



Magnolia Public Schools

Regular Board Meeting

Date and Time

Thursday December 8, 2022 at 5:30 PM PST

Location

<https://zoom.us/j/97856064990?pwd=MHhBZCtGT0xEMIZpNEZQZVJ3RDBPZz09>

Meeting ID: 978 5606 4990 **Passcode:** 021250
One tap mobile: +16694449171,,97856064990# US

All members of the public can participate by calling in using the numbers provided above.

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. Members of the public who need special accommodations or translation are strongly encouraged to contact Magnolia Public Schools at least 24 hours in advance of the Board meeting so assistance can be assured.

Any public records relating to an agenda item for an open session which are distributed to all, or a majority of all, of the Board Members shall be available for public inspection. Magnolia Public Schools values public comment during Board meetings. Pursuant to AB 361 members of the public may address the Board during the Public Comment period on the day of the board meeting without the need to complete a public speaker form. We limit individual speakers to three (3) minutes and speakers with interpreters to six (6) minutes. For any questions regarding this meeting email board@magnoliapublicschools.org or call 213-628-3634 Ext. 21101.

Board Members:
Mr. Mekan Muhammedov, Chair

Ms. Sandra Covarrubias, Vice-Chair
 Dr. Umit Yapanel
 Dr. Salih Dikbas
 Ms. Diane Gonzalez
 Mr. Daniel Sheehan
 Mrs. Esra Eldem Tunc

CEO & Superintendent:
 Mr. Alfredo Rubalcava

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A. Call the Meeting to Order			1 m
B. Record Attendance and Guests			1 m
C. Approval of Agenda	Vote		1 m
D. Public Comments			5 m
E. Announcements from CEO & Superintendent and Board Members			30 m
F. Approval of Minutes from MPS Regular Board Meeting - November 10, 2022	Approve Minutes		1 m
II. Information/Discussion Items			6:09 PM
A. Data Presentation: 2022-23 MPS Demographics	Discuss	David Yilmaz	15 m
B. Student Board Member Processes and Responsibilities	Discuss	Jason Hernandez	15 m
C. Enrollment Projections for Magnolia Public Schools (MPS) Sites for 2023-24	Discuss	Brenda Lopez	15 m
III. Action Items			6:54 PM
A. Approval of Findings to Conduct Virtual Meetings Pursuant to AB 361/Government Code Section 54953	Vote	Alfredo Rubalcava	3 m
B. Approval of Updated 2022-2023 Magnolia Public Schools Employee Handbook	Vote	Derya Hajmeirza	10 m

	Purpose	Presenter	Time
C. Approval of Magnolia Science Academy-4, 6,7 and 8 Fiscal Benchmarks	Vote	Steve Budhraja	10 m
D. Approval of First Interim Reports for the 2022-23 Fiscal Year	Vote	Steve Budhraja	15 m
IV. Closed Session			7:32 PM
A. Public Announcement of Closed Session	FYI		1 m
B. Conference with Real Property Negotiations (§ 54956.8)			30 m
Property: 16600 Vanowen Street			
Agency Negotiation: Patrick Ontiveros			
Negotiating Parties: Magnolia Public Schools & U-1 Enterprises, LLC			
Under Negotiation: Price and Terms of Payment			
C. Confidential Student Enrollment Matter - Consideration of Compliance with Rehabilitation Plan Case No.: 20221208			20 m
D. Report Out of Closed Session	FYI		1 m
V. Closing Items			8:24 PM
A. Adjourn Meeting			1 m

Coversheet

Approval of Minutes from MPS Regular Board Meeting - November 10, 2022

Section: I. Opening Items
Item: F. Approval of Minutes from MPS Regular Board Meeting - November 10, 2022
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on November 10, 2022

APPROVED



Magnolia Public Schools

Minutes

Regular Board Meeting

Date and Time

Thu Nov 10, 2022 at 5:30 PM

Location

<https://zoom.us/j/97856064990?pwd=MHhBZCtGT0xEMIZpNEZQZVJ3RDBPZz09>

Meeting ID: 978 5606 4990 **Passcode:** 021250

One tap mobile: +16694449171,,97856064990# US

Board Members:

Mr. Mekan Muhammedov, Chair
Ms. Sandra Covarrubias, Vice-Chair
Dr. Umit Yapanel
Dr. Salih Dikbas
Ms. Diane Gonzalez
Mr. Daniel Sheehan
Mrs. Esra Eldem Tunc

CEO & Superintendent:

Mr. Alfredo Rubalcava

Directors Present

D. Gonzalez (remote), D. Sheehan (remote), E. Eldem Tunc (remote), M. Muhammedov (remote), S. Covarrubias (remote), U. Yapanel (remote)

Directors Absent

S. Dikbas

Directors who arrived after the meeting opened

U. Yapanel

I. Opening Items

A.

Call the Meeting to Order

M. Muhammedov called a meeting of the board of directors of Magnolia Public Schools to order on Thursday Nov 10, 2022 at 5:35 PM.

B. Record Attendance and Guests

Refer to attendance information recorded above.

C. Approval of Agenda

S. Covarrubias made a motion to approve the agenda as presented.

D. Gonzalez seconded the motion.

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

Roll Call

S. Covarrubias	Aye
M. Muhammedov	Aye
E. Eldem Tunc	Aye
D. Sheehan	Aye
D. Gonzalez	Aye
U. Yapanel	Absent
S. Dikbas	Absent

D. Public Comments

No public comments were made at this time.

U. Yapanel arrived at 5:40 PM.

E. Announcements from CEO & Superintendent and Board Members

A.Rubalcava, Chief Executive Officer, welcomed all in attendance to the meeting. B.Lopez, Chief External Officer, introduced the upcoming 20th Year 'Together We Rise' celebration that will be taking place at Magnolia Science Academy-1. Celebrating Magnolia's 20th year serving students and families. She also introduced B.Olandes, as the Director of Advancement for Magnolia Public Schools. He introduced himself to those in attendance of the meeting. P.Ontiveros, General Counsel & Director of Facilities, announced that the State Allocation Board awarded Magnolia Science Academy-5 with a preliminary apportionment of \$50 million for new the new campus at 7111 Winnetka. He also mentioned that staff is working ahead on that front and other facilities matters. Board Members congratulated the team and welcomed B.Olandes.

F. Approval of Minutes from MPS Regular Board Meeting - October 13, 2022

M. Muhammedov made a motion to approve the minutes from Regular Board Meeting on 10-13-22.

D. Gonzalez seconded the motion.

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

Roll Call

D. Gonzalez	Aye
S. Covarrubias	Aye
E. Eldem Tunc	Aye
S. Dikbas	Absent
U. Yapanel	Aye
M. Muhammedov	Aye
D. Sheehan	Aye

II. Consent Items

A. Approval of Updated MPS Health and Safety Policy and Injury and Illness Prevention Program (“IIPP”) COVID-19 Addendum

D. Gonzalez made a motion to approve the updated Magnolia Public Schools (MPS) Health & Safety Policy alongside the Injury and Illness Prevention Program (IIPP) COVID-19 addendum.

S. Covarrubias seconded the motion.

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

Roll Call

M. Muhammedov	Aye
D. Sheehan	Aye
S. Dikbas	Absent
E. Eldem Tunc	Aye
U. Yapanel	Aye
D. Gonzalez	Aye
S. Covarrubias	Aye

III. Action Items

A. Approval of Findings to Conduct Virtual Meetings Pursuant to AB 361/Government Code Section 54953

The Board reconsidered the circumstances of the State of Emergency related to COVID-19 in which meeting in person can directly impact the ability of the Board in addition to the all standing Board Committees (Finance, Audit/Facilities, Academic, Stakeholder and Development & Nominating/Governance Committees) and public to meet safely. As such, local officials are still continuing to recommend measures to promote social distancing. Staff addressed questions regarding starting in-person meetings in the near future.

S. Covarrubias made a motion to adopt the findings relating to the ability of the MPS Board and all MPS Committees to conduct meetings due to teleconference during the State of Emergency, in reference to AB 361/Government Code Section 54953.

D. Gonzalez seconded the motion.

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

Roll Call

S. Dikbas	Absent
U. Yapanel	Aye
D. Sheehan	Aye
S. Covarrubias	Aye
D. Gonzalez	Aye
E. Eldem Tunc	Aye
M. Muhammedov	Aye

B. Approval of 16600 Vanowen Street - New Property Acquisition

This item was previously presented at the Audit & Facilities Committee Meeting. M.Muhammedov, Board Chair & Chair of the Audit & Facilities Committee, provided an overview of what the Committee discussed in which they approved giving their recommendation to the Board for full approval. P.Ontiveros, General Counsel & Director of Facilities, provided more context that the need of looking for a new site for Magnolia Science Academy (MSA)-2 was critical. MPS signed a purchase and sale agreement and made a good faith deposit. They are currently in escrow and are in the due diligence period. Staff is working in getting a lender in which they are in contact with CLI Capital. He addressed the questions and concerns expressed at the Committee Meeting. Staff will ask the seller to ask

for a 45 day extension for the due diligence period. S.Budhraj, Chief Financial Officer, & B.Lopez, Chief External Officer, provided next steps for their Department on this matter. D.Garner, Principal at MSA-2, also provided his feedback when speaking to the school's community. V.Beccera, Land Use Consultant, gave the Board an overview and addressed questions raised from the Board.

M. Muhammedov made a motion to approve and ratify the execution of a purchase and sale agreement and opening of escrow for that certain property located at 16600 Vanowen Street (the "Property") for the benefit of Magnolia Science Academy—2 ("MSA-2").

S. Covarrubias seconded the motion.

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

Roll Call

E. Eldem Tunc	Aye
U. Yapanel	Aye
D. Gonzalez	Aye
D. Sheehan	Aye
M. Muhammedov	Aye
S. Covarrubias	Aye
S. Dikbas	Absent

C. Approval of the Pacific Charter School Development (PCSD) Contract for the Magnolia Science Academy-1 Feasibility Study

This item was presented at the Audit & Facilities Committee Meeting. M.Muhammedov, Board Chair & Chair of the Audit & Facilities Committee, provided an overview of the Committee's discussion. They approved giving their recommendation for full Board approval. P.Ontiveros, General Counsel & Director of Facilities, added that Magnolia Science Academy (MSA)-1 had indicated that the property at 18242 Sherman Way (JAM Building) include educational space for their arts program. That with the addition with continuing the efforts to include a gymnasium to the campus. PCSD will assist in the feasibility study to understand how the timeline and cost will look like as well as additional approvals that may be needed. The project will take approximately 3 months.

S. Covarrubias made a motion to approve Magnolia Public Schools to hire Pacific Charter School Development (PCSD) for a total amount not to exceed \$30,000 (\$24,000 in fees and \$6,000 for contingency and reimbursable expenses) to conduct a feasibility study for Magnolia Science Academy (MSA)-1 to examine the budget, timeline and feasibility to renovate the recently purchased 18242 Sherman Way property (aka the "JAM" property) and construct a gymnasium on MSA-1's parking lot parcels.

D. Sheehan seconded the motion.

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

Roll Call

U. Yapanel	Aye
D. Gonzalez	Aye
S. Covarrubias	Aye
E. Eldem Tunc	Aye
D. Sheehan	Aye
M. Muhammedov	Aye
S. Dikbas	Absent

D. Approval of Extension of Pacific Charter School Development (PCSD) Contract for Magnolia Science Academy-7 Expansion

This item was presented at the Audit & Facilities Committee Meeting in which the Committee approved to give their recommendation to the full Board for approval. M.Muhammedov, Board Chair & Chair of the Audit & Facilities Committee, provided an overview of the item and the Committee's discussion. P.Ontiveros, General Counsel & Director of Facilities, added that the CUP that was received granted Magnolia Science Academy (MSA)-7 to

increase the enrollment to 500. He mentioned that staff will be preparing plans to submit to building and safety and will ensure to get all the necessary approvals. Staff will be working on the details to make improvements to the preschool building and adding modulars which would require a more substantial foundation system. PCSD will continue the work with MPS for the project and to get the modulars installed for the next school year. They are evaluating how many will be placed and staff is in communication with the landlord.

S. Covarrubias made a motion to MPS to renew Pacific Charter School Development's (PCSD) agreement for six months for a total amount not to exceed \$75,000 (\$69,000 in fees and \$6,000 for contingency and reimbursable expenses) to continue assisting with the MSA-7 expansion project consisting of making tenant improvements to the existing pre-school building on the LifeHouse Church, MSA-7's landlord, and applying for and receiving permits for the installation of modular classrooms.

