style-type: none"> Includes testing, set-up and pre-configuration Updates all software/ firmware to the latest version for the device Inputs any specific information requested by Magnolia Public Schools (address books, default icon settings, etc). Test all trays in the device to ensure that it is ready for use by install
Pre-Delivery checklist	July 10 th -14 th	<ul style="list-style-type: none"> Confirm network and electrical requirements Troubleshoot the device to ensure that there are no issues during installed. Insure SoCal ID Labels are applied and final checklist
Contact Client to Schedule Delivery	July 10 th -14 th	Logistics Schedule Delivery and update Daily Delivery List
Commence delivery of hardware for staging purposes	July 10 th -14 th	<ul style="list-style-type: none"> Connect & install all device software Pick up previous vendor's equipment (if necessary) Check all software/ networks connected to installed equipment
Customer Care to contact Client IT	July 10 th -14 th	Creation of Print Queues, Loading of Print Drivers, etc.
Customer Care Open Service Call for Network Tech	July 10 th -14 th	<ul style="list-style-type: none"> In preparation of a network technician onsite Set print drivers to closest/ preferred device
Commence implementation	July 10 th -14 th	Per Major Account Implementation Plan
Verify Training Schedule	July 10 th -14 th	<ul style="list-style-type: none"> Plan training according to customer's schedule Confirm that proposed training schedule meets Customer's availability Facilitate additional/ specific training needed by department.

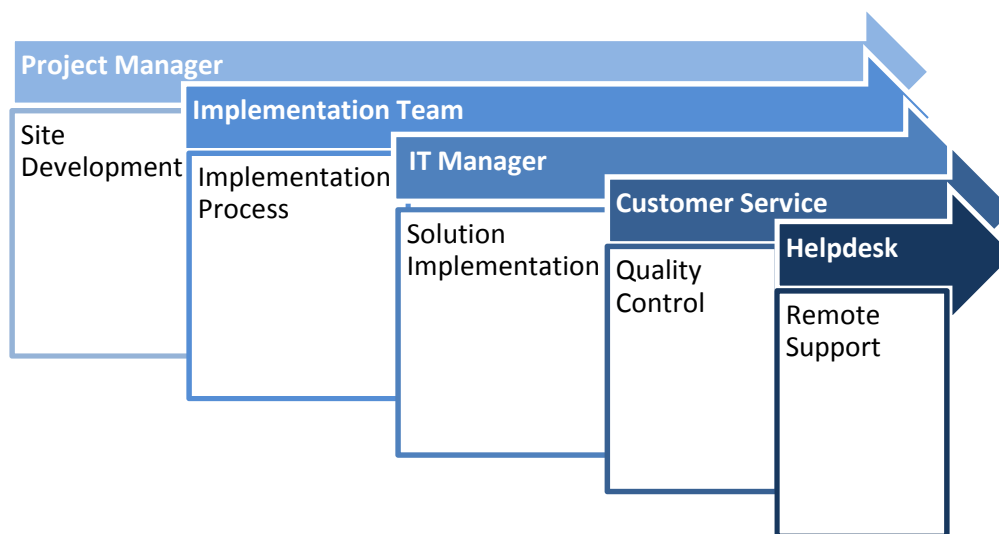
Post-Installation

Transition and Change Management Deployment Plan

Our ability to continuously meet and exceed our customers' expectations rests in our care in defining measurable objectives each step of the way. An incredible level of detail goes into an Implementation plan—and our goals—for each project.

Key elements include:

- Develop service level expectations
- Set clear expectations through written implementation plan
- Involve key stakeholders in process development
- Provide timely updates and change notices
- Define escalation procedures
- Measure and communicate compliance to objectives
- Seek feedback to develop best practices



Upon completion of the implementation, our Client can use several ways to engage SoCal Office for additional support

Supply Orders:

CALL: (800) 736-8989 Prompt 2
EMAIL: SOContractSupplies@SoCal-Office.com
GO ONLINE: www.SoCal-Office.com/order_supplies

Service Requests:

CALL: (800) 736-8989 Prompt 1
EMAIL: SOCCustomerCare@SoCal-Office.com
GO ONLINE: www.SoCal-Office.com/place_service_call

Customer Care representatives are on hand Monday through Friday 8:00am- 5:00pm



Service & Maintenance

SoCal Maintenance Agreement

SoCal Office Technologies Full Service Maintenance Agreement is a comprehensive program for all your document printing, supplies, maintenance and service for all your Production, MFP and Printer devices. At SoCal Office, we manage over 101 million impressions per month including over 11 million prints from our customer's printer fleets. Given we are a wholly owned subsidiary of Xerox Corporation, all of our service technicians are factory certified.

SoCal Maintenance Includes:

- All supplies required for image creation including toner, drums and maintenance kits. The only exclusions are paper and staples
- SoCal's Service Technicians come to each site equipped and prepared with many parts on hand to fix machines on the first visit
- All labor associated with break/fix of MFPs
- All preventative maintenance, device cleaning etc.
- Fleet Equipment uptime of at least 97% calculated on a quarterly basis. Equipment uptime percentage is calculated using the sum of normal business hours for each system installed (9 hours per business day) minus all business hours lost due to downtime.
 - Example: 100 Business Hours - 3 hours downtime = 97% uptime
- 4 hour average service response time. For machines located beyond 30 miles of your SoCal Office Servicing location, the guarantee will be 8 hour average response time (minimum of 2 calls).
- On-site supplies and parts as needed to develop a pro-active service model
- Remote service for "I can't print" issues for quicker resolution, driver configurations and training.
- Proactive monitoring of fleet devices
- SoCal 360 app provides supply monitoring and replenishment
- In-service and on-going on-site training of MFP features by SoCal Office trainer(s).
- Quarterly Business Reviews of performance metrics



Common Sense Guarantee

- If the equipment you ordered under this agreement does not perform according to any of the guarantees listed below, SoCal Office Technologies will, at your request, replace it with a machine of comparable performance and features at no additional cost. This guarantee will be effective for the term of your lease/rental or for 36 months from date of installation on purchased equipment. This guarantee applies only to equipment which has been continuously maintained by SoCal Office Technologies under a SoCal Office Technologies Full Service Agreement.

Every option is backed by a team of experienced support personnel who are equipped with the latest skills, tools and technology. At SoCal Office Technologies, our goal is to provide an unsurpassable customer service experience with every interaction



References



References

Account Name	Address	Contact Name	Contact Information
City of Palos Verdes Estates	340 Palos Verdes Drive, Palos Verdes Estates CA 90274	Vickie Kroneberger	310-378-0383 x2251 vkronberger@pvestates.org
City of Rolling Hills Estates	4045 Palos Verdes Drive North, Rolling Hills Estates CA 90274	Alexa Davis	310-377-1577 Alexadr@rollinghillsestatesca.gov
Los Angeles Department of Water & Power	111 N Hope St, Los Angeles CA 90012	Joe Reynoso	213-367-3493 Joe.reynoso@ladwp.com



Value Added Services



360 App

Our 360 App is designed to help customers with tracking meter reads and supply ordering at SoCal Office Technologies. SoCal will install, setup and train your team on our 360 App. Once configured, all meter reads for network attached devices (printers and MFPS) are automatically gathered and submitted to SoCal Office Technologies monthly for billing purposes. In addition to meter collection, the 360 App also monitors toner levels in the Xerox MFPS. The benefits of the 360 App are:

- **Automated meter reads-** No more calling/emailing your meter reads to SoCal every month/quarter! We can gather and track your meter reads through the App.
- **Automated supplies replenishment-** No more calling/ emailing SoCal for more toner! We will be notified when your device is running low.
- **Remote service diagnostics-** No more waiting for a Field Service technician to come to your location! Customer Care can troubleshoot your device over the phone.
- **Client dashboard-** No Xerox equipment, no problem! The 360 App can connect to both Xerox and non-Xerox equipment to check the status of your device’s usage.

Volume Usage (Meter Reads)

Account Name	Location	IP Address	Manufacturer/Model	Serial Number	Combined ID	QRC Page ID	Total Pages	Mono Pages	Color Pages	Total Pages	Mono Pages	Color Pages	Next Meter Date	Total Pages	Mono Pages	Color Pages	Last Meter Date	Total Pages	Mono Pages	Color Pages
Sageau Unit	WESTAR PRIST SHCP 4880	11.7.7.90	88020	8119 121 48-	8119 121 48-	8119 121 48-	2042	2042	0	2042	2042	0	3/18/15	11,361,444	11,361,444	0	3/18/15	11,361,444	11,361,444	0
Sageau Unit	WESTAR PRIST SHCP 4880	11.7.7.90	88020	8119 121 48-	8119 121 48-	8119 121 48-	202	202	0	202	202	0	3/18/15	11,361,444	11,361,444	0	3/18/15	11,361,444	11,361,444	0
Sageau Unit	WESTAR PRIST SHCP 4880	11.7.7.90	88020	8119 121 48-	8119 121 48-	8119 121 48-	111,487	111,487	0	111,487	111,487	0	3/18/15	11,361,444	11,361,444	0	3/18/15	11,361,444	11,361,444	0
Sageau Unit	WESTAR PRIST SHCP 4880	11.7.7.90	88020	8119 121 48-	8119 121 48-	8119 121 48-	12,100	12,100	0	12,100	12,100	0	3/18/15	11,361,444	11,361,444	0	3/18/15	11,361,444	11,361,444	0
Sageau Unit	WESTAR PRIST SHCP 4880	11.7.7.90	88020	8119 121 48-	8119 121 48-	8119 121 48-	27,000	27,000	0	27,000	27,000	0	3/18/15	11,361,444	11,361,444	0	3/18/15	11,361,444	11,361,444	0

Summary: 102266 Total Pages, 98229 Monochrome, 3229 Color (reported values)

Ordering Supplies (Consumables)

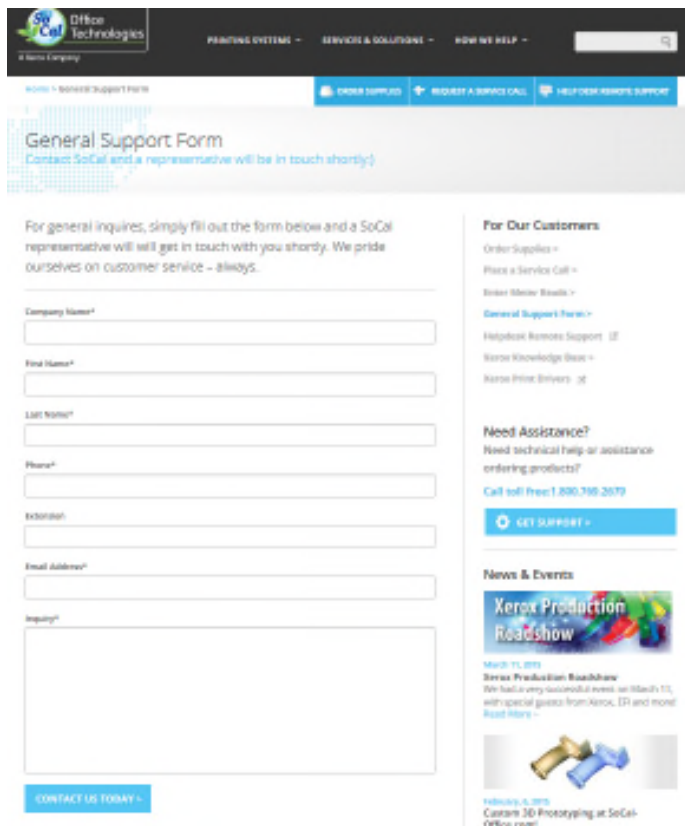
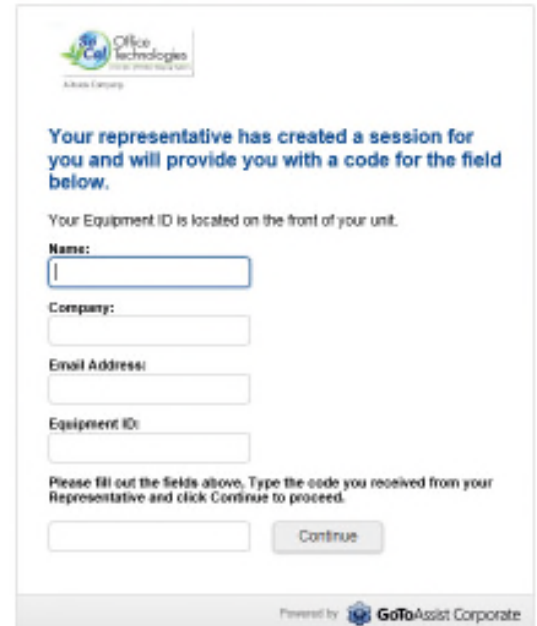
Component	Status	Life Remaining	Estimated Pages / Days
Black Toner	OK	100%	26532 / 155
Cyan Toner	OK	40%	8428 / 48
Magenta Toner	OK	70%	18238 / 76
Yellow Toner	OK	90%	9765 / 73
Drum Cartridge (01)	OK	71%	98880 / 390
Drum Cartridge (02)	OK	85%	115680 / 462
Drum Cartridge (03)	OK	89%	113880 / 462
Drum Cartridge (04)	OK	85%	115680 / 462
Waste Toner Container	OK	Full	
Reversible Fuser	OK	99%	42839808 / 281108
Second Side Transfer Roll	OK	95%	42839548 / 251108

SoCal’s 360 App has a proven track record of success and relieves the customer from inputting monthly meter reads and ordering supplies. If you do not wish to use our 360 App, you can also visit our website to order supplies at www.socal-office.com/order_supplies



Online Customer Service Interface Giving You Support Your Business Deserves

SoCal Office’s highly trained team of Customer Service Representatives provides a total solution — insuring that equipment is operating at peak performance levels. As part of our customer care program, SoCal Office Technologies uses the latest in remote support technology, Remote Customer Assistance. This program produces device uptime and can resolve issues immediately over the phone. We have local (Cypress, California) customer care personnel who are ready and waiting to remote into your environment to resolve your issue as quickly as possible. Our Customer Care Representatives deliver attentive support to all phone calls/email and have been very successful at solving customer issues remotely which insure that you are back up and running faster than ever before.

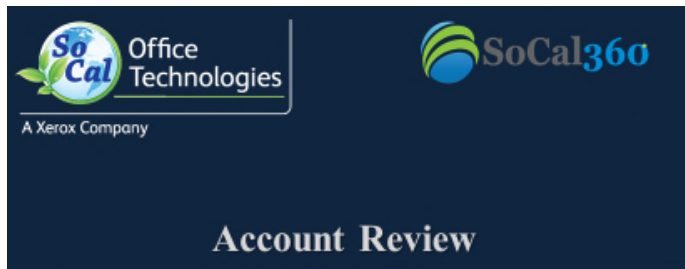


For all other general inquiries, SoCal Office Technologies has a general support form that customers can fill out for a SoCal representative to respond to them quickly. With this form, customers have the ability to ask any additional questions that do not relate to the customer care or supplies department. To receive the best and quickest service, customers are asked to be detailed in their inquiry so that the SoCal representative can efficiently direct their question to the correct department. The goal at SoCal Office Technologies is to provide an unsurpassable customer service experience with every interaction with us

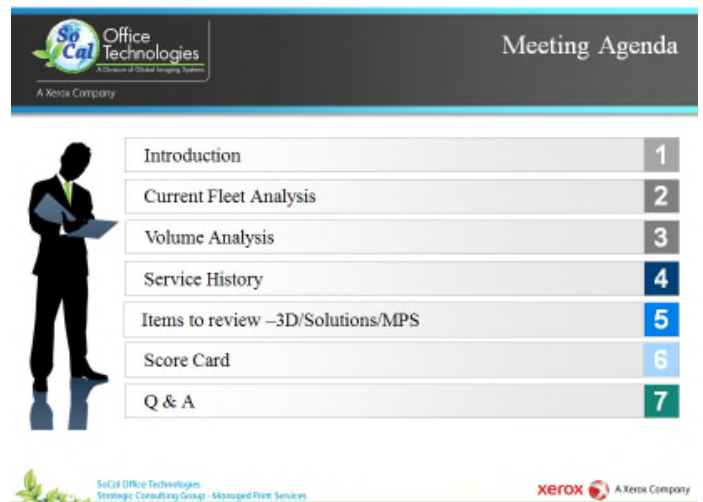


Quarterly Reviews

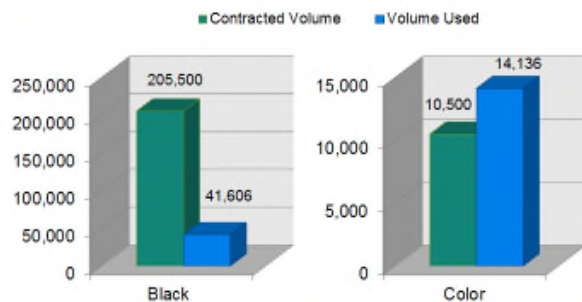
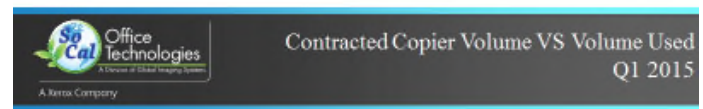
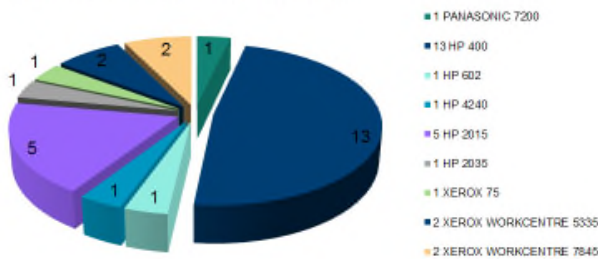
SoCal Office Technologies offers quarterly review meetings for our large clients to offer new and innovative ways we can continue providing excellent customer service and meet all of Magnolia Public School’s expectations and needs. Our QBR’s include categories such as Current Fleet Analysis, Volume Analysis, Service History, Items to Review, Magnolia Public School’s scorecard to assess SoCal Office Technologies’ services, and any Questions that SoCal or Magnolia Public Schools may have. Our QBR’s can also be personalized to only show categories that are deemed important to Magnolia Public Schools. The Screen shots below are examples that were pulled from our recent QBR meetings.



Prepared for:



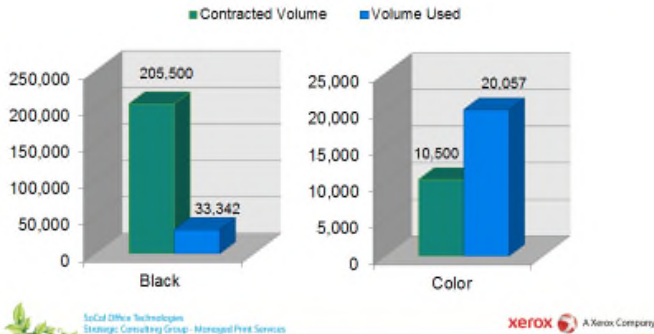
Equipment Placements by Manufacturer 0 Devices



Quarterly Reviews

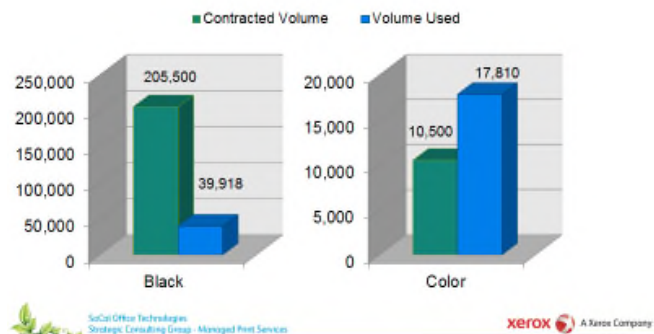
Office Technologies
A Xerox Company

Contracted Copier Volume VS Volume Used Q2 2015



Office Technologies
A Xerox Company

Contracted Copier Volume VS Volume Used Q3 2015



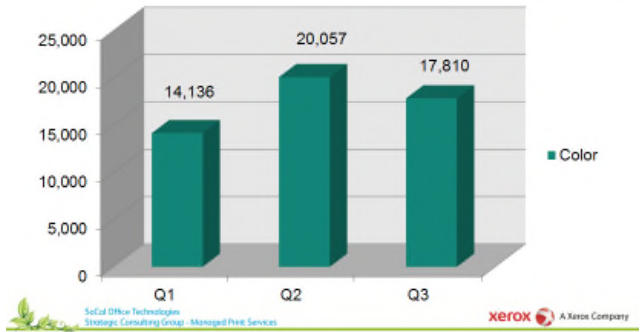
Office Technologies
A Xerox Company

Copier Comparison Q over Q



Office Technologies
A Xerox Company

Copier Comparison Q over Q



Office Technologies
A Xerox Company

Service History Q1 2015

- 2 Units Serviced in Report Period
- 3 Total Calls
- 1 Call Cleared by Helpdesk

Average Monthly Usage Per Unit – 6,860 Pages

Average Response Time – 3.9 Hours

99% Actual Uptime

Office Technologies
A Xerox Company

Service Detail Q1 2015

EQUIP ID	MODEL	INSTALL DATE	DATE	CALLER	Call type desc.
	XIC750P	08/30/2013	01/29/2015	ARNOLD - ###-###-####	IT-08-Phone Clr Help Desk
	XWC7845	09/30/2013	03/11/2015	LISA - ###-###-####	EM-E-Operational
	XWC7845	09/30/2013	01/29/2015	LISA - ###-###-####	EM-E-Operational



<< End of RFP Response >>

XEROX[®] ALTALINK[®] COLOR MULTIFUNCTION PRINTER

Smart, Secure and Connected

C8030/C8035/C8045/C8055/C8070



ConnectKey[®]
Technology



Xerox® AltaLink® C8030/C8035/C8045/C8055/C8070 Color Multifunction Printer

Xerox® AltaLink devices provide new levels of capability and connectivity for mid-size, large workgroups and busy offices. With AltaLink, your extended workforce has instant and secure access to the documents, data and workflows it needs to work faster and more efficiently—from every location and with any device.

SMART AND PRODUCTIVE

You've never seen a multifunction printer like this before. From its tablet-like user interface to its right-out-of-the-box mobile-friendly connectivity options, the Xerox® AltaLink C8000 Series is the color multifunction device today's workers have been waiting for.

Optimized for business processes, and easy to manage as a standalone device or as part of an entire fleet, it's designed to enable multitasking and collaboration. Create customized workflows, automate complex tasks, print and scan directly to and from the cloud with services like Box®, Microsoft® OneDrive®, Google Drive™, Dropbox™ and Microsoft Office 365™. Connect any time, from anywhere and any device.

With the touch of a button, you can go to our Xerox App Gallery and download simple, yet powerful, serverless apps to your AltaLink color multifunction printer to increase user productivity and shorten everyday tasks.

Built-in mobile connectivity, including Near Field Communication (NFC) Tap-to-Pair, optional Wi-Fi Direct®, @PrintByXerox, Google Cloud Print™, Xerox® Print Service Plug-in for Android™ and Mopria® provides the time-saving convenience your workforce wants and needs.

POWERFUL AND SCALABLE

Your workgroups operate more efficiently and effectively with AltaLink. Manage, monitor and upgrade your entire fleet with our Embedded Web Server, or provide interactive training and support right from your desktop with our remote user interface.

Fewer maintenance hassles, less IT support, high-capacity paper trays and the ability to print on varying paper sizes add up to increased uptime and greater productivity. Scanning, printing and faxing can be done simultaneously, allowing for multitasking during peak periods—and your choice of finishing options means you can configure your AltaLink device for any work environment and any document type, including booklets, brochures and pamphlets.

BUILT-IN SECURITY

The AltaLink C8000 Series Color Multifunction Printer provides the maximum level of security through our partnership with McAfee, proactively addressing risks at the fleet and individual device level.

Multiple layers of security include data encryption, disk overwrite and industry certifications. At the user level, Secure Print holds documents for release until they're ready to be retrieved at the device.

COLOR WHERE IT COUNTS

With high resolution output of 1200 x 2400 dpi, photo-quality color images and crisp text will give your documents clarity and impact. You can also upgrade your AltaLink C8000 Series with the Xerox® EX-c C8000 Print Server Powered by Fiery®, enabling office users to quickly, efficiently and cost effectively print professional-looking documents.

XEROX® CONNECTKEY® TECHNOLOGY—THE NEXUS OF YOUR COMPLETE PRODUCTIVITY ECOSYSTEM

From Xerox—the company that created the modern workplace—we present the next revolution in workplace productivity. With a consistent user experience across a wide range of devices, mobile and cloud connectivity and a growing library of apps to expand functionality, you'll work faster, better and smarter.

Intuitive User Experience

An entirely new—and yet entirely familiar way to interact that includes a tablet-like experience with gesture-based touchscreen controls and easy customization.

Mobile and Cloud Ready

Instant connectivity to cloud and mobile devices right from the user interface, with access to pre-loaded, cloud-hosted services that let you work where, when and how you want.

Benchmark Security

Full multi-level protection for both documents and data, ready to guard against and eliminate emerging threats and meet or exceed regulatory compliance.

Enables Next Generation Services

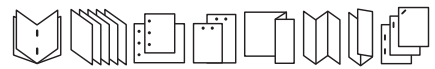
Work more efficiently and manage resources more effectively. Easy integration of Xerox® Managed Print Services enables remote monitoring of service delivery and consumables, plus remote configuration for even more time savings.

Gateway to New Possibilities

Instantly extend your capabilities with access to the Xerox App Gallery, featuring real-world apps designed to optimize digital workflows. Commission our network of partners to design innovative, business-specific solutions.

Find out more about how you'll work smarter at www.connectkey.com.

FINISHING APPLICATIONS



- 1 Single-Pass Duplex Automatic Document Feeder (DADF)** saves time by simultaneously scanning both sides of two-sided documents at up to 139 impressions per minute.
- 2 Convenience Stapler** (optional) staples up to 50 sheets of 20 lb/80 gsm media.
- 3 Bypass Tray** handles up to 100 sheets of 20 lb/80 gsm, also feeds up to 110 lb Cover/300 gsm media.
- 4 Two 520-sheet adjustable trays** (standard with all configurations). Tray 1 handles media sizes up to 11.7 x 17 in./A3 and Tray 2 handles media sizes up to 12 x 18 in./SRA3.
- 5 Envelope Kit** (optional—replaces Tray 1) provides trouble-free feeding of up to 60 envelopes.
- 6 High-Capacity Tandem Tray Module** (optional) brings the total paper capacity up to 3,140 sheets.
- 7 Four Tray Module** (optional with C8030/C8035) holds a total of 2,180 sheets.
- 8 High-Capacity Feeder** (optional) holds 2,000 sheets of letter/A4 paper, increasing the maximum paper capacity to 5,140 sheets.
- 9 Business Ready (BR) Finisher** (optional) gives you advanced finishing functions at a great value.
- 10 BR Booklet Maker Finisher** (optional) provides advanced finishing the capability to create 60-page saddle-stitched booklets (2 to 15 sheets).
- 11 C-Fold/Z-Fold Unit** (optional) adds three folds: C-fold, Z-fold and Z-half-fold to the BR Finisher or BR Booklet Maker Finisher.
- 12 Offset Catch Tray (OCT)** (standard on all configurations and included with all finishers).
- 13 Integrated Office Finisher** (optional with C8030/C8035) provides 500-sheet stacking and 50-sheet, single-position stapling.
- 14 Office Finisher LX** (optional with C8030/C8035/C8045/C8055) gives you advanced finishing functions at a great value, and offers optional crease/score and saddle-stitch booklet making capable of 60-page booklets (2 to 15 sheets).
- 15 Xerox® Integrated RFID Card Reader E1.0** (optional) adds card based authentication with support for over 90 access cards.
- 16 Near Field Communication (NFC) Tap-to-Pair** allows users to tap their mobile device to the AltaLink C8000 user panel and instantly connect with the MFP.



INTRODUCING MOBILE DEVICE-LIKE TOUCHSCREEN SUPERIORITY

Meet our all-new, 10.1-inch color touchscreen—the user interface that sets a higher standard for customization, ease of use and versatility.

By presenting a familiar “mobile” experience—with support for gestural input and task-focused apps that share a common look and feel—fewer steps are needed to complete even the most complex jobs.

A highly intuitive layout guides you through every task from start to finish, with a natural hierarchy placing critical functions near the top of the screen and commonly used options front and center. Don’t like where a function or app is located? Customize the layout to make it yours.

This unmatched balance of hardware technology and software smarts helps everyone who interacts with the AltaLink® C8000 Series get more work done, faster. Try our new UI at www.xerox.com/AltaLinkUI.



Xerox® AltaLink® C8030/C8035/C8045/C8055/C8070

Color Multifunction Printer

ConnectKey®

Technology

DEVICE SPECIFICATIONS	AltaLink C8030	AltaLink C8035	AltaLink C8045	AltaLink C8055	AltaLink C8070
Speed (Color/Black-and-white)	Up to 30/30 ppm	Up to 35/35 ppm	Up to 45/45 ppm	Up to 50/55 ppm	Up to 70/70 ppm
Monthly Duty Cycle*	Up to 90,000 pages	Up to 110,000 pages	Up to 200,000 pages	Up to 300,000 pages	Up to 300,000 pages
Hard Drive/Processor/Memory	Minimum 250 GB HDD/Intel® Atom™ Quad Core 1.91 GHz/2 MB Cache/8 GB system memory				
Connectivity	10/100/1000Base-T Ethernet, High-Speed USB 2.0 direct print, Wi-Fi Direct® with optional Xerox® USB Wireless Adapter, NFC Tap-to-Pair				
Optional Controller	Xerox® EX-c C8000 Print Server Powered by Fiery®				
Copy and Print Resolution	Copy: Up to 600 x 600 dpi; Print: Up to 1200 x 2400 dpi				
First-copy-out Time (as fast as) (from platen/warmed-up state)	8.1 seconds color/6.7 seconds black-and-white		7.8 seconds color/6.4 seconds black-and-white	7.2 seconds color/5.7 seconds black-and-white	5.2 seconds color/4.9 seconds black-and-white
First-print-out Time (as fast as)	6.5 seconds color/5.3 seconds black-and-white	6.4 seconds color/5.2 seconds black-and-white	6.5 seconds color/5.3 seconds black-and-white	6.0 seconds color/4.7 seconds black-and-white	4.7 seconds color/4.0 seconds black-and-white
Page Description Languages	Adobe® PostScript® 3™, Adobe PDF version 1.7, PCL® 5c/PCL 6, Optional XML Paper Specification (XPS)				
Paper Input Standard	Single-Pass Duplex Automatic Document Feeder: 130 sheets; Speed: up to 139 ipm (duplex); Sizes: 3.4 x 4.9 in. to 11.7 x 17 in./85 x 125 mm to 297 x 432 mm Bypass Tray: 100 sheets; Custom sizes: 3.5 x 3.9 to 12.6 x 19 in./89 x 98 mm to 320 x 483 mm (SEF) Tray 1: 520 sheets; Custom sizes: 5.5 x 7.2 in. to 11.7 x 17 in./140 x 182 mm to 297 x 432 mm (SEF) Tray 2: 520 sheets; Custom sizes: 5.5 x 7.2 in. to 12 x 18 in./140 x 182 mm to SRA3 (SEF)				
Choose One	Four Tray Module (Trays 3 and 4—available with C8030/C8035): 1,040 sheets; 520 sheets each; Custom sizes: 5.5 x 7.2 to 12 x 18 in./140 x 182 mm to SRA3 (SEF) High Capacity Tandem Tray Module: 2,000 sheets; One 867-sheet paper tray and one 1,133-sheet paper tray; Sizes: 8.5 x 11 in./A4				
Optional	High-Capacity Feeder (HCF): 2,000 sheets; Size 8.5 x 11 in./A4 long edge feed Envelope Tray (replaces Tray 1): Up to 60 envelopes: #10 Commercial, Monarch, DL, C5				
Paper Output/Finishing Standard	Dual Offset Catch Tray (standard when finishers are not attached): 250 sheets each; Face up Tray: 100 sheets				
Optional	Integrated Office Finisher (Available with C8030/C8035): 500-sheet stacker, 50 sheets stapled, single-position stapling Office Finisher LX (Available with C8030/C8035/C8045/C8055): 2,000-sheet stacker, 50 sheets stapled, 2-position stapling, optional hole punch, optional booklet maker (score, saddle stitch 2 to 15 sheets (60 pages)) BR Finisher: 3,000-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching BR Booklet Maker Finisher: 1,500-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching plus saddle-stitch booklet making (2 to 15 sheets, 60 pages) and V-folding C-Fold/Z-Fold Unit: Adds Z-folding, Letter Z-folding and Letter C-folding to the BR Finisher and BR Booklet Maker Finisher Convenience Stapler: 50-sheet stapling (based on 80 gsm), includes Work Surface				

INTUITIVE USER EXPERIENCE

Customize and Personalize	Site, Function or Workflow Customization with Xerox App Gallery and Xerox® App Studio
Print Drivers	Job Identification, Bi-directional Status, Job Monitoring, Xerox® Global Print Driver®, Xerox® Mobile Express Driver®
Xerox® Embedded Web Server	PC or mobile—Status Information, Settings, Device Management, Cloning
Remote Console/Preview	Remote User Interface
Print Features	Print from USB, Sample Set, Personal Print, Saved Job, Booklet Creation, Store and Recall Driver Settings, Scaling, Job Monitoring, Application Defaults, Two-sided Printing, Draft Mode
Scan and Fax	Scan to USB/Email/Network (FTP/SMB), Scan File Formats: PDF, PDF/A, XPS, JPG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-page PDF/XPS/TIFF, Password-protected PDF; Fax Features: Walk-up Fax (one-line or three-line options available, includes LAN Fax, Direct Fax, Fax Forward to Email), Fax dialing, Unified Address Book, Optical Character Recognition (OCR)

MOBILE AND CLOUD READY

Mobile Connectivity	Apple® AirPrint®, Google Cloud Print™ Ready, Xerox® Print Service Plug-in for Android™, Mopria® Print Service Plug-in for Android, NFC, Wi-Fi Direct Printing
Mobile Printing	@PrintByXerox, Xerox® Mobile Print, Xerox® Mobile Print Cloud, Xerox® Mobile Link App; Visit www.xerox.com/officemobileapps for available apps.
Cloud Connectivity	Print from/Scan to Google Drive™, Microsoft® OneDrive®, Dropbox™, Microsoft Office 365™, Box®, Xerox® DocuShare® and more.

BENCHMARK SECURITY

Network Security	IPsec, HTTPS, SFTP and Encrypted Email, Network Authentication, SNMPv3, SHA-256 Hash Message Authentication, SSL, TLS, Security Certificates, Automatic Self-signed Certificate
Device Access	Firmware Verification, User Access and Internal Firewall, Port/IP/Domain Filtering, Audit Log, Access Controls, User Permissions, Smart Card Enablement Kit (CAC/PIV.NET), Xerox® Integrated RFID Card Reader E1.0
Data Protection	Encrypted Hard Disk (AES 256-bit, FIPS 140-2, Validated) and Image Overwrite, McAfee® ePolicy Orchestrator®, McAfee Integrity Control, Whitelisting, Job Level Encryption via HTTPS and Drivers
Document Security	Common Criteria Certification (ISO 15408) (undergoing evaluation), Encrypted Secure Print, FIPS Encrypted Print Drivers

ENABLES NEXT GENERATION SERVICES

Print Management	Xerox® Print Management and Mobility Suite, Configuration Cloning, Xerox® Standard Accounting, Equitrac, Y Soft, PaperCut and more partner solutions
Managing Print	Xerox® Device Manager, Xerox® Support Assistance, Auto Meter Read, Managed Print Services Tools
Sustainability	Cisco EnergyWise®, Print User ID on Margins, Earth Smart Print Settings

GATEWAY TO NEW POSSIBILITIES

Cloud Services	Xerox® Easy Translator, Xerox® Healthcare MFP (U.S. only), many additional services available
Xerox App Gallery	Many apps and cloud services available. Visit www.xerox.com/appgallery for a growing selection of apps available for adding functions to the MFP.

* Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

For more detailed specifications, including the latest certifications, go to www.xerox.com/AltaLinkC8000Specs.

©2017 Xerox Corporation. All rights reserved. Xerox®, Xerox and Design®, AltaLink®, ConnectKey®, DocuShare®, Global Print Driver® and Mobile Express Driver® are trademarks of Xerox Corporation in the United States and/or other countries. The information in this brochure is subject to change without notice. Updated 5/17 BR21021 AC8BR-01UA





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

Section 1.0 Letter of Transmittal

Name of Proposing Organization: **American Business Machines**
Physical Address: **26017 Huntington Lane Valencia, CA 91355**
Mailing Address: **P.O. Box 2737 Bakersfield, CA 93303**
Phone Number: **(661) 255-0700 (877) 937-2261**
Proposing Officer: **Ryan Jones, General Manager**
Officer E-Mail: rjones@abm1.com
Contact Person: **Omar Neshelwat, District Sales Manager**
Contractor License Number: **N/A**
Federal Tax Identification Number: **95-2263507**

Organizational Mission or Purpose: We believe that customer service is the most important product we offer. Customer service begins by understanding the true needs of the customer and providing high quality products at competitive prices. It also includes the full support of a knowledgeable and courteous administrative staff and a competent and responsive technical team. Every member of our organization is a trained customer service representative whose primary responsibility is to give 110% everyday for our customers we serve.

We have committed our business to offering the best in quality products and integrated service and software solutions, supported by the highest standards of customer service and technical support in our industry. We are fully committed to honesty, integrity, and fairness in every facet of our business. We are a service-driven company dedicated to delivering complete customer satisfaction for everyone we do business with.

The following individual is an authorized officer of the company with the authority to commit the company to the terms and requirements of this RFP. This individual, or their agent, has had the opportunity to review this Request for Proposal and asserts compliance with the requirements therein; except where noted otherwise.



Signature Authorizing Vendor RFP Response





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

Contact Person:

Omar Nesheiwat
District Sales Manager
26017 Huntington Lane Unit E
Valencia, CA 91355
omar@abm1.com
Phone: 661-477-5337
Fax: 661-324-1148

Company Description:

1. Company History

American Business Machines has been family owned and operated for more than 70 years. ABM has been an Authorized Canon Dealer for more than 30 years and one of the first on the West Coast. The tradition of ABM is to offer the newest and highest quality digital products at fair prices, supported by highest standards of customer service and technical support in our industry. We are a service-driven company dedicated to delivering complete customer satisfaction for everyone we do business with. ABM has been proudly servicing Magnolia Public Schools for 5 years now with six machines in 4 of the Schools.

2. The offices that will be servicing Magnolia Public Schools include;

Valencia Office (Primary)
26017 Huntington Lane Unit E Valencia, CA 91355, 661-255-0700
Palmdale Office (Back Up)
190 Sierra Court, Suite A17 Palmdale, CA 93550, 661-940-4685
Bakersfield Office (Corporate)
821 18th Street Bakersfield, CA 93301, 661-324-4741

I. Approach

Upon acknowledgement and acceptance of our proposal for Magnolia Public Schools , your American Business Machines project team led by your primary point of contact **Omar Nesheiwat (District Sales Manager)** and assisted by Ryan Jones (General Manager) and Jimmy Rivera (Service Manager) will be assisting you from the beginning to the end. This assistance will include and is not limited to: Contract acknowledgement, signing of the necessary paperwork (lease, order form, etc.), ordering of equipment, installation of equipment in the prospective sites, meeting with Magnolia





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

representatives for tentative install dates and locations, training of all necessary personnel that Magnolia chooses, and any post installation questions and / or training.

II. Full Service Maintenance Agreement

ABM will provide an all-inclusive Maintenance Agreement in addition to Lease schedule. Maintenance Contract will include **All parts, labor, mileage, service calls, travel time drums & toner. Does not include paper or staples and overages will be billed on a monthly basis, with quarterly reviews to assess usage and volume**

III. Services

American Business Machines is committed to an hour service callback guarantee. The problem will be determined and evaluated through the initial call. ABM further guarantees a four hour on site response time to resolve service related issues. In the event that the machine cannot be repaired within a 48 hour time frame, ABM will provide a like machine with like features, loaner, at no cost to the School. If a copier fails to operate acceptably for 90% of available work time during a thirty day period, or if the copier has logged six or more service calls in any thirty day period, Magnolia Public Schools can request in writing that ABM address the specific machine. ABM will have 30 days to correct the issue. If unable within thirty days to correct the issue, ABM will replace the machine, like for like, with no contract extension or additional costs.

ABM has a live operator online to place service calls Monday through Friday from 8am-5pm. The end user will also have the option to call a local branch or an 877 number to place service calls. A service history report can be requested online or by email at anytime. Periodic and preventative maintenance including drum and fuser replacement is performed on an as needed basis.

IV. Qualification and Experience of Key Personnel

American Business Machines has a long history of hiring and maintaining highly qualified and dependable service technicians. ABM is committed to providing the highest level of service to each and every customer. The list of technicians below provides an accurate picture of the level of experience and expertise that will be provided to Magnolia Public Schools upon acceptance of this venture.





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

Valencia

- | | |
|---|-----------------|
| 1. Arturo Manzano
Canon Certified image RUNNER B/W, Color | 15 years |
| 2. Edgar Sahagun
IT Network Setup Complete product line, Canon Certified image RUNNER B/W, Color, Canon ImagePress 1100 Series/7000 Series, HP LaserJet Series. | 13 years |
| 3. Ben Hernandez
IT Network Setup Complete product line, Canon Certified image RUNNER B/W, Color Canon Wide Format, Certified Canon Scanners. | 23 years |
| <u>Lancaster-Palmdale-Valencia (Backup)</u> | |
| 4. Kevin Tweedt
IT Network Setup Complete product line CompTIA A+, CompTIA Network+, Canon Certified image RUNNER B/W, Color, High Volume | 20 years |
| 5. Julie Young
Canon Certified image RUNNER B/W, Color, High Volume | 20 years |
| 6. Perry Harper
Canon Certified image RUNNER B/W, Color, High Volume, Certified Canon Scanners. | 10 years |

In addition to our well qualified technicians, we also have a highly experienced management team that will be fully involved in the implementation, installation, and maintenance of Magnolia Public Schools. The level of expertise ABM offers is one of the many reason other school districts have chosen ABM as their digital office solution specialists.

Service Manager

Jimmy Rivera **30 years**

District Sales Manager

Omar Nesheiwat **15 years**

General Manger / Owner

Ryan Jones **20 years**

Vice President

Richard Jones **55 years**

President

Judee Jones **25 years**





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

Solution Overview

As a testament to Canon's leading market position and innovative technology, there are numerous awards and acknowledgements that Canon has received from various third parties, both as a company and for individual products. Canon U.S.A., Inc. was ranked #1 in the Multifunction Office Copier category in *Brandweek's* Annual Customer Loyalty Survey for 10 of the 13 years of the survey's existence. In addition, Canon has received the prestigious "MFP Line of the Year" Award from Buyers Laboratory Inc. six times since 2000.

Commitment to Research and Development (R&D) is a clear indication of Canon's dedication to developing leading-edge technology. Canon Inc. invested 8.2% of its net sales in R&D in 2013 which exceeds such spending by key competitors. A large portion of Canon's R&D investment goes toward the development of software technology and peripheral utilities, which embrace Canon's core business – print engine technology. Canon also focuses R&D efforts on standard device architecture, network management, network productivity, and total cost of ownership.





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

Solutions to Manage Your Fleet

American Business Machines provides both consultative services and analytical tools that assist organizations with all aspects of the document workflow. The tools listed below can assist Magnolia with managing your fleet so you can maximize your return on investment.

imageWARE Remote

imageWARE Remote is firmware that is embedded in our imageRUNNER products. The function of imageWARE Remote is to automatically provide accurate meter reads without the need for customer intervention. It reduces administrative costs and increases accuracy. The meters are automatically read every day for the most up-to-date reporting capabilities.

The Service Monitoring portion of this tool automatically notifies our Dispatch Department of a hardware/software error. This feature allows our Dispatch Representatives to proactively call the customer to confirm that service is required.

imageWARE Enterprise Management Console

imageWARE Enterprise Management Console (EMC) is a highly scalable, Web-based utility that can manage multiple Canon and third-party devices on most networks. EMC can assist with the following:

Identify device configurations - IT administrators can identify finishing and feature configurations on the MFP or printer and enter special data such as Asset Tag, Contact Number, and Lease End Date.

Group devices logically - Simplify device location by logically





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

grouping them.

Manage third-party devices - Consolidate management of all network devices that comply with the standard printer MIB, regardless of brand or manufacturer.

View device status in real time - For fast resolution of errors such as paper jams or out-of-toner/ink conditions, connected devices immediately report status changes via e-mail to a system administrator or specific end user.

Customize viewing preferences - Sort devices by protocol, type, or group to segment and manage them as your environment demands.

EXAMPLE of recent winning BID

Regular Board Meeting Agenda

Newhall SD

October 06, 2015 6:15PM

Meadows Elementary School 25577 Fedala Road Valencia, CA 91355

15.2.2. Consideration of approving copier lease and maintenance services from American Business Machines

Speaker:

.....
Ronna Wolcott





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

Rationale:

School sites had several copier machines that were at or near the end of their lease term and useful life. In June 2015, the district issued a Request for Proposals (RFP) for copier services asking for proposals that were based on an assessment of the current number of machines and volume of use district-wide. The purpose was to develop a proposal that would reduce overall operating costs for all sites within the District by right-sizing the copier machines for each site while maintaining or including functionality such as the ability to network machines for printing directly to a copier (thereby reducing printer cartridge costs) and providing the ability to scan and electronically send documents.

We received eight responses to the RFP. A scoring matrix was used to evaluate the responses and after reviewing those, we met with three firms to review their proposals. The selected provider is American Business Machines who is a distributor of Canon products. The vendor has a local showroom and has references have been excellent for maintenance services. The overall estimated annual savings to the District for this five year agreement is \$55,565 based on average volume over the last three years.

The District will execute a separate maintenance and lease agreement for each site. Samples of the proposed agreements are attached.

Requested Motion:

Approve agreement with American Business Machines for copier services, as presented.



Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

References

- 1. Newhall School District**
25375 Orchard Village Rd., Suite 200
Valencia, CA 91355
Phone # 661.291.4169
Contact: Kevin Vensko, Business Services Coordinator
50 + MFD's installed (from Canon desktop up to Océ VP 110 Production System)
15 Duplo Digital Duplicators
- 2. Westside Unified School District**
41914 N. 50th Street West
Quartz Hill, CA 93536-2963
Phone # 722.0716
Contact: Chris Soliz, Director, Information Technology
60 + Canon MFD's (up to H5 ppF)
2 Canon 1135 Production Systems in Printshop
Uniflow Software installed throughout District
- 3. Pasadena Unified School District**
351 South Hudson
Pasadena, CA 91101
Phone # 626.396.3600 x 44503
Contact: Christine Ward
75+ Canon & Océ Production systems installed with uniFLOW Print Management software





So. Cal. Office
26017 Huntington Ln.
Valencia, CA
661-255-0700

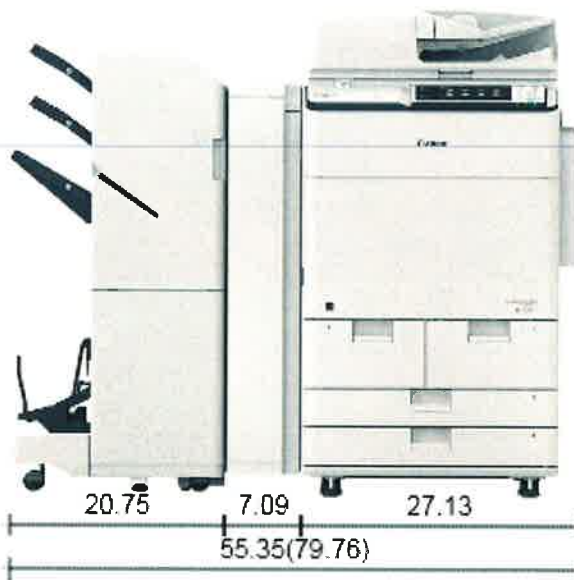
Magnolia Science Academy-Santa Ana
2840 W. 1st Street
Santa Ana, CA 92703

Attn: Rasul Monoshev

Subject: New Canon Image Runner Advanced Color 7570i Digital Copier / Printer / Scanner

Copier includes the following:

- ◆ 70 Digital B/W Copies/Prints per minute
- ◆ 65 Digital Color Copies/Prints per minute
- ◆ 4,200 sheet paper capacity standard (4 Drawers + Bypass)
- ◆ 1200x1200 dpi Printing Resolution
- ◆ 300 sheet Automatic single pass duplexing Document Feeder
- ◆ Color Universal Send (color scanning)
- ◆ PS/PCL Network Printing
- ◆ 120 scans per minute black and white/duplex 200
- ◆ 80GB Hard Drive
- ◆ OOXML (Scan to PPT & Word)
- ◆ 10.1 TFT LCD Color intuitive flat control panel
- ◆ 65 Sheet External Multi Position Booklet Staple Finisher-V2
- ◆ 3 Finisher Output trays holding up to 3,500 Sheet Capacity
- ◆ 4 Sheet Staple Free w/ On-Demand Stapler



Component(inch)
 Total(inch)

36 Month FMV Lease Purchase..... \$449.00 + Tax

****Price based off WSCA / NASPO Piggyback Agreement****

****Additional Credits given for Customer Loyalty****

Cost per Copy Service Agreement

Service contract will include setup, all parts, labor, mileage, service calls, drum, & toner, unlimited training, initial networking.

All B/W Copies / Prints billed at .0055 per image.
 All Color Copies / Prints billed at .05 per image.



Thank you,
Omar Nesheiwat
661-477-5337 (mobile)



So. Cal. Office
26017 Huntington Ln.
Valencia, CA
661-255-0700

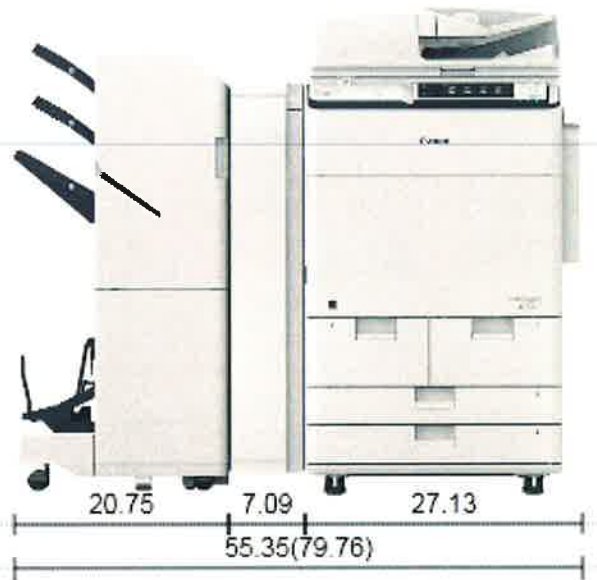
Magnolia Science Academy-Santa Ana
2840 W. 1st Street
Santa Ana, CA 92703

Attn: Rasul Monoshev

Subject: New Canon Image Runner Advanced Color 7580i Digital Copier / Printer / Scanner

Copier includes the following:

- ◆ **80 Digital B/W Copies/Prints per minute**
- ◆ **70 Digital Color Copies/Prints per minute**
- ◆ **4,200 sheet paper capacity standard (4 Drawers + Bypass)**
- ◆ **1200x1200 dpi Printing Resolution**
- ◆ **300 sheet Automatic single pass duplexing Document Feeder**
- ◆ **Color Universal Send (color scanning)**
- ◆ **PS/PCL Network Printing**
- ◆ **120 scans per minute black and white/duplex 200**
- ◆ **80GB Hard Drive**
- ◆ **OOXML (Scan to PPT & Word)**
- ◆ **10.1 TFT LCD Color intuitive flat control panel**
- ◆ **65 Sheet External Multi Position Booklet Staple Finisher-V2**
- ◆ **3 Finisher Output trays holding up to 3,500 Sheet Capacity**
- ◆ **4 Sheet Staple Free w/ On-Demand Stapler**



Component(inch)
 Total(inch)

36 Month FMV Lease Purchase..... \$499.00 + Tax
****Price based off WSCA / NASPO Piggyback Agreement****
****Additional Credits given for Customer Loyalty****

Cost per Copy Service Agreement

Service contract will include setup, all parts, labor, mileage, service calls, drum, & toner, unlimited training, initial networking.

All B/W Copies / Prints billed at .0055 per image.
 All Color Copies / Prints billed at .05 per image.



Thank you,
Omar Nesheiwat
661-477-5337 (mobile)



6-19-17

Equipment Proposal for MAGNOLIA PUBLIC SCHOOLS

PREPARED FOR: Rasul Monoshev

PREPARED BY: STEFAN SAFFIE

PRODUCTS DESCRIPTION AND CONFIGURATION

TOSHIBA E-STUDIO 7506AC

- 75 Color/85 B/W Pages Per Minute Print & Copy Full Color
- 240 pages Per Minute Full Color Scan Speed (scan to email)
- Large Capacity Drawer (2320 sheets)
- 2 Feeding Drawers (540 sheets each)
- Stapling Finisher
- Booklet Maker (folding unit)
- iOS, Chromebooks Compatible

TOSHIBA E-STUDIO 6506AC

- 65 Color/70 B/W Pages Per Minute Print & Copy Full Color
- 240 pages Per Minute Full Color Scan Speed (scan to email)
- Large Capacity Drawer (2320 sheets)
- 2 Feeding Drawers (540 sheets each)
- Stapling Finisher
- Booklet Maker (folding unit)
- iOS, Chromebooks Compatible

ACQUISITION

TOSHIBA E-STUDIO **7506AC**- NEW 36 MONTHS FMV LEASE AT **\$299.00** per month + tax
 And
 TOSHIBA E-STUDIO **6506AC**- NEW 36 MONTHS FMV LEASE AT **\$289.00** per month + tax

SERVICE RATES @ **.005** B/W & **.04** COLOR-BILLED IN ARREARS!

Includes:

- Delivery, Installation, Training & Networking Included. (up to 5 computers)
- All Service, Parts, Supplies, Maintenance, Toner, Drums, & PM Kits are Included for Duration of Lease.
- Delivery/Installation Will Be Within 1 Week After Customer Signs Lease Agreement.
- This Proposal Is Valid for 60 Days.

SERVICE & SUPPLIES

Includes: Everything Except Paper & Staples

Stefan Saffie
 ACCOUNT EXECUTIVE
[SSAFFIE@UNITEDIMAGING.COM](mailto:ssaffie@unitedimaging.com)
 Cell 818-414-4009
 Work 800.999.0159 ext. 124

Authorized
Partner

COPY • PRINT • FAX • SCAN

TOSHIBA
Leading Innovation >>>

e-STUDIO™ 5506AC

e-STUDIO™ 6506AC

e-STUDIO™ 7506AC

- > Color Multifunction Printer
- > Up to 75 PPM
- > Large Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Solutions Ready



TOGETHER
INFORMATION

e-STUDIO5506AC/e-STUDIO6506AC/e-STUDIO7506AC

CONNECT. INTEGRATE. SIMPLIFY.

Technology for every office, delivering advanced functionality, ease of use and peace of mind.

Every industry has unique workflow needs. Toshiba has developed customizable MFPs to make your job easier. Intuitive and smartly integrated, our products simplify complex tasks and give you control while providing the reliability Toshiba is known for.

Toshiba's latest series delivers on our promise of Together Information – our commitment to collaborate with clients in order to provide tailored, cost-effective solutions that meet your print, document management and content needs while helping you meet your green objectives.

- > Speeds of 55, 65 & 75 PPM Color
- > High-resolution and high-volume color
- > High-volume black & white
- > Advanced e-BRIDGE Next technology
- > Fast dual-core processor

Sleeker, faster, and more versatile than ever.

This year, Toshiba is introducing a new, sleek lineup that's as impressive on the outside as it is on the inside. Its ultra-modern look houses the latest innovative technology, like brilliant, multi-beam laser color delivered at up to 75 pages per minute as well as black and white up to 85 pages per minute.

- > 1,200 dpi x 1,200 dpi, 2bit color (PostScript 3) for genuine laser quality
- > 600 dpi x 600 dpi, 5bit color in image smoothing mode, color mode
- > e-BRIDGE Color Profile Tool provides accurate Pantone or unique color matching options
- > New high-speed, high-capacity Dual-Scan Document Feeder
- > Up to 600K maximum monthly copy volume

Simple, smart and stylish.

A new 9" tablet-style touch screen with an embedded web browser is easy to use and customizable to meet your needs. And, it is part of the bold new look being introduced across the e-STUDIO series.



INNOVATIVE FEATURES, VERSATILE CONNECTIVITY.

The Toshiba e-STUDIO7506AC series helps workgroups connect, integrate and simplify while improving efficiency, productivity and the professionalism of presentations.

Higher Robust Speeds include 55/65/75 brilliant color pages per minute and 65/75/85 monochrome pages per minute, respectively.

Fast Dual-Scan Document Feeder handles up to 300 sheets at a time and seamlessly scans both sides of each page in a single pass to produce a full 240 images per minute (IPM).

Fast First Copy Out Times include 6.4/6.4/5.4 seconds for full-color printing and 5.2/4.5/4.1 seconds (respectively) for black and white printing.

9" Tablet-Style Touch Screen works intuitively, helping you access instructions, functions, and commands with the swipe of the finger.

Banner Printing produces impressive signage as large as 12" x 47" using our unique AquaAce media.

Print Around eliminates printing bottlenecks by allowing other print jobs to go around one job that's held-up due to requiring a specific paper size, type or, in some cases, color toner.

Limitless Job Reservation will queue up multiple copy or print jobs so users can send jobs whenever.

Saddle/Fold Capabilities offer saddle-stitch finishing and the ability to fold without stapling.

Scan-to and Print-from USB lets you print straight from your USB drive or scan documents to it.

Advanced e-BRIDGE Next Technology enables the MFP to drive Toshiba's internally developed embedded solutions or those from a third party with ease.

Notifications Feature takes the hassle out of checking for depleted supplies or maintenance needs.

Paper Volume Indicators on the front panel make it easy to see the paper sizes, types and levels in each cassette.

Context-Sensitive Help Button provides instant, thorough explanations straight from the manual to help as needed.



TOSHIBA INNOVATION AT ITS FINEST.

When it comes to seamless workflow and simplified integration, the e-STUDIO7506AC series represents the finest Toshiba has to offer. The latest e-BRIDGE Next technology enables complete third-party integration and support for internally driven solutions. A universal driver along with PCL 6, PS3, and XPS support provide fast and easy connectivity to Windows®, Macintosh® and more.

AirPrint and Mopria support means mobile users can print to the MFP with ease. The e-BRIDGE Print & Capture application provides additional capabilities including the ability to scan from the MFP back to your mobile device. Also, a Dual-Line Fax option can handle heavy fax volumes with ease.

Cloud Support

New Scan-to-Cloud and Cloud Print capabilities increase productivity by allowing users to access, store and print documents remotely from the MFP. Whether it's Dropbox, OneDrive or Google Drive, the new e-STUDIO7506AC series makes scanning to these cloud-based locations a breeze, while embedded support for Google Cloud Print enables easy printing to the MFP from anywhere you may be.

Advanced Security

Even more important than functionality is the security offered by the e-STUDIO7506AC series. Such technological advancements include:

- > A 320GB Self-Encrypting Drive (SED) with Automatic Drive Invalidation (ADI) & Data Overwrite capability provides top level security
- > FIPS 140-2 Validated SED meets and exceeds government requirements
- > IPsec is available to securely encrypt data sent to and from the MFP

Environmental Responsibility

Because we have been working to protect the environment as well as your security, you can rest assured Toshiba has what it takes to protect both.

- > RoHS compliance, the use of recycled plastics, and Low-Power (0.6W) Super Sleep Mode work to help the environment
- > EPEAT Gold Registered in the global registry for greener electronics, designed to help purchasers choose products that reduce environmental impact
- > Energy Star V2.0 meets the latest, more stringent requirements



IMPRESSIVE EVEN BEFORE YOU TURN IT ON.

1 Accessory Tray & Keyboard Options

- GR1250 – Accessory Tray
- GR9000 – Bluetooth Keyboard
- GR1260 – 10 Key Numeric Keypad

2 Finishing Options

- MJ1111 – 50-Sheet Console Finisher
- MJ1112 – 50-Sheet Saddle Stitch Finisher
- MJ6106 – Hole Punch Unit
- KA6551 – Side Exit Tray

3 Connectivity Options

- GD1370 – Fax Unit/2nd Line for Fax Unit
- GN4020 – Wireless LAN/Bluetooth Module

4 Additional Paper Options

- MP2502 – 2,500 Sheet Large Capacity Feeder

Additional Option Highlights

- > IPsec Security Enabler
- > Multi-Station Print Enabler
- > Embedded OCR Enabler



Toshiba's e-STUDIO7506AC series offers the best of the best, enabling large workgroups to improve productivity and connectivity while simplifying the overall workflow.

Double the Scan Speed

A 300-sheet high-speed, high-capacity Dual-Scan Document Feeder (DSDf) produces up to 120 IPM simplex and 240 IPM duplex.

Bluetooth/WiFi Option

Bluetooth feature provides support for a wireless keyboard to simplify workflow processes at the MFP, while the WiFi capability enables WiFi-Direct printing making it ideal for mobile users

Volumes and Volumes

A high monthly copy volume is 480K/540K/600K respectively. Impressive toner yields are 39,200 color and 106,600 black and white (each at 5%).

Multi-Station Print Enabler

Toshiba's internally developed Multi-Station Print Enabler allows users to send print jobs from their desktop and retrieve them at any available MFP by simply swiping their badge and authenticating at that device.

Advanced e-BRIDGE Next Technology

Built on Linux®, this latest generation e-BRIDGE Next architecture features an Embedded Web Browser, an Intel Atom dual-core processor, 4GB RAM and a 320GB FIPS 140-2 Validated SED enabling the MFP to easily drive Toshiba's internally developed solutions or even third-party applications.

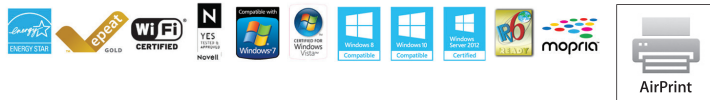
e-STUDIO™ 5506AC/6506AC/7506AC

Main Specifications

Copy System	Indirect Electrostatic Photographic Method/OPC/Laser Printing/ Heat Roller Fusing
Display	9" Color WVGA Touch Screen Tilting Display
Copy Speed	Color: 55/65/75 PPM (LT), Monochrome: 65/75/85 PPM (LT)
First Copy Out	Color: 6.4/6.4/5.4, Monochrome: 5.2/4.5/4.1
Warm-Up Time	Approx. 20 Seconds
Copy Resolution	600 x 600 dpi
Stack Feed Bypass	3.9" x 5.8" to 13" x 19", 12" x 47" Banner, Envelope
Multiple Copying	Up to 9,999 Copies
Paper Capacity	4-Drawer: 2,280 Sheets/Max. 4,780 Sheets Tandem Drawer: Standard 3,520 Sheets/Max. 6,020 Sheets
Original Feed	Standard 300-Sheet DSDf
Scan Speed & Weights	DSDf Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Index, Duplex: 9.3-110 lb Index
Max. Original Size	LD
Paper Feed Sizes	Drawers: 540 Sheets-ST-R to 12" x 18" Integral Tandem LCF 1,160 x 2 LT-Only Stack Feed Bypass: 120 Sheets-3.9" x 5.8" to 13" x 19", 12" x 47" Banner 2,500-Sheet Ext. LCF LT-Only
Paper Weights	4-Drawer: Standard 540 Sheets x 4-16 lb Bond-140 lb Index Tandem LCF 1,160 Sheets x 2-16 lb Bond-140 lb Index Plus 540 Sheets x 2-16 lb Bond-140 lb Index Stack Feed Bypass: 120 Sheets-16 lb Bond-110 lb Cover Opt. 2,500-Sheet Ext. LCF LT-Only -16 lb Bond-140 lb Index Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)
Duplex	Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)
Reproduction Ratio	25% to 400%
Max Duty Cycle	Max. 480K/540K/600K Month (Color: 100%)
Weight	Approx. 470 lb
Approx. Dimensions	37.6" (W) x 28.9" (D) x 48.3" (H)
Toner Yield	39,200, K: 106,600 @ 5%
Power Source	120 Volts, 50/60 Hz, 16 Amps
Power Consumption	Maximum 2.0kW (120V)
CPU	Intel Atom™ 1.75 GHz (Dual-Core)
Memory	4GB
Hard Disk Drive	320GB Self-Encrypting Drive FIPS 140-2 Validated

e-BRIDGE Next Print Specifications

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Speed	Color: 55/65/75 PPM (LT), Monochrome: 65/75/85 PPM (LT)
Print Resolution	600 x 600 dpi (5 bit), 1,200 x 1,200 dpi (Color/2 bit) or 3,600 x 1,200 dpi (BW/with Smoothing) PS3 Only
Operating Systems	Windows® Vista, Windows Server® 2008/R2, Windows® 7, 8, 8.1, 10, Windows Server® 2012/R2, Macintosh® (Mac OS X 10.6, 10.7, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk® for Macintosh Environments
Printing Protocols	SMB, LPR/LPD, IPP (Ver.1.1) w/Authentication, AppleTalk PAP or EtherTalk™, Port 9100 (bi-directional), NetWare P-SERVER LPD w/ iPrint, WS Print, FTP
Print Drivers	Windows® Vista SP2 (32-bit, 64-bit), Windows Server® 2008 SP2 (32-bit, 64-bit), Windows Server® 2008 R2 SP1 (64-bit), Windows® 7 SP1 (32-bit, 64-bit), Windows® 8/8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows® 10 (32-bit, 64-bit), Mac OS® X 10.6.8, 10.7.4, 10.8, 10.9, 10.10, 10.11
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed) Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth
Wireless Device	AirPrint™, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)
Device Management	TopAccess, EFMS 6.2 (e-BRIDGE Fleet Management Software)
Account Control	Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows domain) or Login Name/ Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout and Audible Beep Message Alerts



Security Features

User Authentication, On-Board Data Scramble Function, SCEP, Disable e-Filing, Disable Copy, Disk Overwrite, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC15408 EAL3+), IEEE2600.1, IEEE802.1X, Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp
*Compliant with IEEE2600.1 in High Security Mode.

Environmental Stds. Certification

Energy Star (V2.0), EPEAT Gold, RoHS
WHQL (Windows 7, 8, 8.1, 10, 2008 R2, 2012, 2012 R2), Novell, Citrix, SAP

Scan Specifications

Scan Speed	DSDf Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color) Standard: Full Color, Auto Color, Monochrome, Grayscale
Scan Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
Scan Resolution	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
File Formats	Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDF, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH/MR/MMR/JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations/Job
Scan Speed	0.7 Seconds Per Page, Maximum 73 IPM

e-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

Accessories (Options)

Additional Paper Options	MP2502	Embedded OCR Enabler Single License Five Licenses	GS1080 GS1085
Finishing Options	MJ1111 MJ1112 MJ6106 KA6551 KN1103	Multi-Station Print Enabler Single License Five Licenses Advanced Scanning (ReRite) SharePoint Connector Exchange Connector Google Drive Connector	GS1090 GS1095 GB1280V8 GB1440 GB1450 GB1540
Connectivity/Security Options	GD1370 GN4020 GP1190A GR9000 GR1250 GR1260 GR1290 GS1010 GP1080 GS1007	FAX Unit/2nd Line for FAX Unit Wireless LAN/Bluetooth Hardcopy Security Printing Bluetooth Keyboard Accessory Tray Panel 10-Key Option Card Reader Holder Meta Scan Enabler IPsec Enabler Unicode Font Enabler	Miscellaneous Options Accessible Arm Harness Kit for Coin Controller
			KK2560 GQ1280

Designs and specifications subject to change without notice. Specifications may vary by conditions of use and/or environmental usage. For best results and reliable performance, always use supplies manufactured or designated by Toshiba. Not all options and accessories may be available at the time of product launch. Please contact a local Authorized Toshiba Dealership for availability. Toner yields are estimates based on 5% coverage, letter-size page. Driver and connectivity feature support varies by client/network operating system. Product names may be trademarks of their respective companies. AirPrint and the AirPrint logo are trademarks of Apple Inc. This is a Class 1 laser product complying with IEC60825-1.

© 2016 Toshiba America Business Solutions, Inc. Electronic Imaging Division
Inv. Code 22306 5506AC/6506AC/7506AC Brochure 5K PG 6/16

Corporate Office

9740 Irvine Blvd., Irvine, CA 92618
Tel: 949-462-6000

East Coast

959 Route 46 East, 5th Floor, Parsippany, NJ 07054
Tel: 973-316-2700

Midwest

8770 W. Bryn Mawr Ave., Suite 700, Chicago, IL 60631
Tel: 773-380-6000

South

2037 Bakers Mill Rd., Dacula, GA 30019
Tel: 678-546-9385

West Coast

9740 Irvine Blvd., Irvine, CA 92618
Tel: 949-462-6000
www.business.toshiba.com



Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

Section 1.0 Letter of Transmittal

Name of Proposing Organization: *American Business Machines*
Physical Address: *26017 Huntington Lane Valencia, CA 91355*
Mailing Address: *P.O. Box 2737 Bakersfield, CA 93303*
Phone Number: *(661) 255-0700 (877) 937-2261*
Proposing Officer: *Ryan Jones, General Manager*
Officer E-Mail: rjones@abm1.com
Contact Person: *Omar Neshelwat, District Sales Manager*
Contractor License Number: *N/A*
Federal Tax Identification Number: *95-2263507*

Organizational Mission or Purpose: We believe that customer service is the most important product we offer. Customer service begins by understanding the true needs of the customer and providing high quality products at competitive prices. It also includes the full support of a knowledgeable and courteous administrative staff and a competent and responsive technical team. Every member of our organization is a trained customer service representative whose primary responsibility is to give 110% everyday for our customers we serve.

We have committed our business to offering the best in quality products and integrated service and software solutions, supported by the highest standards of customer service and technical support in our industry. We are fully committed to honesty, integrity, and fairness in every facet of our business. We are a service-driven company dedicated to delivering complete customer satisfaction for everyone we do business with.

The following individual is an authorized officer of the company with the authority to commit the company to the terms and requirements of this RFP. This individual, or their agent, has had the opportunity to review this Request for Proposal and asserts compliance with the requirements therein; except where noted otherwise.



Signature Authorizing Vendor RFP Response





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

Contact Person:

Omar Nesheiwat
District Sales Manager
26017 Huntington Lane Unit E
Valencia, CA 91355
omar@abm1.com
Phone: 661-477-5337
Fax: 661-324-1148

Company Description:

1. Company History

American Business Machines has been family owned and operated for more than 70 years. ABM has been an Authorized Canon Dealer for more than 30 years and one of the first on the West Coast. The tradition of ABM is to offer the newest and highest quality digital products at fair prices, supported by highest standards of customer service and technical support in our industry. We are a service-driven company dedicated to delivering complete customer satisfaction for everyone we do business with. ABM has been proudly servicing Magnolia Public Schools for 5 years now with six machines in 4 of the Schools.

2. The offices that will be servicing Magnolia Public Schools include;

Valencia Office (Primary)
26017 Huntington Lane Unit E Valencia, CA 91355, 661-255-0700
Palmdale Office (Back Up)
190 Sierra Court, Suite A17 Palmdale, CA 93550, 661-940-4685
Bakersfield Office (Corporate)
821 18th Street Bakersfield, CA 93301, 661-324-4741

I. Approach

Upon acknowledgement and acceptance of our proposal for Magnolia Public Schools , your American Business Machines project team led by your primary point of contact **Omar Nesheiwat (District Sales Manager)** and assisted by Ryan Jones (General Manager) and Jimmy Rivera (Service Manager) will be assisting you from the beginning to the end. This assistance will include and is not limited to: Contract acknowledgement, signing of the necessary paperwork (lease, order form, etc.), ordering of equipment, installation of equipment in the prospective sites, meeting with Magnolia





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

representatives for tentative install dates and locations, training of all necessary personnel that Magnolia chooses, and any post installation questions and / or training.

II. Full Service Maintenance Agreement

ABM will provide an all-inclusive Maintenance Agreement in addition to Lease schedule. Maintenance Contract will include **All parts, labor, mileage, service calls, travel time drums & toner. Does not include paper or staples and overages will be billed on a monthly basis, with quarterly reviews to assess usage and volume**

III. Services

American Business Machines is committed to an hour service callback guarantee. The problem will be determined and evaluated through the initial call. ABM further guarantees a four hour on site response time to resolve service related issues. In the event that the machine cannot be repaired within a 48 hour time frame, ABM will provide a like machine with like features, loaner, at no cost to the School. If a copier fails to operate acceptably for 90% of available work time during a thirty day period, or if the copier has logged six or more service calls in any thirty day period, Magnolia Public Schools can request in writing that ABM address the specific machine. ABM will have 30 days to correct the issue. If unable within thirty days to correct the issue, ABM will replace the machine, like for like, with no contract extension or additional costs.

ABM has a live operator online to place service calls Monday through Friday from 8am-5pm. The end user will also have the option to call a local branch or an 877 number to place service calls. A service history report can be requested online or by email at anytime. Periodic and preventative maintenance including drum and fuser replacement is performed on an as needed basis.

IV. Qualification and Experience of Key Personnel

American Business Machines has a long history of hiring and maintaining highly qualified and dependable service technicians. ABM is committed to providing the highest level of service to each and every customer. The list of technicians below provides an accurate picture of the level of experience and expertise that will be provided to Magnolia Public Schools upon acceptance of this venture.





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

Valencia

- | | |
|---|-----------------|
| 1. Arturo Manzano
Canon Certified image RUNNER B/W, Color | 15 years |
| 2. Edgar Sahagun
IT Network Setup Complete product line, Canon Certified image RUNNER B/W, Color, Canon ImagePress 1100 Series/7000 Series, HP LaserJet Series. | 13 years |
| 3. Ben Hernandez
IT Network Setup Complete product line, Canon Certified image RUNNER B/W, Color Canon Wide Format, Certified Canon Scanners. | 23 years |
| <u>Lancaster-Palmdale-Valencia (Backup)</u> | |
| 4. Kevin Tweedt
IT Network Setup Complete product line CompTIA A+, CompTIA Network+, Canon Certified image RUNNER B/W, Color, High Volume | 20 years |
| 5. Julie Young
Canon Certified image RUNNER B/W, Color, High Volume | 20 years |
| 6. Perry Harper
Canon Certified image RUNNER B/W, Color, High Volume, Certified Canon Scanners. | 10 years |

In addition to our well qualified technicians, we also have a highly experienced management team that will be fully involved in the implementation, installation, and maintenance of Magnolia Public Schools. The level of expertise ABM offers is one of the many reason other school districts have chosen ABM as their digital office solution specialists.

Service Manager

Jimmy Rivera **30 years**

District Sales Manager

Omar Nesheiwat **15 years**

General Manger / Owner

Ryan Jones **20 years**

Vice President

Richard Jones **55 years**

President

Judee Jones **25 years**





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

Solution Overview

As a testament to Canon's leading market position and innovative technology, there are numerous awards and acknowledgements that Canon has received from various third parties, both as a company and for individual products. Canon U.S.A., Inc. was ranked #1 in the Multifunction Office Copier category in *Brandweek's* Annual Customer Loyalty Survey for 10 of the 13 years of the survey's existence. In addition, Canon has received the prestigious "MFP Line of the Year" Award from Buyers Laboratory Inc. six times since 2000.

Commitment to Research and Development (R&D) is a clear indication of Canon's dedication to developing leading-edge technology. Canon Inc. invested 8.2% of its net sales in R&D in 2013 which exceeds such spending by key competitors. A large portion of Canon's R&D investment goes toward the development of software technology and peripheral utilities, which embrace Canon's core business – print engine technology. Canon also focuses R&D efforts on standard device architecture, network management, network productivity, and total cost of ownership.





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

Solutions to Manage Your Fleet

American Business Machines provides both consultative services and analytical tools that assist organizations with all aspects of the document workflow. The tools listed below can assist Magnolia with managing your fleet so you can maximize your return on investment.

imageWARE Remote

imageWARE Remote is firmware that is embedded in our imageRUNNER products. The function of imageWARE Remote is to automatically provide accurate meter reads without the need for customer intervention. It reduces administrative costs and increases accuracy. The meters are automatically read every day for the most up-to-date reporting capabilities.

The Service Monitoring portion of this tool automatically notifies our Dispatch Department of a hardware/software error. This feature allows our Dispatch Representatives to proactively call the customer to confirm that service is required.

imageWARE Enterprise Management Console

imageWARE Enterprise Management Console (EMC) is a highly scalable, Web-based utility that can manage multiple Canon and third-party devices on most networks. EMC can assist with the following:

Identify device configurations - IT administrators can identify finishing and feature configurations on the MFP or printer and enter special data such as Asset Tag, Contact Number, and Lease End Date.

Group devices logically - Simplify device location by logically





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

grouping them.

Manage third-party devices - Consolidate management of all network devices that comply with the standard printer MIB, regardless of brand or manufacturer.

View device status in real time - For fast resolution of errors such as paper jams or out-of-toner/ink conditions, connected devices immediately report status changes via e-mail to a system administrator or specific end user.

Customize viewing preferences - Sort devices by protocol, type, or group to segment and manage them as your environment demands.

EXAMPLE of recent winning BID

Regular Board Meeting Agenda

Newhall SD

October 06, 2015 6:15PM

Meadows Elementary School 25577 Fedala Road Valencia, CA 91355

15.2.2. Consideration of approving copier lease and maintenance services from American Business Machines

Speaker:

.....
Ronna Wolcott





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

Rationale:

School sites had several copier machines that were at or near the end of their lease term and useful life. In June 2015, the district issued a Request for Proposals (RFP) for copier services asking for proposals that were based on an assessment of the current number of machines and volume of use district-wide. The purpose was to develop a proposal that would reduce overall operating costs for all sites within the District by right-sizing the copier machines for each site while maintaining or including functionality such as the ability to network machines for printing directly to a copier (thereby reducing printer cartridge costs) and providing the ability to scan and electronically send documents.

We received eight responses to the RFP. A scoring matrix was used to evaluate the responses and after reviewing those, we met with three firms to review their proposals. The selected provider is American Business Machines who is a distributor of Canon products. The vendor has a local showroom and has references have been excellent for maintenance services. The overall estimated annual savings to the District for this five year agreement is \$55,565 based on average volume over the last three years.

The District will execute a separate maintenance and lease agreement for each site. Samples of the proposed agreements are attached.

Requested Motion:

Approve agreement with American Business Machines for copier services, as presented.





Valencia Office
26017 Huntington Lane
Valencia, CA 91355
661-255-0700
www.abm1.com

References

1. **Newhall School District**
25375 Orchard Village Rd., Suite 200
Valencia, CA 91355
Phone # 661.291.4169
Contact: Kevin Vensko, Business Services Coordinator
50 + MFD's installed (from Canon desktop up to Océ VP 110 Production System)
15 Duplo Digital Duplicators
2. **Westside Unified School District**
41914 N. 50th Street West
Quartz Hill, CA 93536-2963
Phone # 722.0716
Contact: Chris Soliz, Director, Information Technology
60 + Canon MFD's (up to H5 ppF)
2 Canon 1135 Production Systems in Printshop
Uniflow Software installed throughout District
3. **Pasadena Unified School District**
351 South Hudson
Pasadena, CA 91101
Phone # 626.396.3600 x 5503
Contact: Christine Ward
75+ Canon & Océ Production systems installed with uniFLOW Print Management software





So. Cal. Office
 26017 Huntington Ln.
 Valencia, CA
 661-255-0700

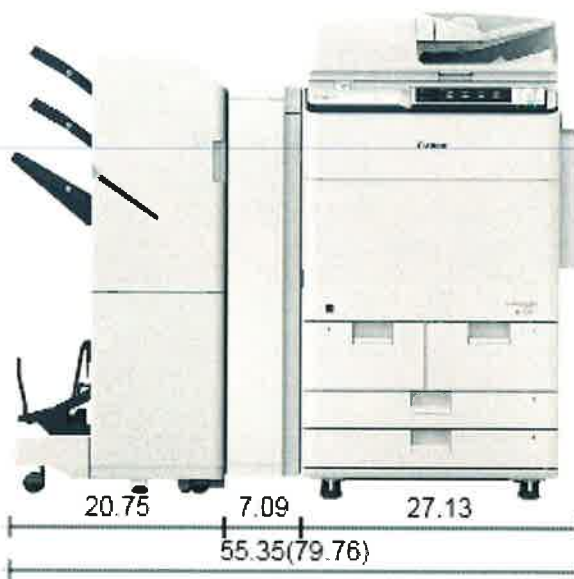
Magnolia Science Academy-Santa Ana
 2840 W. 1st Street
 Santa Ana, CA 92703

Attn: Rasul Monoshev

Subject: New Canon Image Runner Advanced Color 7570i Digital Copier / Printer / Scanner

Copier includes the following:

- ◆ 70 Digital B/W Copies/Prints per minute
- ◆ 65 Digital Color Copies/Prints per minute
- ◆ 4,200 sheet paper capacity standard (4 Drawers + Bypass)
- ◆ 1200x1200 dpi Printing Resolution
- ◆ 300 sheet Automatic single pass duplexing Document Feeder
- ◆ Color Universal Send (color scanning)
- ◆ PS/PCL Network Printing
- ◆ 120 scans per minute black and white/duplex 200
- ◆ 80GB Hard Drive
- ◆ OOXML (Scan to PPT & Word)
- ◆ 10.1 TFT LCD Color intuitive flat control panel
- ◆ 65 Sheet External Multi Position Booklet Staple Finisher-V2
- ◆ 3 Finisher Output trays holding up to 3,500 Sheet Capacity
- ◆ 4 Sheet Staple Free w/ On-Demand Stapler



36 Month FMV Lease Purchase..... \$449.00 + Tax

****Price based off WSCA / NASPO Piggyback Agreement****

****Additional Credits given for Customer Loyalty****

Cost per Copy Service Agreement

Service contract will include setup, all parts, labor, mileage, service calls, drum, & toner, unlimited training, initial networking.

All B/W Copies / Prints billed at .0055 per image.
 All Color Copies / Prints billed at .05 per image.



Thank you,
Omar Nesheiwat
 661-477-5337 (mobile)



So. Cal. Office
26017 Huntington Ln.
Valencia, CA
661-255-0700

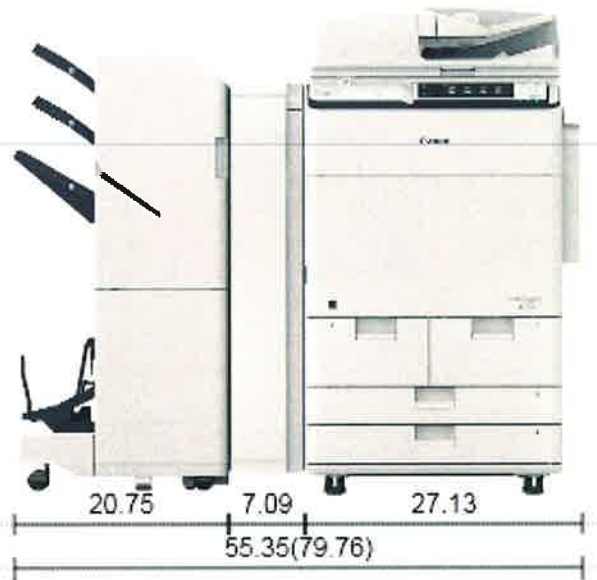
Magnolia Science Academy-Santa Ana
2840 W. 1st Street
Santa Ana, CA 92703

Attn: Rasul Monoshev

Subject: New Canon Image Runner Advanced Color 7580i Digital Copier / Printer / Scanner

Copier includes the following:

- ◆ **80 Digital B/W Copies/Prints per minute**
- ◆ **70 Digital Color Copies/Prints per minute**
- ◆ **4,200 sheet paper capacity standard (4 Drawers + Bypass)**
- ◆ **1200x1200 dpi Printing Resolution**
- ◆ **300 sheet Automatic single pass duplexing Document Feeder**
- ◆ **Color Universal Send (color scanning)**
- ◆ **PS/PCL Network Printing**
- ◆ **120 scans per minute black and white/duplex 200**
- ◆ **80GB Hard Drive**
- ◆ **OOXML (Scan to PPT & Word)**
- ◆ **10.1 TFT LCD Color intuitive flat control panel**
- ◆ **65 Sheet External Multi Position Booklet Staple Finisher-V2**
- ◆ **3 Finisher Output trays holding up to 3,500 Sheet Capacity**
- ◆ **4 Sheet Staple Free w/ On-Demand Stapler**



Component(inch)
 Total(inch)

36 Month FMV Lease Purchase..... \$499.00 + Tax
****Price based off WSCA / NASPO Piggyback Agreement****
****Additional Credits given for Customer Loyalty****

Cost per Copy Service Agreement

Service contract will include setup, all parts, labor, mileage, service calls, drum, & toner, unlimited training, initial networking.

All B/W Copies / Prints billed at .0055 per image.
 All Color Copies / Prints billed at .05 per image.



Thank you,
Omar Nesheiwat
661-477-5337 (mobile)



6-19-17

Equipment Proposal for MAGNOLIA PUBLIC SCHOOLS

PREPARED FOR: Rasul Monoshev

PREPARED BY: STEFAN SAFFIE

PRODUCTS DESCRIPTION AND CONFIGURATION

TOSHIBA E-STUDIO 7506AC

- 75 Color/85 B/W Pages Per Minute Print & Copy Full Color
- 240 pages Per Minute Full Color Scan Speed (scan to email)
- Large Capacity Drawer (2320 sheets)
- 2 Feeding Drawers (540 sheets each)
- Stapling Finisher
- Booklet Maker (folding unit)
- iOS, Chromebooks Compatible

TOSHIBA E-STUDIO 6506AC

- 65 Color/70 B/W Pages Per Minute Print & Copy Full Color
- 240 pages Per Minute Full Color Scan Speed (scan to email)
- Large Capacity Drawer (2320 sheets)
- 2 Feeding Drawers (540 sheets each)
- Stapling Finisher
- Booklet Maker (folding unit)
- iOS, Chromebooks Compatible

ACQUISITION

TOSHIBA E-STUDIO **7506AC**- NEW 36 MONTHS FMV LEASE AT **\$299.00** per month + tax
 And
 TOSHIBA E-STUDIO **6506AC**- NEW 36 MONTHS FMV LEASE AT **\$289.00** per month + tax

SERVICE RATES @ **.005** B/W & **.04** COLOR-BILLED IN ARREARS!

Includes:

- Delivery, Installation, Training & Networking Included. (up to 5 computers)
- All Service, Parts, Supplies, Maintenance, Toner, Drums, & PM Kits are Included for Duration of Lease.
- Delivery/Installation Will Be Within 1 Week After Customer Signs Lease Agreement.
- This Proposal Is Valid for 60 Days.

SERVICE & SUPPLIES

Includes: Everything Except Paper & Staples

Stefan Saffie
 ACCOUNT EXECUTIVE
[SSAFFIE@UNITEDIMAGING.COM](mailto:ssaffie@unitedimaging.com)
 Cell 818-414-4009
 Work 800.999.0159 ext. 124

Authorized
Partner

COPY • PRINT • FAX • SCAN

TOSHIBA
Leading Innovation >>>

e-STUDIO™ 5506AC

e-STUDIO™ 6506AC

e-STUDIO™ 7506AC

- > Color Multifunction Printer
- > Up to 75 PPM
- > Large Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Solutions Ready



**TOGETHER
INFORMATION**

e-STUDIO5506AC/e-STUDIO6506AC/e-STUDIO7506AC

CONNECT. INTEGRATE. SIMPLIFY.

Technology for every office, delivering advanced functionality, ease of use and peace of mind.

Every industry has unique workflow needs. Toshiba has developed customizable MFPs to make your job easier. Intuitive and smartly integrated, our products simplify complex tasks and give you control while providing the reliability Toshiba is known for.

Toshiba's latest series delivers on our promise of Together Information – our commitment to collaborate with clients in order to provide tailored, cost-effective solutions that meet your print, document management and content needs while helping you meet your green objectives.

- > Speeds of 55, 65 & 75 PPM Color
- > High-resolution and high-volume color
- > High-volume black & white
- > Advanced e-BRIDGE Next technology
- > Fast dual-core processor

Sleeker, faster, and more versatile than ever.

This year, Toshiba is introducing a new, sleek lineup that's as impressive on the outside as it is on the inside. Its ultra-modern look houses the latest innovative technology, like brilliant, multi-beam laser color delivered at up to 75 pages per minute as well as black and white up to 85 pages per minute.

- > 1,200 dpi x 1,200 dpi, 2bit color (PostScript 3) for genuine laser quality
- > 600 dpi x 600 dpi, 5bit color in image smoothing mode, color mode
- > e-BRIDGE Color Profile Tool provides accurate Pantone or unique color matching options
- > New high-speed, high-capacity Dual-Scan Document Feeder
- > Up to 600K maximum monthly copy volume

Simple, smart and stylish.

A new 9" tablet-style touch screen with an embedded web browser is easy to use and customizable to meet your needs. And, it is part of the bold new look being introduced across the e-STUDIO series.



INNOVATIVE FEATURES, VERSATILE CONNECTIVITY.

The Toshiba e-STUDIO7506AC series helps workgroups connect, integrate and simplify while improving efficiency, productivity and the professionalism of presentations.

Higher Robust Speeds include 55/65/75 brilliant color pages per minute and 65/75/85 monochrome pages per minute, respectively.

Fast Dual-Scan Document Feeder handles up to 300 sheets at a time and seamlessly scans both sides of each page in a single pass to produce a full 240 images per minute (IPM).

Fast First Copy Out Times include 6.4/6.4/5.4 seconds for full-color printing and 5.2/4.5/4.1 seconds (respectively) for black and white printing.

9" Tablet-Style Touch Screen works intuitively, helping you access instructions, functions, and commands with the swipe of the finger.

Banner Printing produces impressive signage as large as 12" x 47" using our unique AquaAce media.

Print Around eliminates printing bottlenecks by allowing other print jobs to go around one job that's held-up due to requiring a specific paper size, type or, in some cases, color toner.

Limitless Job Reservation will queue up multiple copy or print jobs so users can send jobs whenever.

Saddle/Fold Capabilities offer saddle-stitch finishing and the ability to fold without stapling.

Scan-to and Print-from USB lets you print straight from your USB drive or scan documents to it.

Advanced e-BRIDGE Next Technology enables the MFP to drive Toshiba's internally developed embedded solutions or those from a third party with ease.

Notifications Feature takes the hassle out of checking for depleted supplies or maintenance needs.

Paper Volume Indicators on the front panel make it easy to see the paper sizes, types and levels in each cassette.

Context-Sensitive Help Button provides instant, thorough explanations straight from the manual to help as needed.



TOSHIBA INNOVATION AT ITS FINEST.

When it comes to seamless workflow and simplified integration, the e-STUDIO7506AC series represents the finest Toshiba has to offer. The latest e-BRIDGE Next technology enables complete third-party integration and support for internally driven solutions. A universal driver along with PCL 6, PS3, and XPS support provide fast and easy connectivity to Windows®, Macintosh® and more.

AirPrint and Mopria support means mobile users can print to the MFP with ease. The e-BRIDGE Print & Capture application provides additional capabilities including the ability to scan from the MFP back to your mobile device. Also, a Dual-Line Fax option can handle heavy fax volumes with ease.

Cloud Support

New Scan-to-Cloud and Cloud Print capabilities increase productivity by allowing users to access, store and print documents remotely from the MFP. Whether it's Dropbox, OneDrive or Google Drive, the new e-STUDIO7506AC series makes scanning to these cloud-based locations a breeze, while embedded support for Google Cloud Print enables easy printing to the MFP from anywhere you may be.

Advanced Security

Even more important than functionality is the security offered by the e-STUDIO7506AC series. Such technological advancements include:

- > A 320GB Self-Encrypting Drive (SED) with Automatic Drive Invalidation (ADI) & Data Overwrite capability provides top level security
- > FIPS 140-2 Validated SED meets and exceeds government requirements
- > IPsec is available to securely encrypt data sent to and from the MFP

Environmental Responsibility

Because we have been working to protect the environment as well as your security, you can rest assured Toshiba has what it takes to protect both.

- > RoHS compliance, the use of recycled plastics, and Low-Power (0.6W) Super Sleep Mode work to help the environment
- > EPEAT Gold Registered in the global registry for greener electronics, designed to help purchasers choose products that reduce environmental impact
- > Energy Star V2.0 meets the latest, more stringent requirements



IMPRESSIVE EVEN BEFORE YOU TURN IT ON.

1 Accessory Tray & Keyboard Options

- GR1250 – Accessory Tray
- GR9000 – Bluetooth Keyboard
- GR1260 – 10 Key Numeric Keypad

2 Finishing Options

- MJ1111 – 50-Sheet Console Finisher
- MJ1112 – 50-Sheet Saddle Stitch Finisher
- MJ6106 – Hole Punch Unit
- KA6551 – Side Exit Tray

3 Connectivity Options

- GD1370 – Fax Unit/2nd Line for Fax Unit
- GN4020 – Wireless LAN/Bluetooth Module

4 Additional Paper Options

- MP2502 – 2,500 Sheet Large Capacity Feeder

Additional Option Highlights

- > IPsec Security Enabler
- > Multi-Station Print Enabler
- > Embedded OCR Enabler



Toshiba's e-STUDIO7506AC series offers the best of the best, enabling large workgroups to improve productivity and connectivity while simplifying the overall workflow.

Double the Scan Speed

A 300-sheet high-speed, high-capacity Dual-Scan Document Feeder (DSDf) produces up to 120 IPM simplex and 240 IPM duplex.

Bluetooth/WiFi Option

Bluetooth feature provides support for a wireless keyboard to simplify workflow processes at the MFP, while the WiFi capability enables WiFi-Direct printing making it ideal for mobile users

Volumes and Volumes

A high monthly copy volume is 480K/540K/600K respectively. Impressive toner yields are 39,200 color and 106,600 black and white (each at 5%).

Multi-Station Print Enabler

Toshiba's internally developed Multi-Station Print Enabler allows users to send print jobs from their desktop and retrieve them at any available MFP by simply swiping their badge and authenticating at that device.

Advanced e-BRIDGE Next Technology

Built on Linux®, this latest generation e-BRIDGE Next architecture features an Embedded Web Browser, an Intel Atom dual-core processor, 4GB RAM and a 320GB FIPS 140-2 Validated SED enabling the MFP to easily drive Toshiba's internally developed solutions or even third-party applications.

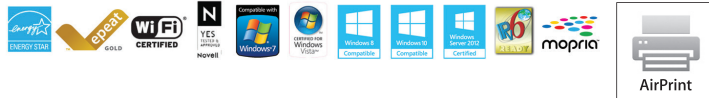
e-STUDIO™ 5506AC/6506AC/7506AC

Main Specifications

Copy System	Indirect Electrostatic Photographic Method/OPC/Laser Printing/ Heat Roller Fusing
Display	9" Color WVGA Touch Screen Tilting Display
Copy Speed	Color: 55/65/75 PPM (LT), Monochrome: 65/75/85 PPM (LT)
First Copy Out	Color: 6.4/6.4/5.4, Monochrome: 5.2/4.5/4.1
Warm-Up Time	Approx. 20 Seconds
Copy Resolution	600 x 600 dpi
Stack Feed Bypass	3.9" x 5.8" to 13" x 19", 12" x 47" Banner, Envelope
Multiple Copying	Up to 9,999 Copies
Paper Capacity	4-Drawer: 2,280 Sheets/Max. 4,780 Sheets Tandem Drawer: Standard 3,520 Sheets/Max. 6,020 Sheets
Original Feed	Standard 300-Sheet DSDf
Scan Speed & Weights	DSDf Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Index, Duplex: 9.3-110 lb Index
Max. Original Size	LD
Paper Feed Sizes	Drawers: 540 Sheets-ST-R to 12" x 18" Integral Tandem LCF 1,160 x 2 LT-Only Stack Feed Bypass: 120 Sheets-3.9" x 5.8" to 13" x 19", 12" x 47" Banner 2,500-Sheet Ext. LCF LT-Only
Paper Weights	4-Drawer: Standard 540 Sheets x 4-16 lb Bond-140 lb Index Tandem LCF 1,160 Sheets x 2-16 lb Bond-140 lb Index Plus 540 Sheets x 2-16 lb Bond-140 lb Index Stack Feed Bypass: 120 Sheets-16 lb Bond-110 lb Cover Opt. 2,500-Sheet Ext. LCF LT-Only -16 lb Bond-140 lb Index Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)
Duplex	Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)
Reproduction Ratio	25% to 400%
Max Duty Cycle	Max. 480K/540K/600K Month (Color: 100%)
Weight	Approx. 470 lb
Approx. Dimensions	37.6" (W) x 28.9" (D) x 48.3" (H)
Toner Yield	39,200, K: 106,600 @ 5%
Power Source	120 Volts, 50/60 Hz, 16 Amps
Power Consumption	Maximum 2.0kW (120V)
CPU	Intel Atom™ 1.75 GHz (Dual-Core)
Memory	4GB
Hard Disk Drive	320GB Self-Encrypting Drive FIPS 140-2 Validated

e-BRIDGE Next Print Specifications

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Speed	Color: 55/65/75 PPM (LT), Monochrome: 65/75/85 PPM (LT)
Print Resolution	600 x 600 dpi (5 bit), 1,200 x 1,200 dpi (Color/2 bit) or 3,600 x 1,200 dpi (BW/with Smoothing) PS3 Only
Operating Systems	Windows® Vista, Windows Server® 2008/R2, Windows® 7, 8, 8.1, 10, Windows Server® 2012/R2, Macintosh® (Mac OS X 10.6, 10.7, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk® for Macintosh Environments
Printing Protocols	SMB, LPR/LPD, IPP (Ver.1.1) w/Authentication, AppleTalk PAP or EtherTalk™, Port 9100 (bi-directional), NetWare P-SERVER LPD w/ iPrint, WS Print, FTP
Print Drivers	Windows® Vista SP2 (32-bit, 64-bit), Windows Server® 2008 SP2 (32-bit, 64-bit), Windows Server® 2008 R2 SP1 (64-bit), Windows® 7 SP1 (32-bit, 64-bit), Windows® 8/8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows® 10 (32-bit, 64-bit), Mac OS® X 10.6.8, 10.7.4, 10.8, 10.9, 10.10, 10.11
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed) Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth
Wireless Device	AirPrint™, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)
Device Management	TopAccess, EFMS 6.2 (e-BRIDGE Fleet Management Software)
Account Control	Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows domain) or Login Name/ Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout and Audible Beep Message Alerts



Security Features

User Authentication, On-Board Data Scramble Function, SCEP, Disable e-Filing, Disable Copy, Disk Overwrite, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC15408 EAL3+), IEEE2600.1, IEEE802.1X, Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp
*Compliant with IEEE2600.1 in High Security Mode.

Environmental Stds. Certification

Energy Star (V2.0), EPEAT Gold, RoHS
WHQL (Windows 7, 8, 8.1, 10, 2008 R2, 2012, 2012 R2), Novell, Citrix, SAP

Scan Specifications

Scan Speed	DSDf Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color) Standard: Full Color, Auto Color, Monochrome, Grayscale
Scan Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
Scan Resolution	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
File Formats	Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDF, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH/MR/MMR/JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations/Job
Scan Speed	0.7 Seconds Per Page, Maximum 73 IPM

e-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

Accessories (Options)

Additional Paper Options	MP2502	Embedded OCR Enabler Single License Five Licenses	GS1080 GS1085
Finishing Options	MJ1111 MJ1112 MJ6106 KA6551 KN1103	Multi-Station Print Enabler Single License Five Licenses Advanced Scanning (ReRite) SharePoint Connector Exchange Connector Google Drive Connector	GS1090 GS1095 GB1280V8 GB1440 GB1450 GB1540
Connectivity/Security Options	GD1370 GN4020 GP1190A GR9000 GR1250 GR1260 GR1290 GS1010 GP1080 GS1007	FAX Unit/2nd Line for FAX Unit Wireless LAN/Bluetooth Hardcopy Security Printing Bluetooth Keyboard Accessory Tray Panel 10-Key Option Card Reader Holder Meta Scan Enabler IPsec Enabler Unicode Font Enabler	Miscellaneous Options Accessible Arm Harness Kit for Coin Controller
			KK2560 GQ1280

Designs and specifications subject to change without notice. Specifications may vary by conditions of use and/or environmental usage. For best results and reliable performance, always use supplies manufactured or designated by Toshiba. Not all options and accessories may be available at the time of product launch. Please contact a local Authorized Toshiba Dealership for availability. Toner yields are estimates based on 5% coverage, letter-size page. Driver and connectivity feature support varies by client/network operating system. Product names may be trademarks of their respective companies. AirPrint and the AirPrint logo are trademarks of Apple Inc. This is a Class 1 laser product complying with IEC60825-1.

Corporate Office

9740 Irvine Blvd., Irvine, CA 92618
Tel: 949-462-6000

East Coast

959 Route 46 East, 5th Floor, Parsippany, NJ 07054
Tel: 973-316-2700

Midwest

8770 W. Bryn Mawr Ave., Suite 700, Chicago, IL 60631
Tel: 773-380-6000



































South

2037 Bakers Mill Rd., Dacula, GA 30019
Tel: 678-546-9385

West Coast

9740 Irvine Blvd., Irvine, CA 92618
Tel: 949-462-6000

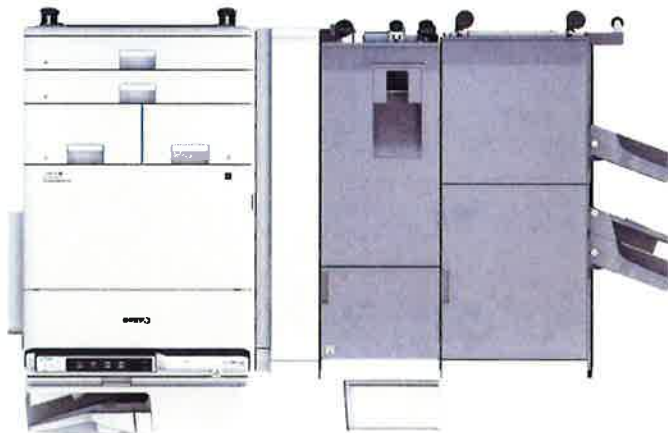
www.business.toshiba.com

A	B	C	D	E	F																														
1																																			
2																																			
3																																			
4																																			
5																																			
6																																			
7																																			
8																																			
9																																			
10																																			
11																																			
12																																			
13																																			
14																																			
15																																			
16																																			
17																																			
18																																			
19																																			
20																																			
21																																			
22																																			
23																																			
24																																			
25																																			
26																																			
27																																			
28																																			
29																																			
30																																			
31																																			
32																																			
33																																			
34																																			
35																																			
36																																			
37																																			
38																																			
39																																			
33																																			
34	Marc Mendez																																		
35	Major Account Executive - Government																																		
36	Canon Solutions America, Inc.																																		
37	1055 West 7th Street, Suite 1600																																		
38	Los Angeles, CA 90017																																		
39	Cell: 213.369.9233																																		

	A	B	C	D	E	F
40	Phone: 213.629.6747					
41	Fax: 213.629.6717					
42	Email: marmendez@csa.canon.com					



imageRUNNER ADVANCE C7570i



Product Description

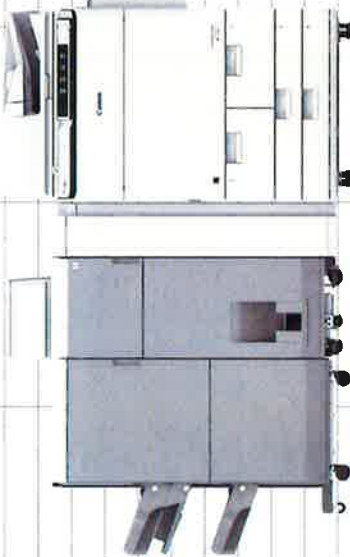
The imageRUNNER ADVANCE C7570i operates at speeds of up to 65-ppm in Color and 70-ppm in B&W (LTR). Includes a 300-sheet Single-Pass Duplex Automatic Document Feeder, Color Image Reader, Standard UFR II Printing with Quick Printing Tool, Color Universal Send (Compact PDF, Searchable PDF/XPS, Office Open XML PowerPrint/Word). Standard support of up to 3,550 sheets of LTR paper. 4GB RAM, 250GB HDD, Drum Units, 10Base-T/100Base-TX/100Base-T and USB 3.0/2.0 connectivity. Includes Universal Login Manager (ULM), Wireless LAN, USB Device Port, and Remote Operator's Software Kit.

Space And Power Requirements

- Total Dimensions (W x D x H): 73.78" x 37.05" x 48.03"
- Total Installation Space (W x D x H): 98.15" x 60.00" x 48.03"
- Main Unit Power Requirements: 120V/11.5A
- Main Unit Plug: NEMA 5-20P

Product name	Net component size			Additional Power Supply	Plug
	W	D	H		
imageRUNNER ADVANCE C7570i	27.13	37.05	48.03		
Staple Finisher-X1	25.75	30.12	40.94	Yes	
Paper Folding Unit-J1	13.23	31.22	46.85	None	
Universal Login Manager	-	-	-	None	
Total	73.78	37.05	48.03		

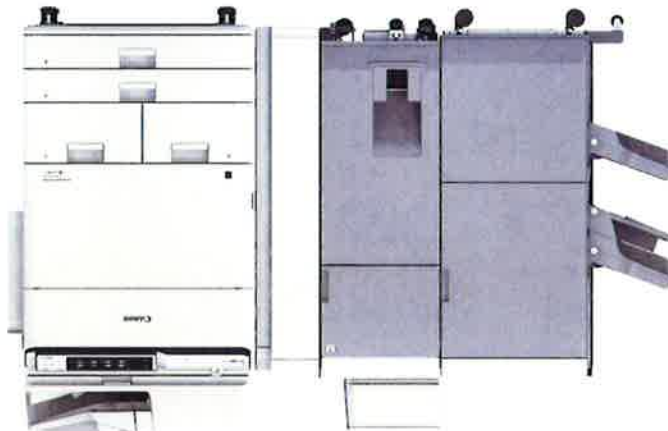
A	B	C	D	E	F
1					
2	CANON SOLUTIONS AMERICA				
3					
4	Canon Solutions America				
5					
6					
7	Date: 6.26.17				
8					
9	Canon Preliminary Price Quotation for Copier Hardware/Software and Maintenance				
10	NASPO WSCA - Cooperative Agreement				
11	Product - Canon IR Advance C7580I				
12	Business: Magnolia Public Schools				
13	Contact: Rasul Monoshev				
14	Email: rmonoshev@magnoliapublicschools.org				
15	Location: 250 E. 1st Street, Suite 1500, Los Angeles, CA 90012				
16	Hardware				
17	Qty	Item Code	Description	Lease Price - 36 Mo FMV	
18	1	1189C002	IMAGERUNNER ADVANCE C7580I	\$466.50	
19	1	0099C002	STAPLE FINISHER-X1	\$107.76	
20	1	2895B002	FOLDING UNIT	\$239.47	
21	1	3133V962	INSTALL PAK C7565IIC7570I/C7580I	\$0.00	
22	1	2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	\$0.00	
23				\$813.73	
24					
25	Maintenance				
26	Black and White Copies				
27	Copy Allowance	Mo. Base Charge	Contract Type	Cost per Copy	
28	0	\$0.00	Labor, Parts, Toner	.0070	
29	Color Copies				
30	Copy Allowance	Mo. Base Charge	Contract Type	Cost per Copy	
31	0	\$0.00	Labor, Parts, Toner	.042	
32					
33	For any further information regarding this quotation, please contact:				
34	Marc Mendez				
35	Major Account Executive - Government				
36	Canon Solutions America, Inc.				
37	1055 West 7th Street, Suite 1600				
38	Los Angeles, CA 90017				
39	Cell: 213.369.9233				



	A	B	C	D	E	F
40	Phone: 213.629.6747					
41	Fax: 213.629.6717					
42	Email: mairmendez@cса.canon.com					



imageRUNNER ADVANCE C7580!



Product Description

The imageRUNNER ADVANCE C7580! operates at speeds of up to 70-ppm in Color and 80-ppm in B&W (LTR). Includes a 300-sheet Single-Pass Duplex Automatic Document Feeder, Color Image Reader, Standard UFR II Printing with Quick Printing Tool, Color Universal Send (Compact PDF, Searchable PDF/XPS, Office Open XML PowerPoint/Word). Standard support of up to 3,550 sheets of LTR paper. 4GB RAM, 250GB HDD, Drum Units, 10Base-T/100Base-TX/100Base-T and USB 3.0/2.0 connectivity. Includes Universal Login Manager (ULM), Wireless LAN, USB Device Port, and Remote Operator's Software Kit.

Space And Power Requirements

- Total Dimensions (W x D x H): 73.78" x 37.05" x 48.03" x
- Total Installation Space (W x D x H): 98.15" x 60.00" x 48.03"
- Main Unit Power Requirements: 208V/15A
- Main Unit Plug: NEMA 6-15P

Product name	Net component size			Additional Power Supply	Plug
	W	D	H		
imageRUNNER ADVANCE C7580!	27.13	37.05	48.03		
Staple Finisher-X1	25.75	30.12	40.94	Yes	
Paper Folding Unit-J1	13.23	31.22	46.85	None	
Universal Login Manager	-	-	-	None	
Total	73.78	37.05	48.03		

Cover Sheet

Approval of 2017-18 Parent/Student Handbook

Section: II. Consent Items
Item: E. Approval of 2017-18 Parent/Student Handbook
Purpose: Vote
Submitted by:
Related Material: II E 2017-18 Parent:Student Handbook Final.pdf



MAGNOLIA PUBLIC SCHOOLS

Board Of Directors

Board Agenda Item #	II E
Date:	07.13.2017
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D. CEO & Superintendent
Staff Lead:	David Yilmaz, Chief Accountability Officer
RE:	Approval of the 2017-18 Student/Parent Handbook

Proposed Board Recommendation

I move that the board approve the 2017-18 Student/Parent Handbook.

Background

This is a routine annual item for the Board. MPS updates its Student/Parent handbook each year based on feedback from stakeholders and legal counsel. It is a live document that is consistent with our charter petitions and practices at our school sites. The handbook includes most of our student policies in their entirety except those which are too long or specific to be fully included in a general student/parent handbook, such as independent study and forms or math placement policy. Each of those exceptions is included as a synopsis and the student/parent is referred to the full policy for details. All those policies are made available to the schools on our school websites and in the front office of our school sites for convenient access.

The handbook includes required annual notices and forms such as Title I meetings, parent-student-school compact, UCP, etc. It also includes agreements for students/parents to sign, such as the Student Technology Use Policy. Instead of mailing students/parents separate notices and forms to review and sign during the year, MPS has consolidated them in a single handbook with an acknowledgment and signature page at the very end. This approach has resulted in a handbook with a relatively larger size, but the benefits (compliance, convenient access, etc.) have been worth it. Besides providing all necessary information in one place to the stakeholders, our school administrations also find it very practical for accountability purposes.

Traditionally, Chief Accountability Officer trains MPS school site administrations on changes made to the handbook during the summer training and monthly academies throughout the year as well as leads discussion and collects feedback on our policies to guide for the following year's handbook.

Attached are the two versions of the proposed 2017-18 Student/Parent handbook: a clean one and a highlighted one which shows changes made. Major additions/revisions to the 2017-18 handbook include: revisions to the retention/promotion policy, tardy policy, Cal Grant program for college, discipline policies, suspension/expulsion policies (aligned to most recently approved charter petitions), suicide prevention policy, and complaint procedures and forms.



MAGNOLIA PUBLIC SCHOOLS

13950 Milton Ave. 200B Westminster, CA 92683

P: (714) 892-5066 F: (714) 362-9588

Budget Implications

None.

Name of Staff Originator:

David Yilmaz (Chief Accountability Officer)

Attachments

MPS Student-Parent Handbook_2017-18 red line version

Magnolia Public Schools

Student/Parent Handbook

2017-18

Deleted: 6

Deleted: 7

Magnolia Public Schools
250 E. 1st St., Ste. 1500
Los Angeles, CA 90012
Tel: (213) 628-3634
Fax: (714) 362-9588

www.magnoliapublicschools.org

Dear Parents and Students,

Magnolia Public Schools (MPS) staff believes that education is a shared responsibility between parents, teachers and students. The successful operation of this school depends on the cooperation of everyone concerned. Each group is responsible for doing its part to make school a place where we can learn and play together in harmony. Everyone has the right to feel safe, secure, and accepted regardless of color, race, gender, popularity, ability, religion or nationality. This handbook allows us to share our vision with the students and parents of our team.

MPS is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know the school, its programs, activities, and schedule. Become an active participant in your education. Get involved through classes, clubs, and activities.

MPS is aware of the fact that a school environment is viable only with clearly defined and implemented rules. MPS compiled this student-parent handbook (pending board approval), which addresses the school's regulations and policies to set a standard for our students. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parent/guardian, and let it act as a guide for your effective involvement in all aspects of school. Keep this handbook so you can refer to it throughout the school year.

Sincerely,

MPS Administration

Magnolia Public Schools

The Vision

Graduates of Magnolia Public Schools are scientific thinkers who contribute to the global community as socially responsible and educated members of society.

The Mission

Magnolia Public Schools provides a college preparatory educational program emphasizing science, technology, engineering, arts, and math (STEAM) in a safe environment that cultivates respect for self and others.

Core Values

Magnolia Public Schools has identified the following core values which are reinforced through its Life Skills curriculum, student learning outcomes (SLOs), and all school activities:

- *Excellence*
- *Innovation*
- *Connection*

Locations

<i>Magnolia Science Academy-1</i>	<i>18238 Sherman Way, Reseda, CA 91335</i>	<i>(818) 609-0507</i>
<i>Magnolia Science Academy-2</i>	<i>17125 Victory Blvd., Van Nuys, CA 91406</i>	<i>(818) 758-0300</i>
<i>Magnolia Science Academy-3</i>	<i>1254 East Helmick St., Carson, CA 90746</i>	<i>(310) 637-3806</i>
<i>Magnolia Science Academy-4</i>	<i>11330 W Graham Place, Los Angeles, CA 90064</i>	<i>(310) 473-2464</i>
<i>Magnolia Science Academy-5</i>	<i>18230 Kittridge St., Reseda, CA 91335</i>	<i>(818) 705-5676</i>
<i>Magnolia Science Academy-6</i>	<i>3754 Dunn Dr., Los Angeles, CA 90034</i>	<i>(310) 842-8555</i>
<i>Magnolia Science Academy-7</i>	<i>18355 Roscoe Blvd., Northridge, CA 91325</i>	<i>(818) 221-5328</i>
<i>Magnolia Science Academy-8 (Bell)</i>	<i>6411 Orchard Ave, Bell, CA 90201</i>	<i>(323) 826-3925</i>
<i>Magnolia Science Academy-San Diego</i>	<i>6365 Lake Atlin Ave., San Diego, CA 92119</i>	<i>(619) 644-1300</i>
<i>Magnolia Science Academy-Santa Ana</i>	<i>2840 W 1st St., Santa Ana, CA 92703</i>	<i>(714) 557-7002</i>

Table of Contents

EQUAL OPPORTUNITY & NON-DISCRIMINATION STATEMENT5

PUPIL RECORDS, INCLUDING CHALLENGES AND DIRECTORY INFORMATION.....5

RIGHTS AND RESPONSIBILITIES7

POLICIES AND PROCEDURES8

I. ACADEMIC POLICIES.....8

A. GENERAL GUIDELINES8

B. ELEMENTARY SCHOOL GRADING SYSTEM 10

C. MIDDLE & HIGH SCHOOL GRADING SYSTEMS11

D. HIGH SCHOOL GRADUATION REQUIREMENTS14

E. ATTENDANCE18

II. DISCIPLINE POLICIES21

A. EXPECTED STUDENT BEHAVIOR21

B. SIS BEHAVIOR POINTS.....22

C. UNACCEPTABLE TYPES OF BEHAVIOR AND CONSEQUENCES.....23

D. SUSPENSION AND EXPULSION PROCEDURES28

III. GENERAL POLICIES.....40

A. SCHOOL ACTIVITIES.....40

B. ILLNESS, INJURY, AND MEDICATION POLICIES ...41

C. PARENTAL INVOLVEMENT AND SUPPORT.....42

D. PARENT/TEACHER COMMUNICATION42

E. HOME VISITS42

F. CONTACTING YOUR CHILD DURING SCHOOL HOURS43

G. VISITORS.....47

H. SCHOOL INFORMATION SYSTEM48

I. PHONE USE48

J. NEWSLETTER48

K. ELECTRONIC DEVICES48

L. LOST AND FOUND48

M. PE LOCKERS48

N. TEXTBOOKS.....48

O. MEAL PROGRAM49

P. EARTHQUAKE AND MAJOR DISASTER PROCEDURES.....49

Q. STUDENT TRANSFER49

R. HOMELESS STUDENTS49

S. DRESS CODE.....49

MPS STUDENT UNIFORM POLICY47

STUDENT TECHNOLOGY USE POLICY AND AGREEMENT49

TITLE I INFORMATION52

PARENT INVOLVEMENT POLICY52

SCHOOL-PARENT-STUDENT COMPACT57

INTERNAL COMPLAINT PROCEDURES59

INTERNAL COMPLAINT PROCEDURES FORM.....60

TITLE IV. HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY.....64

TITLE IV. HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING COMPLAINT FORM..66

UNIFORM COMPLAINT PROCEDURES.....67

UNIFORM COMPLAINT PROCEDURES FORM69

RECEIPT OF AND AGREEMENT TO THE MPS HANDBOOK, STUDENT TECHNOLOGY USE POLICY- ACCEPTABLE USE AGREEMENT, AND SCHOOL-PARENT-STUDENT COMPACT71

- Deleted: 5844
- Deleted: 5844
- Deleted: 55
- Deleted: 5844
- Deleted: 5844
- Deleted: 55
- Deleted: 5844
- Deleted: 77
- Deleted: 5844
- Deleted: 5945
- Deleted: 5945
- Deleted: 5945
- Deleted: 5945
- Deleted: 5945
- Deleted: 2120
- Deleted: 2222
- Deleted: 2222
- Deleted: POLICY AGAINST UNLAWFUL HARASSMENT - 61 ... [1]
- Deleted: 5743
- Deleted: 5844
- Deleted: 5844

EQUAL OPPORTUNITY & NON- DISCRIMINATION STATEMENT

In compliance with federal and state equal opportunity laws, equal opportunity will be afforded to all applicants and students regardless of race, color, sex, age, religious creed, disability, national origin, ancestry, or sexual orientation in every aspect of the school community. MPS adheres to all provisions of federal law related to students with disabilities, including but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004.

MPS is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. MPS prohibits discrimination and harassment based on an individual's actual or perceived sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy, childbirth or related medical condition, ethnic group identification, race, ancestry, national origin, religion, color, creed, mental or physical disability, age, and any other basis protected by federal, state, and/or local law, ordinance, or regulation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by MPS.

Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or conduct that is threatening or humiliating. This nondiscrimination policy covers admission or access to treatment or employment in all MPS programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in MPS programs or activities.

MPS does not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which MPS does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. MPS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Based on Federal law, Title IX, State law and MPS policy, no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of actual or perceived sex, sexual orientation, and gender (including gender identity, gender expression, marital status, parenting,

pregnancy, childbirth, false pregnancy, termination of pregnancy or related medical condition). Male and female students have the right to equal learning opportunities in their schools and must be treated the same in all MPS educational activities and programs, including:

- Athletics
- Physical education
- The classes they can take
- The way they are treated in the in educational programs and activities
- The kind of counseling they are given
- The extracurricular activities, programs and clubs in which they can participate
- The honors, special awards, scholarships and graduation activities in which they can participate.

Students who feel that their rights are being violated have the right to take action and should not be afraid of trying to correct a situation by speaking to a school administrator, Title IX Coordinator, psychologist, counselor, or trusted adult at school, or filing a complaint (see Uniform Complaint Procedures). Students are encouraged whenever possible to try to resolve their complaints directly at the school site. Any student who believes he or she is being discriminated against in violation of Title IX has the right to file a complaint. For further information or assistance, including the Title IX Coordinator contact information, see the MPS Policy Against Unlawful Harassment in this Handbook.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate-motivated incidents/crimes may be found in MPS policies. It is the intent of MPS that all such policies be reviewed consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.

MPS prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation. For inquiries or complaints related to discrimination or harassment based on student's sex (Title IX); sexual orientation or gender identity (Title 5, CCR, §4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504), contact MPS.

PUPIL RECORDS, INCLUDING CHALLENGES AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. These rights are:

1. The right to inspect and review the student's education records within 5 days after the day MPS receives a request for access. Parents or eligible students should submit to the MPS principal or designee a written request that identifies the records they wish to inspect. The

MPS official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA

Parents or eligible students who wish to ask MPS to amend a record should write the MPS principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If MPS decides not to amend the record as requested by the parent or eligible student, MPS will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. See 'Pupil Records Challenges' section, below, for MPS' policy and procedures regarding this hearing.

- The right to provide written consent before MPS discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to MPS officials with legitimate educational interests. An MPS official is a person employed by MPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the MPS board. An MPS official also may include a volunteer or contractor outside of MPS who performs an institutional service of function for which MPS would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting MPS School official in performing his or her tasks. An MPS official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, MPS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by MPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to MPS officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires MPS to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. MPS may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. MPS will make a reasonable attempt to notify the parent or eligible student of the request for records at his/her last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, MPS will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for hearing pursuant to the procedures outlined here and more completely in the full policy;
- Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
- Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
- Organizations conducting certain studies for the MPS in accordance with 20 U.S.C. § 1232g(b)(1)(F);
- Accrediting organizations in order to carry out their accrediting functions;
- Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
- Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
- Persons who need to know in cases of health

and safety emergencies;

10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by MPS with respect to that alleged crime or offense. MPS may disclose the final results of the disciplinary proceeding, regardless of whether MPS concluded a violation was committed.

Directory Information

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. MPS has designated the following information as directory information:

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended
14. Student ID number, user ID, or other unique personal identified used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want MPS to disclose directory information from your child's education records without your prior written consent, you must notify MPS in writing at the time of enrollment or re-enrollment. Please notify the MPS Principal of your child's school at the contact number on Page 3.

RIGHTS AND RESPONSIBILITIES

Effective Communication:

When issues or concerns arise with a teacher, staff member or administrator, students and parents are encouraged to address the situation with the person involved first.

If students express that they are having a problem at school, it is important for parents to understand the best way to address these problems. If the problem involves a classroom situation or a situation with a teacher, the following remedies are recommended:

1st: Parents should encourage their child to talk with the teacher.

2nd: Parents can encourage their child to talk with an administrator.

3rd: If the child is reluctant to talk with a teacher or administrator, a parent may offer to accompany their child and talk with the teacher.

It is very important to demonstrate to children how to actively and constructively solve a problem. If the problem is important enough for the child to talk about, it is important for the child to learn how to be a part of the solution.

If parent feels there is a concern they should:

1st: Talk with the teacher. Teachers can explain classroom situations from an adult perspective and from a professional perspective, and usually that will resolve misunderstandings.

2nd: If the problem persists after a reasonable time, talk with the teacher again.

3rd: If the problem is still not resolved, make an appointment with the related administrator.

For example, if you are unsure of a decision made in the classroom about a consequence given for a behavior, you should discuss the situation with the teacher first. If after this discussion, you feel the situation is unresolved, it should be brought to the attention of the Dean of Students. If it is still not handled to your satisfaction, the Principal should be notified.

If after meeting with the Principal, you still have concerns, please refer to the Complaint policies contained in this Handbook and available in the MPS office.

Teachers, staff, and administration are available through email, phones, in person and by appointment. Due to the busy schedules of the teachers and administration, parents are asked to not "drop in" for appointments, but to set up a meeting in advance. Parents should not talk to teachers, other parents, students, or administrators in a disrespectful or threatening manner. Please see the "Conditions for Classroom and School Visitation, Shadowing, and

Removal Policy" under the section titled "Visitors" in this Handbook.

Students' Rights and Responsibilities:

- To be informed of all school rules and regulations.
- To have access to your student account in SIS.
- To have a safe and educational environment.
- To attend class regularly and on time.
- To obey school rules and regulations.
- To respect your rights and the rights of your peers.
- To be familiar with school policies, rules and regulations.
- To be prepared for class with appropriate materials and ready to work.
- To respect all school personnel and their authority (administrators, teachers, office personnel, janitorial staff, security guards, etc.).

Parents' Rights and Responsibilities:

- To be informed of the school's rules and regulations.
- To be informed of all school actions related to their child.
- To have access to your personal parent accounts in SIS.
- To contact school to participate in conferences pertaining to academic and behavioral status of their child.
- To provide a supportive environment at home making sure their child gets enough sleep and adequate nutrition before coming to school.
- To be familiar with school policies, rules and regulations.
- To contact teachers directly via phone or email to schedule a conference.
- To be familiar with the handbook signed at the beginning of the school year.
- To monitor your child's academic progress and behavior records on a weekly basis.
- To ensure that your child does his/her homework on a daily basis and to facilitate a home environment conducive to home study.

Teachers' Rights and Responsibilities:

- To expect students to behave in a positive manner that will not interfere with other students' learning.
- To expect parental support related to academic and social progress.
- To expect all students to participate and put forth effort in order to expand their education and earn a passing grade.
- To be familiar with school policies, rules and regulations.
- To inform parents through progress reports, report cards, and conferences about the academic progress and behavior of their child.
- To conduct a well-planned and effective classroom program.
- To initiate and enforce a set of classroom rules, consistent with the school's discipline policies.

- To keep assignments, grading, and attendance current in SIS.
- To have administrative support for discipline in and outside the classroom.
- To explain the Student Code of Conduct and Bullying Policy to their students.
- To enforce the Student Code of Conduct and Bullying Policy in a consistent manner.
- To function as a positive role model for their students.
- To contact parents as deemed necessary to enforce the Student Code of Conduct and to maintain parent/guardian involvement.

Administrators' Rights and Responsibilities:

- The right to address the Board of Trustees on any issue.
- To hold students to strict accountability for any disorderly conduct in school or around school.
- To take appropriate action in dealing with students who choose not to follow the rules.
- To recommend in-school suspension, suspension, or expulsion as the situation demands.
- To provide rich leadership that will establish, encourage and promote effective teaching and learning.
- To be familiar with school policies, rules and regulations.
- To establish, promote, and enforce school rules that facilitate effective learning and positive habits and attitudes of excellent citizenship among students.

POLICIES AND PROCEDURES

As a student at MPS, you are required to abide by and respect all rules and regulations in the handbook, both on and off campus. The handbook was established to maintain a safe and healthy school environment conducive to learning.

I. ACADEMIC POLICIES

A. GENERAL GUIDELINES

CAASPP Opt Out:

MPS shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress.) Notwithstanding any other provision of law, a parent's or guardian's written request to School officials to excuse his or her child from any or all parts of the state assessments shall be granted.

Child Find and Section 504:

MPS is dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. MPS provides special

education and instruction and related services in accordance with the Individuals with Disabilities Education Improvement Act ("IDEIA"), Education Code requirements, and applicable policies and procedures of the charter authorizer. These services are available for special education students enrolled in MPS. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. MPS collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

MPS also recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of MPS. Any student who has an objectively identified disability which substantially limits a major life activity, including but not limited to learning, is eligible for accommodations by MPS. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Principal. A copy of MPS' Section 504 Policies and Procedures is available upon request in each MPS school's main office.

Math Placement:

MPS has adopted a math placement policy to establish a fair, objective, and transparent protocol for placement in mathematics courses in order to ensure the success of every student. Please see the main office of your MPS school for the math placement policy.

Grading:

The primary purpose for grading is to provide feedback to students and parents on the achievement of learning goals. At MPS course report card grades are to be represented in letter-grade equivalent to the percentage earned in each course.

Course report card grades are based on performance and practice assessments, as can be seen in the following table.

Aligned with the grading guidelines, each department will work with the Department Chair and the Dean of Academics to develop specific and consistent weights for each grading subcategory, to be shared with parents and students.

Teachers will create reasonable number of assignments for each subcategory in their grading system. Teachers will provide students with access to course material, homework assignments, projects, and students' grades through the school information system, and update SIS records daily/weekly.

Category	Subcategories
Performance Assessments <i>(Summative)</i> 70%	<ul style="list-style-type: none"> ▪ Unit assessments <i>(no more than 50%)</i> ▪ Benchmark assessments <i>(no more than 30%)</i> ▪ Final assessment <i>(no more than 30%)</i> ▪ Performance tasks (Projects, portfolios, essays, artwork, models, visual representations, multimedia, oral presentations, live or recorded performances, labs, etc.)
Practice Assessments <i>(Formative)</i> 30%	<ul style="list-style-type: none"> ▪ Independent practices ▪ Daily assignments ▪ Classwork ▪ Homework <i>(no more than 15%)</i> ▪ Warm-ups ▪ Reviews ▪ Quizzes

Extra Credit:

With prior approval from the Dean of Academics, teachers may offer extra credit. A maximum of five (5) extra credit points (out of 100-point numerical grade) may be applied to a student's grade in each of their classes. Additionally, for both English and Math classes, a student may earn up to five (5) extra credit points by demonstrating growth in their overall MAP RIT scores, increasing the maximum allowable extra credit points to ten (10). Points may be earned in the testing cycle from Fall to Spring and would be applied to the student's second semester English/Math grades. If Winter MAP test is offered during the first semester, students may also earn points towards their first semester grades. For each point increase in their overall RIT score, students will earn one (1) point of extra credit towards their applicable grade, up to five (5) credit points maximum for each subject area. Regardless of their growth score, students will earn extra five (5) credit points if they meet or exceed the following "Standard Met" cut scores on their Fall or Winter MAP test in the first semester or Spring MAP test in the second semester:

Grade	MAP RIT ELA* F-W-S	MAP RIT Math* F-W-S
3	192-199-202	191-199-204
4	202-207-209	206-212-217
5	208-212-214	219-225-229

Deleted: 6
Deleted: 7

6	214-217-218	222-227-230
7	219-221-222	229-233-235
8	223-224-225	238-240-242
* Source: Linking Data Table: Smarter Balanced & MAP		
9	226-227-228	243-244-245
10	229-230-231	246-247-248
11	232-233-234	249-250-251

Incomplete (I) will revert to the earned numeric grade if not complete by a date agreed upon by the teacher and administrator.

Course Withdrawals:

Students may withdraw from a course without penalty of an F grade within 15 school days from the beginning of the course. After 15 school days, students must remain in the course until its conclusion. Proof of extenuating circumstances must be provided for any late requests to be considered.

Class Change:

During the first 5 school days from the beginning of the course, students will attend the classes they are assigned and/or they signed up for; no changes will be allowed unless there is a scheduling error on the student's schedule. After the first 5 school days, if necessary academic changes arise, students will have 10 school days to complete changes. After 15 school days, students must remain in the course until its conclusion. Proof of extenuating circumstances must be provided for any late requests to be considered.

Deleted: 9+
Deleted: 7
Deleted: 8
Deleted: 9
Deleted: 8
Deleted: 2
Deleted: * Source: Linking Data Table: Smarter Balanced & MAP

Homework:

Homework is essential to success at MPS. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth that is appropriate for the subject area. Homework is part of all student evaluations. It is the student's responsibility to complete and turn in homework on time. If the student or parent has questions about homework, s/he should immediately contact the teacher who assigned it.

Generally, all homework assignments will be posted online, either on teacher/class web pages or on the school information system, which will be accessible to the parents/guardians by using an authenticated password. The password will protect confidentiality and allow parents/guardians to access their children's academic records. SIS is not intended to replace contacting parents for regular conferences to discuss student progress.

Final Assessments/Exams:

All academic classes will have cumulative final assessments/exams at the end of each semester. These final assessments may be in different forms such as test, essay, project, book report, etc. depending on individual teachers' discretion upon approval by the MPS administration. All students are required to take these final assessments. Cumulative assessments are part of the college preparatory culture; these assessments will help students learn how to study more effectively, as well as improve their retention of the subject content.

Make-up Procedures - Incomplete Grades:

Every effort should be made for a student to make-up work as soon as possible when returning to school from an absence or series of absences. If a student fails to complete a significant number of performance and/or homework tasks due to absence or other extraordinary circumstances, a grade of Incomplete (I) may be assigned with administrative approval. If the necessary performance and/or homework tasks are not complete by the end of the following marking period, the report card grade will revert to the earned numeric grade. In the final marking period, an

Scheduling errors will receive immediate attention by the Dean of Academics. The following are considered scheduling errors: missing a class period, double up of courses in the same period, missing a course needed for graduation, student has not met the prerequisite for a course, etc.

The School will not consider schedule changes for the following reasons: to be with friends, to change teachers, athletics, early/late arrival adjustments (unless required by state or federal law), etc. Class change is at the discretion of the school administration.

B. ELEMENTARY SCHOOL GRADING SYSTEM

MPS will follow the standard scale below to assign percentages/proficiency level for semester work. Individual teachers will establish grading policies and procedures for their classes, and their grades will correspond with this scale. Each teacher will give written policies to students the first week of school.

Percentage	Achievement Level
90% - 100%	Level 4: Standard Exceeded
80% - 89%	Level 3: Standard Met
70% - 79%	Level 2: Standard Nearly Met
Below 70%	Level 1: Standard Not Met

Elementary School Grade Retention/Promotion:

The following is MPS' policy regarding the retention of pupils in grades K-5:

Deleted: 6
Deleted: 7

- Grades K–2: Any student who is not at benchmark based on reading benchmark assessments, math benchmark assessments or report card grades will be identified for retention. Retention will only occur if the teacher and parent are in agreement that retention is the best intervention to ensure student success.
- Grades 3–5: Any student who does not meet the achievement standards and needs substantial improvement to demonstrate the knowledge and skills in ELA/Literacy or math needed or likely success in future coursework based on Smarter Balanced assessments (Level 1 on Smarter Balanced assessments) or any student who is more than one year behind grade level in mathematics or ELA/Literacy as determined by the MAP tests will be identified for retention.

An identified student who is performing below the minimum standard for promotion shall be recommended by the student’s teacher for retention in the current grade unless the student’s teacher determines in writing that retention is not the appropriate intervention for the student’s academic deficiencies. The teacher’s recommendation to promote is contingent upon a detailed plan to correct deficiencies. At MPS, the following steps will be taken prior to a student’s being retained:

- A letter shall be sent to the student’s parent(s) or guardian(s) informing them that their child is at risk of retention.
- The teacher’s evaluation shall be provided to and discussed with the student’s parent(s) or guardian(s) and the principal before any final determination of pupil retention. The parent(s)/guardian(s) are informed at that meeting that their child is recommended for retention. This meeting is documented with an academic support plan signed by both the teacher and parent/guardian.
- The principal shall make a decision regarding the recommended retention. Upon the acceptance or rejection of the above stated plan by the principal, a letter shall be sent within five (5) school days to formally inform the student’s parent(s) or guardian(s) of the principal’s decision regarding the retention.
- The parent(s) or guardian(s) shall have the right to appeal the decision to the Chief Academic Officer (CAO) of Magnolia Public Schools (MPS). If the decision of the CAO is not in agreement with the parent(s)/ guardian(s), the latter have the right to appeal directly to the MPS Board of Directors. This meeting will take place at the next regularly scheduled board meeting or by direction of the board president. Or the Board may form a committee to review the appeal and make a recommendation to the Board for approval at the next regularly scheduled meeting.

The program design of MPS is to ensure that all children succeed. Students who are in jeopardy of retention are individually counseled and given extra

help in their specific areas of concern, both in class and through intervention offerings.

Report Cards:

Student report cards create a succinct written record of student performance by compiling data from multiple assessments both formal and informal. Report cards are one of several ways to keep parents informed about student performance and to ensure that data collection is regular and consistent. Report cards reflect student achievement toward state standards, and summarize narratives, anecdotal records, attendance data, and information about student participation in class and school life. Results of standardized tests are mailed separately as well as included in the student grade report with explanations designed to help students and parents interpret their relationship to other assessments.

Students will receive progress reports approximately every six (6) weeks and a final report card at the end of each semester. Teachers will arrange a conference to discuss student progress with at least one parent/guardian each semester. End-of-the-year conferences are prioritized for parents/guardians of students not making progress, low-achieving students, and those identified for retention. Other parents/guardians are encouraged to attend teacher conferences at the end of the year as well.

Ongoing communication between teachers, parents, and students is an essential component of MPS. MPS’ school information system provides a very effective online communication tool for teachers, students and parents for course material, homework assignments, projects, course grade statistics and records of student grades. In addition to progress reports, report cards, and assessment reports, newsletters are distributed monthly. Parents can conference with teachers on an informal basis as needed, and on a formal basis at least twice (2) a year, to discuss students’ progress reports and proficiency levels. Back to School Nights and Open Houses also take place each year to provide parents with information about the Charter School’s programs.

C. MIDDLE & HIGH SCHOOL GRADING SYSTEMS

Grading Scale:

MPS will follow the standard scale below to assign letter grades for semester work. Grading is based on a 4.0 (unweighted) scale for regular courses and a 5.0 (weighted) scale for Honors, AP, and approved college courses.

Deleted: -
Deleted: be
Deleted: retained

Deleted: being retained

Numeric Grade	Letter - Grade Equivalent	Grade-Point Eqv. Unweighted	Grade-Point Eqv. Weighted
98 – 100	A+	4.0	5.0
93 – 97	A	4.0	5.0
90 – 92	A-	3.7	4.7
87 – 89	B+	3.3	4.3
83 – 86	B	3.0	4.0
80 – 82	B-	2.7	3.7
75 – 79	C+	2.3	3.3
70 – 74	C	2.0	3.0
Below 70	F	0.0	0.0

correspond with this scale. Each teacher will give written policies to students the first week of school.

Courses at MPS have passing grades that are outlined in the below grading scale, with a minimum passing score of 70%.

Assignment Grades:

Teachers will create reasonable number of assignments for each subcategory in their grading system and assign a weight to each assignment. The weight of an assignment depends on its importance relative to the other assignments in the same subcategory. Students will receive numerical grades for each graded assignment and the student's final semester grade will be a weighted average of the assignment grades, scaled to a maximum of 100 points. SIS will automatically convert student's final numerical grade to a final letter grade according to the scale in the above table.

MPS promotes use of numerical grades for grading accuracy and our teachers typically use numerical grades when grading student assignments. In the case that a letter grade or a check grade system is used for an individual assignment, SIS will convert those grades to numerical grades according to the following conversion table.

Letter Grade	→ Converted to Numerical Grade	Check Grade	→ Converted to Numerical Grade
A+	100	✓+	100
A	97	✓	85
A-	92	✓-	70
B+	89	x	50
B	86		
B-	82		
C+	79		
C	74		
F	50		

No "D" Policy:

There will not be a "D" grade option in the grading scale. The primary concern of MPS is the educational success of our students. This policy will allow for MPS to maintain a high standard throughout its program and ensure that MPS students remain competitive, especially in the area of college and scholarship applications.

[For High School Only] The "No D Policy" applies to all students in grades 9-12 effective of 2012-13 school year. Students who have earned credits at MPS with a "D" grade prior to 2012-13 school year will keep their credits and do not have to make up credits for any previously passed course at MPS. Also courses transferred from another accredited school will appear on student's transcript as they are and "D" will be accepted as a passing grade for all transferred courses. Therefore, the "No D Policy" does not negatively impact graduation.

Determining Final Grades:

Middle School: In grades 6 through 8, for year-long courses, the numerical grades of two semesters will be averaged to determine an end-of-the-year grade. The average numerical grade will then be converted to a letter-grade and grade-point equivalent for GPA calculations.

To earn course credit, the end-of-the-year grade for the class must be at least a "C" (=2.0) or the second semester grade should be at least a "B-" (2.7).

Individual teachers will establish grading policies and procedures for their classes, and their grades will

High School: In high school, course grades are semester-based and credit is granted at the end of each semester. Students need to have an end-of-the-semester final grade of at least a "C" (=2.0) to earn credit for the course. MPS high school grade promotion policy is based on each semester grade and not on yearly average of two semester grades.

Grading for Transfer Students Entering Mid-Semester to MPS from Another School:

When a transfer student enters mid-semester to MPS, the transfer grade from the previous school for the same class, if available, will be given the following weights to determine the final semester grade:

The teacher may assign make-up work to determine the grade if no transfer grade is available. Make-up work must be assigned within a reasonable time frame that allows the student to complete the work for credit.

The following guidelines apply when a transfer student wants or needs to enroll in a class that s/he was not taking at her/his previous school. The decision will be made on a case by case basis.

Week of the semester student enrolled in MPS	Credit
1-6	Full credit enrollment
7-9	Student may or may not be enrolled in new class. If enrolled, it may be either for full credit or for no-credit observation only. Decision will be made on a case by case basis. If a decision is made for full credit enrollment, the student is expected to commit to intense intervention which may include attending after-school tutoring and receiving out-of-school support.
10+	Student may or may not be enrolled in new class. If enrolled, it is for no-credit observation only. The decision will be based on the best interest of the student.

Honor Roll/High Honor Roll:

At the end of each semester MPS publishes the honor rolls for students.

Honors and High Honors are awarded to all students with a semester GPA of 3.00-3.49 (Honors) and 3.50+ (High Honors). Students must pass all classes to make the semester honor rolls.

Grade requirement for school team participation:

All students are required to maintain a "C" or better in all classes to play/participate on a school team.

Middle School Grade Promotion:

Core Courses: Core courses are Math, Science, English Language Arts, and History/Social Science.

Criteria: To be promoted to the next grade, a middle school student must have a 2.0 grade point average (GPA) and passing grades in all core courses by the end of the school year or by the end of the summer before the start of the next school year.

Week of the semester student enrolled in MPS	Weight of transfer grade	Weight of grade at MPS
1-6	0	1
7-9	1/3	2/3
10-12	1/2	1/2
13+	2/3	1/3

Summer School: Students who fail any core courses should attend summer school at MPS, if available, or at a public school to make up failed course courses during summer. Students who perform successfully at summer school will receive a passing grade as their final grade on their transcript for that course. Student transcripts will be updated to include summer grades and GPA will be recalculated. If a student earns passing grades during the summer for all the failed core courses and have a recalculated GPA of at least a 2.0, he or she may be promoted to the next grade.

Retention: If the student has a failed core course or has a recalculated GPA less than 2.0 after the summer before the start of the next school year, student will be recommended for retention in the current grade unless the school administration determines that retention is not the appropriate intervention for the student's academic deficiencies. In that case, promotion is contingent upon a detailed plan to correct deficiencies. At MPS, the following steps will be taken prior to a student's being retained:

- A letter shall be sent to the student's parent(s)/guardian(s) before the end of the school year informing them that their child is at risk of retention.
- A meeting will be set up with the parent(s)/guardian(s). The student's grade reports shall be provided to and intervention options, including summer school, will be discussed with the student's parent(s)/guardian(s). The parent(s)/guardian(s) may be informed at that meeting that their child is recommended for retention. This meeting will be documented with an academic support plan

signed by the school administration and the parent(s)/guardian(s).

- By the end of the summer before the start of the next school year, the school administration will make their final decision based on student's performance in summer school and readiness for next grade. A letter shall be sent to formally inform the student's parent(s)/ guardian(s) of the school administration's decision regarding the retention.
- The parent(s)/guardian(s) shall have the right to appeal the decision to the Chief Academic Officer (CAO) of Magnolia Public Schools (MPS). If the decision of the CAO is not in agreement with the parent(s)/ guardian(s), the latter have the right to appeal directly to the MPS Board of Directors. This meeting will take place at the next regularly scheduled board meeting or by direction of the board president. Or the Board may form a committee to review the appeal and make a recommendation to the Board for approval at the next regularly scheduled meeting.

The program design of MPS is to ensure that all children succeed. Students who are in jeopardy of retention are individually counseled and given extra support in their specific areas of concern, both in class and through intervention offerings.

Participation in Promotion Activities/ Ceremony:

In order for students to participate in any promotion activities they must fulfill all the promotion requirements and not be on suspension, or recommended for expulsion at the time of the Promotion Ceremony.

Tardies/Absences: After 20 tardies or unexcused absences students will not be allowed to walk on stage for promotion. This is a privilege.

High School Credit Earned in Middle School:

Students who take high school courses in middle school have the option to have these courses counted toward graduation. These courses must have the same expectations, curriculum and final exams as the equivalent courses taught in high school. Students who choose to have their middle school courses counted toward graduation need to consult with the school administration since these courses need to be reflected on the student's high school transcript. Grades from such courses will not be included in high school cumulative GPA calculations.

The following middle school courses have been identified for high school credit: Mathematics (Algebra 1, Geometry, Integrated Mathematics I, and other high school level mathematics courses), Computers & Technology (approved high-school level courses), and Language Other Than English (LOTE). For middle school LOTE course(s), one year of high school credit will be given for each different language if students demonstrate proficiency by passing those courses or a LOTE proficiency test provided by the School. Again, middle school courses must be

comparable in content to courses offered at the high school level. Magnolia Public Schools Home Office ("Home Office") has the final authority to decide which middle school courses will be counted toward graduation.

D. HIGH SCHOOL GRADUATION REQUIREMENTS

High School Grade Promotion:

Criteria: To be promoted to the next grade, a high school student must have a 2.0 grade point average (GPA) and the minimum required credits described below by the end of the school year or by the end of the summer before the start of the next school year.

Student transcripts will be updated to include summer grades and GPA will be recalculated. If students have the minimum required credits and at least a 2.0 recalculated GPA, they will be promoted to the next grade.

Core Courses: Core courses are Math, Science, English, and History/Social Science.

Minimum required credits:

To be enrolled in grade 10, a student must have a minimum of 50 credits, including at least 20 credits in core courses.

To be enrolled in grade 11, a student must have a minimum of 100 credits, including at least 50 credits in core courses.

To be enrolled in grade 12, a student must have a minimum of 150 credits, including at least 90 credits in core courses.

A student's grade level placement remains the same for an entire school year.

Participation in Senior Activities/ Graduation Ceremony:

In order for students to participate in any senior activities they must have a total of 150 credits at the beginning of the first semester and/or 180 credits at the beginning of the second semester of their senior year. In addition, students have to fulfill all the graduation requirements, described herein, and not be on suspension, or recommended for expulsion at the time of the Graduation Ceremony.

Tardies/Absences: After 20 tardies or unexcused absences students will not be allowed to walk on stage for graduation. This is a privilege.

Graduation: MPS believes that students need to have physical and mental experience in high school, which includes academic, life skills, and applied experiences. MPS meets and exceeds the admission requirements of all four-year universities including University of California ("UC").

Deleted: <#>HIGH SCHOOL GRADUATION REQUIREMENTS .

Deleted: 6
Deleted: 7

Students must meet the following requirements to graduate from MPS:

Credit Requirement: Currently, every student must earn a total of 210 semester credits in grades 9 through 12 in order to receive a high school diploma. (See section "High School Credit Earned in Middle School" for middle school courses identified for high school credit.) Each high school course at MPS is semester based and worth 5 credits, with an exception of courses such as Sustained Silent Reading (SSR) or Advisory which last one-half of a typical class period or less and are worth 2.5 credits. Students need to have an end-of-the-semester final grade of at least a "C" (=2.0) to earn credit for the course. Credit is awarded on the basis of student participation, mastery of subject matter, and/or attainment of skills.

Specific Course Requirements: The following table lists courses required in order to graduate from MPS.

Diploma Types: MPS offers three different high school diploma types: **Standard (S)**, **Advanced (A)**, and **Honors (H)**. Each diploma has minimum requirements that meet and exceed the state graduation requirements and the "a-g" subject requirements of California's four-year public universities. Students are always welcome, and often encouraged, to exceed these minimum requirements.

Math Requirement: MPS math requirements are threefold:

1) **Credit requirements:** MPS requires at least 30 semester credits of math for a standard diploma and 40 semester credits of math for an advanced or honors diploma. Some of these credits can be earned in middle school.

2) **Year requirements:** MPS requires students to be enrolled in a math course for at least two years in grades nine through twelve for a standard diploma (*state requirement*) and at least three years in grades nine through twelve for an advanced or honors diploma. For example; a student may take Mathematics-I or Algebra I in seventh grade, Mathematics II or Geometry in eighth grade, and Mathematics III or Algebra II in ninth grade. The student still needs to take one more year of math for a standard diploma and two more years of math for an advanced or honors diploma.

3) **Course requirements:** Students need to complete three years of math courses that include the topics covered in elementary and advanced algebra and two-and-three dimensional geometry before graduation. Integrated math courses fulfill this requirement.

Service Learning: Completing 40 hours of community service before graduation is no longer a high school requirement for a standard diploma beginning with the class of 2013. However, MPS encourages students to engage in community service to develop and demonstrate crucial life skills. This will help students gain "real life" experience and develop

responsibility, caring and respect for the community. Therefore, students will be required to earn 40 hours of community service before graduation for an

MPS Graduation Requirements				
Subject Area	Requirements	Diploma Types		
		S	A	H
(a) History / Social Science	Three years, including World History, U.S. History, American	30	30	30
(b) English	Four years of approved courses	40	40	40
(c) Mathematics	Three years of math courses that include the topics covered in elementary and advanced algebra and two-and-three dimensional geometry. Integrated math courses fulfill this requirement.	30	40	40
(d) Science	Two years with lab required; lab chosen from Biology, Chemistry, and Physics (Three years recommended)	20	30	40
(e) Language Other Than English	Two years in same language required. (Three years recommended)	20	20	30
(f) Visual & Performing Arts	One year of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art	10	10	10
(g) Electives*	Additional courses in Social Science, English, Mathematics, Science, Language Other Than English, Visual & Performing Arts, Computers & Technology (20-30 credits of electives required depending on diploma type)	30	30	20
Physical Education	Two years	20	20	20
Computers & Technology	One year	10	10	10
Total Required Credits		210	230	240
AP* Course /College Credit Requirements	AP or college courses can be taken to meet minimum course requirements or as elective. This is not required for a standard diploma.	N/A	20	30
Other Requirements	Minimum Cumulative GPA	2.00	3.25	3.50
	Req. Service Learning Hrs.	N/A	40	40

Deleted: (The advanced and honors diploma types will be available beginning with the class of 2017 – students who are entering the 9th grade during the 2013-14 school year and will depend on student

Deleted: needs/demands and availability of teachers and resources.)

Deleted: California High School Exit Exam (CAHSEE

Deleted:): When required by state law, students will be required to pass the CAHSEE in order to receive a MPS Diploma. Letter of completion will be given to students who do not pass the CAHSEE. -

Deleted: ✓

Deleted: ✓

Deleted: ✓

advanced or honors diploma. Students may begin to earn these hours once they complete their 8th grade year.

[For High School Only] Cumulative GPA:

A cumulative GPA is calculated for all high school level courses based on the number of credits received and their weighted grade point equivalencies. Cumulative GPAs are used to determine class rank and graduation honors, eligibility for National Honor Society, by colleges as part of the admission criteria, by many scholarship and grant providers, and occasionally, by employers. This information is reported to parents on the student's high school

transcript. The high school transcript is a record of all final course grades received for high school courses.

MPS requires a minimum of 2.00 cumulative GPA for graduation, 3.25 for an advanced diploma, and 3.50 for an honors diploma.

All graduating students who are eligible to receive an Honors diploma with a cumulative GPA of 4.0 or above shall be designated as the Valedictorian. Cumulative GPA computation for Valedictorian shall be based upon student's projected grades as of the first of June prior to the date of graduation.

Note: UC/CSU systems do their own GPA calculations for a-g courses taken between the summer following 9th grade through the summer following 11th grade in calculating a student's GPA. Please see your high school college advisor for further details.

Language other than English (LOTE) Courses:

MPS will allow other options to satisfy the "e"-LOTE requirement for graduation. Completion of higher-level LOTE coursework with a grade of C or higher may validate D or F grades earned in lower-level courses or when a lower-level course is skipped. Please check UC Admissions website for details of course validation. UC-transferable college courses or satisfactory scores on SAT Subject, AP or IB exams can also be used to fulfill the LOTE subject requirement.

Generally, bilingual students are considered to have met the "e" subject requirement and may choose not to enroll in LOTE courses. Students who elect not to take courses in a LOTE may satisfy the "e" requirement (for all diploma types) by one of the following methods:

- Formal schooling in a language other than English – Students who have completed two years of formal schooling at the sixth-grade level or higher in a school where a LOTE was used as the medium of instruction have met the LOTE requirement. A school transcript or other official document is required.

- Assessment by a recognized test or University – Earning a satisfactory score on a SAT Subject, AP or IB exam, or a proficiency test administered by a UC campus or other university can demonstrate a student's proficiency in a LOTE. Most language departments at universities will conduct an assessment and issue a statement of competency on official letterhead serving as certification.
- Certification by high school principal – In cases where the options above are not available, certification by the high school principal is acceptable. Principals should develop and maintain clear standards for providing this certification. Certification should be based on the judgment of language teachers, advice of professional or cultural organizations with an interest in maintaining language proficiency, or other appropriate sources of expertise. The principal notes the certification of competency on the student's transcript with the language and level of proficiency.

Credit Acceptance: Students transferring to MPS from another accredited school, private or public, a home school, or an alternative school, will receive credit toward graduation for courses successfully completed in the sending school.

These courses will appear on student's transcript as they are transferred and will be included in cumulative GPA calculations. Upon review and approval by the school administration, students transferring to MPS from a non-accredited school may receive credit toward graduation within the following guidelines:

Documentation must be provided to MPS by the sending school as to the course of study the student followed, materials used, course description, total number of contact hours per course, grading criteria, teacher name and qualifications, student work or projects, and scores of any standardized tests the student has taken. Grades from such courses will not be included in cumulative GPA calculations.

Normally, students may not retake courses that they have already passed and for which they have earned credit. Credit is not awarded for classes repeated to raise a grade unless the grade previously earned was a Fail (F) or Incomplete (I). However, the school administration reserves the right to final decision in case of any extenuating circumstances. Extenuating circumstances may include foreign transcripts, transcripts from non-accredited schools, college courses, ESL/ELD courses, and other approved courses on a case-by-case basis. Please consult with the school administration. If the school administration allows repeat of a course for extenuating circumstances, MPS will use the new grade when calculating the student's GPA. However, the repeated grade will not be used in calculating the "a-g" GPA for UCs if a student repeats a course used to satisfy the "a-g" requirement in which the student originally earned a grade of C or higher.

Deleted: High School Credit Earned in Middle School:

Students who take high school courses in middle school have the option to have these courses counted toward graduation. These courses must have the same expectations, curriculum and final exams as the equivalent courses taught in high school. Students who choose to have their middle school courses counted toward graduation need to consult with the school administration since these courses need to be reflected on the student's high school transcript. Grades from such courses will not be included in cumulative GPA calculation. [2]

Deleted: 6

Deleted: 7

Credit Recovery: A high school student who fails a course at MPS is expected to take full responsibility for their personal credit recovery process. Following are some recovery options:

Summer School: Students can take a

College units	High school credits
1 semester college unit or 1-2 quarter college units	2.5 high school credits
2 semester college units or 3 or more quarter college units	5.0 high school credits
3 or more semester college units	10.0 high school credits

summer school course at any public school to recover missing credits. MPS may offer summer school depending on student needs and availability of teachers and resources.

Online Courses: Students who are credit deficient may enroll in accredited online courses to recover missing credits. Some examples to accredited online course providers are: APEX Learning, FuelEd, BYU, etc. College advisor's approval is necessary in order for the grade of an online course to be included in cumulative GPA calculations.

College Dual Enrollment: Students may enroll in a post-secondary course creditable toward high school completion. College advisor's approval is necessary in order for the grade of a college course to be included in cumulative GPA calculations.

WASC Accreditation & Transferability of Courses: All MPS schools are WASC-accredited and all A-G courses of MPS are transferable to other public schools, and meet the rigorous requirements for admission to both the UC and state university systems. Every transfer student will participate in an intake meeting which includes a review of his/her transcript and tracking towards graduation. Every exiting student will also receive a transcript to provide him/her with an official record of courses completed and credits earned. In addition, the school's master schedule will be informed by student needs to ensure sufficient intervention opportunities are available for the student population. Please contact your MPS school's Dean of Academics & College Advisor for further information.

Advanced Placement (AP) Courses: MPS will offer Advanced Placement (AP) classes depending on student needs/demands and availability of teachers and resources. AP courses are college-level courses, taught with college textbooks and exams that can give students college credit in the form of advanced standing when they enter their freshman year. Students have to pass the corresponding AP test in order to get college credit.

Dual Enrollment: Dual enrollment is a program that allows eligible high school students to enroll in a college course. Dual enrollment eliminates duplication of coursework between high school and college and

allows students to earn their college degree in less time, save money, and experience the college environment. Junior and senior high school students who have demonstrated academic, personal and social maturity are welcome to apply. Students should visit their high school college advisor prior to the beginning of the semester to seek permission for enrolling and complete a dual enrollment registration / parent consent form.

If a student wishes to receive high school credit for a college class, a 3.0 unit or more one-semester college class will earn two semesters worth of high school credit (10.0 credits). The following table will be used for conversion of college units to high-school credits:

To determine how a college course fulfills a high school requirement see your high school college advisor. College advisor's approval is necessary in order for the grade of a college course to be included in cumulative GPA calculations. *Academic college courses that meet the University of California "a-g" requirements will be given a weighted grade point on the high school transcript and included in cumulative GPA calculations.*

All students in grades 11 and 12 are required to be enrolled in at least five courses each semester. These courses can be classroom-based courses taken at MPS, online courses provided by MPS or approved online course-providers, CSU, UC or community college courses, and other courses and activities for which academic credit will be provided upon satisfactory completion. MPS requires that the average number of minutes of attendance in any two consecutive schooldays is no less than 240 and minutes of attendance in any one schoolday is no less than 180.

Counseling programs:

MPS offers a comprehensive counseling and guidance program addressing personal/social, career, and academic needs for all grades. Students may sign up to see the counselor at any time to discuss personal or academic concerns. Social skills, career, and college planning lessons will be provided by the counselor at various times throughout the school year depending on grade level, need etc. The counseling office provides the following resources:

- Academic advising
- College planning resources
- Scholarship information
- SAT/ACT test dates and materials
- Career planning resources
- Conflict resolution
- Family resources
- Counseling resources

Students who wish to see the counselor can make an appointment. Parents are always welcome to make an appointment to see the counselor. All information discussed is confidential except when it involves your safety or the safety of someone else.

Deleted: /CAHSEE

Deleted:

MPS Student/Parent Handbook

2017,18

Deleted: 6
Deleted: 7

MPS adheres to the National Counseling Standards. The standards are as follows:

Academic Development

Standard A: Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span.

Standard B: Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.

Standard C: Students will understand the relationship of academics to the world of work and home and community life.

Career Development

Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

Standard B: Students will employ strategies to achieve future career success and satisfaction.

Standard C: Students will understand the relationship between personal qualities, education and training, and the world of work.

Personal/Social Development

Standard A: Students will acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect self and others.

Standard B: Students will make decisions, set goals, and take necessary action to achieve goals.

Standard C: Students will understand safety and survival skills.

PSAT/NMSQT Tests & Applications:

MPS is dedicated to providing a comprehensive college preparatory program that facilitates students' ambitions to pursue higher education at the nation's top universities and colleges. As part of this process, grades 9 through 11 are required to take the PSAT/NMSQT test in Fall.

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It is a standardized test that provides firsthand practice for the SAT Reasoning Test.™ It also gives the students a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

The PSAT/NMSQT measures:

- critical reading skills;
- math problem-solving skills; and
- writing skills.

The most common reason for taking the PSAT/NMSQT is for the students to receive feedback on their strengths and weaknesses on skills necessary for college study. Students can then focus their preparation on those areas that could most benefit from additional study or practice.

Cal Grant program for College

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students to apply for financial aid, all grade 12 students are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid Commission ("CASC") electronically by a school or Home Office official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. All grade 12 students' GPA will be sent to CASC by October 1. The Cal Grant application submission deadline is October 1 of the grade 12 year.

Deleted: College Board (test maker) charges a fee for the PSAT/NMSQT test and each student is responsible for paying this fee. Economically disadvantaged families may qualify for a fee waiver. Parents should contact MPS administration to request a fee waiver. Each case will be evaluated on an individual basis.

Deleted: school district

Deleted: -
Deleted: on [INSERT DATE]

E. ATTENDANCE

Attendance is extremely important for student success. Our research indicates a significant positive correlation between student attendance and achievement. Members of MPS's professional staff will encourage and support student attendance. However, parents and legal guardians have the primary responsibility.

Every student is required to be in school, in each class, on time, and in their seat before the bell rings. It is required by law that every parent or guardian of any minor between the ages of 6 and 18 make sure that the minor child attends school.

A parent must inform the main office via phone of their child's absence the morning of the absence and/or send a note the day the student returns to school. If the student returns to school without a note and no phone call was received, s/he will be marked TRUANT. The student will have two (2) days to bring in a note to change this to an excused absence.

When a student misses 10 full days (unexcused) in a semester, he or she may not be allowed to participate in any extracurricular activities in that semester. Special circumstances with documented explanations should be reviewed with the administration. Parent/Guardian notes

Deleted: -
Deleted: -

Deleted: Teachers have the right to fail a student when excessive absences affect the student's performance in the class, such as by resulting in missing classwork or homework.

Deleted: 6
Deleted: 7

can only be accepted for up to nineteen (19) days in a school year. If a student misses twenty (20) days or more, an acceptable note from a doctor or official authority will be required.

Absences:

MPS recognizes two (2) kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully. In the event of an excused absence, students maintain responsibility for homework, quizzes, and tests. In addition, there are consequences for unexcused absences.

1. Excused absences:

Parent or guardians must explain each absence in writing and sign it and/or call the office. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

Personal illness:

Parent or guardian must call the school each morning the student stays home due to illness. Upon returning to school the student must bring a note from a parent or guardian to the main office.

Illness in the Family or Death of a Relative:

In the case of illness in the family or death of a relative, the parent or guardian should call the office to explain the situation and the estimated time of absence. MPS allows 1 day of absence for in-state funerals, and 3 days of absence for out-of-state funerals. Upon returning to school, the student must bring an explanatory note from the parent or guardian. It is the parent and student's responsibility to inform the teachers of the estimated time of absence.

Observance of Religious Holidays:

Any student observing a religious holiday consistent with his/her creed or belief shall be excused from classes. The student must bring a note from their parent/guardian the day they return to school or we must receive a phone call from their parent/guardian on the day(s) of the absence.

Professional Appointments:

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, students must bring a note stating the time they are to be excused from school. In addition, parents must come to the office to pick up the student. They must sign the student out of school at that time.

Other excused absences include justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, attendance at religious retreats, attendance at an employment conference, on Take Our Daughters and Sons to Work Day, and attendance at a student's naturalization ceremony to become a United States citizen. Other reasons will be considered that are

requested in writing, consistent with this handbook and approved by the school. If the excuse is not one of the valid excuses listed in this handbook, the school administrators are authorized to excuse school absences due to the pupil's circumstances on a case-by-case basis.

2. Unexcused Absences:

Students will be marked unexcused if they:

- do not bring a written note within two school days, following an absence,
- leave school without signing out at the school office,
- are absent from class without permission, including walking out of class,
- are absent from school without parental permission (except students in 7-12 grade who are being excused to receive confidential medical services without parental permission),
- get a pass to go to a certain place but do not report there, and/or
- are absent for reasons **not acceptable** to the administration including but not limited to:
 - Not waking up on time
 - Transportation problems (missing the bus, traffic, car trouble, etc.)
 - Inclement weather
 - Running errands for family
 - Work
 - Babysitting
 - Hair appointment
 - Needed at home
 - Vacations or trips

Deleted: the CA Ed Code or in

Deleted: C
Deleted: A Ed Code

After 20 unexcused absences, the student will not be allowed to walk on stage for promotion/graduation. This is a privilege.

Make up Work for Excused Absences:

An absence from school, even for several days, does not excuse students from responsibilities in the classroom. On the day of return, it is the students' responsibility to find out what work is required and when the work needs to be completed. Students will be given the same number of days they were absent to make up missed work. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher or as outlined in the teacher's syllabus. It is the students' responsibility to take the test at that time. If the student fails to do this, the teacher is not obligated to set another time for make-up. Please check teacher's syllabus and make sure for their individual policy.

Make up Work for Unexcused Absences:

If a student has an unexcused absence, any or all of the following may occur:

- Students may not be permitted to make up work following an unexcused absence.

Deleted: 6

Deleted: 7

- Teachers are not obligated to allow students to make up quizzes or tests.
- Students may receive an "F" or "zero" grade for the day in each class missed.

Emergency Leave:

Emergencies and other personal necessity absences:

While parents/guardians are discouraged from taking their child(ren) on extended vacations or leaves of absence outside the designated instructional days, there are circumstances in which a school principal may authorize or approve such time off. Such approval must take place prior to the absences.

Independent Study Policy:

Students with a legitimate need for an extended absence of five (5) or more days can enroll in independent study. Please see the main office of your MPS school for the independent study policy.

Early Dismissal of Students from School:

- Early dismissal from school is an important issue. Because MPS is very concerned about students' safety and well-being, the following precautions will be taken to ensure students' safety.
- A student may be released before the end of a school day, only upon request of a parent or guardian or for emergency reasons.
- A student may be released only to a parent or guardian of record or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- A student may be released "on his/her own" only with verified parental permission.

No staff member shall permit or cause a student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and parent or guardian.

Tardiness:

A student is marked tardy when the student is not in class, or designated place as defined by the school, when the tardy bell rings signaling the time class is to begin.

Tardies are marked as excused or unexcused. The time that a tardy student arrived is to be documented in every instance. MPS requires that parents/guardians write a note of explanation when they have knowledge of their student's tardiness.

Three unexcused tardies in excess of 30 minutes constitute truancy and can be counted in combination with whole-day truancy to establish truant and habitual truant status.

Uncleared tardies shall be resolved in the same manner as uncleared absences.

After 20 tardies, the student will not be allowed to walk on stage for promotion/graduation. This is a privilege.

1. Excused Tardiness:

Students must have their parents or guardian write an explanatory note if they arrive late to the school. The student must report to the office when she or she arrives. If the student fails to do this, s/he will receive an unexcused tardy.

2. Unexcused Tardiness:

Tardiness to school and to class (whether the result of oversleeping, missing the bus, car problems, babysitting, athletic workouts, socializing or lingering in the halls) is unacceptable.

If a student arrives at school late but without a note, s/he will get a "late slip" for admittance to class. The student will have two days to bring in a note to change this to an excused tardy.

Consequences for Tardiness:

Habitual tardiness (defined as nine or more unexcused tardies) for any class period will result in disciplinary action ranging from reflection to loss of privileges. Students who regularly arrive late to class may be excluded from extracurricular activities, including proms, athletics and graduation ceremonies.

Truancy:

Any student who is absent from school and/or tardy in excess of 30 minutes on 3 separate occasions in one school year without valid excuse or any combination thereof, is considered to be truant.

Any pupil is deemed a habitual truant who has been reported as a truant 3 or more times per school year and an appropriate school officer or employee has made a conscientious effort to hold at least one conference with the parent or guardian of the pupil and the pupil himself.

Classification of Initial Truancy:

School staff shall classify and mail 1st Initial Truancy Notification as a formal notification that the student between the ages of 6-18 has accumulated three (3) full days of unexcused absences or three (3) unexcused tardies of more than 30 minutes or any combination thereof in one school year and is being classified as truant.

Truant Repeat:

Any student who has once been reported as a truant as defined in this policy, and who is again absent from school without valid excuse one or more days or tardy on one or more days shall again be reported as a truant. After providing parents/guardians the opportunity to respond to the Initial Truancy Letter, school staff shall mail a 2nd Truancy Notification upon reaching the seventh (7) unexcused absence or unexcused tardy and request a parent conference.

Deleted: three

Deleted: district

Deleted: |

Deleted: or truant, .

Deleted: 6
Deleted: 7

Classification of Habitual Truancy:

Upon the tenth (10) unexcused absence or unexcused tardy of more than 30-minutes or any combination thereof, school staff shall mail 3rd Truancy Notification. This letter notifies the parent/guardian that the student has been classified as a habitual truant for being absent without a valid excuse ten or more days, or tardy for more than any 30 minute period, during the school day without a valid excuse or any combination thereof.

An administrator or designated staff shall hold at least one conference with a parent/guardian and the student prior to the student being reclassified as a Habitual Truant. The notifications listed previously shall be mailed, prior to classifying a student as a Habitual Truant.

satisfying social interaction in school, on field trips, in the community, and at home.

Uniform and Personal Appearance:

The uniform policy at MPS helps create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are required to arrive in uniform every day except for "free dress days". Students will not be allowed to enter the school if they are not wearing the proper uniform.

All MPS students are required to wear the school uniform at all times including during the after school tutoring/activities. Refer to Student Uniform Policy on later pages.

Deleted: fifth

Deleted: five

"Chronic absentee" means a pupil who is absent 10 percent or more of the schooldays in the school year, excused or unexcused.

Any pupil is deemed a "habitual truant" who has been reported as a truant three or more times per school year.

IMPORTANT NOTICE

Dear Parents/Guardians,

Your commitment to school attendance will send a message to your child that education is a priority for your family and going to school every day is a critical part of educational success.

A. EXPECTED STUDENT BEHAVIOR

Students should always remember that their behavior and actions at school and at school-sponsored activities are a reflection not only of themselves, but also of the school. The following is a guideline of what expected from an MPS student:

Breakfast/Lunch Time:

- Students must:
- Proceed to the eating area as instructed by MPS staff.
 - Eat and finish their breakfast/lunch in the assigned area. No food should be eaten outside the designated areas.
 - Wait patiently for their food, and follow the direction of the adults on duty.
 - Clean up after themselves and dispose of their trash in the appropriate area.
 - Remember that they are not allowed in the school building without a pass.
 - Students must carry a pass that is given to them by security guard/supervisor staff.

On Campus:

- Students must:
- Stay in designated areas on-campus.
 - Be courteous and respectful at all times to everyone.
 - Not use profanity, lie, fight, gamble, possess inappropriate literature or material, or be involved in the abuse/harassment of others.
 - Not use or have cellular phones turned on during school hours; students are allowed to use cellular phones **only** in the designated area after school. Phones should not be used during after school programs, such as tutoring.
 - Remember that any electronic devices seen during class time will be confiscated and returned to the student's parents/guardians at the discretion of administration.
 - Remember that gum chewing is not allowed anywhere on campus.
 - Never ride bicycles, use roller blades or skateboards on campus nor bring them to class.

II. DISCIPLINE POLICIES

Magnolia Public Schools Student Code of Conduct:

MPS is committed to excellence in academic instruction and in cooperating with parents/guardians to teach students the behaviors and skills that support social successes throughout life. To accomplish this goal, MPS is taking a proactive approach to teaching social skills as a significant component of the educational program. The curriculum includes teaching of the behaviors necessary for effective and

- Not leave campus without permission during school hours (except students in 7-12 grade who are being excused to receive confidential medical services without parental permission).
- Not use matches, lighters, or any type of explosive incendiary device on campus.
- Remember that **no electronic devices** such as CD/MP3/IPOD players may be visible or used on the campus grounds.
- Students are not allowed to loiter in the hallways.

Assemblies:

Students must:

- Be courteous and quiet during the entire assembly.
- Be respectful to the presenter/speaker.
- Follow all teacher/staff directions.

Field Trips:

Students must:

- Be on their best behavior.
Pay attention to the directives given by the moderator and trip leader.
- Follow all school rules pertaining to behavior.
- Wear MPS uniform unless authorized by administration.

Public areas: Hallways, Lunchroom & Restrooms:

Hallways, Lunchroom and Restrooms are areas used by all members of School. Students must:

- Use the halls, lunchroom, or restrooms only as needed and then move on to class.
- Eat only in the cafeteria or other designated area.
- Leave gum at home; chewing gum is strictly prohibited anywhere on campus.
- Maintain orderly conduct always; walk in the halls, lunchroom, or restrooms.
- Keep in mind that profanity and vulgar language at any level is unacceptable and is strictly prohibited in all areas and at school functions at all times.
- Limit excessive noise such as yelling, screaming or banging lockers while in these areas.
- Help keep the school clean by picking up after yourself and putting your belongings in their proper place.
- Respect others personal space and keep your hands to yourself even in play.
- Have a pass to be in the above areas during class time.
- Keep in mind that vandalism, littering, or graffiti in the school is prohibited and should be reported as this reflects poorly on everyone.
- Public displays of affection are prohibited.
- Bring only plastic and paper containers to school; all glass containers are prohibited on campus and will be confiscated.
- Be responsible and report any leaks, spills, or other problems in the bathroom to a teacher or the office.

- Be responsible for cleaning up after yourself, including the disposing of or the recycling of garbage.
- Have a hall pass if you are outside of the classroom during class time.
- Not visit with friends or interrupt another classroom.
- Not misuse the hall pass as it will result in loss of the hall pass privilege.
- Get a referral from your teacher before you go to the office. Do not use the hall pass.

Emergency Drills:

Fire drills, lockdowns, and evacuation drills are conducted periodically for everyone's protection and are required by law. During these drills it is imperative that students remain silent, follow instructions given by the staff, and carry out all directions in an orderly fashion.

Classroom:

Students must:

- Be seated and ready to begin their assignment when the bell rings.
- Be courteous to all teachers and students.
- Follow all school and classroom rules.
- Bring all necessary materials/supplies ready to work daily.

Classroom Procedures and Consequences:

Please check the teacher's syllabus for specific consequences which may include:

1. **In Class Warning**
2. **Student-Teacher Conference**
3. **Reflection / Parental Notification**
4. **Parent Conference**
5. **Office Referral & Administrative Disciplinary Procedures**

B. SIS BEHAVIOR POINTS

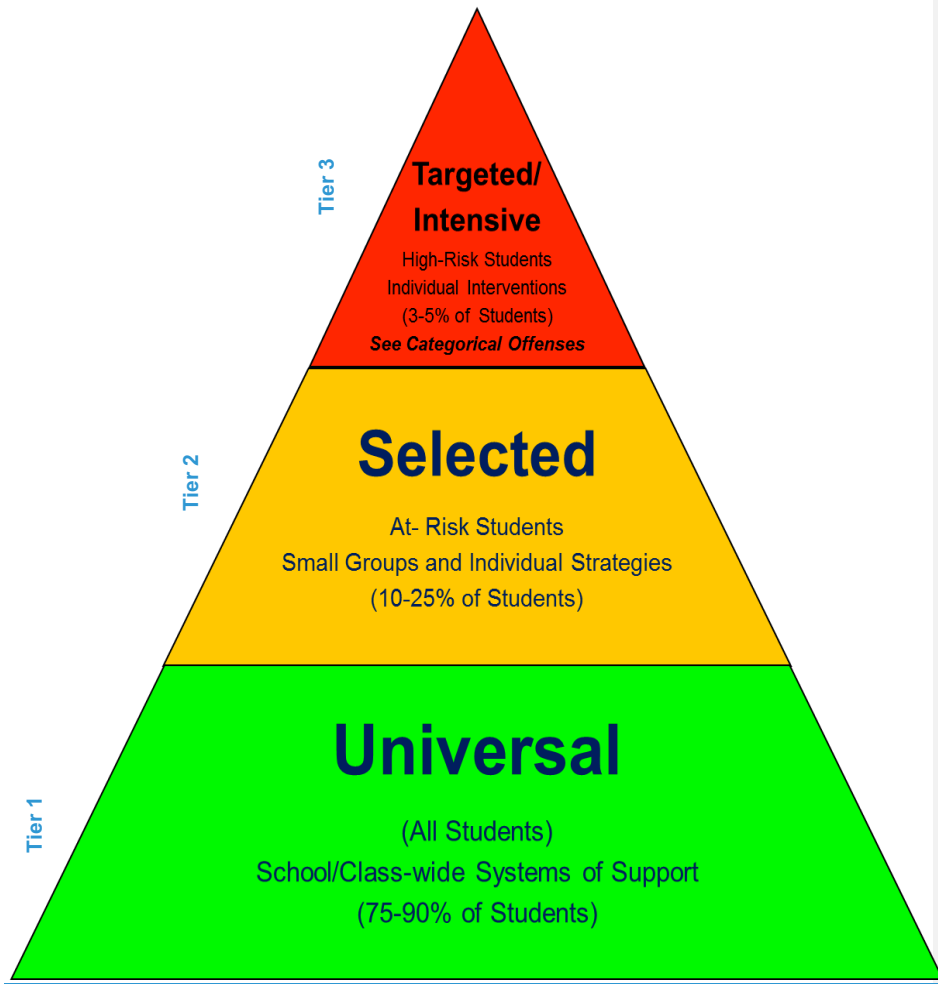
[For Middle & High School Only] Student behavior will be recorded on SIS and students will receive the following rewards or consequences based on their behavior points.

Positive Rewards:

- +5 Contact parent/guardian
- +10 Lunch speed pass
- +15 Treat
- +20 One day free dress (pass will be given)
- +25 Extended lunch period
- +30 Two day free dress (pass will be given)
- +35 VIP breakfast
- +40 Entered in a raffle
- +45 Free dress – every Friday for one month (pass will be given)
- +50 VIP lunch and "Race to the top"

Deleted: 6

Deleted: 7



Deleted: <sp>

Universal

Examples of Classroom, Support and Teacher-Led Responses

These interventions are designed to teach appropriate behavior so that students may contribute to the learning community within the classroom environment. Teachers are encouraged to try a variety of instructional and classroom management strategies to support all learners.

<u>Level 1 Infractions</u>	<u>Interventions</u>
<ul style="list-style-type: none"> ▪ Invading personal space ▪ Antagonizing others ▪ Violation of school/class rules ▪ Horseplaying ▪ Violating off-limits/restricted area ▪ Habitually tardy and/or not being in assigned location ▪ Disrupting the learning environment/Off task ▪ Littering ▪ Not having proper materials, supplies, and/or equipment for class participation ▪ Inappropriate use of electronic devices ▪ Dress code violation ▪ Inappropriate language/actions (hurtful, vulgar, gossip, etc.) ▪ Passive participation in hurtful acts/words against others ▪ Public display of affection (holding hands, kissing, hugging, etc.) ▪ Refusing to cooperate and comply with school rules/personnel 	<ul style="list-style-type: none"> ✓ School-wide PBIS ✓ Social-emotional learning program ✓ Proactive classroom management ✓ Regular, preemptive communication with families ✓ Classroom incentives ✓ Seating, assignment, behavioral accommodations ✓ Conferencing with student(s) and parents ✓ Verbal correction and redirection ✓ Reminders, role-play, daily progress sheet ✓ Loss of classroom privileges ✓ Written and/or verbal reflection

Deleted: 6
Deleted: 7

Selected

Examples of Support, Removal and Administrative Responses

These responses engage the students's support system to ensure successful learning and to alter conditions that are inappropriate or disruptive.

[Level 2 Infractions](#)

[Interventions](#)

Deleted: 6
Deleted: 7

<ul style="list-style-type: none"> ▪ Using/possessing tobacco and/or lighter ▪ Violating traffic or safety regulations ▪ Encouraging other students to violate school rules ▪ Leaving school and/or school bus without permission ▪ Fighting and/or arranging altercations ▪ Using objects inappropriately (i.e., the use of an object to harm others or damage property) ▪ Physical assault without serious bodily injury (i.e., pushing with intent, kicking, hitting, pinching, spitting) ▪ Defacing and/or vandalism of school property ▪ Plagiarism/academic dishonesty ▪ Leaving school or classroom without permission (truancy) ▪ Improper use of computer (e.g., viewing unauthorized websites, cheating, overriding district filter, etc.) ▪ Stealing and/or possessing stolen property ▪ Failure to attend to/complete assigned restorative action ▪ Gambling or Extortion ▪ Habitual violations of school/class rules ▪ Forgery of signatures ▪ Sexually explicit behavior ▪ Planning and/or arranging actions with malicious intent ▪ Writing or drawing obscene /profane language/pictures ▪ Harassment (i.e., physical, verbal, and sexual) ▪ Bullying/cyberbullying ▪ Violation of personal boundaries ▪ Refusing to cooperate and comply with school rules/personnel 	<ul style="list-style-type: none"> ✓ Behavioral contract ✓ Self-monitoring ✓ School-home communication ✓ Adult or peer mentorship ✓ Utilize check-in and check-out system ✓ Intensive academic and/or social support ✓ Reflection (lunch, after school, Saturday, etc.) ✓ Refer student to SSPT ✓ Loss of privileges ✓ Counseling ✓ Temporary removal from class ✓ Extended school day
--	--

Targeted/Intensive

Examples of support, removal and School Site Administrators and Home Office Responses.
 These responses address serious behavior and potential implications for future harm. They promote safety of the school community and should be used in a progressive fashion.

See *Categorical Offenses*

<u>Level 3 Infractions</u>	<u>Interventions</u>
<ul style="list-style-type: none"> ▪ Physically assaulting with serious bodily injury ▪ Conduct or habits injurious to others (peers/authority) ▪ Using/possessing controlled and/or dangerous substances and/or paraphernalia ▪ Bullying (harassing, intimidating, cyberbullying) ▪ Fighting and/or arranging altercations ▪ Using/possessing weapons and/or weapon paraphernalia including but not limited to those prohibited under federal law ▪ Harassment (i.e., physical, verbal, and sexual) ▪ Arson, attempting to commit arson and/or possession of explosives/fireworks (i.e., smoke bombs, sink bombs, etc.) ▪ Causing a false fire alarm ▪ Making a bomb/explosive threat ▪ Encouraging other students to violate school rules ▪ Student hazing ▪ Using gang and/or secret society symbols/acts ▪ Inappropriate use of electronic devices ▪ Public displays of sexually explicit behavior ▪ Defacing and/or vandalism of school property ▪ Gambling ▪ Habitual violations of school/class rules ▪ Forgery of signatures ▪ Stealing and/or possessing stolen property ▪ Improper use of computer (e.g., viewing unauthorized websites, cheating, overriding school filter, etc.) ▪ Sexual explicit behavior, Lewd Conduct, Writing or drawing obscene /profane language/pictures 	<ul style="list-style-type: none"> ✓ All Tier 1 and Tier 2 interventions ✓ FBA-based behavior intervention plans ✓ Teaching replacement behavior ✓ Home and community supports ✓ Self-management program ✓ Restricted access ✓ In-school reflection and/or suspension ✓ Short-term out-of-school suspension ✓ Extended out-of-school suspension ✓ Request for alternate educational setting ✓ Recommendation for expulsion

Deleted: 6

Deleted: 7

Infractions Explained:

(See also the Enumerated Offenses and applicable procedures listed in Section D: Suspension and Expulsion Procedures [below](#))

Assaulting, Fighting and/or Arranging Fights
School is not a place to arrange fights, whether those fights take place on or off school grounds. Any fight and/or attempting to fight will involve disciplining all students involved.
Bringing / Using Electronic Devices
CD players, IPOD, MP3 players, phones, PDA, PSP, laptops, smart watches, electronic games, and/or similar devices are not allowed to be used at school. They disrupt classes and distract others from learning. If you choose to bring them for use outside of school it is at your own discretion. MPS assumes no liability for any damaged, destroyed, lost, stolen, misplaced or otherwise compromised electronic device brought onto MPS property.
Scholastic Dishonesty
Scholastic dishonesty includes (but is not limited to) plagiarism, cheating on tests, and/or any other types of deception to obtain credit without effort. Scholastic dishonesty is unacceptable conduct. As a consequence, student will receive a failing grade on the assignment/test, and all other possible corrective strategies listed under the RTI table above will apply as well.
Texting/Sexting
Sexting can be defined as the act of sending sexually explicit messages or photographs electronically, primarily between mobile phones and/or any other communication devices.
Disrupting Learning
Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to inappropriate language, eating or drinking during class against teachers' classroom rules, chewing gum, insubordination and/or selling or trading personal possessions to other students.
Horseplay
Rough or boisterous play including but not limited to shoving, play fighting, kicking, name calling, teasing, pushing/pulling on a student and shoulder bumps.