U. Yapanel seconded the motion.

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

Roll Call

D. Gonzalez	Aye
E. Eldem Tunc	Aye
U. Yapanel	Aye
D. Sheehan	Aye
M. Muhammedov	Aye
S. Covarrubias	Aye
S. Dikbas	Absent

IV. 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 6:36 PM.

Respectfully Submitted,
M. Muhammedov

Coversheet

Data Presentation: 2022-23 MPS Demographics

Section: II. Information/Discussion Items
Item: A. Data Presentation: 2022-23 MPS Demographics
Purpose: Discuss
Submitted by:
Related Material: 2022-23 MPS Demographics.pdf



Agenda Item:	II A: Information/Discussion Item
Date:	December 8, 2022
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	David Yilmaz, Chief Accountability Officer
RE:	Data Presentation: 2022-23 MPS Demographics

Action Proposed:

N/A

Background:

California Longitudinal Pupil Achievement Data System (CALPADS) is California’s official longitudinal data system where the state maintains individual-level data including student demographics, course data, discipline, assessments, staff assignments, and other data for state and federal reporting. LEAs are required to submit and certify data in CALPADS throughout the year according to the following calendar.

CALPADS Calendar for 2022–23

CALPADS Snapshot Collection Windows and Certification Deadlines

CALPADS Submission	Census Day	Primary Data Submitted	Official Submission Window	Certification Deadline	Amendment Window
Fall 1	October 5, 2022	2022–23 (Census Day): <ul style="list-style-type: none"> ▪ Enrollment counts ▪ English language acquisition status ▪ Immigrant Counts ▪ Free/reduced-price meal-eligibility ▪ Special Education 2021–22: <ul style="list-style-type: none"> ▪ Dropouts 	October 5, 2022 to December 16, 2022	December 16, 2022	December 17, 2022 to January 20, 2023
Fall 2	October 5, 2022	<ul style="list-style-type: none"> ▪ Student Course Enrollments ▪ Staff Assignments and full-time equivalent (FTE) ▪ English Learner Education Services 	October 5, 2022 to February 24, 2023	February 24, 2023	No Amendment Window



End-of-Year (EOY) 1	N/A	<ul style="list-style-type: none"> Course Completion for Grades 7–12 Career Technical Education (CTE) Participants, Concentrators, Completers Work-Based Learning Indicators 	May 8, 2023 to July 28, 2023	July 28, 2023	July 29, 2023 to August 25, 2023
End-of-Year (EOY) 2	N/A	<ul style="list-style-type: none"> Program Eligibility/Participation 	May 8, 2023 to July 28, 2023	July 28, 2023	July 29, 2023 to August 25, 2023
End-of-Year (EOY) 3	N/A	<ul style="list-style-type: none"> Student Incidents Cumulative Enrollment Student Absence Summary One-Year Graduate and Completer Counts Count of English Learner (EL) Reclassified during School Year Homeless Students 	May 8, 2023 to July 28, 2023	July 28, 2023	July 29, 2023 to August 25, 2023
End-of-Year (EOY) 4	N/A	<ul style="list-style-type: none"> Special Education Postsecondary Outcomes for Students with Disabilities (SWD) Prior Year Completers 	May 8, 2023 to July 28, 2023	July 28, 2023	July 29, 2023 to August 25, 2023

MPS is in the process of certifying our Fall 1 CALPADS submission. This submission will provide the CDE with our official demographics, which will be an important factor in determining the funding of the schools as well as the CA School Dashboard student groups. MPS has worked hard to ensure our Free/Reduced Priced Meal (FRPM) rate is accurate. This rate affects our unduplicated pupil percentage (UPP) which is used to determine the amount of next year’s Title funds as well as our current year’s and upcoming two years’ LCFF supplemental and concentration grants due to 3-year moving averaging of rates.

MPS is a data-driven organization where the Home Office and the school leadership and office teams closely monitor our demographic and student achievement data. The data is regularly shared and reviewed with the school



teams. All public schools in CA are struggling with low free/reduced meal rates (FRPM). The reason is that all students are already provided two free meals per day without the requirement of a free/reduced priced meal application. The CDE allows schools to collect alternative household income forms to back up their FRPM rates. Since families are already provided with free meals, there is no incentive for them to fill out an alternative household income form. Low FRPM rates will result in a loss of thousands of dollars for each school. MPS has been proactive in this regard and strived to reach out to families to collect the forms. Schools had until the end of November to collect alternative household income forms. We strived to collect the forms until each MPS school reached a FRPM rate that is similar to its last year's rate.

We intend to present the academic committee and the Board our demographic data on an annual basis around the time of CALPADS Fall 1 submission (December/January). Please see the attachment and let us know if you have any questions about MPS' 2022-23 demographics.

Budget Implications:

N/A. As explained above, the FRPM rates will significantly impact schools' funding for three years.

Exhibits:

- 2022-23 MPS Demographics



CALPADS

California Longitudinal Pupil Achievement Data System

FALL 1 Demographic Data


December 1, 2022

Lydiatt Woods, Director of School Office Data and Accountability

CALPADS FALL 1 DATA

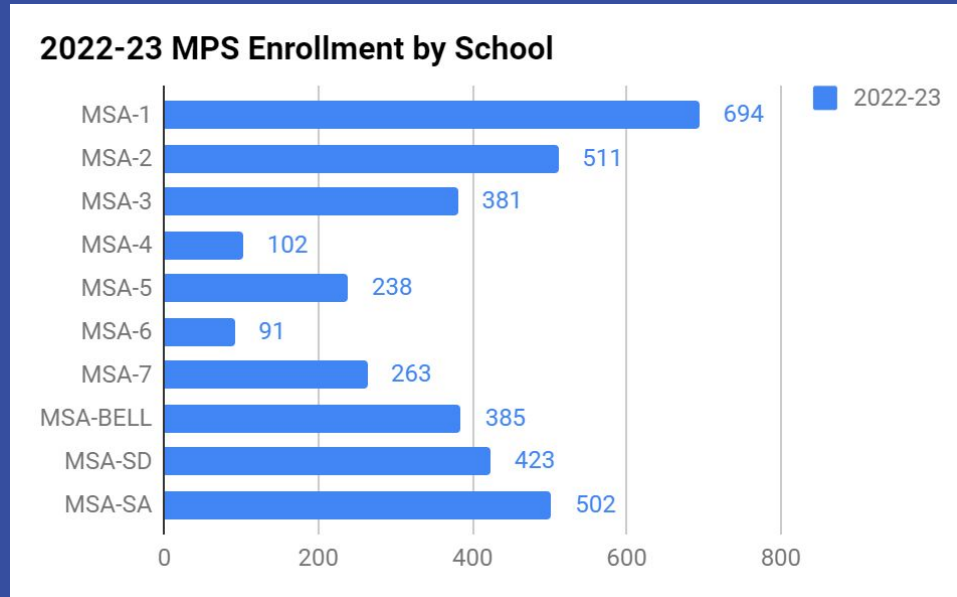
- Magnolia's will certify Fall 1 data mid-December.
- Fall 1 reports capture student data elements and enrollments on a specific date annually.
 - **Census Day:** 1st Wednesday each October
- Prior to certification each school leader overseeing the specific data elements review corresponding reports and provide approval signatures.

October 2022						
S	M	T	W	T	F	S
			5	6	7	1
2	3	4				8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

CALPADS Submission	Census Day	Primary Data Submitted
<p>Fall 1: Requires SELPA approval.</p> <p>All our MSA's will certify in December to allow SELPA approvals before the State Deadline in January 2023.</p>	<p><i>ONLY students enrolled on census day are captured in the data counts.</i></p>  <p>The image shows a calendar for October 2022. The days of the week are listed at the top: S, M, T, W, T, F, S. The dates are arranged in a grid. The date 5 is circled in blue, indicating the census day.</p>	<p>2022-23 (Census Day):</p> <ul style="list-style-type: none"> • Enrollment counts • English language acquisition status • Immigrant Counts • Free/reduced-price meal-eligibility • Special Education <p>2021-22:</p> <ul style="list-style-type: none"> • Dropouts

Census Day Enrollments

MPS Wide Enrollments: 3,590

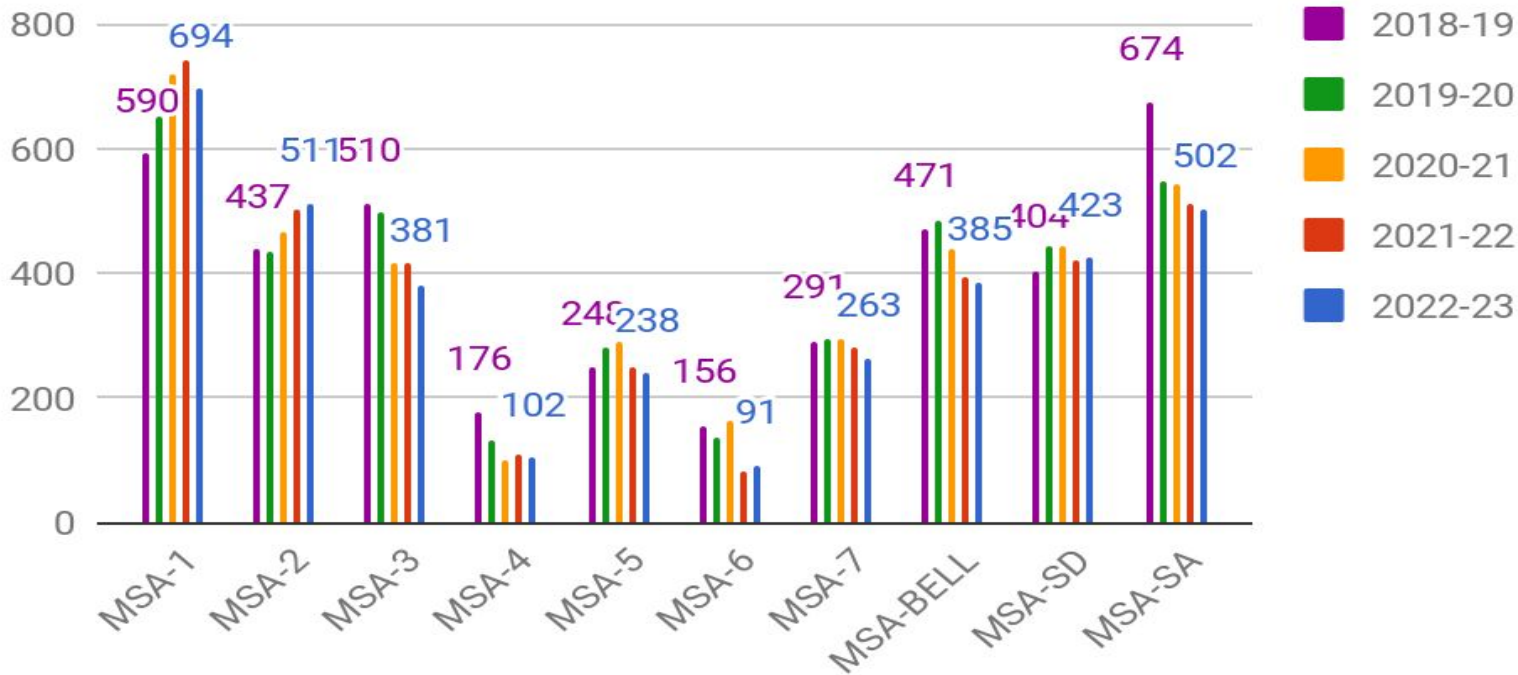


October 2022

S	M	T	W	T	F	S
			5	6	7	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					

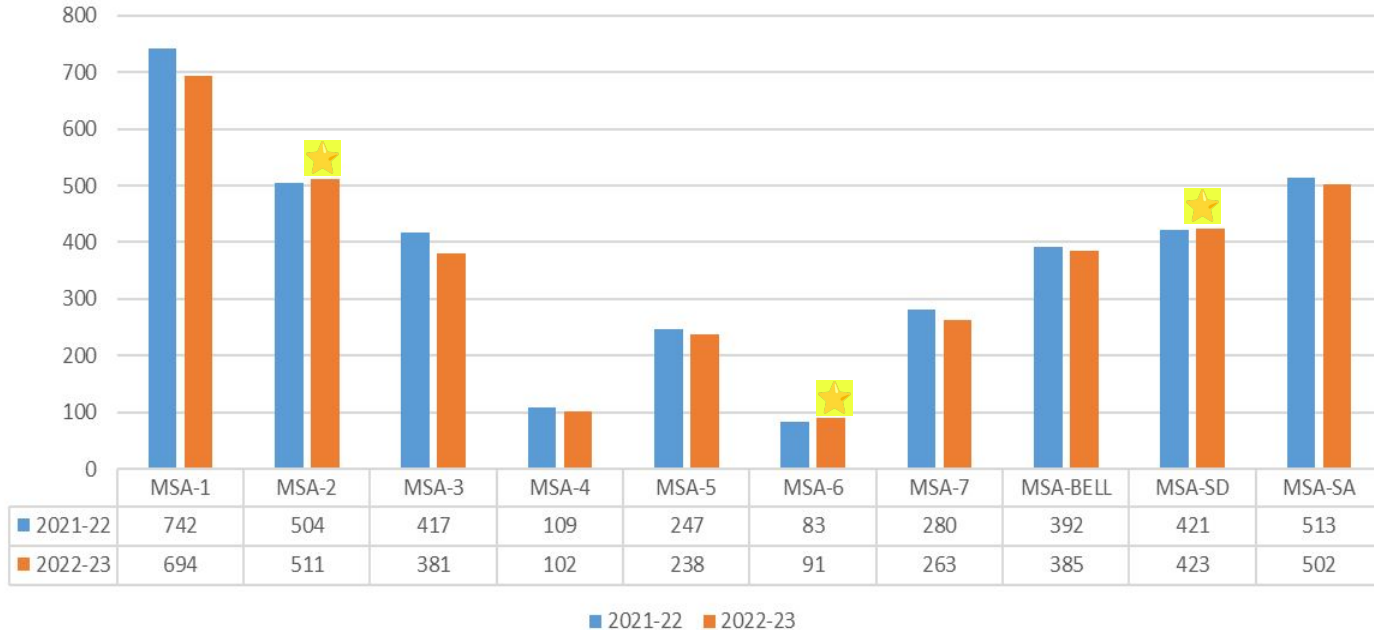
CALPADS Census Day (10/5/2022)

MPS Historical Enrollment by School



MPS Enrollment by School Comparison

MPS Historical Enrollment Comparison



★ Indicates a higher % than last census year.