Violating Uniform Policy
A student's dress and appearance shall conform to the specific uniform and appearance limitations described in this handbook.
Possession or Use of Drugs and/or Alcohol and the Sale or Intention to Sell Drugs and/or Alcohol
Use of drugs or alcohol means a student knowingly possesses, consumes, uses, handles, gives, stores, conceals, offers to sell, sells, transmits, acquires, buys, represents, makes, applies, or is under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcohol, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look-alike drugs is prohibited everywhere on school grounds, at all school activities, and on all school transportation (drug free zone 1000 feet radius). Backpacks, gym bags, coats, and/or any other containers might be searched by Administration and/or Law Enforcement if they suspect the presence of such items.
False Fire Alarms
Issuing a false fire alarm is a violation of State law. Making false 911 calls is also violation of the State Law.
Forgery of Signatures
Any attempt by a student to sign a teacher's, administrator's, parent/guardian's, and/or another student's name to any school document will be considered forgery.
Vulgarity, Profanity and Obscenity
Any gesture or material of this nature is not permitted at school or school functions.
Bullying & Cyber Bullying
Bullying is not permitted at MPS. In addition MPS will not tolerate unlawful intimidation and bullying due to actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationalist, race or ethnicity, religion, sex, sexual orientation, or a person's association with a person, or

Deleted: Page Break

Deleted: Behavioral Expectations

group, with or more of these actual or perceived characteristics. Each student deserves an equal opportunity to obtain an education without dealing with the negative pressures of peers. Bullying consists of any of the following: pushing, shoving, hitting, and spitting, name calling, picking on, making fun of, laughing at, and excluding someone physically or via social media or electronic communications.

Bullying causes pain and stress to those who are victims and is never justified or excusable as “kids being kids”, “just teasing”, “joking”, “playing around” or any other rationalization. This includes the use of social media for wrongful purposes.

Each MPS student agrees to:

- Value student differences and treat others with respect.
- Not become involved in bullying incidents or be a bully.

Harassment of Students, Teachers, Administrators, or Staff

Harassment means making unwelcome advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment. See also the MPS Policy Against Unlawful Harassment.

Harassment can be verbal, physical and visual. (Education Code, § 212.5)

Harassment is a violation of Federal Law and is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn.

Behaving Disrespectfully towards Teachers or Staff

Disrespect (i.e. arguing, talking back, etc.) and insubordination (failure to comply with directives) toward any member of the faculty or staff will not be tolerated. Profanity, either spoken or written is considered a form of disrespect.

Student Hazing

Hazing is defined as doing any act or coercing another person for initiation into any organization that causes or creates a substantial risk or causes mental or physical harm. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences.

Smoking or Use of Other Tobacco Products

Possession of tobacco products in any part of the school (drug free zone 1000 feet radius) or on the student is prohibited under this policy. This includes cigarettes, e-cigarettes, vaporizers, cigars, herbs, and smokeless tobacco. Backpacks, gym bags, coats, and/or any other containers might be searched if the presence of such items is suspected.

Stealing and/or Vandalizing School/Private Property & Graffiti

This means to cause or attempt to cause damage to private property, stealing or attempting to steal private property either on school grounds or during school activities, functions or events. Students and their parents or guardians will be held responsible for any theft/vandalism/graffiti (including graffiti tools such as permanent markers) that the student commits. Theft or vandalism of school property carries heavy legal penalties.

No Permanent markers or aerosol cans are allowed at school.

Displaying Threatening Behavior

Threatening behavior includes: verbal threats, both face to face and over electronic media (phone and/or computers), non-verbal threats (“hard” stares, gestures), willfully causing or attempting to cause physical injury to another person, causing or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Bringing Weapon in School

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, fireworks, club of any type, mace, tear gas, or other chemicals. This may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of a weapon. Backpacks, gym bags, coats, and/or any other containers might be searched by administration or law enforcement if they suspect the presence of such items.

If you are aware of a weapon /drugs/alcohol on campus and do not inform school staff, you will be subject to disciplinary actions and serve consequences.

Possession or Use of Fireworks

Using or possessing any amusement device, smoke bomb, stink bomb, etc.

Gang and Secret Society Symbols

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. No gang activity or gang association will be permitted at school or school sponsored activities. Gang symbols on notebooks, lockers, book bags, etc. are not permitted and will be documented. Students may not promise to become or be members of a gang, secret society, illegal club, sorority or fraternity.

Arson

Intentionally starting any fire or combustion on school property

Public Display of Affection

Public displays of affection are not allowed.

Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules

Any student who, by means of provocation, intimidation, encouragement, request, or other means of promotion, induces or attempts to induce another student to violate a MPS school rule shall be subject to discipline.

Students with an IEP:

If a student has an IEP, that IEP and any applicable behavior plan shall be followed, accordingly to state and federal law. If the behavior(s) worsens or the frequency increases, the student's IEP team may meet to review the plan and its implementation, and modify it, as necessary, to address the behavior(s). Special Education staff, general education staff, parents, and related service providers specified in the IEP must be informed and involved.

MPS follows state and federal laws regarding discipline, including suspension and expulsion, of students with disabilities. See also Section D: Suspension and Expulsion Procedures, [below](#), for more information.

D. SUSPENSION AND EXPULSION PROCEDURES

The following Student Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at MPS. Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. In creating this policy, the Charter School has reviewed Education Code Section 48900 et seq. which describes the non-charter schools' list of

offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 et seq. The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as MPS' policy and procedures for student suspension and expulsion. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

This Policy and its Procedures will clearly describe discipline expectations, and it will be printed and distributed as part of the Student Handbook which is sent to each student at the beginning of the school year. The MPS administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, reflection during and after school hours, use of alternative educational environments, suspension and expulsion.

PROGRESSIVE POSITIVE DISCIPLINE

Positive Consequences

MPS school staff has committed itself to encouraging and supporting the attainment of academic skills as well as social skills, such as listening, friendship-making, problem solving, and alternatives to aggression. To inspire and encourage students to develop their potential in all of these areas, the following reinforcements will be used for positive behavior:

- Individual awards/recognition
- Classroom awards/recognition
- Certificates
- Displays
- Positive contact with parent/guardian
- Special activities (field trips, movie nights, picnics, etc.)
- Publications
- Assemblies
- Positive SIS points

Deleted: 6
Deleted: 7

Positive student behavior and improvements will be acknowledged and encouraged by the MPS staff. Teachers will not only report discipline issues on the school information system, but also positive behaviors and accomplishments. Parents will also be informed of positive behavior and improvements via phone, email, and home visits. Students will receive certificates and/or rewards for outstanding performance and behaviors.

Alternatives to Suspension

To intervene in student behavior, MPS has a progressive discipline plan in place at each of its schools. This plan is published at the beginning of each school year in the Parent/Student handbook. The handbook also includes a school-parent-student compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve high academic and behavior standards. The discipline plan includes information about student expectations and progression of disciplinary procedures from day-to-day discipline to suspension and expulsion.

MPS believes that alternatives to suspension align with our schoolwide positive behavior support plan. Following are list of alternatives to be considered before suspending a student: warning, phone call home, parent conference, teacher/administrative reflection, written assignment/research/presentation, loss of privileges, behavior contract, parent shadowing, mentorship (peer/teacher), referral (counseling, SSP, Dean of Students/Principal), assigning volunteer work/community service, Saturday school, and in-school suspension.

Reflection:

Reflection will be held on assigned day either during the lunch period or after school for up to 60 minutes. Students will have at least one (1) day notice that they must serve a reflection that is longer than twenty (20) minutes in order to make arrangements to be picked up from school. Parents may request in person a delay of the reflection; no phone calls or notes will be accepted for this request.

In School Suspension (ISS):

Notice of In School Suspension (ISS) and the reasons for the ISS will be given to the student and the parent in writing. The student will remain on campus during school hours in a designated area not in their regular class setting. The student will have no or limited contact with students and teachers while serving an ISS. Student is expected to complete their classroom assignments and school community service during ISS.

GROUNDS FOR SUSPENSION

Jurisdiction

A student may be suspended for prohibited misconduct if the act is (1) related to school activity; (2) school attendance occurring at MPS or at any other school; or (3) a MPS sponsored event. A student may be suspended for acts that are enumerated below and related to school activity or attendance that occur at any time, including, but not limited to, and of the following:

- a) while on school grounds;
- b) while going to or coming from school;
- c) during the lunch period, whether on or off the school campus; or
- d) during, going to, or coming from a school-sponsored activity.

Enumerated Offenses

Discretionary Suspension Offenses

Students may be suspended for any of the following acts when it is determined the student:

1. Caused, attempted to cause, or threatened to cause physical injury to another person resulting in minor harm.
2. Willfully used force of violence upon the person of another, except self-defense resulting in minor injury.
3. Unlawfully possessed, used, sold or otherwise furnished nominal amounts of any controlled substance, alcoholic beverage, or intoxicant of any kind as defined in Health and Safety Code Sections 11053-11058.
4. Unlawfully under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind as defined in Health and Safety Code Sections 11053-11058.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property resulting in negligible loss.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature

Deleted: Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities. .

Deleted: Reflection: -
In School Suspension (ISS): - [5]

Deleted: <#>Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence. .

Deleted: , or was under the influence o

Deleted: <#>as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any k[... [6]

Deleted: 6
Deleted: 7

cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

Deleted: student

10. Committed an obscene act or engaged in habitual profanity or vulgarity.

11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

20. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.

Deleted: Knowingly received stolen school property or private property.

12. (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

13. Knowingly received stolen school property or private property.

Deleted: (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date. -

14. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

21. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to students in any of grades 4 to 12, inclusive.

Deleted: -

15. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.

22. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to students in any of grades 4 to 12 inclusive.

16. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

23. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

18. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.

Deleted: Engaged in an act of bullying, including bullying by means of electronic act, as defined in Education Code Section 48900(r). -

19. Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in

Deleted: 6

Deleted: 7

- ii. Causing a reasonable student to experience a detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience interference with his or her academic performance.
 - iv. Causing a reasonable student to experience interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) "Electronic Act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii. An act of cyber sexual bullying.

- (a) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
- (b) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

24. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1) ~~a-b~~.

25. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

Mandatory Suspension Offenses

Students may be suspended for any of the following acts when it is determined the student:

- 1. Possessing, selling, or furnishing a firearm, as defined below. E.C. 48915(c)(1)

Deleted: <#>Engaged in, or aided another in, academic dishonesty, including, but not limited to, cheating, plagiarism, alteration of grades or academic marks, or theft or unpermitted review of tests prior to testing. - ... [7]

Deleted: 6
Deleted: 7

- 2. Brandishing a knife at another person. E.C. 48915(c)(2)
- 3. Unlawfully selling a controlled substance. E.C. 48915(c)(3)
- 4. Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in the enumerated offenses, above. E.C. 48915(c)(4)
- 5. Possession of an explosive, as defined below. E.C. 48915(c)(5)

SUSPENSION PROCEDURES

Suspensions shall be initiated according to the following procedures:

Conference

Suspension shall be preceded, if possible, by a conference conducted by the Principal or the Principal's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Principal. The conference may be omitted if the Principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

This conference shall be held within two school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a student for failure of the student's parent or guardian to attend a conference with school officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student's parent or guardian at the conference.

Notice to Parents/Guardians

At the time of suspension, the Principal or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice will also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice will request

that the parent/guardian respond to such requests without delay.

Suspension Time Limits

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. A student may be suspended from school for not more than 20 school days in any school year unless, for purposes of adjustment, the student enrolls in or is transferred another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

Suspension Appeals

Students and parent/guardian may appeal a suspension within five (5) school days of the suspension. This appeal will be made to the Principal and heard by a Reflection Committee. The Reflection Committee is an advisory committee to the Principal, trained quarterly in restorative practices and PBIS, and will be comprised of at least one school administrator, and at least two teachers, and may also include a non-certificated employee. All Reflection Committee hearings on suspensions will be held within two (2) school days of the appeal being made. The decision of the Reflection Committee is final. Based on the information submitted or requested, the Reflection Committee may make one of the following decisions regarding the suspension:

- Uphold the suspension
- Determine that the suspension was not within school guidelines, overturn the suspension, and order that all records and documents regarding the disciplinary proceeding be destroyed. No information regarding the suspension will be placed in the student's permanent record, or shared with anyone not directly involved in the proceedings. Charter School shall make arrangements to provide the student with classroom materials and assignments for the duration of student's absence. Student will be provided the opportunity to make academic progress, make up assignments, and earn credit missed.

Notwithstanding the foregoing, the Charter School will maintain student records in accordance with Education Code Section 49602 and 5 CCR 16024.

Recommendation for Placement/Expulsion

Upon a recommendation of Placement/ Expulsion by the Principal, the student and the student's parent/guardian or representative will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. This determination will be made by the

Deleted: discipline
Deleted: c

Deleted: discipline committee hearings
Deleted:
Deleted: discipline committee
Deleted: Discipline

Deleted:
Deleted:
Deleted:

Deleted: 6

Deleted: 7

Principal upon either of the following determinations: (1) the student's presence will be disruptive to the education process; or (2) the student poses a threat or danger to others. Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing.

Access to Education

For suspensions that are not pending an expulsion hearing, Charter School shall make arrangements to provide the student with classroom material and current assignments to be completed at home during the length of the suspension. For suspensions pending an expulsion hearing, Charter School shall be responsible for the appropriate interim placement of students. Please see "Interim Placement" below for details.

GROUNDS FOR EXPULSION

Jurisdiction

A student may be expelled for prohibited misconduct if the offense is (1) related to school activity; (2) school attendance occurring at MPS or at any other school; or (3) a MPS sponsored event. A student may be expelled for offenses that are described below and related to school activity or attendance that occur at any time, including, but not limited to, and of the following:

- a) while on school grounds;
- b) while going to or coming from school;
- c) during the lunch period, whether on or off the school campus; or
- d) during, going to, or coming from a school-sponsored activity.

The length of an expulsion is addressed above, under "Rehabilitation Plans."

Expulsion (Discretionary Offenses)

1. Caused, attempted to cause, or threatened to cause physical injury to another person resulting in serious bodily harm.
2. Willfully used force of violence upon the person of another, except self-defense resulting in serious bodily injury.
3. Unlawfully possessed, used, sold or otherwise furnished significant amounts of any controlled substance, alcoholic beverage, or intoxicant of any kind as defined in Health and Safety Code Sections 11053-11058.
4. Unlawfully under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.

5. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

6. Committed or attempted to commit robbery or extortion in excess of \$1,000.

7. Caused or attempted to cause damage to school property or private property in excess of \$1,000.

8. Stole or attempted to steal school property or private property in excess of \$1,000.

9. Habitually disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

10. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

11. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.

12. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

13. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

14. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

15. Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even

Deleted:

Deleted: Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date. -

- if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
16. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.
17. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to students in any of grades 4 to 12, inclusive.
18. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to students in any of grades 4 to 12 inclusive.
19. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience interference with his or her academic performance.
 - iv. Causing a reasonable student to experience interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) "Electronic Act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this clause, "cyber sexual bullying" means

the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(b) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

20. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a)-(b).

21. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated

school employee, with the Executive Director or designee's concurrence.

Expulsion (Mandatory Offenses)

1. Possessing, selling, or furnishing a firearm, as defined below, E.C. 48915(c)(1)
2. Brandishing a knife at another person, E.C. 48915(c)(2)
3. Unlawfully selling a controlled substance, E.C. 48915(c)(3)
4. Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in the enumerated offenses, above, E.C. 48915(c)(4)
5. Possession of an explosive, as defined below, E.C. 48915(c)(5)

RECOMMENDATIONS
CATEGORY II -
Principal shall immediately suspend and recommend expulsion when the following occur at school or at a school activity off campus. (E.C. 48915(c)) ... [9]

Deleted: 6

Deleted: 7

Deleted: Mandatory and Discretion

EXPULSION PROCEDURES

Authority to Expel

A student may be expelled by an Administrative Panel following a hearing before it. The Administrative Panel will include three or more certificated persons, none of whom have been members of the Board or on the staff of the school in which the student is enrolled. It is important for the Administrative Panel members to have experience in education law and student

Deleted: Category I

Deleted: Matrix for Student Suspension & Expulsion Recommendations
CATEGORY II -
Principal shall immediately suspend and recommend expulsion when the following occur at school or at a school activity off campus. (E.C. 48915(c)) ... [8]

Deleted: Page Break

Deleted: to be assigned by the Board as needed

Deleted:

discipline. Typical Administrative Panel members include teachers, school administrators and Home Office Chiefs/Directors. The Home Office will coordinate all administrators and teachers who serve on the Reflection Committee at their school sites to be "on call" for a particular month should their presence be needed at an Administrative Panel hearing. The Administrative Panel may expel any student found to have committed an expellable offense.

Expulsion Hearing

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within thirty (30) school days after the Principal determines that the Student has committed an expellable offense.

After an Administrative Panel hears the case, it will make a determination whether to expel.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of MPS' disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Special procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

MPS may, upon finding a good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn

declarations which shall be examined only by the Board, administrative panel, or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the student.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. MPS must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
7. If one or both of the support persons is also a witness, MPS must present evidence that the witness' presence is both desired by the witness and will be helpful to MPS. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

Deleted:

Deleted:

8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the student being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are not alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Record of Expulsion Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Board, Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the accused student, the hearing is held at a public meeting, and the

charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact.

If the Administrative Panel decides not to recommend expulsion, the student shall immediately be returned to his/her educational program.

Written Notice to Expel

The Principal or designee following a decision of the Administrative Panel to expel shall send written notice of the decision to expel, including the Administrative Panel's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with MPS
3. The reinstatement eligibility review date; a copy of the rehabilitation plan; the type of educational placement during the period of expulsion, and notice of appeal rights/procedures

The Principal or designee shall send a copy of the written notice of the decision to expel to the student's district of residence. This notice shall include the following:

1. The student's name
2. The specific expellable offense committed by the student

Deleted: 6

Deleted: 7

Disciplinary Records

MPS shall maintain records of all student suspensions and expulsions at MPS. Such records shall be made available to the District upon request.

Expulsion Appeals

In order to appeal an expulsion, the student/parent/guardian must submit a written appeal to the CEO of MPS outlining the reason for the appeal, attaching any supporting documentation, within ten (10) calendar days of being informed of the expulsion.

In response to the written request for an appeal, the CEO of MPS shall call a meeting of the Board of Directors. The Board shall convene a hearing on the appeal within ten (10) calendar days of receipt of a timely written request for an appeal.

At the hearing on the appeal, the student shall have the right to present evidence. The Board will consider evidence and/or testimony as appropriate and will render a written decision that shall be in the best interest of the student and the Charter School. That decision shall be final.

Interim Placement

Charter School shall be responsible for the appropriate interim placement of students during and pending the completion of the Charter School's student expulsion process and shall facilitate the post-expulsion placement of expelled students.

Charter School shall work with the District for an interim placement or other alternative program. Should Charter School determine after the referral that the student will remain at the charter school pending the expulsion hearing based on the best interest of the student, or if Charter School secures another alternative interim placement at another charter school or school within its CMO, if appropriate and aligned with applicable charter petitions, Charter School will notify the District of such determination.

ADDITIONAL PROVISIONS

Bullying

The Charter School shall comply with all applicable requirements of the Safe Place to Learn Act, Education Code section 234 et seq. MPS' policy on bullying prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics, as specified in the definition of hate crimes. MPS' process for receiving and investigating complaints includes complaints of discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics, as specified, and a requirement that Charter School personnel who witness such acts take immediate

steps to intervene when safe to do so, a timeline to investigate and resolve complaints, and an appeal process.

Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities

1. Notification of SELPA

The Charter School shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student who the Charter School or SELPA would be deemed to have knowledge that the student had a disability.

2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

3. Procedural Safeguards/ Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Charter School, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If the Charter School, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that the Charter

Deleted: The Charter School shall comply with Education Code Section 234 et seq. regarding bullying.

School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;

- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

If the Charter School, the parent, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP/504 Plan, then the Charter School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

4. Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the Charter School, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and the Charter School agree otherwise.

5. Special Circumstances

Charter School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Principal or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team.

7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated the Charter School's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred.

The Charter School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent has requested an evaluation of the child.
- c. The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If the Charter School had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The Charter School shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the

MPS Student/Parent Handbook

2017,18

Deleted: 6
Deleted: 7

education placement determined by the Charter School pending the results of the evaluation.

The Charter School shall not be deemed to have knowledge that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

Required Notification

If a pupil is expelled or leaves the Charter School without graduating or completing the school year for any reason, the Charter School shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information.

Deleted: - [10]

Deleted: 6
Deleted: 7

GENERAL POLICIES

A. SCHOOL ACTIVITIES

MPS will offer a range of activities that will enrich student development during and after school. **Because the safety of students is very important to us, specific rules will apply to these activities.**

Athletic Activities:

The Charter School complies with Education Code Section 49475 regarding student athletes who sustain concussions. A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications, including prolonged brain damage and death if not recognized and managed properly. MPS offers an athletic program, and so we must immediately remove from the school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider.

Additionally, on a yearly basis, MPS must provide a concussion and head injury information sheet to athletes, which must be signed and returned by the athlete and the athlete's parent/guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular schoolday or as part of a physical education course. MPS shall distribute this information sheet to athletes prior to the start of the athletic season. Copies are also available in the main office of each MPS school.

Additionally, those wishing to participate in athletics at MPS, must review the information sheet on sudden cardiac arrest via the link below: www.cde.ca.gov.

Field Trips:

Field Trips offer exciting ways to learn. MPS students may have the opportunity to go on field trips at various times throughout the school year.

MPS plans many field trips, weekend getaways, summer camp, and the Europe Trip during spring break.

Students must bring to school a Field Trip Permission Slip signed by a parent or guardian by the specified date. Phone calls will not be accepted as permission for students to attend.

Academic Tutoring Program:

- Tutoring will be available as part of the MPS after-school program.
- ~~Students can receive tutoring from faculty and volunteers from local universities.~~
- The program will benefit all students.
- The sessions will generally occur after school; some may be scheduled on the weekends.
- Upon availability, Saturday tutoring is available to all students who wish to improve their academic skills. We offer math and SAT/ACT prep. All students are welcome to join at specified times.

After School Activities:

MPS offers a variety of after school tutoring, clubs, sports, and activities for all students free of charge. There is no better way for students to enrich their education than by taking part in clubs, after-school activities or working with a teacher (Tutoring). These opportunities allow students to explore more deeply things they already enjoy and to try other areas that sound interesting. Students who stay for an after-school activity must follow these rules:

- Be with a teacher or other staff member at all times.
- Arrange to have their transportation pick them up at the end of the activity.
- Abide by the MPS code of student conduct and all school rules and policies as outlined in the handbook while participating in the activity.

Students who are disruptive, disrespectful, or who do not follow the rules will be prohibited from participating in the after school program.

Students not participating in after school activities may not stay after school to wait for another student.

A full list and description of after school clubs and activities will be posted after school starts. We strongly encourage our students to explore and take advantage of these after school opportunities.

MPS is not responsible for students on campus who are not participating in after school activities or who remain on campus after the completion of the after school activity. Those students must leave the campus within ten minutes of school or after dismissal time. Following is the MPS policy regarding students left on campus after school hours. Contact the office of each MPS school for more information.

POLICY REGARDING STUDENTS LEFT ON CAMPUS AFTER SCHOOL HOURS

MPS is committed to providing a safe campus for all students. When students are left on school property

Deleted: - ... [11]

Deleted: **[INSERT LINK ONCE AVAILABLE]**

Deleted: -

Deleted: Magnolia Public Schools (

Deleted:)

Deleted: 6

Deleted: 7

after the close of business hours, MPS will follow certain steps to ensure students are safe until their parents/guardians come to pick them up. In the event students are left on campus after school hours, MPS staff will:

1. Notify the principal or designee immediately.
2. Attempt to reach parents/guardians through the phone number provided to the School by parents/guardians at the beginning of the year. This may include contacting any emergency contact(s) listed for the student.
3. If a staff person becomes aware a child is on campus more than ten minutes after dismissal of the regular school day or after school activity, the staff person or another employee will remain on site until an adult, including but not limited to an emergency contact, police officer, or social worker, retrieves the student.
4. Notify the principal or designee after the ten (10) minutes after dismissal has passed if there is a possibility that law enforcement may be called to assist the student.
5. As a last resort, contact law enforcement and/or child welfare services who may remove the student and may assume responsibility for the student until the parent/guardian retrieves the student.
6. In cases of repeated incidents where parents/guardians have been late in picking up their child, notify the parents/guardians in writing of parental responsibilities and consequences for their child. A consequence may include: refusal to allow the student to attend after school programs if the parent is repeatedly late in retrieving the child.

Students should not be dropped off more than thirty (30) minutes early for School. The School will open its doors at 7:30 a.m. and at this time students will be supervised by School staff. All students that arrive before 7:30 a.m. will be unsupervised and the School will not be responsible for the safety and well-being of these students. (Each individual MPS school may include site-specific amendments into the drop-off, pick-up, and supervision times addressing local issues.)

B. ILLNESS, INJURY, AND MEDICATION POLICIES

MPS does not have a nurse on staff. Consistent with doctor's orders, properly trained office staff can assist students with basic first aid treatment; however office staff is not registered nurse. Students sent to the office or visiting the office claiming that they are ill will be quickly evaluated by the office staff. If a student needs treatment beyond basic first aid, Parent/Guardian will be contacted to pick him/her up.

Illness or Injury during the school day:

If a student becomes ill or injured during the school day, s/he must report to the Main Office. Do not leave the building without permission. Any absence or departure from class that is not first cleared through the office will be considered unexcused.

Illness at Home:

If a student is not physically well prior to the beginning of the school day, the office should be informed and the student should be kept at home.

Medications:

- Medication shall be administered during school hours only if determined by a physician to be necessary.
- All medications must be in the original container.
- The container must be clearly marked with the student's first and last name.
- A "Request for Medication to be Taken During School Hours" must accompany all medication, containing instructions for administration, including exact times and dosages. The "Request for Medication to be Taken During School Hours" will be filed in the student's folder. This form can be obtained from the Main Office. This form shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for the administration changes.
- All medications are to be delivered to the Main Office in their original containers, with the name of the student, medication, dosage, and frequency of administration clearly marked. Extra medication should be picked up by the parent/guardian at the completion of the medication regimen or end of the school year, whichever is earlier. The school is not liable for any medication not picked up after the end of the school year.
- MPS staff shall keep records of medication administered at MPS.
- Medication will be kept in a secure and appropriate storage location at each MPS school, and administered per physician's instructions by appropriately designated staff.
- Administration will consult with the parent/guardian and student's medical professionals to establish a written plan for Students with chronic health issues or conditions that require specific medication regimens or health plans, such as diabetes, asthma, etc.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Principal in consultation with the parent or guardian and the pupil's medical professional.

Epinephrine Auto-Injectors:

Trained MPS personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. MPS will ensure it has the appropriate type of epinephrine auto-injector on site (i.e., regular or

Deleted: [INSERT TIME]

Deleted: [INSERT TIME]

junior) to meet the needs of its pupils. MPS will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.

MPS will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. MPS will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-injector to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

Contagious Diseases:

If, during the course of the year, a child develops any contagious disease or condition, please notify the school immediately so that precautions can be taken and appropriate notifications sent home.

The School reserves the right to notify the municipal bodies and Department of Health if necessary under federal and state laws.

Diabetes Information Sheet:

MPS will provide an information sheet regarding Type 2 Diabetes to the parent or guardian of incoming 7th grade students, pursuant to Education Code Section 49452.7. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of Type 2 Diabetes.
2. A description of the risk factors and warning signs associated with Type 2 Diabetes.
3. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with Type 2 Diabetes should be screened for Type 2 Diabetes.
4. A description of treatments and prevention of methods of Type 2 Diabetes.
5. A description of the different types of diabetes screening tests available.

Oral Health Assessment:

Students enrolled in kindergarten in a public school or while enrolled in first grade if the pupil was not previously enrolled in kindergarten in a public school are required to have an oral health assessment completed by a dental professional. Please contact the office if you have questions about this requirement. MPS provides the appropriate forms to incoming students to be completed by the oral health professional to satisfy this requirement. Please see the main office at your MPS school if you need another copy of this form.

Suicide Prevention

MPS is committed to the safety and wellbeing of all students. Please see a copy of the MPS suicide prevention policy on the MPS website. It is also available at the Main Office.

C. PARENTAL INVOLVEMENT AND SUPPORT

Since your child's education is a continuing process, parent cooperation, support, and assistance are needed if we are to be successful. Together, we can make a positive difference in your children's lives. The following are ways that we can work to fulfill our common goals:

Parents/Guardians are asked to:

- Be a good listener to both your child and the school staff when conflicts arise.
- Be a positive role model for your child.
- Contact the school as necessary.
- Participate as fully as possible in volunteer opportunities, student presentations, parenting programs, special projects, and assembly events.
- Be familiar with MPS student handbook and explain it as necessary.

D. PARENT/TEACHER COMMUNICATION

- Parents are encouraged and are always welcomed to discuss the progress or problems of their children with the school faculty when an appointment is made prior.
- Parents may not disturb a teacher during school hours.
- An appointment is required for all conferences.
- To make an appointment with a teacher, call the main office or email them directly.
- Please do not attempt to have an impromptu conference with a teacher on campus as appointments are mandatory.
- If your question relates to the classroom, please ask the appropriate teacher.
- Any question involving a student's work or behavior must be discussed with the teacher before it is discussed with the administration.
- Parents are expected to make every reasonable effort to cooperate with the teachers and school staff to help their child have a successful educational experience.
- Parents who wish to observe their child's classes need to make arrangements with the teacher whom they like to visit and get approval from administration at least a day prior to their visit.
- Parent/teacher/student conferences are strongly encouraged when an appointment is made prior.

E. HOME VISITS

- Research has shown that one of the keys to successful teaching and schooling is creating personal connections with students. MPS teachers visit students at their homes to enhance student learning and involvement. Family visits offer invaluable insights about students. They can provide new understanding about students' learning styles. Visits might also reveal the emotional and social needs and behaviors of students. It is helpful to know if they react to

problems with tears, anger, or withdrawal, and how they socialize with peers. Through family visits, teachers can identify students' latest interests or concerns, such as a new hobby, an upcoming trip, or a change in the family.

- For most students home and school are two different domains. Especially for minority students even the people, languages, foods, rules, duties, and concerns are different in these two worlds. They do not intersect considerably. Parents and the teachers are critical partners in educating the "whole child." However, parent conferences and other school-hosted meetings do not provide sufficient means for the parties to communicate enough and effectively and to show the student that they are on the same team. Home visits are the teachers' attempt to break the virtual border between the partners, which is most of the time successful.

F. CONTACTING YOUR CHILD DURING SCHOOL HOURS

- Parents/Guardians should only contact the main office if they must leave a message for their child in case of an emergency. Students will not be disrupted during school hours for non-emergency reasons. In case of an emergency, the message will be given to the student by office personnel.
- Parents/Guardians should not contact their child's cellular phone during school hours; students are required to turn off all electronic devices, including cellular phones, and put them away and out of sight.

G. VISITORS

All visitors including parents and guardians must report to the main office when they arrive, sign in and obtain a visitor's pass if they are to go to any part of the building. To prevent interruption to the instructional program, we request that all items brought to the schools are left in the office labeled with the name of the teacher and student. Student visitors are NOT permitted, at any time, on campus. Visitors must make prior arrangements with administration and must be approved to visit MPS at any time. Please see the Conditions for Classroom and School Visitation, Shadowing, and Removal Policy in this Handbook for more details.

Conditions for Classroom and School Visitation, Shadowing, and Removal Policy

General Visitation Guidelines

MPS encourages parents/guardians and interested members of the community to visit MPS and view the educational program. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher's and principal's written permission.

To ensure the safety of students and staff as well as to minimize interruption of the instructional program, MPS has established the following procedures to facilitate visits during regular school days:

1. Visits during school hours should first be arranged with the teacher and principal or designee, at least **three (3)** days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the principal or designee.
2. All visitors shall register with the front office immediately upon entering any school building or grounds when during regular school hours. When registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the principal or designee have designated that each visitor wear a visitor's pass as a visible means of identification for visitors while on school premises.
3. A principal, or designee, may refuse to register a visitor if it is believed that the presence of the visitor would cause a threat of disruption or physical injury to teachers, other employees, or students.
4. A principal or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt the school's orderly operation. If consent is withdrawn by someone other than the principal, the principal may reinstate consent for the visitor if the principal believes that the person's presence will not constitute a disruption or substantial and material threat to the school's orderly operation. Consent cannot be withdrawn for more than fourteen (14) days.
5. The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
6. The principal or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.

"Shadowing" Guidelines

"Shadowing" gives parents and students an opportunity to observe instruction during an ordinary school day and can help open dialog between parents and students about school. Parents are welcome to shadow their children, that is, to follow them through

their school day. In order to maximize the benefits of shadowing, we request that parents adhere to the following guidelines:

- Follow the above procedure for providing three (3) days advance notice of your visit, signing in at the Office when arriving to the School, and obtaining a visitor's pass. Notice of your visit and intent to shadow should be provided by completing the below form and submitting it to the School at least three (3) days in advance of your visit.
- Shadowing is not a time for parent/teacher conferences. If you desire a conference, please make prior arrangements with your child's teachers.
- To preserve the academic environment, please do not take part in the lesson unless invited to do so by the teacher. Do not visit with your child or other students during class time. At no time may visiting parents address other students directly. Visitors are not allowed to record audio or video, or take photos. Should you have any concerns, report them to the school administrators.
- Meet with the school administration to debrief your visit.

MPS administration has the right to withdraw consent for a visitor to be on campus, as described above. All persons making the visit shall be deemed to have waived claims against the school for injury, accident, illness, or death occurring during or by reason of visit.

H. SCHOOL INFORMATION SYSTEM

Parents, as well as students, will have access to their child's grades in each class, missing/incomplete/upcoming assignments, upcoming tests/projects, discipline, communication log, and teacher contact information. Each parent will be provided with a username and password to have access throughout the school year, 24 hours a day.

All discipline entries will remain on SIS for the entire year.

I. PHONE USE

In case of emergency, students may go to the office with a hall pass from a teacher.
Please note: The office phone is for emergency calls only.

J. NEWSLETTER

- Communications regarding school activities from faculty to parents/guardians and students will be sent home periodically.
- Copies of the newsletter are available at the school office.

K. ELECTRONIC DEVICES

MPS policy regarding possession of cellular phones, any personal electronic devices, iPods, MP3 players, cameras, video cameras, laptops, and recording devices is as follows:

- From the moment a student arrives on campus to the time that the student leaves the campus, the power of the electronic device must be turned off and all devices are to be out of sight, secure with the student's belongings in a backpack or purse. The duration of the non-permitted use includes before school on school grounds, instructional time, passing periods, lunch time, and tutoring. At no time, shall the educational program or school activity be interrupted.
- The school is not liable if such devices are damaged, lost or stolen. The use of these devices or their ringing/vibrating during school time will be considered a disruption of school activities and subject to disciplinary action which will include confiscation and discipline entry.
- All confiscated devices will be returned to the parent/guardian accompanied by the student at the end of the school day.

L. LOST AND FOUND

There will be a lost and found box in the school. If you find books, clothing, or personal items on school grounds, please bring the items to the main office. Items not picked up will be donated monthly.

M. PE LOCKERS

- When available, lockers are provided for physical education class during that period only.
- Lockers are not assigned to students.
- The lockers are school property; anything placed in them or brought to campus is subject to inspection at the discretion of the administration.
- Students are responsible for all items in their locker.
- Students may be provided with a lock or allowed to bring a lock for their gym lockers and use it for the period with the condition of removing them daily. Please check with the school administration for specifics.

MPS does not accept any responsibility for stolen or lost money, clothing, valuables or other articles.

N. TEXTBOOKS

Textbooks and work books are issued at teacher's discretion. Students may be assigned a set of textbooks in addition to a classroom set. Students are responsible for the care of all textbooks and work books. Books are to be returned to the school in good

Deleted: 6

Deleted: 7

condition at the end of the school year or at the time a student transfers out to another school.

Students will be required to report any damages to the textbooks to their classroom teachers. Parents/Guardians will be held responsible for the loss or willful cutting, defacing, or otherwise damaging of MPS textbooks, up to an amount not to exceed \$10,000 (ten thousand dollars), adjusted annually for inflation.

O. MEAL PROGRAM

- **MPS participates in the National School Lunch Program. Applications for free or reduced price meals are included in the enrollment packets to all families and can also be obtained on the MPS website and in the main office of each MPS school. All families are encouraged to complete the application form in order to include as many eligible students as possible.**
- Students are responsible for adding funds to their meal account if they pay reduced or full price.

P. EARTHQUAKE AND MAJOR DISASTER PROCEDURES

- Parents may contribute to supply ten dollars (\$10) to cover the cost of a survival kit to be kept at school and used in case of emergency.
- In the event of a fire, major earthquake or major disaster, students are to be evacuated to the assigned area by MPS.
- If the local public schools announce that the students will be dismissed, MPS will do the same.
- Parents are to remain in assigned area and sign out their child with the appropriate staff member because MPS has to account for all students.
- MPS Emergency Dismissal/Evacuation Card information must be updated with any change in information by parents/guardians as soon as it occurs.

Q. STUDENT TRANSFER

- Any student transferring out of Magnolia Public Schools must complete the "Student Transfer Form" which can be obtained from the main office. The form must be completed prior to a student transferring. It is the parent/guardian's responsibility to complete the form. The school is not responsible for having it completed.
- It is the student's parent(s)/guardian(s) responsibility to contact the school that student will be transferring to. It is the parent's responsibility to make all necessary arrangements for a successful transfer.
- If a student will be transferring to another school for the following school year, the parent is still responsible to inform the main office before the last day of school, or last day of attendance.

- All textbooks must be turned in before the last day of attendance in order to complete a successful transfer. Parents/Guardians are responsible to pay for the loss, or willful cutting, defacing, or otherwise damaging of MPS textbooks, up to an amount not to exceed \$10,000 (ten thousand dollars), adjusted annually for inflation.
- The application of these obligations are enforced notwithstanding any contrary provisions of law applicable to homeless students or foster youth,

R. HOMELESS STUDENTS

It is the policy of MPS that homeless students are provided with a full and equal opportunity to succeed and receive an education. "The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; **are abandoned in hospitals;**
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. **Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;**
4. **Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."**

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the Homeless Liaison.

School Liaison: The Principal of each MPS school site shall serve as the Homeless Liaison for homeless students ((42 USC 11432(g)(1)(J) & (e)(3)(C)):

Principal
Contact address and phone number of your
MPS school on Page 3

The Homeless Liaison shall ensure that (42 U.S.C. 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at MPS.
3. **Homeless students and families receive educational services for which they are eligible including services through Head Start programs**

Deleted: <#>Students must submit the MPS meal program application before the first day of school. .

Deleted: -

Deleted: <#>An outstanding balance of \$5.00 or more will not allow students to receive a meal. Students are responsible for making sure their account does not have an outstanding balance. .

Deleted: MPS participates in the National School Lunch Program. Applications for free or reduced price meals are included in the enrollment packets to all families and can also be obtained on the MPS website and in the main office of each MPS school. All families are encouraged to complete the application form in order to include as many eligible students as possible.

Deleted: ; or are awaiting foster care placement

Deleted: <#>Runaway children or children who are abandoned; and -

Deleted: 6
Deleted: 7

(including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by MPS, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.

4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.

6. Enrollment/admissions disputes are mediated in accordance with law, the MPS charter, and Board policy.

7. Parents/guardians are fully informed of all transportation services, as applicable.

8. School personnel providing services receive professional development and other support.

9. The School Homeless Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

10. Unaccompanied youth are enrolled in school, have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

terms of uniform appearance and personal appearance. If you are still unsure about how you should look, or how the uniform should fit, check with administration. Religious head coverings shall be permitted. **If any aspect of the uniform, including clothes, shoes, jewelry, cosmetics, or any type of body adornment, is not explicitly listed as acceptable in this handbook, then that item is not permitted to be worn when the student is at school or representing the school.**

If a student is unable to wear the school uniform to school due to extenuating circumstances, you need to obtain written permission from the school's administration.

Free Dress & Theme Dress Days Code:

Free Dress days are earned at the discretion of the administration. These days are granted at different times of the year for positive behavior and special occasions. Violation of this policy may result in loss of free dress privileges for the remainder of the school year.

- On free dress days, clothing must be in good taste and appropriate for school. Clothing should not be form fitting, revealing, or transparent.
- The school's dress code is strictly enforced during free dress days as well. All students must follow the same guidelines with the exception of not wearing their uniform.
- T-shirts are acceptable; however printing on clothing must be suitable for school, no inappropriate image(s) or language may be displayed. The administration has discretion in determining appropriateness of images or language on clothing.
- Mini-skirts, skirts, and short shorts are not allowed. Jeans may be worn during free dress days but cannot be tight fitting or baggy.
- Midriffs, backless or side less shirts or dresses, halter tops, or tank tops with less than a 1 inch strap are NOT allowed.
- Hats, gloves, bandanas, or sunglasses are not permitted to be worn in school, except for religious head coverings.
- Neatness and good grooming is required.
- Hairstyles must follow the schools dress code policy.

Deleted: <#>Homeless students and families receive educational services for which they are eligible, including Head Start and Even Start programs. .

Deleted: <#>Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens. .

S. DRESS CODE

MPS has a uniform policy to help create a safe, orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are expected to arrive in a clean and neat uniform every day. Students will not be allowed to enter the campus if they are not in proper uniform. This uniform policy will be enforced, without exception, from the very first day of school. Please cooperate, display modesty and neatness, and take pride in the MPS uniform. We rely on your understanding and your parents' and/or guardians' support in helping to maintain this uniform policy and follow it daily.

In addition to wearing the school uniform, MPS requires that you follow these additional guidelines in

Deleted: For any homeless student who enrolls at the School, a copy of the School's complete policy shall be provided at the time of enrollment and at least twice annually. .

MPS Student/Parent Handbook

2017-18

Deleted: 6

Deleted: 7

Deleted: 6

Deleted: 7

MPS STUDENT UNIFORM POLICY

BOTTOM	<p>Pants, shorts, skirts, skorts, or capris are acceptable.</p> <p>Skirts, pants, shorts, skorts, or capris must be either khaki color, black or navy blue.</p> <p>Belts (required for all variations of dress uniform):</p> <ul style="list-style-type: none"> Smooth, straight edge, all black, all blue or all brown belts no wider than 1½ inches with a plain, unadorned buckle (no mesh, rope, or all metal). The buckle may only have one catch. Belt must be of correct waist size, so that there is minimal excess length (less than five inches). Any excess length of belt must be tucked through a belt loop and may not hang down. 	<p>Pants/Skirts/Skorts/Shorts:</p> <ul style="list-style-type: none"> May not be baggy or tight fitting. May not be rolled at waist. Waist size must be same as student's waist size. Top of garment must be at or above hip bone. Skorts/shorts should be no shorter than your longest finger when standing with your hands by your sides. Skirts that are above the top of the kneecap should be worn with leggings/tights, and must be no shorter than the longest fingertip. Pants may not be made from legging or jegging material. Pants must touch the top of the shoes when the student is standing, but not be long enough to bunch up around the ankle. The bottom of the skirt, skort, and/or shorts must be no higher than 1 inch above the middle of the kneecap when the student is standing. Socks may not be worn over pants. Rubber bands are not allowed on the bottom of pants or ankles. No jean/denim style pants. No Cargo pants/shorts. Must have a built in pocket not a sewn on pocket.
	<p>White, gray, black or navy blue polo shirts must have the school logo. They may be either short or long sleeved.</p> <p>Hoods may not be worn at school.</p> <p>Top of garment must be no lower than the level of the navel when student is standing. Top of garment must be at or above hipbone when student is standing up.</p>	
FOOTWEAR	<ul style="list-style-type: none"> The majority of the shoe must be black, brown, white or gray. Small logos are acceptable. (Shoes must be closed toe.) "Athletic" shoes for the dress code must be completely black, white or brown. Plain, unadorned socks or tights (for girls) must always be worn. Color of socks or tights: Black, dark brown, navy blue, or white 	<p>Undergarments:</p> <ul style="list-style-type: none"> Should not be noticeable through or outside of clothing, tops and bottoms. <p>Uniform:</p> <ul style="list-style-type: none"> Woven Shirt or Polo Shirt must be tucked in neatly at the waist at all times on campus, inside and outside. These shirts may not fit tightly or be baggy. Undershirts must be short-sleeved if worn. The student may choose to button, or not button, the top button of the woven shirt. All other buttons of the woven shirt must be buttoned. Under shirt may not hang out of sleeves.
	<p>No sandals, boots, clogs, mules, slippers, flip flops, high heels, platform shoes or shoes with wheels.</p>	
PE UNIFORM	<p>TOP: Students will wear a solid gray t-shirt, preferably with the MPS logo. MPS sweatpants and MPS sweatshirts may also be worn during PE.</p>	<p>Shoes:</p> <ul style="list-style-type: none"> Acceptable athletic shoes must be low-profile with minimal design. They must be modest and not attract attention. Shoe laces must match shoes and be in solid color.
	<p>BOTTOM: Properly fitting navy shorts of comfortable length for active participation. Waist size of shorts must be appropriate to student's waist size. The same rules which apply to the level at which the tops of the dress pants are worn, also apply to PE shorts.</p> <p>FOOTWEAR: Any athletic shoes suitable for basketball, tennis, and field sports. PE shoes may be the same black athletic shoes discussed in the dress uniform section.</p>	

Deleted: J

Deleted: MPS

Deleted: N

Deleted: 6
Deleted: 7

OUTERWEAR

Hats, hoods, caps, and other headgear may not be worn in school buildings, except for religious head coverings. No gloves or finger lacing of any sort are allowed.

For colder weather:

- MPS Navy Crew-Neck and zip V-Neck Sweatshirt, and Jackets are recommended and preferred to be worn on campus, inside and outside.
- Sweatshirts and jackets must be solid navy blue or gray.

If a student is unable to wear the school uniform to school due to extenuating circumstances, you need to check with your school's administration.

Each individual MPS school may include site-specific amendments into the uniform policy addressing local issues.

Jewelry and accessories/Cosmetics:

- Should be modest, appropriate for school, and not attract undue attention.
- Necklaces: If worn must be underneath uniform. If visible through an open collar, it must be tasteful and formal (no leather or string). Pendants must not be large or attract attention. Must be tucked in collar of shirt.
- No "glitter", decorations, or drawing of any kind should be visible on the skin, hair, body, or uniform.
- Facial, tongue, and body piercing are not allowed.
- Bracelets: Must be tasteful and not attract undue attention.
- Visible tattoos are not acceptable. Permanent visible tattoos must be covered by a flesh-tone bandage while at school or representing the school.
- Cosmetics must be appropriate for school and not attract undue attention.
 - No brightly colored or glitter eye shadow, or blush.
 - Mascara and eyeliner should be minimal.
 - Lipstick should be a natural color.
 - Earrings must be studs or one (1) inch hoops and worn on earlobe.

Hair:

- Extreme hairstyles, and hair colors that are not natural for the student, are not permitted. Modest highlights in a shade similar to the student's natural hair color, done tastefully, are acceptable.
- Colors such as red, blue, purple, green, white, etc. are not permitted.
- Hair must be neat, clean, and well kept.
- If the hair obstructs the student's sight, then the hair must be pinned or somehow fixed in place, so that it no longer obstructs the student's sight.
- Excessive "gel" of any kind is not acceptable, and should not be visible.
- Hair may be "spiked" with gel or any similar-acting substance but must be no longer than 1 inch.
- Combs may not be left in hair.
- No shaving the head bald with a razor. Hair must be at least 1/2 inch on the top and 1/4 inch on the sides and back.
- No Mohawks or Fohawks
- For male students, hair must not touch shoulder when down. If hair is longer than shoulder length, it must be tied back.

Deleted: campus

STUDENT TECHNOLOGY USE POLICY AND AGREEMENT

New technologies are modifying the way in which information may be accessed, communicated and transferred. Those changes also alter instruction and student learning. Magnolia Public Schools ("Charter School") offers students access to technologies that may include Internet access, electronic mail, and equipment, such as computers, tablets, or other multimedia hardware. The Charter School Governing Board intends that technological resources provided by the school be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

Educational Purpose

Use of Charter School equipment and access to the Internet via Charter School equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. Students and staff have a duty to use Charter School resources only in a manner specified in the Policy.

"**Educational purpose**" means classroom activities, research in academic subjects, career or professional development activities, Charter School approved personal research activities, or other purposes as defined by the Charter School from time to time.

"**Inappropriate use**" means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the Acceptable Use Agreement.

Notice and Use

The Charter School shall notify students and parents/guardians about authorized uses of school computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities.

Before a student is authorized to use the Charter School's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the Charter School or any Charter School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.

Safety

The Charter School shall ensure that all Charter School computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are

harmful to minors. While the Charter School is able to exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence.

To reinforce these measures, the Principal or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services on campus and may have teacher aides, student aides, and volunteers assist in this supervision.

The Principal or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Principal or designees shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, maintaining the student's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. Students are expected to follow safe practices when using Charter School technology.

Students shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to the Charter School, other students, or the community. Damaging, debilitating or disabling computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs shall be prohibited. Any unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers designed to evade restrictions shall also be strictly prohibited.

Student use of Charter School computers to access social networking sites is not prohibited, but access is limited to educational purposes only. To the extent possible, the Principal or designee shall block access to such sites on Charter School computers with Internet access. The Principal or designee shall

oversee the maintenance of the Charter School's technological resources and may establish guidelines and limits on their use.

All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with the Charter School's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited and may be subject to discipline, including but not limited to suspension or expulsion per school policy.

ACCEPTABLE USE AGREEMENT

The Charter School believes that providing access to technology enhances the educational experience for students. However, student use of school computers, networks, and Internet services is a privilege, not a right. To make that experience successful for everyone, students must abide by the following terms and conditions:

1. **Security.** Students shall not impair the security of Charter School technology resources. Students are expected to:
 - a. Safeguard all personal passwords. Students should not share passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
 - b. Access technology only with their account or with a shared account as directed by their teacher and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.
2. **Authorized Use.** Students may use Charter School technology resources when directed by a teacher, when technology has been designated for open student use (e.g., computers in the library), and for other educational purposes.
3. **Protection Measures.** While the Charter School is able exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The student and parent agree not to hold the Charter School or any Charter School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.
4. **Inappropriate Use.** Charter School technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the Charter School technology primarily for educational purposes. Students shall not use Charter School technology or equipment for personal activities or for activities that violate school policy or local law. These include but are not limited to:
 - a. Playing games or online gaming.
 - b. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights.
 - c. Installing software on Charter School equipment without the permission of a teacher or other authorized Charter School staff person.
 - d. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
 - e. Conducting any activity that is in violation of school policy, the student code of conduct or local, state or federal law.
 - f. Engaging in any activity that is harmful to other student(s), including the use of technology to harass, intimidate, bully or otherwise disrupt the educational process.
 - g. Participating in political activities.
 - h. Conducting for-profit business.
 - i. Using hacking tools on the network or intentionally introducing malicious code or viruses into the Charter School's network.
 - j. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits.
 - k. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
 - l. Accessing or attempting to access material or systems on the network that the student is not authorized to access.
5. **No Expectation of Privacy.** Student acknowledges that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by Charter School and provided to students for educational purposes. The Charter School may require staff

to monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the students. The Charter School reserves the right to access stored computer records and communications, files, and other data stored on Charter School equipment or sent over Charter School networks. Such communications, files, and data are not private and may be accessed during routine system maintenance; during inspection of Charter School equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the student is engaging in an inappropriate use.

6. **Disruptive Activity.** Students should not intentionally interfere with the performance of the Charter School's network or intentionally damage any Charter School technology resources.
7. **Unauthorized Networks.** Students may not create unauthorized wireless networks to access the Charter School's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
8. **Consequences of Inappropriate Use.** Students who violate this Agreement will be subject to discipline which may include loss of access to Charter School technology resources and/or other appropriate disciplinary or legal action in accordance with the MPS student discipline policy and applicable laws.
9. **Technology Systems/Equipment Care.** Students are not permitted to have food or drink near computers/other technology and must keep equipment and assigned areas free of vandalism.

MPS promotes the use of networked computer technology in its instructional program in order to facilitate learning and teaching. Towards this end, students may be provided with a "device" (computer, laptop / iPad / Chromebook, etc.) for educational activities at school and home. MPS will make every effort to ensure that the MPS technology services are used responsibly by students. Students are expected to act in a responsible, ethical and legal manner in accordance with this Agreement, accepted rules of network etiquette, and Federal and State law. Following are some safekeeping instructions for MPS-provided devices. As applicable, students shall:

- Bring their MPS device to school every day, fully charged;
- Never leave the MPS device unattended;
- Never loan the MPS device to other individuals;
- Know where the MPS device is at all times;

- Store the MPS device in the bag/case if provided by MPS; otherwise students are encouraged to purchase protective covers/cases for their devices;
- Store and use the device in a safe location and environment to avoid loss or damage to the device;
- Not remove the Asset Tag or other school property identifiers;
- Charge the MPS device's battery daily;
- Keep food and beverages away from the MPS device;
- Only use a soft cloth or approved screen cleaning solution to clean the screen of the device;
- Not disassemble any part of the MPS device or attempt any repairs;
- Not place decorations (such as stickers, markers, etc.) on the MPS device;
- Understand that the MPS device is subject to inspection at any time without notice and remains the property of MPS;
- Notify MPS by the next school day in the event of loss or damage to the device;
- File a police report in case of theft, vandalism, and other acts covered by MPS' insurance;
- Return the device to MPS when requested by the Technology Department for maintenance and upgrades;
- Return the MPS device and accessories upon demand, upon termination of enrollment and/or at the expiration of the school year in good working condition;
- Be aware that they may be held accountable for damage to a laptop resulting from "user abuse." Examples of "user abuse" include, but are not limited to, the following: leaving cables plugged in when storing the device in the carrying case which can cause broken connectors or ports; using the carrying case/sleeve for carrying textbooks, etc.; eating or drinking while using the device, resulting in damage to the device; storing the device for prolonged periods while in "stand by" or "sleep" mode (overheating can occur).

WAIVER OF PRIVACY RIGHTS

Users of the MPS technology services expressly waive any right of privacy in anything they create, store, send, or receive on the MPS device or through the Internet or any other computer network. Users consent to allowing MPS to access and review all materials users create, store, send, or receive on the device or through the Internet or any other computer network. Users understand that MPS monitors the use of its computer resources.

DISCLAIMER

Electronic information available to students does not imply endorsement of the content by MPS, nor can

Deleted: 6

Deleted: 7

MPS guarantee the accuracy of information obtained on the Internet.

MPS makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. MPS will not be responsible for damages resulting from the use of MPS device and MPS information technology services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions.

MPS shall not be responsible for any charges or fees resulting from access to the internet or internet resources which are not authorized in writing by MPS.

SIGNATURES

After reading the Student Technology Use Policy and this Acceptable Use Agreement, please note that your signature on the MPS Acknowledgement of Student Handbook page at the end of this Handbook indicates that you agree to the terms and conditions provided here. Please note, the signature of both the parent/guardian and student are mandatory before access may be granted to the technologies available at MPS. This document, which incorporates the Use Policy and procedure, reflects the entire agreement and understanding of all parties.

TITLE I INFORMATION:

MPS receives Title I funding, and is therefore required to provide certain information to parents as well as develop, with parental input, a Parent Involvement Policy. Please see below for these required notices and Policy.

Teacher Qualifications

Parents may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals to parents upon request.

PARENT INVOLVEMENT POLICY

I. Introduction

Research has shown that the attitudes, behavior and achievement of children are enhanced when parents or other caregivers are involved in their children's education. To that end, the Magnolia Public Schools (MPS) (the "LEA") has adopted this parent involvement policy in order to promote learning and provide a more positive learning experience for the students of its schools.¹ This policy has also been

¹ Within this policy, the word "parent" is employed. This word is intended to reach any caregiver of students enrolled in the LEA's school, including but not limited to, parents, guardians, grandparents, aunts, uncles, foster parents, stepparents, etc.

submitted to the California Department of Education with the LEA's Consolidated Application.

II. Involvement in Drafting the LEA Plan

Parents will be involved in the development of the LEA/SSD plan, Single Plan for Student Achievement (SPSA), and the LEA's Local Control and Accountability Plan (LCAP). On an annual basis, the LEA will submit California Department of Education ("CDE") –required plans to the Parent Council for review and suggested changes before appropriate plans are submitted to the authorizers and the CDE with the Consolidated Application. In addition, all parents of participating children will annually be invited to review the LEA plan and submit comments.

If the LEA/SSD plan is not satisfactory to the parents of participating children, the LEA will submit any comments from parents of participating children with the LEA/SSD plan when it is submitted to the CDE.

III. Involvement in School Review and Improvement

All parents will be involved, to the extent applicable, in the process of school review and improvement. This includes disseminating the results of the local annual review of each school served under Title I, Part A to parents.

In addition, the parents of participating children will be invited to annually review the effectiveness of the parental involvement policy and other Title I, Part A activities and provide comments to the LEA.

Identification of a school for improvement: Before the LEA identifies its school for improvement, for corrective action, or for restructuring, it shall provide the parents of all children enrolled in the school with notice of an opportunity to review the school-level data, including academic assessment data, on which the proposed identification is based. If the Principal of the school believes, or a majority of the parents of the students enrolled in such school believe, that the proposed identification is in error for statistical or other substantive reasons, the Principal may provide supporting evidence to the LEA, which shall consider that evidence before making a determination.

School plan: Parents of participating children will be involved in the development and/or revision of a school plan required of the school identified for improvement, corrective action or restructuring, which plan shall be approved by the LEA in accordance with the Every Student Succeeds Act (ESSA).

Notice required after school identification: If the LEA's school is identified for improvement, corrective action or restructuring, the LEA will promptly provide to all parents of children enrolled in the school (in an understandable and uniform format, and to the extent practicable, in a language the parents can understand), a notice containing the following:

- An explanation of what the identification means, and how the school compares in terms of academic achievement to other

Deleted: Program Improvement Identification -

[12]

elementary or secondary schools served by the LEA and the CDE;

- The reasons for the identification;
- An explanation of what the LEA or the CDE is doing to address the problem of low achievement;
- An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
- As applicable, an explanation of the parents' option to transfer their child to another public school under the control of the LEA, return to their district of residence or to obtain supplemental educational services for the child.

Information regarding corrective action taken:

The LEA shall publish and disseminate information regarding any corrective action taken at a school to parents of each student enrolled in the school in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

Restructuring: Whenever a school fails to make adequate yearly progress after 1 full school year of corrective action or when the LEA is required to implement alternative governance, the LEA shall provide prompt notice to parents and provide parents with an adequate opportunity to comment before taking any action and to participate in developing any plan required by ESSA.

IV. Coordination, Technical Assistance, and Other Support

The LEA will provide the coordination, technical assistance and other support necessary to assist its participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance in the following ways:

- The LEA will reserve funds to the school for parent involvement activities as required by law;
- The LEA (board and school leaders) will collaborate to devise a timeline for parental involvement activities throughout the school year and create a follow up tool to ensure that the activities occur.
- The LEA will develop the necessary technical assistance for planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

V. Annual Meeting

Within 60 days of the first day of school, the School shall convene an annual meeting to which all parents of children participating in Title I, Part A programs are

invited and encouraged to attend. The School will hold additional meetings to ensure the maximum parental participation, providing the same information, to be offered at flexible times, such as in the morning or evening.

The information provided at the meetings will inform parents of the School's receipt of Title I, Part A funds and the specific requirements of Title I, Part A. Additionally, parents shall be informed of their rights to be involved in Title I, Part A programs.

VI. Notice

Within **60** days of the beginning of school, the School will send [e.g., via mail, sent home with students, and/or placed in orientation packets and/or registration packets] a notice to [if in a targeted assistance school] [parents of participating children] [or if in a school with a school wide program] [all parents] containing, but not limited to, the following information:

- Information about Title I, Part A programs;
- An explanation of the requirements of Title I, Part A programs;
- A description of the rights parents have for participation in Title I, Part A programs;
- A description (including timing of meetings, location, etc.) of how parents can participate in the planning, review and/or improvement of the parent involvement policy, and if applicable, the schoolwide program.
- A description and explanation of the curriculum in use at the School, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet;
- An invitation to attend the annual meeting and additional meetings, providing information about the purpose of the meetings and the dates and times.
- A copy of the most current Parent Involvement Policy and a feedback form for parents to comment on its content.

With this notice, the School will include a survey for parents to complete identifying whether they will require transportation, child care or home visits in order to participate in the parental involvement program of the School. If there is sufficient need for transportation or child care at any of the parental involvement activities identified in this policy, the School may provide such services and notify the parents of such provided services.

In addition to mailing this notice to parents of participating children, the School will post the information on its website.

VII. Title I, Part A Program Involvement

In order to involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I, Part A programs, the parent involvement policy, and if applicable, the schoolwide program plan, the School will involve parents of participating students as follows:

- The School will conduct at least one Family Learning Night each year where all parents of participating children will be invited to the School to learn about the different Title I, Part A programs, details of this policy, and if applicable, the schoolwide program plan. These meetings will be held at flexible times. Additionally, some may be located at community libraries or at parent volunteer homes for those who live far from the School.
- Parents not attending the Family Learning Nights will be contacted by a volunteer by telephone to encourage participation and inform them of future Family Learning Nights.
- The School will publish a regular Newsletter with notification of upcoming participation opportunities.
- The School will create a School Site Council (SSC) where it will plan, review and improve Title I, Part A programs, the parent involvement policy, and if applicable, the schoolwide program plan. The SSC will meet at the School and will consist of:

Category (a):

- The principal
- 4 teacher representatives selected by teachers at the school
- 1 other school personnel selected by peers at the school

Category (b):

- 3 parents of students attending the school selected by such parents
- 2 students selected by students attending the school
- 1 community member selected by parents of students attending the school

The SSC shall be constituted to ensure parity between the principal, classroom teachers and other school personnel; (b) equal numbers of parents or other community members selected by parents, and pupils. Classroom teachers shall comprise the majority of persons represented under category (a). (Education Code Section 52852)

Furthermore, Education Code Section 52852 states that parents or community members on the SSC may not be employed by the school district.

Additionally, the SSC will be involved in decisions regarding how funds reserved for parent involvement activities are allotted for those activities.

- Each year, the School will hold an End of School Night, at which parents of participating children will be invited to review Title I, Part A programs, the parent involvement policy, and if applicable, the schoolwide program plan and recommend any changes.
- **At least one** of parents of participating children will be invited to accompany School staff on retreats to participate in discussions and sessions dealing with Title I, Part A programs.
- If requested by parents of participating children, the School will schedule regular meetings where parents are able to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The School will respond to such suggestions within **48 hours**.
- If the schoolwide program plan is not satisfactory to parents of participating children, the School will submit any parent comments on the plan when it submits the plan to the LEA.

VIII. Building Capacity for Involvement

A. Standards, Assessments, Title I Requirements, Monitoring Progress and Improving Student Achievement

In order to ensure effective parental involvement and support a partnership among the LEA, parents and the community to improve student academic achievement, the LEA will provide the following programs to assist parents in understanding State academic content standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children (collectively referred to "Standards and Requirements"):

- The LEA will encourage parents to serve on its board of directors;
- The LEA will seek input from the Parent/Guardian Club and the SSC on ways to assist parents to understand the Standards and Requirements.
- The LEA will encourage parents to serve on its board committees.

- The LEA will regularly publish in its Newsletter, and/or on its website, descriptions and explanations of State academic content standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children.
- Regular meetings will be held by the LEA at each school, at community libraries and/or parent volunteer homes to discuss how parents can work with educators to improve their child's academic achievement.
- The LEA will hold Back to School nights to introduce parents to the School's curriculum and its correlation to the State's academic content standards and academic achievement standards.
- Parents will be invited to attend regular classes to learn about State and local academic assessments and to take sample tests.

B. Helping Parents to Work with their Children

In an effort to foster parental involvement, the LEA will provide materials and training to help parents to work with their children to improve their children's achievement through the following programs:

- **Student-Teacher Status Portal:** MPS uses an online web portal to enable parents, students, and teachers to communicate more efficiently. Teachers have a webpage for every class in which they post course material, homework assignments, projects, course grade statistics and records of students' grades on quizzes, tests, class participation and homework assignments. Students and parents use confidential passwords to log on.

Families without home computers will be encouraged to come to the school and use one of the available computer stations. Classes are held at the school on how to use the portal as well as how to access it via free Internet access at public libraries if that is more convenient than coming to the school.
- The LEA will provide parents with access to literacy programs that bond families around reading and using the public library.
- The LEA will provide annual seminars on parenting skills and parent-child communication.
- The school's psychologist will work with parents to better understand their children and the issues facing them.

- The LEA will train parents how to tutor their children in the school.
- Individualized student and parent advisory sessions: Each of LEA teachers and mentors will be assigned to a small group of students. They will arrange two to four meetings at school during the school year to discuss their students' academic achievements.
- One-on-one meetings with the parents of academically low-achieving students to support the parent in providing the student the study environment he/she needs.

C. Education on Parent Involvement

The LEA will annually educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the School. The training shall take place each year in staff orientations, annual staff development materials and other in-service trainings held throughout the school year.

In order to better understand what works best for the current parents of participating children attending the LEA's schools, the education will take place after the following research is done (which shall be accomplished within the first 90 days of the commencement of the School year):

- **Home Visits:** Research has shown that one of the keys to successful teaching and schooling is creating personal connections with students inside and outside of school.² Knowing the students' outside interests, families, and home routines, and then using this information to connect in meaningful, individualized ways can have huge rewards in helping to create happier, healthier, and smarter kids. Recognizing these facts, the LEA will use home visits as one of the important features of its education program to not only improve student and school performance, but also to identify and intervene early with low-achieving students.

The LEA teachers will visit students at their homes to enhance student learning and involvement. Family visits offer invaluable insights about students. They can provide new understanding about students' learning styles. Visits might also reveal the emotional and social needs and behaviors of students. It is helpful to know if they react to problems with tears, anger, or withdrawal, and how they socialize with peers. Through family

² Source:
http://crede.berkeley.edu/products/print/pract_briefs/pb1.shtml

visits, teachers can identify students' latest interests or concerns, such as a new hobby, an upcoming trip, or a change in the family.

- A phone tree will be established where volunteers call all parents of participating students to solicit feedback and ideas for building ties between parents and the LEA, how to best communicate with parents and how to work with parents as equal partners.
- A survey will be sent home to parents of participating students that solicits information on what skills each parent has to offer the LEA and what types of parental involvement programs in which parents would most likely participate.

D. Other Optional Parent Participation

The LEA will involve parents in the development of the training regarding the importance of parent involvement for teachers, principals and other educators to improve the effectiveness of such training.

In order to maximize parental involvement and participation, the LEA will arrange school meetings at various times or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at the LEA.

The LEA will adopt and implement model approaches to improving parental involvement.

The LEA will develop appropriate roles for community-based organizations and businesses in parent involvement activities, such as sponsoring events, providing volunteers for school activities, and creating internships for students.

IX. Coordination with Other Programs

If applicable, the LEA shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with programs such as Head Start, Early Reading First, and public preschool and other programs and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

The LEA will coordinate and integrate parent involvement programs and activities with these programs as follows: 1) requiring that the school conduct meetings involving parents, kindergarten or elementary school teachers, and Head Start teachers or, if appropriate, teachers from other early childhood development programs such as the Early Reading First program, to discuss the developmental and other needs of individual children; 2) developing and implementing a systematic procedure for receiving records regarding such children, transferred with parental consent from a Head Start program or, where applicable, another early childhood development program such as the Early Reading First program.

X. Annual Evaluation

The LEA, with the involvement of parents, shall conduct an annual evaluation of the content and effectiveness of this family involvement policy in improving the academic quality of the schools served under Title I, Part A, including identifying barriers to greater participation by parents in activities under NCLB. The LEA will pay particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The LEA will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, this family involvement policy.

XI. School-Parent Compact

At the beginning of each school year, the School will enter in to School-Parent Compacts with parents of participating children. The School-Parent Compact will outline how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children achieve the State's high standards.

The Parent Council will annually evaluate the effectiveness of the School-Parent Compact and provide feedback and suggestions for revision.

XII. Involvement of Parents of Limited English Proficient Students, Disabled Parents and Parents of Migratory Children

The LEA shall implement an effective means of outreach to parents of limited English proficient students to inform them regarding how they can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects and meet challenging State academic achievement standards and State academic content standards expected of all student. To accomplish this goal, the LEA will do the following:

- The LEA will hold regular meetings, and send notice of these meetings, for the purpose of formulating and responding to recommendations from parents of participating children.
- The LEA will provide language translators at parent meetings to the extent practicable.
- The LEA will schedule meetings to enable families to share information about culture, background, children's talents and particular needs for the schools.
- The LEA will provide parents of limited English proficiency with access to English as a Second Language (ESL) classes to increase their English language proficiency to assist their children with homework. The

school's principal will visit the classes to interact with the parents.

- **English Learner Advisory Committee:** The English Learner Advisory Committee (ELAC) is mainly a committee of parents or other community members who want to advocate for English Learners. The committee provides parents of English Learners opportunities to learn more about the programs offered to their students and advises the principal and the School Site Council (SSC) on programs and services for English Learners.

State law mandates each school site with 21 or more students of Limited English Proficiency (LEP) in attendance, regardless of language, to form a functioning English Learner Advisory Committee (ELAC). The ELAC will be formed at the LEA when the School has 21 or more students of LEP.

The LEA will provide full opportunities for participation of parents with disabilities and parents of migratory children. To accomplish this goal, the LEA will do the following:

- The LEA will schedule meetings to enable families to share information about culture, background, children's talents and particular needs for the schools.
- Teachers will be encouraged to make home visits to discuss student progress with the parents. Parents, students, and teachers meet throughout the year to monitor students' progress.
- Teachers will meet one-on-one with parents of such students on an as needed basis to ensure the proper supports are in place for the student.

XIII. Notices

In accordance with law, the LEA will provide the following notices to parents of children attending Title I, Part A schools:

- Annual report card;
- A notice regarding the professional qualifications of the student's classroom teachers;
- The notice regarding language instruction programs;
- Any other notices required by law.

XIV. Miscellaneous

The LEA shall ensure that all information related to LEA and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

The LEA will provide other reasonable support for parental involvement activities as requested by parents.

SCHOOL-PARENT-STUDENT COMPACT

This School-Parent³-Student Compact is adopted by the Magnolia Public Schools (MPS) (hereinafter "School") and is intended to outline how parents, the entire School staff and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children achieve the State's high standards. To this end, the School, the Parent, and the Student roles are outlined as follows:

I. School Responsibilities

- The School will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables all students to meet the State Core Curriculum Content Standards in all content areas through aligned curriculum and rigorous assessment.
- The School will provide a variety of support programs to enhance instruction at all grade levels.
- The School will send frequent reports to parents on their child's progress.
- The School will hold parent-teacher conferences during which this Compact will be discussed as it relates to the individual student's achievement. Conference dates will be listed on the school calendar and additional dates will be sent through notification by the School.
- The School will grant parents reasonable access to staff by appointment through the office.
- The School will provide parents with the ability to observe classroom activities by appointment through the office.

II. Parent Responsibilities

I understand that my child's studies are very important and my participation in activities at MPS is a critical component of my child's educational success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will take a positive and active role in supporting my student's education.

³ Within this policy, the word "parent" is employed. This word is intended to reach any caregiver of students enrolled in the School, including but not limited to, parents, guardians, grandparents, aunts, uncles, foster parents, stepparents, etc.

- I will make certain my student attends school regularly and on time.
- I will notify school when child is absent and provide appropriate documentation.
- I will ensure that my student follows the school attendance policy and dress codes.
- I will ensure that my child come to school rested, clean, well-fed, and appropriately dressed (in student uniform).
- I will notify office immediately if there is a change of home address or phone number.
- I will set aside a specific time and place for my student to do homework.
- I will support my student in completing homework, including, if necessary, limiting time watching television, computer gaming, and recreational internet use.
- I will allow my student to attend remedial and other programs offered if requested by the school as is needed for individual improvement.
- I will set up a college bound environment at home and support my student through the college admission and scholarship finding process.
- I will emphasize my child adhere to the MPS Discipline Code at all times.
- I will enforce the School Code of Conduct with my child, including ensuring my child is wearing the uniform and promoting respect for teachers and all adults and students.
- I will follow through with any problem behaviors noted by the School.
- I will attend orientation meetings prior to the start of School.
- I will communicate regularly with my student's teachers to ensure his/her academic success (includes attending at least two conferences in a school year).
- I will review information and work sent home and/or posted on-line for parents and students via the school website and the online Student Information System and respond as necessary (computer access is available for parents at School if needed).
- I will review progress reports that are sent by the School, and respond as necessary.
- I will encourage positive attitudes toward school.
- I will talk with my student about what he/she is learning.
- I will expect and encourage my student to be focused on learning.
- I will expect and support my student to strive consistently to give his/her best, and to make his/her best academic progress.

- I will assure that my child do not destroy materials (textbooks, equipment, etc.) and/or MPS property.
- I will pay for any damages to materials and/or property incurred by student.
- I will assure that students do not bring destructive materials to school (markers, paint, etc.)
- I will assure that all school materials loaned to students will be returned in the condition issued (textbooks, library books, etc.) I will pay for any lost or damaged books in CASH only.
- I understand that a student's bringing or possession of any weapon is grounds for expulsion from the Charter School.
- I will complete and return all necessary school forms and documents on time as requested by school officials.
- I will volunteer at School when requested.

III. Student Responsibilities

I am aware of my responsibilities and will do my best to satisfy my parents'/teachers' expectations at MPS because this will help me do better in the future. I agree to really try and do the following:

- I will come to school dressed in uniform every day and on time.
- I will be prepared for all my classes with all required materials.
- I will complete class work and homework on time.
- I will do all the homework assigned to me the best way I can and ask for help when needed.
- I will strive consistently to give my best, and to make my best academic progress.
- I will act responsibly and respectfully at all times and towards all members of the school community.
- I will follow all school rules.
- I will obey the School's Code of Conduct.
- I will respect my property, that of others, and that of the School.
- I will take good care of my books, and other materials the School allows me to use.
- I will serve my community.

INTERNAL COMPLAINT PROCEDURES

The purpose of the "Internal Complaint Review Policy" is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the CEO or Board of Directors to express their work-related concerns. Please use the Internal Complaints

Deleted: 6

Deleted: 7

Policy Form following this Policy to file complaints. A copy of this Policy and Complaint Form are also available in the main office of each MPS school.

Specific complaints of unlawful harassment are addressed under the School's "Policy Against Unlawful Harassment."

a) Internal Complaints:

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with your direct supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Principal (or the CEO (or designee) for MPSCO employees):

- The complainant will bring the matter to the attention of the Principal (or the CEO (or designee) for MPSCO employees) as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
- The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Principal (or the CEO for MPSCO employees) (or designee) will then investigate the facts and provide a solution or explanation;
- If the complaint is about the Principal, the complainant may file his or her complaint in a signed writing to the CEO (or designee.) The CEO (or designee) will then investigate the facts and provide a solution or explanation;
- If the complaint is about the CEO, the complainant may file his or her complaint in a signed writing to the President of the Board of Directors of the School, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the School values each employee's ability to express concerns and the need for resolution without fear of adverse consequence to employment.

b) Policy for Complaints Against Employees:

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Principal or the CEO (if the complaint concerns the Principal) or the Board President (if the complaint concerns the CEO) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, the Principal (or the CEO (or the Board President)) (or designee) shall abide by the following process:

- The Principal (or the CEO) (or designee) shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
- In the event that the Principal (or the CEO) (or designee) finds that a complaint against an employee is valid, the Principal (or the CEO) (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Principal (or the CEO) (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
- The Principal's (or the CEO's) (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors of the School. The decision of the Board of Directors shall be final.

General Requirements:

- Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
- Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process. Resolution: The Board (if a complaint is about the CEO) or the CEO (if a complaint is about the Principal or MPSCO employees) or the Principal or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

Deleted: -

INTERNAL COMPLAINT PROCEDURES FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the circumstances, events, or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize MPS to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Date: _____

Signature of Complainant

Print Name

To be completed by MPS:

Received by: _____ Date: _____

Deleted: 6
Deleted: 7

TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY

250 E. 1st St., Ste. 1500
Los Angeles, CA 90012
Phone: (213) 628-3634

Deleted: **POLICY AGAINST UNLAWFUL HARASSMENT - HARASSMENT COMPLAINT FORM** -
... [13]

MPS believes all students have the right to a safe and civil learning environment. Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors which interfere with students' ability to learn, and negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, MPS prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

Definitions

Title IX (20 U.S.C. § 1681 et. seq; 34 C.F.R. § 106.1 et. seq) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex in education institutions is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by MPS.

Deleted: **HARASSMENT COMPLAINT FORM** -
... [14]

Deleted: staff who witness acts of discrimination, harassment, intimidation, and bullying will take immediate steps to intervene, so long as it is safe to do so. Please use the Harassment, Intimidation, Discrimination, and Bullying Complaint Form to file any complaints pursuant to this policy. A copy of this Policy and Complaint Form are also available in the main office of each MPS school.

Deleted: related to school activity or school attendance

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation. In addition, bullying encompasses any conduct described in the definitions set forth in this Policy. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

MPS is committed to provide a workplace and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action.

Deleted: , consistent with this policy.

Deleted: -

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

To the extent possible, MPS will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner, MPS school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual.

Deleted: As used in this policy, "discrimination, harassment, intimidation, and bullying" describe the intentional conduct, including verbal, physical, written communication, or cyberbullying, that is based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. In addition, bullying encompasses any conduct described in the definitions set forth in this policy. -

Deleted: and

Deleted: any

Deleted: reports of

Deleted:

Moreover, MPS will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with which MPS does business, or any other individual, student, or volunteer. This policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. MPS promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or

Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator ("Coordinator"):

Chief Executive Officer
Magnolia Public Schools

Deleted: 6
Deleted: 7

- o comments about a person's sexuality or sexual experience
 - o Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct
 - o Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex
- Sexual or discriminatory displays or publications anywhere in the workplace or educational environment, such as:
 - o Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view at work or the educational environment
 - o Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic, and
 - o Displaying signs or other materials purporting to segregate an individual by sex in an area of the workplace or educational environment (other than restrooms or similar rooms)

violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil* or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by MPS.

* "Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Electronic act means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
 - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above.
 - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has

Deleted: "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following: - ... [15]
Deleted: A
Deleted: "
Deleted:

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

Prohibited Bullying

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student group or group of students that may constitute as sexual harassment, hate

Deleted: 6
Deleted: 7

reasonably believed, that the pupil was or is the pupil who was impersonated.

c. **Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.**

3. **An act of "Cyber sexual bullying" including, but not limited to:**

a. **The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.**

b. **"Cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.**

4. Notwithstanding the definitions of "bullying" and "electronic act" above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any employee or student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Chief Executive Officer
Magnolia Public Schools

250 E. 1st St., Ste. 1500
Los Angeles, CA 90012
Phone: (213) 628-3634

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, the Principal, Coordinator, a staff person or a family member so that she/he can get assistance in resolving the issue in a manner that is consistent with this Policy.

MPS acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

MPS prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of instances of misconduct prohibited by this Policy. Such participation shall not in any way affect the status, grades, or work assignments of the reporter.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Investigation

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of MPS, the Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than seven (7) school days. If the Coordinator, or administrative designee determines that an investigation will take longer than seven (7) school days, he or she will inform the complainant and any other relevant parties and provide an approximate date when she the investigation will be complete.

Deleted: All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of discrimination, intimidation, harassment, or bullying, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of bullying. - [16]

Deleted: 6
Deleted: 7

the process, consistent with the procedures laid out in this Handbook

Right of Appeal

Should the reporting individual find the Coordinator's resolution unsatisfactory, he/she may follow the Dispute Resolution Process found in this Student/Family Handbook.

At the conclusion of the investigation, the Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Coordinator or administrative designee reveal confidential information related to other students or employees, including the type and extent of discipline issued against such students or employees.

All records related to any investigation of complaints under this Policy are maintained in a secure location.

Consequences

Students or employees who engage in misconduct prohibited by this Policy will be subject to disciplinary action.

Uniform Complaint Procedures

When harassment or bullying is based upon one of the protected characteristics set forth in this Policy, a complainant may also fill out a Uniform Complaint Procedures ("UCP") complaint form at any time during

Deleted: Upon receipt of a report of harassment, intimidation, or bullying from a student, staff member, parent, volunteer, visitor or affiliate of MPS, the Principal or designee will promptly initiate an investigation. At the conclusion of the investigation, the Principal or designee will notify the complainant of the outcome of the investigation. However, in no case may the Principal or designee reveal confidential student information related to other students, including the type and extent of discipline issued against such student. (... [17])

Deleted: Students who engage in discrimination, harassment, intimidation or bullying may be subject to disciplinary action, up to and including suspension and/or expulsion, as outlined in the Student Discipline Policy of MPS.

Deleted: 6
Deleted: 7

TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize MPS to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Date: _____

Signature of Complainant

Print Name

To be completed by MPS:

Received by: _____ Date: _____

Follow up Meeting with Complainant held on: _____

Deleted: 6

Deleted: 7

UNIFORM COMPLAINT PROCEDURES

- a. MPS has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violations of state or federal laws governing educational programs, the charging of unlawful pupil fees, non-compliance with the Local Control Funding Formula, and non-compliance with reasonable accommodations for lactating pupils.
- b. MPS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our local board. Unlawful discrimination harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any MPS program or activity.
- c. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education Programs; After School Education and Safety Programs; Agricultural Vocational Educational Programs; American Indian Education Centers and Early Child Education Program Assessments; Consolidated Categorical Aid Programs; Migrant Education; Career Technical and Technical Education and Training Programs; Child Care and Developmental Programs; Child Nutrition Programs; Foster and Homeless Youth Services; No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education; Regional Occupational Centers and Programs; Special Education Programs; State Preschool; Tobacco-Use Prevention Education; Requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable; and Reasonable Accommodations to a Lactating Pupil.

d. A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
4. A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

e. Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable, may also be filed under the local UCP.

f. Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus may also be filed under the local UCP.

g. All complaints that fall within the UCP, including complaint of noncompliance with laws relating to pupil fees, must be filed in writing with the complaint officer listed below. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. The compliance officer is:

Chief Executive Officer
 Magnolia Public Schools
 250 E. 1st St., Ste. 1500
 Los Angeles, CA 90012
 Phone: (213) 628-3634

h. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged unlawful discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying, unless the

Deleted: and

Deleted: !

Deleted: .

Deleted: 6
Deleted: 7

time for filing is extended by the Compliance Officer or his or her designee.

1430 N Street
Sacramento, CA 95814

i. Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The School person responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the School's procedures.

k. Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of [the LEA]'s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

The complainant has a right to appeal the School's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of the School's Decision.

l. A complete copy of the UCP policy and complaint procedures is posted in every classroom and shall be available free of charge in the main office of each MPS school and MPS website. A copy of the UCP complaint form is contained in this Handbook.

The appeal should be sent to:

California Department of Education

UNIFORM COMPLAINT PROCEDURE FORM

MPS Student/Parent Handbook

2017, 18

Deleted: 6
Deleted: 7

Last Name: _____ First Name/MI: _____
 Student Name (if applicable): _____ Grade: _____ Date of Birth: _____
 Street Address/Apt. #: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Cell Phone: _____ Work Phone: _____
 School/Office of Alleged Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- | | | |
|---|--|--|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> After School Education and Safety | <input type="checkbox"/> Agricultural Vocational Education |
| <input type="checkbox"/> American Indian Education | <input type="checkbox"/> Consolidated Categorical Aid | <input type="checkbox"/> Career/Technical Education |
| <input type="checkbox"/> Child Development Programs | <input type="checkbox"/> Child Nutrition | <input type="checkbox"/> Foster/Homeless Youth |
| <input type="checkbox"/> Migrant Education | <input type="checkbox"/> No Child Left Behind Programs | <input type="checkbox"/> Regional Occupational Programs |
| <input type="checkbox"/> Special Education | <input type="checkbox"/> State Preschool | <input type="checkbox"/> Tobacco-Use Prevention Education |
| <input type="checkbox"/> Pupil Fees | <input type="checkbox"/> Local Control Funding Formula | <input type="checkbox"/> Lactating Pupils |
| <input type="checkbox"/> Bilingual Education | | <input type="checkbox"/> Economic Impact Aid |

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- | | | |
|--|---|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Gender / Gender Expression / Gender Identity | <input type="checkbox"/> Sex (Actual or Perceived) |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Genetic Information | <input type="checkbox"/> Sexual Orientation (Actual or Perceived) |
| <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Race or Ethnicity | |
| <input type="checkbox"/> Ethnic Group Identification | <input type="checkbox"/> Religion | <input type="checkbox"/> Marital Status |
| <input type="checkbox"/> Medical Condition | | |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

MPS Student/Parent Handbook

2017-18

Deleted: 6

Deleted: 7

2. Have you discussed your complaint or brought your complaint to any MPS personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. Yes No

Signature: _____ Date: _____

Mail complaint and any relevant documents to:

Chief Executive Officer
 Magnolia Public Schools
 250 E. 1st St., Ste. 1500
 Los Angeles, CA 90012
 (213) 628-3634

INFORMAL COMPLAINT PROCEDURES

The ultimate purpose of this informal complaint procedure is to encourage the growth and development of MPS as a healthy community. Conflict is often a part of any development or growth process and may arise in any community. An effective process for resolving conflict is therefore both consistent with the vision and mission of MPS, and an essential component of the communication model that our School has adopted.

MPS recognizes that effective communication is paramount in effective conflict resolution and therefore strongly encourages communication strategies that include: Taking personal responsibility for one's own feelings and needs; communication that mutually acknowledges the needs and concerns of one another; and demonstrating honesty and integrity in every interaction.

LEVEL 1: Direct Resolution

If reasonably possible, informal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the person directly using conflict resolution skills without the intervention of a supervisor or other School administrator. It is the hope of MPS that most disputes can be resolved informally by direct and healthy communication between individuals. Such attempts at informal resolution should be documented in writing to assist the Principal (or CEO) and/or Board of Directors to participate effectively in the conflict's resolution.

Examples:

- Pedagogical issues pertaining to anything that occurs in the classroom, i.e., teaching, curriculum, classroom management, or teacher-student relationships, should be addressed directly with the class teacher. Teachers can be contacted by email, written note or via appointment.
- Complaints/concerns about employees or supervisors that do not involve complaints of discrimination or harassment or violations of law should be first addressed with the employee or supervisor directly.

If the person(s) involved are unable to resolve the conflict or complaint, the complainant should contact the immediate/appropriate supervisor in an effort to resolve the issue.

LEVEL 2: School Level Resolution

- At this step, the complainant should be prepared to give details about the complaint and steps taken to resolve it. The immediate/appropriate supervisor will acknowledge receipt of the complaint in three (3) working days, investigate the complaint, a process which normally involves

a discussion with the complainant, gathering of relevant facts and evidence, and respond to the complainant within ten (10) working days.

Examples:

- Pedagogical, academic or teacher related issues should be addressed with the Dean of Academics/Assistant Principal.
- Student behavior and discipline issues should be addressed with the Dean of Students/Assistant Principal.
- All other issues should be addressed with the Principal.

If the complainant is not satisfied with the response from the immediate/appropriate supervisor, e.g., Dean of Academics/Students or Assistant Principal or the complaint should be directly addressed with the Principal, the complainant should contact the Principal, who will respond within the same timeline. If the complainant is still dissatisfied, and wishes to take it further, the complainant, in writing, should bring the matter to the attention of the Chief Executive Officer (CEO) of MPS in an effort to resolve the issue.

LEVEL 3: MPS Home Office ("Home Office") Level Resolution

At this step, the complainant should fill out the attached "Informal Complaint Procedures Form" giving details about the complaint and steps taken to resolve it, and contact the CEO of MPS at:

Chief Executive Officer
Magnolia Public Schools
250 E. 1st St., Ste. 1500
Los Angeles, CA 90012
(213) 628-3634

The CEO (designee) will acknowledge receipt of the written complaint in five (5) working days, attempt to identify a resolution that is acceptable to both parties, within fifteen (15) working days of the receipt of the written complaint.

If the complainant is not satisfied with the response from the CEO (designee), and wishes to take it further, the complainant, in writing, should bring the matter to the attention of the MPS Board of Directors ("the Board.")

LEVEL 4: Board Level Resolution *

At this step, the complainant can file a written complaint with the Board through the Administrative Assistant at the MPS Home Office. (Same contact information as in Level 3) The complainant should update the Internal Complaint Procedures Form that was used in Level 3. The Administrative Assistant will acknowledge receipt of the written complaint in five (5) working days. The Board may consider the matter at its next regular Board meeting or at a special board meeting convened in order to meet the internal 60 day

MPS Student/Parent Handbook

2017, 18

Deleted: 6

Deleted: 7

target within which MPS strives to answer the complaint. The Board may decide not to hear the complaint, in which case the CEO's decision will be final. If the Board hears the complaint, the Administrative Assistant will send the Board's decision to the complainant within 60 days of the School's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. The decision of the Board shall be final.

* For MSA-San Diego, MSA-San Diego Governance Committee will work with the Principal and the Home Office in following the Informal Complaint Procedures to resolve internal complaints and conflicts before they escalate to the MPS Board level.

The complainant has a right to appeal the Board's Decision to the California Department of Education (CDE). In that case, the complainant needs to fill out a "Uniform Complaint Procedure Form" - provided in this handbook - and file it within 15 days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of the Board's Decision. The appeal should be sent to:

California Department of Education
1430 N Street
Sacramento, CA 95814

The following is information regarding your rights and responsibilities regarding filing a Title IX Complaint.

Title IX Coordinator Contact Information

All complaints should be sent to our Title IX Coordinator, who can be reached at:

[INSERT COORDINATOR NAME]

[INSERT COORDINATOR PHONE NUMBER]

[INSERT COORDINATOR EMAIL ADDRESS]

Your Rights and Responsibilities Under Title IX

(a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.

(b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities and athletics offered by the MPS.

(d) You have the right to apply for athletic scholarships.

(e) You have the right to receive equitable treatment and benefits in the provision of all of the following:

- Equipment and supplies.
- Scheduling of games and practices.
- Transportation and daily allowances.
- Access to tutoring.
- Coaching.
- Locker rooms.
- Practice and competitive facilities.
- Medical and training facilities and services.
- Publicity.

(f) You have the right to have access to our Title IX Coordinator regarding gender equity laws. Please see above for this Coordinator's contact information.

(g) You have the right to file a confidential discrimination complaint with the United States Office for Civil Rights or California Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex. See below for more information regarding how to file a complaint.

(h) You have the right to pursue civil remedies if you have been discriminated against.

(i) You have the right to be protected against retaliation if you file a discrimination complaint.

(j) You can find out more information regarding your rights, MPS' responsibilities, and access information on gender equity laws from the following resources:

- California Interscholastic Federation:
<http://www.cifstate.org/governance/equity/index>
- California Department of Education, Office for Equal Opportunity:
<http://www.cde.ca.gov/re/di/eo/dutytoprotect.asp>
- United States Department of Education, Office for Civil Rights:
<https://www2.ed.gov/about/offices/list/ocr/fro-ntpage/pro-students/sex-pr.html>

How to File a Complaint Under Title IX

(a) You can find more information regarding how to file a complaint as follows:

- The United States Office for Civil Rights website:
<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>
- California Department of Education website:
<http://www.cde.ca.gov/re/di/eo/complaint.asp>
- MPS Uniform Complaint Procedures ("UCP") or Harassment, Intimidation, Discrimination, Bullying Policy. Please see **[INSERT LOCATION – E.G., WEBSITE ADDRESS, MAIN OFFICE, ETC.]** for a complete copy of these policies.