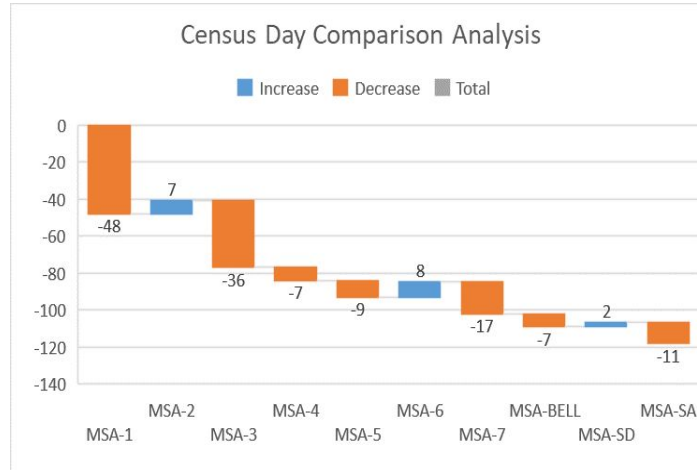
**Increased Enrollments at:
MSA 2-6-SD**

We found a correlation between families leaving the area and decreased enrollment.

MPS Historical Enrollment by School

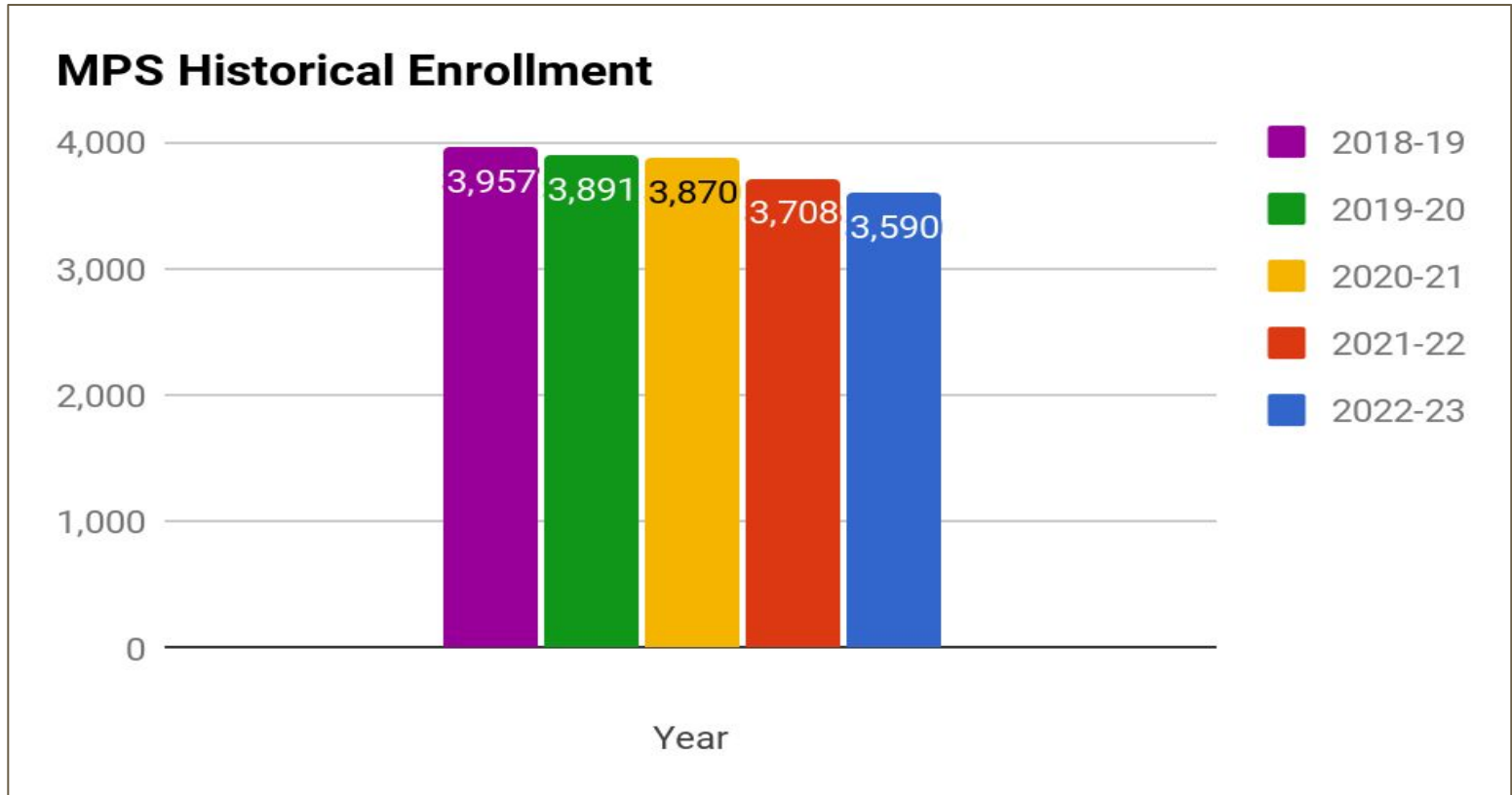
- We saw enrollment increased at MSA 2, 6 and San Diego.

MPS Historical Enrollment			
	2021-22	2022-23	ANALYSIS
SITE	Census Day Enrollment (10/6/21)	Census Day Enrollment (10/5/22)	(-) Indicates fewer than last year
MSA-1	742	694	-48
MSA-2	504	511	7
MSA-3	417	381	-36
MSA-4	109	102	-7
MSA-5	247	238	-9
MSA-6	83	91	8
MSA-7	280	263	-17
MSA-BELL	392	385	-7
MSA-SD	421	423	2
MSA-SA	513	502	-11
	3,708	3,590	-118



- Both MSA-5 and MSA-6 saw enrollment decrease due to campus move.
- MSA-SA and MSA -7 saw an increase in families leaving their area.
- MSA-Bell saw families leave their area or opt for virtual learning.
- MSA-SD saw families leave CA or kept 6th graders at current elementary schools.

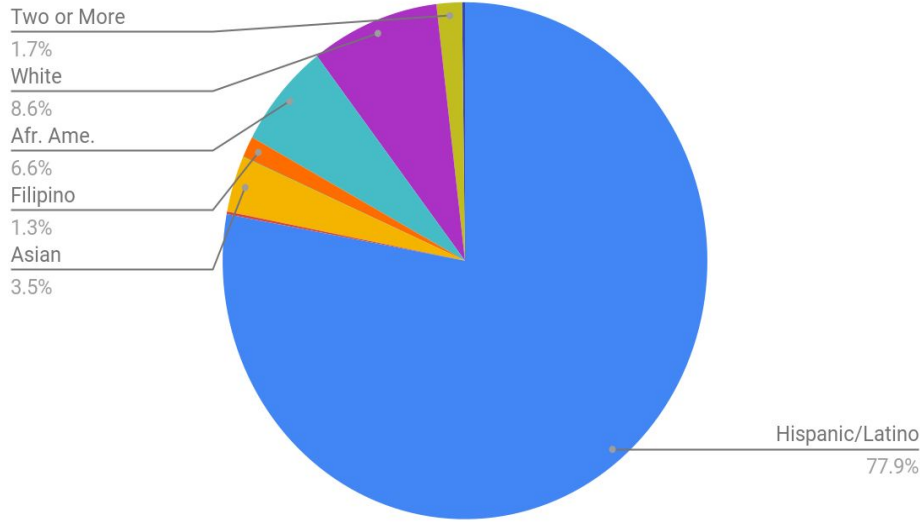
CALPADS Census Day (10/5/2022)



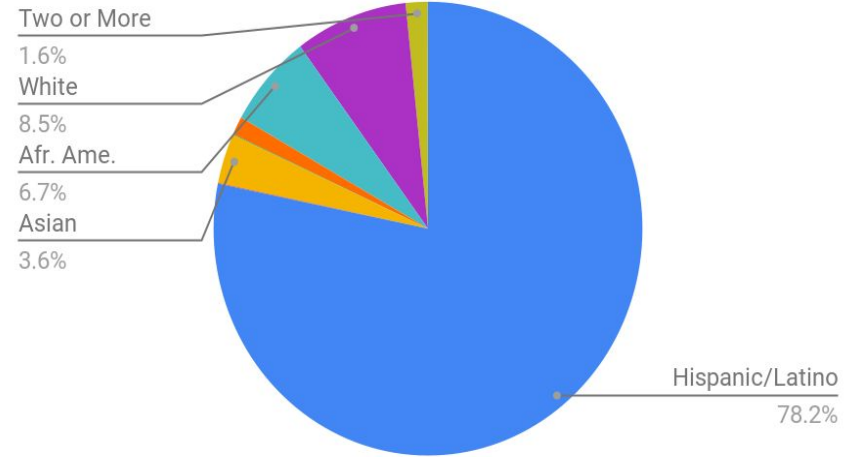
MPS Historical Enrollment by Ethnicity

- Hispanic students continue to be our highest demographic, followed by White, African American, Asian, and bi-racial and Filipino.

2022-23 MPS Enrollment by Ethnicity

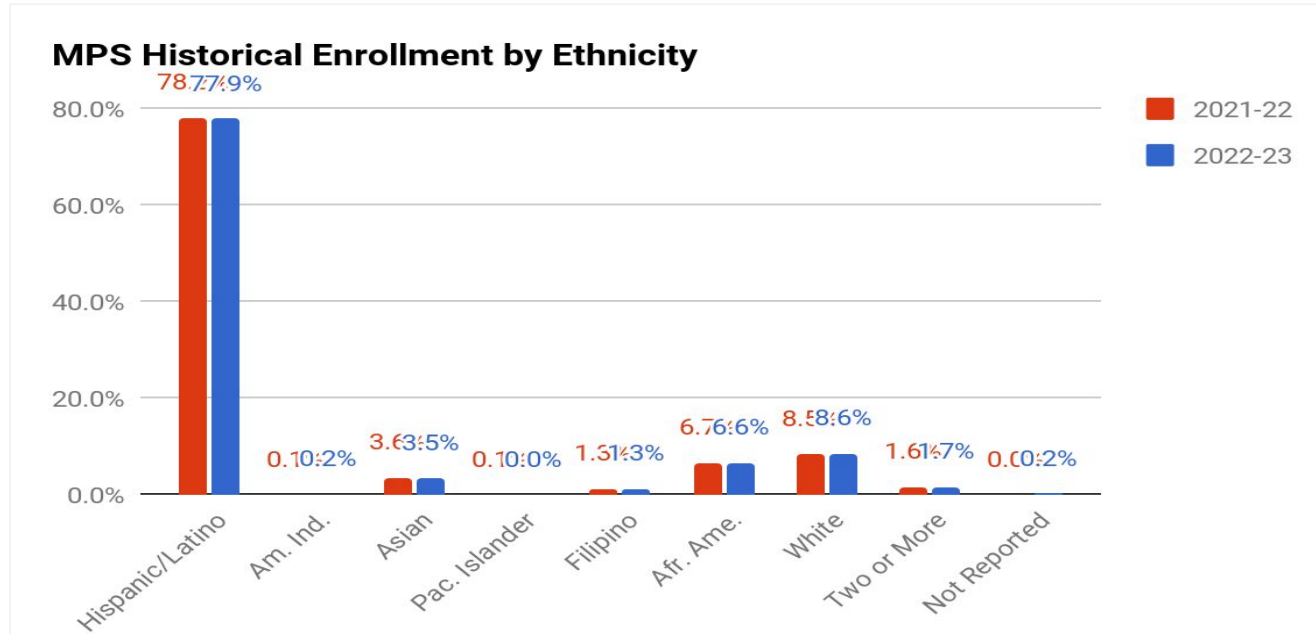


2021-22 MPS Enrollment by Ethnicity



MPS Historical Enrollment by Ethnicity

- Hispanic students continue to be our highest demographic, followed by White, African American, Asian, and bi-racial and Filipino.