(b) A complaint regarding discrimination or harassment based on sex must ordinarily be filed with the U.S. Office for Civil Rights within 180 days of the last act of discrimination. If your complaint involves matters that occurred longer than this and you are requesting a waiver, you will be asked to show good cause why you did not file your complaint within the 180-day period. If you have questions about your situation, you can contact the California branch of the Office for Civil Rights at the address listed below. A complaint filed with MPS under our UCP alleging unlawful discrimination, harassment, intimidation or bullying must be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying.

(c) The U.S. Office for Civil Rights has its own policies and procedures for investigating complaints.

Please review the above link for more information about this process. A complaint filed with MPS under our UCP or Harassment/ Intimidation/ Discrimination/ Bullying policy will be investigated in compliance with those policies.

(d) There are a variety of ways to file your complaint. You can use the U.S. Office for Civil Rights electronic complaint form filed directly through their website; or mail, email, or send by facsimile your own letter or a completed copy of the Office for Civil Rights Discrimination Complaint Form.

- The electronic complaint form is available at <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
- You can send a completed version of this form or your own letter via email, facsimile, or regular mail to the following addresses:

**San Francisco Office
Office for Civil Rights
U.S. Department of Education
50 United Nations Plaza
Mail Box 1200, Room 1545
San Francisco, CA 94102**

**Telephone: 415-486-5555
FAX: 415-486-5570; TDD: 800-877-8339
Email: ocr.sanfrancisco@ed.gov or
ocr@ed.gov**

To file a UCP or complaint under our Title IX/ Harassment/ Intimidation/ Discrimination/ Bullying complaint directly with MPS, please follow procedures set forth in those policies.

Deleted: 6

Deleted: 7

[\[This page intentionally left blank\]](#)

Deleted: 6
Deleted: 7

MAGNOLIA PUBLIC SCHOOLS

Receipt of and Agreement to the MPS Handbook, Student Technology Use Policy-Acceptable Use Agreement, and School-Parent-Student Compact

I have received a copy of the Magnolia Public Schools Student/Parent Handbook including the Student Technology Use Policy-Acceptable Use Agreement, and School-Parent-Student Compact, or I can access it at the school website. I understand that it is a source of information and a set of guidelines for implementation of school policies and procedures. I have read, understood, and agreed to the Student/Parent Handbook including the Student Technology Use Policy-Acceptable Use Agreement and School-Parent-Student Compact. I, as a Magnolia Public School student, understand and agree that use of Magnolia Public Schools computer and technology is a privilege and not a right. I understand that if I violate the Student Technology Use Policy-Acceptable Use Agreement in any way, I will be subject to referral and possible suspension. I, as a Magnolia Public School parent or guardian, understand that I may be liable for the replacement cost for property Magnolia Public School loaned to my student that my student fails to return or that is willfully cut, defaced, or otherwise damaged, up to an amount not to exceed \$10,000 (ten thousand dollars), adjusted annually for inflation. When I am unable to pay for the damages, Magnolia Public School will provide a program of voluntary work for my student in lieu of the payment of monetary damages. If my child is over the age of majority, he/she shall be liable for the same. I understand that Magnolia Public Schools can unilaterally rescind, modify, or make exceptions to any of these policies, or adopt new policies, at any time. I also understand that the provisions of the Handbook will control over any contrary statements, representations or assurances made by any supervisory personnel except those made in writing by the Chief Executive Officer or his or her designee.

IMPORTANT NOTICE

Dear Parents/Guardians,

- *Please read and discuss the policies, procedures, and expectations with your child/children before signing and returning the receipt on this page.*
- *Each individual MPS school may include amendments into this handbook addressing local issues.*
- *Any changes or additions to this handbook will be given to the students and parents/guardians in writing.*

Deleted: campus

Student's Name: _____ Student's Signature: _____

Parent/Guardian's Name: _____ P/G's Signature: _____

(If known, circle grade and group.) Date: _____

Grade:

TK	K	1	2	3	4	5	6	7	8	9	10	11	12
----	---	---	---	---	---	---	---	---	---	---	----	----	----

Group:

A	B	C	D	E	F	G	Other:
---	---	---	---	---	---	---	--------

Copy for Student File

Page 4: [1] DeletedMatejka M. Handley 7/3/17 5:42:00 PM

POLICY AGAINST UNLAWFUL HARASSMENT.....61
 HARASSMENT COMPLAINT FORM.....63

Page 16: [2] DeletedMatejka M. Handley 6/22/17 10:52:00 AM

High School Credit Earned in Middle School:
 Students who take high school courses in middle school have the option to have these courses counted toward graduation. These courses must have the same expectations, curriculum and final exams as the equivalent courses taught in high school. Students who choose to have their middle school courses counted toward graduation need to consult with the school administration since these courses need to be reflected on the student’s high school transcript. Grades from such courses will not be included in cumulative GPA calculations.

The following middle school courses have been identified for high school credit: Mathematics (Algebra 1, Geometry, Integrated Mathematics I, and other high school level mathematics courses), Computers &

Technology (approved high-school level courses), and Language Other Than English (LOTE).). For middle school LOTE course(s), one year of high school credit will be given for each different language if students demonstrate proficiency by passing those courses or a LOTE proficiency test provided by the School. Again, middle school courses must be comparable in content to courses offered at the high school level. Magnolia Public Schools Home Office (“Home Office”) has the final authority to decide which middle school courses will be counted toward graduation.

Page 23: [3] DeletedDavid Yilmaz 6/19/17 9:39:00 AM

- 40 Pending Reflection Committee outcome
- 45 Pending Reflection Committee outcome
-

Page 29: [4] DeletedDavid Yilmaz 6/19/17 1:07:00 PM

Page Break

BEHAVIORAL EXPECTATIONS		
<p>BE SAFE</p> <p>Physically assaulting and/or hitting another student or staff member</p> <p>Causing bodily injury</p> <p>Keeping hands to yourself</p> <p>Committing dangerous acts</p> <p>Asking for permission to use any object (e.g., paper)</p> <p>Using/possessing controlled and/or dangerous substances and/or paraphernalia</p> <p>Bullying (harassing, intimidating, cyberbullying) or arranging</p> <p>Fighting and/or arranging, altercations</p> <p>Possessing/shooting fireworks (i.e., smoke bombs, sink bombs, Phycet.)</p> <p>Assault without serious bodily injury</p> <p>Using/possessing weapons, knives, and/or weapon paraphernalia including but not limited to those prohibited under federal law</p> <p>Harassment (i.e., physical, verbal, and sexual)</p> <p>Arson, attempting to commit</p> <p>Arson and/or possession of explosives</p>	<p>Inappropriate use of electronic devices</p> <p>Property</p> <p>Public displays of sexually explicit behavior</p> <p>Classroom</p> <p>Defacing and/or vandalism of school property</p> <p>Computer (e.g., Gambling)</p> <p>Unauthorized websites, Habitual violations of school/class rules</p> <p>Forgery of signatures</p> <p>Stealing and/or possessing stolen property</p> <p>Improper use of computer (e.g., viewing unauthorized websites, cheating, overriding school filter, etc.)</p> <p>Forgery of signatures</p> <p>Use restroom during non-class</p> <p>Possible Corrective Strategies</p>	<p>Sexual explicit behavior</p> <p>Lewd conductor</p> <p>Arranging</p> <p>Planning and/or arranging actions with malicious intent</p> <p>Bullying/cyberbullying</p> <p>Harassment (i.e., physical, verbal, and sexual)</p> <p>Writing or drawing obscene /profane language/pictures</p> <p>Refusing to cooperate and comply with school rules/personnel</p> <p>Disrupting learning environment</p> <p>Use polite language such as thank you, you're welcome, and I'm sorry.</p> <p>If in disagreement, voice concerns respectfully and appropriately.</p> <p>Cooperate with adults and peers.</p>
<p>Causing a false fire alarm</p> <p>Making a bomb/explosive threat</p> <p>Encouraging other students to violate school rules</p> <p>Student hazing</p> <p>Using gang and/or secret society symbols/acts</p> <p>Members involved in hazing</p> <p>Disrupting the learning environment</p> <p>Appropriate corrective strategies</p> <p>Complete behavior assessment need and behavior intervention plan</p> <p>If needed, refer to Response to Intervention (RTI)</p> <p>Parent/guardian contact to inform parent of accusation and status of investigation.</p> <p>Parent/guardian will be given the option to attend the student conference</p> <p>Note: Students may be suspended or expelled for committing any of the above offenses that are listed in Section D: Suspension and Expulsion Procedures, by following the applicable procedures.</p>	<p>Possible Corrective Strategies</p> <p>Use restroom during non-class</p> <p>Possible Corrective Strategies</p>	<p>Corrective Strategies:</p> <p>Non-contact conference with parent/guardian</p> <p>Implement a behavior contract</p> <p>Refer the student to the school to home</p> <p>Appropriate use of electronic devices</p> <p>Restroom</p> <p>Teach school behavior expectations</p> <p>Inappropriate language/actions (hurtful, vulgar, inappropriate)</p> <p>Check-Out</p> <p>Implement a behavior contract that includes expected</p> <p>Violent behavior</p> <p>Positive consequences for demonstrating</p> <p>Positive participation and consequences for infractions</p> <p>Intensive academic support</p> <p>Public display of affection (holding hands, kissing, hugging, etc.)</p> <p>Restorative strategies</p> <p>Self-management program</p> <p>Disrupting learning environment</p> <p>Parent/guardian contact to inform parent/guardian</p> <p>Refusing to cooperate and comply with school rules/personnel</p> <p>Behavioral Intervention and Support</p> <p>Behavioral Intervention and Support</p> <p>Behavioral Intervention and Support</p> <p>Assigned reflection (lunch, after-school, Saturday, etc.)</p> <p>Loss of privileges</p> <p>Refer the student to the Response Committee</p> <p>Intervention (RTI) team</p>
<p>Complete behavior assessment need and behavior intervention plan</p> <p>Multiple strategies may be used depending on individual student's needs. Corrective strategies may include, but are not limited to:</p> <p>First Infraction:</p> <p>Re-teaching school behavior expectations</p> <p>Note: Students may be suspended or expelled for committing any of the above offenses that are also listed in Section D: Suspension and Expulsion Procedures, by following the applicable procedures.</p> <p>Repeat a first infraction</p> <p>Contact and/or confer with parent or legal guardian</p>	<p>Possible Corrective Strategies</p>	<p>Corrective Strategies:</p> <p>Non-contact conference with parent/guardian</p> <p>Implement a behavior contract</p> <p>Refer the student to the school to home</p> <p>Appropriate use of electronic devices</p> <p>Restroom</p> <p>Teach school behavior expectations</p> <p>Inappropriate language/actions (hurtful, vulgar, inappropriate)</p> <p>Check-Out</p> <p>Implement a behavior contract that includes expected</p> <p>Violent behavior</p> <p>Positive consequences for demonstrating</p> <p>Positive participation and consequences for infractions</p> <p>Intensive academic support</p> <p>Public display of affection (holding hands, kissing, hugging, etc.)</p> <p>Restorative strategies</p> <p>Self-management program</p> <p>Disrupting learning environment</p> <p>Parent/guardian contact to inform parent/guardian</p> <p>Refusing to cooperate and comply with school rules/personnel</p> <p>Behavioral Intervention and Support</p> <p>Behavioral Intervention and Support</p> <p>Behavioral Intervention and Support</p> <p>Assigned reflection (lunch, after-school, Saturday, etc.)</p> <p>Loss of privileges</p> <p>Refer the student to the Response Committee</p> <p>Intervention (RTI) team</p>

Page 32: [5] DeletedDavid Yilmaz 6/19/17 1:44:00 PM

Page 32: [6] DeletedDavid Yilmaz 6/19/17 1:51:00 PM

as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.

Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

Page 34: [7] DeletedDavid Yilmaz 6/19/17 2:38:00 PM

Engaged in, or aided another in, academic dishonesty, including, but not limited to, cheating, plagiarism, alteration of grades or academic marks, or theft or unpermitted review of tests prior to testing.

Intentionally "hacked" or broken into a School or School affiliated computer system.

Page 38: [8] DeletedDavid Yilmaz 6/19/17 3:31:00 PM

The Principal shall immediately suspend and

Reflection:

Reflection will be held on assigned day either during the lunch period or after school for up to 60 minutes. Students will have at least one (1) day notice that they must serve a reflection that is longer than twenty (20) minutes in order to make arrangements to be picked up from school. Parents may request in person a delay of the reflection; no phone calls or notes will be accepted for this request.

In School Suspension (ISS):

Notice of In School Suspension (ISS) and the reasons for the ISS will be given to the student and the parent in writing. The student will remain on campus during school hours in a designated area not in their regular class setting. The student will have no or limited contact with students and teachers while serving an ISS. Student is expected to complete their classroom assignments and school community service during ISS.

recommend expulsion when the following occur on school campus or at a school activity off campus, for any of the following reasons:

Possessing, selling, or furnishing a firearm, as defined below. E.C. 48915(c)(1)

Brandishing a knife at another person. E.C. 48915(c)(2)

Unlawfully selling a controlled substance. E.C. 48915(c)(3)

Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in the enumerated offenses, above. E.C. 488915(c)(4);

Possession of an explosive, as defined below. E.C. 48915(c)(5)

If it is determined that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

Category II

The Principal has limited discretion with Category II student offenses listed below. The Principal must recommend expulsion when any of the following occur at school or at a school activity off campus, unless the Principal determines that expulsion is inappropriate (E.C. 48915[a]):

Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1); 48900(a)(1), and 48900(a)(2).

Possession of a knife or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(2); 48900(b)

Unlawful possession of any controlled substance, except for the first offence of less than an ounce of marijuana. E.C. 48915(a)(3); 48900(c).

Robbery or extortion. E.C. 48915(a)(4); 48900(e).

Assault or battery upon any school employee. E.C. 48915(a)(5); 48900(a)(1) and 48900(a)(2)

Category III

The Principal may recommend expulsion when any of the following Category III offenses occur at any time,

including, but not limited to, while on school grounds; while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity:

Category I and II offenses that are related to a school activity or school attendance, but that did not occur on school campus or at a school activity.

Caused or attempted to cause, or threatened to cause physical injury to another person, unless the injury is serious, as set forth under the Category II offenses.. (Unless, in the case of "caused," injury is serious. [See II.1]). E.C. 48900(a)(1); 48915(b)

First offense of possession of marijuana of not more than one ounce, or possession of alcohol. E.C. 48900(c); 48915(b)

Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 38915(b)

Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e)

Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e)

Possessed or used tobacco. E.C. 48900(h); 48915(e)

Committed an obscene act or engage in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)

Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e)

Knowingly received stolen school or private property. E.C. 48900(l); 48915(e)

Possessed an imitation firearm. E.C. 48900(m); 48915(e)

Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4**; 48915(e)

Engaged in sexual harassment (applicable to grades 4 through 12 only). E.C. 48900.2**; 48915(e)

Caused or attempted to cause, threatened to cause, or participated in an act of hate violence (applicable to grades 4 through 12 only). E.C. 48900.3**; 48915(e)

Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e)

Willfully use force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b)

Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a disciplinary action. E.C. 48900(o); 48915(e)

Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e)

Engaged in, or attempted to engage in, hazing, as defined in Section 32050. E.C. 48900(q); 48915(e)

Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915 (e)

Additional Findings

For all Category II and III offenses (Category I offenses do not require additional findings), the student may be expelled only if one or both of the following findings are substantiated:

Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

The following chart delineates the mandatory and discretionary offenses that have been listed above.

Page Break

Page 38: [9] Deleted David Yilmaz 6/19/17 3:32:00 PM

Matrix for Student Suspension & Expulsion Recommendations

CATEGORY I	CATEGORY II
Must Recommend Expulsion (MANDATORY)	Shall Recommend Expulsion (MANDATORY)
Principal shall immediately suspend and recommend expulsion when the following occur at school or at a school activity off campus. (E.C. 48915[c])	Principal shall suspend and recommend expulsion when the following occur at school or at a school activity off campus. (E.C. 48915[c])
Possessing, selling, or furnishing a firearm E.C. 48915(c)(1); 48900(b)	Causing or attempting to cause, or participating in an act of hate violence (applicable to grades 4 through 12 only). E.C. 48900.3**; 48915(e)
Brandishing a knife at another person E.C. 48915(c)(2); 48900(a)(1) and 48900(b)	Posing a continuing danger to the physical safety of the student or others. E.C. 48900(r); 48915(e)
Unlawfully selling a controlled substance E.C. 48915(c)(3); 48900(c)	Unlawfully offering, arranging to sell, negotiating to sell, or selling the prescription drug Soma. E.C. 48900(p); 48915(e)
Committing or attempting to commit a sexual assault	Robbing or attempting to rob another person. E.C. 48900(s); 48915(e)

or committing a sexual battery (as defined in 48900[n]) E.C. 48915(c)(4); 48900(n)	(**Grades 4 through 12 inclusive) E.C. 48915(a)(4); 48900(e) Caused, attempted or threatened to cause, or participated in an act of hate violence E.C. 48900.3** (**Grades 4 through 12 inclusive)
Possession of an explosive E.C. 48915(c)(2); 48900(a)(1) and 48900(b)	Assault or battery upon any school employee Made terrorist threats against school officials or school property, or both. E.C. 48900(a)(2)
For Categories II and III, the school must provide evidence of one or both of the following additional findings :	Willfully used force or violence upon the person of another pupil or employee. E.C. 48900(a)(2)
(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct,	Harassed, threatened, or intimidated a pupil who is a complaining witness in the RHP or a disciplinary action. E.C. 48900(o)
(2) Due to the nature of the act, the student's presence causes a continuing danger to the physical safety of the pupil or others.	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma E.C. 48900(p)
	Engaged in, or attempted to engage in, hazing, as defined in Section 32050. E.C. 48900(q)
	Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r)

CATEGORY III
May Recommend Expulsion (DISCRETIONARY)
Principal may recommend expulsion when the following occur at any time, including, but not limited to, <u>while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity.</u>
Any behavior listed in Category I or II that is related to school activity or school attendance but that did <u>not</u> occur on campus or at a school activity off campus.
Caused, attempted to cause, or threatened to cause physical injury to another person. (Unless, in the case of "caused," the injury is serious. [See II.1]) E.C. 48900(a)(1)
First offense of possession of marijuana of not more than one ounce, or alcohol. E.C. 48900(c)
Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d)
Caused or attempted to cause damage to school or private property. E.C. 48900(f)
Stole or attempted to steal school or private property. E.C. 48900(g)
Possessed or used tobacco. E.C. 48900(h)
Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i)
Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j)
Knowingly received stolen school or private property. E.C. 48900(l)
Possessed an imitation firearm. E.C. 48900(m)
Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4** (**Grades 4 through 12 inclusive)
Engaged in sexual harassment. E.C. 48900.2**

Page 43: [10] DeletedDavid Yilmaz 6/19/17 5:47:00 PM

Page 44: [11] DeletedDavid Yilmaz 6/19/17 5:48:00 PM

School administration reserves the right to refuse anybody to attend these activities based on academic and behavioral concerns. However, no student will be excluded from any MPS activity based solely on the basis of disability.

Page 57: [12] DeletedDavid Yilmaz 7/3/17 2:45:00 PM

Program Improvement Identification

MPS notifies parents at the start of each school year of any MPS schools that have been identified for

Program Improvement. Program Improvement status is determined by the California Department of Education based on its review of student academic performance data in English Language Arts and Mathematics as required by the Federal Elementary and Secondary Education Act (ESEA) of 2001. In addition to offering school choice, supplemental education services (SES) are also available for qualifying students attending schools in Program Improvement years 2 and up. Parents will receive letters regarding any MPS school(s) in Program Improvement. Please contact the MPS Principal at each school site for more information regarding Program Improvement or SES.

**Page 66: [13] DeletedMatejka M. Handley 7/3/17
5:44:00 PM**

POLICY AGAINST UNLAWFUL HARASSMENT

MPS is committed to providing a work and educational atmosphere that is free of unlawful harassment. MPS's policy prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. MPS will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which MPS does business, or any other individual, student, or volunteer. This policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. MPS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Please see the complaint form following this Policy to use when filing a complaint. A copy of this Policy and Complaint Form are also available in the main office of each MPS school.

Prohibited Unlawful Harassment

Verbal conduct such as epithets, derogatory jokes or comments or slurs;

Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;

Retaliation for reporting or threatening to report harassment

Deferential or preferential treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by MPS.

MPS is committed to provide a workplace and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee, and disciplinary action up to and including suspension and/or expulsion for students.

Sexual harassment consists of unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of

creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee, volunteer, and student has the responsibility to maintain a workplace and educational environment free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive school environment that is free from harassing or disruptive activity. Any employee or student who believes they have been harassed or has witnessed harassment is encouraged to immediately report such harassment to their supervisor or the Principal. See the "Harassment Complaint Form" following this policy.

Sexual harassment may include, but is not limited to:

Physical assaults of a sexual nature, such as:

Rape, sexual battery, molestation or attempts to commit these assaults and

Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.

Unwanted sexual advances, propositions or other sexual comments, such as:

Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.

Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.

Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.

Sexual or discriminatory displays or publications anywhere in the workplace or educational environment, such as:

Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view at work or the educational environment.

Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and

Displaying signs or other materials purporting to segregate an individual by sex in an area of the workplace or educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment, academic status, or progress due to their participation in or filing of a complaint or reporting sexual harassment.

MPS will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled

in as confidential a manner as possible consistent with a full, fair, and proper investigation.

While in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities.

Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure MPS' compliance with law:

Chief Executive Officer
Magnolia Public Schools
250 E. 1st St., Ste. 1500
Los Angeles, CA 90012
Phone: (213) 628-3634

The Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible.

Section Break (Next Page)

HARASSMENT COMPLAINT FORM

It is the policy of Magnolia Public Schools ("MPS") that all individuals be free from harassment including sexual harassment. This form is provided for you to report what you believe to be harassment, so that MPS may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment.

If you are an employee of MPS, you may file this form with the Director or Board President. If you are a student/parent, you may file this form with the Director, or if the complaint involves the Director, the Board President.

Please review MPS's policies concerning harassment for a definition of sexual harassment and a description of the types of conduct that are considered to be harassment.

MPS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, MPS will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, MPS will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.

In signing this form below, you authorize MPS to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that MPS will be able to address your complaint to your satisfaction.

Charges of harassment are taken very seriously by MPS both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed you or someone else: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize MPS to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

_____ Date: _____

 Signature of Complainant

Print Name

To be completed by MPS:

Received by: _____ Date: _____

Page 67: [15] Deleted

Matejka M. Handley

7/3/17 6:05:00 PM

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.

Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.

Causing a reasonable student to experience substantial interference with his or her academic performance.

Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

“

Page 68: [16] Deleted

Matejka M. Handley

7/3/17 6:08:00 PM

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of discrimination, intimidation, harassment, or bullying, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of bullying.

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the Principal or designee. While submission of a written report is not required, the reporting party is encouraged to use the report form available in the Main Office. However, oral reports shall also be considered. Reports may be made anonymously, but formal disciplinary action cannot be based solely on anonymous information.

Students are expected to report all incidents of discrimination, intimidation, harassment, bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, principal, or staff person so that she/he can get assistance in resolving the issue consistent with this policy.

MPS acknowledges and respects every individual’s rights to privacy. To that end, consistent with legal requirements, all reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible.

MPS prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter’s filing of a complaint or the reporting of violations of this policy. Such participation shall not in any way affect the status, grades or work assignments of the reporter.

Page 69: [17] Deleted

Matejka M. Handley

7/3/17 6:10:00 PM

Upon receipt of a report of harassment, intimidation, or bullying from a student, staff member, parent, volunteer, visitor or affiliate of MPS, the Principal or designee will promptly initiate an investigation. At the conclusion of the investigation, the Principal or designee will notify the complainant of the outcome of the investigation. However, in no case may the Principal or designee reveal confidential student information related to other students, including the type and extent of discipline issued against such students.

Complaints shall be investigated and resolved within thirty (30) school days, unless circumstances reasonably require additional time.

All records related to any investigation of discrimination, harassment, intimidation or bullying will remain in a secure location in the Main Office of MPS.

In those instances when the complaint filed under this policy also requires investigation under the Uniform Complaint Procedures, such investigation will be undertaken concurrently.

Appeal

Should the Complainant find the Principal or designee resolution unsatisfactory, he/she may within five (5) school days of the date of resolution, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated MPS employees who are unfamiliar with the case and who have been previously designated and trained for this purpose shall be assembled to conduct a confidential review of the Complainant's appeal and render a final disposition.

Cover Sheet

Approval of 2017-18 Employee Handbook

Section: II. Consent Items
Item: F. Approval of 2017-18 Employee Handbook
Purpose: Vote
Submitted by:
Related Material: II F 2017-18 Employee Handbook.pdf



Board Agenda Item #	Agenda # II F
Date:	July 13, 2017
To:	Magnolia Board of Directors
From:	Oreeille Revish, Human Resources Director
Staff Lead:	Oreeille Revish, Human Resources Director
RE:	2017-18 Employee Handbook

Proposed Board Recommendation

I move that the board approve the 2017-18 Employee handbook as presented.

Background

This is a routine item for the Board. This year the handbook was revised with feedback from the HR team, our principals, C-team and legal counsel. Several policies have been reviewed and updated based on changes in the law and new legislation. Changes have also been made to the formatting and general language for clarity. Changes include the following:

- PTO Pay Out (Buy Back) now prorated to Salary for part-time staff
- Included language for reduced hours worked during summer hours for hourly staff
- Included language for deductions to salary when over the PTO allotment
- Included additional language for accrued vacation payout at time of separation
- Clarity on Sexual Harassment training frequency
- Updated language with CA definitions of Part-time employees
- General formatting

Budget Implications

- None

Name of Staff Originator:

- Oreeille Revish, HR Director

Exhibits (attachments):

- 2017-18 Employee Handbook

Magnolia Public Schools

Employee Handbook 2017-2018

Magnolia Public Schools

250 East 1st Street

[STE. 1500](#)

Los Angeles, CA 90012,

213-628-3666

Deleted: 07

www.magnoliapublicschools.org

Magnolia Public Schools

The Vision

Graduates of Magnolia Public Schools are scientific thinkers who contribute to the global community as socially responsible and educated members of society.

The Mission

Magnolia Public Schools provides a college preparatory educational program emphasizing science, technology, engineering, and math (STEM) in a safe environment that cultivates respect for self and others.

Core Values

Magnolia Public Schools has identified the following core values which are reinforced through its "Get Ready for Life (GRFL)" curriculum, expected school wide learning results (ESLR), and all school activities.

Value: Scholarship

Success and Self Discipline

Value: Social Responsibility

Respect and Responsible Choices

Value: Critical Thinking

Citizenship and Personal Qualities

Value: Effective Communication

Conflict Resolution and Human Relations

Locations

Magnolia Science Academy-1	18238 Sherman Way, Reseda, CA 91335	(818) 609-0507
Magnolia Science Academy-2	17125 Victory Blvd., Van Nuys, CA 91406	(818) 758-0300
Magnolia Science Academy-3	1254 East Helmick St., Carson, CA 90746	(310) 637-3806
Magnolia Science Academy-4	11330 W Graham Place, Los Angeles, CA 90064	(310) 473-2464
Magnolia Science Academy-5	18230 Kittridge St., Reseda, CA 91335	(818) 705-5676
Magnolia Science Academy-6	3754 Dunn Dr., Los Angeles, CA 90034	(310) 842-8555
Magnolia Science Academy-7	18355 Roscoe Blvd., Northridge, CA 91325	(818) 221-5328
Magnolia Science Academy-8 (Bell)	6411 Orchard Ave, Bell, CA 90201	(323) 826-3925
Magnolia Science Academy-San Diego	6525 Estrella Ave San Diego, CA 92120.	(619) 644-1300
Magnolia Science Academy-Santa Ana	102 Baker St. E, Costa Mesa, CA 92626	(714) 557-7002

Table of Contents

I. Introduction.....	5
II. Conditions of Employment.....	5
A. At-Will Employment.....	5
B. Equal Employment Opportunity Policy.....	6
C. Immigration Compliance.....	6
D. Employee Classifications.....	7
E. Relationships between Employees.....	7
F. Certification and Licensure of Instructional Staff.....	8
G. Tuberculosis Testing.....	8
H. Criminal Background Checks.....	9
I. Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation.....	9
J. Whistleblower Policy.....	11
K. Staff/Student Interaction Policy.....	12
L. Child Neglect and Abuse Reporting.....	14
M. Confidential Information.....	15
N. Conflict of Interest.....	15
O. Drug-Free Workplace.....	15
P. Smoking.....	15
General Workplace Policies.....	16
Q. Workplace Violence.....	16
R. Health, Safety and Security Policies.....	16
S. Security Protocols.....	16
T. Occupational Safety.....	16
U. Accident/Incident Reporting.....	16
V. Reporting Fires and Emergencies.....	17
W. School Property Inspections.....	17
X. Soliciting/Conducting Personal Business While on Duty.....	17
Y. Use of School Communication Equipment and Technology.....	17
Z. Social Media.....	18
AA. Participation in Recreational or Social Activities.....	19
BB. Personnel Files and Record Keeping Protocols.....	19
CC. Intellectual Property Rights.....	19
DD. Media Contacts.....	19
III. Hours of Work, Overtime and Attendance.....	20
A. Work Hours and Schedules.....	20
B. Overtime.....	20
C. Make Up Time.....	21
D. Wage Attachments and Garnishments.....	21
E. Work Breaks.....	21
F. Lactation Accommodation.....	21
G. Pay Days.....	22
H. Payroll Withholdings.....	22
I. Salary Compensation for Partial Pay Period.....	23
J. Pay Rate Schedule.....	23
K. Attendance Policy.....	23
L. Time/Cards/Records.....	23

M. Mandatory Training and Meetings	24
N. Expense Reimbursements	24
IV. Standards of Conduct	25
A. Personal Appearance/Standards of Dress	25
Your direct supervisor will inform you of any specific dress requirements for your position	25
B. Prohibited Conduct	25
C. Off-Duty Conduct	27
V. Employee Benefits	28
A. Holidays and Vacation	28
1. Legal Holidays	28
2. School Breaks	28
3. Floating Holidays	29
4. Vacation	29
B. Sick Leave	30
C. Insurance Benefits	31
1. Health Insurance	31
2. Disability Insurance	31
3. Family Leave Insurance	31
4. Workers' Compensation Insurance	32
5. COBRA Benefits	32
D. Leaves of Absence	33
1. Family Care and Medical Leave	33
2. Pregnancy Disability Leave	37
3. Medical Leave of Absence	40
4. Unpaid Leave of Absence	40
5. Funeral/Bereavement Leave	41
6. Military and Military Spousal Leave of Absence	41
7. Drug and Alcohol Rehabilitation Leave	42
8. Time Off for Adult Literacy Programs	42
9. School Appearance and Activities Leave	42
10. Time Off to Serve as Election Official	43
11. Time Off for Jury and Witness Duty	43
12. Victims of Abuse Leave	43
13. Time Off for Victims of Crime	43
14. Time Off for Volunteer Firefighters	44
15. Time Off for Voting	44
16. Industrial Injury Leave (Workers' Compensation)	44
17. Bone Marrow and Organ Donor Leave	45
18. Returning from Leave of Absence	45
E. Retirement	46
1. Certificated Staff Members	46
2. Classified Staff Members	46
3. Oversight of Benefits	46
VI. Employment Evaluation and Separation	47
A. Employee Reviews and Evaluations	47
B. Discipline and Involuntary Termination	47
C. Voluntary Termination	47
D. Pay at Time of Separation	48
E. References	48

VII. Internal Complaint Review & Open Door48
 A. Open Door Policy.....48
 50
VIII. Amendment to Employee Handbook.....50
APPENDIX A.....51
Signature of Complainant.....52
APPENDIX B.....53
COMPLAINT FORM.....53

I. ▾4

Deleted: I_ - Introduction - 56 - ... [1]

I. Introduction

This Handbook summarizes the Magnolia Public Schools' (hereinafter referred to as "MPS" or "School") personnel policies applicable to all employees. Please review these policies carefully. If you have any questions about the policies outlined in this Handbook, or if you have any other personnel related questions, whether related to policies specifically addressed in this Handbook, please consult **MPS Home Office ("MERF") Human Resources**.

This Handbook is intended only as a guide to the School's personnel policies, outlining and highlighting those policies and practices. It is not, therefore, intended to create any expectations of continued employment, or an employment contract, express or implied. This Handbook supersedes any previously issued handbooks, policies, benefit statements and/or memoranda, whether written or verbal, including those that are inconsistent with the policies described herein.

With the exception of the at-will employment status of its employees, the School reserves the right to alter, modify, amend, delete and/or supplement any employment policy or practice (including, but not limited to, areas involving hiring policies and procedures, general work place policies, hours of work, overtime and attendance, standards of conduct, employee benefits, employment evaluation and separation) with or without notice to you. Only **the Chief Executive Officer ("CEO") of MPS**, with the express written approval of the Board of Directors, may alter the at-will employment status of any of its employees.

Once you have reviewed this Handbook, please sign the two (2) employee acknowledgement forms at the end of this Handbook, keep one for your files and provide the other to **your supervisor**. This signed acknowledgement demonstrates to the School that you have read, understand and agree to comply with the policies outlined in the Handbook.

II. Conditions of Employment

A. At-Will Employment

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered "at-will" employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to employees in connection with their employment shall require the School to have "cause" to terminate an employee or otherwise restrict the School's right to release an employee from their at-will employment with the School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School's right to terminate at-will. No School representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the School that are not consistent with the School's policy regarding employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

B. Equal Employment Opportunity Policy

MPS is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race;
- Color;
- Gender (including gender identity and gender expression);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), or the Fair Employment and Housing Act "FEHA");
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will

make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. MPS then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. MPS will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

C. Immigration Compliance

MPS will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, MPS will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle

Code § 12801.9 to persons who have not established their federally-authorized presence in the United States.

If you have any questions or need more information on immigration compliance issues, please contact the Principal.

D. Employee Classifications

The School’s employees are classified in the following categories: Exempt, non-exempt, and full-time, part-time or temporary.

Exempt: Exempt employees are those employees with job assignments that meet exemption tests under applicable law making them exempt from overtime pay requirements. Exempt employees are compensated on a salary basis, not pursuant to overtime pay requirements.

Non-Exempt: Non-exempt employees are those employees with job assignments that do not meet exemption tests under applicable law. Thus, these employees are paid overtime wages for overtime worked in accordance with the law.

Full-Time: Full-time employees are those employees who are scheduled to work at least forty (40) hours in a week. The sole exception to this definition is that for purposes of benefits eligibility, applicable law defines full-time employees as those working at least thirty (30) hours per week.

Part-Time: Part-time employees are those employees who are scheduled to work less than thirty (30) hours per week.

Temporary: Temporary employees are those employees who are hired for a limited time period, or for a specific project, and usually are not employed more than twelve (12) months.

Part-time employees working less than 30 hours per week are not entitled to benefits provided by the School. Independent contractors, consultants and leased employees (i.e., those working for an employment agency) are not employees of the

School and are not eligible for benefits provided by the School.

Full-time teaching staff, school administrators, MERF executives, and all other employees who qualify as “exempt” under the law will be considered exempt for purposes of overtime calculations. If you have any questions about your classification, please consult with **MERF Human Resources**.

E. Relationships between Employees

While the School’s policies do not permit discrimination based on an individual’s marital status, the individual’s relations to another School employee or his or her lawful off duty conduct, some situations can create conflicts of interest requiring the School to take the employee’s relationship with another employee into account.

An employee should not be in a supervisory role with another employee who is a relative (i.e., sibling, parent, spouse, domestic partner, etc.). Supervisors should avoid situations that result in actual or perceived conflicts of interest with supervised employees and situations of favoritism.

A supervisor should avoid forming special social relationships or dating employees under his or her direct supervision, or with other employees that would create actual or perceived conflicts of interest and situations of favoritism. If such relationship arises, both employees should notify the School so that appropriate measures can be taken to prevent conflicts of interest or favoritism.

The School reserves the right to take appropriate action if employee relationships interfere with the safety, morale or security of the School, or if the relationships create an actual or perceived conflict of interest or favoritism.

Deleted:)

Deleted: and temporary employees

F. Certification and Licensure of Instructional Staff

All teachers are required to hold a current California Commission on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold and may be required to meet certain federal requirements related to subject-matter expertise in order to meet federal requirements for “highly qualified teachers.” MPS will pursue all requirements of the authorizers regarding the certification and licensure of instructional core or non-core staff. Paraprofessional staff may also be required to document that they meet federal requirements for paraprofessional staff. It is the responsibility and a condition of continued employment of all instructional staff, including teachers and paraprofessionals to provide, maintain and keep current such certificates, permits or other documentation to **his or her direct supervisor** no later than the close of business prior to the first day the employee reports for duty. If an instructional staff employee believes that he or she is assigned to teach in a subject in which he or she does not have subject matter competence, the employee should immediately report the same to **his or her direct supervisor.** Staff who are required to meet these state and federal certification, expertise, and related requirements must timely maintain such qualifications as a condition of employment at the School. Failure to maintain the appropriate credential/certification required of the position may result in disciplinary action, up to and including release from at-will employment.

G. Tuberculosis Testing

All employees of the School, must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days prior to the date of hire. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive will be followed by an

x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

For employees transferring from other public or private schools within the State of California, it is acceptable for the employee’s previous school employer to verify that it has a certificate on file that contains the showing that the employee was examined within the past four (4) years and was found to be free of communicable tuberculosis in lieu of submitting to a new tuberculosis test.

The examination for applicants for employment is a condition of initial employment. Therefore, the expense incident thereto shall be borne by the applicant. The cost of the examination required of existing employees shall be a reimbursable expense. Employees should follow the School’s reimbursement procedures.

The County Health Department may provide skin testing to employees at regular intervals at no cost to the employee. The availability of this testing may be announced by the School.

Compliance with the MPS tuberculosis testing policy is a condition of initial and continuing employment. Failure to comply with this policy may result in disciplinary action, up to and including release from at-will employment.

Deleted: Each of the School’s core academic teachers

Deleted: will

Deleted: E

Deleted: on

Deleted: must either provide proof of an examination within the previous sixty (60) days or a certification showing that he or she was examined within the past four years and was found to be free of communicable tuberculosis.

Deleted: I

Deleted: also

Deleted: practice

Deleted: , except for employees transferring from other schools

Deleted: examination for TB consist

H. Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School’s commitment that the safety and the well-being of students takes precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be convicted of a controlled substance or sex offense, or serious or violent felony, the employee must immediately report such a conviction to the Principal.

I. Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation

MPS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. MPS’s policy prohibits unlawful harassment, discrimination, and retaliation based upon: race; color; gender (including gender identity and gender expression); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

MPS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Principal or designee.

When MPS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the CEO) or the MERF Human Resources or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. MPS is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

MPS is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including

Deleted: Principal
Deleted: Principal

dismissal, of the offending employee. All new employees are assigned sexual harassment training prior to the start of the school year. All current employees receive sexual harassment training every two (2) years.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive sexual harassment, discrimination, and retaliation training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff

will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal and/or MERF Human Resources. See **Appendix A** for the "Harassment/Discrimination/Retaliation Complaint Form." See **Appendix B** for the general "Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual

10

conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.

- Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
 - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of

the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate MPS policy.

J. Whistleblower Policy

MPS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with

authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

K. Staff/Student Interaction Policy

MPS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment:

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

Examples of PERMITTED actions (NOT corporal punishment):

- Stopping a student from fighting with another student;
- Preventing a pupil from committing an act of vandalism;
- Defending yourself from physical injury or assault by a student;
- Forcing a pupil to give up a weapon or dangerous object;
- Requiring an athletic team to participate in strenuous physical training activities

designed to strengthen or condition team members or improve their coordination, agility, or physical skills;

- Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

Examples of PROHIBITED actions (corporal punishment):

- Hitting, shoving, pushing, or physically restraining a student as a means of control;
- Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
- Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior:

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is

deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member’s perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy):

- Giving gifts to an individual student that are of a personal and intimate nature;
- Kissing of any kind;
- Any type of unnecessary physical contact with a student in a private situation;
- Intentionally being alone with a student away from the school;
- Making or participating in sexually inappropriate comments;
- Sexual jokes;
- Seeking emotional involvement with a student for your benefit;
- Listening to or telling stories that are sexually oriented;
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding;
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission:

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

- Giving students a ride to/from school or school activities;
- Being alone in a room with a student at school with the door closed;
- Allowing students in your home.

Deleted: When any employee becomes aware of another staff member having crossed the boundaries specified in this policy, he or she must speak to this staff member if the violation appears minor, or report the matter to school administrators. If the observed behavior appears to be a violation of this policy, it is the duty of every staff member to **immediately** report it to an administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation.

Cautionary Staff/Student Behaviors:

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

- Remarks about the physical attributes or development of anyone;
- Excessive attention toward a particular student;
- Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors:

- Getting parents' written consent for any after-school activity;
- Obtaining formal approval to take students off school property for activities such as field trips or competitions;
- E-mails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology);
- Keeping the door open when alone with a student;
- Keeping reasonable space between you and your students;
- Stopping and correcting students if they cross your own personal boundaries;
- Keeping parents informed when a significant issue develops about a student;
- Keeping after-class discussions with a

student professional and brief;

- Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries;
- Involving your supervisor if conflict arises with the student;
- Informing the Executive Director about situations that have the potential to become more severe;
- Making detailed notes about an incident that could evolve into a more serious situation later;
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers;
- Asking another staff member to be present if you will be alone with any type of special needs student;
- Asking another staff member to be present when you must be alone with a student after regular school hours;
- Giving students praise and recognition without touching them;
- Pats on the back, high fives and handshakes are acceptable;
- Keeping your professional conduct a high priority;
- Asking yourself if your actions are worth your job and career.

L. Child Neglect and Abuse Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance

of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, the School principal, a School counselor, coworker or other person shall not be a substitute for making a mandated report to Child Protective Services.

MPS will provide annual training on the mandated reporting requirements, via Charter Safe, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

M. Confidential Information

All information relating to students, including schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly

confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

N. Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations that he or she believes may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts related to a potential or actual conflict of interest shall constitute grounds for disciplinary action.

O. Drug-Free Workplace

MPS is committed to providing a drug and alcohol free workplace and to promoting safety in the workplace, employee health and well-being, customer confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to workers and to other MPS stakeholders.

The bringing to the work place, possession or use of intoxicating beverages or drugs on any School premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

P. Smoking

All School buildings and facilities are non-smoking facilities.

Deleted: Any employee who knows or reasonably suspects a child has been the victim of child abuse shall report the instance to Child Protective Services. Child abuse is broadly defined as "a physical injury that is inflicted by other than accidental means on a child by another person." School employees are required to report instances of child abuse when the employee has a "reasonable suspicion" that child abuse or neglect has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause a reasonable person in a like position to suspect child abuse or (... [2])

Deleted: using the online training module provided by the State Department of Social Services

Deleted: Page Break

General Workplace Policies**Q. Workplace Violence**

The School takes the safety and security of its employees seriously. The School does not tolerate acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion, that involve or affect the School or that occur, or are likely to occur, on School property. You should report any act or threat of violence immediately to **the Principal (or MERF Human Resources)**.

R. Health, Safety and Security Policies

The School is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, the School has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. Every employee will receive a copy of the Injury and Illness Prevention Program, which is kept by **the Principal** and is available for your review.

You are required to know and comply with the School's general safety rules and to follow safe and healthy work practices at all times. You are required to immediately report to your supervisor any potential health or safety hazards and all injuries or accidents.

In compliance with Proposition 65, the School will inform all employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

S. Security Protocols

MPS has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to **the Principal (or MERF Human Resources for MERF employees)**. Employee desk or office should be secured at the end of the day. When

an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify **the Principal (or MERF Human Resources for MERF employees)** when keys are missing or if security access codes or passes have been breached.

T. Occupational Safety

MPS is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every School supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. MPS' management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

U. Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for

Deleted: Page Break

Deleted: <#>Open Door Policy

... [3]

investigation and follow-up purposes.

V. Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911.

W. School Property Inspections

The School is committed to providing a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives and other improper materials. Additionally, the School provides property and facilities to its employees to carry out business on behalf of the School. Accordingly, employees do not have a reasonable expectation of privacy when using any School property or facilities. In accordance with these policies, all School facilities and property, including all items contained therein, may be inspected by the School at any time, with or without prior notice to the employee. School property includes all desks, storage areas, work stations, lockers, file cabinets, computers, telephone systems, email systems and other storage devices.

The School reserves the right to deny entry to any person who refuses to cooperate with any inspections by the School. Any employee who fails to cooperate with inspections may be subject to disciplinary action, up to and including dismissal.

X. Soliciting/Conducting Personal Business While on Duty

Employees are not permitted to conduct personal business or solicit personal business for any cause or organization while on-duty, or when the employee being solicited is supposed to be working. This prohibition includes distributing literature and other material. Distribution of materials is also against the School's policy if it

interferes with access to facility premises, if it results in litter or is conducted in areas where other employees are working. Solicitation during non-work time, e.g., paid breaks, lunch periods or other such non-work periods, is permissible. Entry on the School premises by non-employees is not permitted, unless related to official School business. Solicitation or distribution of written materials by non-employees is strictly prohibited.

Y. Use of School Communication Equipment and Technology

All School owned communications equipment and technology, including computers, electronic mail systems, voicemail systems, internet access, software, telephone systems, document transmission systems and handheld data processing systems remain the property of the School and are provided to the employee to carry out business on behalf of the School, unless previously authorized for non-business use. Employees have no expectation of privacy in any communications made using School owned equipment and technology. Communications (including any attached message or data) made using School owned communications equipment and technology are subject to review, inspection and monitoring by the School.

Employees should not use personal devices or email accounts for MPS-related communications. Such communications should only take place using MPS-issued devices and via the employee's MPS email account.

Additionally, the School uses technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are obscene, child pornography and/or with respect to use by minors, images harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

Deleted: The School also reserves the right to inspect any vehicle, its trunk, glove compartment or any container therein that is parked on the School property or premises.

Passwords used in connection with the School's communications equipment and technology are intended to restrict unauthorized use only, not to restrict access of authorized School employees. Therefore, employees are required to provide to the **I.T. Manager** all passwords used in connection with the School's communications equipment and technology any time the employee's passwords are created or change. In addition, employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the Student Internet Use Policy and Agreement. Employees that do not safeguard their passwords from unauthorized student use, or that allow a student to access computers in violation of the Student Internet Use Policy and Agreement, will be subject to discipline, up to and including termination.

Internet use is for business purposes only. All employees using the internet through the School's communications equipment and technology must respect all copyright laws. Employees are not permitted to copy, retrieve, modify or forward copyrighted materials unless authorized by law or with express written permission of the owner of the copyright. Employees are not permitted to use the School's communications equipment and technology to view visual images that are obscene, child pornography and/or images harmful to minors.

The email system and internet access is not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets or anything else that may be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted. The e-mail system and internet access is not to be used in any manner that is against the policies of the School, contrary to the best interest of the School or for personal gain or profit of the employee against the interests of the School. Employees must not use the School's

communications equipment and technology for the unauthorized disclosure, use and dissemination of personal information regarding students.

Z. Social Media

If an employee decides [to post information on the Internet \(i.e., blog, Facebook, Instagram, Twitter, etc.\)](#) that discusses any aspect of his/her workplace activities, the following restrictions apply:

Deleted: to keep a personal blog

- School equipment, including its computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be adhered to;
- Employees must make clear that the views expressed in their blogs are their own and not those of the School;
- Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf;
- Employees are not authorized to publish any confidential information maintained by the School;
- Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the employee's supervisors, co-workers and competitors;
- Employees must comply with all School policies, including, but not limited to, rules against sexual harassment and retaliation.

The School reserves the right to take disciplinary action against any employee whose blog violates this or other School policies.

AA. Participation in Recreational or Social Activities

Employees may participate in activities sponsored by or supported by the School. Participation in such activities is strictly voluntary. As such, employees have no obligation to participate in recreational or social activities and no employee has work-related duties requiring such participation. An employee's participation in social and recreational activities is at the employee's own risk and the School disclaims any and all liability arising out of the employee's participation in these activities.

BB. Personnel Files and Record Keeping Protocols

At the time of your employment, a personnel file is established for you. Please keep the **Principal (or MERF Human Resources for MERF employees)** advised of changes that should be reflected in your personnel file. Such changes include: change in name, address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact you should the change affect your other records.

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. You also have the right to obtain a copy of your personnel file as provided by law. You may add your comments to any disputed item in the file. MPS will restrict disclosure of your personnel file to authorized individuals within the School. A request for information contained in the personnel file must be directed to the **Principal (or MERF Human Resources for MERF employees)**. Only the **Principal and MERF Human Resources** or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law

enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required. Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

CC. Intellectual Property Rights

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at the School shall be the property of the School and the employee is deemed to have waived all rights in favor of the School. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

DD. Media Contacts

All media inquiries regarding the School and its operations must be referred to the **CEO**. Only the **CEO** is authorized to make or approve public statements pertaining to the School or its operations, although, public employees do not lose the right to speak on matters of public importance. No employee, unless specifically designated by the **CEO**, is authorized to make statements to the media on behalf of the School. Any employee who would like to write and/or publish an article, paper, or other publication on behalf of the School must obtain approval from the **CEO** before publication.

Deleted: .

Deleted:

Deleted: <#>Whistleblower Policy [4]

III. Hours of Work, Overtime and Attendance

A. Work Hours and Schedules

The School’s normal working hours are from **7:30 a.m. to 4:00 p.m.***, Monday through Friday. The work schedule for hourly non-exempt employees may vary Your supervisor will assign your work schedule. Typical working hours for hourly non-exempt employees are as follows.*

Regular working hours	
<i>School Level: Full-time office staff</i>	7:30 a.m. – 4:00 p.m. (Included: meal break for thirty (30) minutes and two ten-minute breaks)
<i>School Level: All other full-time employees</i>	7:45 a.m. – 4:00 p.m. (Included: meal break for thirty (30) minutes and two ten-minute breaks)
<i>CMO Level: All full-time MERF employees</i>	8:30 a.m. – 5:00 p.m. (Included: meal break for thirty (30) minutes and two ten-minute breaks)
Summer working hours	
between the school year end date and the new school year in-service start date	
<i>School Level: All full-time employees</i>	9:00 a.m. – 2:00 p.m. (Included: two ten-minute breaks)
<i>CMO Level: All full-time MERF employees</i>	9:00 a.m. – 3:00 p.m. (Included: meal break for thirty (30) minutes and two ten-minute breaks)

* The exact working hours may vary from one School site to another.

Employees may be required to work beyond the regularly scheduled workday or workweek as necessary:

- Employees may have to work hours beyond their normal schedules as work demands require.
- Hourly/Non-Exempt employees will be subjected to reduced hours during summer working periods.
- Employees are expected to attend weekly staff meetings and other mandatory training and meetings. Please see section L for additional information on “Mandatory Training and Meetings.”
- Full-time teaching staff may be required to supplement regular curricular activities through after school programs, including tutoring and clubs. Each full-time teaching staff is expected to offer at least two after school programs per week.
- As directed by the **Principal**, employees may be required to conduct home visits to develop a positive school-home relationship that supports student achievement.
- As directed by the **Principal**, employees may also be required to attend school events and activities, including but not limited to, parent conferences, student/parent orientation, back-to-school nights, parent/community meetings, and any other school events and activities that occur during or outside of normal school day.
- Employees are expected to perform other duties as requested by their **direct supervisor**.

B. Overtime

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the

employee’s job description. Generally, teachers and administrators are exempt. Non-exempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for non-exempt employees. MPS will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by **the Principal (or MERF Human Resources for MERF employees.)** MPS provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee’s regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

C. Make Up Time

You may request in writing that you be able to make up work time that is or would be lost as a result of a personal obligation. The hours of that make up work may only be performed in the same workweek in which the work time was lost and must not exceed eleven (11) hours of work in one day or forty (40) hours of work in one week. You shall provide a signed written

request for each occasion that you make a request to make up work time and authorization is at the option of the School. Make up time is not encouraged.

D. Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee’s earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If the School is presented a second garnishment request concerning an employee, **the Principal (or MERF Human Resources for MERF employees)** will discuss the situation with the employee.

E. Work Breaks

Non-exempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday. An employee may waive this meal period if the day’s work will be completed in no more than six (6) hours, provided the employee and MPS mutually consent to the waiver.

Non-exempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. An employee’s supervisor must be aware of and approve scheduled meal and rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

F. Lactation Accommodation

MPS accommodates lactating employees by providing a reasonable amount of break time to

Deleted: School employees are allowed one (1) **thirty (30)-minute** unpaid meal break each work day where the employee works more than five (5) hours in a day. Employees are not allowed to work more than five (5) hours without taking a meal break, unless the employee does not work more than six (6) hours in a day and the employee voluntarily waives the meal break in writing. ... [5]
Deleted: Employees may not leave the premises during rest periods but may leave the premises during the meal period.

any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the non-exempt employee shall be unpaid.

MPS will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee’s work area. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

G. Pay Days

For all employees, payday is scheduled on the 15th and the last day of the month. For full-time classified and home office employees, the School pays in 24 pay periods. For all full-time credentialed employees, the school pays in 22 pay periods. The last pay check of the school year is received June 30th. Each paycheck will include earnings for all reported work performed through the end of the payroll period. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay on the next day of work after the day(s) off.

You should promptly notify the **Principal (or MERF Human Resources for MERF employees)** if you have a question regarding the calculations of your paycheck; any corrections will be noted and will appear on the following payroll.

H. Payroll Withholdings

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee’s pay as follows:

Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

State Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.

State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

Every deduction from your paycheck is explained on your check voucher. If you do not understand the deductions, ask the **MERF Human Resources** to explain them to you.

You may change the number of withholding allowances you wish to claim for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the **Principal (or MERF Human Resources for MERF employees)**. The School’s business office maintains a supply of these forms.

All Federal, State and Social Security taxes will be automatically deducted from paychecks. The Federal Withholding Tax deduction is determined by the employee’s W-4 form, which should be completed upon hire. It is the employee’s responsibility to report any changes in filing status to the **Principal (or MERF Human Resources for MERF employees)**. It is also the employee’s responsibility to fill out a new W-4 form if his/her filing status changes.

At the end of the calendar year, a “withholding statement” (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Deleted: full-time employees,

Deleted: in twelve (12) equal monthly payments.

The School offers programs and benefits beyond those required by law. Employees who wish to participate in these programs may voluntarily authorize deductions from their paychecks.

I. Salary Compensation for Partial Pay Period

Salary payments to employees who are employed for less than a full pay period because of leave without pay, separation from employment for any reason, or employment at dates other than the beginning or the end of the pay period are computed on the basis of actual working days in the month. For this purpose, working days are considered to be forty (40) hours Monday through Friday unless otherwise specified.

For teaching staff, the actual working days start on the first day of summer teacher in-service and end on the last day of school or on the end-of-year school wrap-up day, whichever is later.

J. Pay Rate Schedule

Pay is primarily determined by the work classification, employee qualifications, years of service, and individual performance. The School uses a Board approved employee pay raise scale to determine salaries for **full-time employees**. Please refer to the scale for details.

Full-time teaching staff will be compensated for covering absent colleagues at the rate of \$25 per regular course period and \$15 per half-course period, e.g., SSR or Advisory, unless indicated differently on the individual's employment agreement.

K. Attendance Policy

Employees are expected to adhere to regular attendance and to be punctual. If you find it necessary to be absent or late, you are expected to arrange it in advance with **your direct supervisor**. If it is not possible to arrange your absence or tardiness in advance, you must notify **your direct supervisor** no later than one-half (1/2) hour before the start of your workday. If

you are a teacher, you are also responsible to have a substitute folder for use when you are absent from school. If you are absent from work longer than one day, you are expected to keep **your direct supervisor** sufficiently informed of your situation.

Excessive absenteeism and tardiness will not be tolerated and will lead to disciplinary action, up to and including termination. An absence or tardiness without notification to **your direct supervisor** will lead to disciplinary action, up to and including termination.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the School. Absence for more than three (3) consecutive days without notifying the Principal will be considered a voluntary resignation from employment.

L. Time/Cards/Records

By law, MPS is obligated to keep accurate records of the time worked by non-exempt employees. Such employees shall be required to utilize the School's time card system.

Non-exempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time card indicates when the employee arrived and when the employee departed. All non-exempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.

Non-exempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to mark their time card or

Deleted: If you fail to come to work for three (3) consecutive work days without authorization, the School will presume that you have voluntarily terminated your position with the School at the close of business of the third missed day.

makes an error on the time card, the employee must contact the Principal to make the correction and such correction must be initiated by both the employee and the Principal.

No one may record hours worked on another's worksheet. Any employee who tampers with his/her own time card, or another employee's time card, may be subjected to disciplinary action, up to and including release from at-will employment with the School.

M. Mandatory Training and Meetings

Employees may be required to attend trainings, lectures and meetings outside of regular working hours. All teaching staff and school administrators are required to attend summer in-services, weekly staff meetings, and other mandatory training and meetings as directed by the **Principal**.

The School will pay non-exempt employees for attendance at mandatory trainings, lectures and meetings outside of regular working hours.

All mandatory trainings, lectures and meetings will be identified as such. The School will not pay non-exempt employees for attendance at voluntary trainings. If you are unsure about the characterization of an offered training, lecture or meeting, please contact **your direct supervisor** before attending.

All non-exempt employees must accurately reflect attendance at all mandatory trainings, lectures and meetings outside of regular working hours on their time records.

N. Expense Reimbursements

The School may reimburse employees for certain reasonably necessary expenses incurred in the furtherance of School business, including, but not limited to, fingerprint processing fees, TB test fees, First Aid & CPR fees, fees of exams that lead to professional certification (CSET, CTEL, CLAD, CPACE, etc.) and other

approved School business and profession related expenses. Credential fees, university entrance exam fees, US Constitution exam fees, and fees for basic skills tests such as CBEST, RICA, etc., are not reimbursable. Please refer to the MPS Tuition Reimbursement policy for professional development opportunities and certification programs reimbursed by the School.

In order to be eligible for reimbursement, employees must follow the protocol set forth in the School's policy regarding expenditures, a copy of which may be obtained from the **Principal (or MERF Human Resources for MERF employees)**. In general, all expenses must have been previously approved **in CoolSIS by the Principal (or the CEO (or designee) for MERF employees)**. All reimbursement forms must be completed in its entirety and submitted **in CoolSIS**.

Deleted: and

IV. Standards of Conduct

A. Personal Appearance/Standards of Dress

MPS employees serve as role models to the School's students. All employees should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

Employees are encouraged to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all employees shall adhere to the following standards of dress:

- 1) Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in women's dresses or skirts that are no higher than three (3) inches above the knee.
- 2) Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, prior approval must be granted by the Principal.
- 3) Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Jeans are not permitted. Shorts should be modest in length and should be no higher than three (3) inches above the knee.

- 4) Skirts and dresses should be no higher than three (3) inches above the knee.
- 5) All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- 6) For safety purposes, earrings must not dangle more than one (1) inch below the ear.
- 7) Clothing or jewelry with logos that depict and/or promote gangs, drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- 8) Appropriate shoes must be worn at all times.
- 9) Employees may not display tattoos on their bodies. If an employee has a tattoo that is visible, it is the employee's responsibility to ensure that it is not visible during working hours.

10) Your direct supervisor will inform you of any specific dress requirements for your position.

Deleted: (as defined in Cal. Ed. Code § 35183)

Deleted:

Deleted:

Deleted:

B. Prohibited Conduct

The School expects that all employees will conduct themselves in a professional and courteous manner while on duty. Employees engaging in misconduct will be subject to disciplinary action up to and including termination of employment. The following is a list of conduct that is prohibited by the School. This list is not exhaustive and is intended only to provide you with examples of the type of conduct that will not be tolerated by the School. The specification of this list of conduct in no way alters the employment relationship the employee has with the School.

- Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority;

Deleted: (Cal. Ed. Code § 35183.5)

- Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities;
 - Unacceptable job performance;
 - Release of confidential information without authorization;
 - Unexcused/unreported absence and/or lack of punctuality;
 - Abuse of sick leave;
 - Working unauthorized overtime or refusing to work assigned overtime;
 - Misuse of School property or funds;
 - Unauthorized use of School equipment, materials, time or property;
 - Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
 - Failure to keep a required license, certification or permit current and in good standing;
 - Horseplay;
 - Sleeping or malingering on the job;
 - Refusal to speak to supervisor or other employees;
 - Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls;
 - Posting any notices on School premises without prior written approval of management unless posting is on a School bulletin board designated for employee postings;
 - Unauthorized soliciting, collecting of contributions, distribution of literature,
- written or printed matter, is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks;
- Failure to comply with the School's safety procedures;
 - Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment;
 - Immoral or indecent conduct;
 - Fighting or instigating a fight on School premises;
 - Gambling on school premises;
 - Use of profane, abuse or threatening language in conversations with other employees and/or intimidating or interfering with other employees;
 - Possession of or reporting to work while under the influence of alcohol or illegal drugs and controlled substances;
 - Dishonesty;
 - Falsification, fraud or omission of pertinent information when applying for a position;
 - Recording the work time of any other employee, or allowing any other employee to record time on your time record or falsifying any time record;
 - Theft or embezzlement;
 - Willful destruction of property;

- Conviction of a felony or conviction of a misdemeanor making the employee unfit for the position;
- Possession of firearms, or any other dangerous weapon, while acting within the course of School of your employment with the School;
- Violation of the discrimination, harassment or retaliation policy;
- Engaging in sabotage or espionage (industrial or otherwise);
- Any willful act that endangers the safety, health or wellbeing of another individual;
- Any act of sufficient magnitude to cause disruption of work or gross discredit to the school;
- Failure to follow any known policy or procedure of the School or gross negligence that results in a loss to the School;
- Violations of federal, state or local laws affecting the organization or your employment with the organization; and
- Failure to possess or maintain the credential/certificate required of the position.

C. **Off-Duty Conduct**

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our School;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our School;
- Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment; and;
- Additional employment that directly or indirectly competes with the business or the interests of our School.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no responsibility for it. MPS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

V. Employee Benefits

A. Holidays and Vacation

1. Legal Holidays

All **full-time** employees will receive the following paid legal holidays in 2017-18:

<u>Legal Holidays</u>	<u>Dates</u>
Labor Day	September 4, 2017
Veterans Day	November 10, 2017
Thanksgiving Day*	November 26, 2017
Christmas Day**	December 25, 2017
New Year's Day**	January 1, 2018
M. L. King Day	January 15, 2018
Presidents' Day	February 19, 2018
Cesar Chavez Day	April 2, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018

* Falls during Thanksgiving Break

** Falls during Winter Break

2. School Breaks

All **full-time** employees will receive the following paid school breaks:

- Thanksgiving Break (including the Thanksgiving Day)
- Winter Break (including the Christmas Day and New Year's Day)
- Spring Break

Typically, **full-time teaching staff** will have five (5) days of Thanksgiving break, fifteen (15) days

of winter break, and five (5) days of spring break. **School administrators, school classified employees, and MERF employees** will have three (3) days of Thanksgiving break, three (3) days of spring break, and eleven (11) days of winter break. Part-time employees are not compensated during the Thanksgiving, Winter and Spring breaks.

Full-time **education specialists** and **college advisors** at the school sites will be treated as teaching staff for the purpose of holidays and vacation. If you have any questions about your classification, please consult with **MERF Human Resources**.

<u>School Breaks</u>	<u>Dates</u>
Full-time teaching staff:	
Thanksgiving Break	November 20-24, 2017
Winter Break (MSA 1 – MSA 8)	December 18, 2017 – January 05, 2018
Winter Break (MSA SA/SD)	December 25, 2017 – January 5, 2018
Spring Break	March 26, 2018 – March 30, 2018
School administrators, school classified employees, and MERF employees:	
Thanksgiving Break	November 22-24, 2017
Winter Break	December 25, 2017– January 05, 2018
Spring Break	March 28-30, 2018

If a school site has a different schedule of breaks and/or additional breaks other than those listed above, such as Fall break, Presidents' week, etc., the general rule of thumb is that full-time teaching staff will take the whole break off in the school calendar while the school administrators

Deleted: <#>Confidential Information - ... [6]

Deleted: 5
Deleted: 6

Deleted:)
Deleted: 7
Deleted: Winter Break (MSA SD)
Deleted: December 25, 2017 – January 5, 2018

and school classified employees will have two (2) days less off.

Summer working hours apply on the days of school breaks that full-time teaching staff takes off and school administrators, school classified employees, and MERF employees work.

3. Floating Holidays

All MPS Employees are eligible to receive two (2) floating holidays each school year. Floating holidays cannot be cashed out but they do rollover.

4. Vacation

The School provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. The School believes that this time is valuable for employees in order to enhance their productivity and to make their work experience with the School personally satisfying.

All **full-time** employees*** accrue vacation from the date of hire at the following accrual rates:

Type of Staff	Vacation Accrual
School administrators	2 days for each full month worked up to a maximum of 20 days per year
School classified employees	1½ days for each full month worked up to a maximum of 15 days per year
MERF employees	2 days for each full month worked up to a maximum of 20 days per year

Vacation time may not be utilized before it is earned. Vacation accruals may not exceed an employee's current annual entitlement, plus ten

(10) days. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.

No vacation accrues during any unpaid leave of absence or while on disability salary continuation. Vacation accruals recommence with the employee returns to work.

On termination of employment, the employee is paid all accrued, unused vacation at the employee's base rate of pay at the time of his or her separation from employment.

Typically, employees are expected to use all their accrued vacation during the summer between the school year end date and the new school year in-service start date, unless otherwise agreed to by the employee and his or her direct supervisor. However, the School may attempt to have some of its employees stagger vacations in an effort to avoid affecting services. Therefore, all vacations must be approved in advance by **your direct supervisor**, who will make every effort to accommodate each employee. Vacation requests must be made at least two (2) weeks prior to the desired vacation time. Job requirements will always have precedence over vacation schedules.

*** **Teaching staff** does not accrue vacation. Full-time teaching staff works on a 10-month work schedule, i.e., August through May, or on an 11-month work schedule, i.e., August through June if the last day of school falls in June, and receives pay over an 11-month pay period, i.e., August through June.

For full-time teaching staff, the actual working days start on the first day of summer teacher in-service and end on the last day of school or on the end-of-year school wrap-up day, whichever is later.

Deleted: These days do not roll over to the next school and cannot be cashed out.

B. Sick Leave

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, MPS offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Additionally, employees may use sick leave during public health emergencies resulting in the closure of MPS, the employee’s child care provider, or the school of the employee’s child. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Paid sick leave is available to all MPS employees who work at least thirty (30) days within the span of a single calendar year from the commencement of employment, and who work at least two (2) hours per week. For Part-time employees, MPS will track sick leave based on the number of hours worked. Part-time staff will be credited with 24 hours of sick leave at the start of the school year. All full-time employees will be credited with forty-eight (48) hours of sick leave at the beginning of each school year.

Furthermore, all full-time employees will accrue additional sick leave at the rate of eight (8) hours for each full month worked up to a maximum of eighty (80) hours per year.

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee’s start date. Sick leave must be taken by eligible employees in increments of two (2) hours.

Sick leave is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absences. MPS will not tolerate abuse or misuse of your sick leave privilege. If you are absent longer than three (3) days due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactory to the School may be required. MPS may withhold sick pay if it suspects that sick leave has been misused.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave, if eligible under applicable medical leave law, depending upon the facts and circumstances of the employee’s basis for leave beyond the accrued sick leave. If an employee is not eligible for any applicable medical leave and has exhausted all paid sick leave, MPS will deduct eight (8) hours for every day taken over the allotted time. Employee requests for unpaid medical leave must be approved in advance by the School.

Unused sick leave does not carry over from school year to school year for full-time employees. Part-time employees may carry over sick leave from school year to school year up to a maximum of eight (80) hours. The School may offer to buy back all unused sick leave days at the employee’s rate of pay or \$125 per day, whichever is lower, by the end of June.

Personal Necessity Leave:

An employee may elect to use up to five (5) days of accumulated sick leave in any school year for purposes of personal necessity including any of the following specific reasons:

- Death or serious illness of a member of his/her immediate family (this is in addition to normal bereavement leave);
- Accident involving his/her person or property or the person or property of a member of his/her immediate family;

Deleted: will
Deleted: before the School honors any sick pay requests

Deleted: All full-time employees accrue sick leave from the date of hire at the rate of one (1) day for each full month worked up to a maximum of ten (10) days per year. All full-time and part-time employees shall be credited with twenty-four (24) hours of sick leave at the beginning of each year, subject to the restrictions below, with any remaining sick leave to accrue throughout the remainder of the year.

Deleted:

Deleted: Part-time employees shall accrue sick leave at the rate of one (1) hour of sick leave for every thirty (30) hours worked.

Deleted: Part-time employees earn a maximum of twenty

Deleted: -four (24) hours of sick leave for the year.

- Appearance in court as a litigant, or as a witness under official order;
- Adoption of a child;
- The birth of a child making it necessary for an employee who is the parent of the child to be absent from his/her position during the work hours;
- Business matters which cannot reasonably be conducted outside the workday.

Employees must request personal necessity leave at least one (1) day in advance unless an emergency situation occurs. Personal necessity leave is not vacation but rather part of the sick leave policy. Personal necessity leave does not carry over from school year to school year.

C. Insurance Benefits

1. Health Insurance

Full-time employees are entitled to health insurance benefits in accordance with applicable law and the School's health insurance plan. The School will cover **100** percent of the premium for employees and **100** percent of the premium to enroll dependents in the same program. The employee's portion of monthly premiums will be deducted from the employee's paycheck. The School may reimburse the employee at the rate of \$150 per month if he or she declines health insurance benefits in writing by no later than September of each year. MPS will not reimburse employees who will receive or have health insurance coverage through an actively working spouse of MPS.

Part-time staff working less than thirty (30) hours per week are not eligible for health insurance benefits.

If medical insurance premium rates increase, employees may be required to contribute to the cost of increased premiums to retain coverage. Unless otherwise mandated by law, employees on a leave of absence are responsible for

selecting continuing health coverage and paying the premium for such coverage. Failure to timely request and pay for such coverage will result in the loss of coverage.

When Coverage Starts

Your coverage will begin on the first day of employment or if hired mid-month it will start on the first day of the next month. Your enrollment form must be submitted to the MERF Human Resources as soon as possible. This form serves as a request for coverage, and authorizes any payroll deductions necessary to pay for your coverage.

2. Disability Insurance

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage-replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from the **MERF Human Resources**.

3. Family Leave Insurance

Employees covered by the California Disability Insurance program are also covered by the California Paid Family Leave Insurance program. Eligible employees are entitled to receive up to six (6) weeks of wage replacement benefits when they suffer a wage loss for taking time off to care for a seriously ill child, spouse, parent or domestic partner or to bond with a new child within one year of birth or placement of the child in connection with foster care or adoption. Specific rules and regulations relating the Family Leave Insurance are available from the **MERF Human Resources**.

4. Workers' Compensation Insurance

Eligible employees are entitled to Workers' Compensation Insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee. See below for a further description of making a claim for Workers' Compensation Insurance benefits.

5. COBRA Benefits

Continuation of Medical and/or Dental Benefits:

When your coverage under the School's medical and/or dental plans ends, you or your dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, you must pay the full cost of coverage - your contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for you, your spouse, and your eligible dependent children can continue for up to 18 months if coverage ends because:

- Your employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Your hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making you ineligible for the plan.

This eighteen (18)-month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18)-month period also may be extended if other events (such as a divorce or death) occur subject to certain requirements.

Your spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- You die while covered by the plan;

- You and your spouse become divorced or legally separated;
- You become eligible for Medicare coverage, but your spouse has not yet reach age sixty-five (65); or
- Your dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

MPS will notify you or your dependents if coverage ends due to termination or a reduction in your work hours. If you become eligible for Medicare, divorced or legally separated, die, or when your child no longer meets the eligibility requirements, you or a family member are responsible for notifying the School within thirty (30) days of the event. MPS will then notify you or your dependents of your rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- You (or your spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition you (or your spouse or child, as applicable) may have;
- MPS stops providing group health benefits;

Deleted: during the eighteen (18)-month period

- You (or your spouse or child) become entitled to Medicare; or
- You extended coverage for up to twenty-nine (29)-months due to disability and there has been a final determination that you are no longer disabled.

D. Leaves of Absence

1. Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA leave in any twelve (12) month period for the purposes enumerated below. For purposes of this policy, all leave taken under FMLA or CFRA will be referred to as “FMLA leave.”

Employee Eligibility Criteria:

To be eligible for FMLA leave, the employee must have been employed by the School for a total of at least twelve (12) months and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave, [and work at a location where the School has at least fifty \(50\) employees within seventy-five \(75\) miles](#)

Events that may Entitle an Employee to FMLA Leave:

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA allowance includes any time taken (with or without pay) for any of the following reasons:

- To care for the employee’s newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed

by the School, they will be entitled to a combined total of twelve (12) weeks of leave for this purpose;

- Because of the employee’s own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School’s separate pregnancy disability policy);

a. A “serious health condition” is an illness, injury (including, but not limited to on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or (2) continuing treatment, including, but not limited to, treatment for substance abuse.

b. “Inpatient care” means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an “inpatient” when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.

c. “Incapacity” means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

Deleted: .

- d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
- To care for a spouse, domestic partner, child, or parent with a serious health condition or military service-related injury. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of FMLA leave in a single twelve (12) month period to provide said care;
 - For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces;

Amount of FMLA Leave Which May Be Taken:

- FMLA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
- In addition to the twelve (12) workweeks of FMLA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
- The "twelve month period" in which twelve (12) weeks of FMLA leave may

be taken is the twelve (12) month period immediately preceding the commencement of any FMLA leave.

- If a holiday falls within a week taken as FMLA leave, the week is nevertheless counted as a week of FMLA leave. If, however, the School's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School's activities have ceased do not count against the employee's FMLA leave entitlement. Similarly, if an employee uses FMLA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's CFRA entitlement unless the employee was otherwise scheduled and expected to work during the holiday

Pay during FMLA Leave:

- An employee on FMLA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law
- An employee on FMLA leave for child care or to care for a spouse, domestic partner, parent, or child with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA leave.
- If an employee has exhausted his/her sick leave, leave taken under FMLA shall be unpaid leave.

- The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA leave. Sick pay accrues during any period of unpaid FMLA leave only until the end of the month in which unpaid leave began.

Health Benefits:

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. The health benefits of employees on FMLA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

MPS may recover the health benefit costs paid on behalf of an employee during his/her FMLA leave if:

- The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA leave; and
- The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA leave, or other circumstances beyond the control of the employee.

Seniority:

An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the same seniority he/she had when the leave commenced. An employee who was absent from work while fulfilling his or her covered service obligation under the Uniformed Services Employment and Reemployment Rights Act (USERRA) shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service.

Medical Certifications:

- An employee requesting FMLA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification) may result in denial of the leave request until such certification is provided.
- The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. [The School may contact the employee's health care provider to authenticate a certification as needed.](#)
- If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs

Deleted: The School may contact the employee's health care provider to clarify information in a deficient certification if the employee is unable to cure the deficiency.

from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

- Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.

Procedures for Requesting and Scheduling FMLA Leave:

- An employee should request FMLA leave by completing a Request for Leave form and submitting it to **the Principal (or MERF Human Resources for MERF employees)**. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA leave policy.
- Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her spouse, domestic partner, child, or parent. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA leave was an emergency or was otherwise unforeseeable.
- Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
- If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, domestic partner, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

- If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
- If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
- The School will respond to an FMLA leave request no later than five (5) days of receiving the request. If an FMLA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work:

- Upon timely return at the expiration of the FMLA leave period, an employee (other than a "key" employee whose reinstatement would cause serious and grievous injury to the School's operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.

- When a request for FMLA leave is granted to an employee (other than a “key” employee), the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
- Before an employee will be permitted to return from FMLA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
- If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

Limitations on Reinstatement

- MPS may refuse to reinstate a “key” employee if the refusal is necessary to prevent substantial and grievous injury to the School’s operations. A “key” employee is an exempt salaried employee who is among the highest paid 10% of the School’s employees within seventy-five (75) miles of the employee’s worksite.
- A “key” employee will be advised in writing at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he/she qualifies as a “key” employee and the potential consequences with respect to reinstatement and maintenance of health benefits if the School determines that substantial and grievous injury to the School’s operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, the School will notify the “key” employee in writing (by certified

mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee’s reinstatement would cause the School to suffer substantial and grievous injury. If the School realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

Employment during Leave:

No employee, including employees on FMLA leave, may accept employment with any other employer without the School’s written permission. An employee who accepts such employment without the School’s written permission will be deemed to have resigned from employment at the School.

2. Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

Employee Eligibility Criteria:

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

Events That May Entitle an Employee to Pregnancy Disability Leave:

The four (4) -month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

- The employee is unable to work at all or is unable to perform any one or more of

the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or

- The employee needs to take time off for prenatal care.

Duration of Pregnancy Disability Leave:

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by-case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional

leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

Pregnancy disability leave does not count against the leave which may be available as Family Care and Medical Leave.

Pay During Pregnancy Disability Leave:

- An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
- The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
- Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

Health Benefits:

MPS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) - month period. MPS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

- The employee fails to return from leave after the designated leave period expires.
- The employee's failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition that

entitles the employee to pregnancy disability leave.

- There is a non-pregnancy related medical condition requiring further leave.
- Any other circumstance beyond the control of the employee.

Seniority:

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

Medical Certifications:

- An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
- Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

Requesting and Scheduling Pregnancy Disability Leave:

- An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Principal (or MERF Human Resources for MERF employees). An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.

- Employee should provide not less than thirty (30) days notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
- Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
- Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
- If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
- The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Deleted: of notice

Deleted: In most cases,

Deleted: t

Deleted: within two (2) days of acquiring knowledge that the leave qualifies as pregnancy disability and, in any event,

Return to Work:

- Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise

have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:

- The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
- There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

- When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
- In accordance with MPS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
- If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will

accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

Employment during Leave:

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

3. Medical Leave of Absence

At the discretion of **MERF Human Resources**, an unpaid medical leave of absence may be granted up to **sixty (60) working days** to employees who are not eligible for other leaves. Ask **MERF Human Resources** for information on medical leaves of absence, and any implications unpaid medical leave may have on your eligibility for employee benefits, including medical benefit plan coverage.

4. Unpaid Leave of Absence

MPS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

If you are currently covered, medical, and dental coverage will remain in force during a medical or worker's compensation leave of absence, provided you pay the appropriate premiums. Whether you are required to pay your own premiums will depend upon the length of your leave of absence. During a family/medical leave, your medical and dental benefits will remain in

force provided you pay the appropriate premiums. Benefits are terminated the day any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave.

5. Funeral/Bereavement Leave

Employees will be allowed up to **five (5)** consecutive working days off to arrange and attend the funeral of an immediate family member. For purposes of this policy, an employee's immediate family member includes a parent, spouse, son/daughter, sister/brother, parents-in-law, grandparents, grandchild, sister/brother-in-law, son/daughter-in-law, or domestic partner.

If any employee requires more than **five (5)** days off for bereavement leave, the employee may use any accrued sick days, request additional unpaid leave or may request the opportunity to use any accrued vacation time, which may be granted in the discretion of the School. Bereavement pay will not be used in computing overtime pay.

6. Military and Military Spousal Leave of Absence

MPS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30)

days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, MPS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

MPS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on

Deleted:
Deleted:

Deleted:

leave from deployment during the time that the employee requests leave.

Advance notice of leave is required. Please inform the **Principal (or MERF Human Resources for MERF employees)** of anticipated military leave time as far in advance as possible. Accrued vacation will be paid during military leave at your request and health plan coverage continuance can be arranged for up to twenty-four (24) months during military leave if required premium payments are made by you. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.

7. Drug and Alcohol Rehabilitation Leave

The School will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, including potentially providing unpaid leave to participate in the program. The School will not pay for the costs incurred in attending a rehabilitation program. An employee who wishes to identify him or herself as an individual in need of the assistance of an alcohol or drug rehabilitation program may contact **MERF Human Resources**. The School will take all reasonable steps necessary to maintain the employee's privacy in this situation. The employee may use accrued sick leave or accrued vacation time, if any, during requested leave.

Nothing in this policy shall prohibit the School from refusing to hire or discharge an employee who, because of his or her current use of alcohol or drugs, is unable to perform his/her duties or cannot perform the duties in a manner that would not endanger his/her health or safety or the health or safety of others.

8. Time Off for Adult Literacy Programs

The School will reasonably accommodate and assist any employee who reveals a problem of illiteracy and requests employer assistance in

enrolling in an adult literacy education program. Employees will be required to bear the cost associated with enrollment in an adult literacy education program, but the School will assist the employee by providing the locations of local literacy education programs. The School may also arrange for a literacy education provider to visit the School.

An employee who wishes to reveal a problem of illiteracy and request School assistance should contact **MERF Human Resources**. The School will take all reasonable steps to safeguard the employee's privacy. Nonexempt employees may use accrued vacation pay if available to make up for the work that is missed to attend literacy classes.

9. School Appearance and Activities Leave

As required by law, MPS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of MPS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy

Deleted: The School provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty and for examinations to determine fitness for any such duty. Total military leave time taken may not exceed five years during employment, except in special circumstances.

Deleted: Employees may be eligible for as many as ten (10) unpaid days off when their spouse is on leave from military deployment during a period of military conflict. A qualified employee is one who works more than twenty (20) hours per week and whose spouse is a member of the Armed Forces, National Guard or Reserves who has been deployed during a period of military conflict. In order to qualify for the leave, the employee must notify the School within two (2) days of receiving official notice that his or her spouse will be on leave from deployment and must provide written documentation certifying that the spouse will be on leave from deployment.

of the notice from the child’s school requesting the presence of the employee.

10. Time Off to Serve as Election Official

Any employee who serves as an election official is eligible for unpaid leave on election day for purposes of service. Please notify the **Principal (or MERF Human Resources for MERF employees)** of your commitment to act as election official as far in advance as possible.

11. Time Off for Jury and Witness Duty

The School will provide employees unpaid leave to serve as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The School will also provide employees unpaid leave to appear in court or other judicial proceeding as a witness, as permitted by law, to comply with a valid subpoena or other court order. Please notify the **Principal (or MERF Human Resources for MERF employees)** of your commitment to serve on a jury or as a witness as far in advance as possible.

12. Victims of Abuse Leave

MPS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee’s own health, safety or welfare, or that of the employee’s child or children. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the

domestic violence, sexual assault, or stalking.

- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide MPS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide MERF Human Resources one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.

Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee’s absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, MPS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees’ safety while at work. To request an accommodation under this policy, an employee should contact MERF Human Resources.

13. Time Off for Victims of Crime

An Employee who is a victim of certain crimes (violent felonies, felony thefts and serious felonies as defined by law) or is an immediate family member of a victim, is a registered domestic partner of a victim or the child of a

Deleted: <#>Time Off to Attend Child’s School Disciplin ... [7]

Deleted: Time Off for Victims of Crime or Domestic Violence

Deleted: Employees who are victims of domestic violence or sexual assault will be given time off as necessary in accordance with the law. Employees may be required to provide reasonable advanced notice of the need for time off if feasible and documentation establishing the right to such time off may be requested. The School will take all reasonable steps to maintain the confidentiality of any employee requesting crime victim/domestic violence leave. Please notify **MERF Human Resources** of your need to seek relief as far in advance as possible. If applicable, an employee may use accrued vacation leave for these purposes. -

registered domestic partner of a victim will be given time off as necessary in accordance with the law. Employees may be required to provide reasonable advanced notice of the need for time off if feasible and documentation establishing the right to such time off may be requested. The School will take all reasonable steps to maintain the confidentiality of any employee requesting crime victim leave. Please notify **MERF Human Resources** of your need for time off as far in advance as possible. As applicable, an employee may use accrued vacation leave or sick leave for crime victim leave purposes.

14. Time Off for Volunteer Firefighters

Employees who perform emergency duties as volunteer firefighters, reserve peace officers or emergency rescue personnel will be given time off as necessary in accordance with the law. Employees are requested to alert **the Principal (or MERF Human Resources for MERF employees)** of their status as volunteer firefighters, reserve peace officers or emergency rescue personnel so that the School will have advanced notice of the employee's potential need to leave the School in the event of an emergency. Any time an employee must perform emergency duties, he/she must notify **the Principal (or MERF Human Resources for MERF employees)** before leaving the School's premises.

15. Time Off for Voting

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two (2) hours of paid time off will be provided, at the beginning or the end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work. Please contact **the Principal (or MERF Human Resources for MERF employees)** to request and schedule time off to vote.

16. Industrial Injury Leave (Workers' Compensation)

Deleted: Leave

MPS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure you receive any worker's compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to the Principal;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Principal; and
- Provide the School with a certification from your health care provider regarding the need for workers' compensation disability leave as well as your eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. [FILL IN], with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems (“EMS”) such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Principal and to the individual responsible for reporting to the School’s insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School’s approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers’ Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School’s approved medical facility before returning to work.
 - Any time there is a job-related injury, the School’s policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Employees that are temporarily totally disabled due to a work-related illness or injury will be placed on workers’ compensation leave. The duration of your leave will depend upon the rate of your recovery and the business needs of the School. Workers’ compensation leave will run concurrently with any other applicable medical leave of absence.

17. Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to thirty (30) workdays off in a 12-month period.

To be eligible for bone marrow or organ donation leave (“Donor Leave”), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

An employee must first use his or her earned but unused sick leave for bone marrow donation and two (2) weeks’ worth of earned but unused sick leave for organ donation. If the employee has an insufficient number of sick days available, the leave will be considered unpaid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

18. Returning from Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor’s return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee

Deleted: .

should give the **Principal (or MERF Human Resources for MERF employees)** thirty (30) days' notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If you need further information regarding Leaves of Absence, be sure to consult **MERF Human Resources**.

E. Retirement

1. Certificated Staff Members

All certificated staff members who are eligible, including, but not limited to, administrators, counselors, school psychologists, special education program administrators, and teaching employees will participate in the State Teachers' Retirement System (STRS).

2. Classified Staff Members

All full-time non-certificated staff members, including, but not limited to, office staff and instructional aides, are eligible to participate in the Public Employees' Retirement System (PERS).

All part-time non-certificated employees hired to work six months or more become eligible to participate in PERS on the date of hire. For part-time employees, they become PERS members the first day of the next pay period after completion of 1,000 hours or 125 days in a fiscal year.

All non-credentialed employees also contribute to Social Security. MPS offers a 401(k) plan to eligible non-certificated staff members who elect not to participate in PERS. Employees enrolled in the 401(k) plan also contribute to Social Security.

3. Oversight of Benefits

The HR Department and the Finance Department at the MPS Home Office are responsible for monitoring the appropriate administration of benefits and ensuring appropriate arrangements for retirement coverage are made for all employees. The Charter School will make any contribution that is legally required of the employer, including STRS, PERS, Social Security, workers' compensation, and other payroll obligations.

All withholdings from employees and the Charter School will be forwarded to the STRS and PERS funds as required. Employees will accumulate service credit years in the same manner as all other members of STRS and PERS. The Charter School will submit all retirement data and will comply with all policies and procedures for payroll reporting. The Charter School assures that it will provide retirement information in a format required by the County.

Deleted: (Public Agency & Schools Reference Guide, February 2016, citing Government Code § 20281)

Deleted: The Charter School

Employment Evaluation and Separation

F. Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by **his or her direct supervisor**. Performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions or retention of your job. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with **your direct supervisor**, and that you are aware of its contents. The evaluation system or any failure to evaluate an employee in no way alters the at-will employment relationship.

Newly hired employees may have their performance goals reviewed by **your direct supervisor** within the first **ninety (90)** days of employment.

G. Discipline and Involuntary Termination

Violation of the School's policies and rules may warrant disciplinary action, which may take multiple forms, including verbal warnings, written warnings, suspensions or termination. The School's disciplinary system is informal and the School may, in its sole discretion, utilize any

form of discipline it deems appropriate under the circumstances, up to and including termination of employment upon the first offense.

The disciplinary process will be determined by the School in light of the facts and circumstances of each case. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. With the exception of substitute employees and temporary employees, these policies apply to all employees of the School and apply to all job-related activities of such employees.

Violations of the Employee Handbook, employment agreement, MPS charter, or applicable law are all independently and collectively considered misconduct and will result in disciplinary action up to and including release from at-will employment.

H. Voluntary Termination

Except if stated expressly otherwise by employment contract, either the employee or the School may terminate the at-will employment relationship at any time, with or without notice and with or without cause. While it is not required, the School requests that at-will employees electing to resign give as much advance notice as possible (preferably two weeks) to allow the School to plan for your departure.

An exit interview will normally be scheduled on the last day of work with **your direct supervisor**. The purposes of the exit interview is to review eligibility for benefit conversion, to ensure that all necessary forms are completed, to collect any School property (including keys, equipment, documents and records) that may be in the employee's possession, to review the employee's obligations regarding confidential information, and to provide the employee with the opportunity to make any constructive

Deleted: -
Number of Weeks ... [9]

Deleted: - Page Break

Deleted: (less deductions)

Deleted: full-time

Deleted: employees

Deleted: at the time of separation. MPS will buy back all unused sick leave days from part-time employees at the employees rate of pay up to \$125 per day, whichever is lower

Deleted: -

Deleted: - Vacation pay is computed on the basis of accrued vacation days (see section titled "Vacation,") assuming twenty (20) working days per month

Deleted: For example, if an employee has accrued fifteen (15) days of vacation at time of separation, he or she will receive an amount that equals to 15/20 (or 75%) of his or her regular monthly salary as vacation pay

Deleted: -

Deleted: Full-time teaching staff does not accrue vacation; they work on a 10-month work schedule, i.e., August through May, or on an 11-month work schedule, i.e., August through June if the last day of school falls in June, and receive pay over a 12-month pay period, i.e., August through June. ... [8]

Deleted: Specific complaints of unlawful harassment are addressed under the School's "Policy Against Unlawful Harassment." -

Deleted: Against

Deleted: - ... [10]

comments and suggestions on improving the working environment at the School. The School appreciates receiving candid opinions of the employee's employment.

I. Pay at Time of Separation

Employees separated from employment will be paid for time worked according to applicable laws. For full-time employees who are employed for less than a full pay period in their last month, salary payments are computed on the basis of actual working days in the month. For this purpose, working days are considered to be forty (40) hours Monday through Friday unless otherwise specified.

The School will buy back all unused sick leave days from employees at the rate of \$125 per day or at the employee's current rate of pay, whichever is lower.

Pay for earned but unused vacation time will be provided to full-time employees at time of separation at the employee's current rate of pay.

Final pay, including pay for any earned but unused sick leave days and vacation time, and if applicable, pay for summer holdback for full-time teaching staff, will be provided in accordance with applicable law.

J. References

All requests for references and employment verifications must be promptly directed to your direct supervisor. When contacted for a reference or employment verification, the School will only provide information concerning dates of employment and the title of the last position held. Other employees may not provide any employment verifications or act as a reference for any other employees.

VII. Internal Complaint Review & Open Door

A. Open Door Policy

The School wishes to provide the most positive and productive work environment possible. To that end, it has an open door policy where it welcomes your questions, suggestions or complaints relating to your job, conditions of employment, the School or the treatment you are receiving. Other than in situations involving harassment (as outlined and described above), please contact the Principal (or MERF Human Resources for MERF employees) with your questions or concerns. If the situation is not resolved to your satisfaction, please contact MERF Human Resources, preferably in writing, who will further investigate the issue.

B. Internal Complaint Review

The purpose of the "Internal Complaint Review Policy" is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the CEO or Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School's "Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation."

Internal Complaints:

(Complaints by Employees against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with your direct supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Principal (or the CEO (or designee) for MERF employees):

- The complainant will bring the matter to the attention of **the Principal (or the CEO (or designee) for MERF employees)** as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
- The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. **The Principal (or the CEO for MERF employees) (or designee)** will then investigate the facts and provide a solution or explanation;
- If the complaint is about the Principal, the complainant may file his or her complaint in a signed writing to the **CEO (or designee.) The CEO (or designee)** will then investigate the facts and provide a solution or explanation;
- If the complaint is about the CEO, the complainant may file his or her complaint in a signed writing to **the President of the Board of Directors** of the School, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. **The Board President or investigator** will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, the School values each employee’s ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Policy for Complaints Against Employees:

(Complaints by Third Parties against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of **the Principal or the CEO** (if the complaint concerns the Principal) or **the Board President** (if the complaint concerns the CEO) as soon as possible after the events that give rise to the complainant’s concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, **the Principal (or the CEO (or the Board President)) (or designee)** shall abide by the following process:

- **The Principal (or the CEO) (or designee)** shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
- In the event that **the Principal (or the CEO) (or designee)** finds that a complaint against an employee is valid, **the Principal (or the CEO) (or designee)** may take appropriate disciplinary action against the employee. As appropriate, **the Principal (or the CEO) (or designee)** may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
- **The Principal’s (or the CEO’s) (or designee’s)** decision relating to the complaint shall be final unless it is appealed to the Board of Directors of the School. The decision of the Board of Directors shall be final.

General Requirements:

Deleted: Against

- Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
- Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

Resolution: The Board (if a complaint is about the CEO) or the CEO (if a complaint is about the Principal or MERF employees) or the Principal or designee will investigate complaints appropriately under the circumstances and

pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

Deleted: .

VI. Amendment to Employee Handbook

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

MPS reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the COO, Principal, MERF Human Resources, or Board President.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

MPS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s):

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

List any witnesses that were present:

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant
Date: _____

Print Name

Received by: _____ Date: _____

APPENDIX B
COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against:

List any witnesses that were present:

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE PRINCIPAL.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the Board of the School, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

Employee's Signature: _____ Date: _____

Please sign/date and upload to Paycom.

Deleted: , tear out, and return to the School.

Deleted: ACKNOWLEDGEMENT OF HANDBOOK AND AT-WILL EMPLOYMENT - ... [11]

Deleted: ACKNOWLEDGEMENT OF HANDBOOK AND
AT-WILL EMPLOYMENT ... [12]

<u>I. Introduction</u>	56
<u>II. Conditions of Employment</u>	Error! Bookmark not defined. 6
<u>A. At-Will Employment</u>	<u>5</u>
<u>B. Equal Employment Opportunity Policy</u>	67
<u>C. Immigration Compliance</u>	6
<u>D. Employee Classifications</u>	78
<u>E. Relationships between Employees</u>	7
<u>F. Certification and Licensure of Instructional Staff</u>	89
<u>G. Tuberculosis Testing</u>	8
<u>H. Criminal Background Checks</u>	910
<u>I. Policy Prohibiting Unlawful Harassment</u>	910
<u>J. Staff/Student Interaction Policy</u>	11
<u>K. Child Neglect and Abuse Reporting</u>	14
<u>III. General Workplace Policies</u>	15
<u>A. Workplace Violence</u>	15
<u>B. Open Door Policy</u>	15
<u>C. Drug-Free Workplace</u>	15
<u>D. Smoking</u>	15
<u>E. Health, Safety and Security Policies</u>	15
<u>F. Security Protocols</u>	15
<u>G. Occupational Safety</u>	16
<u>H. Accident/Incident Reporting</u>	16
<u>I. Reporting Fires and Emergencies</u>	16
<u>J. School Property Inspections</u>	16
<u>K. Soliciting/Conducting Personal Business While on Duty</u>	16
<u>L. Use of School Communication Equipment and Technology</u>	17
<u>M. Social Media</u>	18
<u>N. Participation in Recreational or Social Activities</u>	18
<u>O. Personnel Files and Record Keeping Protocols</u>	18
<u>P. Intellectual Property Rights</u>	19
<u>Q. Media Contacts</u>	19
<u>R. Whistleblower Policy</u>	19
<u>IV. Hours of Work, Overtime and Attendance</u>	20
<u>A. Work Hours and Schedules</u>	20
<u>B. Overtime</u>	20
<u>C. Make Up Time</u>	21
<u>D. Wage Attachments and Garnishments</u>	21
<u>E. Work Breaks</u>	21
<u>F. Lactation Accommodation</u>	22
<u>G. Pay Days</u>	22
<u>H. Payroll Withholdings</u>	22
<u>I. Salary Compensation for Partial Pay Period</u>	23
<u>J. Pay Rate Schedule</u>	23
<u>K. Attendance Policy</u>	23
<u>L. Time/Cards/Records</u>	23

<u>M. Mandatory Training and Meetings</u>	24
<u>V. Standards of Conduct</u>	25
<u>A. Personal Appearance/Standards of Dress</u>	25
<u>B. Prohibited Conduct</u>	25
<u>C. Off-Duty Conduct</u>	27
<u>D. Confidential Information</u>	28
<u>E. Conflict of Interest</u>	28
<u>F. Expense Reimbursements</u>	28
<u>VI. Employee Benefits</u>	28
<u>A. Holidays and Vacation</u>	28
1. <u>Legal Holidays</u>	28
2. <u>School Breaks</u>	28
3. <u>Floating Holidays</u>	29
4. <u>Vacation</u>	2939
<u>B. Sick Leave</u>	30
<u>C. Insurance Benefits</u>	31
1. <u>Health Insurance</u>	31
2. <u>Disability Insurance</u>	31
3. <u>Family Leave Insurance</u>	32
4. <u>Workers' Compensation Insurance</u>	32
5. <u>COBRA Benefits</u>	32
<u>D. Leaves of Absence</u>	33
1. <u>Family Care and Medical Leave</u>	33
2. <u>Pregnancy Disability Leave</u>	38
3. <u>Medical Leave of Absence</u>	41
4. <u>Unpaid Leave of Absence</u>	41
5. <u>Funeral/Bereavement Leave</u>	41
6. <u>Military and Military Spousal Leave of Absence</u>	41
7. <u>Drug and Alcohol Rehabilitation Leave</u>	42
8. <u>Time Off for Adult Literacy Programs</u>	43
9. <u>Time Off to Attend Child's School Discipline</u>	43
10. <u>Time Off to Attend Child's School Activities</u>	43
11. <u>Time Off to Serve as Election Official</u>	43
12. <u>Time Off for Jury and Witness Duty</u>	43
13. <u>Time Off for Victims of Crime or Domestic Violence</u>	44
14. <u>Time Off for Victims of Crime</u>	44
15. <u>Time Off for Volunteer Firefighters</u>	44
16. <u>Time Off for Voting</u>	44
17. <u>Workers' Compensation Leave</u>	44
18. <u>Bone Marrow and Organ Donor Leave</u>	44
19. <u>Returning from Leave of Absence</u>	45
<u>E. Retirement</u>	45
<u>VII. Employment Evaluation and Separation</u>	47
<u>A. Employee Reviews and Evaluations</u>	47
<u>B. Discipline and Involuntary Termination</u>	47
<u>C. Voluntary Termination</u>	47
<u>D. Pay at Time of Separation</u>	48

E. References..... 48
VIII. Internal Complaint Review..... 49
IX. Amendment to Employee Handbook..... 50
APPENDIX A Harassment/Discrimination/Retaliation Complaint Form..... AA
APPENDIX B Complaint Form..... AB

Page Break

Page 15: [2] Deleted Sarah Valdez 7/5/17 1:15:00 PM

Any employee who knows or reasonably suspects a child has been the victim of child abuse shall report the instance to Child Protective Services. Child abuse is broadly defined as “a physical injury that is inflicted by other than accidental means on a child by another person.” School employees are required to report instances of child abuse when the employee has a “reasonable suspicion” that child abuse or neglect has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause a reasonable person in a like position to suspect child abuse or neglect.

Child abuse should be reported immediately by phone to Child Protective Services. The phone call is to be followed by a written report prepared by the employee within thirty-six (36) hours, which may be sent by fax or electronically. There is no duty for the reporter to contact the child’s parents.

Page 16: [3] Deleted Sarah Valdez 7/5/17 1:17:00 PM

Open Door Policy

The School wishes to provide the most positive and productive work environment possible. To that end, it has an open door policy where it welcomes your questions, suggestions or complaints relating to your job, conditions of employment, the School or the treatment you are receiving. Other than in situations involving harassment (as outlined and described above), please contact **the Principal (or MERF Human Resources for MERF employees)** with your questions or concerns. If the situation is not resolved to your satisfaction, please contact **MERF Human Resources**, preferably in writing, who will further investigate the issue.

Drug-Free Workplace

MPS is committed to providing a drug and alcohol free workplace and to promoting safety in the workplace, employee health and well-being, customer confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to workers and to other MPS stakeholders.

The bringing to the work place, possession or use of intoxicating beverages or drugs on any School premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

Smoking

All School buildings and facilities are non-smoking facilities.

Page 19: [4] Deleted Sarah Valdez 7/5/17 1:28:00 PM

Whistleblower Policy

MPS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Page 21: [5] Deleted

Sarah Valdez

7/5/17 1:31:00 PM

School employees are allowed one (1) **thirty (30)-minute** unpaid meal break each work day where the employee works more than five (5) hours in a day. Employees are not allowed to work more than five (5) hours without taking a meal break, unless the employee does not work more than six (6) hours in a day and the employee voluntarily waives the meal break in writing.

Employees must take two (2) ten (10)-minute paid break periods for each full workday, as close as practicable to the mid-point of any continuous four (4) hour work period. Employees should contact **the Principal (or MERF Human Resources for MERF employees)** to schedule their meal and break periods.

Page 28: [6] Deleted

Sarah Valdez

7/5/17 1:41:00 PM

Confidential Information

All information relating to students, including schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations that he or she believes may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts related to a potential or actual conflict of interest shall constitute grounds for disciplinary action.

Expense Reimbursements

The School may reimburse employees for certain reasonably necessary expenses incurred in the furtherance of School business, including, but not limited to, fingerprint processing fees, TB test fees, First Aid & CPR fees, fees of exams that lead to professional certification (CSET, CTEL, CLAD, CPACE, etc.,) and other approved School business and profession related expenses. Credential fees, university entrance exam fees, US Constitution exam fees, and fees for basic skills tests such as CBEST, RICA, etc., are not reimbursable. Please refer to the MPS Tuition Reimbursement policy for professional development opportunities and certification programs reimbursed by the School.

In order to be eligible for reimbursement, employees must follow the protocol set forth in the School's policy regarding expenditures, a copy of which may be obtained from the **Principal (or MERF Human Resources for MERF employees)**. In general, all expenses must have been previously approved **in CoolSIS by the Principal (or the CEO (or designee) for MERF employees)**. All reimbursement forms must be complete and submitted **in CoolSIS**.

Page 43: [7] Deleted

Sarah Valdez

7/5/17 1:56:00 PM

Time Off to Attend Child's School Discipline

Any employee who is a parent or legal guardian of a child that has received written notice from the child's school requesting his or her attendance at a disciplinary conference is entitled to take unpaid leave to attend the conference. Please contact **the Principal (or MERF Human Resources for MERF employees)** to determine eligibility and scheduling before taking any leave to attend a disciplinary conference.

Time Off to Attend Child's School Activities

Employees that are parents, guardians (including a stepparent, foster parent, or grandparents of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of MPS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

If both parents of a child work for the School, the first parent to provide notice may take the time off, unless the School approves both parents taking time off simultaneously.

Page 48: [8] Deleted

Patricia Cano

7/5/17 12:40:00 PM

Full-time teaching staff does not accrue vacation; they work on a 10-month work schedule, i.e., August through May, or on an 11-month work schedule, i.e., August through June if the last day of school falls in June, and receive pay over a 12-month pay period, i.e., August through June.

For full-time teaching staff, the actual working days start on the first day of summer teacher in-service and end on the last day of school or on the end-of-year school wrap-up day, whichever is later.

Full-time teaching staff who have been fully employed during a 10 or 11 month work schedule will continue to receive their June and July salaries, also called summer holdback, at their regular monthly rate, making it a complete 12-month pay period.

For full-time teaching staff who have been employed less than the full 10- or 11-month work schedule, June and July salaries will be prorated based on the actual number of days and months fully worked during the school year.

Page 48: [9] Deleted

Patricia Cano

7/5/17 12:43:00 PM

This policy applies to all fulltime, classified employees of MPS. In the event of an involuntary termination due to a reduction in force/downsizing, change in company direction, job elimination or termination for performance, MPS provides a severance benefit for the affected employees. This does not apply to terminations for cause, refusal to be reassigned or refusal to be relocated. Part-time employees and contractors will not receive severance pay. Certificated employees will not receive severance pay unless expressly stated in the fixed term agreement.

Payment Amount

The rate of severance is based on length of service with MPS.

Length of Service	Number of Weeks
Less than one year	2
One year - less than two	3
Two years - less than three	4
Three years - less than four	5
Four years - less than five	6
Five years - less than six	7
Six years or more	8

The maximum allowed severance is eight weeks. Severance is calculated on base pay only. Employees may choose to receive it as a salary continuation benefit (continue payments on scheduled paydays) or in a lump sum.

Insurance Benefits

Health and dental insurance coverage, if applicable, end on the last day of the month in which the employee receives the severance benefit. Upon termination of coverage, COBRA notification will be forwarded.

Page 48: [10] Deleted

Oreille Revish

7/7/17 6:09:00 PM

Page liv: [11] Deleted

Sarah Valdez

7/5/17 2:21:00 PM

ACKNOWLEDGEMENT OF HANDBOOK AND AT-WILL EMPLOYMENT

I acknowledge that I have received the Magnolia Public Schools' (MPS) Employee Handbook. I have read the Handbook and understand the contents of the Handbook. I agree to abide by all of the School's policies.

I understand and agree to my at-will employment status as described in the Handbook, summarized as follows:

This Handbook does not in any way reflect a contract of employment, either express or implied between me and the School.

The School is an at-will employer. I am free to terminate the employment relationship with the School at any time; the School, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me for any or no reason at any time. Specifically, the School may modify all terms of employment including any policy or practice and/or my hours, wages, working conditions, job assignments, position title, compensation rates and benefits in its sole discretion.

Nothing in this Handbook creates, or is intended to create, a promise or representation of continued employment or guaranteed terms and conditions of employment for me. Further, there is no agreement, express or implied, written or verbal, between the employee and the School for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment.

I understand that other than the **Chief Executive Officer (CEO) of MPS**, no supervisor or representative of the School has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. I understand that only the **CEO** has the authority to make any such agreement and then only in writing signed by the **President of the Board of Directors**.

Employee's Name: _____

Employee's Signature: _____

Date: _____

Section Break (Next Page)

Copy for Employee

Page ii: [12] Deleted

Sarah Valdez

7/5/17 2:21:00 PM

ACKNOWLEDGEMENT OF HANDBOOK AND AT-WILL EMPLOYMENT

I acknowledge that I have received the Magnolia Public Schools' (MPS) Employee Handbook. I have read the Handbook and understand the contents of the Handbook. I agree to abide by all of the School's policies.

I understand and agree to my at-will employment status as described in the Handbook, summarized as follows:

This Handbook does not in any way reflect a contract of employment, either express or implied between me and the School.

The School is an at-will employer. I am free to terminate the employment relationship with the School at any time; the School, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me for any or no reason at any time. Specifically, the School may modify all terms of employment including any policy or practice and/or my hours, wages, working conditions, job assignments, position title, compensation rates and benefits in its sole discretion.

Nothing in this Handbook creates, or is intended to create, a promise or representation of continued employment or guaranteed terms and conditions of employment for me. Further, there is no agreement, express or implied, written or verbal, between the employee and the School for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment.

I understand that other than the **Chief Executive Officer (CEO) of MPS**, no supervisor or representative of the School has the authority to enter into any agreement, express or implied, for

employment for any specific period of time, or to make any agreement for employment other than at-will. I understand that only the **CEO** has the authority to make any such agreement and then only in writing signed by the **President of the Board of Directors**.

Employee's Name: _____

Employee's Signature: _____

Date: _____

Copy for Personnel Fil

Cover Sheet

Approval of MPS Youth Suicide Prevention Policy

Section: II. Consent Items
Item: G. Approval of MPS Youth Suicide Prevention Policy
Purpose: Vote
Submitted by:
Related Material: II G Suicide Prevention Policy.pdf



MAGNOLIA PUBLIC SCHOOLS

Board Of Directors

Board Agenda Item #	II G
Date:	07.13.2017
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D. CEO & Superintendent
Staff Lead:	David Yilmaz, Chief Accountability Officer Victoria Marzouk, Director of Special Programs
RE:	Approval of the MPS Youth Suicide Prevention Policy

Proposed Board Recommendation

I move that the board approve the MPS Youth Suicide Prevention Policy.

Background

This is a new MPS policy per California Education Code Section 215, as added by Assembly Bill 2246, (Chapter 642, Statutes of 2016), which mandates that the governing board of any local educational agency (LEA) that serves pupils in grades seven to twelve, inclusive, adopt a policy on pupil suicide prevention, intervention, and postvention.

Youth suicide is a preventable public health problem, yet it occurs at epidemic levels in California and across the nation. Youth suicide is the second leading cause of death for adolescents and young adults between the ages of fifteen to twenty-four. Research demonstrates that 20 percent of students in our kindergarten through twelfth grade classrooms suffer from a mental health issue that affects their relationships at home, in school, and the community. Often these students suffer silently, become alienated, and may be quietly contemplating suicide.

To promote student success inside and outside the classroom, we need to provide the tools and training to help school staff create a caring and supportive school environment. Early detection of student mental health issues by trusted adults and referrals for appropriate mental health care can save lives on school campuses across the state.

The attached policy is drafted by our legal counsel and includes all components of the applicable Education Code provision, Section 215. It is based on CDE's model policy. CDE's template can be found by accessing the link on this page: <http://www.cde.ca.gov/ls/cg/mh/index.asp>. Legal counsel has revised it to avoid confusion and to provide more flexibility for charter schools.

The health, safety, and well-being of our students, including mental health and wellness, must be a top priority in our schools. By working together, we can increase awareness of the mental health issues our students face and reduce the number of student suicides.



MAGNOLIA PUBLIC SCHOOLS

13950 Milton Ave. 200B Westminster, CA 92683

P: (714) 892-5066 F: (714) 362-9588

Budget Implications

All staff trainings will take place at either the August all staff training or at one of the all staff symposiums and will be absorbed by re-prioritizing professional development budgets. There will also be an on line training option through Safe Schools that will be assigned to current and new staff. Human Resources will document the participation of training as an added duty.

Name of Staff Originator:

David Yilmaz (Chief Accountability Officer)

Victoria Marzouk (Director of Special Programs)

Attachments

MPS Youth Suicide Prevention Policy

Magnolia Public Schools

YOUTH SUICIDE PREVENTION POLICY

The Board of Directors of Magnolia Public Schools (“MPS”) recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students and families, the Board of Directors has developed prevention strategies and intervention procedures..

In compliance with Education Code section 215, this policy has been developed in consultation with MPS and community stakeholders, MPS school-employed mental health professionals (e.g., school counselors, psychologists, social workers, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, law enforcement, and community organizations in planning, implementing, and evaluating MPS’ strategies for suicide prevention and intervention. MPS must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources.

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, MPS shall appoint an individual (or team) to serve as the suicide prevention point of contact for MPS. This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

A. Staff Development

MPS, along with its partners, has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training shall be provided for all school staff members. It may also be provided, when appropriate, for other adults on campus (such as substitutes and intermittent staff, volunteers, interns, tutors, coaches, and afterschool staff).

Training:

- All suicide prevention trainings shall be offered under the direction of mental health professionals (e.g., school counselors, school psychologists, other public entity professionals, such as psychologists or social workers) who have received advanced training specific to suicide. Staff training may be adjusted year-to-year based on previous professional development activities and emerging best practices.
- At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
- At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment or annually. Core components of the general suicide prevention training shall include:
 - Suicide risk factors, warning signs, and protective factors;

- How to talk with a student about thoughts of suicide;
- How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and an immediate referral for a suicide risk assessment;
- Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment while staying under constant monitoring by staff member;
- Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide;
- Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify school climate deficits and drive program development. See the Cal-SCHLS Web site at <http://cal-schls.wested.org/>.
- Information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
 - Youth affected by suicide;
 - Youth with a history of suicide ideation or attempts;
 - Youth with disabilities, mental illness, or substance abuse disorders;
 - Lesbian, gay, bisexual, transgender, or questioning youth;
 - Youth experiencing homelessness or in out-of-home settings, such as foster care;
 - Youth who have suffered traumatic experiences.
- In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff may include the following components:
 - The impact of traumatic stress on emotional and mental health;
 - Common misconceptions about suicide;
 - School and community suicide prevention resources;
 - Appropriate messaging about suicide (correct terminology, safe messaging guidelines);
 - The factors associated with suicide (risk factors, warning signs, protective factors);
 - How to identify youth who may be at risk of suicide;
 - Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on MPS guidelines) how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on MPS guidelines;
 - MPS-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures should emphasize that the suicidal student should be constantly supervised until a suicide risk assessment is completed;
 - MPS-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention);
 - Responding after a suicide occurs (suicide postvention);
 - Resources regarding youth suicide prevention;
 - Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide;

- Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.

B. Employee Qualifications and Scope of Services

Employees of MPS must act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

C. Parents, Guardians, and Caregivers Participation and Education

- Parents/guardians/caregivers may be included in suicide prevention efforts. At a minimum, schools shall share this Policy with parents/guardians/caregivers by notifying them where a complete copy of the policy is available.
- This suicide prevention policy shall be prominently displayed on the MPS Web page and included in the parent handbook.
- Parents/guardians/caregivers should be invited to provide input on the development and implementation of this policy.
- All parents/guardians/caregivers may have access to suicide prevention training that addresses the following:
 - Suicide risk factors, warning signs, and protective factors;
 - How to talk with a student about thoughts of suicide;
 - How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and referral for an immediate suicide risk assessment.

D. Student Participation and Education

Messaging about suicide has an effect on suicidal thinking and behaviors. Consequently, MPS along with its partners has carefully reviewed and will continue to review all materials and resources used in awareness efforts to ensure they align with best practices for safe messaging about suicide. Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with MPS and is characterized by caring staff and harmonious interrelationships among students.

MPS' instructional and student support program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and resilience. The instruction shall not use the stress model to explain suicide.

MPS' instructional curriculum may include information about suicide prevention, as appropriate or needed, taking into consideration the grade level and age of the students. Under the supervision of an appropriately trained individual acting within the scope of her/his credential or license, students shall:

- Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress;
- Receive developmentally appropriate guidance regarding MPS' suicide prevention, intervention, and referral procedures.

The content of the education may include:

- Coping strategies for dealing with stress and trauma;
- How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others;
- Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help;
- Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

Student-focused suicide prevention education can be incorporated into classroom curricula (e.g., health classes, freshman orientation classes, science, and physical education).

MPS will support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide prevention (e.g., Mental Health Awareness Week, Peer Counseling, Freshman Success, and National Alliance on Mental Illness on Campus High School Clubs).

E. Intervention and Emergency Procedures

MPS designates the following administrators to act as the primary and secondary suicide prevention liaisons:

- School Psychologist
- Principal

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

The suicide prevention liaison shall immediately notify the Principal or designee, who shall then notify the student's parent/guardian as soon as possible if appropriate and in the best interest of the student. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

The suicide prevention liaison shall also refer the student to mental health resources at MPS or in the community.

When a student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

When a suicide attempt or threat is reported on campus or at a school-related activity, the suicide prevention liaison shall, at a minimum:

1. Ensure the student's physical safety by one of the following, as appropriate:
 - Securing immediate medical treatment if a suicide attempt has occurred;
 - Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened;
 - Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene.
 - Remaining calm, keeping in mind the student is overwhelmed, confused, and emotionally distressed;
 - Moving all other students out of the immediate area;
 - Not sending the student away or leaving him/her alone, even to go to the restroom;
 - Providing comfort to the student, listening and allowing the student to talk and being comfortable with moments of silence;
 - Promising privacy and help, but not promising confidentiality.
2. Document the incident in writing as soon as feasible.
3. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed.
4. After a referral is made, MPS shall verify with the parent/guardian that the follow up treatment has been accessed. Parents/guardians will be required to provide documentation of care for the student. If parents/guardians refuse or neglect to access treatment for a student who has been identified to be at risk for suicide or in emotional distress, the suicide prevention liaisons shall meet with the parent to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of care. If follow up care is still not provided, MPS may contact Child Protective Services.
5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at MPS.
6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

In the event a suicide occurs or is attempted on the MPS campus, the suicide prevention liaison shall follow the crisis intervention procedures contained in MPS' safety plan. After consultation with the Principal or designee and the student's parent/guardian about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the Principal or designee may provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. MPS staff may receive assistance from MPS counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

In the event a suicide occurs or is attempted off the MPS campus and unrelated to school activities, the Principal or designee shall take the following steps to support the student:

1. Contact the parent/guardian and offer support to the family.
2. Discuss with the family how they would like MPS to respond to the attempt while minimizing widespread rumors among teachers, staff, and students.

3. Obtain permission from the parent/guardian to share information to ensure the facts regarding the crisis are correct.
4. The suicide prevention liaisons shall handle any media requests.
5. Provide care and determine appropriate support to affected students.
6. Offer to the student and parent/guardian steps for re-integration to School. Re-integration may include obtaining a written release from the parent/guardian to speak with any health care providers; conferring with the student and parent/guardian about any specific requests on how to handle the situation; informing the student's teachers about possible days of absences; allowing accommodations for make up work (being understanding that missed assignments may add stress to the student); appropriate staff maintaining ongoing contact with the student to monitor the student's actions and mood; and working with the parent/guardian to involve the student in an aftercare plan.

F. Supporting Students during or after a Mental Health Crisis

Students shall be encouraged through the education program and in MPS activities to notify a teacher, the Principal, another MPS administrator, psychologist, MPS counselor, suicide prevention liaisons, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions. MPS staff should treat each report seriously, calmly, and with active listening and support. Staff should be non-judgmental to students and discuss with the student, and parent/guardian, about additional resources to support the student.

G. Responding After a Suicide Death (Postvention)

A death by suicide in the school community (whether by a student or staff member) can have devastating consequences on the school community, including students and staff. MPS shall follow the below action plan for responding to a suicide death, which incorporates both immediate and long-term steps and objectives:

The suicide prevention liaison shall:

- Coordinate with the Principal to:
 - Confirm death and cause;
 - Identify a staff member to contact deceased's family (within 24 hours);
 - Enact the Suicide Postvention Response;
 - Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
- Coordinate an all-staff meeting, to include:
 - Notification (if not already conducted) to staff about suicide death;
 - Emotional support and resources available to staff;
 - Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration);
 - Share information that is relevant and that which you have permission to disclose.
- Prepare staff to respond to needs of students regarding the following:
 - Review of protocols for referring students for support/assessment;
 - Talking points for staff to notify students;
 - Resources available to students (on and off campus).

- Identify students significantly affected by suicide death and other students at risk of imitative behavior;
- Identify students affected by suicide death but not at risk of imitative behavior;
- Communicate with the larger school community about the suicide death;
- Consider funeral arrangements for family and school community;
- Respond to memorial requests in respectful and non-harmful manner; responses should be handed in a thoughtful way and their impact on other students should be considered;
- Identify media spokesperson if needed.
- Include long-term suicide postvention responses:
 - Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed
 - Support siblings, close friends, teachers, and/or students of deceased
 - Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide

Cover Sheet

Approval of Changes to Student Policies: Mathematics Placement, Anti-Bullying, Homeless Education

Section: II. Consent Items
Item: H. Approval of Changes to Student Policies: Mathematics Placement, Anti-Bullying, Homeless Education
Purpose: Vote
Submitted by:
Related Material: II H Revisions to Student Policies.pdf



MAGNOLIA PUBLIC SCHOOLS

Board Of Directors

Board Agenda Item #	II H
Date:	07.13.2017
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D. CEO & Superintendent
Staff Lead:	David Yilmaz, Chief Accountability Officer
RE:	Approval of revisions to student policies: Mathematics Placement, Anti-Bullying, and Homeless Education

Proposed Board Recommendation

I move that the board approve the revisions to student policies: Mathematics Placement, Anti-Bullying, and Homeless Education.

Background

The following three policies have been updated to comply with the changes in the law and the most recently updated charter petitions of MPS: Mathematics Placement, Anti-Bullying, and Homeless Education. Attached redlined copies show all revisions. In summary, the revisions are as follows:

Mathematics Placement: The criteria for placing students into the accelerated courses have been made more flexible using OR statements such rather than AND statements. For example; the criteria have been revised to state “Standard Exceeded” on Smarter Balanced OR on the Spring MAP test rather than exceeding on both tests. Also, MAP test linking tables have been added to the policy to delineate the cut-off scores for Standard Met and Exceeded. Finally, the language around parent meeting has been revised to encourage a meeting rather than mandating it as a criterion.

Anti-Bullying: The following statement has been added: “Per Education Code Section 234.1(b)(1), it is a requirement that if school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so.”

Reporting language has been revised to state “Students are encouraged to inform school personnel if they are the target of or a witness to bullying. If school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so. School personnel are required to report bullying incidents to the appropriate school administrator, i.e., Assistant Principal (or Dean of Students).”

Homeless Education: Definitions and Homeless Liaison responsibilities have been updated to comply with the law.



MAGNOLIA PUBLIC SCHOOLS

13950 Milton Ave. 200B Westminster, CA 92683

P: (714) 892-5066 F: (714) 362-9588

Budget Implications

None.

Name of Staff Originator:

David Yilmaz (Chief Accountability Officer)

Attachments

Curriculum Policy – Mathematics Placement Policy (redlined)

Student Policies - Anti-Bullying Policy (redlined)

Student Policies - Homeless Education Policy (redlined)

MAGNOLIA PUBLIC SCHOOLS (MPS) MATHEMATICS PLACEMENT POLICY

A. Mathematics Placement Policy for Students Entering Grade 9

This policy of the Magnolia Educational & Research Foundation dba Magnolia Public Schools (the “Charter School”) Board of Directors (“Board”) has been adopted to establish a fair, objective, and transparent protocol for placement in mathematics courses for students entering 9th grade, in order to ensure the success of every student and to meet the Legislative intent of the California Mathematics Placement Act of 2015.

1. In determining the mathematics course placement for entering 9th grade students, the Charter School systematically takes multiple objective academic measures of student performance into consideration, including:
 - a. Statewide mathematics assessments, including interim and summative assessments through the California Assessment of Student Performance and Progress (“CAASPP”);
 - b. Placement tests that are aligned to state-adopted content standards in mathematics;
 - c. Recommendation, if available, of each student’s 8th grade mathematics teacher based on classroom assignment and grades;
 - d. Recommendation, if any, of each student’s 9th grade mathematics teacher based on classroom assignments and grades provided at the beginning of the school year;
 - e. Final grade in mathematics on the student’s official, end of the year 8th grade report card;
 - f. Results from all placement checkpoints, including at least one (1) placement checkpoint within the first month of the school year as described in Section 2, below.
2. The Charter School will provide at least one (1) placement checkpoint within the first month of the school year to ensure accurate placement and permit reevaluation of individual student progress. All mathematics teachers responsible for teaching 9th grade students will assess the mathematics placements for each 9th grade student assigned to the teacher’s mathematics class. The teacher’s assessment will take into consideration factors which may include, but are not limited to, the student’s MAP test scores, classroom assignments, quizzes, tests, exams, and grades, classroom participation, and any comments provided by the student, the student’s parent/legal guardian, and/or the student’s other teachers regarding the student’s mathematics placement. Based on the assessment, the teacher will then recommend that the student remain in the current mathematics placement or be transferred to another mathematics placement, in which case the teacher shall specify the mathematics course or level recommended for the student.
3. The Charter School Principal, or his or her designee, shall examine aggregate student placement data annually to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures included in Section 1 of this policy are not held back in a disproportionate manner on the basis of their race, ethnicity, gender, or socioeconomic background. The Charter School shall annually report the aggregate results of this examination to the Charter School Board.
4. The Charter School offers clear and timely recourse for each student and his or her parent or legal guardian who questions the student’s placement, as follows:

Curriculum and Instruction

Mathematics Placement Policy

- a. A parent/legal guardian of any 9th grade student may submit a written request to the Charter School Principal, or his or her designee, that:
 - i. Requests information regarding how the student's mathematics placement was determined. Within five (5) days of receipt, the Charter School Principal or designee shall respond in writing to the parent/legal guardian's request by providing the information, including the objective academic measures that the Charter School relied upon in determining the student's mathematics placement.
 - ii. Requests that the student retake the placement test, in which case the Principal or designee will attempt to facilitate the retest within two (2) weeks.
 - iii. Requests that the student retake the 8th grade end of course final mathematics assessment, in which case the Principal or designee will attempt to facilitate the retest within two (2) weeks.
 - iv. Requests reconsideration of the student's mathematics placement based on objective academic measures. Within five (5) school days of receipt, the Charter School Principal or designee shall respond in writing to the parent/legal guardian's request. The Principal or designee and the student's mathematics teacher must assess the objective academic measures provided by the parent in conjunction with the objective academic measures identified in Section 1 and 2 of this policy. Based on this assessment, the Principal or designee must determine whether the most appropriate mathematics placement for the student is the student's current placement or another placement, in which case the Principal shall specify the mathematics course or level recommended for the student. The Principal's or designee's response must provide the determination as well as the objective academic measures that the Principal or designee relied upon in making that determination.
 - b. Notwithstanding the foregoing, if the Principal or designee requires additional time to respond to a parent/legal guardian's request, the Principal or designee will provide a written response indicating that additional time is needed. In no event shall the Principal's or designee's response time exceed one (1) month.
 - c. If, after reconsideration of the student's mathematics placement by the Principal or designee, the parent/legal guardian is dissatisfied with the student's mathematics placement, the parent/legal guardian may choose to sign a voluntary waiver requesting that the student be placed in another mathematics course against the professional recommendation of the Principal or designee, acknowledging and accepting responsibility for this placement.
5. The Charter School shall ensure that this mathematics placement policy is posted on its website.
 6. This policy is adopted pursuant to the Mathematics Placement Act of 2015, enacted as Education Code Section 51224.7.

B. Mathematics Curriculum and Pathways

The math curriculum at the Charter School is based on the California Common Core State Standards: Mathematics (CA CCSSM) and reflect the importance of **focus**, **coherence**, and **rigor** as the guiding principles for mathematics instruction and learning. These standards will be fully implemented and assessed as a commitment to providing a world-class education for all students that supports college and career readiness and the knowledge and skills necessary to fully participate in the twenty-first-century global economy.

The standards call for learning mathematical content in the context of real-world situations, using mathematics to solve problems, and developing “habits of mind” that foster mastery of mathematics content as well as mathematical understanding. The standards for kindergarten through grade 8 prepare students for higher mathematics. The standards for higher mathematics reflect the knowledge and skills that are necessary to prepare students for college and careers and productive citizenship.

The math instruction at the Charter School will focus deeply on the concepts that are emphasized in the standards so that students can gain strong foundational conceptual understanding, a high degree of procedural skill and fluency, and the ability to apply the mathematics they know to solve problems inside and outside the mathematics classroom. Coherence will be provided through mathematical connections. Some of the connections in the standards knit topics together at a single grade level. Most connections are vertical, as the standards support a progression of increasing knowledge, skill, and sophistication across the grades. Teachers will approach conceptual understanding, procedural skill and fluency, and application with equal intensity, providing instruction with rigor and relevance. In short, the math instruction at the Charter School will meet the challenges of the twenty-first century through innovation.

Requirements for graduation:

In grades 6 through 8, students are required to take core mathematics courses each year. In grades 9 through 12, the Charter School math course requirements are threefold:

1) Credit requirements: MPS requires at least 30 semester credits of math for a standard diploma and 40 semester credits of math for an advanced or honors diploma. ~~Some of these~~ credits can be earned in middle school, ~~but year requirements still apply. See below.~~

2) Year requirements: MPS requires students to be enrolled in a math course for at least two years in grades nine through twelve for a standard diploma (*state requirement*) and at least three years in grades nine through twelve for an advanced or honors diploma. For example; a student may take Mathematics-I or Algebra I in seventh grade, Mathematics II or Geometry in eighth grade, and Mathematics III or Algebra II in ninth grade. The student still needs to take one more year of math for a standard diploma and two more years of math for an advanced or honors diploma.

3) Course requirements: Students need to complete three years of math courses that include the topics covered in elementary and advanced algebra and two-and-three dimensional geometry before graduation. Integrated math courses fulfill this requirement.

Pathways:

Charter School will strive to provide the following pathways depending on student levels, needs/demands and availability of teachers and resources.

Curriculum and Instruction

Mathematics Placement Policy

Pathway	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Regular Pathway	Math 6	Math 7	Math 8	Integrated Math I <i>or</i> Algebra I	Integrated Math II <i>or</i> Geometry	Integrated Math III <i>or</i> Algebra II	Electives *
Accelerated Pathway 1	Math 6	<i>Accelerated Math 7/8</i> **	<i>Integrated Math I</i> ** <i>or</i> <i>Algebra I</i>	Integrated Math II <i>or</i> Geometry	Integrated Math III <i>or</i> Algebra II	Electives *	Electives *
Accelerated Pathway 2	<i>Accelerated Math 6/7</i> ***	<i>Integrated Math I</i> *** <i>or</i> <i>Algebra I</i>	Integrated Math II <i>or</i> Geometry	Integrated Math III <i>or</i> Algebra II	Electives *	Electives *	Electives *
Further Acceleration	In some cases, entering sixth graders may be capable of beginning high school Integrated Math I (or Algebra I) and MPS is eager to accommodate these gifted students. Please see section titled "Middle School Math Placement" below for details.						
<p>* Electives include Integrated Math IV/Precalculus, AP Calculus AB, AP Calculus BC, AP Statistics, and other math courses depending on student levels, needs/demands and availability of teachers and resources.</p> <p>** In Accelerated Pathway 1, grades 7, 8, and 9 are compacted into grades 7 and 8 (a 3:2 compaction).</p> <p>*** In Accelerated Pathway 2, grades 6, 7, 8, and 9 are compacted into grades 6 and 7 (a 4:2 compaction). Math 8 is bridged between grades 6 and 7 with the option of a summer math bridge course.</p> <p>Integrated vs. Traditional Pathway</p> <p>Depending on students' math backgrounds and surrounding schools' pathways, Charter School may elect to follow the traditional mathematics pathway over the integrated mathematics pathway where Algebra I, Geometry, Algebra II, and Precalculus courses replace Integrated Math I, II, III, and IV courses.</p>							

Middle school courses reflect California Common Core State Standards: Mathematics (CA CCSSM). Students on the regular pathway will be enrolled in common core Math 6, Math 7, and Math 8 courses. These courses follow a focus and coherent progression that builds from one year to the next. The accelerated pathway is for students who show mastery of grade-level standards. According to the Common Core State Standards Initiative, "Decision to accelerate students into higher mathematics before ninth grade must require solid evidence of mastery of prerequisite CCSSM. Compacted [accelerated] courses should include the same CCSS as the non-compacted courses." (Common Core State Standards Initiative, Appendix A, 2010).

Students will have opportunities to accelerate in middle and high school. In the recommended accelerated pathway, i.e., Accelerated Pathway 1, three years of math are combined into two math courses. Standards are not cut or skipped but compacted, requiring students to learn at a faster pace. It is not recommended to compact the standards before grade seven to ensure that students are developmentally ready for accelerated content. Learning math properly requires thorough understanding at each step so that complex material down the road can be tackled successfully. Notwithstanding the above, the Charter School will design a special pathway, i.e., Accelerated Pathway 2, for those few highest achieving sixth graders who are developmentally ready for further acceleration. In Accelerated Pathway 2, four years of content is compacted into two years allowing students to complete Integrated Math I (Algebra I) by the end of seventh grade.

Students entering grade 9 who completed Integrated Math I (Algebra I) in grade 8 successfully shall be placed in Integrated Math II (Geometry) in grade 9, and those who completed Integrated Math II (Geometry) in grade 8 shall be placed in Integrated Math III (Algebra II) in grade 9. Integrated Math I (Algebra I) and Integrated Math II (Geometry) courses taken in middle school will each be awarded ten (10) high school credits in mathematics.

The Charter School will offer math electives to students who have completed Integrated Math III (Algebra II). These include, but are not limited to, Integrated Math IV (Precalculus), AP Calculus AB, AP Calculus BC, AP Statistics, and other math courses depending on student levels, needs/demands, and availability of teachers and resources.

Middle School Math Placement:

The following are guidelines regarding student placement in math courses. Charter School will make a careful consideration of multiple data points to make a decision in the best interests of the students.

Students Entering Grade 6:

- A) Accelerated Math 6/7: Grade 5 students transitioning to grade 6 and meeting specific requirements and criteria for acceleration may be placed in Accelerated Math 6/7. The criteria for placing students into the Accelerated Math 6/7 course include:

- Score of 4 out of 4 (or a minimum grade of "A-" or 90%) in math on final report card for grade 5
- **AND**
- Overall score of "Standard Met" or "Standard Exceeded" in math on the summative assessment through the California Assessment of Student Performance and Progress ("CAASPP") in grade 5
OR minimum
- Spring MAP test score that corresponds to a performance level of 3 ("Standard Met") (if student has a MAP test score in grade 5).
- Minimum Spring MAP test score that corresponds to a performance level of 3 ("Standard Met") in grade 5 (when applicable)
- Mandatory parent education meeting attendance to gain understanding of the expectations of the accelerated pathways and signed acceleration agreement (see attachment)

Once ~~all of~~ the above criteria are met, a student will be eligible to take the 6th grade placement examination which includes SBAC-like questions and performance tasks.

- Student must earn a score of "Proficient" in all parts of the placement examination to be placed in

Formatted: Font: Bold

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Font: Bold

Formatted: Font:

Accelerated Math 6/7.

- B) In some cases, entering sixth graders may be capable of beginning high school Integrated Math I (or Algebra I) and MPS is eager to accommodate these gifted students. Therefore, upon satisfaction of the criteria listed under A) and successful passage of a Math I (Algebra I) placement test, students will be placed in a high school Math I (Algebra I) course as a cohort, by integration into an out of grade level assignment, or through mentored independent study. Likewise, some students may have the capacity to move at a faster pace through the material requiring consolidation of High School Algebra I with Geometry or Algebra II. MPS will in all cases accommodate the needs of these gifted students through classes or mentored independent study.
- C) All other entering sixth graders shall be placed in common core Math 6.

Students Entering Grade 7:

A) Integrated Math I: Grade 6 students transitioning to grade 7 and meeting specific requirements and criteria for acceleration may be placed in Integrated Math I. The criteria for placing students into the Integrated Math I course include:

- Score of 3 out of 4 (or a minimum grade of "B-" or 80%) in Accelerated Math 6/7 course on final report card for grade 6
- **AND**
- Overall score of "Standard Exceeded" in math on the summative assessment through the California Assessment of Student Performance and Progress ("CAASPP") in grade 6 **OR**
- mMinimum Spring MAP test score that corresponds to a performance level of 4 ("Standard Exceeded") (if student has a MAP test score in grade 6) in grade 6 (when applicable)
- ~~Mandatory parent education meeting attendance to gain understanding of the expectations of the accelerated pathways and signed acceleration agreement (see attachment)~~

B) Integrated Math II or above: Those gifted entering seventh graders who successfully completed a high school math course in grade 6 with a minimum grade of "B-" or 80% shall be placed in an appropriate next level math course. ~~Successful completion includes the criteria listed under A) as applicable to the course taken in grade 6.~~

C) Accelerated Math 7/8: Grade 6 students transitioning to grade 7 and meeting specific requirements and criteria for acceleration may be placed in Accelerated Math 7/8. The criteria for placing students into the Accelerated Math 7/8 course include:

- Score of 3 out of 4 (or a minimum grade of "B-" or 80%) in common core Math 6 course on final report card for grade 6
- **AND**
- Overall score of "Standard Met" or "Standard Exceeded" in math on the summative assessment through the California Assessment of Student Performance and Progress ("CAASPP") in grade 6

Formatted: Font: Bold

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Font: Bold

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Font: Bold

OR m

- ~~Minimum Spring MAP test score that corresponds to a performance level of 3 (“Standard Met”) in grade 6 (if student has a MAP test score in grade 6) (when applicable)~~
- ~~Mandatory parent education meeting attendance to gain understanding of the expectations of the accelerated pathways and signed acceleration agreement (see attachment)~~

D) All other entering seventh graders shall be placed in common core Math 7.

Students Entering Grade 8:

A) Integrated Math II: Grade 7 students transitioning to grade 8 and meeting specific requirements and criteria for acceleration may be placed in Integrated Math II. The criteria for placing students into the Integrated Math II course include:

- A minimum grade of “C” or 70% in Integrated Math I course on final report card for grade 7
 - **AND**
 - Overall score of “Standard Exceeded” in math on the summative assessment through the California Assessment of Student Performance and Progress (“CAASPP”) in grade 7 **OR m**
 - ~~Minimum Spring MAP test score that corresponds to a performance level of 4 (“Standard Exceeded”) (if student has a MAP test score in grade 7) in grade 7 (when applicable)~~
 - ~~Mandatory parent education meeting attendance to gain understanding of the expectations of the accelerated pathways and signed acceleration agreement (see attachment)~~

B) Integrated Math III or above: Those gifted entering eighth graders who successfully completed Integrated Math II or above in grade 7 ~~with a minimum grade of “C” or 70%~~ shall be placed in an appropriate next level math course. ~~Successful completion includes the criteria listed under A) as applicable to the course taken in grade 7.~~

C) Integrated Math I: Grade 7 students transitioning to grade 8 and meeting specific requirements and criteria for acceleration may be placed in Integrated Math I. The criteria for placing students into the Integrated Math I course include:

- A minimum grade of “B-” or 80% in Accelerated Math 7/8 course on final report card for grade 7
 - **AND**
 - Overall score of “Standard Met” or “Standard Exceeded” in math on the summative assessment through the California Assessment of Student Performance and Progress (“CAASPP”) in grade 7 **OR m**
 - ~~Minimum Spring MAP test score that corresponds to a performance level of 3 (“Standard Met”) in grade 7 (if student has a MAP test score in grade 7) (when applicable)~~
 - ~~Mandatory parent education meeting attendance to gain understanding of the expectations of the accelerated pathways and signed acceleration agreement (see attachment)~~

Formatted: Font: Bold
 Formatted: Font: Not Bold
 Formatted: Font:
 Formatted: Font:

Formatted: Font: Bold
 Formatted: Indent: Left: 1", No bullets or numbering
 Formatted: Font: Bold
 Formatted: Font:
 Formatted: Font:

Formatted: Indent: Left: 1", No bullets or numbering
 Formatted: Font: Bold
 Formatted: Font: Bold
 Formatted: Font:
 Formatted: Font:

D) All other entering eighth graders shall be placed in common core Math 8.

Continuing the Accelerated Pathways:

The Charter School will coordinate a parent education meeting for parents to gain understanding of the expectations of the accelerated pathways from the students and parents and how the school will support students to remain and be successful in accelerated pathways. The Charter School will provide at least one (1) placement checkpoint within the first month of the school year to ensure accurate placement and permit reevaluation of individual student progress. All mathematics teachers will assess the mathematics placements for each student assigned to the teacher's mathematics class. The teacher's assessment will take into consideration factors which may include, but are not limited to, the student's MAP test scores, classroom assignments, quizzes, tests, exams, and grades, classroom participation, and any comments provided by the student and, the student's parent/legal guardian, ~~and/or the student's other teachers~~ regarding the student's mathematics placement. Based on the assessment, the teacher will then recommend that the student remain in the current mathematics placement or be transferred to another mathematics placement, in which case the teacher shall specify the mathematics course or level recommended for the student.

As explained above, the Charter School will provide at least one (1) placement checkpoint within the first month of the school year and will continue to assess the mathematics placements for each student. The Charter School will make a careful consideration of multiple data points to make a decision in the best interests of the students. The following are minimum criteria that must be met by a student to remain in the current mathematics placement:

- Minimum grade of "B-" or 80% on current class grade and on each progress/report card
- Minimum Fall/Winter MAP test score that corresponds to a performance level of 3 ("Standard Met") for grade level (~~when applicable~~ See tables below for cut scores.)
- _____
- Teacher recommendation
- Administrator recommendation

Formatted: Font:

Linking Data Table: Smarter Balanced & MAP¹:

Northwest Evaluation Association™ (NWEA™) completed a study to connect RIT scores from Measures of Academic Progress® (MAP®) interim assessments with the scale of Smarter Balanced Assessment Consortia (Smarter Balanced) summative assessments in math and English language arts (ELA).

Formatted: Justified

This linking data table conveys this valuable information so you can see where your students are now, develop growth goals for the coming year, and create instructional strategies to meet them. Data from your fall, winter, and spring MAP administrations will show you how your students are growing toward those goals and guide instructional decisions to keep students on track.

¹ <https://www.nwea.org/content/uploads/2017/01/SBAC-MAP-Linking-Study.pdf>
<https://www.nwea.org/content/uploads/2015/11/Smarter-Balanced-and-MAP-Linking-Data-Table-One-Sheet-NOV15.pdf>

Curriculum and Instruction

Mathematics Placement Policy

Following is a table that shows concordance between MAP RIT scores and Smarter Balanced cut scores. This table will update as new data becomes available.

TABLE 2. CONCORDANCE BETWEEN SMARTER BALANCED MATH AND MAP MATH CUT SCORES (WHEN MAP IS TAKEN IN SPRING)

Grade	SMARTER BALANCED			
	Level1 Not Met	Level2 Nearly Met	Level3 Met	Level4 Exceeded
3	2114-2366	2367-2431	2432-2489	2490-2623
4	2131-2415	2416-2472	2473-2532	2533-2663
5	2201-2441	2442-2501	2502-2581	2582-2701
6	2210-2456	2457-2530	2531-2617	2618-2724
7	2258-2478	2479-2551	2552-2648	2649-2745
8	2288-2486	2487-2566	2567-2667	2668-2769

Grade	MAP MATH							
	Level 1 Not Met		Level 2 Nearly Met		Level 3 Met		Level 4 Exceeded	
	RIT	%tile	RIT	%tile	RIT	%tile	RIT	%tile
3	100-193	1-24	194-203	25-51	204-214	52-79	215-350	80-99
4	100-201	1-21	202-216	22-58	217-228	59-84	229-350	85-99
5	100-213	1-31	214-228	32-67	229-237	68-84	238-350	85-99
6	100-216	1-30	217-229	31-60	230-239	61-80	240-350	81-99
7	100-220	1-32	221-234	33-63	235-245	64-83	246-350	84-99
8	100-227	1-43	228-241	44-71	242-251	72-85	252-350	86-99

Formatted: Centered

TABLE 4. CONCORDANCE BETWEEN SMARTER BALANCED MATH AND MAP MATH CUT SCORES (WHEN MAP IS TAKEN IN FALL OR WINTER PRIOR TO SPRING SMARTER BALANCED TESTS)

SMARTER BALANCED									
Grade	Level1		Level2		Level3		Level4		
	Not Met		Nearly Met		Met		Exceeded		
3	2114-2366		2367-2431		2432-2489		2490-2623		
4	2131-2415		2416-2472		2473-2532		2533-2663		
5	2201-2441		2442-2501		2502-2581		2582-2701		
6	2210-2456		2457-2530		2531-2617		2618-2724		
7	2258-2478		2479-2551		2552-2648		2649-2745		
8	2288-2486		2487-2566		2567-2667		2668-2769		

MAP FALL									
Grade	Level 1		Level 2		Level 3		Level 4		
	Not Met		Nearly Met		Met		Exceeded		
	RIT	%tile	RIT	%tile	RIT	%tile	RIT	%tile	
3	100-179	1-20	180-190	21-51	191-202	52-82	203-350	83-99	
4	100-189	1-18	190-205	19-61	206-217	62-87	218-350	88-99	
5	100-203	1-30	204-218	31-69	219-227	70-86	228-350	87-99	
6	100-208	1-28	209-221	29-60	222-232	61-83	233-350	84-99	
7	100-214	1-31	215-228	32-64	229-239	65-84	240-350	85-99	
8	100-222	1-42	223-237	43-73	238-247	74-88	248-350	89-99	

MAP WINTER									
Grade	Level 1		Level 2		Level 3		Level 4		
	Not Met		Nearly Met		Met		Exceeded		
	RIT	%tile	RIT	%tile	RIT	%tile	RIT	%tile	
3	100-188	1-23	189-198	24-51	199-209	52-80	210-350	81-99	
4	100-196	1-20	197-211	21-58	212-223	59-85	224-350	86-99	
5	100-209	1-31	210-224	32-68	225-233	69-85	234-350	86-99	
6	100-213	1-30	214-226	31-61	227-236	62-81	237-350	82-99	
7	100-218	1-33	219-232	34-65	233-243	66-84	244-350	85-99	
8	100-225	1-42	226-239	43-71	240-249	72-86	250-350	87-99	

Formatted: Centered

Concordance between MAP RIT scores and Smarter Balanced cut scores

Subject	Grade	Smarter Balanced				MAP RIT			
		Level 1	Level 2	Level 3	Level 4	Level 1	Level 2	Level 3	Level 4
		Not Met	Nearly Met	Met	Exceeded	Not Met	Nearly Met	Met	Exceeded
ELA	3	2114-2366	2367-2431	2432-2489	2490-2623	100-190	191-201	202-210	211-350
	4	2131-2415	2416-2472	2473-2532	2533-2663	100-199	200-208	209-216	217-350
	5	2201-2441	2442-2501	2502-2581	2582-2701	100-203	204-213	214-224	225-350
	6	2210-2456	2457-2530	2531-2617	2618-2734	100-205	206-217	218-230	231-350
	7	2258-2478	2479-2551	2552-2648	2649-2745	100-209	210-221	222-234	235-350
	8	2288-2486	2487-2566	2567-2667	2668-2769	100-211	212-224	225-238	239-350
	3	2189-2380	2381-2435	2436-2500	2501-2621	100-193	194-203	204-214	215-350
	4	2204-2410	2411-2484	2485-2548	2549-2659	100-201	202-216	217-228	229-350
Math	5	2219-2454	2455-2527	2528-2578	2579-2700	100-213	214-228	229-237	238-350
	6	2235-2472	2473-2551	2552-2609	2610-2748	100-216	217-229	230-239	240-350
	7	2250-2483	2484-2566	2567-2634	2635-2778	100-220	221-234	235-245	246-350
	8	2265-2503	2504-2585	2586-2652	2653-2802	100-227	228-241	242-251	252-350

High School Math Placement:

As explained in Section A of this policy, in determining the mathematics course placement for entering 9th grade students, the Charter School systematically takes multiple objective academic measures of student performance into consideration, including:

- Statewide mathematics assessments, including interim and summative assessments through the California Assessment of Student Performance and Progress ("CAASPP");
- Placement tests that are aligned to state-adopted content standards in mathematics;
- Recommendation, if available, of each student's 8th grade mathematics teacher based on classroom assignment and grades;
- Recommendation, if any, of each student's 9th grade mathematics teacher based on classroom assignments and grades provided at the beginning of the school year;
- Final grade in mathematics on the student's official, end of the year 8th grade report card.

Students entering grade 9 are normally placed in Integrated Math I (Algebra I). Those students who completed Integrated Math I (Algebra I) in grade 8 successfully with a minimum grade of "C" or 70% shall be placed in Integrated Math II (Geometry) in grade 9, and those who completed Integrated Math II (Geometry) in grade 8 successfully with a minimum grade of "C" or 70% shall be placed in Integrated Math III (Algebra II) in grade 9. Integrated Math I (Algebra I) and Integrated Math II (Geometry) courses taken in middle school will each be awarded ten (10) high school credits in mathematics.

The Charter School will offer math electives to students who have completed Integrated Math III (Algebra II) successfully with a minimum grade of "C" or 70%. These include, but are not limited to, Integrated Math IV

Formatted: Font: Georgia, 9 pt, Font color: Black

Formatted: Font: Georgia, 9 pt, Font color: Black

Formatted: Justified

Curriculum and Instruction

Mathematics Placement Policy

(Precalculus), AP Calculus AB, AP Calculus BC, AP Statistics, and other math courses depending on student levels, needs/demands, and availability of teachers and resources.

Curriculum and Instruction

Mathematics Placement Policy

Mathematics Courses:

MATHEMATICS	
MATH 6	MATH 7
In Grade 6, instructional time will focus on four critical areas: (1) connecting ratio and rate to whole number multiplication and division and using concepts of ratio and rate to solve problems; (2) completing understanding of division of fractions and extending the notion of number to the system of rational numbers, which includes negative numbers; (3) writing, interpreting, and using expressions and equations; and (4) developing understanding of statistical thinking.	In Grade 7, instructional time will focus on four critical areas: (1) developing understanding of and applying proportional relationships; (2) developing understanding of operations with rational numbers and working with expressions and linear equations; (3) solving problems involving scale drawings and informal geometric constructions, and working with two- and three-dimensional shapes to solve problems involving area, surface area, and volume; and (4) drawing inferences about populations based on samples.
MATH 8	ACCELERATED MATH 6/7
In Grade 8, instructional time will focus on three critical areas: (1) formulating and reasoning about expressions and equations, including modeling an association in bivariate data with a linear equation, and solving linear equations and systems of linear equations; (2) grasping the concept of a function and using functions to describe quantitative relationships; (3) analyzing two- and three-dimensional space and figures using distance, angle, similarity, and congruence, and understanding and applying the Pythagorean Theorem.	This course compacts 6 th and 7 th grade standards and it contains content from 8 th grade. While coherence is retained, in that it logically builds from the 6 th grade, the additional content when compared to the non-accelerated course demands a faster pace for instruction and learning. Content is organized into four critical areas, or units. The Mathematical Practice Standards apply throughout each course and, together with the CCSS, prescribe that students experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations.
ACCELERATED MATH 7/8	INTEGRATED MATHEMATICS I
This course differs from the non-accelerated 7 th grade course in that it contains content from 8 th grade. While coherence is retained, in that it logically builds from the 6 th grade, the additional content when compared to the non-accelerated course demands a faster pace for instruction and learning. Content is organized into four critical areas, or units. The Mathematical Practice Standards apply throughout each course and, together with the CCSS, prescribe that students experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations.	The fundamental purpose of Mathematics I is to formalize and extend the mathematics that students learned in the middle grades. The critical areas, organized into units, deepen and extend understanding of linear relationships, in part by contrasting them with exponential phenomena, and in part by applying linear models to data that exhibit a linear trend. Mathematics I uses properties and theorems involving congruent figures to deepen and extend understanding of geometric knowledge from prior grades. The final unit in the course ties together the algebraic and geometric ideas studied. The Mathematical Practice Standards apply throughout

Curriculum and Instruction

Mathematics Placement Policy

	each course and, together with the content standards, prescribe that students experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations. The critical areas, organized into six units are as follows: 1) Relationships Between Quantities; 2) Linear and Exponential Relationships; 3) Reasoning with Equations; 4) Descriptive Statistics; 5) Congruence, Proof, and Constructions; 6) Connecting Algebra and Geometry through Coordinates.
INTEGRATED MATHEMATICS II	INTEGRATED MATHEMATICS III
The focus of Mathematics II is on quadratic expressions, equations, and functions; comparing their characteristics and behavior to those of linear and exponential relationships from Mathematics I as organized into 6 critical areas, or units. The need for extending the set of rational numbers arises and real and complex numbers are introduced so that all quadratic equations can be solved. The link between probability and data is explored through conditional probability and counting methods, including their use in making and evaluating decisions. The study of similarity leads to an understanding of right triangle trigonometry and connects to quadratics through Pythagorean relationships. Circles, with their quadratic algebraic representations, round out the course. The Mathematical Practice Standards apply throughout each course and, together with the content standards, prescribe that students experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations. The critical areas, organized into six units are as follows: 1) Extending the Number System; 2) Quadratic Functions and Modeling; 3) Expressions and Equations; 4) Applications of Probability; 5) Similarity, Right Triangle Trigonometry, and Proof; 6) Circles With and Without Coordinates.	It is in Mathematics III that students pull together and apply the accumulation of learning that they have from their previous courses, with content grouped into four critical areas, organized into units. They apply methods from probability and statistics to draw inferences and conclusions from data. Students expand their repertoire of functions to include polynomial, rational, and radical functions. ³ They expand their study of right triangle trigonometry to include general triangles. And, finally, students bring together all of their experience with functions and geometry to create models and solve contextual problems. The Mathematical Practice Standards apply throughout each course and, together with the content standards, prescribe that students experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations. The critical areas, organized into four units are as follows: 1) Inferences and Conclusions from Data; 2) Polynomial, Rational, and Radical Relationships; 3) Trigonometry of General Triangles and Trigonometric Functions; 4) Mathematical Modeling.
INTEGRATED MATHEMATICS IV	ALGEBRA I
This course prepares students for work in calculus. Topics include: coordinate geometry with analytical methods and proofs; equations and graphs of conic	The fundamental purpose of this course is to formalize and extend the mathematics that students learned in the middle grades. Because it is built on the middle grades

Curriculum and Instruction

Mathematics Placement Policy

<p>sections; rectangular and polar coordinates; parametric equations; vectors; the study of polynomial, logarithmic, exponential, and rational functions and their graphs; induction; limits and rate change; continuity; and problem analysis. The course unifies and emphasizes the structure of mathematics.</p>	<p>standards, this is a more ambitious version of Algebra I than has generally been offered. The critical areas, called units, deepen and extend understanding of linear and exponential relationships by contrasting them with each other and by applying linear models to data that exhibit a linear trend, and students engage in methods for analyzing, solving, and using quadratic functions. The Mathematical Practice Standards apply throughout each course and, together with the content standards, prescribe that students experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations. The critical areas, organized into five units are as follows: 1) Relationships Between Quantities and Reasoning with Equations; 2) Linear and Exponential Relationships; 3) Descriptive Statistics; 4) Expressions and Equations; 5) Quadratic Functions and Modeling.</p>
GEOMETRY	ALGEBRA II
<p>The fundamental purpose of the course in Geometry is to formalize and extend students' geometric experiences from the middle grades. Students explore more complex geometric situations and deepen their explanations of geometric relationships, moving towards formal mathematical arguments. Important differences exist between this Geometry course and the historical approach taken in Geometry classes. For example, transformations are emphasized early in this course. Close attention should be paid to the introductory content for the Geometry conceptual category found in the high school CCSS. The Mathematical Practice Standards apply throughout each course and, together with the content standards, prescribe that students experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations. The critical areas, organized into six units are as follows: 1) Congruence, Proof, and Constructions; 2) Similarity, Proof, and Trigonometry; 3) Extending to Three Dimensions; 4) Connecting Algebra and Geometry through Coordinates; 5) Circles With and Without Coordinates; 6) Applications of Probability.</p>	<p>Building on their work with linear, quadratic, and exponential functions, students extend their repertoire of functions to include polynomial, rational, and radical functions. Students work closely with the expressions that define the functions, and continue to expand and hone their abilities to model situations and to solve equations, including solving quadratic equations over the set of complex numbers and solving exponential equations using the properties of logarithms. The Mathematical Practice Standards apply throughout each course and, together with the content standards, prescribe that students experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations. The critical areas for this course, organized into four units, are as follows: 1) Polynomial, Rational, and Radical Relationships; 2) Trigonometric Functions; 3) Modeling with Functions; 4) Inferences and Conclusions from Data.</p>

PRECALCULUS	AP STATISTICS
<p>Precalculus weaves together previous study of algebra, geometry, and functions into a preparatory course for calculus. The course focuses on the mastery of critical skills and exposure to new skills necessary for success in subsequent math courses. Topics include linear, quadratic, exponential, logarithmic, radical, polynomial, and rational functions; systems of equations; and conic sections in the first semester. The second semester covers trigonometric ratios and functions; inverse trigonometric functions; applications of trigonometry, including vectors and laws of cosine and sine; polar functions and notation; and arithmetic of complex numbers. Cross-curricular connections are made throughout the course to calculus, art, history, and a variety of other fields related to mathematics.</p>	<p>The AP Statistics course is equivalent to a one-semester, introductory, non-calculus-based college course in statistics. The course introduces students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. There are four themes in the AP Statistics course: exploring data, sampling and experimentation, anticipating patterns, and statistical inference. Students use technology, investigations, problem solving, and writing as they build conceptual understanding.</p>
AP CALCULUS AB	AP CALCULUS BC
<p>AP Calculus AB is roughly equivalent to a first semester college calculus course devoted to topics in differential and integral calculus. The AP course covers topics in these areas, including concepts and skills of limits, derivatives, definite integrals, and the Fundamental Theorem of Calculus. The course teaches students to approach calculus concepts and problems when they are represented graphically, numerically, analytically, and verbally, and to make connections amongst these representations. Students learn how to use technology to help solve problems, experiment, interpret results, and support conclusions.</p>	<p>AP Calculus BC is roughly equivalent to both first and second semester college calculus courses and extends the content learned in AB to different types of equations and introduces the topic of sequences and series. The AP course covers topics in differential and integral calculus, including concepts and skills of limits, derivatives, definite integrals, the Fundamental Theorem of Calculus, and series. The course teaches students to approach calculus concepts and problems when they are represented graphically, numerically, analytically, and verbally, and to make connections amongst these representations. Students learn how to use technology to help solve problems, experiment, interpret results, and support conclusions.</p>

Curriculum and Instruction

Mathematics Placement Policy

Acceleration Agreement in Mathematics

Student Name: _____ **Grade:** _____ **Math Placement:** _____

Please check all the boxes below:

I have read the mathematics placement policy and I understand the high level of expectations from students in the accelerated math pathways.

I understand my child’s placement in an accelerated math course.

I understand that my child’s placement in an accelerated math course depends on his/her level and availability of staffing, class size, and scheduling.

I understand the following minimum criteria that must be met by a student to remain in the current mathematics placement:

- Minimum grade of “B-” or 80% on current class grade and on each progress/report card.
- Minimum Fall/Winter MAP test score that corresponds to a performance level of 3 (“Standard Met”) for grade level ~~(when applicable)~~ (if student has a MAP test score).
- Teacher recommendation.
- Administrator recommendation.

I understand that if my child does not meet the criteria to remain in the current mathematics placement he/she may be transferred to another mathematics placement, in which case the teacher shall specify the mathematics course or level recommended for the student.

Parent/Guardian Name: _____ Signature: _____ Date: _____

Student Policies

Anti-Bullying Policy

ANTI-BULLYING POLICY

Magnolia Public Schools (MPS) is committed to providing a caring, friendly and safe environment for all of our pupils so they can feel safe, confident and find success in personal and academic development. Therefore, it is important for MPS to have an explicit policy on bullying and cyber-bullying as part of a general policy on discipline and behavior. It is the Board's policy to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

MPS shall comply with all applicable requirements of the Safe Place to Learn Act, Education Code section 234 *et seq.* MPS' policy on bullying prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics, as specified in the definition of hate crimes. MPS' process for receiving and investigating complaints includes complaints of discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics, as specified, and a requirement that Charter School personnel who witness such acts take immediate steps to intervene when safe to do so, a timeline to investigate and resolve complaints, and an appeal process.

What Is Bullying / Cyber Bullying?

Bullying is the use of aggression with the intention of hurting another person. It is the unwelcome verbal, written, or physical conduct that has the effect of pain and distress on the victim. Bullying occurs in school playgrounds every 7 minutes and once every 25 minutes in class. Boys report more physical forms of bullying: girls tend to bully in indirect ways, such as gossiping and excluding. Research shows that 85% of bullying episodes occur in the context of a peer group (Pepler et al., 1997).

Bullying can be:

- **Emotional:** Being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- **Physical:** Pushing, kicking, hitting, punching or any use of violence
- **Religious/Racist:** Taunts, graffiti, gestures
- **Sexual:** Unwanted physical contact or sexually abusive comments
- **Homophobic:** Because of, or focusing on the issue of sexuality
- **Verbal:** Name-calling, sarcasm, spreading rumors, teasing
- **Cyber:** All areas of internet, such as email & internet chat room misuse; mobile threats by text messaging & calls; misuse of associated technology, i.e. camera & video facilities

Cyber Bullying:

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or

Student Policies

Anti-Bullying Policy

- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying. Per Education Code Section 234.1(b)(1), it is a requirement that if school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so.

Objectives of this Policy:

- All teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms:

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to be truant
- becomes withdrawn anxious, or lacking in confidence
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has lunch or other monies continually "lost"
- has unexplained cuts or bruises

Student Policies

Anti-Bullying Policy

- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

Students who report cyberbullying are requested to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

Procedures:

1. **Reporting:** Students are encouraged to inform school personnel if they are the target of or a witness to bullying. If school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so. School personnel are required to report ~~Report~~ bullying incidents to the appropriate school administrator, i.e., Assistant Principal (or Dean of Students).

Formatted: Font: Not Bold

2. **Informal Resolution:** The Assistant Principal, along with the complainant and the accused/student, may agree to informally resolve the complaint within two (2) work days. The incident and the resolution will be documented by the Assistant Principal. If the Assistant Principal is not available to address the issue, the Principal/designee will work to resolve the complaint.

If a mutual resolution has not been achieved, a formal written appeal must be filed by the complainant/student/employee or parent(s), on behalf of the students, within five (5) work days after the informal meeting and submitted to the principal.

3. **Formal Resolution:** Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a thorough investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonable prompt time period, e.g. ten (10) work days, taking into account the circumstances of the complaint. If necessary and appropriate, police will be consulted in extreme cases. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal/designee or the school system.

Formatted: Add space between paragraphs of the same style

4. **Further steps:**

Student Policies – Anti-Bullying Policy
Adopted: 12/16/10 Amended: 7/13/17

Page 3 of 5

Student Policies

Anti-Bullying Policy

- a. If the complainant is not happy with the formal resolution, he/she may write a formal written appeal to the School Site Council (SSC). The SSC may call a meeting with the complainant, principal and other interested parties if necessary. The SSC will collaborate with the principal to resolve the issue within time frame that is suggested by the SSC and agreed by the parent.
 - b. If the complainant is not happy with the SSC's resolution, he/she may take his/her written appeal to the CEO (or designee) of MPS. The CEO (or designee) will collaborate with the SSC or the principal (or designee) to resolve the issue within time frame that is suggested by the CEO (or designee) and agreed by the parent.
 - c. If the complainant is not happy with the CEO (or designee)'s resolution, he/she may take his/her written appeal to the MPS Board of Directors. In all cases, the Board of Directors will not get involved in the issue until the above steps have been attempted. The Board chairperson will determine the next course of action; a subcommittee of the Board of Directors may be formed to review the complaint and issue a finding within 30 calendar days. The Board's decision is final.
5. After this point if the complainant is still not satisfied with the resolution, he/she can write a letter to the charter authorizer, but their involvement is beyond the scope of this policy.

Outcomes (with reconciliation of pupils being the goal)

1. Parent conference
2. The bully (bullies) may be asked to genuinely apologize.
3. Repeated offenders may have consequences such as meeting with the assistant principal, participating in peer mediation, or participating in small group or individual counseling. Student may also be placed on a behavior contract.
4. In serious cases, ISS, OSS, or expulsion will be considered.
5. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

The school may revoke the privilege of a student or third party, who uses school equipment or electronic communication system to engage in cyberbullying, to use any school electronic equipment. The school may revoke the privilege of a student or third party, who uses a personal communication device to engage in cyberbullying, to bring any personal communication device on school property or school-sponsored activities.

Prevention

We will use various methods for helping students to prevent bullying. As and when appropriate, these may include:

- having assemblies on bullying awareness/prevention
- empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance

Student Policies

Anti-Bullying Policy

- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class
- making up and participating in role-plays
- having discussions (class meetings) about bullying and why it matters
- emphasizing cyber safety, including safe and appropriate use of electronic communication technologies
- using the internet safely
- enhancing students' skills for engaging in healthy relationships and respectful communications
- using positive behavioral supports and appropriate reinforcement, even when students require discipline
- encouraging adults to develop positive relationships with students
- school/community training
- displaying anti-bullying posters throughout the campus
- providing the students with an "anonymous incident reporting box" to avoid being labeled a "tattle tale" or "snitch"
- implementing a poster board on the campus where students can sign a "pledge to take a stand against bullying"
- support from our school counselors working with victims of bullying and students who bully others
- frequent reminders from the administration and staff regarding consequences for those who bully or fight on campus
- collaborating with the parent group to bring resources to the students and the parents

The phenomenon that is bullying / cyber bullying in schools is very much a reality, and it takes a collective effort from the staff, students, parents and community members to help reduce the amount of incidents that occur on a particular campus. Therefore, we ask the entire MPS family to continue to emphasize the importance of taking a stand against bullying and not participating in inappropriate behavior on campus.

Thank you for doing your part in helping to make MPS a safe and enjoyable place to be.

MAGNOLIA PUBLIC SCHOOLS (MPS) HOMELESS EDUCATION POLICY

I. Introduction

Title IA (Section 111(a)(1)) requires that a district (including independent charter schools) receiving Title IA Funds include in its district plan a plan to provide services to homeless students to ensure compliance with the McKinney-Vento Act. The McKinney-Vento Homeless Assistance Act, reauthorized in December 2001, ensures educational rights and protections for children and youth experiencing homelessness. The education subtitle of the McKinney-Vento Act was reauthorized by the Every Student Succeeds Act of 2015, which was signed into law by President Obama on December 10, 2015.

II. Definitions

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):

- *1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; ~~or are awaiting foster care placement;~~
- *2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
- *3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- * ~~Runaway children or children who are abandoned; and~~
- *4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Unaccompanied youth includes a youth not in the physical custody of a parent or guardian. A child or unaccompanied youth shall be considered homeless for as long as he/she is in a living situation described above.

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the Homeless Liaison.

III. Homeless Liaison

The **Principal** of each MPS school site shall serve as the Homeless Liaison for homeless students ((42 USC 11432(g)(1)(J) & (e)(3)(C).))

The Homeless Liaison shall ensure that (42 U.S.C. 11432(g)):

- *1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
- *2. Homeless students enroll in, and have a full and equal opportunity to succeed at MPS.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Student Policies

Homeless Education Policy

~~*3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by MPS, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services. Homeless students and families receive educational services for which they are eligible, including Head Start and Even Start programs.~~

*4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

~~5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.~~

Formatted: Justified, Space Before: 6 pt, After: 0 pt, Line spacing: 1.5 lines

~~* Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens.~~

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

*6. Enrollment/admissions disputes are mediated in accordance with law, the MPS charter, and Board policy.

7. Parents/guardians are fully informed of all transportation services, as applicable.

*8. School personnel providing services receive professional development and other support.

9. The School Homeless Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

~~10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.~~

Formatted: Justified, Space Before: 6 pt, After: 0 pt, Line spacing: 1.5 lines

~~* For any homeless student who enrolls at the School, a copy of the School's complete policy shall be provided at the time of enrollment and at least twice annually.~~

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

IV. General Assurances

MPS provides the following general assurances:

- Homeless children and youth shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.
- Homeless children and youth shall be provided services comparable to those received by other students in the school, including transportation services, and education programs for which

Student Policies

Homeless Education Policy

students meet eligibility criteria, such as services provided under Title 1 or similar state and local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; and school nutrition programs.

- Homeless children and youth will have access to district administrative level reservation of funds (set-asides) for serving homeless students.
- MPS shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.
- MPS shall provide and post notices of the educational rights of homeless children and youth.

V. Identification and Reporting

Homeless children and youth will be identified through:

1. The application process for enrollment (self-identification)
2. School personnel recommendations
3. Coordinated activities with other entities and agencies

MPS will comply with all federal, state, county, and other data collections and reporting requirements regarding homeless children and youth.

VI. School Selection

Homeless students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

A homeless child or youth's right to attend their school of origin extends for the duration of homelessness. If a child or youth becomes permanently housed during the academic year, he or she is entitled to stay in the school of origin for the remainder of the academic year.

As all MPS schools are independent charter schools, and therefore schools of choice rather than assigned district schools, placement decisions are based solely on parent request through the application process. In order to provide equal access to its schools, the MPS annual student recruitment plan shall include efforts to reach homeless families, children, and youth via free public events, community centers, and local homeless service providers. Homeless students may also be identified at the time of enrollment (through self-reports).

VII. Enrollment and Records

Homeless youth will not be discriminated against in the application process. Homeless children and youth will be allowed to apply for enrollment in accordance with current MPS enrollment policies even if the parent/guardian is unable to provide the school with the records normally required for enrollment such as previous academic records, birth certificate, medical records, proof of residency, or other documentation. The MPS designee shall immediately contact the school last attended by the student to obtain the relevant

Student Policies

Homeless Education Policy

records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the designee shall refer the parent/guardian to the homeless liaison. The liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student.

In the case of an unaccompanied youth, the homeless liaison shall assist in the enrollment process. Unaccompanied youth shall be immediately enrolled if space is available even if unable to provide the school with the records normally required for enrollment(as above), and despite lack of parent or legal guardian's supervision or permissions, or "power of attorney" by supervising adult.

In accordance with current MPS enrollment policies and state regulations regarding charter schools, if the grade level for which a homeless child or youth has applied has more applicants than spaces available, a random public lottery will take place once annually in order to determine enrollment for the following school year. An "in-district" priority will apply during the lottery to homeless youth who self-identify as homeless during the lottery application process as to not discriminate against homeless children or youth due to lack of permanent housing. If a homeless child or youth applies for admission after the annual random public lottery, he or she will be placed on the waitlist in the order in which the application was received, even if the application is incomplete at the time of submission.

Any confidential record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, of each homeless child or youth will be maintained so that the records are available, in a timely fashion, when a child or youth enters a new school or school district.

VIII. Nutrition Programs

Homeless students automatically qualify for free breakfast and lunch at MPS schools. Families do not have to fill out an application or provide proof of income. Homeless students will be added to the free meals program as soon as they have been identified.

IX. Transportation

Per the McKinney-Vento Act, LEAs must provide services to homeless children/youth that are comparable to those received by other students in the school selected, including transportation. In addition, schools must provide transportation for homeless students to and from their school of origin, if feasible.

MPS, where feasible, applicable, at the request of the parent/guardian and/or in the best interest of the homeless children and youth shall provide transportation to students experiencing homelessness to ensure the students are able to stay at the MPS school of their choice for the duration of their homelessness.

MPS may work with the youth's district of residence or other agencies to provide transportation services.

X. Enrollment Dispute Resolution Process

(per CDE Homeless Education Dispute Resolution Process -<http://www.cde.ca.gov/sp/hs/cy/disputeres.asp>)

If a disagreement arises over school selection or enrollment, the student must be immediately enrolled in the school in which he/she is requesting enrollment, pending resolution of the dispute. Enrollment is defined as "attending classes and participating fully in school activities."

Student Policies

Homeless Education Policy

The school must refer the student, parent, or guardian to the LEA's homeless liaison to carry out the dispute resolution process as expeditiously as possible. The homeless liaison must ensure the dispute resolution process is also followed for unaccompanied youth.

A written explanation of the school's decision regarding school selection or enrollment must be provided if a parent, guardian, or unaccompanied youth disputes such a school selection or enrollment decision, including the right to appeal. The written explanation shall be complete, as brief as possible, simply stated, and provided in a language that the parent, guardian, or unaccompanied youth can understand.

If the dispute remains unresolved at the district level or is appealed, then the district homeless liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education (COE). The COE's homeless liaison will review these materials and determine the school selection or enrollment decision within five (5) working days of receipt of the materials. The COE homeless liaison will notify the LEA and parent of the decision.

If the dispute remains unresolved or is appealed, the COE homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. Upon the review of the LEA, COE, and parent information, the CDE will notify the parent of the final school selection or enrollment decision within ten (10) working days of receipt of materials.

Cover Sheet

Election of 2017-18 MPS Board Officers

Section: III. Action Items
Item: A. Election of 2017-18 MPS Board Officers
Purpose: Vote
Submitted by:
Related Material: III A 2017-18 Re-election of Officers.pdf



Board Agenda Item #	III A
Date:	July 13, 2017
To:	MPS Board of Directors
From:	Umit Yapanel, Secretary/VP
Staff Lead:	Caprice Young, Ed.D., CEO & Superintendent
RE:	Governance Items: Annual Election of Officers

Proposed Board Recommendation

Hereby appoint the following board officers and representational duties:

- President and Chairman (Article IX, Section 9)
- Secretary and Vice-President (Article IX, Sections 10 and 11)
- Treasurer and Vice-President (Article IX, Sections 10 and 12)
- Representing Parents (Article VII, Section 3)
- Vice Chairman Representing Los Angeles County (Article IX, Sections 13)
- Vice Chairman Representing Orange County County (Article IX, Sections 13)
- Vice Chairman Representing San Diego County County (Article IX, Sections 13)

Background

Article VII Section 3 of our bylaws require that we have at least one board member designated to represent the parents of our students and at least one member representing each county where we have schools. Article IX covers the duties of officers. Our bylaws allow for positions of Vice-President. Currently the Secretary or Treasurer has carried out the duties of Vice-Presidents (officiating meetings when the President is absent). The board is free to change that situation by establishing a more formal Vice Chairman.

Budget Impact

There is no budget impact.

Name of Staff Originator

Caprice Young, Ed.D., CEO & Superintendent

Attachments

MERF Bylaws

AMENDED AND RESTATED BYLAWS
OF
MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION

(A California Nonprofit Public Benefit Corporation)

ARTICLE I

NAME

Section 1. NAME. The name of this corporation is Magnolia Educational & Research Foundation.

ARTICLE II

PRINCIPAL OFFICE OF THE CORPORATION

Section 1. PRINCIPAL OFFICE OF THE CORPORATION. The principal office for the transaction of the activities and affairs of this corporation is 250 East 1st Street, Suite 1500, Los Angeles, 90012 California. The Board of Directors may change the location of the principal office. Any such change of location must be noted by the Secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

Section 2. OTHER OFFICES OF THE CORPORATION. The Board of Directors may at any time establish branch or subordinate offices at any place or places where this corporation is qualified to conduct its activities.

ARTICLE III

GENERAL AND SPECIFIC PURPOSES; LIMITATIONS

Section 1. GENERAL AND SPECIFIC PURPOSES. The purposes of this corporation are to provide community support in educational and research areas, which include, but are not limited to the following: managing, operating, guiding, directing and promoting public charter schools; conducting scientific research at K-12 schools and colleges to identify and implement successful education practices; promoting and discovering the research modules in scientific areas with applied and practicable methods to promote prospective scientists; coordinating international conferences/competitions in various fields of academic study. Also in the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code; or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**ARTICLE IV
CONSTRUCTION AND DEFINITIONS**

Section 1. CONSTRUCTION AND DEFINITIONS. Unless the context indicates otherwise, the general provisions, rules of construction and definitions in the California Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, and the plural includes the singular, and the term “person” includes both a legal entity and a natural person.

**ARTICLE V
DEDICATION OF ASSETS**

Section 1. DEDICATION OF ASSETS. This corporation’s assets are irrevocably dedicated to public benefit purposes. No part of the net earnings, properties, or assets of the corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any director or officer of the corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts, liabilities and all charter obligations of the corporation shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for the public and/or charitable purposes of managing, operating, guiding, directing, promoting, and/or supporting one or more California public charter schools that serve students in grades K-12 and that has established its exempt status under Internal Revenue Code section 501(c)(3).

**ARTICLE VI
CORPORATIONS WITHOUT MEMBERS**

Section 1. CORPORATIONS WITHOUT MEMBERS. This corporation shall have no voting members within the meaning of the Nonprofit Corporation Law.

**ARTICLE VII
BOARD OF DIRECTORS**

Section 1. GENERAL POWERS. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the articles of incorporation or bylaws, the corporation’s activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors (“Board”). The Board may delegate the management of the corporation’s activities to any person(s), management company or committees, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Section 2. SPECIFIC POWERS. Without prejudice to the general powers set forth in Section 1 of these bylaws, but subject to the same limitations, the Board of Directors shall have the power to:

- a. Appoint and remove, at the pleasure of the Board of Directors, all corporate officers, agents, and employees; prescribe powers and duties for them as are consistent with the law, the articles of incorporation, and these bylaws; fix their compensation; and require from them security for faithful service.
- b. Change the principal office or the principal business office in California from one location to another; cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside California; and designate a place in California for holding any meeting of members.
- c. Borrow money and incur indebtedness on the corporation’s behalf and cause to be executed and delivered for the corporation’s purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.
- d. Adopt and use a corporate seal; prescribe the forms of membership certificates; and alter the forms of the seal and certificates.

Section 3. DESIGNATED DIRECTORS. The number of directors shall be no less than three (3) and no more than eleven (11), unless changed by amendments to these bylaws. The exact number of directors shall be fixed within these limits by a Resolution of the Board. All directors shall be designated by the existing Board of Directors.

The Board of Directors commits to designating at least one (1) director who resides in each county where this corporation operates a charter school. The Board of Directors shall strive to recruit directors representing parents and the charter school communities, from diverse professional and ethnic backgrounds and commits to designating at least one (1) director representing parents at all times.

Section 4. RESTRICTION ON EMPLOYEE DIRECTORS. No current employees of the Corporation may serve on the Board of Directors.

Section 5. DIRECTORS’ TERMS. Each director shall hold office for five (5) years and until a successor director has been designated and qualified. The terms of directors shall be staggered as determined by the Board. Staggering has been accomplished by the Board appointing directors on different dates. The staggered terms of the current Board are as follows:

	First	Name	Last Name	Beginning Term	End term
1	Ms.	Noel	Russell-Unterburger	10/11/12	10/10/17 (former parent)
2	Dr.	Umit	Yapanel	10/11/12	10/10/17
3	Mr.	Nguyen	Huynh	3/12/15	10/10/17
4	Mr.	Saken	Sherkhanov	12/12/13	12/11/18 (former teacher)
5	Dr.	Salih	Dikbas	4/21/16	12/10/19
6	Mrs.	Diane	Gonzalez	12/11/14	12/10/19
7	Dr.	Remzi	Oten	3/12/15	03/11/20 (current parent)
8	Dr.	Ali	Korkmaz	9/10/15	9/9/20

9 Mr. Serdar Orazov 9/10/15 9/9/20

Staggering shall be maintained as directors shall be appointed to fill vacant seats at the expiration of each staggered term.

Section 6. NOMINATIONS BY COMMITTEE. The Chairman of the Board of Directors or, if none, the President will appoint a committee to nominate qualified candidates for designation to the Board of Directors at least thirty (30) days before the date of any designation of directors. The nominating committee shall make its report at least seven (7) days before the date of the designation or at such other time as the Board of Directors may set and the Secretary shall forward to each Board member, with the notice of meeting required by these bylaws, a list of all candidates nominated by committee. Any member of the community may also refer a potential candidate to the Board for consideration.

Section 7. USE OF CORPORATE FUNDS TO SUPPORT NOMINEE. If more people have been nominated for director than can be designated, no corporation funds may be expended to support a nominee.

Section 8. EVENTS CAUSING VACANCIES ON BOARD. A vacancy or vacancies on the Board of Directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the Board of Directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3; (c) the increase of the authorized number of directors; and (d) the failure of the members, at any meeting of members at which any director or directors are to be elected, to elect the number of directors required to be elected at such meeting.

Section 9. RESIGNATION OF DIRECTORS. Except as provided below, any director may resign by giving written notice to the Chairman of the Board, if any, or to the President, or the Secretary, or to the Board. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the Board of Directors may elect a successor to take office as of the date when the resignation becomes effective.

Section 10. DIRECTOR MAY NOT RESIGN IF NO DIRECTOR REMAINS. Except on notice to the California Attorney General, no director may resign if the corporation would be left without a duly elected director or directors.

Section 11. REMOVAL OF DIRECTORS. Any director may be removed, with or without cause, by a simple majority of directors then in office at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and of the removal questions are given in compliance with the provisions of the Ralph M. Brown Act. (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code). Any vacancy caused by the removal of a director shall be filled as provided in Section 12.

Section 12. VACANCIES FILLED BY BOARD. Vacancies on the Board of Directors may be filled by approval of the Board of Directors or, if the number of directors then in office is less than a quorum, by (a) the unanimous

consent of the directors then in office, (b) the affirmative vote of a majority of the directors then in office at a meeting held according to notice or waivers of notice complying with Corporations Code Section 5211, or (c) a sole remaining director.

Section 13. NO VACANCY ON REDUCTION OF NUMBER OF DIRECTORS. Any reduction of the authorized number of directors shall not result in any directors being removed before his or her term of office expires.

Section 14. QUORUM. A majority of the directors then in office shall constitute a quorum. If a quorum is present, the affirmative vote of the majority of the directors at the meeting shall be a decision of the Board of Directors. Should there be fewer than a majority of the directors present at any meeting, the meeting shall be adjourned. A majority of the directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place. Directors may not vote by proxy. The vote or abstention of each board member present for each action taken shall be publicly reported.

Section 15. COMPENSATION AND REIMBURSEMENT. Directors shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement of actual reasonable expenses incurred in carrying out his or her duties. Directors shall not otherwise be compensated.

Section 16. CREATION AND POWERS OF COMMITTEES. The Board, by resolution adopted by a majority of the directors then in office, may create one or more committees, each consisting of two or more directors and no one who is not a director, to serve at the pleasure of the Board. Appointments to committees of the Board of Directors shall be by majority vote of the authorized number of directors. The Board of Directors may appoint one or more directors as alternate members of any such committee, who may replace any absent member at any meeting. Any such committee shall have all the authority of the Board, to the extent provided in the Board of Directors' resolution, except that no committee may:

- a. Take any final action on any matter that, under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members or approval of a majority of all members;
- b. Fill vacancies on the Board of Directors or any committee of the Board;
- c. Amend or repeal bylaws or adopt new bylaws;
- d. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal;
- e. Create any other committees of the Board of Directors or appoint the members of committees of the Board;
- f. Expend corporate funds to support a nominee for director if more people have been nominated for director than can be elected; or
- g. Approve any contract or transaction to which the corporation is a party and in which one or more of its directors has a material financial interest.

Section 17. MEETINGS AND ACTION OF COMMITTEES. Meetings and actions of committees of the Board of Directors shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, other

Board of Directors' actions, and the Brown Act, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board of Directors' resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the Board of Directors has not adopted rules, the committee may do so.

Section 18. NON-LIABILITY OF DIRECTORS. No director shall be personally liable for the debts, liabilities, or other obligations of this corporation.

Section 19. COMPLIANCE WITH LAWS GOVERNING STUDENT RECORDS. The Charter School and the Board of Directors shall comply with all applicable provisions of the Family Education Rights Privacy Act ("FERPA") as set forth in Title 20 of the United States Code Section 1232g and attendant regulations as they may be amended from time to time.

Section 20. COMPLIANCE WITH CONFLICTS OF INTEREST LAWS. The Corporation shall comply with applicable conflict of interest laws, including the Political Reform Act of 1974 (Chapter 1 (commencing with Section 81000) of Title 9 of the Government Code) and Govt. Code § 1090 et seq.

ARTICLES VIII MEETINGS

Section 1. PLACE OF BOARD OF DIRECTORS MEETINGS. The Board of Directors may designate that a meeting be held at any place within California that has been designated by resolution of the Board of Directors or in the notice of the meeting and which is in compliance with the Ralph M. Brown Act. The Board of Directors commits to rotating the locations of its regular physical meetings among the counties where the corporation's charter school sites are located, and to holding at least one of its regular physical meetings in a calendar year in each of those counties, and that the final date, time, and place will be specified in the notice of the meeting in compliance with the Ralph M. Brown Act.

All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act, California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation.

Section 2. MEETINGS; ANNUAL MEETINGS. All meetings of the Board of Directors and its committees shall be called, noticed, and held in compliance with the provisions of the Ralph M. Brown Act. ("Brown Act") (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code).