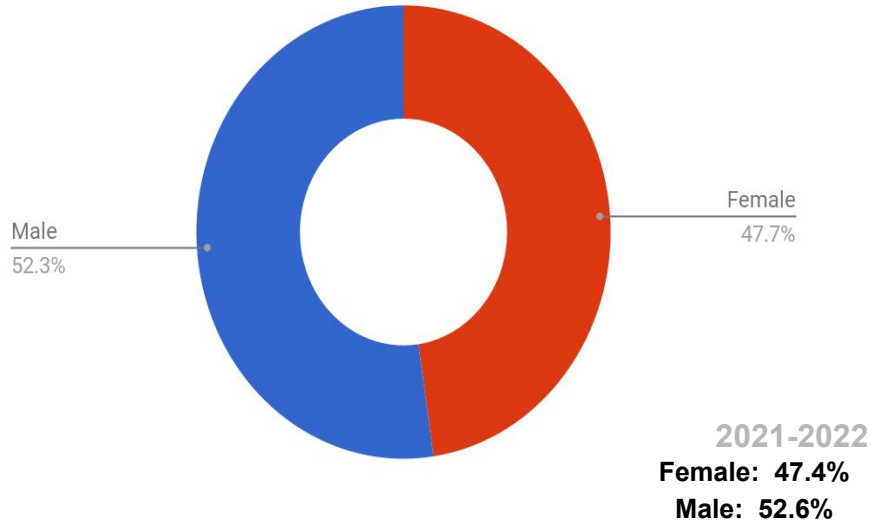
MPS Historical Enrollment by Ethnicity

- MSA-6, 1 and MSA-Bell continue with 90% or more Hispanic student population
- MSA-3 in Carson has an over 35% African American population.
- MSA-SD continues with over a third Hispanic students and White students.

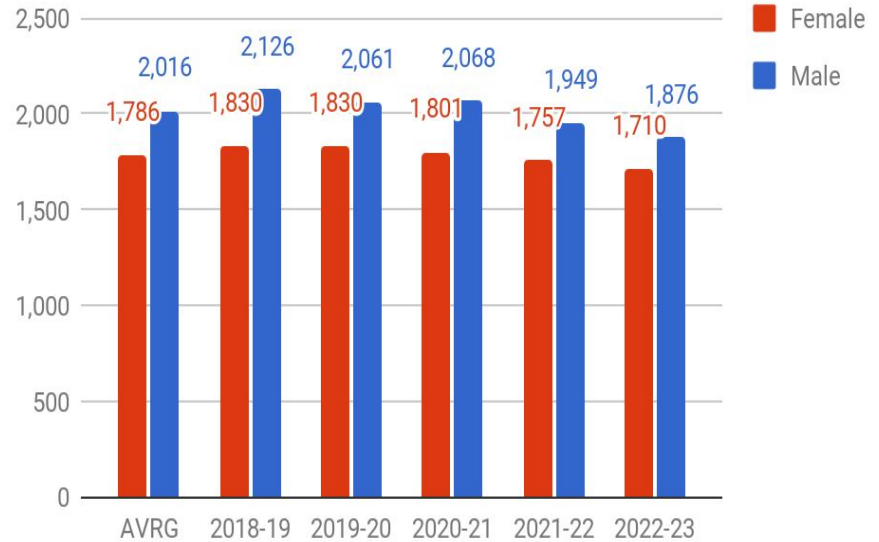
2022-23 Enrollment by Ethnicity (Percents)									
	Hispanic /Latino	Am. Ind.	Asian	Pac. Islander	Filipino	Afr. Ame.	White	Two or More	Not Reported
MSA-1	89.5%	0.1%	3.6%	0.0%	2.0%	1.6%	3.0%	0.1%	0.0%
MSA-2	88.6%	0.0%	3.5%	0.0%	0.0%	2.9%	4.9%	0.0%	0.0%
MSA-3	59.9%	0.0%	0.5%	0.0%	0.3%	35.1%	1.1%	1.8%	1.3%
MSA-4	86.4%	0.0%	1.9%	0.0%	0.0%	8.7%	2.9%	0.0%	0.0%
MSA-5	89.1%	0.4%	2.1%	0.0%	2.9%	1.3%	3.8%	0.4%	0.0%
MSA-6	92.4%	0.0%	0.0%	0.0%	0.0%	5.4%	1.1%	0.0%	1.1%
MSA-7	70.3%	0.0%	7.2%	0.0%	6.5%	5.7%	9.1%	1.1%	0.0%
MSA-BELL	91.9%	0.3%	1.0%	0.0%	0.0%	0.3%	6.5%	0.0%	0.0%
MSA-SD	34.3%	0.2%	9.1%	0.2%	1.9%	7.9%	35.0%	11.0%	0.2%
MSA-SA	85.1%	0.4%	2.6%	0.0%	0.0%	2.4%	9.1%	0.4%	0.0%

MPS Enrollment by Gender

2022-23 MPS Enrollment by Gender



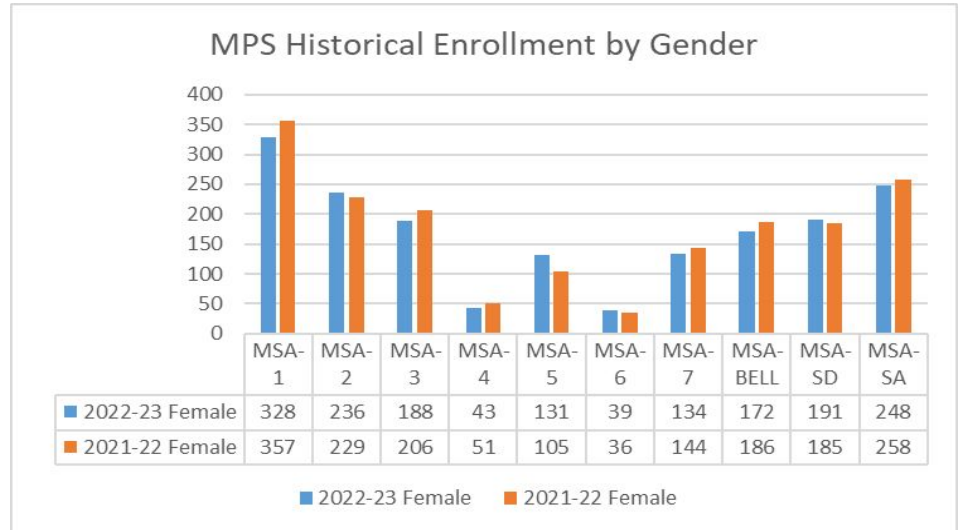
MPS Historical Enrollment by Gender



MPS Enrollment by Gender

- The female % increase trend continues since 2018.
- The male % decreased slightly MPS wide, compared to the prior school years.
- MSA-2-5-6 and MSA San Diego have higher female to male student enrollments.

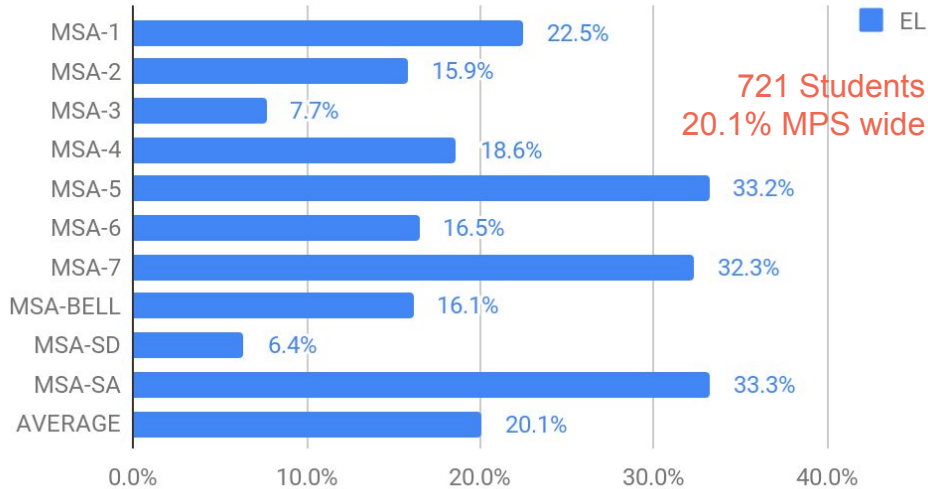
MPS Historical Enrollment by Gender					
Year	Enrollment	Female	Male	Female	Male
2022-23	3,586	1,710	1,876	47.7%	52.3%
2021-22	3,706	1,757	1,949	47.4%	52.6%
2020-21	3,869	1,801	2,068	46.5%	53.5%
2019-20	3,891	1,830	2,061	47.0%	53.0%
2018-19	3,956	1,830	2,126	46.3%	53.7%
AVRG	3,802	1,786	2,016	47.0%	53.0%



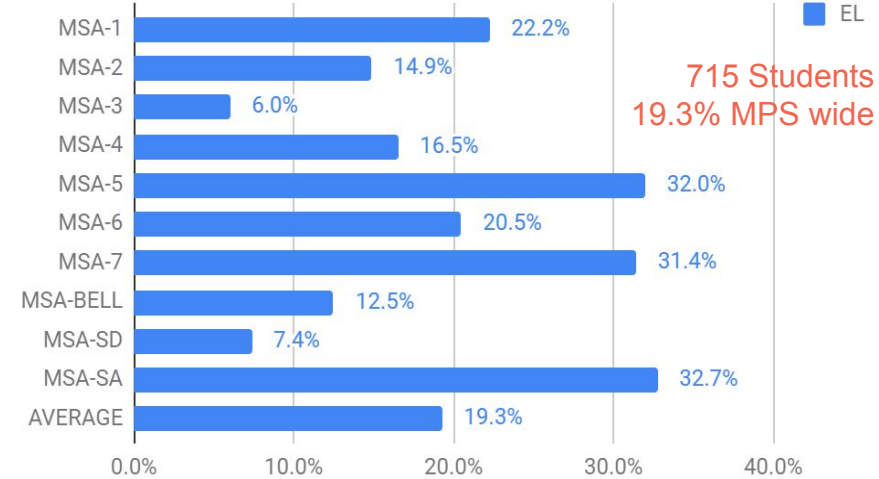
MPS EL Student Rates

- MSA 6, and San Diego EL students with disability rates dropped slightly.
- MSA 1, 2, 3, 4, 5, 7, Bell, Santa Ana have slightly higher rates of EL students with disabilities.

2022-23 MPS English Learner Rate by School



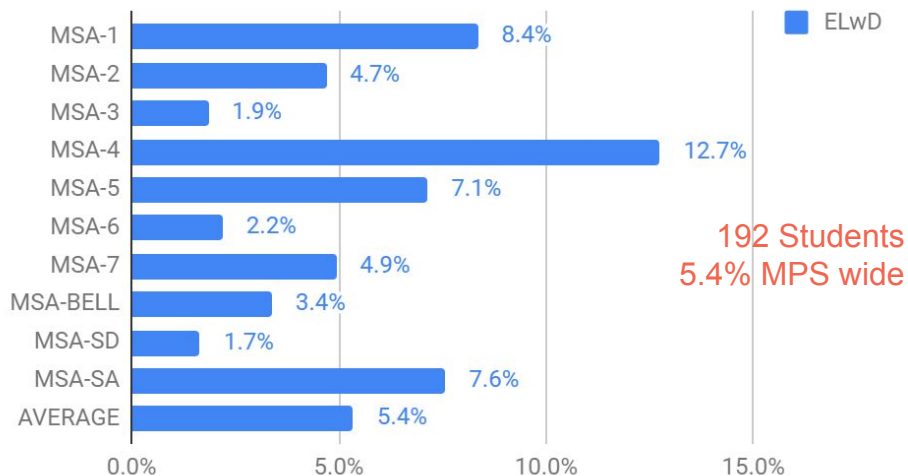
2021-22 MPS English Learner Rate by School



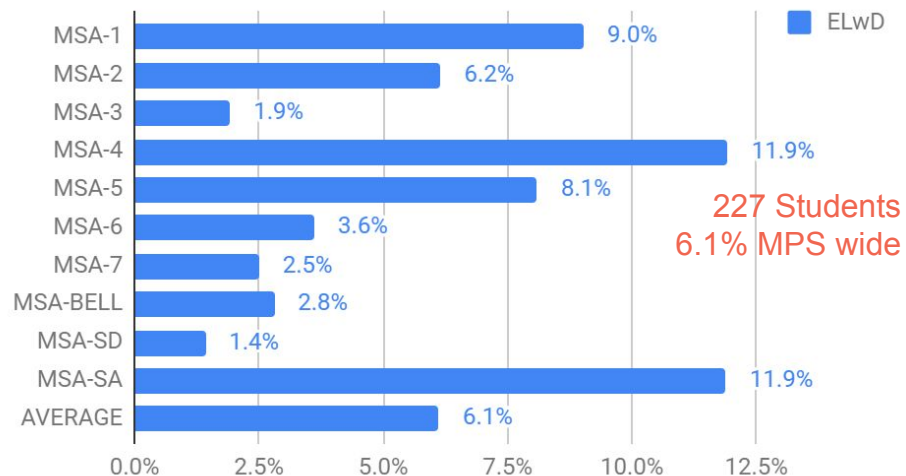
MPS EL Students with Disability Rates

- MSA 4, 7, Bell, San Diego have slightly higher rates of EL students with disabilities.
- MSA 1, 2, 5, 6, and Santa Ana EL+IEP rates dropped slightly.
 - MSA-SA had the greatest difference dropping to 38 from 61-students who are EL and Disability counts.

2022-23 MPS ELs with Disabilities Rate by School



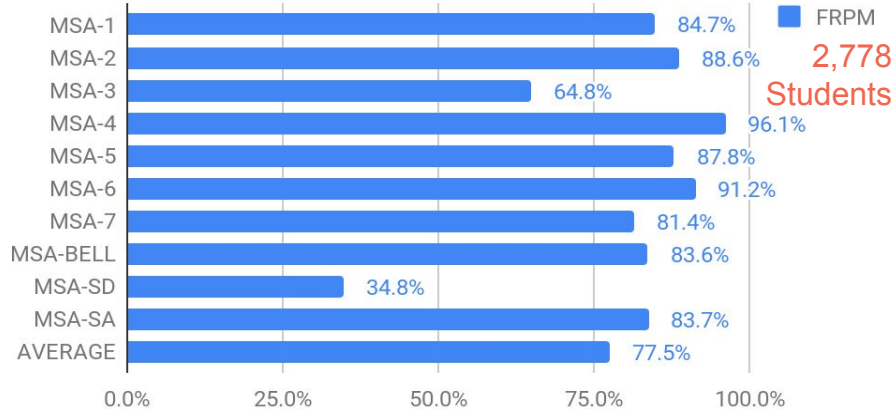
2021-22 MPS ELs with Disabilities Rate by School



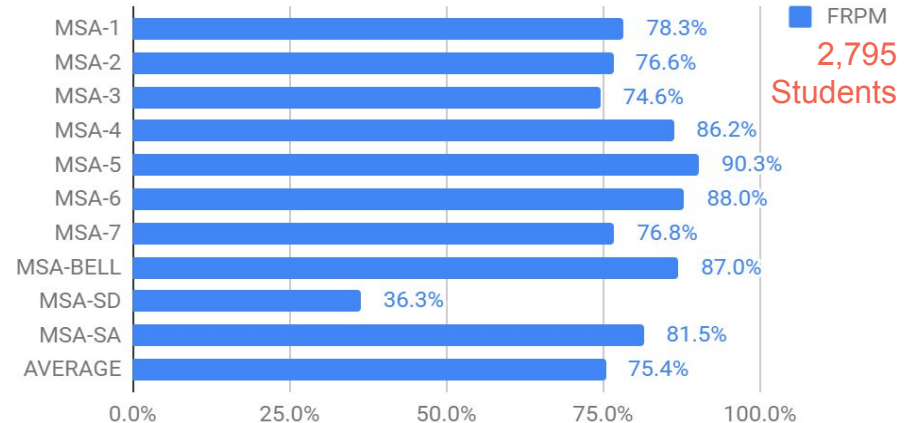
MPS Free/Reduced Rates

- **These are preliminary numbers as eligibility is continued to be determined this through mid-December**
 - MSA-1, 2, 4, 6, 7 and Santa Ana have already reached higher FRMP rates than last census year.

2022-23 MPS Free & Reduced Price Meals (FRPM) Rate by School



2021-22 MPS Free & Reduced Price Meals (FRPM) Rate by School



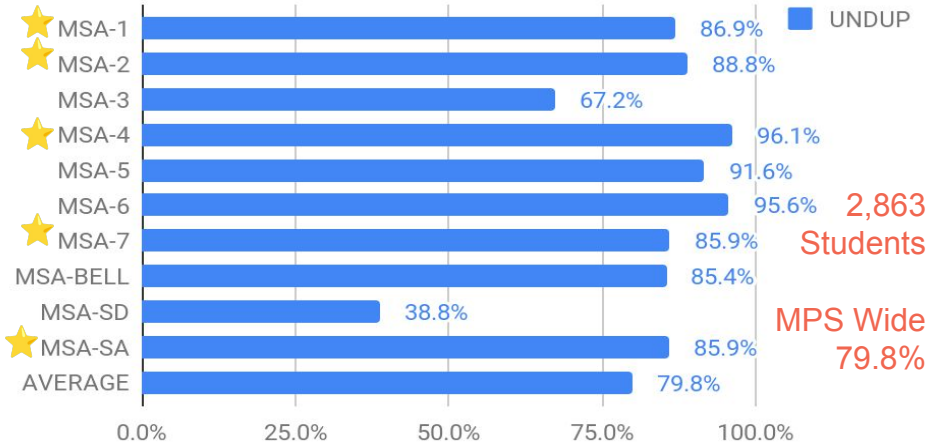
MPS Unduplicated Pupil Counts

- Unduplicated count of pupils meet at least one of the following and is only counted once.
 - (1) are English learners, (2) meet income or categorical eligibility requirements for free or reduced-price meals under the National School Lunch Program or are (3) are foster youth

MSAs are still working on free/reduced eligibility identification.

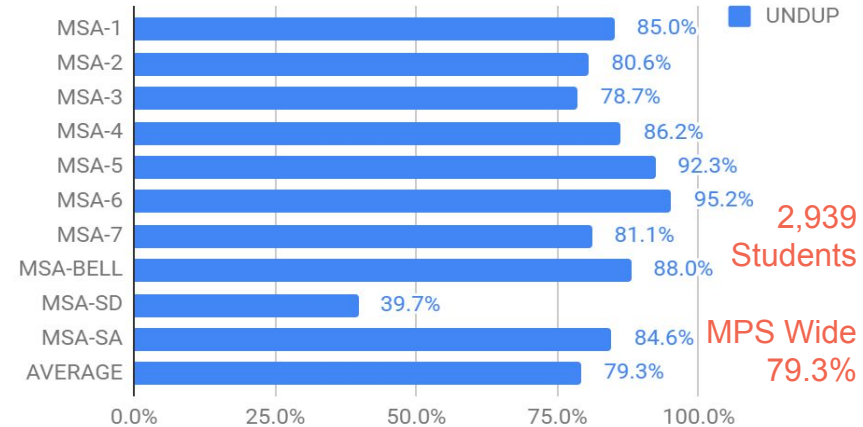
- Unduplicated rate MPS wide is slightly higher than census day last school year.

2022-23 MPS Unduplicated Pupil Rate by School



★ Indicates a higher % than last census year.

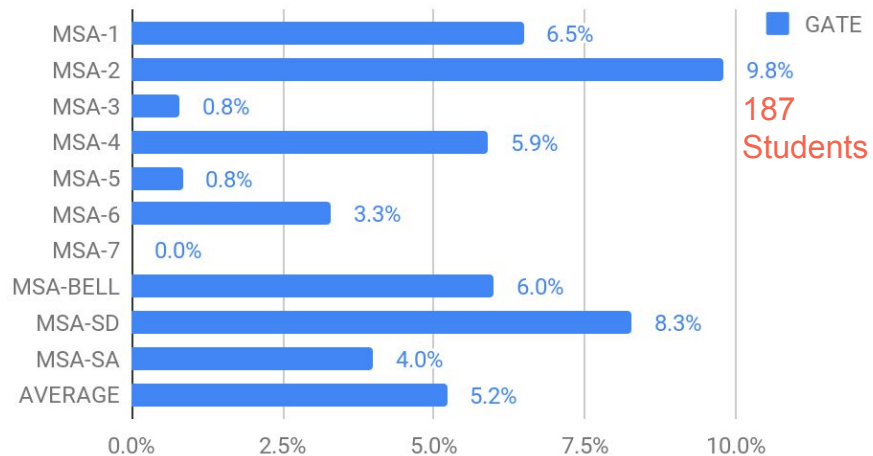
2021-22 MPS Unduplicated Pupil Rate by School



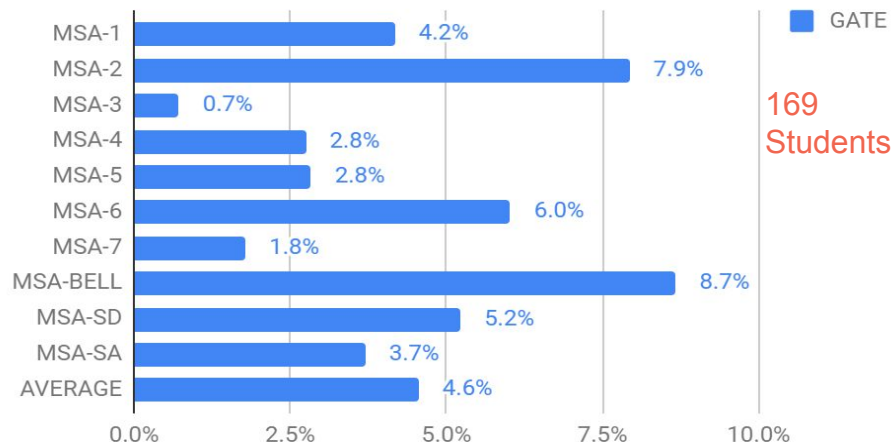
MPS GATE Student Rates

- MPS wide we increased to 5.2% from 4.6% last census year's day.

2022-23 MPS GATE Rate by School

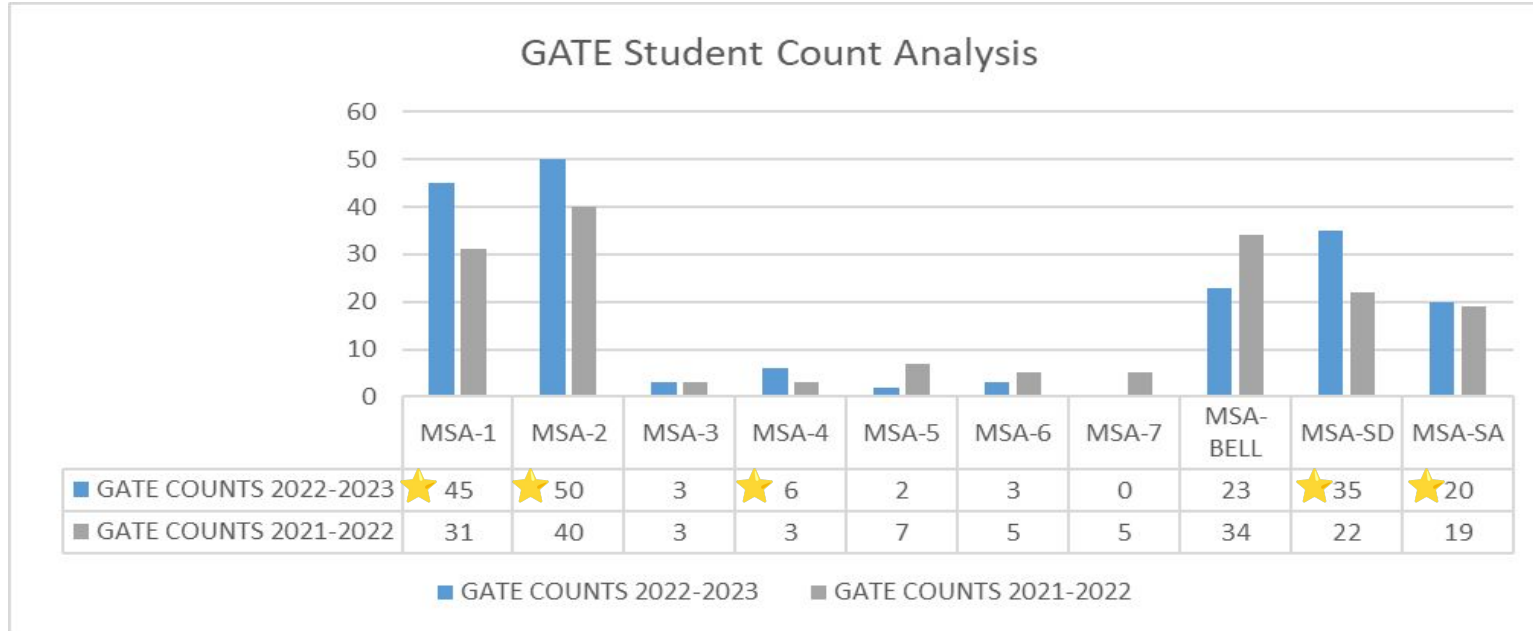


2021-22 MPS GATE Rate by School



MPS GATE Student Rates

- MPS wide we reported an increase of 18 GATE students
- Half of our MSAs reported either an increase or an increase count compared to last year.