The Board of Directors shall meet annually for the purpose of organization, appointment of officers, and the transaction of such other business as may properly be brought before the meeting. This meeting shall be held at a time, date, and place as may be specified and noticed by resolution of the Board of Directors.

Section 3. REGULAR MEETINGS. Regular meetings of the Board of Directors shall be held on the

second Thursday of each month, unless the second Thursday of the month should fall on a legal holiday in which event the regular meeting shall be held at the same hour and place on the next business day following the legal holiday. At least 72 hours before a regular meeting, the Board of Directors, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

Section 4. SPECIAL MEETINGS. Special meetings of the Board of Directors for any purpose may be called at any time by the Chairman of the Board of Directors, if there is such an officer or a majority of the Board of Directors. If a Chairman of the Board has not been elected, then the President is authorized to call a special meeting in place of the Chairman of the Board. The party calling a special meeting shall determine the place, date, and time thereof.

Section 5. NOTICE OF SPECIAL MEETINGS. In accordance with the Brown Act, special meetings of the Board of Directors may be held only after twenty-four (24) hours' notice is given to each director and to the public through the posting of an agenda. Pursuant to the Brown Act, the Board of Directors shall adhere to the following notice requirements for special meetings:

- a. Any such notice shall be addressed or delivered to each director at the director's address as it is shown on the records of the Corporation, or as may have been given to the Corporation by the director for purposes of notice, or, if an address is not shown on the Corporation's records or is not readily ascertainable, at the place at which the meetings of the Board of Directors are regularly held.
- b. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.
- c. The notice of special meeting shall state the time of the meeting, and the place if the place is other than the principal office of the Corporation, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 6. TELECONFERENCE MEETINGS. Members of the Board of Directors may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with:

- a. At a minimum, a quorum of the members of the Board of Directors shall participate in the teleconference meeting from locations within the boundaries of a school district in which at least one of the charter schools operated by the corporation operates;
- b. All votes taken during a teleconference meeting shall be by roll call;
- c. If the Board of Directors elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the

meeting;

- d. All locations where a member of the Board of Directors participates in a meeting via teleconference must be fully accessible to members of the public and shall be listed on the agenda;¹
- e. Members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board of Directors directly at each teleconference location; and
- f. The agenda shall indicate that members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call.²

Section 7. ADJOURNMENT. A majority of the directors present, whether or not a quorum is present, may adjourn any Board of Directors meeting to another time or place. If a meeting is adjourned for more than twenty-four (24) hours, notice of such adjournment to another time or place shall be given, prior to the time schedule for the continuation of the meeting, to the directors who were not present at the time of the adjournment, and to the public in the manner prescribed by any applicable public open meeting law.

ARTICLE X OFFICERS OF THE CORPORATION

Section 1. OFFICES HELD. The officers of this corporation shall be a President, a Secretary, and Chief Financial Officer, who shall be known as the "Treasurer." The corporation, at the Board's direction, may also have a Chairman of the Board, one or more Vice-Presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed under Article X Section 4, of these bylaws.

Section 2. DUPLICATION OF OFFICE HOLDERS. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as either the President or the Chairman of the Board.

Section 3. ELECTION OF OFFICERS. The officers of this corporation shall be chosen annually by the Board of Directors and shall serve at the pleasure of the Board.

Section 4. APPOINTMENT OF OTHER OFFICERS. The Board of Directors may appoint and authorize the Chairman of the Board, the President, or another officer to appoint any other officers that the corporation may require. Each appointed officer shall have the title and authority, hold office for the period, and perform the duties specified in the bylaws or established by the Board.

Section 5. REMOVAL OF OFFICERS. Without prejudice to the rights of any officer under an employment contract, the Board of Directors may remove any officer with or without cause.

¹ This means that members of the Board of Directors who choose to utilize their homes or offices as teleconference locations must open these locations to the public and accommodate any members of the public who wish to attend the meeting at that location.

² The Brown Act prohibits requiring members of the public to provide their names as a condition of attendance at the meeting.

Section 6. RESIGNATION OF OFFICERS. Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to any rights of the corporation under any contract to which the officer is a party.

Section 7. VACANCIES IN OFFICE. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for normal appointment to that office, provided, however, that vacancies need not be filled on an annual basis.

Section 8. CHAIRMAN OF THE BOARD. If a Chairman of the Board of Directors is elected, he or she shall preside at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time. If there is no President, the Chairman of the Board of Directors shall also be the chief executive officer and shall have the powers and duties of the President of the corporation set forth in these bylaws. If a Chairman of the Board of Directors is elected, there shall also be a Vice-Chairman of the Board of Directors. In the absence of the Chairman, the Vice-Chairman shall preside at Board of Directors meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 9. PRESIDENT. Subject to such supervisory powers as the Board of Directors may give to the Chairman of the Board, if any, and subject to the control of the Board, the President shall be the general manager of the corporation and shall supervise, direct, and control the Corporation's activities, affairs, and officers as fully described in any applicable employment contract, agreement, or job specification. The President shall preside at all Board of Directors' meetings. The President shall have such other powers and duties as the Board of Directors or the bylaws may require.

Section 10. VICE-PRESIDENTS. If the President is absent or disabled, the Vice-Presidents, if any, in order of their rank as fixed by the Board, or, if not ranked, a Vice-President designated by the Board, shall perform all duties of the President. When so acting, a Vice-President shall have all powers of and be subject to all restrictions on the President. The Vice-Presidents shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

Section 11. SECRETARY. The Secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the Board of Directors may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, or special and, if special, how authorized; the notice given; and the names of the directors present at Board of Directors and committee meetings.

The Secretary shall keep or cause to be kept, at the principal California office, a copy of the articles of incorporation and bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board of Directors that these bylaws require to be given. The Secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

Section 12. TREASURER. The Treasurer shall keep and maintain, or cause to be kept and maintained,

adequate and correct books and accounts of the corporation's properties and transactions. The Treasurer shall send or cause to be given to directors such financial statements and reports as are required to be given by law, by these bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

The Treasurer shall (a) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the Board of Directors may designate; (b) disburse the corporation's funds as the Board of Directors may order; (c) render to the President, Chairman of the Board, if any, and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the corporation; and (d) have such other powers and perform such other duties as the Board or the bylaws may require.

If required by the Board, the Treasurer shall give the corporation a bond in the amount and with the surety or sureties specified by the Board of Directors for faithful performance of the duties of the office and for restoration to the corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office.

Section 13. VICE-CHAIRMEN. One Vice-Chairman of the Board of Directors will be assigned to each county in which a charter school operated by the corporation is located.

ARTICLE XI CONTRACTS WITH DIRECTORS

Section 1. CONTRACTS WITH DIRECTORS. In compliance with Government Code Section 1090 et seq., the corporation shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor any other corporation, firm, association, or other entity in which one or more of the Corporation's directors are directors and have a material financial interest).

ARTICLE XII CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES

Section 1. CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES. The Corporation shall not enter into a contract or transaction in which a non-director designated employee (e.g., officers and other key decision-making employees) directly or indirectly has a material financial interest unless all of the requirements in the Corporation's Conflict of Interest Code have been fulfilled.

Section 2. AGAINST NEPOTISM. If a member of an officer's or employee's immediate family is to be hired to work in a position directly subordinate or supervisory to the officer or employee, that fact should be disclosed in advance to the Board of Directors so that a determination can be made whether to permit an exception to the normal prohibition against nepotism.

ARTICLE XIII LOANS TO DIRECTORS AND OFFICERS

Section 1. LOANS TO DIRECTORS AND OFFICERS. This corporation shall not lend any money or

property to or guarantee the obligation of any director or officer without the approval of the California Attorney General; provided, however, that the corporation may advance money to a director or officer of the corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses of the corporation.

**ARTICLE XIV
INDEMNIFICATION**

Section 1. INDEMNIFICATION. To the fullest extent permitted by law, this corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the corporation by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238 (b) or Section 5238 (c) the Board of Directors shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board of Directors shall authorize indemnification.

**ARTICLE XV
INSURANCE**

Section 1. INSURANCE. This corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its directors, officers, employees, and other agents, to cover any liability asserted against or incurred by any director, officer, employee, or agent in such capacity or arising from the director's, officer's, employee's, or agent's status as such.

**ARTICLE XVI
MAINTENANCE OF CORPORATE RECORDS**

- Section 1. MAINTENANCE OF CORPORATE RECORDS. This corporation shall keep:
- a. Adequate and correct books and records of account;
 - b. Written minutes of the proceedings of the Board and committees of the Board; and
 - c. Such reports and records as required by law.

**ARTICLE XVII
INSPECTION RIGHTS**

Section 1. DIRECTORS' RIGHT TO INSPECT. Every director shall have the right at any reasonable time to inspect the corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary as permitted by California and federal law. The inspection may be made in person or by the director's agent or

attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents.

Section 2. ACCOUNTING RECORDS AND MINUTES. On written demand on the corporation, any director may inspect, copy, and make extracts of the accounting books and records and the minutes of the proceedings of the Board of Directors and committees of the Board of Directors at any reasonable time for a purpose reasonably related to the director's interest as a director. Any such inspection and copying may be made in person or by the director's agent or attorney. This right of inspection extends to the records of any subsidiary of the corporation.

Section 3. MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS. This corporation shall keep at its principal California office the original or a copy of the articles of incorporation and bylaws, as amended to the current date, which shall be open to inspection by the directors at all reasonable times during office hours. If the corporation has no business office in California, the Secretary shall, on the written request of any director, furnish to that director a copy of the articles of incorporation and bylaws, as amended to the current date.

ARTICLE XVIII REQUIRED REPORTS

Section 1. ANNUAL REPORTS. The Board of Directors shall cause an annual report to be sent to itself (the members of the Board of Directors) within 120 days after the end of the corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- a. The assets and liabilities, including the trust funds, or the corporation as of the end of the fiscal year;
- b. The principal changes in assets and liabilities, including trust funds;
- c. The corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- d. The corporation's expenses or disbursement for both general and restricted purposes;
- e. Any information required under these bylaws; and
- f. An independent accountant's report or, if none, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the corporation's books and records.

Section 2. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS. As part of the annual report to all directors, or as a separate document if no annual report is issued, the corporation shall, within 120 days after the end of the corporation's fiscal year, annually prepare and mail or deliver to each director and furnish to each director a statement of any transaction or indemnification of the following kind:

- a. Any transaction (i) in which the corporation, or its parent or subsidiary, was a party, (ii) in which an "interested person" had a direct or indirect material financial interest, and (iii) which involved more than \$50,000 or was one of several transactions with the same interested person involving, in the

aggregate, more than \$50,000. For this purpose, an “interested person” is either:

- (1) Any director or officer of the corporation, its parent, or subsidiary (but mere common directorship shall not be considered such an interest); or
 - (2) Any holder of more than 10 percent of the voting power of the corporation, its parent, or its subsidiary. The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to the corporation, the nature of their interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.
- b. The amount and circumstances of any indemnifications aggregating more than \$10,000 paid during the fiscal year to any director or officer of the corporation pursuant to Article XIV of these Bylaws.

**ARTICLE XIX
BYLAW AMENDMENTS**

Section 1. **BYLAW AMENDMENTS.** The Board of Directors may adopt, amend or repeal any of these Bylaws by a majority of the directors present at a meeting duly held at which a quorum is present, except that no amendment shall make any provisions of these Bylaws inconsistent with the corporation’s Articles of Incorporation, or any laws. The Board of Directors may only amend these Bylaws provisions fixing the authorized number of directors or establishing procedures for the nomination or appointment of directors by unanimous vote of all directors then in office. This section may only be amended by the unanimous vote of the all the directors then in office.

**ARTICLE XX
FISCAL YEAR**

Section 1. **FISCAL YEAR OF THE CORPORATION.** The fiscal year of the Corporation shall begin on July 1st and end on June 30th of each year.

Cover Sheet

Reconsideration of Educational Facilities Group Contract for 2017-18

Section: III. Action Items
Item: B. Reconsideration of Educational Facilities Group Contract for
2017-18
Purpose: Vote
Submitted by:
Related Material: III B Reconsideration of EFG Contract.pdf



Board Agenda Item #	Agenda # III B
Date:	July 13, 2017
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Caprice Young, Ed.D., CEO & Superintendent
RE:	Reconsideration of Facilities Consultant Contract

Proposed Board Recommendation

Information. If no action is taken, the EFG contract will end January 31, 2018 following the completion of MSA San Diego and transition of other projects and responsibilities to a new position of Director of Facilities, other staff, and other consultants as needed.

Background

On July 12, 2017, I received a letter from the Education Facilities Group exercising the clause in the contract for either party to terminate with at least 90 days notice. This gives Magnolia time for the completion of all phases of the MSA San Diego construction. I am hopeful that the scope of work during the closure of the contract will include:

- Completion of MSA San Diego (Phase 1 and MPR)
- Transitioning the management and completion of the MSA 1 New Building Project to a new Project Management Consultant
- Transitioning the management and completion of the MSA Santa Ana Gym Project to a new Project Management Consultant (Likely one PM for both projects)
- Completing both closings of the bond financing (July and November)
- Preparing and submitting 2018-19 Prop 39 applications
- Summer 2017 school site projects
- Submission of Energy Grant project requests (agency extended deadline to January 1, 2018)
- Completion of 2017-18 Prop 39 negotiations for MSA 3 and 4
- Completion of MSA 8 ISP negotiation

- Completion of MSA 1, 2, and 3 required LACOE upgrades

Budget Implications

Staff will return to the board with a budget request to hire a Director of Facilities and a new facilities Project Management consultant following appropriate processes. This shift may include an increase in legal fees over time depending on the skill sets of the replacement individuals.

How Does This Action Relate/Affect/Benefit All MSAs?

This concretely begins transition of all facilities work for all schools over approximately six months.

Name of Staff Originator:

Caprice Young, CEO & Superintendent

Exhibits (attachment):

Letter from EFG
Conceptual draft of reallocation of major facilities duties

Magnolia Public Schools Facilities Responsibilities Matrix
Draft 7/12/2017

Responsibility	New Director of Facilities (Reporting to COO)	CFO or Designee	Principals	External Consultant (s)	Legal Counsel	CEO/Cteam
Prepare and submit Prop 39 requests	Lead				Support	
Lead Proposition 39 negotiations with LAUSD (annually)	Lead				Support	
Negotiate lease extensions on private sites	Lead				Support	
Support C Team through charter renewals and appeals	Lead				Support	
Apply for and receive charter school facilities incentive grant program funds (annually)	Support	Lead				
Apply for and receive SB740 state funds (annually)	Support	Lead				
Provide documentation on a timely basis to multiple agencies	Lead	Support				
Bring all sites into legal and district policy compliance	Lead (ongoing)				Support	
Negotiate ground use agreements at multiple sites	Lead				Support	
Complete major construction project: MSA 1	Support			New PM		
Complete major construction projects: MSA Santa Ana Gym	Support			New PM		
Plan and execute summer improvement projects at multiple sites, submitting alteration forms and garnering approvals	Lead		Support	Support		
Manage procurement of facilities related contracts	Lead	Support				
Supervise vendors on all facilities items	Lead	Support				
Major improvements at existing sites, including: MSA 7, MSA 2	Lead			Support		
Proposition 51 state bond funding Implementation (if approved)	Lead			Support		
Plan and construct new projects based on Prop 51 awards (3-4 year Process)	Support			New PM		
Develop a long-term plan to grow capacity and enrollment at all existing Sites	Lead					Participate
Develop and implement a strategy for new schools in the 5 existing communities served by Magnolia Schools	Lead					Participate
Provide written updates on facilities matters to the board	Lead	Support				
Manage construction of all facilities projects	Support			New PM		
Research and order FFE package for each school	Support		Lead			
Develop a system to track all school site requests for support	Lead					Dir. IT (Support)
Lead weekly project meetings and keep official record on projects	Lead		Support			
Manage all requests for information and change order requests	Lead	Support				
Processing of all invoices related to facilities	Support	Lead				
Seek multiple external funding partners for facilities projects	Support			maybe		Lead
Planning and Implementation of Clean Energy Grants (3 years)	Lead		Support			
Filing of Public School Tax Exemptions (annually)	Support	Lead				
Maintenance of Debt Funding Governance/Corps	Support	Lead				
Manage, maintain and update capital budget	Support	Lead				

Dr. Caprice Young
CEO & Superintendent
Magnolia Educational & Research Foundation
250 E. 1st Street, Suite 1500
Los Angeles, CA 90012

Dear Dr. Young,

After doing strategic analysis of our long-term company goals, we've decided to shift our focus to only serve a specific subset of customers going forward.

That said, our team regrets to inform you that we won't be able to continue serving Magnolia Educational & Research Foundation facilities needs past January 31, 2018. We are exercising the termination clause in "*Section 1 Term and Termination*" of our executed contract. Given the numerous projects we are currently working on with Magnolia Public Schools, we are providing a six month notice to allow ample time for a successful transition. We will work with you and your team to identify the scope of work moving forward.

Thank you for your understanding. We appreciate your partnership these past two years.

Regards,

A handwritten signature in black ink, appearing to read 'F. Gonzalez', with a long, sweeping horizontal line extending to the right.

Frank Gonzalez
President & CEO
Educational Facilities Group

Cover Sheet

Fundraising and Partnerships Update

Section: IV. Information Items:
Item: A. Fundraising and Partnerships Update
Purpose: Discuss
Submitted by:
Related Material: IV A OCD FundRaising & Grants.pdf



Board Agenda Item #	Agenda # IV A
Date:	Month, Date, Year
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead: Ismael Soto	Name, Director of Partnerships
RE: Fund Raising and Partnerships	Item Title: Fund Raising and Partnerships

Proposed Board Recommendation

Information Item- no action required.

Background

GRANTS APPLIED TO IN 2016-17

1. **Joseph Drown Foundation: Funding Granted: \$50,000.** Purpose: Magnolia Public Schools requested General Operating Support for the Home Office operations advancing Science, Technology, Engineering, Arts, and Math (“STEAM”) focused schools for neighborhoods with low-income and high-need communities. Use: primarily community engagement.
2. **Great Public School Now: Funding Granted: \$22,500.** Purpose: Great Public Schools Now has approved our grant request to support Magnolia Public Schools' ability to recruit and sign teachers in hard to staff roles (Math, Science, SPED) for 2017-2018 school year.
3. **ePrize 2017:** Funding Requested: Up to \$100,000 per year over three years (300K), Currently in the Letter of Intent phase with Los Alamitos Unified School District and partner Western Youth Services. Purpose: To foster collaboration between Orange County (OC) district and charter schools around innovations to improve educational

outcomes for the underserved in OC.

4. **Charter Network Accelerator:** Funding Requested: not granted. Purpose:

The Accelerator is an 18-month leadership development cohort program for CEOs and their senior leadership teams. They attend 5 workshops, receive feedback from a team of experts who visit their schools, and they have access to incredible free PD, curriculum, coaching and consulting as part of our program. CEOs attend each workshop along with their senior-most instructional leader and there are opportunities throughout the program to bring other senior leaders to relevant sessions. STEM Prep and Equitas are current program participants.

5. **Riordan Foundation Instructional Innovation Grant:** Funding Requested: Not granted. Funding amounts are not specified. Purpose: The MSA 7

Instructional Innovation grant in partnership with the Armory Center

6. **21st Century After-School Grant in partnership with Youth Policy** (not yet decided)

7. **Broad Prize 2017-18** (not yet decided)

FUNDING PROPOSALS

1. Community Engagement and Immigration
2. Mt. Wilson Observatory: Being reviewed by the Emerson Collective and XQ Institute
3. Science - Project Lead the Way
4. Broad Prize 2016

FUNDING TARGETS FOR 2017-18

1. W.M. Keck Foundation. Grant Domain: NGSS, Research
2. Los Angeles County Arts Commission: Advancement Grant. Funding Available: Up to \$25,000
3. Emerson Collective. Grant Domain: Community Programs

4. Ralph M. Parsons Foundation
5. Walton Foundation. Grant Domain: Community Engagement Programs
6. The Cynthia L. & William E. Simon, Jr. Foundation. Grant Domain: Sports
7. Qualcomm
8. James Irvine Foundation. Grant Domain: Youth, agency, advocates

PARTNERSHIPS

1. **University of California Irvine (UCI):** Beginning in the Fall of 2017, MSA-Santa Ana will grow its partnership with the UCI Beall Center for Art + Technology, where current UCI students will be able to collaborate with MSA-Santa Ana teachers in strengthening their educational programs.
2. **TEAL (Technology Enhanced Arts Learning)-LACOE:** Technology Enhanced Arts Learning (TEAL) Project will increase the knowledge and skills of K-6 pre-service and in-service teachers and administrators throughout Los Angeles County Office of Education (LACOE) in the fundamentals and best practices of arts integration.
3. **Arts Ed Collective:** Planned and completed Magnolia's first Strategic Arts Plan with partner Arts Ed Collective (formally Arts for All) during the 2016-17 school year. In 2017-18, MPS will have four to six arts leaders that will facilitate the roll out of the Strategic Arts Plan to implement the "A" in STEAM.
4. **Mt Wilson Observatory and Carnegie Institute:** Magnolia Public Schools will continue to build on the partnership with the Mt. Wilson Observatory and the Carnegie Institute. We are currently working on developing a robust curriculum with one of our MSA-5 Science teachers in collaboration with Carnegie Institute.

5. **SLAM!:** Partner with MSA 4-Venice for the 2016-17 academic school year to engage a network of passionate college student volunteers to teach after school music. MSA 2 has submitted a request to participate during 2017-18.
6. **Panorama Education:** To measure and act on data about social-emotional learning, school climate, family engagement and more.
7. **Wallis Annenberg Center for Performing Arts:** Partnership between the education team at the Wallis and Magnolia Science Academies. MSA 7- Northridge K-5 cohort of teachers in 2016-17 and MSA 1.
8. **Murmuration:** Continued partnership (and potential for another grant) to increase civic engagement.
9. **Larta Institute:** Includes coordinating and managing National Science Foundation SBIR Phase 1 grantees such as 7 Generation Games.

PARTNERSHIP TARGETS 2017-18

1. East Los Angeles College (ELAC) – Career Technical Education at MSA 4
2. California State University Northridge (CSUN) partnership to create an impactful teacher internships program to service MSA-7
3. Girls Pursuing Science (GPS) program at MSA-3
4. California State Dominguez Hills: CIF facilities usage for MSA 3
5. Chapman University – MSA –Santa Ana

Budget Implications

- Great Public School Now funding granted to MPS- \$22,500. Earmark for use by the MPS Human Resources Department for sign-on bonus' for teachers in the fields of Math, Science, and Special Education.

- Joseph Drown Foundation funding granted to MPS- \$50,000: General operating grant earmarked for items that cannot be paid for using public dollars, and other community engagement expenses under Alfredo Rubalcava-CXO. Our commitment is to use a portion of this grant to develop the internal capacity of the Outreach & Communications Department with paid professional development opportunities in fields such as Development, Grant Writing, and Civic and Community Engagement.

How Does This Action Relate/Affect/Benefit All MSAs?

The Outreach & Communications Department will continue to lead efforts in the areas of external relations, marketing, communications, development, and partnerships.

Name of Staff Originator:

Ismael Soto-Director of Partnerships

Exhibits (attachments):

None

Cover Sheet

Finance Update- May 2017 Financials

Section: IV. Information Items:
Item: B. Finance Update- May 2017 Financials
Purpose: Discuss
Submitted by:
Related Material: IV B May 2017 Financials.pdf



Business and Development Specialists
for Charter Schools

MEMORANDUM

TO: Caprice Young, CEO, Magnolia Public Schools
FROM: EdTec
SUBJECT: May 2017 Financial Presentation
DATE: 06/28/17

SUMMARY OF RESULTS – CURRENT FORECAST VS. PREVIOUS FORECAST

MAGNOLIA PUBLIC SCHOOLS - CONSOLIDATED

Board Approved Budget vs. Current Forecast

	Budget					
	Approved Budget July/Sept 2016	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)
SUMMARY						
Revenue						
LCFF Entitlement	33,973,830	34,523,569	34,461,399	34,461,399	-	(62,170)
Federal Revenue	3,351,379	4,434,404	4,257,318	4,200,251	(57,068)	(234,154)
Other State Revenues	4,188,588	5,466,121	5,467,228	5,467,228	-	1,107
Local Revenues	6,682,886	7,080,455	7,124,075	7,110,633	(13,443)	30,178
Fundraising and Grants	382,518	386,755	421,620	434,399	12,779	47,644
Total Revenue	48,579,200	51,891,304	51,731,641	51,673,909	(57,731)	(217,395)
Expenses						
Compensation and Benefits (excl adjustment)	25,599,982	26,871,597	26,780,755	26,810,353	(29,598)	61,244
Books and Supplies	3,270,502	3,780,627	4,042,982	4,160,966	(117,983)	(380,339)
Services and Other Operating Expenditures	17,681,744	18,434,384	18,536,497	18,611,054	(14,556)	(176,670)
Depreciation	823,259	804,525	804,902	804,902	-	(377)
Total Expenses	47,375,486	49,891,132	50,225,137	50,387,274	(162,138)	(496,142)
Operating Income Before One-Time Adjustment	1,203,714	2,000,172	1,506,504	1,286,635	(219,869)	(713,537)
One-Time Compensation Adjustment		(1,101,603)	(1,101,603)	(1,101,603)		
Operating Income (including adjustment)		898,569	404,901	185,032		
Fund Balance						
Beginning Balance (Unaudited)	20,766,592	20,749,323	20,749,323	20,749,323		
Audit Adjustment	284,225	(127,921)	(127,921)	(127,921)		
Beginning Balance (Audited)	21,050,817	20,621,401	20,621,401	20,621,401		
Operating Income (including Depreciation)	1,203,714	2,000,172	404,901	185,032		
Ending Fund Balance	22,254,531	23,050,989	21,026,302	20,806,433		
Capital Outlay	13,743,061	1,050,224	859,549	859,549		
Total ADA	3679.5	3721.1	3710.0	3710.0	-	(11.1)

	2016/17 Current Forecast MSA-1	2016/17 Current Forecast MSA-2	2016/17 Current Forecast MSA-3	2016/17 Current Forecast MSA-4	2016/17 Current Forecast MSA-5	2016/17 Current Forecast MSA-6	2016/17 Current Forecast MSA-7	2016/17 Current Forecast MSA-8	2016/17 Current Forecast MSA-SA	2016/17 Current Forecast MSA-SD	2016/17 Current Forecast MSA-SC	2016/17 Current Forecast MERF	2016/17 Current Forecast Total
SUMMARY													
Revenue													
LCFF Entitlement	5,295,664	4,231,885	4,249,844	1,825,155	1,650,101	1,549,755	2,588,482	4,522,135	5,516,915	3,031,463	-	-	34,461,399
Federal Revenue	1,215,937	430,075	493,878	250,670	224,838	166,735	254,745	308,278	749,207	105,888	-	-	4,200,251
Other State Revenues	1,158,092	535,679	683,539	266,779	195,813	258,506	629,151	633,323	577,993	528,352	-	-	5,467,228
Local Revenues	104,554	93,650	47,056	28,503	177,925	16,046	69,506	53,088	24,687	75,780	-	6,419,837	7,110,633
Fundraising and Grants	69,180	27,722	19,046	22,206	986	14,850	25,000	20,000	49,346	36,064	-	150,000	434,399
Total Revenue	7,843,427	5,319,011	5,493,363	2,393,313	2,249,663	2,005,892	3,566,884	5,536,824	6,918,148	3,777,547	-	6,569,837	51,673,909
Expenses													
Compensation and Benefits (excl adjustment)	3,550,506	2,972,405	3,158,342	1,168,051	1,093,327	1,028,495	1,582,978	2,711,838	3,772,287	2,207,384	-	3,564,740	26,810,353
Books and Supplies	738,276	467,984	429,020	120,875	250,882	161,747	301,250	444,657	987,499	173,955	-	84,820	4,160,966
Services and Other Operating Expenditures	2,839,102	1,876,668	2,025,279	747,989	699,244	564,661	1,633,545	2,103,182	2,170,129	1,249,823	-	2,701,431	18,611,054
Depreciation	146,166	53,602	19,096	15,656	4,774	28,726	37,295	84,873	373,813	39,460	-	1,440	804,902
Total Expenses	7,274,049	5,370,660	5,631,737	2,052,571	2,048,228	1,783,629	3,555,067	5,344,550	7,303,730	3,670,622	-	6,352,431	50,387,274
Operating Income Before One-Time Adjustment	569,378	(51,649)	(138,374)	340,742	201,435	222,264	11,817	192,274	(385,582)	106,925	-	217,406	1,286,635
One-Time Compensation Adjustment	(198,362)	(164,349)	(186,030)	(82,695)	(66,305)	(47,852)	(89,982)	(120,965)	(45,129)	(99,934)	-	-	(1,101,603)
Operating Income (including adjustment)	371,016	(215,998)	(324,404)	258,047	135,130	174,412	(78,165)	71,309	(430,711)	6,991	-	217,406	185,032
Fund Balance													
Beginning Balance (Unaudited)	3,197,834	1,210,746	976,777	763,641	1,144,335	1,006,776	939,109	3,061,348	8,291,101	1,173,620	(730,789)	(285,175)	20,749,323
Audit Adjustment	(37,421)	(69,796)	(1,355)	(101,149)	(66,819)	(61,339)	8,244	(90,501)	7,820	960	(791)	284,225	(127,921)
Beginning Balance (Audited)	3,160,413	1,140,950	975,422	662,491	1,077,516	945,437	947,353	2,970,847	8,298,921	1,174,581	(731,580)	(950)	20,621,401
Operating Income (including Depreciation)	371,016	(215,998)	(324,404)	258,047	135,130	174,412	(78,165)	71,309	(430,711)	6,991	-	217,406	185,032
Ending Fund Balance	3,531,429	924,952	651,018	920,538	1,212,647	1,119,849	869,188	3,042,156	7,868,210	1,181,571	(731,580)	216,456	20,806,433
Ending Fund Balance as a % of Expenses	49%	17%	12%	45%	59%	63%	24%	57%	108%	32%	-	3%	41%
Capital Outlay	540,000	14,982	-	-	27,793	-	77,650	84,000	115,124	-	-	-	859,549
Total ADA	520.37	434.84	433.41	186.54	176.28	171.19	283.09	485.65	610.73	407.92	0.00	0.00	3,710

Consolidated Net Income before one-time compensation adjustments* is forecasted for the year at **\$1,286,635**. Net income, adjusted for one-time compensation expense correction is **\$185,032**. This is a \$713,537 decrease from the board approved budget and a \$219,869 decrease from the previous forecast

*During this current year, Magnolia is recognizing an additional month of payroll and related benefits due to an accounting change based on the reporting method recommended by the auditors. This results in additional one-time expenses being recognized in the current year.

The main drivers of the changes from previous forecast are:

- \$47K prior year not accrued expense for MSA-SC payment back to the state for Prop 39 Clean Energy planning funds
- \$30K increase to compensation and benefits after adjusting forecasted hours for hourly employees that worked overtime
- \$50K reduction in other federal revenue; adjusted e-rate reimbursement for phone to 20%, originally budgeted at 80%.

ACCOMPLISHMENTS

- Preliminary Budgets FY17-18 submitted to authorizers
- LCAP for 17-18
- Spring CARS Reports Completed
- Delivered SSC Requests
- Uncategorized revenue was \$144 and uncategorized expense was \$16,150. These items will be cleared in June.

OPPORTUNITIES AND RISKS

MSA-1 Charter School Facility Incentive Grant (CSFIG) (possible at risk -\$1,500,000)

MSA-1 received the 3-year grant and will receive \$500,000 each year starting in 16-17. It was previously noted that MSA-1 needed to expend \$500,000 on construction by June 30, 2017 to receive the full award. If not, then MSA-1 would lose one third of the grant. Finance and facilities have worked to identify eligible expenses that can be reimbursed. As of June 30th, MSA-1 has identified \$500,000 in eligible expenditures.

Expense Risks – MERF Approved Budget (financial impact unknown)

Legal expenses are currently tracking higher than originally expected due to OIG related concerns, and there is risk of exceeding budget in this line item.

Payroll/Paycom:

Hourly Employees & Benefits (financial impact unknown)

Hourly employees at school sites were found to be exceeding the 29-hour limit, which will make them eligible for health & welfare benefits. HR is reconciling which employees will need to receive benefits and EdTec will analyze the fiscal impact on FY16-17 once received. Per the CFO, controls are now in place to ensure proper tracking of such employees and addition of benefits when eligible.

Paycom Voids and Corrections (\$0)

Employees enrolled in STRS had social security tax incorrectly deducted from paychecks. Paycom voided these entries and corrected payment to employee, but no manual check was entered to offset the void. Consequently, while employees were paid the correct amount, their earnings are understated in Paycom (and consequently, their 2016 W2s). Paycom working to reconcile and adjust earnings of the four employees affected.

STRS/PERS Corrections (financial impact unknown)

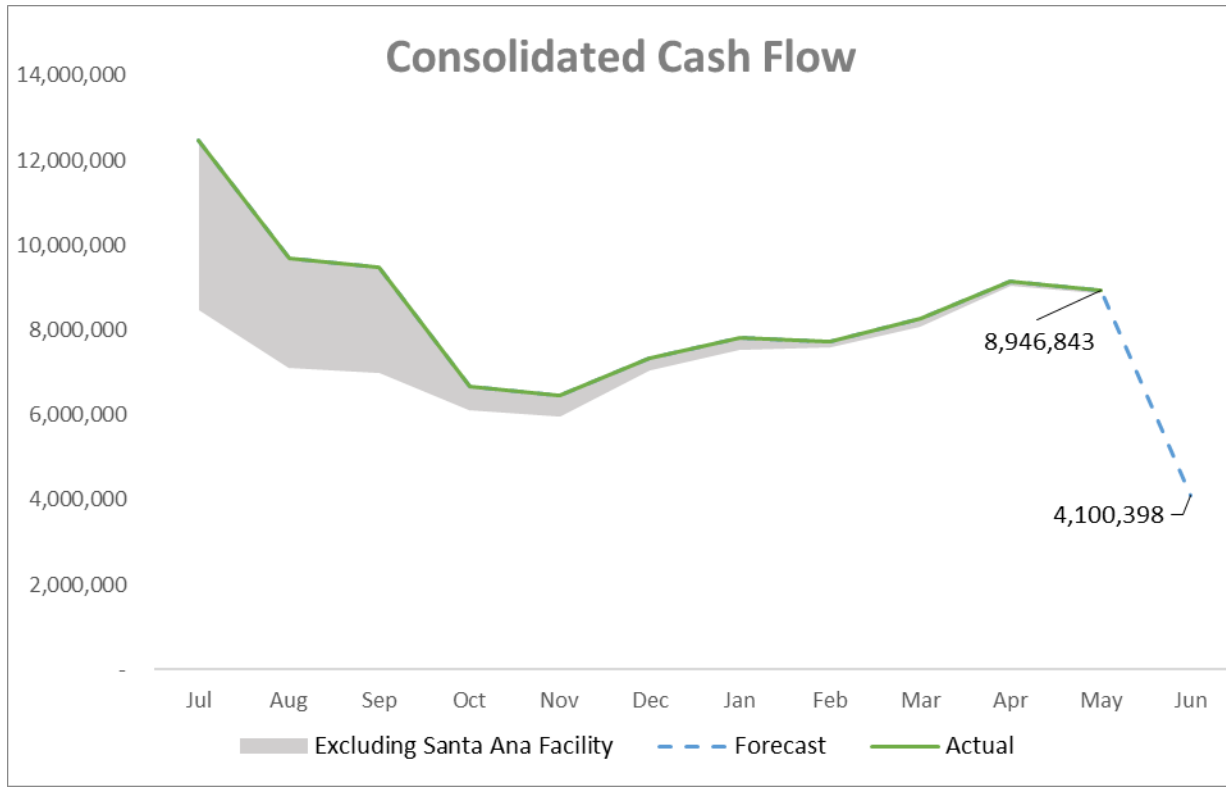
MPS management believes there may be prior year STRS and PERS eligibility inaccuracies which, when corrected, would result in additional expense for the organization. Further analysis is needed to determine the order of magnitude of this potential liability. Any known errors related to current year eligibility or rate variances have been corrected. MERF has secured a consultant to do the analysis. Amounts have been included in the FY17-18 budgets for each site for the estimated cost of this consulting.

EMERGENCY CHECK REQUEST TRACKING

Site	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Total	Trend
MERF	10	10	7	2	1	3	3	4	2	2	2	46	
MSA-1	8	2	8	1	1	1	2	9	0	2	1	35	
MSA-2	17	8	12	2	1	0	1	1	1	0	1	44	
MSA-3	2	3	9	5	3	12	4	6	1	0	7	52	
MSA-4	0	1	16	0	0	0	1	2	0	0	0	20	
MSA-5	0	1	5	0	0	0	0	2	0	1	1	10	
MSA-6	0	1	0	0	0	0	0	0	0	1	0	2	
MSA-7	6	2	2	1	0	1	0	0	0	3	0	15	
MSA-8	2	2	21	1	0	0	1	4	0	0	0	31	
MSA-SA	13	9	10	5	2	1	1	4	2	2	1	50	
MSA-SD	11	13	1	1	3	3	3	5	2	2	3	47	
Total	69	52	91	18	11	21	16	37	8	13	16	352	

Emergency check requests have increased 23% since April. ECRs were less than 20 (16 total), so no additional charge was incurred.

CASH FLOW SUMMARY



The ending cash balance at 05/31 was \$8,946,843, where \$95,590 was restricted Prop 1D money for MSA-Santa Ana. Projected ending cash balance at 6/30 is \$4,100,398.

Cash Flow Notes

- Assumes no bridge loan to finance construction through June.
- MERF has received CMO fees through June (excluding MSA-3 and MSA-SA) to maintain a positive cash balance.
- Assumes bond financing is finalized *after 6/30/17*

MAGNOLIA SCIENCE ACADEMY - 1

	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
LCFF Entitlement	4,436,646	5,251,881	5,305,480	5,295,664	5,295,664	-	(9,816)	853,018	84%
Federal Revenue	462,504	695,788	1,202,884	1,215,937	1,215,937	-	13,053	753,434	38%
Other State Revenues	932,388	898,245	1,158,352	1,158,092	1,158,092	-	(260)	225,704	81%
Local Revenues	96,766	60,107	84,550	104,374	104,554	180	20,004	7,788	93%
Fundraising and Grants	60,481	56,000	69,360	69,360	69,180	(180)	(180)	8,699	87%
Total Revenue	5,988,784	6,962,021	7,820,626	7,843,427	7,843,427	-	22,801	1,854,643	76%
Expenses									
Compensation and Benefits (excl adjustment)	3,322,649	3,362,064	3,562,432	3,542,424	3,550,506	(8,082)	11,326	426,219	94%
Books and Supplies	470,061	539,025	647,387	647,387	738,276	(90,889)	(90,889)	268,215	64%
Services and Other Operating Expenditures	2,409,784	2,727,983	2,929,102	2,877,380	2,839,102	38,278	90,000	429,318	85%
Depreciation	166,617	181,768	146,166	146,166	146,166	-	-	(20,451)	114%
Total Expenses	6,369,110	6,810,840	7,285,087	7,213,357	7,274,049	(60,692)	11,038	1,103,301	88%
Operating Income Before One-Time Adjustment	(380,326)	151,181	535,539	630,070	569,378	(60,692)	33,839	751,342	-67%
One-Time Compensation Adjustment			(198,362)	(198,362)	(198,362)				
Operating Income (including adjustment)			337,177	431,708	371,016				
Fund Balance									
Beginning Balance (Unaudited)	3,197,834	3,197,834	3,197,834	3,197,834	3,197,834				
Audit Adjustment	(37,421)	-	-	(37,421)	(37,421)				
Beginning Balance (Audited)	3,160,413	3,197,834	3,197,834	3,160,413	3,160,413				
Operating Income (including Depreciation)	(380,326)	151,181	535,539	431,708	371,016				
Ending Fund Balance	2,780,087	3,349,015	3,733,373	3,592,121	3,531,429				79%
Capital Outlay									
	167,107	100,000	540,000	540,000	540,000				31%
Total ADA		518.2	522.1	520.4	520.4	0.0	(1.7)		

SUMMARY OF RESULTS

Forecasting a net income of **\$569,378** before one-time adjustments and net income of **\$371,016** including adjustments; this is a decrease of **\$60,692** from the previous forecast.

VARIANCE ANALYSIS

Compensation and Benefits (-\$8,082)

Title III entitlement for English learners increased, so there was a corresponding expense increase for the Title III coordinator salary allocation from MERF.

Books and Supplies (-\$90,889)

Approved textbooks and curricula materials increased by \$50K because the school requested a budget transfer from professional development. Other food (\$2.6K) exceeded the budget and was increased to match actuals. Fuel Education was incorrectly budgeted and coded to other professional services. Actual expense coding and the budget was shifted to educational software for \$38.2K.

Services and Operating \$38,278

Professional development decreased (\$50K) to offset approved textbooks spending, academic competitions exceeded the budget and was increased to match actuals, including June payments of \$11.6K. Other school programs also exceeded the budget by \$22.4K, including June payments. Other professional services decreased (\$38K) because it was shifted to educational software. Interest expense increased \$15K as the bond financing will come in after 6/30, so the \$2.8M loan will not be paid off with these funds until the 17-18 school year.

MAGNOLIA SCIENCE ACADEMY - 2

	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
LCFF Entitlement	3,575,077	4,518,778	4,295,058	4,231,885	4,231,885	-	(63,173)	656,808	84%
Federal Revenue	337,642	344,735	522,541	436,284	430,075	(6,210)	(92,467)	92,432	79%
Other State Revenues	442,193	355,213	544,067	535,679	535,679	-	(8,388)	93,486	83%
Local Revenues	71,538	93,069	77,280	93,650	93,650	-	16,370	22,112	76%
Fundraising and Grants	26,512	25,000	27,722	27,722	27,722	-	-	1,211	96%
Total Revenue	4,452,962	5,336,795	5,466,669	5,325,221	5,319,011	(6,210)	(147,658)	866,049	84%
Expenses									
Compensation and Benefits (excl adjustment)	2,803,617	2,987,228	2,938,373	2,966,521	2,972,405	(5,884)	(34,032)	333,137	94%
Books and Supplies	441,491	259,858	451,104	458,104	467,984	(9,880)	(16,880)	26,494	94%
Services and Other Operating Expenditures	1,585,675	1,903,069	1,848,804	1,836,709	1,876,668	(39,959)	(27,864)	290,993	84%
Depreciation	31,163	34,000	53,602	53,602	53,602	-	-	22,439	58%
Total Expenses	4,861,946	5,184,155	5,291,884	5,314,938	5,370,660	(55,722)	(78,776)	673,063	91%
Operating Income Before One-Time Adjustment	(408,984)	152,640	174,785	10,283	(51,649)	(61,932)	(226,434)	192,986	792%
One-Time Compensation Adjustment			(164,349)	(164,349)	(164,349)				
Operating Income (including adjustment)			10,436	(154,066)	(215,998)				
Fund Balance									
Beginning Balance (Unaudited)	1,210,746	1,210,746	1,210,746	1,210,746	1,210,746				
Audit Adjustment	(69,796)	-	-	(69,796)	(69,796)				
Beginning Balance (Audited)	1,140,950	1,210,746	1,210,746	1,140,950	1,140,950				
Operating Income (including Depreciation)	(408,984)	152,640	174,785	(154,066)	(215,998)				
Ending Fund Balance	731,966	1,363,386	1,385,531	986,884	924,952				79%
Capital Outlay	14,982	20,000	14,982	14,982	14,982				100%
Total ADA		470.0	442.0	434.8	434.8	0.0	(7.1)		

SUMMARY OF RESULTS

Forecasting an operating loss of **(\$51,649)** before one-time adjustments and **(\$215,998)** including adjustments; this is a decrease of **\$61,932** from the previous forecast.

VARIANCE ANALYSIS

Federal Revenue (-\$6,210)

Federal revenue decreased with the communications expense decrease. E-rate reimbursement is based on 20% reimbursement for phone and 80% internet. With the decrease in expected expense, the revenue also decreased.

Compensation and Benefits (-\$5,884)

An additional aide was hired as support staff for the school in April.

Books and Supplies (-\$9,880)

Instructional materials and supplies (\$4.1K), and noncapitalized equipment (\$3.2K) exceeded the budget and was increased to match actual expenditures. The budget was shifted from communications. Other food also exceeded the budget by \$2.5K, and was increased to match actuals.

Services and Operating (-\$39,959)

Legal fees (\$16.7K), special education contract instructors (\$23.9K), substitutes (\$6K), and prior year expenses (\$631) all exceeded budget and were increased to match actuals, including June payments. Prior year expenses result of write offs for employees that received manual checks for gross wages, not net. Communications was reduced to \$7.3K to offset books and supplies.

MAGNOLIA SCIENCE ACADEMY -3

	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
LCFF Entitlement	3,647,029	4,245,387	4,352,807	4,249,844	4,249,844	-	(102,963)	602,815	86%
Federal Revenue	383,282	574,033	493,745	493,878	493,878	-	133	110,596	78%
Other State Revenues	574,446	694,406	879,335	683,539	683,539	-	(195,796)	109,093	84%
Local Revenues	47,090	24,785	40,114	47,039	47,056	17	6,942	(34)	100%
Fundraising and Grants	16,652	19,018	19,018	19,046	19,046	-	28	2,394	87%
Total Revenue	4,668,499	5,557,629	5,785,019	5,493,345	5,493,363	17	(291,657)	824,864	85%
Expenses									
Compensation and Benefits (excl adjustment)	2,971,329	2,812,109	3,184,511	3,158,626	3,158,342	284	26,169	373,043	94%
Books and Supplies	372,668	454,542	401,887	426,976	429,020	(2,044)	(27,132)	56,351	87%
Services and Other Operating Expenditures	1,747,794	1,935,913	2,087,914	2,018,236	2,025,279	(7,043)	62,635	277,485	86%
Depreciation	11,000	12,000	19,096	19,096	19,096	-	-	8,096	58%
Total Expenses	5,102,791	5,214,564	5,693,409	5,622,934	5,631,737	(8,803)	61,672	714,976	91%
Operating Income Before One-Time Adjustment	(434,292)	343,065	91,611	(129,589)	(138,374)	(8,785)	(229,985)	109,888	314%
One-Time Compensation Adjustment			(186,030)	(186,030)	(186,030)				
Operating Income (including adjustment)			(94,419)	(315,619)	(324,404)				
Fund Balance									
Beginning Balance (Unaudited)	976,777	976,777	976,777	976,777	976,777				
Audit Adjustment	(1,355)	-	-	(1,355)	(1,355)				
Beginning Balance (Audited)	975,422	976,777	976,777	975,422	975,422				
Operating Income (including Depreciation)	(434,292)	343,065	91,611	(315,619)	(324,404)				
Ending Fund Balance	541,130	1,319,842	1,068,388	659,803	651,018				83%
Capital Outlay									
	-	70,000	70,000	-	-				
Total ADA		434.3	443.9	433.4	433.4	-	(10.5)		

SUMMARY OF RESULTS

Forecasting an operating loss of **(\$138,374)** before one-time adjustments and operating loss of **(\$324,404)** including adjustments; this is a decrease of **\$8,785** from the previous forecast.

VARIANCE ANALYSIS

Books and Supplies (-\$2,044)

Instructional materials and supplies exceeded the budget (\$2K) and increased to match actuals. The school requested a budget transfer from office supplies to uniform expenses (\$1.5K).

Services and Operating (-\$7,043)

Legal fees exceeded the budget by \$7K, and was increased to match actuals.

MAGNOLIA SCIENCE ACADEMY - 4

	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
LCFF Entitlement	1,517,146	1,772,032	1,818,445	1,825,155	1,825,155	-	6,710	308,009	83%
Federal Revenue	150,828	252,308	247,687	250,282	250,670	388	2,983	99,843	60%
Other State Revenues	203,709	141,453	267,852	266,779	266,779	-	(1,073)	63,070	76%
Local Revenues	28,302	20,867	22,430	28,311	28,503	192	6,072	201	99%
Fundraising and Grants	22,206	10,000	12,374	19,228	22,206	2,978	9,832	-	100%
Total Revenue	1,922,190	2,196,660	2,368,788	2,389,755	2,393,313	3,558	24,525	471,123	80%
Expenses									
Compensation and Benefits (excl adjustment)	1,078,302	1,172,519	1,212,821	1,167,494	1,168,051	(557)	44,769	172,444	92%
Books and Supplies	104,395	158,736	132,807	120,875	120,875	-	11,932	16,479	86%
Services and Other Operating Expenditures	571,964	667,206	701,330	747,989	747,989	-	(46,659)	176,025	76%
Depreciation	8,448	9,221	15,656	15,656	15,656	-	-	7,208	54%
Total Expenses	1,763,110	2,007,682	2,062,614	2,052,014	2,052,571	(557)	10,042	372,157	86%
Operating Income Before One-Time Adjustment	159,081	188,978	306,175	337,740	340,742	3,001	34,567	98,966	47%
One-Time Compensation Adjustment			(82,695)	(82,695)	(82,695)				
Operating Income (including adjustment)			223,480	255,045	258,047				
Fund Balance									
Beginning Balance (Unaudited)	763,641	567,722	567,722	763,641	763,641				
Audit Adjustment	(101,149)	-	-	(101,149)	(101,149)				
Beginning Balance (Audited)	662,491	567,722	567,722	662,491	662,491				
Operating Income (including Depreciation)	159,081	188,978	306,175	255,045	258,047				
Ending Fund Balance	821,572	756,700	873,897	917,537	920,538				89%
Capital Outlay									
Total ADA	-	180.5	186.2	186.5	186.5	-	0.3		

SUMMARY OF RESULTS

Forecasting a net income of **\$340,742** before one-time adjustments and a net income of **\$258,047** including adjustments; this is an increase of **\$3,001** from the previous forecast.

VARIANCE ANALYSIS

Donations/Fundraising \$2,978

Fundraising exceeded the budget and was increased to match actuals.

MAGNOLIA SCIENCE ACADEMY -5

	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
LCFF Entitlement	1,364,639	1,539,136	1,660,532	1,650,101	1,650,101	-	(10,431)	285,462	83%
Federal Revenue	98,070	176,079	164,096	224,838	224,838	-	60,742	126,768	44%
Other State Revenues	166,230	150,386	177,416	195,813	195,813	-	18,397	29,584	85%
Local Revenues	169,074	11,120	178,813	177,691	177,925	234	(889)	8,851	95%
Fundraising and Grants	988	500	500	632	986	354	486	-	100%
Total Revenue	1,798,998	1,877,220	2,181,357	2,249,075	2,249,663	588	68,306	450,665	80%
Expenses									
Compensation and Benefits (excl adjustment)	1,023,680	1,064,348	1,152,508	1,093,285	1,093,327	(42)	59,180	135,952	94%
Books and Supplies	140,945	185,900	171,607	250,882	250,882	-	(79,275)	109,937	56%
Services and Other Operating Expenditures	535,233	594,065	655,357	698,855	699,244	(390)	(43,887)	164,011	77%
Depreciation	15,763	17,201	4,774	4,774	4,774	-	-	(10,989)	330%
Total Expenses	1,715,621	1,861,515	1,984,245	2,047,796	2,048,228	(432)	(63,982)	398,911	84%
Operating Income Before One-Time Adjustment	83,377	15,706	197,112	201,279	201,435	156	4,323	51,754	41%
One-Time Compensation Adjustment			(66,305)	(66,305)	(66,305)				
Operating Income (including adjustment)			130,807	134,974	135,130				
Fund Balance									
Beginning Balance (Unaudited)	1,144,335	951,134	951,134	1,144,335	1,144,335				
Audit Adjustment	(66,819)	-	-	(66,819)	(66,819)				
Beginning Balance (Audited)	1,077,516	951,134	951,134	1,077,516	1,077,516				
Operating Income (including Depreciation)	83,377	15,706	197,112	134,974	135,130				
Ending Fund Balance	1,160,893	966,840	1,148,246	1,212,490	1,212,647				96%
Capital Outlay									
	17,301	-	27,793	27,793	27,793				62%
Total ADA		168.9	177.7	176.3	176.3	-	(1.4)		

SUMMARY OF RESULTS

Forecasting a net income of **\$201,435** before one-time adjustments and a net income of **\$135,130** including adjustments; this is an increase of **\$156** from the previous forecast.

MAGNOLIA SCIENCE ACADEMY – 6

	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
LCFF Entitlement	1,300,212	1,575,467	1,518,270	1,549,755	1,549,755	-	31,485	249,543	84%
Federal Revenue	118,632	137,828	161,359	166,735	166,735	-	5,376	48,102	71%
Other State Revenues	213,913	214,078	253,252	258,506	258,506	-	5,254	44,594	83%
Local Revenues	13,193	14,120	10,512	17,313	16,046	(1,267)	5,534	2,853	82%
Fundraising and Grants	14,850	10,000	11,100	13,583	14,850	1,267	3,750	-	100%
Total Revenue	1,660,801	1,951,493	1,954,494	2,005,892	2,005,892	-	51,399	345,092	83%
Expenses									
Compensation and Benefits (excl adjustment)	939,289	965,253	1,035,074	1,028,502	1,028,495	7	6,580	137,057	91%
Books and Supplies	114,330	110,183	154,776	161,576	161,747	(171)	(6,971)	47,417	71%
Services and Other Operating Expenditures	442,676	575,774	555,450	564,700	564,661	39	(9,211)	121,985	78%
Depreciation	5,838	6,368	28,726	28,726	28,726	-	-	22,888	20%
Total Expenses	1,502,133	1,657,578	1,774,026	1,783,503	1,783,629	(126)	(9,603)	329,348	84%
Operating Income Before One-Time Adjustment	158,668	293,915	180,468	222,389	222,264	(126)	41,796	15,744	71%
One-Time Compensation Adjustment			(47,852)	(47,852)	(47,852)				
Operating Income (including adjustment)			132,616	174,537	174,412				
Fund Balance									
Beginning Balance (Unaudited)	1,006,776	938,327	938,327	1,006,776	1,006,776				
Audit Adjustment	(61,339)	-	-	(61,339)	(61,339)				
Beginning Balance (Audited)	945,437	938,327	938,327	945,437	945,437				
Operating Income (including Depreciation)	158,668	293,915	180,468	174,537	174,412				
Ending Fund Balance	1,104,105	1,232,242	1,118,795	1,119,974	1,119,849				99%
Capital Outlay									
	-	20,000	-	-	-				
Total ADA		173.7	167.9	171.2	171.2	0.0	3.3		0%

SUMMARY OF RESULTS

Forecasting a net income of **\$222,264** before one-time adjustments and a net income of **\$174,412** including adjustments; this is a decrease of **\$126** from the previous forecast.

MAGNOLIA SCIENCE ACADEMY - 7

	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
LCFF Entitlement	2,193,069	2,671,595	2,599,553	2,588,482	2,588,482	-	(11,071)	395,413	85%
Federal Revenue	190,861	346,072	421,493	288,855	254,745	(34,110)	(166,748)	63,884	75%
Other State Revenues	527,853	578,580	622,567	629,151	629,151	-	6,584	101,298	84%
Local Revenues	62,676	54,198	71,193	77,220	69,506	(7,714)	(1,688)	6,830	90%
Fundraising and Grants	14,830	50,000	25,000	25,000	25,000	-	-	10,170	59%
Total Revenue	2,989,289	3,700,444	3,739,806	3,608,708	3,566,884	(41,824)	(172,922)	577,595	84%
Expenses									
Compensation and Benefits (excl adjustment)	1,477,258	1,710,715	1,633,722	1,582,978	1,582,978	-	50,744	195,702	93%
Books and Supplies	247,491	333,447	306,250	301,250	301,250	(0)	5,000	53,759	82%
Services and Other Operating Expenditures	1,412,549	1,557,568	1,626,862	1,643,545	1,633,545	10,000	(6,682)	220,995	86%
Depreciation	41,274	45,027	36,918	37,295	37,295	-	(377)	(3,979)	111%
Total Expenses	3,178,573	3,646,756	3,603,752	3,565,067	3,555,067	10,000	48,685	466,476	89%
Operating Income Before One-Time Adjustment	(189,283)	53,688	136,054	43,641	11,817	(31,824)	(124,237)	111,118	-1602%
One-Time Compensation Adjustment			(89,982)	(89,982)	(89,982)				
Operating Income (including adjustment)			46,072	(46,341)	(78,165)				
Fund Balance									
Beginning Balance (Unaudited)	939,109	922,760	922,760	939,109	939,109				
Audit Adjustment	8,244	-	-	8,244	8,244				
Beginning Balance (Audited)	947,353	922,760	922,760	947,353	947,353				
Operating Income (including Depreciation)	(189,283)	53,688	136,054	(46,341)	(78,165)				
Ending Fund Balance	758,070	976,448	1,058,814	901,012	869,188				87%
Capital Outlay	17,650	60,000	198,325	77,650	77,650				23%
Total ADA		291.4	284.7	283.1	283.1	-	(1.6)		

SUMMARY OF RESULTS

Forecasting a net income of **\$11,817** before one-time adjustments and an operating loss of **(\$78,165)** including adjustments; this is a decrease of **\$31,824** from the previous forecast.

VARIANCE ANALYSIS

Other Federal Revenue (-\$34,110)

E-rate reimbursement was adjusted based on actual phone and internet expenses for the school site. Corresponding reduction in communications expense.

Other Local Revenue (-\$7,714)

Food service sales increased \$381 to match actuals. Uniform sales decreased \$8K to match actuals as uniform sales no longer occur at Magnolia.

Services and Operating \$10,000

Communications expense decreased based on actual expenditures to date.

MAGNOLIA SCIENCE ACADEMY - 8

	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
LFFF Entitlement	3,787,048	4,438,632	4,440,491	4,522,135	4,522,135	-	81,644	735,087	84%
Federal Revenue	273,884	296,081	297,469	308,278	308,278	-	10,809	34,395	89%
Other State Revenues	555,454	508,978	620,258	633,323	633,323	-	13,065	77,869	88%
Local Revenues	53,088	90,229	70,411	52,938	53,088	150	(17,323)	-	100%
Fundraising and Grants	18,851	20,000	20,000	20,000	20,000	-	-	1,149	94%
Total Revenue	4,688,325	5,353,920	5,448,629	5,536,674	5,536,824	150	88,195	848,499	85%
Expenses									
Compensation and Benefits (excl adjustment)	2,487,045	2,842,777	2,701,941	2,708,842	2,711,838	(2,996)	(9,897)	345,758	92%
Books and Supplies	256,922	297,700	420,157	419,657	444,657	(25,000)	(24,500)	187,736	58%
Services and Other Operating Expenditures	1,754,034	2,081,816	2,142,840	2,128,182	2,103,182	25,000	39,658	349,148	83%
Depreciation	62,476	68,156	84,873	84,873	84,873	-	-	22,397	74%
Total Expenses	4,560,477	5,290,449	5,349,811	5,341,554	5,344,550	(2,996)	5,261	905,039	85%
Operating Income Before One-Time Adjustment	127,848	63,471	98,817	195,120	192,274	(2,846)	93,457	(56,539)	66%
One-Time Compensation Adjustment			(120,965)	(120,965)	(120,965)				
Operating Income (including adjustment)			(22,148)	74,155	71,309				
Fund Balance									
Beginning Balance (Unaudited)	3,061,348	3,019,921	3,019,921	3,061,348	3,061,348				
Audit Adjustment	(90,501)	-	-	(90,501)	(90,501)				
Beginning Balance (Audited)	2,970,847	3,019,921	3,019,921	2,970,847	2,970,847				
Operating Income (including Depreciation)	127,848	63,471	98,817	74,155	71,309				
Ending Fund Balance	3,098,695	3,083,391	3,118,738	3,045,002	3,042,156				102%
Capital Outlay	77,808	84,000	84,000	84,000	84,000				93%
Total ADA		477.7	477.7	485.7	485.7	-	8.0		

SUMMARY OF RESULTS

Forecasting a net income of **\$192,274** before one-time adjustments and a net income of **\$71,309** including adjustments; this is a decrease of **\$2,846** from the previous forecast.

VARIANCE ANALYSIS

Other Local Revenue \$150

Special Education Adjustment Option 3 grant increased to match actual entitlement.

Compensation and Benefits (-\$2,996)

Salary increase for a teacher was retroactive, resulting in an increase to compensation and benefits.

Books & Supplies (-\$25,000)

School requested a budget transfer from professional development as three employees will not be using their tuition reimbursements. MSA-8 plans to use these funds to purchase additional chromebooks, corresponding increase in computer expense.

Services and Operating \$25,000

Decrease in professional development forecast as three employees will not be using their tuition reimbursements.

MAGNOLIA SCIENCE ACADEMY – SANTA ANA

	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
LCFF Entitlement	4,258,728	4,595,312	5,465,892	5,516,915	5,516,915	-	51,023	1,258,187	77%
Federal Revenue	555,798	394,527	783,158	766,482	749,207	(17,275)	(33,951)	193,409	74%
Other State Revenues	361,525	345,918	558,982	577,993	577,993	-	21,011	216,467	83%
Local Revenues	24,688	16,505	26,185	22,441	24,687	2,247	(1,497)	(0)	100%
Fundraising and Grants	49,346	22,000	27,854	45,744	49,346	3,602	21,492	-	100%
Total Revenue	5,250,085	5,374,262	6,860,071	6,929,574	6,918,148	(11,426)	58,077	1,668,062	76%
Expenses									
Compensation and Benefits (excl adjustment)	3,335,733	3,059,757	3,723,254	3,759,959	3,772,287	(12,328)	(49,033)	481,684	88%
Books and Supplies	880,447	691,730	829,376	987,499	987,499	-	(158,123)	107,053	89%
Services and Other Operating Expenditures	1,738,880	1,775,769	2,087,914	2,187,069	2,170,129	16,939	(82,216)	431,249	80%
Depreciation	364,131	397,234	373,813	373,813	373,813	-	-	9,682	97%
Total Expenses	6,319,191	5,924,489	7,014,357	7,308,341	7,303,730	4,611	(289,372)	1,029,668	87%
Operating Income Before One-Time Adjustment	(1,069,106)	(550,228)	(154,287)	(378,767)	(385,582)	(6,815)	(231,295)	638,395	277%
One-Time Compensation Adjustment			(45,129)	(45,129)	(45,129)				
Operating Income (including adjustment)			(199,416)	(423,896)	(430,711)				
Fund Balance									
Beginning Balance (Unaudited)	8,291,101	8,212,887	8,212,887	8,291,101	8,291,101				
Audit Adjustment	7,820	-	-	7,820	7,820				
Beginning Balance (Audited)	8,298,921	8,212,887	8,212,887	8,298,921	8,298,921				
Operating Income (including Depreciation)	(1,069,106)	(550,228)	(154,287)	(423,896)	(430,711)				
Ending Fund Balance	7,229,815	7,662,659	8,058,600	7,875,025	7,868,210				92%
Capital Outlay									
	37,249	13,389,061	115,124	115,124	115,124				32%
Total ADA		511.5	606.0	610.7	610.7	-	4.7		

SUMMARY OF RESULTS

Forecasting a net loss of **(\$385,582)** before one-time adjustments and **(\$430,711)** including adjustments; this is a decrease of **\$6,815** from the previous forecast.

VARIANCE ANALYSIS

Federal Revenue (-\$17,275)

E-rate reimbursement was adjusted based on actual phone and internet expenses for the school site.

Other Local Revenue \$2,247

Food service sales and interest revenue increased to match actuals

Donations/Fundraising \$3,602

Donations and fundraising has exceeded the budget and increased to match actuals.

Compensation and Benefits (-\$12,328)

Forecasted hours for 8 employees were increased due to overtime worked. Corresponding increase in benefits.

Services and Operating \$16,939

Payroll fees increased \$2K due to fees for adjustments. Prior year expense increased \$1K due to write off for employee that received a manual check for gross wages, not net. Utilities decreased \$20K based on actual monthly expenditures.

MAGNOLIA SCIENCE ACADEMY – SAN DIEGO

	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
LCFF Entitlement	2,694,934	3,365,610	3,067,041	3,031,463	3,031,463	-	(35,578)	336,529	89%
Federal Revenue	39,803	133,928	139,972	105,749	105,888	139	(34,084)	66,085	38%
Other State Revenues	413,559	301,331	386,040	528,352	528,352	-	142,312	114,793	78%
Local Revenues	75,700	55,036	88,597	88,597	75,780	(12,817)	(12,817)	80	100%
Fundraising and Grants	36,064	20,000	23,827	31,307	36,064	4,757	12,237	-	100%
Total Revenue	3,260,060	3,875,905	3,705,478	3,785,468	3,777,547	(7,921)	72,069	517,487	86%
Expenses									
Compensation and Benefits (excl adjustment)	2,066,724	2,155,725	2,158,964	2,207,384	2,207,384	-	(48,420)	240,594	94%
Books and Supplies	117,435	163,559	180,455	183,955	173,955	10,000	6,500	56,521	68%
Services and Other Operating Expenditures	1,014,880	1,325,125	1,181,986	1,239,823	1,249,823	(10,000)	(67,837)	234,943	81%
Depreciation	40,901	44,619	39,460	39,460	39,460	-	-	(1,440)	104%
Total Expenses	3,239,939	3,689,029	3,560,866	3,670,622	3,670,622	-	(109,757)	530,617	88%
Operating Income Before One-Time Adjustment	20,120	186,876	144,612	114,845	106,925	(7,921)	(37,687)	(13,130)	19%
One-Time Compensation Adjustment			(99,934)	(99,934)	(99,934)				
Operating Income (including adjustment)			44,678	14,911	6,991				
Fund Balance									
Beginning Balance (Unaudited)	1,173,620	1,053,661	1,053,661	1,173,620	1,173,620				
Audit Adjustment	960	-	-	960	960				
Beginning Balance (Audited)	1,174,581	1,053,661	1,053,661	1,174,581	1,174,581				
Operating Income (including Depreciation)	20,120	186,876	144,612	14,911	6,991				
Ending Fund Balance	1,194,701	1,240,537	1,198,273	1,189,492	1,181,571				101%
Capital Outlay									
Total ADA	-	453.6	413.0	407.9	407.9	-	(5.1)		

SUMMARY OF RESULTS

Forecasting a net income of **\$106,925** before one-time adjustments and an operating income of **\$6,991** including adjustments; this is a decrease of **\$7,921** from the previous forecast.

VARIANCE ANALYSIS

Federal Revenue \$139

Prior year federal revenue for Title III was received that was not accrued.

Other Local Revenue (-\$12,817)

Other local revenue decreased \$6K to match actuals for Microsoft reimbursement. Field trip revenue for 6th grade camp decreased \$5.5K to match actuals. 6th grade camp revenue is offset by the field trip expense.

Donations/Fundraising \$4,757

Donations and fundraising has exceeded the budget and increased to match actuals.

Books & Supplies \$10,000

Instructional materials and office supplies decreased based on actual expenditures.

Services and Operating (-\$10,000)

Rent expense increased \$10K. Budget was 10 months at \$25,000 and 2 months at \$35,000. However, MSA-SD was charged three months at \$35,000.

MERF

	Actual YTD	Approved Budget September 8th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
Local Revenues	5,861,882	6,242,850	6,410,367	6,414,502	6,419,837	5,335	9,470	557,955	91%
Fundraising and Grants	86,850	150,000	150,000	150,000	150,000	-	-	63,150	58%
Total Revenue	5,948,731	6,392,850	6,560,367	6,564,502	6,569,837	5,335	9,470	621,106	91%
Expenses									
Compensation and Benefits (excl adjustme	3,246,437	3,467,487	3,567,998	3,564,740	3,564,740	-	3,258	318,302	91%
Books and Supplies	53,671	75,821	84,820	84,820	84,820	-	-	31,149	63%
Services and Other Operating Expenditures	2,368,137	2,537,455	2,616,824	2,654,010	2,701,431	(47,421)	(84,608)	333,295	88%
Depreciation	7,029	7,666	1,440	1,440	1,440	-	-	(5,589)	488%
Total Expenses	5,675,274	6,088,429	6,271,062	6,306,010	6,352,431	(47,421)	(81,350)	677,157	89%
Operating Income Before One-Time Adjustment	273,457	304,421	289,286	259,492	217,406	(42,086)	(71,879)	(56,051)	126%
One-Time Compensation Adjustment			-	-	-				
Operating Income (including adjustment)			289,286	259,492	217,406				
Fund Balance									
Beginning Balance (Unaudited)	(285,175)	(285,175)	(285,175)	(285,175)	(285,175)				
Audit Adjustment	284,225	284,225	284,225	284,225	284,225				
Beginning Balance (Audited)	(950)	(950)	(950)	(950)	(950)				
Operating Income	273,457	304,421	289,286	259,492	217,406				
Ending Fund Balance	272,507	303,471	288,335	258,542	216,456				126%

Summary of Results

Forecasting a net income of \$217,406, a decrease of \$42,086 from the previous forecast

Variance Analysis

Other Local Revenue \$5,335

Purchasing rewards were received through the GiveBack Program, which was not budgeted.

Services and Operating (-\$47,421)

Prior year expenses (not accrued) increased \$47K for a payment owed back to the state. MSA-Santa Clara received Prop 39 Clean Energy planning funds, but did not spend the money. This was owed back to the state after MSA-SC closed.

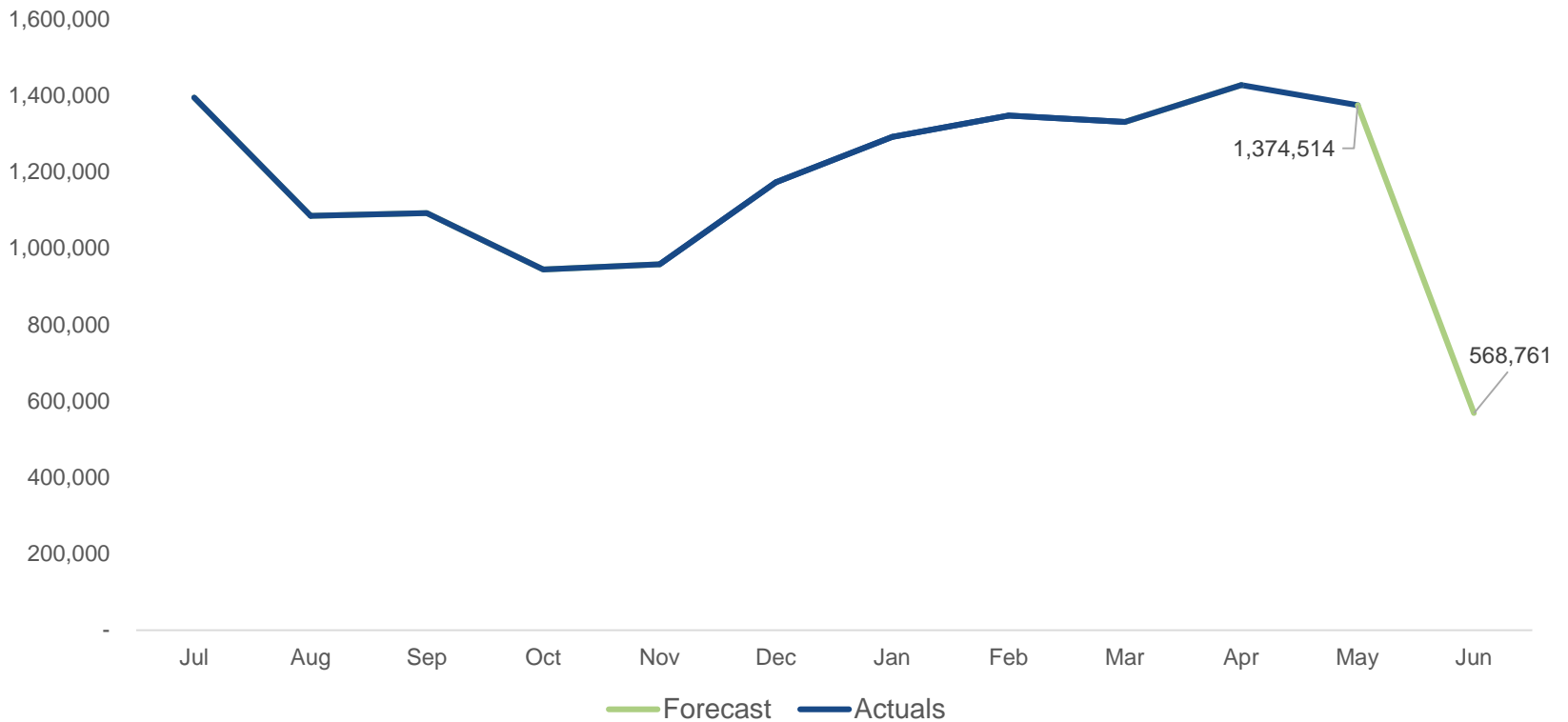
Exhibits

MSA-1 Cash Flow Forecast

Ending cash balance as of 05/31 was \$1,374,514 and forecasted ending cash balance at 6/30 is \$568,761



MSA-1 Cash Flow

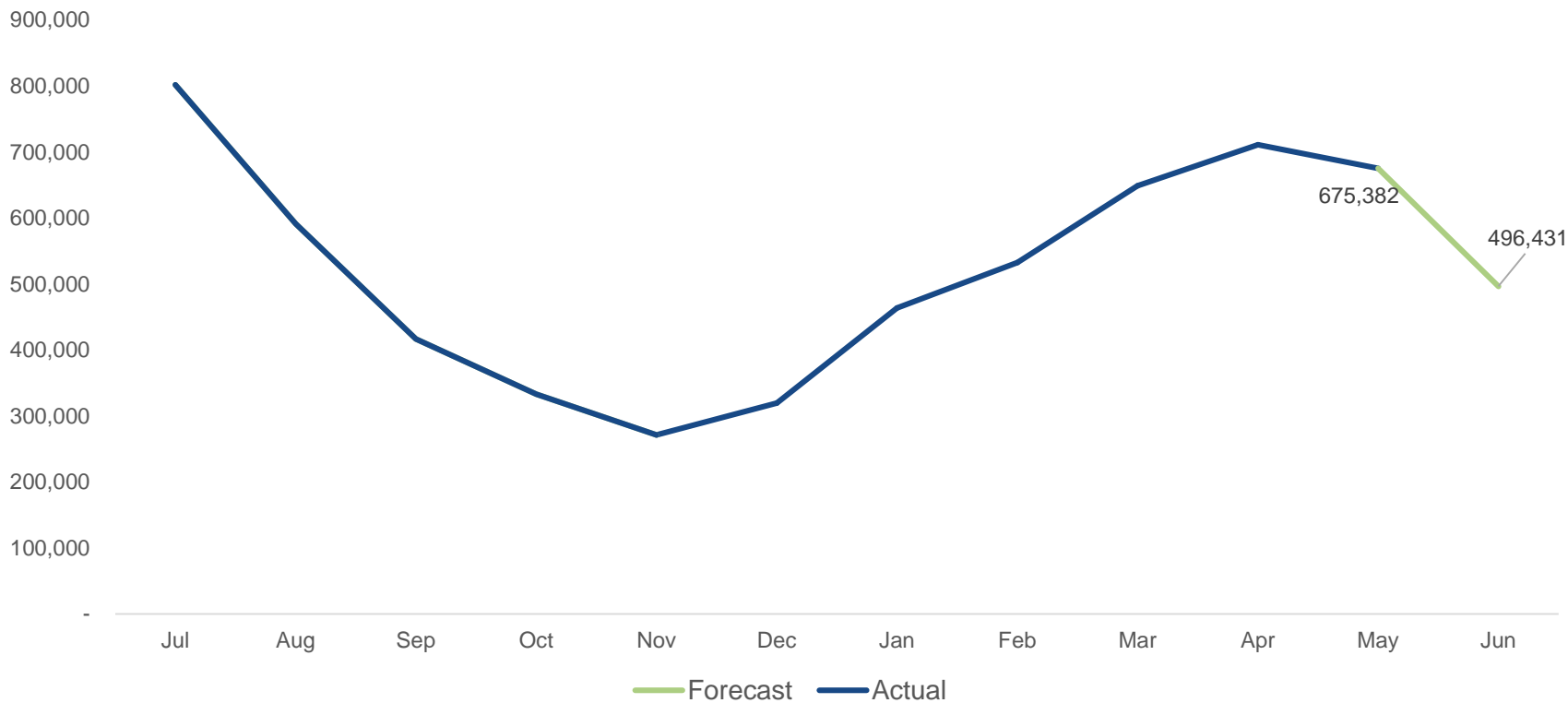


MSA-2 Cash Flow Forecast

Ending cash balance as of 05/31 was \$675,382 and forecasted ending cash balance at 6/30 is \$496,431



MSA-2 Cash Flow

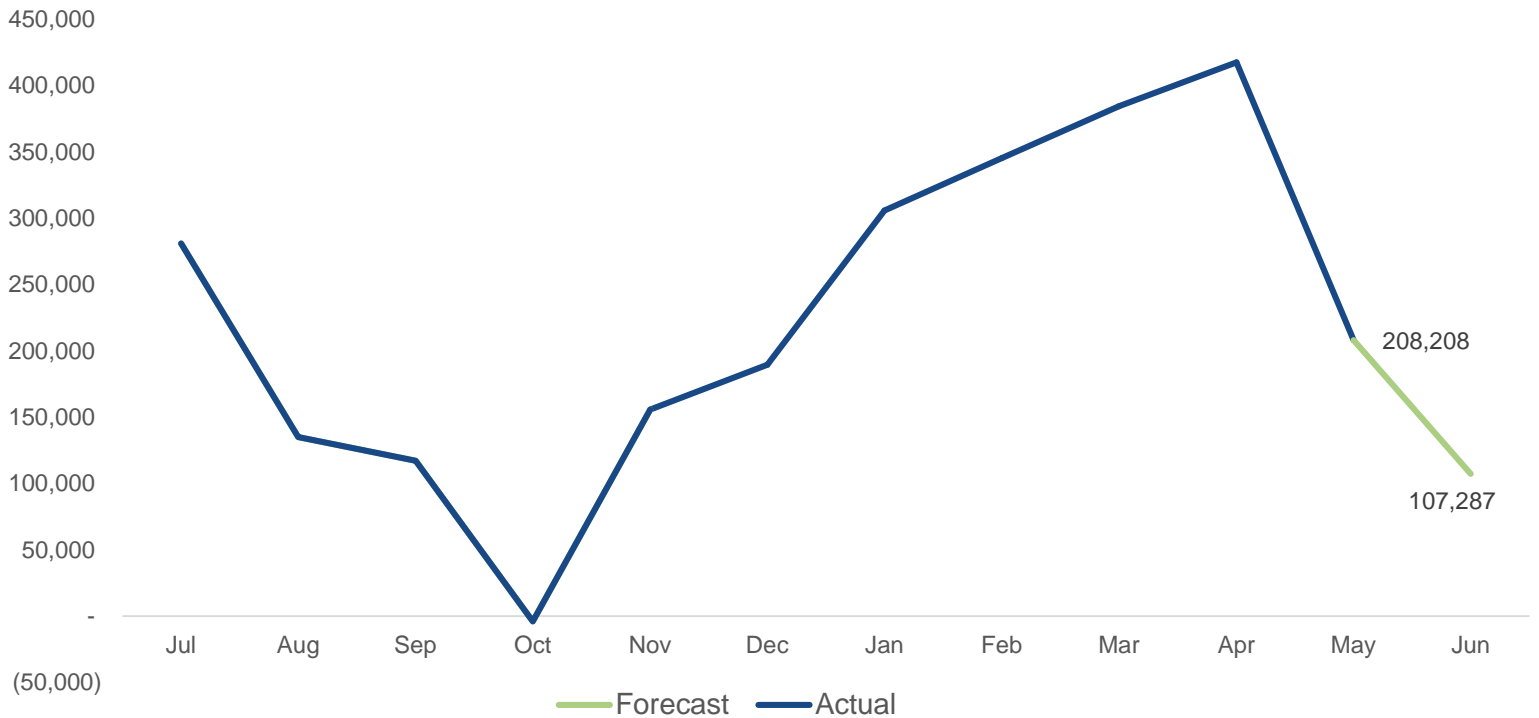


MSA-3 Cash Flow Forecast

Ending cash balance as of 05/31 was \$208,208 and forecasted ending cash balance at 6/30 is \$107,287



MSA-3 Cash Flow

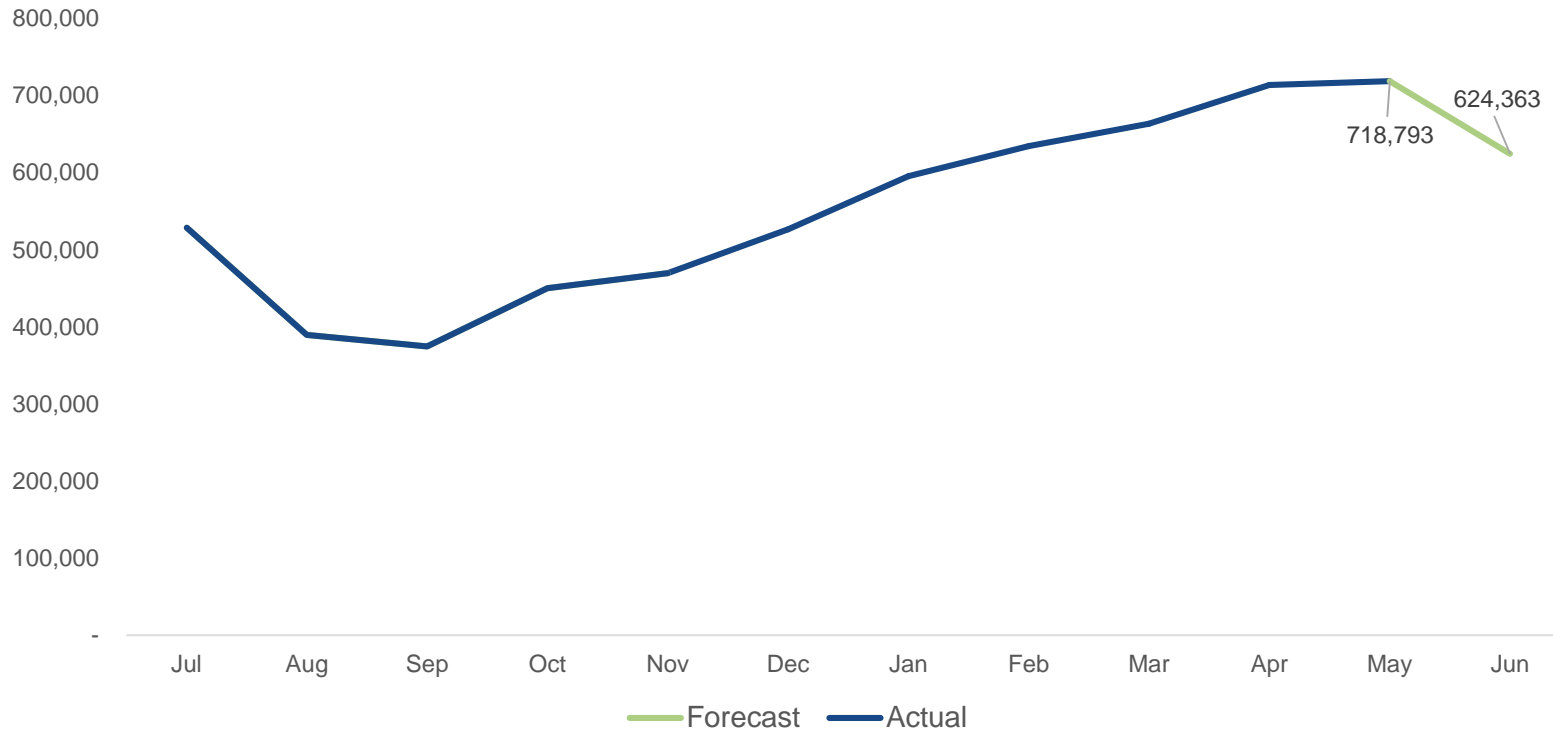


MSA-4 Cash Flow Forecast

Ending cash balance as of 05/31 was \$718,793, and forecasted ending cash balance as of 6/30 is \$624,363



MSA-4 Cash Flow

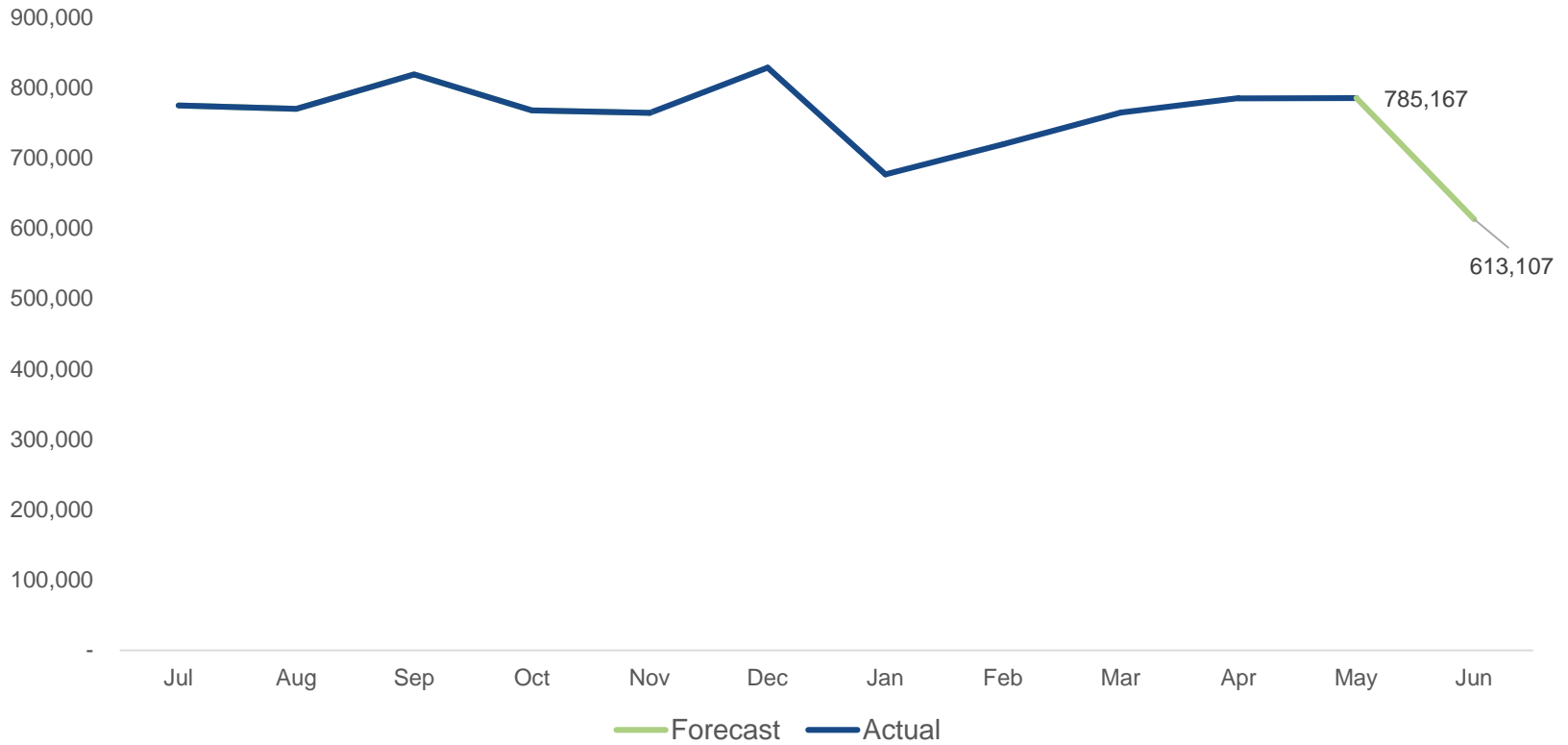


MSA-5 Cash Flow Forecast

Ending cash balance as of 05/31 was \$785,167 and forecasted ending cash balance as of 6/30 is \$613,107



MSA-5 Cash Flow

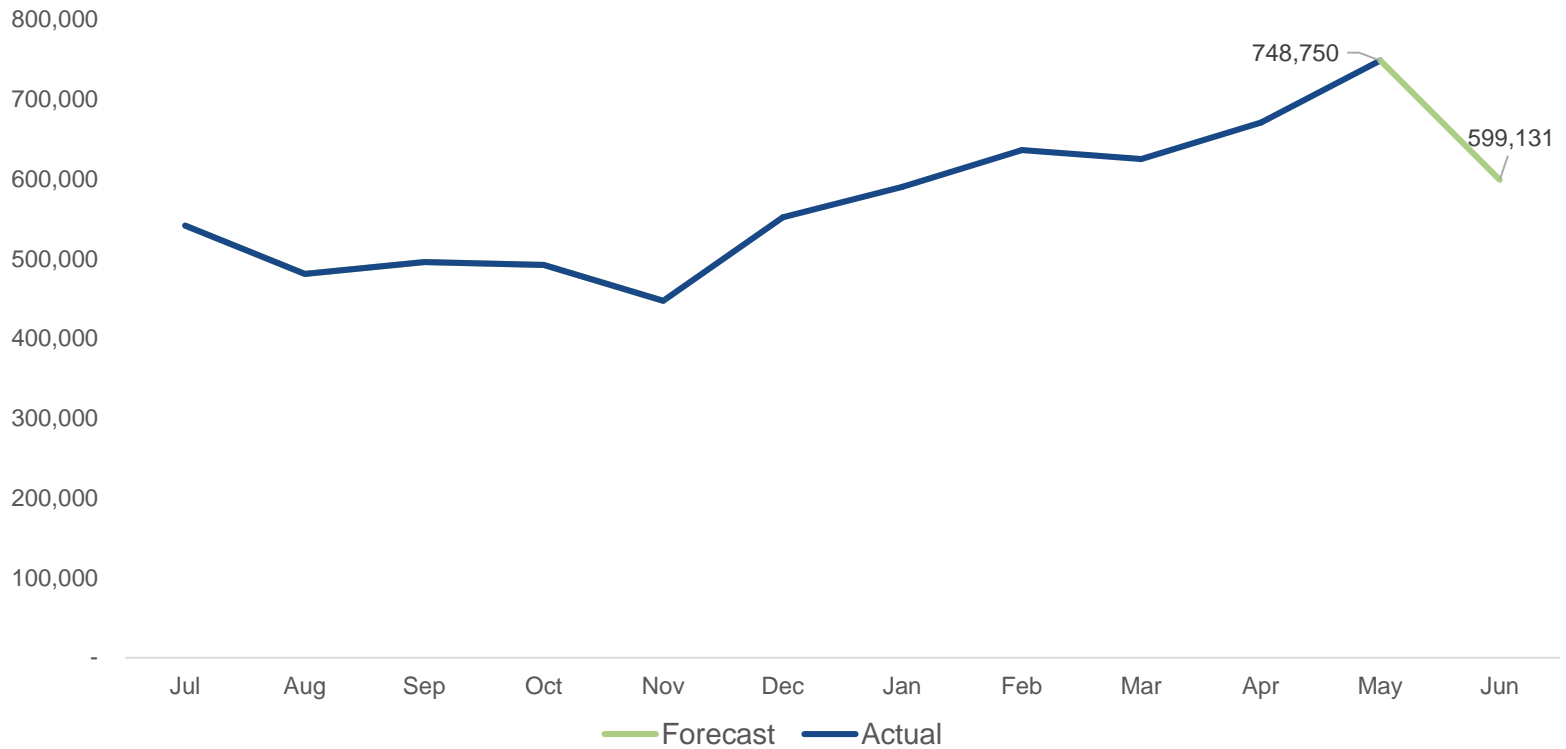


MSA-6 Cash Flow Forecast

Ending cash balance as of 05/31 was \$748,750 and forecasted ending cash balance as of 6/30 is \$599,131



MSA-6 Cash Flow



MSA-7 Cash Flow Forecast

Ending cash balance as of 05/31 was \$795,975 and forecasted ending cash balance as of 6/30 is \$448,684



MSA-7 Cash Flow

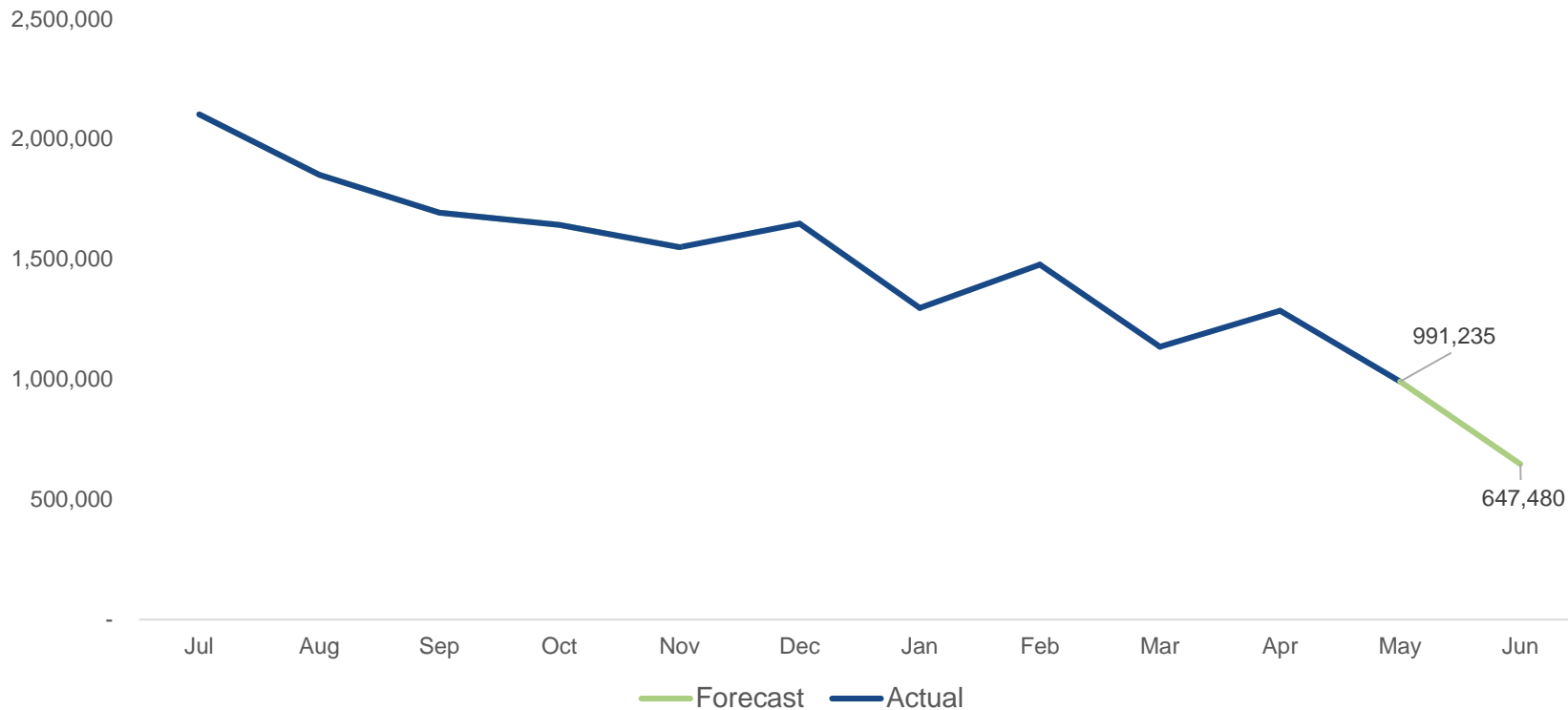


MSA-8 Cash Flow Forecast

Ending cash balance as of 05/31 was \$991,235 and forecasted ending cash balance as of 6/30 is \$647,480

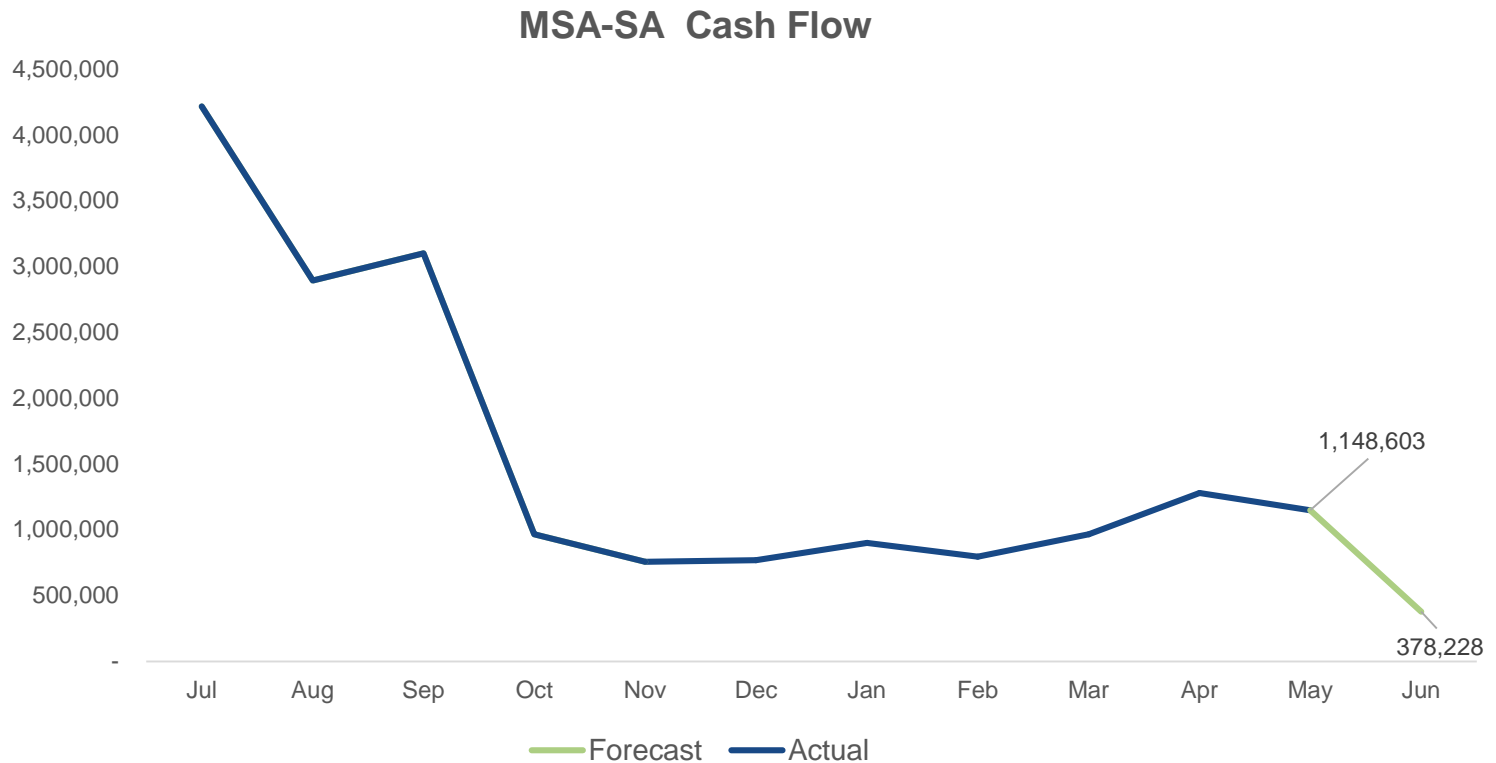


MSA-8 Cash Flow



MSA-SA Cash Flow Forecast

Ending cash balance as of 05/31 was \$1,148,603, and forecasted ending cash balance as of 6/30 is \$378,228



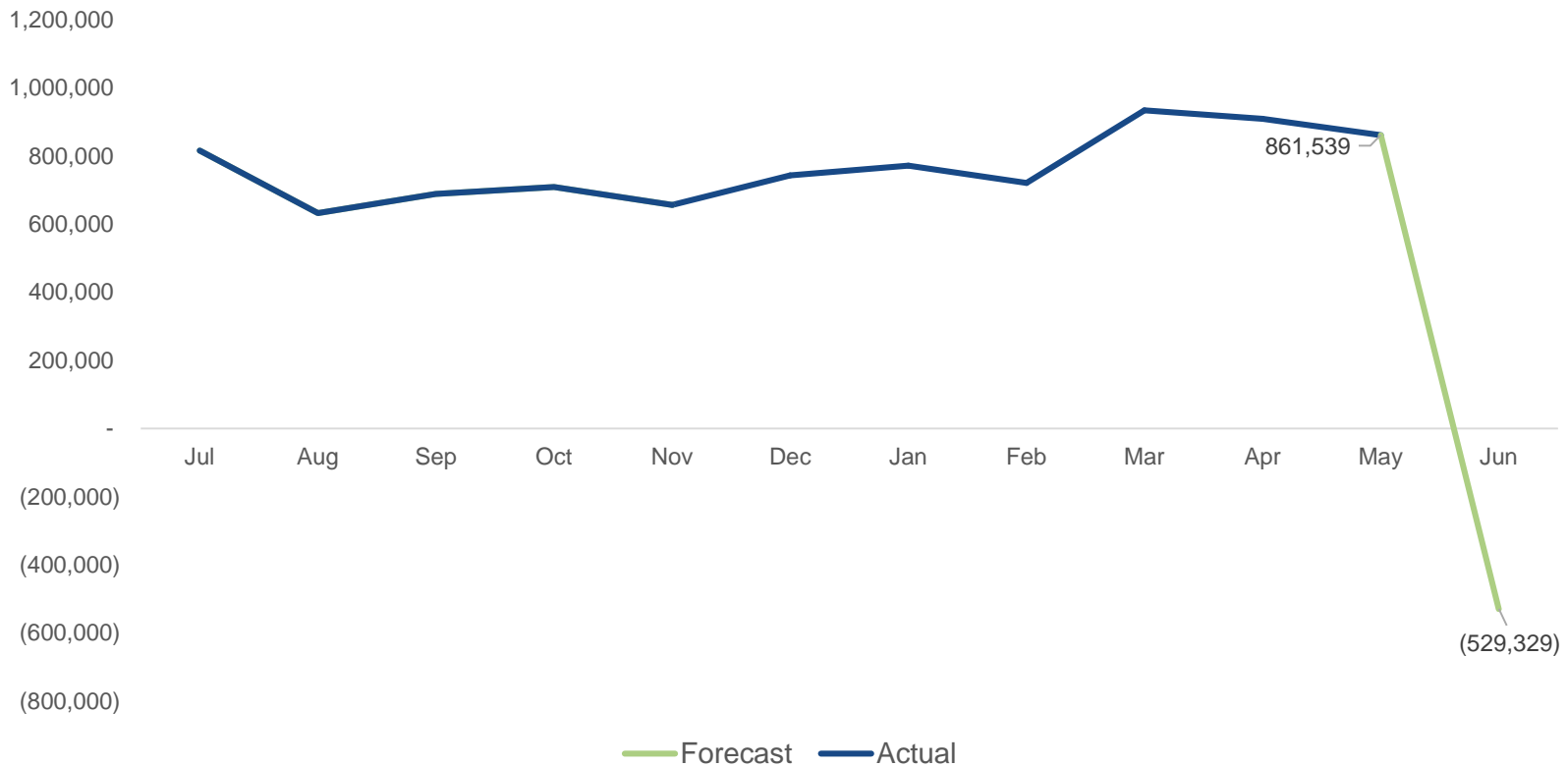
Operating cash balance at 05/31 is \$1,184,618 and Prop 1D cash balance is \$95,590

MSA-SD Cash Flow Forecast

Ending cash balance as of 05/31 was \$861,539 and forecasted ending cash balance as of 6/30 is (-\$529,329)



MSA-SD Cash Flow



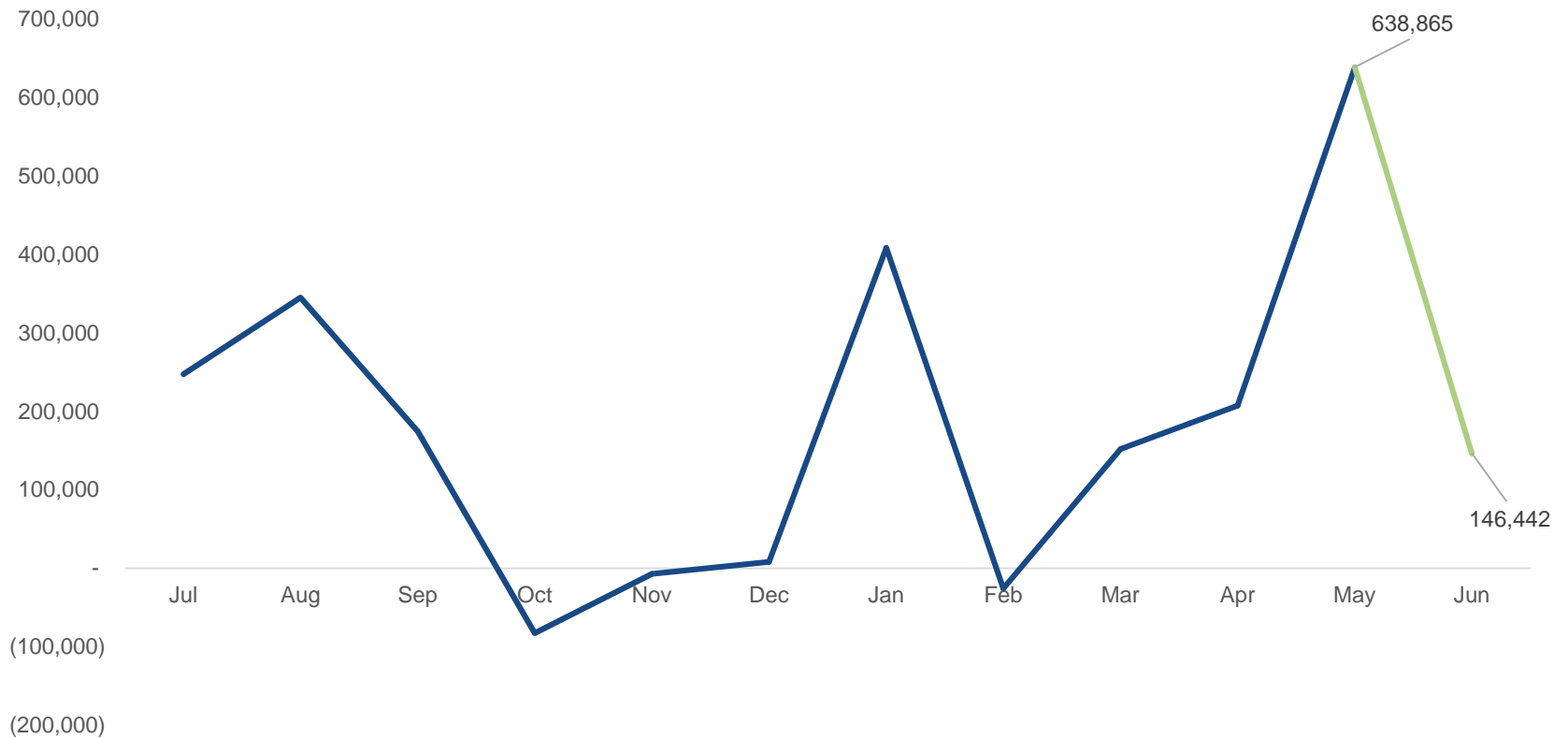
Forecasted ending cash balance as of 6/30 is based on draw schedule and assumes bond financing comes in after 6/30

MERF Cash Flow Forecast

Ending cash balance as of 05/31 was \$638,865 and forecasted ending cash balance as of 6/30 is \$146,442



MERF Cash Flow



Balance Sheet

Assets as of 05/31 totaled \$40.5 Million



	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SC	MSA-SD	MERF	Total
	5/31/2017												
Assets													
Cash Balances	\$ 1,374,514	\$ 675,382	\$ 208,208	\$ 718,793	\$ 785,167	\$ 748,750	\$ 795,975	\$ 991,235	\$ 1,148,603	\$ -	\$ 861,539	\$ 638,865	\$ 8,947,031
Accounts Receivable	180,469	36,590	35,433	14,178	11,521	13,343	22,300	38,142	41,408	234,113	103,524	110,634	\$ 841,656
Prepays Deposits	39,035	-	-	-	-	-	4,000	-	19,690	56,590	25,000	16,000	\$ 160,315
Fixed Assets, Net	3,546,203	152,851	70,544	55,696	(8,853)	60,563	5,327	78,219	17,588,628	132,247	300,431	12,134	\$ 21,993,990
Intercompany Receivable	472,939	143,253	437,117	253,595	462,483	450,000	165,288	2,106,052	15,416	38,023	71,982	3,942,254	\$ 8,558,401
Total Assets	\$ 5,613,160	\$ 1,008,076	\$ 751,302	\$1,042,262	\$ 1,250,318	\$ 1,272,655	\$ 992,891	\$ 3,213,647	\$ 18,813,745	\$ 460,973	\$ 1,362,476	\$ 4,719,887	\$ 40,501,392
Liabilities & Equity													
AP & Accrued Expenses	\$ 152,384	\$ 173,063	\$ 106,242	\$ 54,498	\$ 81,662	\$ 55,759	\$ 113,389	\$ 190,066	\$ 95,064	\$ 445,890	\$ 14,272	\$ 505,537	\$ 1,987,825
Deferred Revenue	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Intercompany Balances Payable	47,796	118,030	103,930	166,192	25,064	112,790	139,082	2,694	2,794,125	747,883	1,698	4,299,117	\$ 8,558,401
Loans and other payables	2,800,000	-	-	-	-	-	-	-	8,731,990	35,646	151,806	(357,273)	\$ 11,362,168
Temporarily Restricted	120,195	93,549	102,835	72,231	53,216	64,308	73,273	99,897	5,842,987	85,451	187,098	-	\$ 6,795,041
Beginning Net Assets - Audited	3,040,218	1,047,401	872,587	590,260	1,024,300	881,130	874,080	2,870,950	2,455,934	(817,028)	987,482	(950)	\$ 13,826,363
Net Income (Loss) to Date	(547,433)	(423,966)	(434,292)	159,081	66,076	158,668	(206,933)	50,040	(1,106,355)	(36,868)	20,120	273,457	\$ (2,028,406)
Total Liabilities & Equity	\$ 5,613,160	\$ 1,008,076	\$ 751,302	\$1,042,262	\$ 1,250,318	\$ 1,272,655	\$ 992,891	\$ 3,213,647	\$ 18,813,745	\$ 460,973	\$ 1,362,476	\$ 4,719,887	\$ 40,501,392

Intercompany borrowing at \$8.56M as of 05/31

Intercompany Balances

Total Cumulative Intercompany Receivable/Payable is \$8.56M at 05/31

Intercompany Borrowing (excluding CMO Fees)

	Due To											
	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SC	MSA-SD	MERF
MSA-1		12,048	-	1,838	-	-	-	-	2,255	-	-	717
MSA-2	-		-	1,490	2,180	-	-	-	-	-	2,420	-
MSA-3	-	-		-	-	-	-	-	2,387	-	2,411	99,132
MSA-4	-	-	15,343		-	-	-	-	2,954	-	-	-
MSA-5	-	-	15,343	-		-	-	-	-	2,857	5,233	1,630
MSA-6	-	-	15,343	-	-		-	-	-	669	-	818
MSA-7	-	-	15,343	-	-	-		-	-	791	-	122,947
MSA-8	-	-	-	-	-	-	-		-	2,002	-	692
MSA-SA	-	-	-	-	200,000	-	-	-		14,121	-	2,266,176
MSA-SC	-	-	-	-	-	-	-	-	-		-	747,883
MSA-SD	-	-	-	-	-	-	-	-	-	-		1,698
MERF	472,939	131,205	-	250,267	150,000	450,000	-	2,073,307	7,820	17,582	960	

Prepaid CMO Fee and (Payables)

MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SD
(30,938)	(111,939)	375,745	(147,895)	110,303	(95,960)	165,288	32,745	(313,828)	60,957

Intercompany Balances

Total current year FY16-17 intercompany borrowing totals \$3.7M



Intercompany Borrowing (excluding CMO Fees)

	Due To											MERF	
	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SC	MSA-SD		
MSA-1		12,048	-	-	-	-	-	-	-	-	-	-	717
MSA-2	-		-	-	-	-	-	-	-	-	-	-	-
MSA-3	-	-		-	-	-	-	-	1,883	-	-	-	1,373
MSA-4	-	-	15,343		-	-	-	-	2,954	-	-	-	-
MSA-5	-	-	15,343	15,343		-	-	-	-	-	-	-	1,630
MSA-6	-	-	15,343	15,343			-	-	-	-	-	-	818
MSA-7	-	-	15,343	15,343				-	-	-	-	-	2,947
MSA-8	-	-	-	-					-	-	-	-	692
MSA-SA	-	-	-	-	200,000					-	-	-	1,862,048
MSA-SC	-	-	-	-	-				-		-	-	18,915
MSA-SD	-	-	-	-	-				-			-	-
MERF	140,030	4,793	-	-	50,000	150,000	-	1,460,548	7,820	17,582	960		

Prepaid CMO Fee and (Payables)

MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SD
84,439	130,441	76,523	6,333	6,333	6,333	52,774	84,439	(253,828)	60,957

Balance Sheet - Cumulative

YTD Change from 6/30/16



	5/31/2017	6/30/2016	YTD Change
Assets			
Cash Balances	\$ 8,947,031	\$ 14,371,421	\$ (5,424,390)
Accounts Receivable	841,656	4,447,242	(3,605,586)
Prepays Deposits	160,315	144,150	16,165
Fixed Assets, Net	21,993,990	16,692,757	5,301,233
Intercompany Receivable	8,558,401	4,831,068	3,727,332
Total Assets	\$ 40,501,392	\$ 40,486,638	\$ 14,754
Liabilities & Equity			
AP & Accrued Expenses	\$ 1,987,825	\$ 3,178,148	\$ (1,190,323)
Deferred Revenue	-	61,355	(61,355)
Intercompany Balances Payable	8,558,401	4,831,068	3,727,332
Loans and other payables	11,362,168	11,794,663	(432,494)
Temporarily Restricted	6,795,041	6,795,758	(717)
Beginning Net Assets - Audited	13,826,363	5,845,609	7,980,755
Net Income (Loss) to Date	(2,028,406)	7,980,037	(10,008,443)
Total Liabilities & Equity	\$ 40,501,392	\$ 40,486,638	\$ 14,754

MAGNOLIA PUBLIC SCHOOLS - MSA-1Budget vs. Actuals
As of May 2017 Close

	Budget vs. Actual				Budget				Forecast Remaining	% of Forecast Spent
	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)			
SUMMARY										
Revenue										
LCFF Entitlement	4,436,646	5,251,881	5,305,480	5,295,664	5,295,664	-	(9,816)	859,018	84%	
Federal Revenue	462,504	695,788	1,202,884	1,215,937	1,215,937	-	13,053	753,434	38%	
Other State Revenues	932,388	898,245	1,158,352	1,158,092	1,158,092	-	(260)	225,704	81%	
Local Revenues	96,766	60,107	84,550	104,374	104,554	180	20,004	7,788	93%	
Fundraising and Grants	60,481	56,000	69,360	69,360	69,180	(180)	(180)	8,699	87%	
Total Revenue	5,988,784	6,962,021	7,820,626	7,843,427	7,843,427	-	22,801	1,854,643	76%	
Expenses										
Compensation and Benefits (excl adjustment)	3,322,649	3,362,064	3,562,432	3,542,424	3,550,506	(8,082)	11,926	426,219	94%	
Books and Supplies	470,061	539,025	647,387	647,387	738,276	(90,889)	(90,889)	268,215	64%	
Services and Other Operating Expenditures	2,409,784	2,727,983	2,929,102	2,877,380	2,839,102	38,278	90,000	429,318	85%	
Depreciation	166,617	181,768	146,166	146,166	146,166	-	-	(20,451)	114%	
Total Expenses	6,369,110	6,810,840	7,285,087	7,213,357	7,274,049	(60,692)	11,038	1,103,301	88%	
Operating Income Before One-Time Adjustment	(380,326)	151,181	535,539	630,070	569,378	(60,692)	33,839	751,342	-67%	
One-Time Compensation Adjustment			(198,362)	(198,362)	(198,362)					
Operating Income (including adjustment)			337,177	431,708	371,016					
Fund Balance										
Beginning Balance (Unaudited)	3,197,834	3,197,834	3,197,834	3,197,834	3,197,834					
Audit Adjustment	(37,421)	-	-	(37,421)	(37,421)					
Beginning Balance (Audited)	3,160,413	3,197,834	3,197,834	3,160,413	3,160,413					
Operating Income (including Depreciation)	(380,326)	151,181	535,539	431,708	371,016					
Ending Fund Balance	2,780,087	3,349,015	3,733,373	3,592,121	3,531,429				79%	
Capital Outlay	167,107	100,000	540,000	540,000	540,000				31%	
Total ADA		518.2	522.1	520.4	520.4	0.0	(1.7)			

MAGNOLIA PUBLIC SCHOOLS - MSA-1

Budget vs. Actuals

As of May 2017 Close

		Budget vs.				Budget				
		Actual								
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
REVENUE										
LCFF Entitlement										
8011	Charter Schools LCFF - State Aid	2,864,569	3,526,381	3,549,577	3,463,766	3,433,335	(30,431)	(116,242)	568,766	83%
8012	Education Protection Account Entitlement	571,872	741,455	746,978	756,466	756,466	-	9,488	184,595	76%
8019	State Aid - Prior Years	1,404	-	504	1,404	1,404	-	900	-	100%
8096	Charter Schools in Lieu of Property Taxes	998,801	984,045	1,008,421	1,074,028	1,104,459	30,431	96,039	105,658	90%
SUBTOTAL - LCFF Entitlement		4,436,646	5,251,881	5,305,480	5,295,664	5,295,664	0	(9,816)	859,018	84%
8100 Federal Revenue										
8181	Special Education - Entitlement	93,945	104,677	103,560	100,353	100,353	-	(3,207)	6,409	94%
8220	Child Nutrition Programs	161,373	264,295	270,521	270,521	270,521	-	-	109,148	60%
8291	Title I	169,465	207,826	208,420	211,678	211,678	-	3,258	42,213	80%
8292	Title II	1,995	8,236	8,236	2,434	2,434	-	(5,802)	439	82%
8293	Title III	17,529	46,254	39,962	50,886	50,886	-	10,924	33,357	34%
8296	Other Federal Revenue	10,359	64,500	564,500	572,227	572,227	-	7,727	561,868	2%
8297	PY Federal - Not Accrued	2,707	-	2,554	2,707	2,707	-	153	-	100%
8299	All Other Federal Revenue	5,130	-	5,130	5,130	5,130	-	-	-	100%
SUBTOTAL - Federal Income		462,504	695,788	1,202,884	1,215,937	1,215,937	-	13,053	753,434	38%
8300 Other State Revenues										
8319	Other State Apportionments - Prior Years	3,162	-	295	3,162	3,162	-	2,867	-	100%
8381	Special Education - Entitlement (State)	274,317	294,859	292,124	293,031	293,031	-	907	18,713	94%
8520	Child Nutrition - State	13,821	22,591	23,543	23,543	23,543	-	-	9,722	59%
8545	School Facilities Apportionments	291,802	332,166	389,070	389,070	389,070	-	-	97,268	75%
8550	Mandated Cost Reimbursements	125,936	14,680	129,649	125,936	125,936	-	(3,713)	-	100%
8560	State Lottery Revenue	50,850	83,949	98,670	98,350	98,350	-	(320)	47,500	52%
8590	All Other State Revenue	37,500	-	75,000	75,000	75,000	-	-	37,500	50%
8596	ASES	135,000	150,000	150,000	150,000	150,000	-	-	15,000	90%
SUBTOTAL - Other State Income		932,388	898,245	1,158,352	1,158,092	1,158,092	-	(260)	225,704	81%

MAGNOLIA PUBLIC SCHOOLS - MSA-1

Budget vs. Actuals

As of May 2017 Close

		Budget vs.		Budget						
		Actual					Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast				
8600	Other Local Revenue									
8634	Food Service Sales	6,939	7,000	7,000	7,000	7,000	-	-	61	99%
8682	Summer Program	34,822	13,600	34,822	34,822	34,822	-	-	-	100%
8690	Other Local Revenue	29,929	19,000	29,649	29,749	29,929	180	280	-	100%
8714	COP Option 3 Grants	25,076	20,507	13,080	32,804	32,804	-	19,724	7,727	76%
8999	Uncategorized Revenue	-	-	-	-	-	-	-	-	-
	SUBTOTAL - Local Revenues	96,766	60,107	84,550	104,374	104,554	180	20,004	7,788	93%
8800	Donations/Fundraising									
8801	Donations - Parents	19	2,750	2,750	2,750	2,750	-	-	2,731	1%
8802	Donations - Private	5,183	53,250	47,903	25,991	11,151	(14,840)	(36,752)	5,968	46%
8803	Fundraising	55,279	-	18,706	40,618	55,279	14,660	36,572	-	100%
	SUBTOTAL - Fundraising and Grants	60,481	56,000	69,360	69,360	69,180	(180)	(180)	8,699	87%
TOTAL REVENUE		5,988,784	6,962,021	7,820,626	7,843,427	7,843,427	0	22,801	1,854,643	76%
	EXPENSES									
	Compensation & Benefits									
	Certificated Employees Summary									
1100	Teachers Salaries	1,831,998	1,889,346	2,073,041	2,062,229	2,062,229	-	10,811	230,231	89%
1300	Certificated Supervisor & Administrator Salaries	351,514	387,835	413,814	413,814	413,814	-	-	62,300	85%
	SUBTOTAL - Certificated Employees	2,183,512	2,277,182	2,486,855	2,476,043	2,476,043	-	10,811	292,531	88%
	Classified Employees Summary									
2400	Classified Clerical & Office Salaries	165,514	173,174	200,822	176,422	183,779	(7,357)	17,043	18,265	90%
2900	Classified Other Salaries	216,269	187,025	218,892	240,566	240,566	-	(21,675)	24,298	90%
	SUBTOTAL - Classified Employees	381,783	360,199	419,713	416,988	424,345	(7,357)	(4,632)	42,562	90%

MAGNOLIA PUBLIC SCHOOLS - MSA-1

Budget vs. Actuals

As of May 2017 Close

		Budget vs.				Budget				
		Actual				Variance		Variance		
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
Employee Benefits Summary										
3100	STRS	281,277	275,673	310,425	308,970	308,970	-	1,455	27,693	91%
3200	PERS	36,091	21,860	45,968	41,678	41,678	-	4,290	5,587	87%
3300	OASDI-Medicare-Alternative	57,782	67,519	69,147	68,718	69,281	(563)	(134)	11,499	83%
3400	Health & Welfare Benefits	338,436	324,000	364,858	364,858	364,858	-	0	26,422	93%
3500	Unemployment Insurance	19,205	1,345	31,100	30,955	31,034	(79)	66	11,829	62%
3600	Workers Comp Insurance	24,563	34,286	32,728	32,576	32,658	(83)	70	8,095	75%
SUBTOTAL - Employee Benefits		757,354	724,683	854,225	847,755	848,479	(724)	5,746	91,125	89%
4000 Books & Supplies										
4100	Approved Textbooks & Core Curricula Materials	94,297	40,000	91,854	92,128	144,297	(52,169)	(52,443)	50,000	65%
4200	Books & Other Reference Materials	6,751	10,000	10,000	9,726	7,557	2,169	2,443	806	89%
4315	Custodial Supplies	13,095	20,000	20,000	20,000	20,000	-	-	6,905	65%
4320	Educational Software	58,238	20,000	20,000	20,000	58,238	(38,238)	(38,238)	-	100%
4325	Instructional Materials & Supplies	45,185	25,000	49,415	49,415	49,415	-	-	4,230	91%
4326	Art & Music Supplies	1,702	5,000	5,000	5,000	5,000	-	-	3,298	34%
4330	Office Supplies	16,474	9,200	17,000	17,000	17,000	-	-	526	97%
4345	Non Instructional Student Materials & Supplies	3,514	20,000	20,000	20,000	20,000	-	-	16,486	18%
4346	Teacher Supplies	3,582	5,000	5,000	5,000	5,000	-	-	1,418	72%
4350	Uniforms	-	1,500	1,500	-	-	-	1,500	-	-
4400	Noncapitalized Equipment	2,663	30,000	30,000	30,000	30,000	-	-	27,337	9%
4420	Computers (individual items less than \$5k)	32,490	33,500	33,500	33,500	33,500	-	-	1,010	97%
4430	Non Classroom Related Furniture, Equipment & Supl	2,564	20,000	20,000	20,000	20,000	-	-	17,436	13%
4700	Food	177,356	296,825	316,118	316,118	316,118	-	-	138,762	56%
4720	Other Food	12,150	3,000	8,000	9,500	12,150	(2,650)	(4,150)	-	100%
SUBTOTAL - Books and Supplies		470,061	539,025	647,387	647,387	738,276	(90,889)	(90,889)	268,215	64%

MAGNOLIA PUBLIC SCHOOLS - MSA-1

Budget vs. Actuals

As of May 2017 Close

		Budget vs.		Budget						
		Actual				Variance (Previous vs. Current Forecast)		Variance (Budget vs. Current Forecast)		Forecast Remaining
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast				
5000	Services & Other Operating Expenses									
5101	Shared Management Fee - CMO	928,828	972,192	1,013,267	1,013,267	1,013,267	-	-	84,439	92%
5102	Direct CMO Fee (Shared Staff)	34,490	38,472	41,388	41,388	41,388	-	-	6,898	83%
5210	Conference Fees	1,107	20,000	20,000	18,401	18,401	-	1,599	17,294	6%
5215	Travel - Mileage, Parking, Tolls	2,817	2,000	2,000	2,244	3,032	(789)	(1,032)	215	93%
5220	Travel and Lodging	2,246	2,000	2,000	2,246	2,246	-	(246)	-	100%
5300	Dues & Memberships	3,834	7,854	7,854	7,854	7,854	-	-	4,020	49%
5450	Insurance - Other	33,177	27,941	32,069	33,177	33,177	-	(1,108)	-	100%
5500	Operations & Housekeeping	38,843	29,400	50,000	50,000	50,000	-	-	11,157	78%
5510	Utilities - Gas and Electric	46,631	54,000	60,000	60,000	60,000	-	-	13,369	78%
5605	Equipment Leases	19,329	15,000	20,000	20,000	20,000	-	-	671	97%
5610	Rent	409,718	442,888	478,664	446,911	446,911	-	31,753	37,193	92%
5615	Repairs and Maintenance - Building	27,621	40,000	50,000	50,000	50,000	-	-	22,379	55%
5617	Repairs and Maintenance - Other Equipment	1,092	2,000	2,000	2,000	2,000	-	-	908	55%

MAGNOLIA PUBLIC SCHOOLS - MSA-1

Budget vs. Actuals

As of May 2017 Close

		Budget vs.					Budget				
		Actual					Variance		Variance		Forecast Remaining
Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)					
5803	Accounting Fees	9,189	5,000	10,000	10,000	10,000	-	-	811	92%	
5809	Banking Fees	372	1,500	1,500	1,400	1,400	-	100	1,028	27%	
5813	School Programs - After School Program	150,000	150,000	150,000	150,000	150,000	-	-	-	100%	
5814	School Programs - Academic Competitions	15,252	5,000	5,000	6,392	17,952	(11,561)	(12,952)	2,700	85%	
5819	School Programs - Other	30,363	13,000	28,000	26,608	49,033	(22,424)	(21,033)	18,669	62%	
5820	Consultants - Non Instructional	7,845	15,000	15,000	15,000	15,000	-	-	7,155	52%	
5822	Other Professional Services	27,747	77,565	94,000	94,000	55,762	38,238	38,238	28,015	50%	
5824	District Oversight Fees	49,131	52,519	53,055	52,957	52,957	-	98	3,826	93%	
5830	Field Trips Expenses	25,329	21,765	33,765	33,765	33,765	-	-	8,436	75%	
5833	Fines and Penalties	294	-	-	294	294	-	(294)	-	100%	
5843	Interest - Loans Less than 1 Year	173,203	192,000	192,000	172,394	188,370	(15,976)	3,630	15,167	92%	
5845	Legal Fees	35,652	20,000	40,000	40,000	40,000	-	-	4,348	89%	
5851	Marketing and Student Recruiting	7,487	15,000	20,000	20,000	20,000	-	-	12,513	37%	
5852	Receivable Sale Fees	-	-	-	-	-	-	-	-	-	
5857	Payroll Fees	18,680	26,400	26,400	26,400	26,400	-	-	7,720	71%	
5861	Prior Yr Exp (not accrued)	18,219	-	18,219	18,219	18,219	-	-	-	100%	
5863	Professional Development	68,645	119,100	150,100	150,100	99,311	50,789	50,789	30,666	69%	
5869	Special Education Contract Instructors	58,574	100,000	75,000	75,000	75,000	-	-	16,426	78%	
5872	Special Education Encroachment	73,652	79,907	79,137	78,677	78,677	-	460	5,024	94%	
5884	Substitutes	22,545	54,280	30,000	30,000	30,000	-	-	7,455	75%	
5887	Technology Services	33,661	46,200	46,200	46,200	46,200	-	-	12,539	73%	
5898	Bad Debt Expense	2,484	-	2,484	2,484	2,484	-	(0)	-	100%	
5899	Miscellaneous Operating Expenses	0	-	-	0	0	-	(0)	-	100%	
5900	Communications	26,788	70,000	70,000	70,000	70,000	-	-	43,212	38%	
5915	Postage and Delivery	4,935	10,000	10,000	10,000	10,000	-	-	5,065	49%	
SUBTOTAL - Services & Other Operating Exp.		2,409,784	2,727,983	2,929,102	2,877,380	2,839,102	38,278	90,000	429,318	85%	

MAGNOLIA PUBLIC SCHOOLS - MSA-1

Budget vs. Actuals
As of May 2017 Close

		Budget vs.		Budget						
		Actual					Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast				
6000	Capital Outlay									
6100	Sites & Improvement of Sites	-	60,000	-	-	-	-	-	-	-
6200	Buildings & Improvement of Buildings	139,776	-	500,000	500,000	500,000	-	-	360,224	28%
6400	Equipment	27,331	40,000	40,000	40,000	40,000	-	-	12,669	68%
	SUBTOTAL - Capital Outlay	167,107	100,000	540,000	540,000	540,000	-	-	372,893	31%
	TOTAL EXPENSES	6,369,601	6,729,072	7,877,283	7,805,553	7,866,245	(60,692)	11,038	1,496,645	81%
6900	Total Depreciation (includes Prior Years)	166,617	181,768	146,166	146,166	146,166	-	-	(20,451)	114%
	TOTAL EXPENSES including Depreciation	6,369,110	6,810,840	7,483,449	7,411,719	7,472,411	(60,692)	11,038	1,103,301	85%

MAGNOLIA PUBLIC SCHOOLS - MSA-2Budget vs. Actuals
As of May 2017 Close

	Budget vs.		Budget							
	Actual									
	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
SUMMARY										
Revenue										
LCFF Entitlement	3,575,077	4,518,778	4,295,058	4,231,885	4,231,885	-	(63,173)	656,808	84%	
Federal Revenue	337,642	344,735	522,541	436,284	430,075	(6,210)	(92,467)	92,432	79%	
Other State Revenues	442,193	355,213	544,067	535,679	535,679	-	(8,388)	93,486	83%	
Local Revenues	71,538	93,069	77,280	93,650	93,650	-	16,370	22,112	76%	
Fundraising and Grants	26,512	25,000	27,722	27,722	27,722	-	-	1,211	96%	
Total Revenue	4,452,962	5,336,795	5,466,669	5,325,221	5,319,011	(6,210)	(147,658)	866,049	84%	
Expenses										
Compensation and Benefits (excl adjustment)	2,803,617	2,987,228	2,938,373	2,966,521	2,972,405	(5,884)	(34,032)	333,137	94%	
Books and Supplies	441,491	259,858	451,104	458,104	467,984	(9,880)	(16,880)	26,494	94%	
Services and Other Operating Expenditures	1,585,675	1,903,069	1,848,804	1,836,709	1,876,668	(39,959)	(27,864)	290,993	84%	
Depreciation	31,163	34,000	53,602	53,602	53,602	-	-	22,439	58%	
Total Expenses	4,861,946	5,184,155	5,291,884	5,314,938	5,370,660	(55,722)	(78,776)	673,063	91%	
Operating Income Before One-Time Adjustment	(408,984)	152,640	174,785	10,283	(51,649)	(61,932)	(226,434)	192,986	792%	
One-Time Compensation Adjustment			(164,349)	(164,349)	(164,349)					
Operating Income (including adjustment)			10,436	(154,066)	(215,998)					
Fund Balance										
Beginning Balance (Unaudited)	1,210,746	1,210,746	1,210,746	1,210,746	1,210,746					
Audit Adjustment	(69,796)	-	-	(69,796)	(69,796)					
Beginning Balance (Audited)	1,140,950	1,210,746	1,210,746	1,140,950	1,140,950					
Operating Income (including Depreciation)	(408,984)	152,640	174,785	(154,066)	(215,998)					
Ending Fund Balance	731,966	1,363,386	1,385,531	986,884	924,952				79%	
Capital Outlay	14,982	20,000	14,982	14,982	14,982				100%	
Total ADA		470.0	442.0	434.8	434.8	0.0	(7.1)			

MAGNOLIA PUBLIC SCHOOLS - MSA-2Budget vs. Actuals
As of May 2017 Close

		Budget vs.				Budget				
		Actual								
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
REVENUE										
LCFF Entitlement										
8011	Charter Schools LCFF - State Aid	2,269,031	2,968,874	2,822,615	2,715,125	2,689,696	(25,429)	(132,919)	420,665	84%
8012	Education Protection Account Entitlement	466,592	657,483	618,331	618,090	618,090	-	(241)	151,498	75%
8019	State Aid - Prior Years	1,173	-	402	1,173	1,173	-	771	-	100%
8096	Charter Schools in Lieu of Property Taxes	838,281	892,421	853,709	897,497	922,926	25,429	69,217	84,645	91%
SUBTOTAL - LCFF Entitlement		3,575,077	4,518,778	4,295,058	4,231,885	4,231,885	(0)	(63,173)	656,808	84%
8100 Federal Revenue										
8181	Special Education - Entitlement	78,875	94,931	93,918	83,859	83,859	-	(10,059)	4,984	94%
8220	Child Nutrition Programs	111,910	-	165,224	165,224	165,224	-	-	53,314	68%
8291	Title I	134,778	143,672	155,425	157,858	157,858	-	2,433	23,080	85%
8292	Title II	832	2,088	2,088	1,963	1,963	-	(125)	1,131	42%
8293	Title III	-	1,197	-	-	-	-	-	-	-
8296	Other Federal Revenue	8,208	102,847	102,847	24,341	18,131	(6,210)	(84,716)	9,923	45%
8299	All Other Federal Revenue	3,040	-	3,040	3,040	3,040	-	-	-	100%
SUBTOTAL - Federal Income		337,642	344,735	522,541	436,284	430,075	(6,210)	(92,467)	92,432	79%
8300 Other State Revenues										
8319	Other State Apportionments - Prior Years	8,862	-	-	8,862	8,862	-	8,862	-	100%
8381	Special Education - Entitlement (State)	230,313	267,404	258,371	244,867	244,867	-	(13,504)	14,554	94%
8520	Child Nutrition - State	11,044	-	15,114	15,114	15,114	-	-	4,070	73%
8550	Mandated Cost Reimbursements	109,651	11,676	112,050	109,651	109,651	-	(2,399)	-	100%
8560	State Lottery Revenue	44,823	76,133	83,532	82,185	82,185	-	(1,348)	37,362	55%
8590	All Other State Revenue	37,500	-	75,000	75,000	75,000	-	-	37,500	50%
SUBTOTAL - Other State Income		442,193	355,213	544,067	535,679	535,679	-	(8,388)	93,486	83%

MAGNOLIA PUBLIC SCHOOLS - MSA-2

Budget vs. Actuals
As of May 2017 Close

		Budget vs. Actual					Budget			
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
8600	Other Local Revenue									
8634	Food Service Sales	712	-	5,000	5,000	5,000	-	-	4,288	14%
8682	Summer Program	30,210	13,600	30,210	30,210	30,210	-	-	-	100%
8690	Other Local Revenue	3,057	20,881	20,881	20,881	20,881	-	-	17,824	15%
8714	COP Option 3 Grants	37,559	12,238	21,189	37,559	37,559	-	16,370	-	100%
8999	Uncategorized Revenue	-	-	-	-	-	-	-	-	
	SUBTOTAL - Local Revenues	71,538	93,069	77,280	93,650	93,650	-	16,370	22,112	76%
8800	Donations/Fundraising									
8801	Donations - Parents	85	550	550	550	550	-	-	465	15%
8802	Donations - Private	192	24,450	15,440	5,297	937	(4,360)	(14,503)	746	20%
8803	Fundraising	26,235	-	11,732	21,875	26,235	4,360	14,503	-	100%
	SUBTOTAL - Fundraising and Grants	26,512	25,000	27,722	27,722	27,722	-	0	1,211	96%
TOTAL REVENUE		4,452,962	5,336,795	5,466,669	5,325,221	5,319,011	(6,210)	(147,658)	866,049	84%

MAGNOLIA PUBLIC SCHOOLS - MSA-2Budget vs. Actuals
As of May 2017 Close

		Budget vs. Actual				Budget				
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
EXPENSES										
Compensation & Benefits										
Certificated Employees Summary										
1100	Teachers Salaries	1,491,525	1,636,384	1,633,872	1,666,696	1,666,696	-	(32,824)	175,171	89%
1300	Certificated Supervisor & Administrator Salaries	297,185	311,892	358,258	358,258	358,258	-	-	61,073	83%
SUBTOTAL - Certificated Employees		1,788,710	1,948,276	1,992,130	2,024,954	2,024,954	-	(32,824)	236,244	88%
Classified Employees Summary										
2400	Classified Clerical & Office Salaries	176,569	187,500	200,732	200,732	200,732	-	-	24,163	88%
2900	Classified Other Salaries	198,295	191,105	216,515	203,615	209,015	(5,400)	7,500	10,719	95%
SUBTOTAL - Classified Employees		374,864	378,605	417,246	404,346	409,746	(5,400)	7,500	34,882	91%
Employee Benefits Summary										
3100	STRS	229,590	242,200	246,398	250,527	250,527	-	(4,129)	20,937	92%
3200	PERS	43,096	28,074	44,465	51,073	51,073	-	(6,608)	7,976	84%
3300	OASDI-Medicare-Alternative	56,781	58,961	62,480	61,969	62,389	(420)	91	5,608	91%
3400	Health & Welfare Benefits	288,371	299,700	308,674	306,440	306,440	-	2,234	18,070	94%
3500	Unemployment Insurance	1,166	1,163	4,199	4,207	4,210	(3)	(10)	3,043	28%
3600	Workers Comp Insurance	21,038	30,249	27,130	27,354	27,415	(61)	(285)	6,377	77%
SUBTOTAL - Employee Benefits		640,043	660,347	693,346	701,570	702,054	(484)	(8,708)	62,011	91%

MAGNOLIA PUBLIC SCHOOLS - MSA-2

Budget vs. Actuals

As of May 2017 Close

		Budget vs.				Budget				
		Actual								
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
4000	Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	73,634	25,000	69,000	73,634	73,634	-	(4,634)	-	100%
4200	Books & Other Reference Materials	6,411	10,000	6,000	6,411	6,411	-	(411)	-	100%
4315	Custodial Supplies	127	6,000	6,000	2,000	2,000	-	4,000	1,873	6%
4320	Educational Software	16,344	30,000	17,900	17,900	17,900	-	-	1,556	91%
4325	Instructional Materials & Supplies	24,795	25,558	11,000	22,541	24,795	(2,253)	(13,795)	-	100%
4326	Art & Music Supplies	1,852	1,500	-	-	1,852	(1,852)	(1,852)	-	100%
4330	Office Supplies	17,949	27,200	29,000	20,574	20,574	-	8,427	2,625	87%
4340	Professional Development Supplies	760	2,300	2,300	1,650	1,650	-	650	890	46%
4345	Non Instructional Student Materials & Supplies	9,309	9,058	9,500	9,400	9,396	4	104	86	99%
4346	Teacher Supplies	741	250	737	737	741	(4)	(4)	-	100%
4350	Uniforms	-	500	-	-	-	-	-	-	-
4400	Noncapitalized Equipment	19,826	30,000	15,848	16,626	19,826	(3,200)	(3,978)	-	100%
4410	Classroom Furniture, Equipment & Supplies	10,593	15,000	10,079	10,593	10,593	-	(513)	-	100%
4420	Computers (individual items less than \$5k)	2,312	-	2,100	2,317	2,317	-	(217)	6	100%
4430	Non Classroom Related Furniture, Equipment & Su	5,657	10,000	5,918	5,918	5,918	-	-	261	96%
4700	Food	240,926	64,492	257,723	257,723	257,723	-	-	16,797	93%
4720	Other Food	10,256	3,000	8,000	10,081	12,656	(2,575)	(4,656)	2,400	81%
	SUBTOTAL - Books and Supplies	441,491	259,858	451,104	458,104	467,984	(9,880)	(16,880)	26,494	94%

MAGNOLIA PUBLIC SCHOOLS - MSA-2

Budget vs. Actuals
As of May 2017 Close

		Budget vs. Actual				Budget				
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
5000	Services & Other Operating Expenses									
5101	Shared Management Fee - CMO	841,750	972,192	918,273	918,273	918,273	-	-	76,523	92%
5102	Direct CMO Fee (Shared Staff)	28,780	34,890	34,536	34,536	34,536	-	-	5,756	83%
5210	Conference Fees	310	20,000	5,000	4,000	2,130	1,870	2,870	1,820	15%
5215	Travel - Mileage, Parking, Tolls	1,523	5,000	2,500	2,500	2,500	-	-	977	61%
5220	Travel and Lodging	2,370	5,000	3,000	500	2,370	(1,870)	630	-	100%
5225	Travel - Meals & Entertainment	-	6,000	-	-	-	-	-	-	-
5300	Dues & Memberships	3,666	6,000	6,000	4,555	4,555	-	1,445	889	80%
5450	Insurance - Other	24,420	24,209	22,975	24,420	24,420	-	(1,445)	-	100%
5500	Operations & Housekeeping	28,897	-	130,000	127,000	127,000	-	3,000	98,103	23%
5605	Equipment Leases	11,509	12,000	10,000	13,000	13,000	-	(3,000)	1,491	89%
5610	Rent	-	179,794	-	-	-	-	-	-	-
5615	Repairs and Maintenance - Building	4,682	5,000	5,000	8,000	8,000	-	(3,000)	3,318	59%
5617	Repairs and Maintenance - Other Equipment	-	2,000	-	-	-	-	-	-	-
5803	Accounting Fees	7,668	8,345	15,000	8,000	8,000	-	7,000	332	96%
5809	Banking Fees	372	1,000	1,000	1,000	1,000	-	-	628	37%
5813	School Programs - After School Program	685	3,605	3,605	1,605	1,354	251	2,251	668	51%
5814	School Programs - Academic Competitions	1,776	1,000	1,000	1,776	1,776	-	(776)	-	100%
5815	Consultants - Instructional	-	5,000	-	-	-	-	-	-	-
5819	School Programs - Other	13,869	13,000	13,000	6,110	13,869	(7,759)	(869)	-	100%
5820	Consultants - Non Instructional	13,462	23,000	23,000	23,000	23,000	-	-	9,538	59%
5822	Other Professional Services	40,003	67,234	89,000	60,000	60,000	-	29,000	19,997	67%
5824	District Oversight Fees	39,383	45,188	42,951	42,319	42,319	-	632	2,936	93%

MAGNOLIA PUBLIC SCHOOLS - MSA-2

Budget vs. Actuals

As of May 2017 Close

		Budget vs.		Budget						
		Actual					Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast				
5830	Field Trips Expenses	20,251	25,000	20,000	20,000	20,251	(251)	(251)	-	100%
5843	Interest - Loans Less than 1 Year	67	-	58	58	67	(9)	(9)	-	100%
5845	Legal Fees	41,676	30,000	40,000	25,000	41,676	(16,676)	(1,676)	-	100%
5851	Marketing and Student Recruiting	20,792	24,000	24,000	24,000	24,000	-	-	3,208	87%
5857	Payroll Fees	15,783	21,327	21,327	21,327	21,327	-	-	5,544	74%
5861	Prior Yr Exp (not accrued)	30,586	-	27,403	29,955	30,586	(631)	(3,183)	-	100%
5863	Professional Development	39,370	77,100	101,000	80,000	69,371	10,629	31,629	30,002	57%
5869	Special Education Contract Instructors	115,942	80,000	105,000	105,000	128,942	(23,942)	(23,942)	13,000	90%
5872	Special Education Encroachment	61,837	72,467	70,458	65,745	65,745	-	4,713	3,908	94%
5884	Substitutes	105,637	45,000	35,000	105,130	111,137	(6,006)	(76,137)	5,500	95%
5887	Technology Services	56,039	53,316	53,316	54,316	56,039	(1,723)	(2,723)	-	100%
5899	Miscellaneous Operating Expenses	(0)	-	-	-	-	-	-	0	
5900	Communications	4,819	30,000	20,000	18,980	11,675	7,305	8,325	6,855	41%
5915	Postage and Delivery	7,751	5,402	5,402	6,604	7,751	(1,147)	(2,349)	-	100%
	SUBTOTAL - Services & Other Operating Exp.	1,585,675	1,903,069	1,848,804	1,836,709	1,876,668	(39,959)	(27,864)	290,993	84%
6000	Capital Outlay									
6100	Sites & Improvement of Sites	-	20,000	-	-	-	-	-	-	
6400	Equipment	14,982	-	14,982	14,982	14,982	-	-	-	100%
	SUBTOTAL - Capital Outlay	14,982	20,000	14,982	14,982	14,982	-	-	-	100%
	TOTAL EXPENSES	4,845,765	5,170,155	5,417,612	5,440,666	5,496,388	(55,722)	(78,776)	650,624	88%
6900	Total Depreciation (includes Prior Years)	31,163	34,000	53,602	53,602	53,602	-	-	22,439	58%
	TOTAL EXPENSES including Depreciation	4,861,946	5,184,155	5,456,233	5,479,287	5,535,009	(55,722)	(78,776)	673,063	88%

MAGNOLIA PUBLIC SCHOOLS - MSA-3Budget vs. Actuals
As of May 2017 Close

	Budget vs. Actual		Budget							
	Actual YTD	Approved Budget June 6th	Approved Budget		Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
			February 9th	Previous Forecast						
SUMMARY										
Revenue										
LCFF Entitlement	3,647,029	4,245,387	4,352,807	4,249,844	4,249,844	-	(102,963)	602,815	86%	
Federal Revenue	383,282	574,033	493,745	493,878	493,878	-	133	110,596	78%	
Other State Revenues	574,446	694,406	879,335	683,539	683,539	-	(195,796)	109,093	84%	
Local Revenues	47,090	24,785	40,114	47,039	47,056	17	6,942	(34)	100%	
Fundraising and Grants	16,652	19,018	19,018	19,046	19,046	-	28	2,394	87%	
Total Revenue	4,668,499	5,557,629	5,785,019	5,493,345	5,493,363	17	(291,657)	824,864	85%	
Expenses										
Compensation and Benefits (excl adjustment)	2,971,329	2,812,109	3,184,511	3,158,626	3,158,342	284	26,169	373,043	94%	
Books and Supplies	372,668	454,542	401,887	426,976	429,020	(2,044)	(27,132)	56,351	87%	
Services and Other Operating Expenditures	1,747,794	1,935,913	2,087,914	2,018,236	2,025,279	(7,043)	62,635	277,485	86%	
Depreciation	11,000	12,000	19,096	19,096	19,096	-	-	8,096	58%	
Total Expenses	5,102,791	5,214,564	5,693,409	5,622,934	5,631,737	(8,803)	61,672	714,976	91%	
Operating Income Before One-Time Adjustment	(434,292)	343,065	91,611	(129,589)	(138,374)	(8,785)	(229,985)	109,888	314%	
One-Time Compensation Adjustment			(186,030)	(186,030)	(186,030)					
Operating Income (including adjustment)			(94,419)	(315,619)	(324,404)					
Fund Balance										
Beginning Balance (Unaudited)	976,777	976,777	976,777	976,777	976,777					
Audit Adjustment	(1,355)	-	-	(1,355)	(1,355)					
Beginning Balance (Audited)	975,422	976,777	976,777	975,422	975,422					
Operating Income (including Depreciation)	(434,292)	343,065	91,611	(315,619)	(324,404)					
Ending Fund Balance	541,130	1,319,842	1,068,388	659,803	651,018				83%	
Capital Outlay	-	70,000	70,000	-	-					
Total ADA		434.3	443.9	433.4	433.4	-	(10.5)			

MAGNOLIA PUBLIC SCHOOLS - MSA-3Budget vs. Actuals
As of May 2017 Close

		Budget vs. Actual				Budget				
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
REVENUE										
LCFF Entitlement										
8011	Charter Schools LCFF - State Aid	2,322,044	2,817,402	2,891,605	2,750,771	2,725,425	(25,346)	(166,180)	403,381	85%
8012	Education Protection Account Entitlement	473,264	603,366	603,366	603,366	603,366	-	-	130,103	78%
8019	State Aid - Prior Years	1,162	-	399	1,162	1,162	-	763	-	100%
8096	Charter Schools in Lieu of Property Taxes	850,560	824,619	857,437	894,545	919,891	25,346	62,454	69,331	92%
SUBTOTAL - LCFF Entitlement		3,647,029	4,245,387	4,352,807	4,249,844	4,249,844	(0)	(102,963)	602,815	86%
8100 Federal Revenue										
8181	Special Education - Entitlement	79,998	87,719	86,783	83,583	83,583	-	(3,199)	3,585	96%
8220	Child Nutrition Programs	143,929	299,549	210,236	210,236	210,236	-	-	66,307	68%
8291	Title I	147,889	149,718	155,755	159,360	159,360	-	3,605	11,471	93%
8292	Title II	956	6,110	6,110	1,845	1,845	-	(4,265)	889	52%
8293	Title III	-	437	-	-	-	-	-	-	-
8296	Other Federal Revenue	6,104	30,500	30,500	34,448	34,448	-	3,948	28,344	18%
8297	PY Federal - Not Accrued	302	-	258	302	302	-	44	-	100%
8299	All Other Federal Revenue	4,104	-	4,104	4,104	4,104	-	-	-	100%
SUBTOTAL - Federal Income		383,282	574,033	493,745	493,878	493,878	-	133	110,596	78%
8300 Other State Revenues										
8319	Other State Apportionments - Prior Years	8,634	-	6,765	8,634	8,634	-	1,869	-	100%
8381	Special Education - Entitlement (State)	233,593	247,088	247,058	244,062	244,062	-	(2,996)	10,469	96%
8520	Child Nutrition - State	11,870	25,955	18,925	18,925	18,925	-	-	7,055	63%
8545	School Facilities Apportionments	-	190,316	190,316	-	-	-	(190,316)	-	-
8550	Mandated Cost Reimbursements	105,004	10,698	107,374	105,004	105,004	-	(2,370)	-	100%
8560	State Lottery Revenue	42,845	70,349	83,897	81,914	81,914	-	(1,983)	39,069	52%
8590	All Other State Revenue	37,500	-	75,000	75,000	75,000	-	-	37,500	50%
8596	ASES	135,000	150,000	150,000	150,000	150,000	-	-	15,000	90%
SUBTOTAL - Other State Income		574,446	694,406	879,335	683,539	683,539	-	(195,796)	109,093	84%

MAGNOLIA PUBLIC SCHOOLS - MSA-3

Budget vs. Actuals

As of May 2017 Close

		Budget vs. Actual		Budget						
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
8600	Other Local Revenue									
8634	Food Service Sales	1,960	500	500	1,943	1,960	17	1,460	-	100%
8682	Summer Program	27,931	10,200	27,931	27,931	27,931	-	-	-	100%
8690	Other Local Revenue	3,269	5,000	5,000	5,000	3,379	(1,621)	(1,621)	110	97%
8693	Field Trips	-	-	-	-	-	-	-	-	-
8699	All Other Local Revenue	1,621	-	-	-	1,621	1,621	1,621	-	100%
8714	COP Option 3 Grants	12,164	9,085	6,683	12,164	12,164	-	5,481	0	100%
8999	Uncategorized Revenue	144	-	-	-	-	-	-	(144)	-
	SUBTOTAL - Local Revenues	47,090	24,785	40,114	47,039	47,056	17	6,942	(34)	100%
8800	Donations/Fundraising									
8801	Donations - Parents	-	14,518	1,900	1,900	1,900	-	-	1,900	0%
8802	Donations - Private	-	4,500	4,500	4,057	494	(3,564)	(4,007)	494	0%
8803	Fundraising	16,652	-	12,618	13,088	16,652	3,564	4,034	-	100%
	SUBTOTAL - Fundraising and Grants	16,652	19,018	19,018	19,046	19,046	-	28	2,394	87%
TOTAL REVENUE		4,668,499	5,557,629	5,785,019	5,493,345	5,493,363	17	(291,657)	824,864	85%

MAGNOLIA PUBLIC SCHOOLS - MSA-3

Budget vs. Actuals

As of May 2017 Close

		Budget vs. Actual				Budget				
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
EXPENSES										
Compensation & Benefits										
Certificated Employees Summary										
1100	Teachers Salaries	1,521,519	1,539,857	1,695,620	1,655,987	1,656,318	(331)	39,302	134,799	92%
1300	Certificated Supervisor & Administrator Salaries	390,903	250,512	454,829	481,970	478,788	3,182	(23,960)	87,885	82%
SUBTOTAL - Certificated Employees		1,912,422	1,790,369	2,150,449	2,137,957	2,135,106	2,850	15,342	222,684	90%
Classified Employees Summary										
2400	Classified Clerical & Office Salaries	194,307	107,832	214,146	214,146	214,146	-	-	19,840	91%
2900	Classified Other Salaries	211,572	262,278	229,912	229,053	229,053	-	859	17,481	92%
SUBTOTAL - Classified Employees		405,879	370,110	444,058	443,199	443,199	-	859	37,320	92%
Employee Benefits Summary										
3100	STRS	237,684	221,454	267,028	263,559	263,200	359	3,827	25,516	90%
3200	PERS	42,567	36,897	60,105	58,869	58,869	-	1,236	16,302	72%
3300	OASDI-Medicare-Alternative	61,746	60,337	67,727	67,283	67,241	41	486	5,495	92%
3400	Health & Welfare Benefits	287,259	303,750	347,668	340,443	343,443	(3,000)	4,226	56,184	84%
3500	Unemployment Insurance	1,273	1,106	4,291	4,282	4,281	1	10	3,008	30%
3600	Workers Comp Insurance	22,498	28,085	29,214	29,064	29,032	32	182	6,534	77%
SUBTOTAL - Employee Benefits		653,028	651,630	776,034	763,500	766,066	(2,567)	9,968	113,039	85%

MAGNOLIA PUBLIC SCHOOLS - MSA-3

Budget vs. Actuals

As of May 2017 Close

		Budget vs.				Budget				
		Actual				Variance		Variance		
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
4000	Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	20,867	10,000	20,000	20,867	20,867	-	(867)	-	100%
4200	Books & Other Reference Materials	654	15,000	5,000	3,185	654	2,531	4,346	-	100%
4315	Custodial Supplies	-	77	77	77	-	77	77	-	
4320	Educational Software	15,747	16,000	16,000	16,000	16,000	-	-	253	98%
4325	Instructional Materials & Supplies	45,607	25,000	25,000	40,975	45,607	(4,632)	(20,607)	-	100%
4330	Office Supplies	14,274	20,200	20,200	17,700	16,200	1,500	4,000	1,926	88%
4345	Non Instructional Student Materials & Supplies	12,920	10,000	10,000	11,132	12,920	(1,788)	(2,920)	-	100%
4350	Uniforms	3,546	5,000	5,000	5,000	6,500	(1,500)	(1,500)	2,954	55%
4410	Classroom Furniture, Equipment & Supplies	6,642	-	5,000	6,642	6,642	-	(1,642)	-	100%
4420	Computers (individual items less than \$5k)	20,658	11,500	11,500	20,658	20,658	-	(9,158)	-	100%
4430	Non Classroom Related Furniture, Equipment & Su	7,247	10,000	10,000	8,971	8,971	-	1,029	1,724	81%
4700	Food	216,363	329,264	264,110	265,770	265,790	(20)	(1,680)	49,426	81%
4720	Other Food	8,144	2,500	10,000	10,000	8,212	1,788	1,788	67	99%
	SUBTOTAL - Books and Supplies	372,668	454,542	401,887	426,976	429,020	(2,044)	(27,132)	56,351	87%
5000	Services & Other Operating Expenses									
5100	Subagreements for Services	-	-	-	-	-	-	-	-	
5101	Shared Management Fee - CMO	841,750	881,049	918,273	918,273	918,273	-	-	76,523	92%
5102	Direct CMO Fee (Shared Staff)	29,393	33,176	35,271	35,271	35,271	-	-	5,879	83%
5200	Travel & Conferences	-	-	-	-	-	-	-	-	
5210	Conference Fees	5,354	10,000	10,000	5,300	5,354	(54)	4,646	-	100%
5215	Travel - Mileage, Parking, Tolls	178	10,000	10,000	4,000	3,112	888	6,888	2,934	6%
5220	Travel and Lodging	1,394	505	505	505	1,394	(888)	(888)	0	100%
5300	Dues & Memberships	4,197	10,000	10,000	10,000	9,946	54	54	5,749	42%
5450	Insurance - Other	22,812	22,516	22,813	22,813	22,813	-	-	1	100%
5500	Operations & Housekeeping	901	5,000	5,000	3,991	3,991	-	1,009	3,091	23%
5605	Equipment Leases	18,312	15,600	15,600	16,609	21,712	(5,104)	(6,112)	3,400	84%
5610	Rent	112,224	253,755	210,000	222,267	222,267	-	(12,267)	110,042	50%
5615	Repairs and Maintenance - Building	7,937	10,500	10,500	10,500	10,500	-	-	2,563	76%
5617	Repairs and Maintenance - Other Equipment	-	1,500	1,500	1,500	1,500	-	-	1,500	0%
5803	Accounting Fees	7,889	5,000	10,000	10,000	10,000	-	-	2,111	79%
5809	Banking Fees	404	500	500	500	500	-	-	96	81%
5813	School Programs - After School Program	150,000	150,000	150,000	150,000	150,000	-	-	-	100%
5814	School Programs - Academic Competitions	1,057	500	500	1,057	1,057	-	(557)	-	100%
5819	School Programs - Other	12,573	-	-	7,157	17,073	(9,916)	(17,073)	4,500	74%
5820	Consultants - Non Instructional	8,992	12,000	12,000	7,000	8,992	(1,992)	3,008	-	100%
5822	Other Professional Services	91,590	75,944	114,944	86,160	99,590	(13,431)	15,353	8,000	92%
5824	District Oversight Fees	40,345	42,454	43,528	42,498	42,498	-	1,030	2,153	95%
5830	Field Trips Expenses	21,316	20,000	25,000	25,000	25,000	-	-	3,684	85%
5833	Fines and Penalties	572	100	100	100	572	(472)	(472)	-	100%
5845	Legal Fees	27,043	20,000	50,000	20,000	27,043	(7,043)	22,957	-	100%
5851	Marketing and Student Recruiting	13,422	30,000	15,000	15,000	15,000	-	-	1,578	89%
5857	Payroll Fees	17,177	24,000	24,000	24,000	22,903	1,097	1,097	5,726	75%
5861	Prior Yr Exp (not accrued)	18,450	-	13,258	17,353	18,450	(1,097)	(5,192)	-	100%
5863	Professional Development	33,698	42,100	93,100	66,100	44,635	21,465	48,465	10,937	75%
5869	Special Education Contract Instructors	47,069	51,500	58,500	58,500	58,500	-	-	11,431	80%
5872	Special Education Encroachment	62,718	66,961	66,768	65,529	65,529	-	1,239	2,811	96%
5875	Staff Recruiting	18	54	54	54	54	-	-	36	34%
5884	Substitutes	76,604	55,000	75,000	85,000	85,000	-	(10,000)	8,396	90%
5887	Technology Services	50,358	49,700	49,700	49,700	52,158	(2,458)	(2,458)	1,800	97%

MAGNOLIA PUBLIC SCHOOLS - MSA-3

Budget vs. Actuals

As of May 2017 Close

		Budget vs.		Budget						
		Actual					Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast				
5899	Miscellaneous Operating Expenses	0	-	-	0	0	-	(0)	-	100%
5900	Communications	16,924	30,000	30,000	30,000	18,092	11,908	11,908	1,168	94%
5915	Postage and Delivery	5,122	6,500	6,500	6,500	6,500	-	-	1,378	79%
SUBTOTAL - Services & Other Operating Exp.		1,747,794	1,935,913	2,087,914	2,018,236	2,025,279	(7,043)	62,635	277,485	86%
6000	Capital Outlay									
6100	Sites & Improvement of Sites	-	20,000	20,000	-	-	-	20,000	-	
6410	Computers (capitalizable items)	-	50,000	50,000	-	-	-	50,000	-	
SUBTOTAL - Capital Outlay		-	70,000	70,000	-	-	-	70,000	-	
TOTAL EXPENSES		5,091,791	5,272,564	5,930,342	5,789,868	5,798,671	(8,803)	131,672	706,880	88%
6900	Total Depreciation (includes Prior Years)	11,000	12,000	19,096	19,096	19,096	-	-	8,096	58%
TOTAL EXPENSES including Depreciation		5,102,791	5,214,564	5,879,439	5,808,964	5,817,767	(8,803)	61,672	714,976	88%

MAGNOLIA PUBLIC SCHOOLS - MSA-4Budget vs. Actuals
As of May 2017 Close

	Budget vs.		Budget							
	Actual									
	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
SUMMARY										
Revenue										
LCFF Entitlement	1,517,146	1,772,032	1,818,445	1,825,155	1,825,155	-	6,710	308,009	83%	
Federal Revenue	150,828	252,308	247,687	250,282	250,670	388	2,983	99,843	60%	
Other State Revenues	203,709	141,453	267,852	266,779	266,779	-	(1,073)	63,070	76%	
Local Revenues	28,302	20,867	22,430	28,311	28,503	192	6,072	201	99%	
Fundraising and Grants	22,206	10,000	12,374	19,228	22,206	2,978	9,832	-	100%	
Total Revenue	1,922,190	2,196,660	2,368,788	2,389,755	2,393,313	3,558	24,525	471,123	80%	
Expenses										
Compensation and Benefits (excl adjustment)	1,078,302	1,172,519	1,212,821	1,167,494	1,168,051	(557)	44,769	172,444	92%	
Books and Supplies	104,395	158,736	132,807	120,875	120,875	-	11,932	16,479	86%	
Services and Other Operating Expenditures	571,964	667,206	701,330	747,989	747,989	-	(46,659)	176,025	76%	
Depreciation	8,448	9,221	15,656	15,656	15,656	-	-	7,208	54%	
Total Expenses	1,763,110	2,007,682	2,062,614	2,052,014	2,052,571	(557)	10,042	372,157	86%	
Operating Income Before One-Time Adjustment	159,081	188,978	306,175	337,740	340,742	3,001	34,567	98,966	47%	
One-Time Compensation Adjustment			(82,695)	(82,695)	(82,695)					
Operating Income (including adjustment)			223,480	255,045	258,047					
Fund Balance										
Beginning Balance (Unaudited)	763,641	567,722	567,722	763,641	763,641					
Audit Adjustment	(101,149)	-	-	(101,149)	(101,149)					
Beginning Balance (Audited)	662,491	567,722	567,722	662,491	662,491					
Operating Income (including Depreciation)	159,081	188,978	306,175	255,045	258,047					
Ending Fund Balance	821,572	756,700	873,897	917,537	920,538				89%	
Capital Outlay										
Total ADA		180.5	186.2	186.5	186.5	-	0.3			

MAGNOLIA PUBLIC SCHOOLS - MSA-4Budget vs. Actuals
As of May 2017 Close

		Budget vs.		Budget						
		Actual								
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
REVENUE										
LCFF Entitlement										
8011	Charter Schools LCFF - State Aid	954,044	1,168,273	1,189,233	1,165,560	1,154,651	(10,909)	(34,582)	200,607	83%
8012	Education Protection Account Entitlement	206,885	261,084	269,461	274,206	274,206	-	4,745	67,321	75%
8019	State Aid - Prior Years	376	-	-	376	376	-	376	-	100%
8096	Charter Schools in Lieu of Property Taxes	355,841	342,675	359,751	385,013	395,922	10,909	36,171	40,081	90%
SUBTOTAL - LCFF Entitlement		1,517,146	1,772,032	1,818,445	1,825,155	1,825,155	0	6,710	308,009	83%
8100 Federal Revenue										
8181	Special Education - Entitlement	33,461	36,925	36,063	35,974	35,974	-	(89)	2,513	93%
8220	Child Nutrition Programs	22,229	25,038	21,841	21,841	22,229	388	388	(0)	100%
8291	Title I	51,610	59,536	58,233	59,695	59,695	-	1,462	8,085	86%
8292	Title II	656	2,380	2,380	722	722	-	(1,658)	66	91%
8296	Other Federal Revenue	41,813	128,106	128,106	130,986	130,986	-	2,879	89,172	32%
8297	PY Federal - Not Accrued	(6)	-	-	-	-	-	-	6	
8299	All Other Federal Revenue	1,064	-	1,064	1,064	1,064	-	-	-	100%
SUBTOTAL - Federal Income		150,828	252,308	247,687	250,282	250,670	388	2,983	99,843	60%
8300 Other State Revenues										
8319	Other State Apportionments - Prior Years	5,805	-	10,440	5,805	5,805	-	(4,635)	-	100%
8381	Special Education - Entitlement (State)	97,705	104,034	99,993	105,044	105,044	-	5,051	7,339	93%
8520	Child Nutrition - State	1,541	2,522	2,031	2,031	2,031	-	-	489	76%
8550	Mandated Cost Reimbursements	43,643	5,663	45,188	43,643	43,643	-	(1,545)	-	100%
8560	State Lottery Revenue	17,515	29,234	35,200	35,256	35,256	-	56	17,741	50%
8590	All Other State Revenue	37,500	-	75,000	75,000	75,000	-	-	37,500	50%
SUBTOTAL - Other State Income		203,709	141,453	267,852	266,779	266,779	-	(1,073)	63,070	76%

MAGNOLIA PUBLIC SCHOOLS - MSA-4Budget vs. Actuals
As of May 2017 Close

		Budget vs. Actual					Budget			
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
8600	Other Local Revenue									
8634	Food Service Sales	1,013	167	554	971	1,013	42	460	-	100%
8682	Summer Program	16,360	10,200	16,360	16,360	16,360	-	-	-	100%
8699	All Other Local Revenue	299	500	500	500	500	-	-	201	60%
8714	COP Option 3 Grants	10,630	10,000	5,017	10,480	10,630	150	5,613	-	100%
8999	Uncategorized Revenue	-	-	-	-	-	-	-	-	-
	SUBTOTAL - Local Revenues	28,302	20,867	22,430	28,311	28,503	192	6,072	201	99%
8800	Donations/Fundraising									
8803	Fundraising	22,206	-	12,374	19,228	22,206	2,978	9,832	-	100%
	SUBTOTAL - Fundraising and Grants	22,206	10,000	12,374	19,228	22,206	2,978	9,832	-	100%
TOTAL REVENUE		1,922,190	2,196,660	2,368,788	2,389,755	2,393,313	3,558	24,525	471,123	80%

MAGNOLIA PUBLIC SCHOOLS - MSA-4Budget vs. Actuals
As of May 2017 Close

		Budget vs. Actual				Budget		Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Current Forecast				
EXPENSES											
Compensation & Benefits											
Certificated Employees Summary											
1100	Teachers Salaries	557,105	566,257	675,264	651,952	651,952	-	23,313	94,847	85%	
1300	Certificated Supervisor & Administrator Salaries	219,962	290,961	255,957	255,957	255,957	-	-	35,995	86%	
SUBTOTAL - Certificated Employees		777,066	857,218	931,221	907,908	907,908	-	23,313	130,842	86%	
Classified Employees Summary											
2400	Classified Clerical & Office Salaries	49,246	47,609	58,307	58,307	58,307	-	-	9,061	84%	
2900	Classified Other Salaries	18,049	12,000	35,053	20,053	20,053	-	15,000	2,004	90%	
SUBTOTAL - Classified Employees		67,295	59,609	93,360	78,360	78,360	-	15,000	11,065	86%	
Employee Benefits Summary											
3100	STRS	97,944	107,838	115,984	112,957	112,957	-	3,027	15,013	87%	
3200	PERS	5,228	5,328	5,200	5,200	5,757	(557)	(557)	529	91%	
3300	OASDI-Medicare-Alternative	20,452	17,111	20,679	19,168	19,168	-	1,510	(1,284)	107%	
3400	Health & Welfare Benefits	100,172	114,413	114,026	112,001	112,001	-	2,025	11,829	89%	
3500	Unemployment Insurance	521	458	3,510	3,490	3,490	0	20	2,969	15%	
3600	Workers Comp Insurance	9,624	10,544	11,537	11,105	11,105	-	431	1,481	87%	
SUBTOTAL - Employee Benefits		233,941	255,692	270,935	263,921	264,478	(557)	6,457	30,537	88%	

MAGNOLIA PUBLIC SCHOOLS - MSA-4

Budget vs. Actuals

As of May 2017 Close

		Budget vs.				Budget				
		Actual								
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
4000	Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	12,819	23,220	23,220	13,220	13,220	-	10,000	401	97%
4320	Educational Software	4,449	5,000	5,000	5,000	5,000	-	-	551	89%
4325	Instructional Materials & Supplies	14,372	15,000	15,000	10,234	14,372	(4,138)	628	-	100%
4330	Office Supplies	13,684	8,200	12,000	16,766	16,766	-	(4,766)	3,083	82%
4345	Non Instructional Student Materials & Supplies	2,371	35,000	9,000	9,000	4,862	4,138	4,138	2,490	49%
4400	Noncapitalized Equipment	1,001	1,000	1,000	1,000	1,000	-	-	(1)	100%
4410	Classroom Furniture, Equipment & Supplies	1,465	8,000	5,000	3,324	3,324	-	1,676	1,859	44%
4420	Computers (individual items less than \$5k)	11,676	29,500	10,000	11,676	11,676	-	(1,676)	-	100%
4700	Food	39,291	30,316	45,587	45,655	45,655	-	(68)	6,364	86%
4720	Other Food	3,267	3,500	7,000	5,000	5,000	-	2,000	1,733	65%
	SUBTOTAL - Books and Supplies	104,395	158,736	132,807	120,875	120,875	(0)	11,932	16,479	86%
5000	Services & Other Operating Expenses									
5100	Subagreements for Services	-	-	-	-	-	-	-	-	-
5101	Shared Management Fee - CMO	69,662	72,914	75,995	75,995	75,995	-	-	6,333	92%
5102	Direct CMO Fee (Shared Staff)	12,340	13,260	14,807	14,807	14,807	-	-	2,468	83%
5200	Travel & Conferences	1,028	4,000	4,000	4,000	3,461	539	539	2,432	30%
5210	Conference Fees	100	5,000	5,000	5,000	5,000	-	-	4,900	2%
5215	Travel - Mileage, Parking, Tolls	79	-	-	-	79	(79)	(79)	-	100%
5300	Dues & Memberships	4,374	3,400	3,400	4,305	4,374	(69)	(974)	-	100%
5450	Insurance - Other	11,054	14,446	11,056	11,056	11,056	-	-	2	100%
5500	Operations & Housekeeping	636	-	484	484	484	-	-	(152)	131%
5605	Equipment Leases	12,492	6,000	8,000	13,149	13,149	-	(5,149)	657	95%
5610	Rent	95,178	150,215	103,831	103,831	103,831	-	-	8,653	92%
5615	Repairs and Maintenance - Building	752	1,000	1,000	1,000	1,000	-	-	248	75%
5803	Accounting Fees	3,288	4,406	8,000	8,000	8,000	-	-	4,712	41%
5809	Banking Fees	389	515	515	515	515	-	-	126	75%
5813	School Programs - After School Program	1,667	-	-	2,000	2,000	-	(2,000)	333	83%
5814	School Programs - Academic Competitions	2,207	-	1,000	2,500	2,500	-	(1,500)	293	88%
5819	School Programs - Other	4,355	-	-	1,543	4,355	(2,812)	(4,355)	-	100%
5820	Consultants - Non Instructional	6,734	2,493	9,516	9,516	9,516	-	-	2,782	71%
5822	Other Professional Services	19,527	54,844	64,000	62,386	48,745	13,642	15,255	29,217	40%

MAGNOLIA PUBLIC SCHOOLS - MSA-4

Budget vs. Actuals

As of May 2017 Close

		Budget vs.		Budget		Variance		Variance		Forecast	
		Actual				(Previous vs. Current Forecast)		(Budget vs. Current Forecast)		Remaining Spent	
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast					
5824	District Oversight Fees	16,852	17,720	18,184	18,252	18,252	-	(67)	1,399	92%	
5830	Field Trips Expenses	7,273	20,000	20,000	15,000	12,188	2,812	7,812	4,915	60%	
5833	Fines and Penalties	29	-	29	29	29	-	-	-	100%	
5845	Legal Fees	6,878	5,000	15,000	15,000	15,000	-	-	8,123	46%	
5851	Marketing and Student Recruiting	15,642	7,000	20,000	15,000	15,642	(642)	4,358	-	100%	
5857	Payroll Fees	9,991	3,000	9,600	9,600	9,991	(391)	(391)	-	100%	
5860	Printing and Reproduction	-	-	-	-	-	-	-	-	-	
5861	Prior Yr Exp (not accrued)	(1,781)	-	488	-	-	-	488	1,781	-	
5863	Professional Development	7,588	29,000	54,000	54,000	53,378	622	622	45,790	14%	
5869	Special Education Contract Instructors	66,734	50,000	50,000	87,000	87,000	-	(37,000)	20,266	77%	
5872	Special Education Encroachment	26,233	28,192	28,192	28,204	28,204	-	(12)	1,971	93%	
5884	Substitutes	42,677	25,200	25,200	37,700	50,700	(13,000)	(25,500)	8,023	84%	
5887	Technology Services	39,756	57,000	57,000	57,000	57,000	-	-	17,244	70%	
5893	Transportation - Student	65,081	65,000	67,000	67,000	67,000	-	-	1,919	97%	
5898	Bad Debt Expense	32	-	32	32	32	-	-	-	100%	
5899	Miscellaneous Operating Expenses	433	-	-	85	707	(622)	(707)	274	61%	
5900	Communications	20,904	24,000	24,000	22,000	22,000	-	2,000	1,096	95%	
5915	Postage and Delivery	1,781	3,600	2,000	2,000	2,000	-	-	219	89%	
	SUBTOTAL - Services & Other Operating Exp.	571,964	667,206	701,330	747,989	747,989	(0)	(46,659)	176,025	76%	
6000	Capital Outlay										
	SUBTOTAL - Capital Outlay	-	-	-	-	-	-	-	-		
	TOTAL EXPENSES	1,754,662	1,998,462	2,129,653	2,119,054	2,119,611	(557)	10,042	364,949	83%	
6900	Total Depreciation (includes Prior Years)	8,448	9,221	15,656	15,656	15,656	-	-	7,208	54%	
	TOTAL EXPENSES including Depreciation	1,763,110	2,007,682	2,145,309	2,134,709	2,135,266	(557)	10,042	372,157	83%	

MAGNOLIA PUBLIC SCHOOLS - MSA-5Budget vs. Actuals
As of May 2017 Close

	Budget vs.		Budget							
	Actual						Variance	Variance		
	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
SUMMARY										
Revenue										
LCFF Entitlement	1,364,639	1,539,136	1,660,532	1,650,101	1,650,101	-	(10,431)	285,462	83%	
Federal Revenue	98,070	176,079	164,096	224,838	224,838	-	60,742	126,768	44%	
Other State Revenues	166,230	150,386	177,416	195,813	195,813	-	18,397	29,584	85%	
Local Revenues	169,074	11,120	178,813	177,691	177,925	234	(889)	8,851	95%	
Fundraising and Grants	986	500	500	632	986	354	486	-	100%	
Total Revenue	1,798,998	1,877,220	2,181,357	2,249,075	2,249,663	588	68,306	450,665	80%	
Expenses										
Compensation and Benefits (excl adjustment)	1,023,680	1,064,348	1,152,508	1,093,285	1,093,327	(42)	59,180	135,952	94%	
Books and Supplies	140,945	185,900	171,607	250,882	250,882	-	(79,275)	109,937	56%	
Services and Other Operating Expenditures	535,233	594,065	655,357	698,855	699,244	(390)	(43,887)	164,011	77%	
Depreciation	15,763	17,201	4,774	4,774	4,774	-	-	(10,989)	330%	
Total Expenses	1,715,621	1,861,515	1,984,245	2,047,796	2,048,228	(432)	(63,982)	398,911	84%	
Operating Income Before One-Time Adjustment	83,377	15,706	197,112	201,279	201,435	156	4,323	51,754	41%	
One-Time Compensation Adjustment			(66,305)	(66,305)	(66,305)					
Operating Income (including adjustment)			130,807	134,974	135,130					
Fund Balance										
Beginning Balance (Unaudited)	1,144,335	951,134	951,134	1,144,335	1,144,335					
Audit Adjustment	(66,819)	-	-	(66,819)	(66,819)					
Beginning Balance (Audited)	1,077,516	951,134	951,134	1,077,516	1,077,516					
Operating Income (including Depreciation)	83,377	15,706	197,112	134,974	135,130					
Ending Fund Balance	1,160,893	966,840	1,148,246	1,212,490	1,212,647				96%	
Capital Outlay	17,301	-	27,793	27,793	27,793				62%	
Total ADA		168.9	177.7	176.3	176.3	-	(1.4)			

MAGNOLIA PUBLIC SCHOOLS - MSA-5Budget vs. Actuals
As of May 2017 Close

		Budget vs.		Budget							
		Actual		Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD									
REVENUE											
LCFF Entitlement											
8011	Charter Schools LCFF - State Aid	841,615		988,758	1,071,078	1,037,766	1,027,457	(10,309)	(43,621)	185,842	82%
8012	Education Protection Account Entitlement	187,741		238,000	246,306	248,317	248,317	-	2,011	60,575	76%
8019	State Aid - Prior Years	182		-	-	182	182	-	182	-	100%
8096	Charter Schools in Lieu of Property Taxes	335,101		312,377	343,149	363,837	374,145	10,309	30,997	39,045	90%
SUBTOTAL - LCFF Entitlement		1,364,639		1,539,136	1,660,532	1,650,101	1,650,101	(0)	(10,431)	285,462	83%
8100 Federal Revenue											
8181	Special Education - Entitlement	31,500		33,660	28,542	33,996	33,996	-	5,454	2,496	93%
8291	Title I	25,065		37,421	81,991	84,051	84,051	-	2,060	58,986	30%
8292	Title II	252		2,193	2,193	658	658	-	(1,535)	406	38%
8296	Other Federal Revenue	39,626		102,026	102,026	104,506	104,506	-	2,480	64,880	38%
8297	PY Federal - Not Accrued	1,627		-	(50,656)	1,627	1,627	-	52,283	-	100%
SUBTOTAL - Federal Income		98,070		176,079	164,096	224,838	224,838	-	60,742	126,768	44%
8300 Other State Revenues											
8319	Other State Apportionments - Prior Years	3,079		-	4,395	4,395	4,395	-	-	1,316	70%
8381	Special Education - Entitlement (State)	91,979		94,836	80,611	99,267	99,267	-	18,656	7,288	93%
8520	Child Nutrition - State	-		-	-	-	-	-	-	-	-
8550	Mandated Cost Reimbursements	32,747		2,813	32,747	32,747	32,747	-	0	-	100%
8560	State Lottery Revenue	14,125		26,649	33,576	33,317	33,317	-	(259)	19,192	42%
8596	ASES	24,300		26,088	26,088	26,088	26,088	-	-	1,788	93%
SUBTOTAL - Other State Income		166,230		150,386	177,416	195,813	195,813	-	18,397	29,584	85%

MAGNOLIA PUBLIC SCHOOLS - MSA-5

Budget vs. Actuals

As of May 2017 Close

		Budget vs.		Budget						
		Actual				Variance (Previous vs. Current Forecast)		Variance (Budget vs. Current Forecast)		Forecast Remaining
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast				
8600	Other Local Revenue									
8636	Uniforms	-	1,030	1,030	1,030	-	(1,030)	(1,030)	-	
8690	Other Local Revenue	12,789	3,090	11,027	11,525	12,789	1,264	1,762	-	100%
8714	COP Option 3 Grants	156,284	7,000	166,756	165,135	165,135	-	(1,621)	8,851	95%
	SUBTOTAL - Local Revenues	169,074	11,120	178,813	177,691	177,925	234	(889)	8,851	95%
8800	Donations/Fundraising									
8802	Donations - Private	150	-	-	150	150	-	150	-	100%
8803	Fundraising	836	500	500	482	836	354	336	-	100%
	SUBTOTAL - Fundraising and Grants	986	500	500	632	986	354	486	-	100%
TOTAL REVENUE		1,798,998	1,877,220	2,181,357	2,249,075	2,249,663	588	68,306	450,665	80%

MAGNOLIA PUBLIC SCHOOLS - MSA-5Budget vs. Actuals
As of May 2017 Close

		Budget vs.		Budget						
		Actual				Variance (Previous vs. Current Forecast)		Variance (Budget vs. Current Forecast)		Forecast Remaining
Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast						
EXPENSES										
Compensation & Benefits										
Certificated Employees Summary										
1100	Teachers Salaries	567,872	545,921	660,552	630,552	630,552	-	30,000	62,680	90%
1300	Certificated Supervisor & Administrator Salaries	153,959	159,738	180,746	180,746	180,746	-	-	26,788	85%
SUBTOTAL - Certificated Employees		721,830	705,659	841,298	811,298	811,298	-	30,000	89,468	89%
Classified Employees Summary										
2400	Classified Clerical & Office Salaries	51,854	49,725	51,242	51,242	57,750	(6,508)	(6,508)	5,896	90%
2900	Classified Other Salaries	22,680	53,750	54,450	37,000	31,263	5,738	23,188	8,583	73%
SUBTOTAL - Classified Employees		74,534	103,475	105,692	88,242	89,013	(771)	16,679	14,479	84%
Employee Benefits Summary										
3100	STRS	90,346	88,017	102,879	99,105	99,105	-	3,774	8,759	91%
3200	PERS	9,609	8,226	8,534	10,972	10,175	797	(1,641)	566	94%
3300	OASDI-Medicare-Alternative	16,615	18,648	20,062	18,286	18,345	(59)	1,718	1,729	91%
3400	Health & Welfare Benefits	103,041	130,613	126,213	118,113	118,113	-	8,100	15,071	87%
3500	Unemployment Insurance	520	405	3,471	3,447	3,447	(0)	24	2,927	15%
3600	Workers Comp Insurance	7,185	9,305	10,663	10,129	10,137	(9)	526	2,953	71%
SUBTOTAL - Employee Benefits		227,316	255,214	271,823	260,050	259,322	729	12,501	32,006	88%