(2022-2023)
187
Students

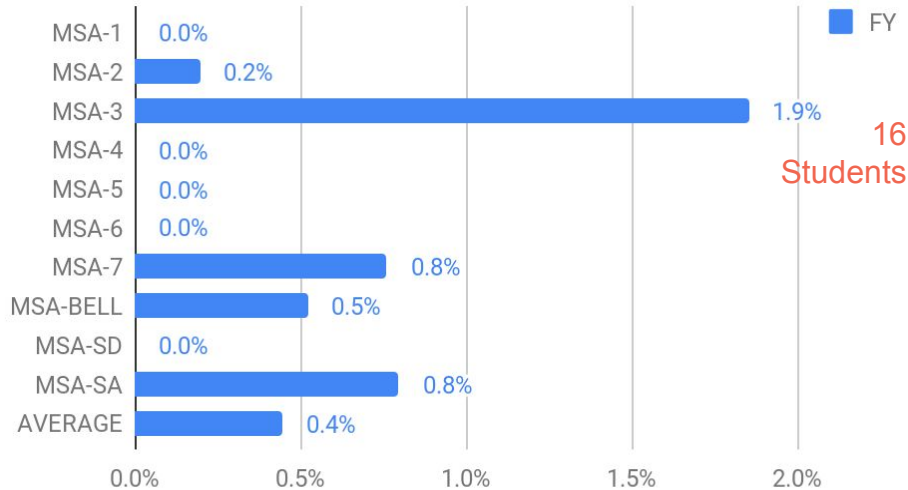
(2021-2022)
169
Students

★ Indicates a higher % than last census year.

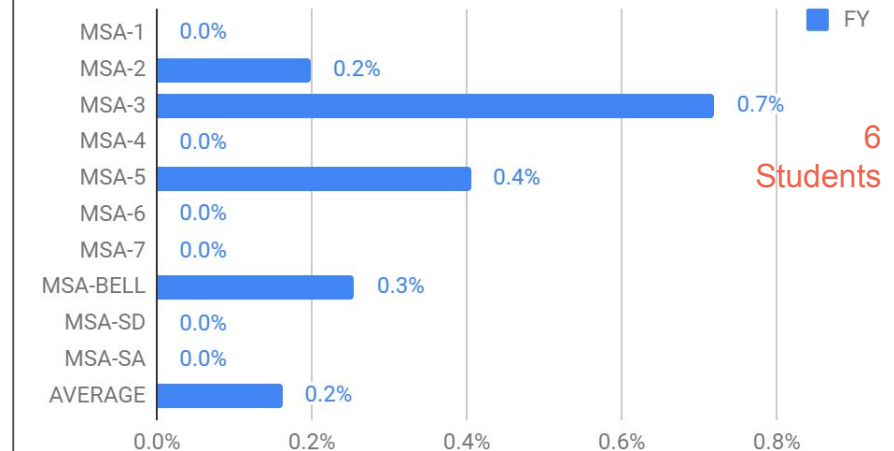
MPS Foster Youth Rates and Counts

- MSA-2 ⁽¹⁾, MSA-3 ⁽⁷⁾, MSA-7 ⁽²⁾ and MSA-Bell ⁽²⁾ and MSA-Santa Ana ⁽⁴⁾ had foster youth.
- The highest foster youth count will be reported by MSA 3 with **7 foster** youth.

2022-23 Foster Youth Rate by School



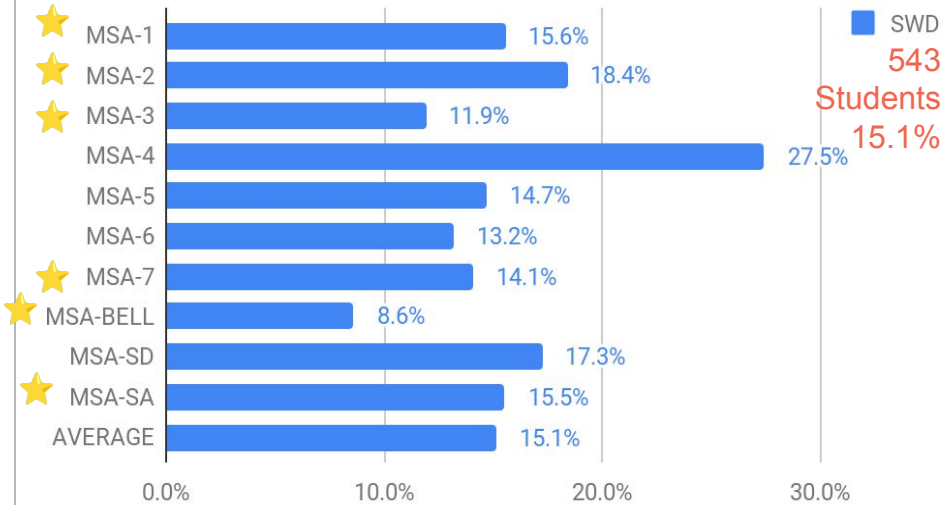
2021-22 Foster Youth Rate by School



MPS Students with Disabilities

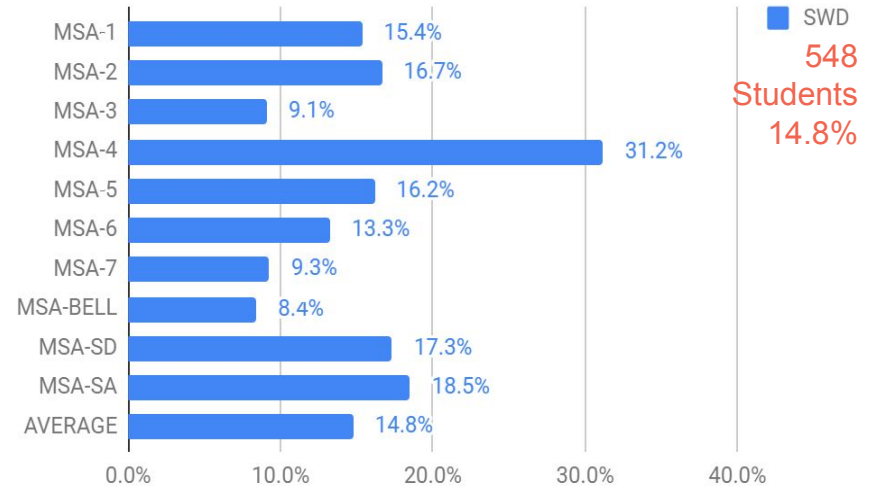
- Decreases seen at MSA 4, 5, 6 and MSA-San Diego remains the same.
- Slight IEP student increases at MSA-Bell, MSA 1, 2, 3, 7 and MSA-Santa Ana.

2022-23 MPS Students with Disabilities Rate by School



★ Indicates a higher % than last census year.

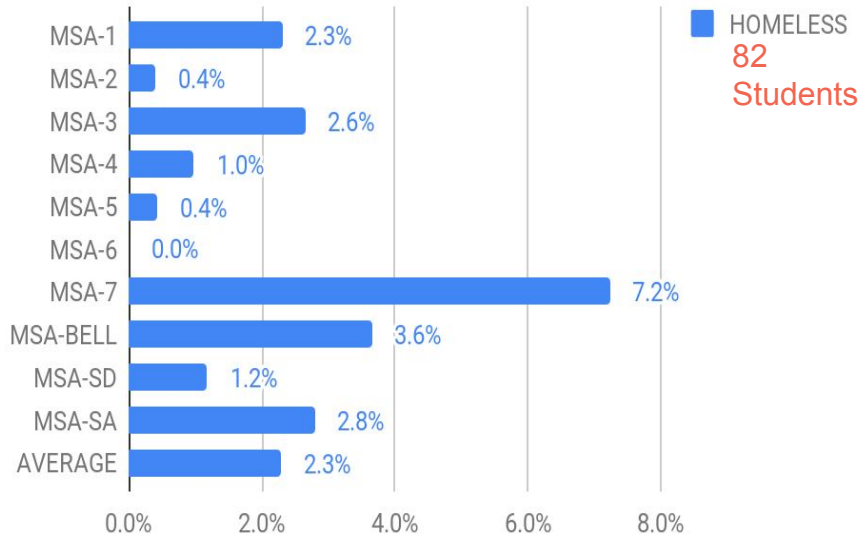
2021-22 MPS Students with Disabilities Rate by School



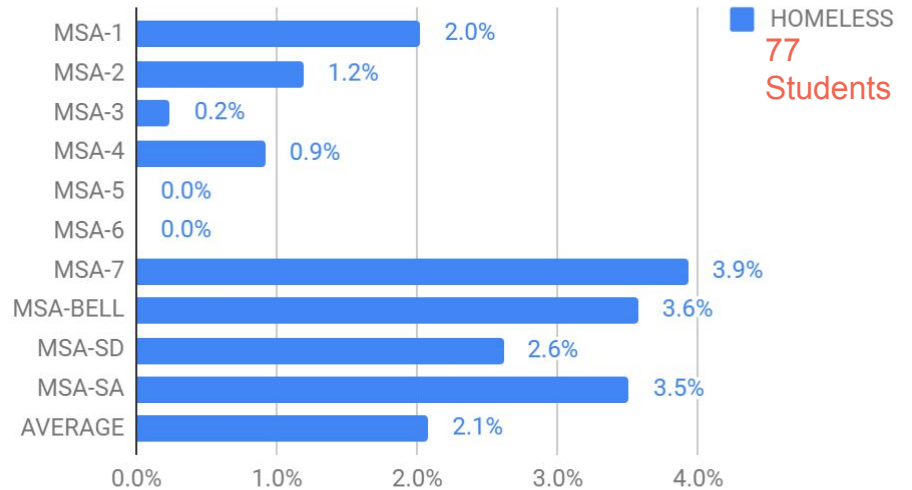
MPS Homeless Student Rates

- MPS wide we increased by 5 homeless students than last census day.
- The homeless rate MPS wide increased slightly from 2.1% to 2.3%.

2022-23 MPS Homeless Rate by School



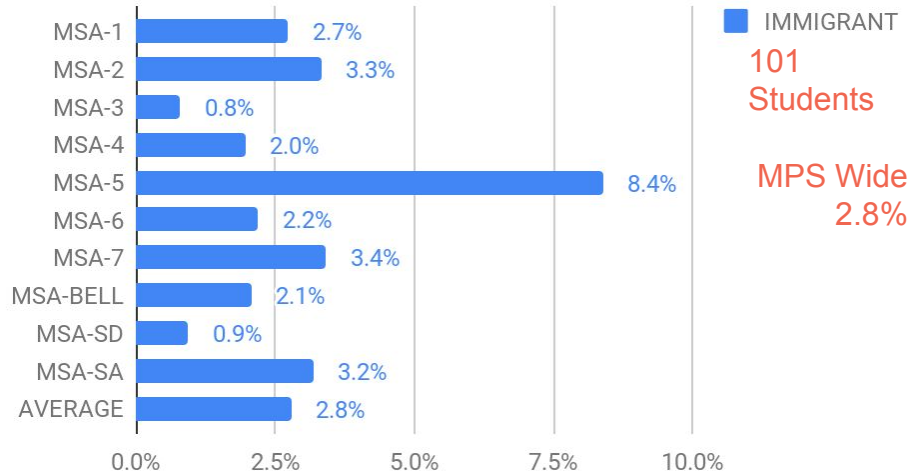
2021-22 MPS Homeless Rate by School



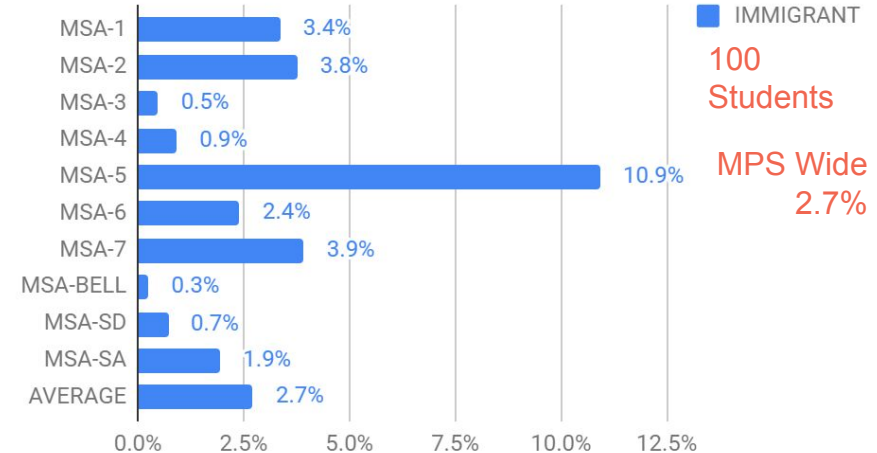
MPS Immigrant Student Rates

- “Eligible immigrant student” is defined as an individual student born outside the USA, who has not been attending any one or more schools in the United States for more than three full school years.

2022-23 MPS Immigrant Rate by School

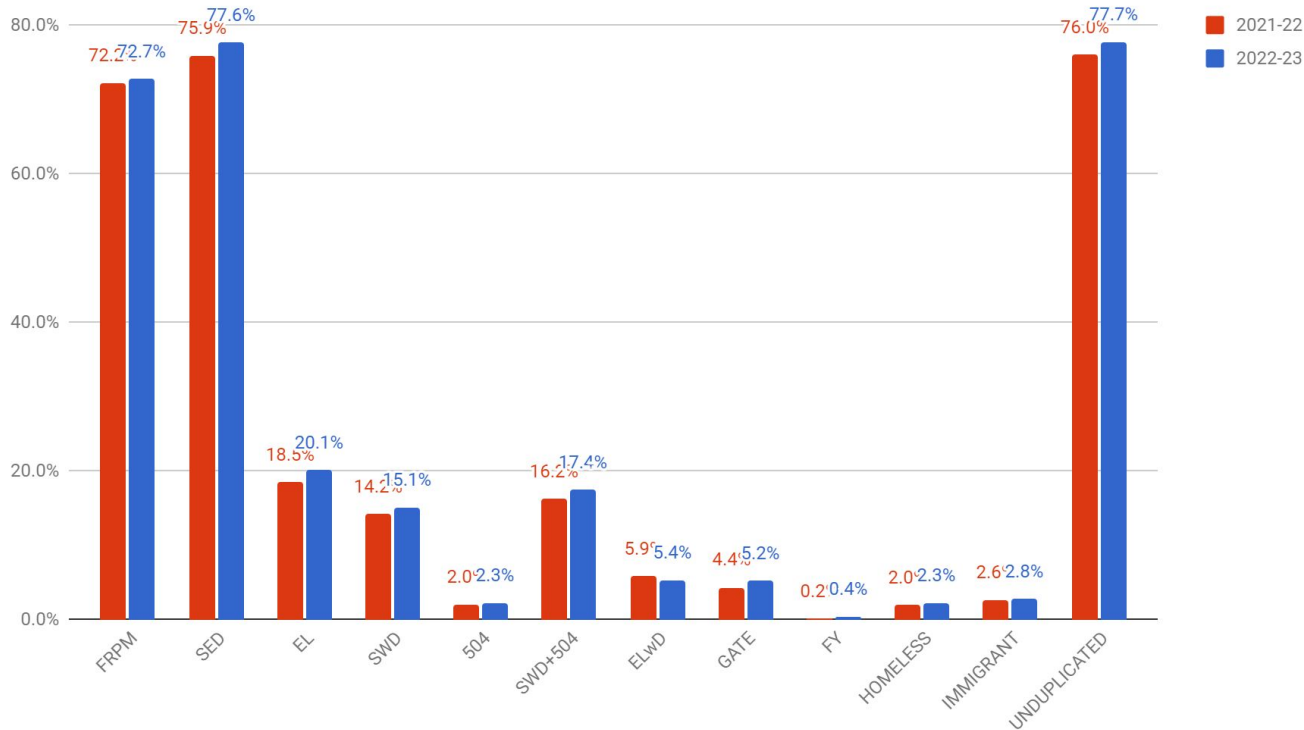


2021-22 MPS Immigrant Rate by School



CALPADS Census Day (10/5/2022)

MPS Historical Enrollment by Special Groups



This graph represents a visual summary of **2021-22** versus preliminary **2022-23** demographic data on census day, (10/5/22) Magnolia wide.

CALPADS Census Day (10/5/2022)

This table represents student data details certified by each Magnolia Science Academy.

2022-23 Enrollment by Special Groups													Enrollment
	FRPM	SED	EL	SWD	504	SWD+5 04	ELwD	GATE	FY	HOMEL ESS	IMMIG RANT	UNDUP	
MSA-1	550	584	156	108	7	115	58	45	0	16	19	575	694
MSA-2	447	446	81	94	16	110	24	50	1	2	17	451	511
MSA-3	199	261	29	45	10	55	7	3	7	10	3	253	378
MSA-4	98	98	19	28	5	33	13	6	0	1	2	98	102
MSA-5	184	195	79	35	3	38	17	2	0	1	20	206	238
MSA-6	80	87	15	12	2	14	2	3	0	0	2	86	91
MSA-7	212	216	85	37	1	38	13	0	2	19	9	226	263
MSA-BELL	320	327	62	33	6	39	13	23	2	14	8	327	384
MSA-SD	100	153	27	73	17	90	7	35	0	5	4	134	423
MSA-SA	418	417	167	78	15	93	38	20	4	14	16	429	502
	2,608	2,784	720	543	82	625	192	187	16	82	100	2,785	3,586
	72.7%	77.6%	20.1%	15.1%	2.3%	17.4%	5.4%	5.2%	0.4%	2.3%	2.8%	77.7%	

Coversheet

Student Board Member Processes and Responsibilities

Section: II. Information/Discussion Items
Item: B. Student Board Member Processes and Responsibilities
Purpose: Discuss
Submitted by:
Related Material: Student Board Member Roles & Responsibilities.pdf



Agenda Item:	II B: Information/Discussion Item
Date:	December 8, 2022
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Jason Hernandez, Director of Student Services
RE:	Discussion on the Student Board Member Processes and Responsibilities

Previously presented at the MPS Nominating/Governance Committee Meeting

Action Proposed for Board Recommendation:

No motion for this item. This is for discussion for Board feedback.

Purpose:

Student Board Member policies and procedures would ensure effective governance in Magnolia Public Schools (MPS) once this is in full motion.

Background:

Governor Gavin Newsom signed into law AB 824 which requires high school pupils to serve on a school’s governing board. In response to meet these new requirements Magnolia Public Schools (MPS) legal counsel, Young, Minnie & Corr LLC assisted in providing legal language to ensure the MPS Bylaws were reflected accordingly. The Board of Directors approved the amended and restated Bylaws on February 24, 2022.

The Student Board Member as stated in the Bylaws:

- Has preferential voting rights as means of a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board.
- The term of the student board member shall be one year commencing on July 1st of each year.
- Students enrolled in ninth through twelfth grades are eligible for election to the Board as the student board member.
- Student board members shall be elected by a vote of the student enrolled in the school.
- If the student board member is not fulfilling their duties, the Board may appoint an alternative student board member and if appointed, the Board shall suspend the prior student member’s rights and privileges to service on the Board.

Analysis:

Feedback received from the Board when approving the Bylaws was to ensure that we create policies and procedures for the student board members as well as what their responsibilities would entail as part of the board. Currently, MPS has six schools with high school students. To ensure fairness of the election, a student from each high school would be elected by a majority student vote and those elected students would present to the board for board decision. At the November 17th Nominating/Governance Committee, staff received further feedback for consideration and will revisit with legal counsel.

This was in collaboration with the Academic & CEO & Superintendent Departments consisting of



the Chief Academic Officer, Director of Student Services, CEO & Superintendent, and Administrators to look for effective measures of implementation. In conjunction with receiving feedback from High School Principals.

Impact:

The Board composition will consist of a student member as of July 2023. Making their first meeting of attendance be at the July 13, 2023 Regular Board Meeting.

Budget Implications:

The Student Board Member position is a volunteer position. Reasonable travel expenses for Board-related travel will be paid by Magnolia Public Schools Home Office upon approval of the Board Chair upon request. A laptop computer – subject to the MPS Acceptable Use of Technology Agreement – will be loaned to the Student Board Member for Board-related use during the Student Board Member’s term.

Exhibits:

1. Student Board Member Application
2. Timeline for MPS Student Board Membership
3. MPS Student Board Member Application Poster
4. Request for MPS Student Board Member Informational Letter
5. Student Board Member Roles & Responsibilities



Magnolia Public Schools Student Board (pupil member) Member Application

Information about the Student Board Member Position

Eligibility: Ninth through Twelfth-grade students enrolled in a high school in Magnolia Public Schools may apply for the Student Board Member position during the term in which the student is enrolled.

Term of Office: Term beginning on July 1 of the enrolled school year and ending on June 30 of the enrolled school year. There is no term limit.

Time Requirement: The Student Board Member is expected to dedicate at least one evening a month to attend Regular Board meetings which are usually held on the second Thursday of the month starting between the hours of 5:30 p.m – 6:00 p.m. Board Meetings may last 3-4 hours. Regular Board Meeting Calendar can be found at the end of the application as well as on the Magnolia Public Schools website. Student Board Members are highly encouraged to attend Special Board Meetings and/or off-cycle Regular Board meetings that are not on the second Thursday of the month. In addition, sufficient time is needed prior to the meeting to study the agenda materials and prepare a brief update of school activities to share at the meeting; and, as needed, time to attend selected committee meetings, events, or workshops.

Volunteer Position: The Student Board Member position is a volunteer position. Reasonable travel expenses for Board-related travel will be paid by Magnolia Public Schools Home Office upon approval of the Board Chair upon request. A laptop computer – subject to the MPS Acceptable Use of Technology Agreement- will be loaned to the Student Board Member for Board-related use during the Student Board Member’s term.

Location of Meetings: As of March 2022, Board Meetings will be held virtually pursuant to Government Code Section 54953. In-person Board meetings may also be held as health and safety conditions permit.

Selection, Criteria and Appointment of the Student Board Member

Initial Screening: The selection criteria for the screening of applications includes:

- GPA: Minimum Cumulative GPA of 3.0 (weighted) by the end of the semester prior to application
- Good Behavioral Standing from the time of high school enrollment - Following the Student Conduct & Discipline as described in the MPS Student-Parent Handbook, which includes: attendance policy (95% or higher), disciplinary rules and procedures (No Suspensions or Pending Suspensions; Open Discipline Incidents)
- Parent approval on the application form

- Completed responses to the application
- Recommendation from the administrator, counselor or teacher [using the form here](#)

Completed applications will be returned to your Principals Office as communicated in the application packet. Each Magnolia Public Schools (High School) to conduct an election process and nominate a candidate and email the candidate info MPS Executive Assistant and Board Secretary.

School Elections:

Each Magnolia high school will hold elections for one final nominee to the board. Each high school will run their own candidates for nomination. Student voting will be one week long in the month of April. Only one candidate will move forward. Approved applicants will be listed on a ballot. Voting will take place in ballot boxes located in _____. The candidates with the highest number of votes at each school site will be selected as their school's Student Board Member candidate.

Board Presentation: During the MPS Regular Session of the Board of Directors in May, candidates from each school will be allotted five (5) minutes to give a presentation to the board to explain why they would like to serve as the Student Board Member to share their qualifications for this position.

Final Selection: At the June Regular Board Meeting, the Board will vote to appoint the Student Board Member for a term beginning the upcoming school year.

The first meeting that the Student Board Member will attend will be at the July Regular Board Meeting.

Vacancy and Replacement

If it is determined that the pupil member is not fulfilling their duties, the Board of Directors may appoint an alternate pupil member and if appointed, the Board shall suspend the prior pupil member's rights and privileges related to service on the Board of Directors.

An alternate pupil member will be selected by the board of directors among the initial nominees.

Nominations for any vacant student board member position are due within 30 days of a vacancy in the current school year.

Magnolia Public Schools
 Student Board Member Application
 2022-23

Thank you for your interest in serving the role of the Student Board Member for the Magnolia Public Schools Board of Directors.

Please present information concisely and in the form requested.

Student's Name		Student's E-mail Address		Student's Grade current year
Student's Telephone/Cell Number	High School Name		Principal's Name	
Parent/Guardian Printed Name		Parent/Guardian Contact Telephone Number (if different than student's number)		

Understanding Clause: I have read the information regarding the Student Board Member position at Magnolia Public Schools Board of Directors and the description of the selection and appointment process, which appear on page 1 of this application. By signing, I understand the information and the time commitment of this role. I also understand this is not a paid position. If selected as the Student Board Member, I will perform the responsibilities to the best of my ability.

Parent/Guardian Signature	Date
Student's Signature	Date

5. Please list any community activities and other involvements/work experiences outside your school.

6. Please list any additional information you would like to include for further consideration.

Please return the application and any letters of recommendation to your Principal's Office. Applications received after the deadline will not be considered.

4871-7400-9617, v. 2

Cover page

Applications must be received no later than April 20, 2022 by 3:00 p.m. Applications received after the deadline will not be considered.

Starting on May 2, 2022, through May 6, 2022, by 3:00 p.m., approved candidates applicants will be listed on a ballot for selection as the potential Student Board Member at the students' school where their peers will elect the finalist.

At the May 12, 2022, Board Meeting, selected student candidates from each school at each location will be allotted 5 minutes to give a presentation to the Board to explain why they would like to serve as the Student Board Member and to share their reason for wanting the position and their qualifications for this position.