MAGNOLIA PUBLIC SCHOOLS - MSA-5

Budget vs. Actuals

As of May 2017 Close

		Budget vs.		Budget							
		Actual				Variance		Variance			
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
4000	Books & Supplies										
4100	Approved Textbooks & Core Curricula Materials	21,233	45,000	22,000	22,000	22,000	-	-	767	97%	
4200	Books & Other Reference Materials	619	7,500	5,500	5,500	4,163	1,337	1,337	3,544	15%	
4315	Custodial Supplies	1,086	1,000	1,000	1,000	1,086	(86)	(86)	-	100%	
4320	Educational Software	11,658	10,000	15,000	15,000	15,000	-	-	3,342	78%	
4325	Instructional Materials & Supplies	9,982	23,000	8,646	8,646	9,982	(1,337)	(1,337)	-	100%	
4330	Office Supplies	7,408	9,700	8,800	8,800	8,714	86	86	1,306	85%	
4340	Professional Development Supplies	99	-	-	-	-	-	-	(99)		
4345	Non Instructional Student Materials & Supplies	1,864	7,500	5,000	5,000	4,815	185	185	2,951	39%	
4350	Uniforms	1,108	200	2,000	2,000	2,000	-	-	892	55%	
4400	Noncapitalized Equipment	14,357	10,000	20,455	43,368	43,368	-	(22,914)	29,011	33%	
4410	Classroom Furniture, Equipment & Supplies	2,669	-	-	2,484	2,669	(185)	(2,669)	-	100%	
4420	Computers (individual items less than \$5k)	32,773	51,000	32,207	32,773	32,773	-	(566)	-	100%	
4430	Non Classroom Related Furniture, Equipment & Sup	312	-	7,000	312	312	-	6,688	-	100%	
4700	Food	32,807	20,000	40,000	100,000	100,000	-	(60,000)	67,193	33%	
4720	Other Food	2,969	1,000	4,000	4,000	4,000	-	-	1,031	74%	
	SUBTOTAL - Books and Supplies	140,945	185,900	171,607	250,882	250,882	(0)	(79,275)	109,937	56%	
5000	Services & Other Operating Expenses										
5101	Shared Management Fee - CMO	69,662	72,914	75,995	75,995	75,995	-	-	6,333	92%	
5102	Direct CMO Fee (Shared Staff)	11,685	11,683	14,022	14,022	14,022	-	-	2,337	83%	
5200	Travel & Conferences	568	5,000	5,000	5,000	4,870	130	130	4,302	12%	
5210	Conference Fees	-	5,000	5,000	5,000	5,000	-	-	5,000	0%	
5215	Travel - Mileage, Parking, Tolls	130	-	-	-	130	(130)	(130)	-	100%	
5300	Dues & Memberships	3,961	5,000	5,000	5,000	5,000	-	-	1,039	79%	
5450	Insurance - Other	6,244	14,300	6,237	6,244	6,244	-	(7)	-	100%	
5605	Equipment Leases	4,005	6,600	6,600	6,600	6,600	-	-	2,595	61%	
5610	Rent	76,498	135,000	110,971	83,452	83,452	-	27,519	6,954	92%	
5615	Repairs and Maintenance - Building	8,005	-	15,000	15,000	15,000	-	-	6,995	53%	
5617	Repairs and Maintenance - Other Equipment	1,440	3,000	3,000	3,000	3,000	-	-	1,560	48%	
5803	Accounting Fees	3,113	1,952	5,000	5,000	5,000	-	-	1,887	62%	
5809	Banking Fees	372	412	412	412	412	-	-	40	90%	
5813	School Programs - After School Program	26,088	26,088	26,088	26,088	26,088	-	-	(0)	100%	
5814	School Programs - Academic Competitions	65	-	-	620	620	-	(620)	555	10%	
5819	School Programs - Other	380	-	-	380	380	-	(380)	-	100%	
5820	Consultants - Non Instructional	13,298	25,000	25,000	25,000	25,000	-	-	11,702	53%	
5822	Other Professional Services	46,004	53,275	10,000	46,393	46,393	-	(36,393)	389	99%	
5824	District Oversight Fees	15,195	15,391	16,605	16,501	16,501	-	104	1,306	92%	
5830	Field Trips Expenses	5,685	8,000	4,000	6,278	6,278	-	(2,278)	593	91%	
5845	Legal Fees	7,761	5,000	15,000	15,000	15,000	-	-	7,240	52%	
5851	Marketing and Student Recruiting	6,370	10,000	60,000	40,000	39,432	568	20,568	33,062	16%	
5857	Payroll Fees	8,568	3,750	8,000	8,000	8,568	(568)	(568)	-	100%	
5861	Prior Yr Exp (not accrued)	82,606	-	31,727	82,216	82,606	(390)	(50,879)	-	100%	
5863	Professional Development	21,040	37,100	37,100	37,100	37,100	-	-	16,060	57%	
5869	Special Education Contract Instructors	52,895	40,000	65,000	65,000	65,000	-	-	12,105	81%	
5872	Special Education Encroachment	24,696	25,699	25,699	26,652	26,652	-	(953)	1,957	93%	
5875	Staff Recruiting	-	1,901	1,901	1,901	1,901	-	-	1,901	0%	
5884	Substitutes	12,940	15,000	20,000	20,000	20,000	-	-	7,060	65%	
5887	Technology Services	11,283	35,000	35,000	35,000	35,000	-	-	23,717	32%	
5898	Bad Debt Expense	0	-	0	0	0	-	(0)	-	100%	
5899	Miscellaneous Operating Expenses	0	-	-	0	0	-	(0)	-	100%	

MAGNOLIA PUBLIC SCHOOLS - MSA-5Budget vs. Actuals
As of May 2017 Close

		Budget vs.		Budget						
		Actual					Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast				
5900	Communications	13,259	30,000	20,000	20,000	20,000	-	-	6,741	66%
5915	Postage and Delivery	1,418	2,000	2,000	2,000	2,000	-	-	582	71%
SUBTOTAL - Services & Other Operating Exp.		535,233	594,065	655,357	698,855	699,244	(390)	(43,887)	164,011	77%
6000	Capital Outlay									
6400	Equipment	17,301	-	27,793	27,793	27,793	-	-	10,492	62%
SUBTOTAL - Capital Outlay		17,301	-	27,793	27,793	27,793	-	-	10,492	62%
TOTAL EXPENSES		1,717,159	1,844,314	2,073,570	2,137,120	2,137,552	(432)	(63,982)	420,392	80%
6900	Total Depreciation (includes Prior Years)	15,763	17,201	4,774	4,774	4,774	-	-	(10,989)	330%
TOTAL EXPENSES including Depreciation		1,715,621	1,861,515	2,050,550	2,114,101	2,114,533	(432)	(63,982)	398,911	81%

Magnolia Public Schools - MSA-6

Budget vs. Actuals

As of May 2017 Close

	Budget vs. Actual					Budget				
	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
SUMMARY										
Revenue										
LCFF Entitlement	1,300,212	1,575,467	1,518,270	1,549,755	1,549,755	-	31,485	249,543	84%	
Federal Revenue	118,632	137,828	161,359	166,735	166,735	-	5,376	48,102	71%	
Other State Revenues	213,913	214,078	253,252	258,506	258,506	-	5,254	44,594	83%	
Local Revenues	13,193	14,120	10,512	17,313	16,046	(1,267)	5,534	2,853	82%	
Fundraising and Grants	14,850	10,000	11,100	13,583	14,850	1,267	3,750	-	100%	
Total Revenue	1,660,801	1,951,493	1,954,494	2,005,892	2,005,892	-	51,399	345,092	83%	
Expenses										
Compensation and Benefits (excl adjustment)	939,289	965,253	1,035,074	1,028,502	1,028,495	7	6,580	137,057	91%	
Books and Supplies	114,330	110,183	154,776	161,576	161,747	(171)	(6,971)	47,417	71%	
Services and Other Operating Expenditures	442,676	575,774	555,450	564,700	564,661	39	(9,211)	121,985	78%	
Depreciation	5,838	6,368	28,726	28,726	28,726	-	-	22,888	20%	
Total Expenses	1,502,133	1,657,578	1,774,026	1,783,503	1,783,629	(126)	(9,603)	329,348	84%	
Operating Income Before One-Time Adjustment	158,668	293,915	180,468	222,389	222,264	(126)	41,796	15,744	71%	
One-Time Compensation Adjustment			(47,852)	(47,852)	(47,852)					
Operating Income (including adjustment)			132,616	174,537	174,412					
Fund Balance										
Beginning Balance (Unaudited)	1,006,776	938,327	938,327	1,006,776	1,006,776					
Audit Adjustment	(61,339)	-	-	(61,339)	(61,339)					
Beginning Balance (Audited)	945,437	938,327	938,327	945,437	945,437					
Operating Income (including Depreciation)	158,668	293,915	180,468	174,537	174,412					
Ending Fund Balance	1,104,105	1,232,242	1,118,795	1,119,974	1,119,849				99%	
Capital Outlay	-	20,000	-	-	-					
Total ADA		173.7	167.9	171.2	171.2	0.0	3.3		0%	

Magnolia Public Schools - MSA-6Budget vs. Actuals
As of May 2017 Close

		Budget vs.		Budget						
		Actual					Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast				
REVENUE										
LCFF Entitlement										
8011	Charter Schools LCFF - State Aid	797,752	994,308	971,806	966,055	956,044	(10,011)	(15,762)	158,292	83%
8012	Education Protection Account Entitlement	173,907	251,311	221,995	229,953	229,953	-	7,958	56,046	76%
8019	State Aid - Prior Years	416	-	134	416	416	-	282	-	100%
8096	Charter Schools in Lieu of Property Taxes	328,137	329,848	324,335	353,331	363,342	10,011	39,007	35,205	90%
SUBTOTAL - LCFF Entitlement		1,300,212	1,575,467	1,518,270	1,549,755	1,549,755	-	31,485	249,543	84%
8100 Federal Revenue										
8181	Special Education - Entitlement	30,860	35,542	32,331	33,014	33,014	-	683	2,154	93%
8220	Child Nutrition Programs	34,984	31,452	49,812	49,812	49,812	-	-	14,828	70%
8291	Title I	48,411	47,977	58,499	59,413	59,413	-	914	11,002	81%
8292	Title II	592	2,363	717	711	711	-	(6)	119	83%
8293	Title III	-	494	-	-	-	-	-	-	
8296	Other Federal Revenue	3,785	20,000	20,000	23,785	23,785	-	3,785	20,000	16%
SUBTOTAL - Federal Income		118,632	137,828	161,359	166,735	166,735	-	5,376	48,102	71%

Magnolia Public Schools - MSA-6

Budget vs. Actuals

As of May 2017 Close

		Budget vs.					Budget			
		Actual					Variance		Variance	
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
8300	Other State Revenues									
8319	Other State Apportionments - Prior Years	2,640	-	-	2,640	2,640	-	2,640	-	100%
8381	Special Education - Entitlement (State)	90,112	100,140	94,407	96,401	96,401	-	1,993	6,288	93%
8520	Child Nutrition - State	2,446	3,379	3,593	3,593	3,593	-	-	1,147	68%
8545	School Facilities Apportionments	63,843	80,000	85,125	85,125	85,125	-	-	21,282	75%
8550	Mandated Cost Reimbursements	38,352	2,419	38,352	38,352	38,352	-	0	-	100%
8560	State Lottery Revenue	16,479	28,139	31,735	32,355	32,355	-	620	15,876	51%
8590	All Other State Revenue	40	-	40	40	40	-	-	-	100%
	SUBTOTAL - Other State Income	213,913	214,078	253,252	258,506	258,506	-	5,254	44,594	83%
8600	Other Local Revenue									
8699	All Other Local Revenue	-	4,120	4,120	4,120	2,853	(1,267)	(1,267)	2,853	0%
8714	SpEd Option 3	13,193	10,000	6,392	13,193	13,193	-	6,801	-	100%
	SUBTOTAL - Local Revenues	13,193	14,120	10,512	17,313	16,046	(1,267)	5,534	2,853	82%
8800	Donations/Fundraising									
8802	Donations - Private	7,562	-	4,511	7,076	7,562	486	3,051	-	100%
8803	Fundraising	7,288	10,000	6,589	6,507	7,288	781	699	-	100%
	SUBTOTAL - Fundraising and Grants	14,850	10,000	11,100	13,583	14,850	1,267	3,750	-	100%
TOTAL REVENUE		1,660,801	1,951,493	1,954,494	2,005,892	2,005,892	(0)	51,399	345,092	83%

Magnolia Public Schools - MSA-6Budget vs. Actuals
As of May 2017 Close

		Budget vs. Actual		Budget						
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
EXPENSES										
Compensation & Benefits										
Certificated Employees Summary										
1100	Teachers Salaries	393,917	500,008	473,509	455,093	455,093	-	18,417	61,176	87%
1300	Certificated Supervisor & Administrator Salaries	223,719	165,373	250,789	250,789	250,789	-	-	27,070	89%
SUBTOTAL - Certificated Employees		617,636	665,381	724,298	705,882	705,882	-	18,417	88,246	87%
Classified Employees Summary										
2400	Classified Clerical & Office Salaries	71,976	68,504	87,117	87,117	79,617	7,500	7,500	7,641	90%
2900	Classified Other Salaries	34,221	18,750	34,500	34,500	42,000	(7,500)	(7,500)	7,780	81%
SUBTOTAL - Classified Employees		106,197	87,254	121,617	121,617	121,617	-	-	15,421	87%
Employee Benefits Summary										
3100	STRS	78,121	82,447	92,228	89,911	89,911	-	2,317	11,790	87%
3200	PERS	11,297	5,869	9,490	12,782	12,782	-	(3,291)	1,485	88%
3300	OASDI-Medicare-Alternative	21,467	17,058	19,409	23,842	23,835	7	(4,426)	2,368	90%
3400	Health & Welfare Benefits	96,253	98,213	102,936	109,589	109,589	-	(6,653)	13,336	88%
3500	Unemployment Insurance	277	376	3,423	3,414	3,414	-	9	3,136	8%
3600	Workers Comp Insurance	8,042	8,655	9,525	9,318	9,318	-	207	1,276	86%
SUBTOTAL - Employee Benefits		215,457	212,618	237,011	248,855	248,848	7	(11,837)	33,391	87%

Magnolia Public Schools - MSA-6

Budget vs. Actuals

As of May 2017 Close

		Budget vs.				Budget				
		Actual				Variance		Variance		
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
4000	Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	43,195	5,000	45,000	45,000	45,000	-	-	1,805	96%
4200	Books & Other Reference Materials	-	3,000	1,000	1,000	1,000	-	-	1,000	0%
4315	Custodial Supplies	171	-	-	-	171	(171)	(171)	-	100%
4320	Educational Software	13,528	20,000	14,000	14,000	14,000	-	-	472	97%
4325	Instructional Materials & Supplies	3,236	7,000	3,000	4,000	3,960	40	(960)	724	82%
4326	Art & Music Supplies	-	-	-	-	-	-	-	-	-
4330	Office Supplies	7,123	4,200	4,200	8,000	8,000	-	(3,800)	877	89%
4335	PE Supplies	1,635	1,000	1,000	2,000	2,000	-	(1,000)	365	82%
4340	Professional Development Supplies	40	-	-	-	40	(40)	(40)	-	100%
4345	Non Instructional Student Materials & Supplies	1,839	3,000	2,500	2,500	2,500	-	-	661	74%
4346	Teacher Supplies	946	1,000	1,000	1,000	1,000	-	-	54	95%
4400	Noncapitalized Equipment	-	5,000	5,000	5,000	5,000	-	-	5,000	0%
4410	Classroom Furniture, Equipment & Supplies	280	2,000	2,000	2,000	2,000	-	-	1,720	14%
4420	Computers (individual items less than \$5k)	-	19,500	19,500	19,500	19,500	-	-	19,500	0%
4700	Food	41,204	39,483	56,076	56,076	56,076	-	-	14,872	73%
4720	Other Food	1,133	-	500	1,500	1,500	-	(1,000)	367	76%
	SUBTOTAL - Books and Supplies	114,330	110,183	154,776	161,576	161,747	(171)	(6,971)	47,417	71%
5000	Services & Other Operating Expenses									
5101	CMO Fees	69,662	72,914	75,995	75,995	75,995	-	-	6,333	92%
5102	Direct CMO Fee (Shared Staff)	11,351	12,485	13,621	13,621	13,621	-	-	2,270	83%
5215	Travel - Mileage, Parking, Tolls	815	1,000	1,000	1,000	1,000	-	-	185	81%
5220	Travel and Lodging	-	-	3,000	3,000	3,000	-	-	3,000	0%
5300	Dues & Memberships	1,826	1,000	1,826	1,826	1,826	-	-	-	100%
5450	Insurance - Other	9,835	9,000	9,838	9,838	9,838	-	-	3	100%
5500	Operations & Housekeeping	1,496	4,000	4,000	4,000	3,829	171	171	2,333	39%
5510	Utilities - Gas and Electric	5,894	7,000	7,000	7,000	7,000	-	-	1,106	84%
5605	Equipment Leases	4,039	4,800	4,800	4,800	4,800	-	-	761	84%
5610	Rent	113,500	114,000	113,500	113,500	113,500	-	-	-	100%
5615	Repairs and Maintenance - Building	(79)	2,000	2,000	2,000	2,000	-	-	2,079	-4%
5803	Accounting Fees	3,024	4,500	4,500	4,500	4,500	-	-	1,476	67%
5809	Banking Fees	372	500	500	500	500	-	-	128	74%
5814	School Programs - Academic Competitions	325	-	-	-	325	(325)	(325)	-	100%
5819	School Programs - Other	2,665	5,000	5,000	5,000	4,675	325	325	2,010	57%
5820	Consultants - Non Instructional - Custom 1	5,363	2,000	8,000	8,000	8,000	-	-	2,637	67%

Magnolia Public Schools - MSA-6

Budget vs. Actuals

As of May 2017 Close

		Budget vs.				Budget					
		Actual						Variance		Variance	
								(Previous vs.		(Budget vs. Current	
								Current Forecast)		Forecast)	
										Forecast	
										Remaining	
										% of Forecast	
										Spent	
		Actual YTD		Approved Budget		Approved Budget		Previous Forecast		Current Forecast	
		June 6th		February 9th							
5822	Consultants - Non Instructional - Custom 3	13,913	23,583	23,583	20,000	20,000	-	3,583	6,087	70%	
5824	District Oversight Fees	14,372	15,755	15,183	15,498	15,498	-	(315)	1,126	93%	
5830	Field Trips Expenses	7,010	10,000	10,000	10,000	10,000	-	-	2,991	70%	
5845	Legal Fees	2,000	10,000	10,000	5,000	5,000	-	5,000	3,000	40%	
5851	Marketing and Student Recruiting	13,380	10,000	18,000	18,000	18,000	-	-	4,620	74%	
5857	Payroll Fees	8,719	7,000	7,000	10,100	10,100	-	(3,100)	1,381	86%	
5861	Prior Yr Exp (not accrued)	4,639	-	3,756	4,639	4,639	-	(883)	-	100%	
5863	Professional Development	19,395	32,100	36,000	35,000	35,000	-	1,000	15,605	55%	
5869	Special Education Contract Instructors	31,483	32,000	32,000	32,000	32,000	-	-	517	98%	
5872	Special Education Encroachment	24,195	27,137	25,348	25,883	25,883	-	(535)	1,688	93%	
5884	Substitutes	19,261	25,000	20,000	36,000	36,000	-	(16,000)	16,739	54%	
5887	Technology Services	31,968	72,000	72,000	70,000	70,000	-	2,000	38,032	46%	
5898	Bad Debt Expense	133	-	0	0	133	(133)	(133)	-	100%	
5899	Miscellaneous Operating Expenses	0	40,000	-	-	-	-	-	(0)		
5900	Communications	18,931	24,000	24,000	24,000	24,000	-	-	5,069	79%	
5915	Postage and Delivery	3,192	4,000	4,000	4,000	4,000	-	-	808	80%	
	SUBTOTAL - Services & Other Operating Exp.	442,676	575,774	555,450	564,700	564,661	39	(9,211)	121,985	78%	
6000	Capital Outlay										
	SUBTOTAL - Capital Outlay	-	20,000	-	-	-	-	-	-		
	TOTAL EXPENSES	1,496,295	1,671,210	1,793,152	1,802,629	1,802,755	(126)	(9,603)	306,460	83%	
6900	Total Depreciation (includes Prior Years)	5,838	6,368	28,726	28,726	28,726	-	-	22,888	20%	
	TOTAL EXPENSES including Depreciation	1,502,133	1,657,578	1,821,878	1,831,716	1,831,481	(126)	(9,603)	329,348	82%	

Magnolia Public Schools - MSA-7

Budget vs. Actuals

As of May 2017 Close

	Budget vs. Actual				Budget				
	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
LCFF Entitlement	2,193,069	2,671,595	2,599,553	2,588,482	2,588,482	-	(11,071)	395,413	85%
Federal Revenue	190,861	346,072	421,493	288,855	254,745	(34,110)	(166,748)	63,884	75%
Other State Revenues	527,853	578,580	622,567	629,151	629,151	-	6,584	101,298	84%
Local Revenues	62,676	54,198	71,193	77,220	69,506	(7,714)	(1,688)	6,830	90%
Fundraising and Grants	14,830	50,000	25,000	25,000	25,000	-	-	10,170	59%
Total Revenue	2,989,289	3,700,444	3,739,806	3,608,708	3,566,884	(41,824)	(172,922)	577,595	84%
Expenses									
Compensation and Benefits (excl adjustment)	1,477,258	1,710,715	1,633,722	1,582,978	1,582,978	-	50,744	195,702	93%
Books and Supplies	247,491	333,447	306,250	301,250	301,250	(0)	5,000	53,759	82%
Services and Other Operating Expenditures	1,412,549	1,557,568	1,626,862	1,643,545	1,633,545	10,000	(6,682)	220,995	86%
Depreciation	41,274	45,027	36,918	37,295	37,295	-	(377)	(3,979)	111%
Total Expenses	3,178,573	3,646,756	3,603,752	3,565,067	3,555,067	10,000	48,685	466,476	89%
Operating Income Before One-Time Adjustment	(189,283)	53,688	136,054	43,641	11,817	(31,824)	(124,237)	111,118	-1602%
One-Time Compensation Adjustment			(89,982)	(89,982)	(89,982)				
Operating Income (including adjustment)			46,072	(46,341)	(78,165)				
Fund Balance									
Beginning Balance (Unaudited)	939,109	922,760	922,760	939,109	939,109				
Audit Adjustment	8,244	-	-	8,244	8,244				
Beginning Balance (Audited)	947,353	922,760	922,760	947,353	947,353				
Operating Income (including Depreciation)	(189,283)	53,688	136,054	(46,341)	(78,165)				
Ending Fund Balance	758,070	976,448	1,058,814	901,012	869,188				87%
Capital Outlay	17,650	60,000	198,325	77,650	77,650				23%
Total ADA		291.4	284.7	283.1	283.1	-	(1.6)		

Magnolia Public Schools - MSA-7

Budget vs. Actuals

As of May 2017 Close

		Budget vs. Actual		Budget						
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
REVENUE										
LCFF Entitlement										
8011	Charter Schools LCFF - State Aid	1,362,139	1,804,821	1,684,753	1,635,003	1,618,448	(16,555)	(66,305)	256,309	84%
8012	Education Protection Account Entitlement	281,765	387,438	364,640	368,412	368,412	-	3,772	86,647	76%
8019	State Aid - Prior Years	778	-	282	778	778	-	496	-	100%
8096	Charter Schools in Lieu of Property Taxes	548,387	479,335	549,878	584,289	600,844	16,555	50,966	52,457	91%
SUBTOTAL - LCFF Entitlement		2,193,069	2,671,595	2,599,553	2,588,482	2,588,482	0	(11,071)	395,413	85%
8100 Federal Revenue										
8181	Special Education - Entitlement	51,572	56,829	53,691	54,594	54,594	-	903	3,022	94%
8220	Child Nutrition Programs	52,387	169,792	105,994	105,994	105,994	-	-	53,607	49%
8291	Title I	78,781	80,679	84,709	86,036	86,036	-	1,327	7,255	92%
8292	Title II	1,118	1,258	1,127	1,118	1,118	-	(9)	-	100%
8293	Title III	-	313	-	-	-	-	-	-	-
8296	Other Federal Revenue	6,557	37,200	175,525	40,667	6,557	(34,110)	(168,968)	-	100%
8297	PY Federal - Not Accrued	446	-	446	446	446	-	-	-	100%
SUBTOTAL - Federal Income		190,861	346,072	421,493	288,855	254,745	(34,110)	(166,748)	63,884	75%
8300 Other State Revenues										
8319	Other State Apportionments - Prior Years	5,144	-	896	5,144	5,144	-	4,248	-	100%
8381	Special Education - Entitlement (State)	150,590	167,864	156,778	159,414	159,414	-	2,635	8,823	94%
8520	Child Nutrition - State	4,106	13,246	7,940	7,940	7,940	-	-	3,834	52%
8545	School Facilities Apportionments	142,041	196,321	189,390	189,390	189,390	-	-	47,349	75%
8550	Mandated Cost Reimbursements	63,688	3,937	63,689	63,689	63,689	-	-	1	100%
8560	State Lottery Revenue	27,214	47,212	53,804	53,504	53,504	-	(300)	26,290	51%
8590	All Other State Revenue	71	-	71	71	71	-	-	-	100%
8596	ASES	135,000	150,000	150,000	150,000	150,000	-	-	15,000	90%
SUBTOTAL - Other State Income		527,853	578,580	622,567	629,151	629,151	-	6,584	101,298	84%

Magnolia Public Schools - MSA-7

Budget vs. Actuals

As of May 2017 Close

		Budget vs. Actual					Budget			
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
8600	Other Local Revenue									
8634	Food Service Sales	12,829	12,449	12,449	12,449	12,829	381	381	-	100%
8636	Uniforms	374	8,468	8,468	8,468	374	(8,094)	(8,094)	-	100%
8682	Summer Program	28,554	13,600	28,554	28,554	28,554	-	-	-	100%
8690	Other Local Revenue	8,777	7,140	15,759	15,607	15,607	-	(152)	6,830	56%
8699	All Other Local Revenue	242	-	90	242	242	-	152	-	100%
8714	SpEd Option 3	11,899	12,541	5,873	11,899	11,899	-	6,026	-	100%
	SUBTOTAL - Local Revenues	62,676	54,198	71,193	77,220	69,506	(7,714)	(1,688)	6,830	90%
8800	Donations/Fundraising									
8802	Donations - Private	1,872	-	500	1,850	1,872	22	1,372	-	100%
8803	Fundraising	12,958	50,000	24,500	23,150	23,128	(22)	(1,372)	10,170	56%
	SUBTOTAL - Fundraising and Grants	14,830	50,000	25,000	25,000	25,000	-	-	10,170	59%
TOTAL REVENUE		2,989,289	3,700,444	3,739,806	3,608,708	3,566,884	(41,824)	(172,922)	577,595	84%

Magnolia Public Schools - MSA-7

Budget vs. Actuals

As of May 2017 Close

		Budget vs. Actual					Budget			
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
EXPENSES										
Compensation & Benefits										
Certificated Employees Summary										
1100	Teachers Salaries	773,330	863,926	920,976	872,752	872,752	-	48,224	99,422	89%
1300	Certificated Supervisor & Administrator Salaries	153,349	159,199	181,516	181,516	181,516	-	-	28,167	84%
SUBTOTAL - Certificated Employees		926,679	1,023,125	1,102,492	1,054,268	1,054,268	-	48,224	127,589	88%
Classified Employees Summary										
2400	Classified Clerical & Office Salaries	85,890	58,170	90,628	92,619	92,619	-	(1,991)	6,729	93%
2900	Classified Other Salaries	140,224	251,809	158,634	156,002	156,002	-	2,633	15,777	90%
SUBTOTAL - Classified Employees		226,114	309,979	249,262	248,621	248,621	-	641	22,507	91%
Employee Benefits Summary										
3100	STRS	117,258	119,347	131,525	125,458	125,458	-	6,067	8,200	93%
3200	PERS	26,102	22,847	27,262	28,766	28,766	-	(1,504)	2,663	91%
3300	OASDI-Medicare-Alternative	32,642	43,218	38,843	38,102	38,102	-	741	5,460	86%
3400	Health & Welfare Benefits	133,399	178,200	155,423	159,423	159,423	-	(4,000)	26,025	84%
3500	Unemployment Insurance	1,770	667	3,676	3,651	3,651	-	24	1,881	48%
3600	Workers Comp Insurance	13,294	13,331	15,221	14,671	14,671	-	550	1,377	91%
SUBTOTAL - Employee Benefits		324,465	377,610	371,950	370,071	370,071	-	1,878	45,606	88%

Magnolia Public Schools - MSA-7

Budget vs. Actuals

As of May 2017 Close

		Budget vs.		Budget						
		Actual								
		Approved Budget	Approved Budget	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
Actual YTD		June 6th	February 9th							
4000	Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	83,652	45,000	90,000	90,000	86,673	3,327	3,327	3,021	97%
4200	Books & Other Reference Materials	498	21,500	5,000	5,000	5,000	-	-	4,502	10%
4315	Custodial Supplies	4,186	8,000	8,000	8,000	8,000	-	-	3,814	52%
4320	Educational Software	15,476	10,000	10,888	12,149	15,476	(3,327)	(4,588)	-	100%
4325	Instructional Materials & Supplies	10,866	15,000	14,500	12,671	12,506	165	1,994	1,640	87%
4326	Art & Music Supplies	2,133	500	1,500	2,068	2,133	(65)	(633)	-	100%
4330	Office Supplies	11,801	13,200	13,200	13,200	13,200	-	-	1,399	89%
4335	PE Supplies	685	2,000	2,000	2,000	2,000	-	-	1,315	34%
4345	Non Instructional Student Materials & Supplies	1,600	1,000	1,500	1,500	1,600	(100)	(100)	-	100%
4346	Teacher Supplies	213	2,400	2,400	2,400	1,583	817	817	1,370	13%
4351	Yearbook	685	760	760	760	760	-	-	75	90%
4410	Classroom Furniture, Equipment & Supplies	3,688	4,700	4,400	3,991	3,991	-	409	303	92%
4420	Computers (individual items less than \$5k)	12,146	11,500	11,500	11,500	12,146	(646)	(646)	-	100%
4430	Non Classroom Related Furniture, Equipment & Su	3,180	2,300	2,600	3,009	3,180	(171)	(580)	-	100%
4700	Food	94,915	195,487	132,702	127,702	127,702	(0)	5,000	32,787	74%
4720	Other Food	1,766	100	5,300	5,300	5,300	-	-	3,534	33%
	SUBTOTAL - Books and Supplies	247,491	333,447	306,250	301,250	301,250	(0)	5,000	53,759	82%

Magnolia Public Schools - MSA-7

Budget vs. Actuals

As of May 2017 Close

		Budget vs.		Budget						
		Actual			Budget					
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
5000	Services & Other Operating Expenses									
5101	CMO Fees	580,518	607,620	633,292	633,292	633,292	-	-	52,774	92%
5102	Direct CMO Fee (Shared Staff)	18,982	21,260	22,779	22,779	22,779	-	-	3,796	83%
5210	Conference Fees	425	4,000	4,000	4,000	4,000	-	-	3,575	11%
5215	Travel - Mileage, Parking, Tolls	1,982	1,500	1,500	2,000	2,000	-	(500)	18	99%
5220	Travel and Lodging	-	2,772	2,772	2,272	2,272	-	500	2,272	0%
5300	Dues & Memberships	2,185	9,000	9,000	9,000	9,000	-	-	6,815	24%
5450	Insurance - Other	16,638	14,905	16,642	16,642	16,642	-	-	4	100%
5500	Operations & Housekeeping	3,518	10,000	10,000	10,000	10,000	-	-	6,482	35%
5510	Utilities - Gas and Electric	37,539	55,680	55,680	55,680	55,680	-	-	18,141	67%
5605	Equipment Leases	6,757	8,400	8,400	8,400	8,400	-	-	1,643	80%
5610	Rent	260,628	261,761	260,628	260,628	260,628	-	-	-	100%
5615	Repairs and Maintenance - Building	14,455	23,000	23,000	23,000	23,000	-	-	8,545	63%
5617	Repairs and Maintenance - Other Equipment	-	2,000	2,000	2,000	2,000	-	-	2,000	0%
5803	Accounting Fees	5,058	5,500	10,000	10,000	10,000	-	-	4,942	51%
5809	Banking Fees	401	3,000	3,000	3,000	3,000	-	-	2,599	13%
5813	School Programs - After School Program	150,000	150,000	150,000	150,000	150,000	-	-	-	100%
5814	School Programs - Academic Competitions	214	108	214	214	214	-	-	-	100%
5819	School Programs - Other	4,155	8,000	8,000	8,000	8,000	-	-	3,845	52%
5820	Consultants - Non Instructional - Custom 1	7,558	8,584	8,584	8,584	8,584	-	-	1,026	88%
5822	Consultants - Non Instructional - Custom 3	12,680	6,000	10,000	15,000	15,000	-	(5,000)	2,320	85%

Magnolia Public Schools - MSA-7

Budget vs. Actuals

As of May 2017 Close

		Budget vs. Actual					Budget				
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
5824	District Oversight Fees	24,219	27,250	25,996	25,885	25,885	-	111	1,666	94%	
5830	Field Trips Expenses	5,817	10,000	10,000	10,000	10,000	-	-	4,183	58%	
5845	Legal Fees	1,578	10,000	10,000	10,000	10,000	-	-	8,422	16%	
5851	Marketing and Student Recruiting	(1,190)	3,000	3,000	3,000	3,000	-	-	4,190	-40%	
5857	Payroll Fees	11,598	21,600	21,600	14,000	14,000	-	7,600	2,402	83%	
5861	Prior Yr Exp (not accrued)	(7,257)	-	(8,942)	(7,257)	(7,257)	-	(1,685)	-	100%	
5863	Professional Development	17,877	43,100	43,100	43,100	43,100	-	-	25,223	41%	
5869	Special Education Contract Instructors	92,074	86,324	114,324	114,324	114,324	-	-	22,250	81%	
5872	Special Education Encroachment	40,432	44,939	42,094	42,802	42,802	-	(708)	2,369	94%	
5884	Substitutes	41,049	21,658	40,000	57,000	57,000	-	(17,000)	15,951	72%	
5887	Technology Services	43,943	50,600	50,600	50,600	50,600	-	-	6,657	87%	
5898	Bad Debt Expense	(1)	-	-	-	-	-	-	1		
5899	Miscellaneous Operating Expenses	0	-	0	0	0	-	-	-	100%	
5900	Communications	17,053	32,000	32,000	32,000	22,000	10,000	10,000	4,947	78%	
5915	Postage and Delivery	1,667	3,600	3,600	3,600	3,600	-	-	1,933	46%	
SUBTOTAL - Services & Other Operating Exp.		1,412,549	1,557,568	1,626,862	1,643,545	1,633,545	10,000	(6,682)	220,995	86%	
6000 Capital Outlay											
6200	Buildings & Improvement of Buildings	17,650	-	138,325	17,650	17,650	-	120,675	-	100%	
6400	Equipment	-	60,000	-	-	-	-	-	-		
6410	Computers (capitalizable items)	-	-	60,000	60,000	60,000	-	-	60,000	0%	
SUBTOTAL - Capital Outlay		17,650	60,000	198,325	77,650	77,650	-	120,675	60,000	23%	
TOTAL EXPENSES		3,154,949	3,661,730	3,855,142	3,695,404	3,685,404	10,000	169,737	530,456	86%	
6900	Total Depreciation (includes Prior Years)	41,274	45,027	36,918	37,295	37,295	-	(377)	(3,979)	111%	
TOTAL EXPENSES including Depreciation		3,178,573	3,646,756	3,693,734	3,655,049	3,645,049	10,000	48,685	466,476	87%	

Magnolia Public Schools - MSA-8Budget vs. Actuals
As of May 2017 Close

	Budget vs.		Budget							
	Actual					Variance	Variance			
	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
SUMMARY										
Revenue										
LCFF Entitlement	3,787,048	4,438,632	4,440,491	4,522,135	4,522,135	-	81,644	735,087	84%	
Federal Revenue	273,884	296,081	297,469	308,278	308,278	-	10,809	34,395	89%	
Other State Revenues	555,454	508,978	620,258	633,323	633,323	-	13,065	77,869	88%	
Local Revenues	53,088	90,229	70,411	52,938	53,088	150	(17,323)	-	100%	
Fundraising and Grants	18,851	20,000	20,000	20,000	20,000	-	-	1,149	94%	
Total Revenue	4,688,325	5,353,920	5,448,629	5,536,674	5,536,824	150	88,195	848,499	85%	
Expenses										
Compensation and Benefits (excl adjustment)	2,487,045	2,842,777	2,701,941	2,708,842	2,711,838	(2,996)	(9,897)	345,758	92%	
Books and Supplies	256,922	297,700	420,157	419,657	444,657	(25,000)	(24,500)	187,736	58%	
Services and Other Operating Expenditures	1,754,034	2,081,816	2,142,840	2,128,182	2,103,182	25,000	39,658	349,148	83%	
Depreciation	62,476	68,156	84,873	84,873	84,873	-	-	22,397	74%	
Total Expenses	4,560,477	5,290,449	5,349,811	5,341,554	5,344,550	(2,996)	5,261	905,039	85%	
Operating Income Before One-Time Adjustment	127,848	63,471	98,817	195,120	192,274	(2,846)	93,457	(56,539)	66%	
One-Time Compensation Adjustment			(120,965)	(120,965)	(120,965)					
Operating Income (including adjustment)			(22,148)	74,155	71,309					
Fund Balance										
Beginning Balance (Unaudited)	3,061,348	3,019,921	3,019,921	3,061,348	3,061,348					
Audit Adjustment	(90,501)	-	-	(90,501)	(90,501)					
Beginning Balance (Audited)	2,970,847	3,019,921	3,019,921	2,970,847	2,970,847					
Operating Income (including Depreciation)	127,848	63,471	98,817	74,155	71,309					
Ending Fund Balance	3,098,695	3,083,391	3,118,738	3,045,002	3,042,156				102%	
Capital Outlay										
	77,808	84,000	84,000	84,000	84,000				93%	
Total ADA		477.7	477.7	485.7	485.7	-	8.0			

Magnolia Public Schools - MSA-8Budget vs. Actuals
As of May 2017 Close

		Budget vs.		Budget						
		Actual					Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast				
REVENUE										
LCFF Entitlement										
8011	Charter Schools LCFF - State Aid	2,362,453	2,995,658	2,884,036	2,864,277	2,835,876	(28,401)	(48,160)	473,423	83%
8012	Education Protection Account Entitlement	493,629	657,309	633,310	654,185	654,185	-	20,876	160,557	75%
8019	State Aid - Prior Years	1,306	-	468	1,306	1,306	-	838	-	100%
8096	Charter Schools in Lieu of Property Taxes	929,660	785,666	922,677	1,002,367	1,030,768	28,401	108,091	101,108	90%
SUBTOTAL - LCFF Entitlement		3,787,048	4,438,632	4,440,491	4,522,135	4,522,135	(0)	81,644	735,087	84%
8100 Federal Revenue										
8181	Special Education - Entitlement	87,437	93,147	92,406	93,658	93,658	-	1,252	6,221	93%
8291	Title I	178,595	200,332	202,691	205,859	205,859	-	3,168	27,264	87%
8292	Title II	1,416	2,451	2,345	2,326	2,326	-	(19)	910	61%
8296	Other Federal Revenue	6,409	-	-	6,409	6,409	-	6,409	-	100%
8297	PY Federal - Not Accrued	27	-	27	27	27	-	-	-	100%
SUBTOTAL - Federal Income		273,884	296,081	297,469	308,278	308,278	-	10,809	34,395	89%
8300 Other State Revenues										
8319	Other State Apportionments - Prior Years	8,323	-	420	8,323	8,323	-	7,903	-	100%
8381	Special Education - Entitlement (State)	255,315	275,141	269,825	273,479	273,479	-	3,655	18,164	93%
8550	Mandated Cost Reimbursements	109,613	6,453	109,613	109,613	109,613	-	0	-	100%
8560	State Lottery Revenue	47,083	77,383	90,281	91,788	91,788	-	1,507	44,705	51%
8590	All Other State Revenue	120	-	120	120	120	-	-	-	100%
8596	ASES	135,000	150,000	150,000	150,000	150,000	-	-	15,000	90%
SUBTOTAL - Other State Income		555,454	508,978	620,258	633,323	633,323	-	13,065	77,869	88%

Magnolia Public Schools - MSA-8
 Budget vs. Actuals
 As of May 2017 Close

		Budget vs.		Budget						
		Actual					Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast				
8600	Other Local Revenue									
8636	Uniforms	-	30,662	-	-	-	-	-	-	-
8682	Summer Program	30,463	13,600	30,463	30,463	30,463	-	-	-	100%
8693	Field Trips	-	10,200	10,200	-	-	-	(10,200)	-	-
8699	All Other Local Revenue	1,624	18,692	18,692	1,624	1,624	-	(17,068)	-	100%
8714	SpEd Option 3	21,002	17,075	11,056	20,852	21,002	150	9,946	-	100%
	SUBTOTAL - Local Revenues	53,088	90,229	70,411	52,938	53,088	150	(17,323)	-	100%
8800	Donations/Fundraising									
8803	Fundraising	18,851	20,000	20,000	20,000	20,000	-	-	1,149	94%
	SUBTOTAL - Fundraising and Grants	18,851	20,000	20,000	20,000	20,000	-	-	1,149	94%
TOTAL REVENUE		4,688,325	5,353,920	5,448,629	5,536,674	5,536,824	150	88,195	848,499	85%

Magnolia Public Schools - MSA-8Budget vs. Actuals
As of May 2017 Close

		Budget vs.		Budget						
		Actual					Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast						
EXPENSES										
Compensation & Benefits										
Certificated Employees Summary										
1100	Teachers Salaries	1,292,296	1,455,168	1,454,903	1,456,836	1,459,437	(2,601)	(4,534)	167,141	89%
1300	Certificated Supervisor & Administrator Salaries	295,893	425,165	347,203	348,956	348,956	-	(1,753)	53,062	85%
SUBTOTAL - Certificated Employees		1,588,190	1,880,332	1,802,106	1,805,792	1,808,393	(2,601)	(6,287)	220,203	88%
Classified Employees Summary										
2400	Classified Clerical & Office Salaries	117,611	185,996	129,851	129,776	129,776	-	75	12,165	91%
2900	Classified Other Salaries	236,685	137,069	275,892	268,140	268,140	-	7,752	31,455	88%
SUBTOTAL - Classified Employees		354,296	323,065	405,744	397,916	397,916	-	7,827	43,620	89%
Employee Benefits Summary										
3100	STRS	202,125	234,030	224,189	224,653	224,980	(327)	(791)	22,855	90%
3200	PERS	39,428	37,396	46,345	46,441	46,441	-	(96)	7,014	85%
3300	OASDI-Medicare-Alternative	48,133	53,218	58,718	58,187	58,224	(38)	494	10,091	83%
3400	Health & Welfare Benefits	231,557	291,600	256,840	267,902	267,902	-	(11,063)	36,345	86%
3500	Unemployment Insurance	769	1,102	4,104	4,102	4,103	(1)	1	3,334	19%
3600	Workers Comp Insurance	22,547	22,034	24,860	24,814	24,843	(29)	17	2,296	91%
SUBTOTAL - Employee Benefits		544,559	639,379	615,056	626,098	626,494	(395)	(11,438)	81,935	87%

Magnolia Public Schools - MSA-8

Budget vs. Actuals

As of May 2017 Close

		Budget vs.				Budget				
		Actual	Approved Budget	Approved Budget	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD	June 6th	February 9th	Previous Forecast	Current Forecast				
4000	Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	14,259	22,000	22,000	22,000	19,899	2,101	2,101	5,641	72%
4200	Books & Other Reference Materials	640	-	1,000	1,000	1,000	-	-	360	64%
4320	Educational Software	20,943	15,000	20,000	20,000	20,943	(943)	(943)	-	100%
4325	Instructional Materials & Supplies	23,195	35,000	33,669	33,669	33,291	378	378	10,096	70%
4326	Art & Music Supplies	932	15,000	15,000	14,500	9,500	5,000	5,500	8,568	10%
4330	Office Supplies	23,664	14,200	25,000	25,000	25,000	-	-	1,336	95%
4335	PE Supplies	1,489	-	331	331	1,489	(1,158)	(1,158)	-	100%
4345	Non Instructional Student Materials & Supplies	8,878	9,000	9,000	8,500	8,878	(378)	122	-	100%
4346	Teacher Supplies	1,681	5,000	5,000	5,000	5,000	-	-	3,319	34%
4350	Uniforms	500	8,000	-	500	500	-	(500)	-	100%
4351	Yearbook	-	5,000	5,000	5,000	-	5,000	5,000	-	
4400	Noncapitalized Equipment	4,054	-	14,641	12,641	5,641	7,000	9,000	1,587	72%
4410	Classroom Furniture, Equipment & Supplies	16,496	-	517	2,517	16,496	(13,979)	(15,979)	-	100%
4420	Computers (individual items less than \$5k)	6,455	11,500	11,500	11,500	41,500	(30,000)	(30,000)	35,045	16%
4430	Non Classroom Related Furniture, Equipment & Sup	3,784	8,000	7,500	7,500	5,521	1,979	1,979	1,737	69%
4700	Food	125,968	140,000	240,000	240,000	240,000	-	-	114,032	52%
4720	Other Food	3,986	10,000	10,000	10,000	10,000	-	-	6,014	40%
	SUBTOTAL - Books and Supplies	256,922	297,700	420,157	419,657	444,657	(25,000)	(24,500)	187,736	58%
5000	Services & Other Operating Expenses									
5101	CMO Fees	928,828	972,192	1,013,267	1,013,267	1,013,267	-	-	84,439	92%
5102	Direct CMO Fee (Shared Staff)	32,129	35,258	38,555	38,555	38,555	-	-	6,426	83%
5210	Conference Fees	5,112	10,000	10,000	10,000	10,000	-	-	4,889	51%
5215	Travel - Mileage, Parking, Tolls	1,489	5,000	5,000	5,000	5,000	-	-	3,511	30%
5220	Travel and Lodging	4,266	10,000	10,000	10,000	10,000	-	-	5,734	43%
5300	Dues & Memberships	3,486	7,500	7,500	7,500	7,500	-	-	4,014	46%
5450	Insurance - Other	25,858	25,000	25,854	25,859	25,859	-	(5)	1	100%
5500	Operations & Housekeeping	1,348	35,000	35,000	35,000	35,000	-	-	33,652	4%
5605	Equipment Leases	37,448	50,000	50,000	50,000	50,000	-	-	12,552	75%
5610	Rent	163,072	228,961	228,961	228,961	228,961	-	-	65,889	71%
5617	Repairs and Maintenance - Other Equipment	1,104	3,000	3,000	3,000	3,000	-	-	1,896	37%
5803	Accounting Fees	8,560	9,021	15,000	15,000	15,000	-	-	6,440	57%

Magnolia Public Schools - MSA-8

Budget vs. Actuals

As of May 2017 Close

		Budget vs.				Budget					
		Actual					Variance		Variance	Forecast	% of Forecast
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Remaining	Spent	
5809	Banking Fees	380	500	500	500	500	-	-	120	76%	
5813	School Programs - After School Program	150,000	150,000	150,000	150,000	150,000	-	-	-	100%	
5819	School Programs - Other	11,290	-	-	500	11,290	(10,790)	(11,290)	-	100%	
5820	Consultants - Non Instructional - Custom 1	12,215	9,000	9,000	13,000	13,000	-	(4,000)	785	94%	
5822	Consultants - Non Instructional - Custom 3	25,126	59,000	59,000	55,000	44,210	10,790	14,790	19,084	57%	
5824	District Oversight Fees	41,875	45,554	44,405	45,221	45,221	-	(816)	3,347	93%	
5830	Field Trips Expenses	30,619	30,000	30,000	30,000	30,619	(619)	(619)	-	100%	
5845	Legal Fees	13,402	10,000	10,000	13,000	13,402	(402)	(3,402)	-	100%	
5851	Marketing and Student Recruiting	8,016	8,000	8,000	8,000	8,016	(16)	(16)	-	100%	
5857	Payroll Fees	14,864	20,784	20,784	16,500	16,500	-	4,284	1,636	90%	
5860	Printing and Reproduction	-	-	-	-	-	-	-	-	-	
5861	Prior Yr Exp (not accrued)	(9,371)	-	6,306	(9,371)	(9,371)	-	15,677	-	100%	
5863	Professional Development	48,255	105,000	111,000	111,000	86,000	25,000	25,000	37,745	56%	
5869	Special Education Contract Instructors	42,273	64,512	64,512	64,512	64,512	-	-	22,239	66%	
5872	Special Education Encroachment	68,550	73,785	72,446	73,427	73,427	-	(981)	4,877	93%	
5884	Substitutes	52,880	64,750	64,750	64,750	64,750	-	-	11,870	82%	
5887	Technology Services	23,940	38,000	38,000	38,000	36,963	1,037	1,037	13,023	65%	
5898	Bad Debt Expense	(0)	-	-	-	-	-	-	0	-	
5899	Miscellaneous Operating Expenses	0	-	-	0	0	-	(0)	-	100%	
5915	Postage and Delivery	7,020	12,000	12,000	12,000	12,000	-	-	4,980	58%	
	SUBTOTAL - Services & Other Operating Exp.	1,754,034	2,081,816	2,142,840	2,128,182	2,103,182	25,000	39,658	349,148	83%	
6000	Capital Outlay										
6410	Computers (capitalizable items)	77,808	84,000	84,000	84,000	84,000	-	-	6,192	93%	
	SUBTOTAL - Capital Outlay	77,808	84,000	84,000	84,000	84,000	-	-	6,192	93%	
	TOTAL EXPENSES	4,575,809	5,306,293	5,469,903	5,461,646	5,464,642	(2,996)	5,261	888,834	84%	
6900	Total Depreciation (includes Prior Years)	62,476	68,156	84,873	84,873	84,873	-	-	22,397	74%	
	TOTAL EXPENSES including Depreciation	4,560,477	5,290,449	5,470,776	5,462,519	5,465,515	(2,996)	5,261	905,039	83%	

Magnolia Public Schools - MSA-SA

Budget vs. Actuals

As of May 2017 Close

	Budget vs.					Budget				
	Actual					Budget				
	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
SUMMARY										
Revenue										
LCFF Entitlement	4,258,728	4,595,312	5,465,892	5,516,915	5,516,915	-	51,023	1,258,187	77%	
Federal Revenue	555,798	394,527	783,158	766,482	749,207	(17,275)	(33,951)	193,409	74%	
Other State Revenues	361,525	345,918	556,982	577,993	577,993	-	21,011	216,467	63%	
Local Revenues	24,688	16,505	26,185	22,441	24,687	2,247	(1,497)	(0)	100%	
Fundraising and Grants	49,346	22,000	27,854	45,744	49,346	3,602	21,492	-	100%	
Total Revenue	5,250,085	5,374,262	6,860,071	6,929,574	6,918,148	(11,426)	58,077	1,668,062	76%	
Expenses										
Compensation and Benefits (excl adjustment)	3,335,733	3,059,757	3,723,254	3,759,959	3,772,287	(12,328)	(49,033)	481,684	88%	
Books and Supplies	880,447	691,730	829,376	987,499	987,499	-	(158,123)	107,053	89%	
Services and Other Operating Expenditures	1,738,880	1,775,769	2,087,914	2,187,069	2,170,129	16,939	(82,216)	431,249	80%	
Depreciation	364,131	397,234	373,813	373,813	373,813	-	-	9,682	97%	
Total Expenses	6,319,191	5,924,489	7,014,357	7,308,341	7,303,730	4,611	(289,372)	1,029,668	87%	
Operating Income Before One-Time Adjustment	(1,069,106)	(550,228)	(154,287)	(378,767)	(385,582)	(6,815)	(231,295)	638,395	277%	
One-Time Compensation Adjustment			(45,129)	(45,129)	(45,129)					
Operating Income (including adjustment)			(199,416)	(423,896)	(430,711)					
Fund Balance										
Beginning Balance (Unaudited)	8,291,101	8,212,887	8,212,887	8,291,101	8,291,101					
Audit Adjustment	7,820	-	-	7,820	7,820					
Beginning Balance (Audited)	8,298,921	8,212,887	8,212,887	8,298,921	8,298,921					
Operating Income (including Depreciation)	(1,069,106)	(550,228)	(154,287)	(423,896)	(430,711)					
Ending Fund Balance	7,229,815	7,662,659	8,058,600	7,875,025	7,868,210				92%	
Capital Outlay	37,249	13,389,061	115,124	115,124	115,124				32%	
Total ADA		511.5	606.0	610.7	610.7	-	4.7			

Magnolia Public Schools - MSA-SA

Budget vs. Actuals

As of May 2017 Close

		Budget vs.					Budget			
		Actual			Budget		Variance			
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
REVENUE										
LCFF Entitlement										
8011	Charter Schools LCFF - State Aid	3,279,385	3,517,160	4,197,607	3,918,054	3,946,844	28,790	(250,763)	667,459	83%
8012	Education Protection Account Entitlement	91,832	102,290	121,204	122,146	122,146	-	942	30,314	75%
8096	Charter Schools in Lieu of Property Taxes	887,511	975,862	1,147,081	1,476,715	1,447,925	(28,790)	300,844	560,414	61%
SUBTOTAL - LCFF Entitlement		4,258,728	4,595,312	5,465,892	5,516,915	5,516,915	0	51,023	1,258,187	77%
8100 Federal Revenue										
8181	Special Education - Entitlement	-	17,061	18,000	18,288	18,288	-	288	18,288	0%
8220	Child Nutrition Programs	128,195	183,550	227,287	227,287	227,287	-	-	99,092	56%
8291	Title I	161,035	134,489	219,592	219,592	219,592	-	-	58,557	73%
8292	Title II	681	2,362	2,362	2,723	2,723	-	361	2,042	25%
8296	Other Federal Revenue	4,236	54,400	54,400	36,941	19,666	(17,275)	(34,734)	15,430	22%
8297	PY Federal - Not Accrued	296	-	162	296	296	-	134	-	100%
8298	Implementation Grant	261,355	-	261,355	261,355	261,355	-	-	-	100%
SUBTOTAL - Federal Income		555,798	394,527	783,158	766,482	749,207	(17,275)	(33,951)	193,409	74%
8300 Other State Revenues										
8319	Other State Apportionments - Prior Years	6,349	-	6,193	6,349	6,349	-	156	-	100%
8381	Special Education - Entitlement (State)	245,658	245,368	304,828	309,640	309,640	-	4,812	63,982	79%
8382	Special Education Reimbursement (State)	12,788	-	-	23,018	23,018	-	23,018	10,230	56%
8520	Child Nutrition - State	10,685	7,396	14,137	14,137	14,137	-	-	3,452	76%
8550	Mandated Cost Reimbursements	34,421	10,299	42,286	34,421	34,421	-	(7,865)	-	100%
8560	State Lottery Revenue	14,125	82,855	114,538	115,428	115,428	-	890	101,303	12%
8590	All Other State Revenue	37,500	-	75,000	75,000	75,000	-	-	37,500	50%
SUBTOTAL - Other State Income		361,525	345,918	556,982	577,993	577,993	-	21,011	216,467	63%

Magnolia Public Schools - MSA-SA

Budget vs. Actuals

As of May 2017 Close

		Budget vs. Actual					Budget			
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
8600	Other Local Revenue									
8634	Food Service Sales	13,784	15,900	15,900	11,460	13,784	2,325	(2,116)	-	100%
8636	Uniforms	397	-	397	397	397	-	-	-	100%
8660	Interest	1,650	533	533	1,350	1,650	300	1,117	-	100%
8690	Other Local Revenue	8,856	-	9,354	9,234	8,856	(378)	(498)	-	100%
8699	All Other Local Revenue	-	71	-	-	-	-	-	-	-
8999	Uncategorized Revenue	0	-	-	-	-	-	-	(0)	-
	SUBTOTAL - Local Revenues	24,688	16,505	26,185	22,441	24,687	2,247	(1,497)	(0)	100%
8800	Donations/Fundraising									
8802	Donations - Private	39,046	-	27,844	38,553	39,046	493	11,202	-	100%
8803	Fundraising	10,300	22,000	10	7,191	10,300	3,110	10,290	-	100%
	SUBTOTAL - Fundraising and Grants	49,346	22,000	27,854	45,744	49,346	3,602	21,492	-	100%
TOTAL REVENUE		5,250,085	5,374,262	6,860,071	6,929,574	6,918,148	(11,426)	58,077	1,668,062	76%

Magnolia Public Schools - MSA-SA

Budget vs. Actuals

As of May 2017 Close

		Budget vs.					Budget			
		Actual					Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast				
EXPENSES										
Compensation & Benefits										
Certificated Employees Summary										
1100	Teachers Salaries	1,807,828	1,787,100	2,038,608	2,046,524	2,047,704	(1,180)	(9,096)	239,876	88%
1300	Certificated Supervisor & Administrator Salaries	421,806	360,450	495,669	495,970	495,970	-	(301)	74,163	85%
SUBTOTAL - Certificated Employees		2,229,635	2,147,550	2,534,277	2,542,494	2,543,674	(1,180)	(9,397)	314,039	88%
Classified Employees Summary										
2400	Classified Clerical & Office Salaries	152,607	70,000	160,266	170,661	170,661	-	(10,395)	18,055	89%
2900	Classified Other Salaries	299,783	165,580	288,693	302,158	311,165	(9,007)	(22,472)	11,382	96%
SUBTOTAL - Classified Employees		452,390	235,580	448,959	472,819	481,827	(9,007)	(32,868)	29,437	94%
Employee Benefits Summary										
3100	STRS	270,337	249,908	300,333	300,863	301,011	(148)	(678)	30,675	90%
3200	PERS	30,795	8,428	30,386	31,851	33,017	(1,167)	(2,631)	2,222	93%
3300	OASDI-Medicare-Alternative	71,847	59,026	80,795	83,051	83,757	(706)	(2,962)	11,909	86%
3400	Health & Welfare Benefits	271,082	332,100	335,551	335,551	335,551	-	-	64,470	81%
3500	Unemployment Insurance	1,080	1,192	4,492	4,508	4,513	(5)	(21)	3,432	24%
3600	Workers Comp Insurance	8,567	23,831	33,591	33,952	34,067	(115)	(476)	25,500	25%
3900	Other Employee Benefits	-	2,142	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		653,708	676,627	785,148	789,775	791,916	(2,141)	(6,768)	138,208	83%

Magnolia Public Schools - MSA-SA

Budget vs. Actuals

As of May 2017 Close

		Budget vs.					Budget			
		Actual					Variance			
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
4000	Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	227,707	235,150	240,000	240,000	240,000	-	-	12,293	95%
4200	Books & Other Reference Materials	13,002	35,000	20,000	20,000	20,000	-	-	6,998	65%
4315	Custodial Supplies	29,406	10,000	30,000	30,000	30,000	-	-	594	98%
4320	Educational Software	14,638	10,000	10,000	12,465	14,638	(2,173)	(4,638)	-	100%
4325	Instructional Materials & Supplies	34,729	65,500	47,007	44,906	42,732	2,173	4,274	8,003	81%
4326	Art & Music Supplies	6,551	-	10,000	10,000	8,627	1,373	1,373	2,076	76%
4330	Office Supplies	21,373	2,200	15,000	20,000	21,373	(1,373)	(6,373)	-	100%
4335	PE Supplies	5,107	5,000	5,500	5,500	5,500	-	-	393	93%
4345	Non Instructional Student Materials & Supplies	6,324	11,185	10,185	10,185	10,185	-	-	3,861	62%
4346	Teacher Supplies	11,101	-	9,000	11,101	11,101	-	(2,101)	-	100%
4400	Noncapitalized Equipment	11,868	25	8,764	11,868	11,868	-	(3,104)	-	100%
4410	Classroom Furniture, Equipment & Supplies	160,155	3,000	24,121	163,476	163,476	-	(139,355)	3,321	98%
4420	Computers (individual items less than \$5k)	88,572	105,825	122,115	122,115	122,115	-	-	33,543	73%
4430	Non Classroom Related Furniture, Equipment & Suppl	2,493	-	2,493	2,493	2,493	-	-	-	100%
4700	Food	242,316	206,845	270,191	277,391	277,391	-	(7,200)	35,074	87%
4720	Other Food	5,103	2,000	5,000	6,000	6,000	-	(1,000)	897	85%
	SUBTOTAL - Books and Supplies	880,447	691,730	829,376	987,499	987,499	0	(158,123)	107,053	89%

Magnolia Public Schools - MSA-SA

Budget vs. Actuals

As of May 2017 Close

		Budget vs.					Budget			
		Actual					Variance			
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
5000	Services & Other Operating Expenses									
5101	CMO Fees	928,828	972,192	1,013,267	1,013,267	1,013,267	-	-	84,439	92%
5102	Direct CMO Fee (Shared Staff)	60,306	33,233	72,367	72,367	72,367	-	-	12,061	83%
5210	Conference Fees	2,275	8,809	8,809	8,809	8,809	-	-	6,534	26%
5215	Travel - Mileage, Parking, Tolls	3,464	20,000	10,000	10,000	10,000	-	-	6,536	35%
5300	Dues & Memberships	5,345	6,000	6,000	6,000	6,000	-	-	655	89%
5450	Insurance - Other	21,456	32,415	21,456	21,456	21,456	-	-	-	100%
5500	Operations & Housekeeping	27,504	8,500	25,000	30,000	30,000	-	(5,000)	2,496	92%
5510	Utilities - Gas and Electric	61,213	55,000	144,772	120,000	100,000	20,000	44,772	38,787	61%
5605	Equipment Leases	36,814	47,344	47,344	47,344	47,344	-	-	10,530	78%
5610	Rent	37,129	-	37,129	37,129	37,129	-	-	-	100%
5615	Repairs and Maintenance - Building	34,964	3,000	30,000	34,964	34,964	-	(4,964)	-	100%
5803	Accounting Fees	10,736	5,000	5,000	10,736	10,736	-	(5,736)	-	100%
5809	Banking Fees	4,806	2,856	7,243	7,243	7,243	-	-	2,437	66%
5813	School Programs - After School Program	1,951	10,000	15,000	15,000	15,000	-	-	13,049	13%
5814	School Programs - Academic Competitions	5,165	7,500	7,500	7,500	7,500	-	-	2,335	69%
5819	School Programs - Other	6,995	-	-	7,000	7,000	-	(7,000)	6	100%
5820	Consultants - Non Instructional - Custom 1	1,350	30,000	15,000	10,000	8,820	1,180	6,180	7,470	15%
5822	Consultants - Non Instructional - Custom 3	43,716	57,898	40,000	42,535	43,716	(1,180)	(3,716)	-	100%
5824	District Oversight Fees	-	46,872	54,659	55,169	55,169	-	(510)	55,169	0%
5830	Field Trips Expenses	17,370	19,000	19,000	19,000	19,000	-	-	1,630	91%
5833	Fines and Penalties	23,759	-	29,000	29,000	29,000	-	-	5,241	82%

Magnolia Public Schools - MSA-SA

Budget vs. Actuals

As of May 2017 Close

		Budget vs. Actual					Budget				
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
5843	Interest - Loans Less than 1 Year	106	227	141	529	529	-	(388)	423	20%	
5845	Legal Fees	5,248	15,000	15,000	15,000	15,000	-	-	9,752	35%	
5851	Marketing and Student Recruiting	7,504	30,000	20,000	20,000	20,000	-	-	12,496	38%	
5852	Receivable Sale Fees	-	-	-	-	-	-	-	-	-	
5857	Payroll Fees	27,193	21,600	21,600	27,500	29,585	(2,085)	(7,985)	2,392	92%	
5861	Prior Yr Exp (not accrued)	56,645	-	340	55,670	56,645	(976)	(56,306)	-	100%	
5863	Professional Development	37,243	35,575	41,575	37,567	37,567	-	4,008	324	99%	
5869	Special Education Contract Instructors	102,824	224,000	224,000	224,000	224,000	-	-	121,176	46%	
5872	Special Education Encroachment	-	-	12,913	13,117	13,117	-	(204)	13,117	0%	
5884	Substitutes	68,709	51,150	55,000	88,000	88,000	-	(33,000)	19,291	78%	
5887	Technology Services	51,913	20,000	64,000	64,000	64,000	-	-	12,087	81%	
5898	Bad Debt Expense	1,867	-	-	1,867	1,867	-	(1,867)	-	100%	
5899	Miscellaneous Operating Expenses	12,746	-	-	-	-	-	-	(12,746)	-	
5900	Communications	29,338	4,800	17,000	27,500	30,500	(3,000)	(13,500)	1,162	96%	
5915	Postage and Delivery	2,399	7,799	7,799	7,799	4,799	3,000	3,000	2,400	50%	
SUBTOTAL - Services & Other Operating Exp.		1,738,880	1,775,769	2,087,914	2,187,069	2,170,129	16,939	(82,216)	431,249	80%	
6000 Capital Outlay											
6400	Equipment	37,249	-	37,249	37,249	37,249	-	-	-	100%	
6410	Computers (capitalizable items)	-	56,500	77,875	77,875	77,875	-	-	77,875	0%	
SUBTOTAL - Capital Outlay		37,249	13,389,061	115,124	115,124	115,124	-	-	77,875	32%	
TOTAL EXPENSES		5,992,309	18,916,317	6,800,797	7,094,780	7,090,169	4,611	(289,372)	1,097,860	85%	
6900 Total Depreciation (Includes Prior Years)		364,131	397,234	373,813	373,813	373,813	-	-	9,682	97%	
TOTAL EXPENSES including Depreciation		6,319,191	5,924,489	7,059,486	7,353,470	7,348,859	4,611	(289,372)	1,029,668	86%	

Magnolia Public Schools - MSA-SD

Budget vs. Actuals

As of May 2017 Close

	Budget vs. Actual					Budget				
	Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
SUMMARY										
Revenue										
LCFF Entitlement	2,694,934	3,365,610	3,067,041	3,031,463	3,031,463	-	(35,578)	336,529	89%	
Federal Revenue	39,803	133,928	139,972	105,749	105,888	139	(34,084)	66,085	38%	
Other State Revenues	413,559	301,331	386,040	528,352	528,352	-	142,312	114,793	78%	
Local Revenues	75,700	55,036	88,597	88,597	75,780	(12,817)	(12,817)	80	100%	
Fundraising and Grants	36,064	20,000	23,827	31,307	36,064	4,757	12,237	-	100%	
Total Revenue	3,260,060	3,875,905	3,705,478	3,785,468	3,777,547	(7,921)	72,069	517,487	86%	
Expenses										
Compensation and Benefits (excl adjustment)	2,066,724	2,155,725	2,158,964	2,207,384	2,207,384	-	(48,420)	240,594	94%	
Books and Supplies	117,435	163,559	180,455	183,955	173,955	10,000	6,500	56,521	68%	
Services and Other Operating Expenditures	1,014,880	1,325,125	1,181,986	1,239,823	1,249,823	(10,000)	(67,837)	234,943	81%	
Depreciation	40,901	44,619	39,460	39,460	39,460	-	-	(1,440)	104%	
Total Expenses	3,239,939	3,689,029	3,560,866	3,670,622	3,670,622	-	(109,757)	530,617	88%	
Operating Income Before One-Time Adjustment	20,120	186,876	144,612	114,845	106,925	(7,921)	(37,687)	(13,130)	19%	
One-Time Compensation Adjustment			(99,934)	(99,934)	(99,934)					
Operating Income (including adjustment)			44,678	14,911	6,991					
Fund Balance										
Beginning Balance (Unaudited)	1,173,620	1,053,661	1,053,661	1,173,620	1,173,620					
Audit Adjustment	960	-	-	960	960					
Beginning Balance (Audited)	1,174,581	1,053,661	1,053,661	1,174,581	1,174,581					
Operating Income (including Depreciation)	20,120	186,876	144,612	14,911	6,991					
Ending Fund Balance	1,194,701	1,240,537	1,198,273	1,189,492	1,181,571				101%	
Capital Outlay										
	-	-	-	-	-					
Total ADA		453.6	413.0	407.9	407.9	-	(5.1)			

Magnolia Public Schools - MSA-SD

Budget vs. Actuals

As of May 2017 Close

		Budget vs.		Budget						
		Actual								
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
REVENUE										
LCFF Entitlement										
8011	Charter Schools LCFF - State Aid	738,163	812,986	516,223	329,889	737,566	407,677	221,343	(597)	100%
8012	Education Protection Account Entitlement	90,362	623,404	546,969	548,858	90,362	(458,496)	(456,607)	-	100%
8096	Charter Schools in Lieu of Property Taxes	1,866,409	1,929,220	2,003,849	2,152,716	2,203,535	50,819	199,686	337,126	85%
SUBTOTAL - LCFF Entitlement		2,694,934	3,365,610	3,067,041	3,031,463	3,031,463	-	(35,578)	336,529	89%
8100 Federal Revenue										
8181	Special Education - Entitlement	-	48,937	52,875	53,721	53,721	-	846	53,721	0%
8220	Child Nutrition Programs	17,005	24,079	24,125	24,125	24,125	-	-	7,120	70%
8291	Title I	22,361	24,624	26,810	27,246	27,246	-	436	4,885	82%
8292	Title II	298	669	662	657	657	-	(5)	359	45%
8293	Title III	-	120	-	-	-	-	-	-	-
8296	Other Federal Revenue	-	35,500	35,500	-	-	-	(35,500)	-	-
8297	PY Federal - Not Accrued	139	-	-	-	139	139	139	-	100%
SUBTOTAL - Federal Income		39,803	133,928	139,972	105,749	105,888	139	(34,084)	66,085	38%
8300 Other State Revenues										
8319	Other State Apportionments - Prior Years	16,938	-	5,571	16,938	16,938	-	11,368	-	100%
8381	Special Education - Entitlement (State)	181,608	221,038	207,749	206,815	206,815	-	(934)	25,207	88%
8382	Special Education Reimbursement (State)	29,700	-	-	53,460	53,460	-	53,460	23,760	56%
8520	Child Nutrition - State	1,094	3,881	1,872	1,872	1,872	-	-	778	58%
8550	Mandated Cost Reimbursements	92,789	2,938	92,787	92,789	92,789	-	2	-	100%
8560	State Lottery Revenue	39,832	73,475	78,061	77,097	77,097	-	(964)	37,265	52%
8596	ASES	51,597	-	-	79,380	79,380	-	79,380	27,783	65%
SUBTOTAL - Other State Income		413,559	301,331	386,040	528,352	528,352	-	142,312	114,793	78%

Magnolia Public Schools - MSA-SD

Budget vs. Actuals

As of May 2017 Close

		Budget vs. Actual		Budget					
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining
8600	Other Local Revenue								
8636	Uniforms	-	-	-	-	-	-	-	-
8660	Interest	1,504	1,836	1,836	1,836	1,584	(252)	(252)	80
8682	Summer Program	20,404	10,200	20,404	20,404	20,404	-	-	-
8690	Other Local Revenue	16,348	-	23,337	23,337	16,348	(6,989)	(6,989)	-
8693	Field Trips	37,424	43,000	43,000	43,000	37,424	(5,576)	(5,576)	-
8699	All Other Local Revenue	20	-	20	20	20	-	-	-
8999	Uncategorized Revenue	-	-	-	-	-	-	-	-
	SUBTOTAL - Local Revenues	75,700	55,036	88,597	88,597	75,780	(12,817)	(12,817)	80
8800	Donations/Fundraising								
8803	Fundraising	36,064	20,000	23,827	31,307	36,064	4,757	12,237	-
	SUBTOTAL - Fundraising and Grants	36,064	20,000	23,827	31,307	36,064	4,757	12,237	-
TOTAL REVENUE		3,260,060	3,875,905	3,705,478	3,785,468	3,777,547	(7,921)	72,069	517,487
									86%

Magnolia Public Schools - MSA-SD

Budget vs. Actuals

As of May 2017 Close

		Budget vs. Actual		Budget						
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
EXPENSES										
Compensation & Benefits										
Certificated Employees Summary										
1100	Teachers Salaries	1,058,975	1,264,738	1,140,266	1,148,829	1,148,829	-	(8,563)	89,853	92%
1300	Certificated Supervisor & Administrator Salaries	332,386	338,000	393,114	394,114	394,114	-	(1,000)	61,728	84%
SUBTOTAL - Certificated Employees		1,391,362	1,602,738	1,533,380	1,542,943	1,542,943	-	(9,563)	151,581	90%
Classified Employees Summary										
2400	Classified Clerical & Office Salaries	133,470	62,033	152,183	152,183	152,183	-	-	18,712	88%
2900	Classified Other Salaries	66,819	32,842	71,352	71,352	71,352	-	-	4,534	94%
SUBTOTAL - Classified Employees		200,289	94,875	223,535	223,535	223,535	-	-	23,246	90%
Employee Benefits Summary										
3100	STRS	167,244	188,731	188,824	189,685	189,685	-	(862)	22,441	88%
3200	PERS	26,853	12,185	28,669	28,669	28,669	-	-	1,816	94%
3300	OASDI-Medicare-Alternative	39,882	36,871	41,658	41,972	41,972	-	(314)	2,090	95%
3400	Health & Welfare Benefits	224,088	202,500	220,171	257,740	257,740	-	(37,570)	33,653	87%
3500	Unemployment Insurance	1,515	849	2,878	2,883	2,883	-	(5)	1,369	53%
3600	Workers Comp Insurance	15,492	16,976	19,783	19,891	19,891	-	(108)	4,399	78%
SUBTOTAL - Employee Benefits		475,073	458,112	501,983	540,840	540,840	-	(38,858)	65,767	88%

Magnolia Public Schools - MSA-SD

Budget vs. Actuals

As of May 2017 Close

		Budget vs. Actual				Budget				
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
4000	Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	18,074	10,000	18,074	18,074	18,074	-	-	-	100%
4200	Books & Other Reference Materials	4,718	10,000	10,000	10,000	10,000	-	-	5,282	47%
4315	Custodial Supplies	4,753	9,000	6,000	6,000	6,000	-	-	1,247	79%
4320	Educational Software	5,946	15,000	15,000	15,000	15,000	-	-	9,054	40%
4325	Instructional Materials & Supplies	8,882	18,700	18,700	18,700	16,200	2,500	2,500	7,318	55%
4326	Art & Music Supplies	747	2,200	2,200	2,200	2,200	-	-	1,453	34%
4330	Office Supplies	17,522	32,200	32,200	32,200	27,200	5,000	5,000	9,678	64%
4335	PE Supplies	1,639	5,000	4,000	4,000	4,000	-	-	2,361	41%
4345	Non Instructional Student Materials & Supplies	3,045	6,000	6,000	6,000	6,000	-	-	2,955	51%
4346	Teacher Supplies	854	-	1,000	1,000	1,000	-	-	146	85%
4350	Uniforms	13,716	-	13,716	13,716	13,716	-	-	-	100%
4410	Classroom Furniture, Equipment & Supplies	4,186	10,000	10,000	10,000	7,500	2,500	2,500	3,314	56%
4420	Computers (individual items less than \$5k)	2,024	15,500	10,000	10,000	10,000	-	-	7,976	20%
4430	Non Classroom Related Furniture, Equipment & Sup	3,269	-	3,269	3,269	3,269	-	-	-	100%
4700	Food	22,988	27,959	27,297	27,297	27,297	-	-	4,309	84%
4720	Other Food	5,071	2,000	3,000	6,500	6,500	-	(3,500)	1,429	78%
	SUBTOTAL - Books and Supplies	117,435	163,559	180,455	183,955	173,955	10,000	6,500	56,521	68%

Magnolia Public Schools - MSA-SD

Budget vs. Actuals

As of May 2017 Close

		Budget vs.		Budget							
		Actual									
		Actual YTD	Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent	
5000	Services & Other Operating Expenses										
5101	CMO Fees	309,260	370,217	337,375	337,375	337,375	-	-	28,115	92%	
5102	Direct CMO Fee (Shared Staff)	19,096	42,738	22,916	22,916	22,916	-	-	3,819	83%	
5210	Conference Fees	370	5,000	5,000	5,000	5,000	-	-	4,630	7%	
5215	Travel - Mileage, Parking, Tolls	2,559	7,000	7,000	7,000	7,000	-	-	4,441	37%	
5220	Travel and Lodging	11,241	20,000	20,000	20,000	18,000	2,000	2,000	6,759	62%	
5300	Dues & Memberships	3,801	5,400	5,400	5,400	5,400	-	-	1,599	70%	
5450	Insurance - Other	18,575	19,000	18,580	18,580	18,580	-	-	5	100%	
5500	Operations & Housekeeping	11,010	-	5,000	16,000	16,000	-	(11,000)	4,990	69%	
5510	Utilities - Gas and Electric	15,505	37,200	30,000	20,000	20,000	-	10,000	4,495	78%	
5605	Equipment Leases	10,724	10,000	10,000	10,000	12,000	(2,000)	(2,000)	1,276	89%	
5610	Rent	330,000	345,000	320,000	320,000	330,000	(10,000)	(10,000)	-	100%	
5615	Repairs and Maintenance - Building	10,474	35,000	15,000	15,000	15,000	-	-	4,526	70%	
5617	Repairs and Maintenance - Other Equipment	1,322	5,000	5,000	5,000	5,000	-	-	3,678	26%	
5803	Accounting Fees	7,230	5,000	5,000	10,000	10,000	-	(5,000)	2,770	72%	
5809	Banking Fees	372	1,000	1,000	1,000	1,000	-	-	628	37%	
5813	School Programs - After School Program	52,747	-	-	79,380	79,380	-	(79,380)	26,633	66%	
5814	School Programs - Academic Competitions	2,536	5,000	5,000	4,500	4,068	432	932	1,532	62%	
5819	School Programs - Other	1,532	600	600	1,100	1,532	(432)	(932)	-	100%	

Magnolia Public Schools - MSA-SD

Budget vs. Actuals

As of May 2017 Close

		Budget vs.		Budget							
		Actual		Approved Budget June 6th	Approved Budget February 9th	Previous Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
		Actual YTD									
5822	Consultants - Non Instructional - Custom 3	16,881		26,503	26,503	26,503	26,503	-	-	9,623	64%
5824	District Oversight Fees	20,782		33,656	30,670	30,315	30,315	-	356	9,533	69%
5830	Field Trips Expenses	16,804		45,000	45,000	45,000	45,000	-	-	28,197	37%
5833	Fines and Penalties	868		-	-	868	868	-	(868)	-	100%
5845	Legal Fees	7,150		25,000	25,000	25,000	25,000	-	-	17,850	29%
5851	Marketing and Student Recruiting	7,145		24,000	24,000	24,000	24,000	-	-	16,855	30%
5852	Receivable Sale Fees	-		-	-	-	-	-	-	-	-
5857	Payroll Fees	14,536		18,000	18,000	15,500	15,500	-	2,500	964	94%
5861	Prior Yr Exp (not accrued)	11,165		-	8,806	11,165	11,165	-	(2,359)	-	100%
5863	Professional Development	5,306		17,100	19,000	19,000	19,000	-	-	13,694	28%
5869	Special Education Contract Instructors	38,930		70,000	55,000	55,000	55,000	-	-	16,070	71%
5872	Special Education Encroachment	-		-	10,425	10,421	10,421	-	4	10,421	0%
5875	Staff Recruiting	-		1,911	1,911	-	-	-	1,911	-	-
5884	Substitutes	11,205		25,000	19,000	19,000	19,000	-	-	7,795	59%
5887	Technology Services	43,789		43,800	43,800	43,800	43,800	-	-	11	100%
5899	Miscellaneous Operating Expenses	-		-	-	-	-	-	-	-	-
5900	Communications	9,702		42,000	37,000	11,000	11,000	-	26,000	1,298	88%
5915	Postage and Delivery	2,264		-	5,000	5,000	5,000	-	-	2,736	45%
	SUBTOTAL - Services & Other Operating Exp.	1,014,880		1,325,125	1,181,986	1,239,823	1,249,823	(10,000)	(67,837)	234,943	81%
6000	Capital Outlay										
	SUBTOTAL - Capital Outlay	-		-	-	-	-	-	-	-	-
	TOTAL EXPENSES	3,199,039		3,644,410	3,621,339	3,731,096	3,731,096	-	(109,757)	532,058	86%
6900	Total Depreciation (includes Prior Years)	40,901		44,619	39,460	39,460	39,460	-	-	(1,440)	104%
	TOTAL EXPENSES including Depreciation	3,239,939		3,689,029	3,660,800	3,770,556	3,770,556	-	(109,757)	530,617	86%

MERF
Budget vs. Actuals
As of May 2017 Close

	Budget vs. Actuals								
	Actual				Budget				
	Actual YTD	Approved Budget September 8th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
SUMMARY									
Revenue									
Local Revenue	5,861,882	6,242,850	6,410,367	6,414,502	6,419,837	5,335	9,470	557,955	91%
Fundraising and Grant	86,850	150,000	150,000	150,000	150,000	-	-	63,150	58%
Total Revenue	5,948,731	6,392,850	6,560,367	6,564,502	6,569,837	5,335	9,470	621,106	91%
Expenses									
Compensation and Benefits (excl adjustme	3,246,437	3,467,487	3,567,998	3,564,740	3,564,740	-	3,258	318,302	91%
Books and Supplies	53,671	75,821	84,820	84,820	84,820	-	-	31,149	63%
Services and Other Operating Expenditure	2,368,137	2,537,455	2,616,824	2,654,010	2,701,431	(47,421)	(84,608)	333,295	88%
Depreciation	7,029	7,666	1,440	1,440	1,440	-	-	(5,589)	488%
Total Expenses	5,675,274	6,088,429	6,271,082	6,305,010	6,352,431	(47,421)	(81,350)	677,157	89%
Operating Income Before One-Time Adjustment	273,457	304,421	289,286	259,492	217,406	(42,086)	(71,879)	(56,051)	126%
One-Time Compensation Adjustment			-	-	-				
Operating Income (including adjustment)			289,286	259,492	217,406				
Fund Balance									
Beginning Balance (I Inaudite	(285,175)	(285,175)	(285,175)	(285,175)	(285,175)				
Audit Adjustment	284,225	284,225	284,225	284,225	284,225				
Beginning Balance (Audite)	(950)	(950)	(950)	(950)	(950)				
Operating Income	273,457	304,421	289,286	259,492	217,406				
Ending Fund Balance	272,507	303,471	288,335	258,542	216,456				126%
Capital Outlay	-	-	-	-	-				

MERF
 Budget vs. Actuals
 As of May 2017 Close

Actual		Budget						
Actual YTD	Approved Budget September 8th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent

MERF
Budget vs. Actuals
As of May 2017 Close

		Budget vs.							
		Actual				Budget			
		Approved Budget	Approved Budget	Previous		(Previous vs.	(Budget vs.	Forecast	% of Forecast
		September 8th	February 9th	Forecast	Current Forecast	Current Forecast)	Current Forecast)	Remaining	Spent
Actual YTD									
8600	Other Local Revenue								
8690	Other Local Revenue	13,360	3,890	8,025	13,360	5,335	9,470	-	100%
8699	All Other Local Revenue	21,216	21,216	21,216	21,216	-	0	-	100%
8701	CMO Fee - MSA-1	928,828	1,013,267	1,013,267	1,013,267	-	-	84,439	92%
8702	CMO Fee - MSA-2	841,750	918,273	918,273	918,273	-	-	76,523	92%
8703	CMO Fee - MSA-3	841,750	881,049	918,273	918,273	-	-	76,523	92%
8704	CMO Fee - MSA-4	69,662	72,914	75,995	75,995	-	-	6,333	92%
8705	CMO Fee - MSA-5	69,662	72,914	75,995	75,995	-	-	6,333	92%
8706	CMO Fee - MSA-6	69,662	72,914	75,995	75,995	-	-	6,333	92%
8707	CMO Fee - MSA-7	580,518	607,620	633,292	633,292	-	-	52,774	92%
8708	CMO Fee - MSA-8	928,828	972,192	1,013,267	1,013,267	-	-	84,439	92%
8709	CMO Fee - MSA-S/	928,828	972,192	1,013,267	1,013,267	-	-	84,439	92%
8712	CMO Fee - MSA-SD	309,260	370,217	337,375	337,375	-	-	28,115	92%
8713	Direct CMO Fee (Shared Staff)	258,552	276,455	310,263	310,263	-	-	51,710	83%
8999	Uncategorized Revenue	5	-	-	-	-	-	(5)	
	SUBTOTAL - Local Revenues	5,861,882	6,242,850	6,414,502	6,419,837	5,335	9,470	557,955	91%
8800	Donations/Fundraising								
8802	Donations - Private	85,850	149,000	149,000	149,000	-	-	63,150	58%
8803	Fundraising	1,000	1,000	1,000	1,000	-	-	-	100%
	SUBTOTAL - Fundraising and Grants	86,850	150,000	150,000	150,000	-	-	63,150	58%
TOTAL REVENUE		5,948,731	6,392,850	6,564,502	6,569,837	5,335	9,470	621,106	91%

MERF
Budget vs. Actuals
As of May 2017 Close

		Actual		Budget						
		Actual YTD	Approved Budget September 8th	Approved Budget February 9th	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining	% of Forecast Spent
EXPENSE:										
Compensation & Benefits										
Certificated Employees Summary										
1300	Certificated Supervisor & Administrator Salaries	565,797	592,000	625,571	617,079	617,079	-	8,492	51,282	92%
SUBTOTAL - Certificated Employees		565,797	592,000	625,571	617,079	617,079	-	8,492	51,282	92%
Classified Employees Summary										
2400	Classified Clerical & Office Salaries	1,916,475	2,097,761	2,082,181	2,079,455	2,079,455	-	2,726	162,979	92%
2900	Classified Other Salaries	136,097	180,200	171,827	171,827	171,827	-	-	35,731	79%
SUBTOTAL - Classified Employees		2,052,572	2,277,961	2,254,008	2,251,282	2,251,282	-	2,726	198,710	91%
Employee Benefits Summary										
3100	STRS	76,428	44,282	90,877	89,809	89,809	-	1,068	13,381	85%
3200	PERS	20,435	-	23,362	23,362	23,362	-	-	2,927	87%
3300	OASDI-Medicare-Alternative	150,271	197,565	175,277	173,549	173,549	-	1,727	23,278	87%
3400	Health & Welfare Benefits	267,857	226,800	257,806	269,911	269,911	-	(12,105)	2,054	99%
3500	Unemployment Insurance	11,217	13,034	15,410	16,021	16,021	-	(611)	4,805	70%
3600	Workers Comp Insurance	32,534	28,700	32,424	32,298	32,298	-	126	(236)	101%
3700	Retiree Benefits	69,327	87,146	93,262	91,428	91,428	-	1,833	22,101	76%
SUBTOTAL - Employee Benefits		628,068	597,526	688,418	696,379	696,379	-	(7,961)	68,311	90%

MERF
 Budget vs. Actuals
 As of May 2017 Close

		Budget vs.								
		Actual				Budget				
		Approved Budget	Approved Budget	Previous		(Previous vs.	(Budget vs.	Forecast	% of Forecast	
		September 8th	February 9th	Forecast	Current Forecast	Current Forecast)	Current Forecast)	Remaining	Spent	
Actual YTD										
4000	Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	-	1,020	977	977	977	-	-	977	0%
4200	Books & Other Reference Materials	43	-	43	43	43	-	-	-	100%
4320	Educational Software	12,200	19,000	12,200	12,200	12,200	-	-	-	100%
4325	Instructional Materials & Supplies	-	102	-	-	-	-	-	-	
4330	Office Supplies	11,913	9,099	15,000	15,000	15,000	-	-	3,087	79%
4340	Professional Development Supplies	-	-	-	-	-	-	-	-	
4420	Computers (individual items less than \$5k)	1,861	5,000	5,000	5,000	5,000	-	-	3,139	37%
4720	Other Food	27,655	40,600	51,600	51,600	51,600	-	-	23,945	54%
	SUBTOTAL - Books and Supplies	53,671	75,821	84,820	84,820	84,820	-	-	31,149	63%

MERF
Budget vs. Actuals
As of May 2017 Close

		Budget vs.								
		Actual				Budget				
		Approved Budget	Approved Budget	Previous		(Previous vs.	(Budget vs.	Forecast	% of Forecast	
Actual YTD	September 8th	February 9th	Forecast	Current Forecast	Current Forecast)	Current Forecast)	Remaining	Spent		
5000	Services & Other Operating Expenses									
5200	Travel & Conferences	354	-	-	354	354	-	(354)	-	100%
5210	Conference Fees	7,590	38,796	23,796	23,442	11,599	11,843	12,197	4,009	65%
5215	Travel - Mileage, Parking, Tolls	48,339	31,820	53,320	53,320	53,100	220	220	4,761	91%
5220	Travel and Lodging	19,980	96,569	24,569	24,569	24,569	-	-	4,589	81%
5300	Dues & Memberships	10,285	10,200	10,200	10,200	10,420	(220)	(220)	135	99%
5450	Insurance - Other	790	14,688	14,688	14,688	14,688	-	-	13,898	5%
5500	Operations & Housekeeping	24,991	20,593	33,593	33,593	31,876	1,717	1,717	6,885	78%
5605	Equipment Leases	8,312	12,240	12,240	12,240	12,240	-	-	3,928	68%
5610	Rent	157,441	157,200	158,520	158,520	158,520	-	-	1,079	99%
5615	Repairs and Maintenance - Building	-	84	-	-	-	-	-	-	-
5803	Accounting Fees	39,543	6,120	25,000	25,000	30,000	(5,000)	(5,000)	(9,543)	132%
5809	Banking Fees	20,168	18,275	18,275	20,168	20,168	-	(1,893)	-	100%
5812	Business Services	637,071	695,000	695,000	695,000	695,000	-	-	57,929	92%
5819	School Programs - Other	2,839	-	4,400	4,400	4,400	-	-	1,562	65%
5822	Consultants - Non Instructional - Custom 3	780,333	884,949	872,596	872,596	872,596	-	-	92,262	89%
5833	Fines and Penalties	3,624	321	970	1,912	3,629	(1,717)	(2,659)	5	100%
5843	Interest - Loans Less than 1 Year	74	111	111	111	111	-	-	37	67%

MERF
Budget vs. Actuals
As of May 2017 Close

		Actual		Budget						
		Approved Budget	Approved Budget	Previous		(Previous vs.	(Budget vs.	Forecast	% of Forecast	
		September 8th	February 9th	Forecast	Current Forecast	Current Forecast	Current Forecast	Remaining	Spent	
Actual YTD										
5845	Legal Fees	229,983	215,000	300,000	300,000	300,000	-	70,017	77%	
5848	Licenses and Other Fees	8,179	-	4,000	6,000	8,179	(2,179)	-	100%	
5851	Marketing and Student Recruiting	30,844	70,149	33,649	33,649	33,649	-	2,805	92%	
5857	Pavroll Fees	13,731	18,000	18,000	17,000	17,000	-	3,269	81%	
5861	Prior Yr Exp (not accrued)	97,469	-	16,697	50,048	97,469	(47,421)	-	100%	
5863	Professional Development	42,264	100,000	58,200	58,200	56,021	2,179	13,757	75%	
5864	Professional Development - Other	31,154	50,000	87,500	87,500	87,500	-	56,346	36%	
5875	Staff Recruiting	10,908	-	21,000	21,000	13,960	7,040	3,052	78%	
5887	Technology Services	84,452	65,720	78,500	78,500	85,540	(7,040)	1,088	99%	
5899	Miscellaneous Operating Expenses	2,971	-	-	-	-	-	(2,971)		
5900	Communications	42,845	17,340	36,000	39,500	46,343	(6,843)	3,498	92%	
5915	Postage and Delivery	11,601	14,280	16,000	12,500	12,500	-	899	93%	
	SUBTOTAL - Services & Other Operating Exp.	2,368,137	2,537,455	2,616,824	2,654,010	2,701,431	(47,421)	(84,608)	333,295	88%
6000	Capital Outlay									
	SUBTOTAL - Capital Outlay	-	-	-	-	-	-	-	-	
	TOTAL EXPENSES:	5,668,245	6,080,763	6,269,641	6,303,570	6,350,991	(47,421)	(81,350)	682,746	89%
6900	Total Depreciation (includes Prior Years)	7,029	7,666	1,440	1,440	1,440	-	(5,589)	488%	
	TOTAL EXPENSES including Depreciation	5,675,274	6,088,429	6,271,082	6,305,010	6,352,431	(47,421)	(81,350)	677,157	89%