Final Selection: At the June Regular Board Meeting, the Board will vote to select one of the candidates to appoint the Student Board Member for a term beginning the upcoming school year.

The first meeting that the Student Board Member will attend will be at the July 7, 2022 Regular Board Meeting.



Timeline - MPS Student Board Membership

The purpose of the job aid is to provide school-site leaders with guidance for communicating information to the educational partners, conducting site-based elections, and identifying key timeline dates in order to effectively appoint the first student to the MPS Board.

TIMELINE

- November 17, 2022 - Present the protocols and requirements for the election of the Student Board Member to the Nominating & Governance Committee.
- December 8, 2022 - MPS Board of Directors will review the protocols and requirements for the election of a Student Board Member
- February 1, 2023 - MPS Home Office will send out the first message for the Student Board Membership, along with the application and instructions for submission.
- February 2 - March 9, 2023 - MPS participating school sites will send out at least 3 messages for the position.
- March 10, 2023 - Deadline for students to submit applications for the position
- March 15, 2023 - Deadline for school-site leadership to submit student names to MPS Home Office
- March 20-30, 2023 - MPS participating school sites will provide a platform for student's voices by participating in at least 1 school event to communicate with the student body in a form of a debate, etc.
- April 10-14, 2023 - For 1 week, all participating school sites will hold elections through the platform Survey Monkey.
- May 11, 2023 - Each school representative will be allotted 5 minutes to present to the MPS Board of Directors. The presentation should include sharing qualifications for the position.
- June 8, 2023 - The MPS Board of Directors will vote to appoint the Student Board Member.
- July 13, 2023 - The Student Board Member will attend their first regular board meeting.

RESOURCES

- [W Student Board Member Application \(4871-7400-9617.v2\).docx](#)
- [Request for MPS Student Board Member Informational Letter](#)
- [MPS Student Board Member Application Poster](#)

LIST OF PARTICIPATING SCHOOLS

- Magnolia Science Academy #1
- Magnolia Science Academy #2
- Magnolia Science Academy #3
- Magnolia Science Academy #4
- Magnolia Science Academy #5
- Magnolia Science Academy Santa Ana



Student Government Opportunity

**Attention: High School Students
(2023-24 10th-12th Grade)**

**Position Open
2023-24 Student Board Member
Magnolia Public Schools Board**

APPLY NOW!

Who is eligible to apply?

Any student who will be enrolled at an MPS High School, in good standing in the 2023-24 school year, and will be available to participate in board meetings is eligible to apply.

What is the position?

The Student Board Member is a ~~full voting member~~ of the MPS Board of Directors, the governing body sets policy for all MPS schools.

Proposed revision: The Student Board Member is a student representative on the MPS Board of Directors. They will have the opportunity to give a formal expression of opinion before the Board of Directors casts a vote on an item.

What is the commitment?

The Student Board Member is asked to (1) attend ~~one regular board and special meetings of the board~~, typically 1 evening every month second Thursday of the month (meeting may be held virtually as dictated by public health circumstances); (2) give sufficient time to review agenda items coming before the board; and (3) assume the responsibilities ~~of a full member of the board~~. *indicated on the roles and responsibilities set forth.*

When are applications due?

A complete application must be received by the MPS Board no later than 3:00 pm, Friday, April 14, 2023. Please submit your application via email at: _____. A single PDF of the application, letters of recommendation, transcript, and supplemental items are preferred.

Where can I find the application?

[W Student Board Member Application \(4871-7400-9617.v2\).docx](#)

Questions?

Jason Hernandez, Director of Student Services | jhernandez@magnoliapublicschools.org | 213-628-3634



Magnolia Public Schools

250 E. 1st Street, Suite 1500
Los Angeles, CA 90012
Phone: 213-628-3634
Fax: 714-362-9588

Contact

Jason Hernandez, Director of Student Services

Request For Application for the 2023-24 Magnolia Public Schools Student Board Member

Magnolia Public Schools (MPS) is accepting applications for the 2023-24 Student Board Member position. Any student who will be enrolled at an MPS High School, in good standing in the 2023-24 school year, and will be available to participate in board meetings is eligible to apply.

The estimated time commitment required for the Student Board Member will be at least one evening a month to attend Regular Board meetings which are usually held on the second Thursday of the month starting between the hours of 5:30 p.m – 6:00 p.m. (meeting may be held virtual as dictated by public health circumstances). Student Board Members are highly encouraged to attend Special Board Meetings and/or off-cycle Regular Board meetings that are not on the second Thursday of the month. In addition, sufficient time is needed prior to the meeting to study the agenda materials and prepare a brief update of school activities to share at the meeting; and, as needed, time to attend selected committee meetings, events, or workshops.

For more information, including the 2023-24 Student Board Member application, please visit the posting for more information,

[W Student Board Member Application \(4871-7400-9617.v2\).docx](#)

A complete application must be received by MPS by April 14, 2023, by 3:00 pm. Please submit your application via email at: _____. A single PDF of the application, letters of recommendation, transcripts, and supplemental items are preferred.

Jason Hernandez, M.Ed.
Director of Student Services
Magnolia Public Schools



Student Board Member Roles & Responsibilities

History

Magnolia Public Schools believes in the power of students' voices and the importance of seeking out and considering students' viewpoints and reactions. Therefore to enhance communication and collaboration between the governing board and the student body, the MPS Board of Directors supports the participation of high school students in the school's governance.

Student Responsibilities

1. Duty of Care
 - Empowerment of student's voice by becoming a member of the MPS executive board. Per California Education Code AB 468
 - Prepare by reviewing agenda materials, in preparation to attend and participate in all MPS Board and Committee meetings
 - Provide communication between school-based leadership and the school board, and the community
2. Duty of Loyalty
 - Practice effective positive communication skills to create an atmosphere of mutual respect between students and adults to communicate the needs, desires, concerns, and successes of fellow students across the MPS
 - Interact with colleagues and other members of the school community to plan programs and activities that will enhance the atmosphere of the MPS campus and create a more positive learning environment for all students
3. Duty of Obedience
 - Continuously increases the understanding of policy governance roles focusing on broad issues and goals of MPS.
 - Effectively invest and manage time in business administration and policy-making tasks

Suggested Activities

- Plan an orientation for new students.
- Sponsor a school-wide "spring clean-up day."
- Become involved in legislative issues and activities.
- Participate in a celebration honoring all volunteers and their commitment to MPS.
- Accept nomination to the nominating committee.
- Participate in planning next year's activities.
- Help choose the next year's membership theme.
- Schedule a college application entrance exam preparation night.

Requirements & Qualifications

- Enrolled in Magnolia Public Schools entering the following school year in 9th-11th grade
- Maintain a minimum GPA of 3.0
- Acceptable Average Daily Attendance 95%+
- Acceptable Behavioral Rating (No Pending Disciplinary Actions - Suspensions and Expulsions)
- Parental approval of participation
- Recommendations from school-site leaders

Coversheet

Enrollment Projections for Magnolia Public Schools (MPS) Sites for 2023-24

Section: II. Information/Discussion Items
Item: C. Enrollment Projections for Magnolia Public Schools (MPS) Sites for
2023-24
Purpose: Discuss
Submitted by:
Related Material: Enrollment Projections 2023-24.pdf



Agenda Item:	II C: Information/Discussion Item
Date:	December 8, 2022
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Dr. Brenda D. Lopez, Chief External Officer
RE:	Enrollment Projections for MPS Sites 2023-2024

Action Proposed:

No action is needed. This item is a continuation of enrollment progress across all Magnolia Public School sites. The information received from this presentation will inform the MPS board about projected enrollment for the upcoming 2023-2024 school year and where we are in the enrollment season.

Purpose:

This year we are continuing to establish systems related to enrollment projections as they align with the open enrollment timeline for families reflecting critical deadlines such as the open enrollment window that closes the first Friday upon our return from winter break annually and this year it is January 13, 2023.

Background:

The Chief External Officer and Chief Executive Officer and Superintendent met after the census day enrollment numbers were finalized for the current school year approximately at the end of October 2023. We discuss trends in enrollment and historical enrollment data, based on the information available for both a qualitative and quantitative understanding of all school site enrollment, enrollment projection numbers for the upcoming school year were considered. In November, the initial projects were revisited this time including the Chief Financial Officer in order to inform what a projected budget could look like for the upcoming school year. In this process, all MPS Principals were provided with their projected enrollment numbers; they were able to give feedback regarding the projections by analyzing the grade level breakdown and providing additional contextual information and then met with the CXO to make adjustments before December 1st, this deadline is two months ahead of last school years February deadline to allow for PACE to know the breakdown and plan accordingly before January and Office Managers can also make offers once the open enrollment window closes knowing which grades there is enough space to not need a lottery or waitlist.

Analysis:

Below you will find the current enrollment of every school site, the projected enrollment, intent to return numbers (still being finalized) and the pending applications for registration based on the School Mint application portal as of the date this report was prepared 12/2/2022.



2023-2024 Intent to Return and Application Totals

INFINITE CAMPUS Enrollment	SITE NAME	NOT RETURNING	NO FORM/NO REPLY	EXPECTED TO RETURN	SCHOOLMINT	TARGET ENROLLMENTS
		Counts collected from Intent to Return form	Counts collected from Intent to Return form	ONLY Include "Intent to Return" form responses.	PENDING APPLICATIONS	2023-2024
11/22/2022	<i>DO NOT ENTER DATA HERE - DO NOT CHANGE FORMULAS</i>				11/22/2022	11/30/2022
695	MSA 1	3	275	342	37	700
509	MSA 2	3	263	196	58	564
375	MSA 3	0	276	50	20	400
104	MSA 4	0	13	67	19	129
236	MSA 5	8	30	161	21	239
91	MSA 6	0	1	57	6	120
262	MSA 7	0	0	220	45	316
384	MSA Bell	0	130	116	30	394
415	MSA San Diego	2	135	139	128	430
493	MSA Santa Ana	4	49	410	28	531
3564	TOTALS	20	1172	1758	392	3,823

Impact:

The benefit for all MPS schools is to identify targeted enrollment projections and plan retention, recruitment and engagement strategies accordingly to reach targets for enrollment.

Budget Implications:

Enrollment for the individual sites will vary and this information will be discussed in detail during May 2023 as we get closer to Budget Adoption for the 2023-24 fiscal year.

Committee Recommendations: N/A

Exhibits: None

Coversheet

Approval of Findings to Conduct Virtual Meetings Pursuant to AB 361/Government Code Section 54953

Section: III. Action Items
Item: A. Approval of Findings to Conduct Virtual Meetings Pursuant to AB
361/Government Code Section 54953
Purpose: Vote
Submitted by:
Related Material: AB 361 Findings - December 8.pdf



Agenda Item:	III A: Action Item
Date:	December 8, 2022
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Alfredo Rubalcava, CEO & Superintendent
RE:	Approval of Findings to Conduct Virtual Meetings Pursuant to AB361/ Government Code Section 54953

Action Proposed:

I move for the Magnolia Public Schools Board of Directors to adopt the findings relating to the ability of the MPS Board and all MPS Committees to conduct meetings through teleconference during the State of Emergency, in reference to AB 361/Government Code Section 54953.

Purpose:

In September 16, 2021, Governor Newsom signed executive order Assembly Bill (AB) 361 into law which gives local agencies, included local educational agencies (LEA) governing boards, flexibility in conducting public meetings virtually during a declared state of emergency.

Background:

In March 2021, Governor Newsom issued Executive Order N-29-20, which, among other things, temporarily suspended certain Brown Act teleconference meeting requirements for as long as public health agencies have imposed or recommended social distancing measures, as the COVID-19 pandemic has made them unsafe. AB 361 will sunset January 1, 2024.

Analysis:

In order for Magnolia Public Schools (MPS) Board Meetings to trigger the AB 361 teleconferencing provisions, any of the following circumstances must follow:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining by majority vote whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees;
- The legislative body holds a meeting during a proclaimed state of emergency and has determined by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Governor is expected to end the state of emergency on February 2023 which will make AB361 null and void.



Exhibits:

- Board Findings pursuant of Government Code 54953(e)(3)



EACH THIRTY DAYS THEREAFTER FOR BOARD OF DIRECTORS & COMMITTEES

Magnolia Public Schools

Magnolia Public Schools findings pursuant to Government Code Section 54953(e)(3)

The Magnolia Public Schools Board of Directors has reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

DATE: December 8, 2022

VOTE

AYE:

NOES:

ABSENT:

BOARD SECRETARY: _____

Coversheet

Approval of Updated 2022-2023 Magnolia Public Schools Employee Handbook

Section:	III. Action Items
Item: Handbook	B. Approval of Updated 2022-2023 Magnolia Public Schools Employee Handbook
Purpose:	Vote
Submitted by:	
Related Material:	Updated 2022-23 MPS Employee Handbook.pdf



Agenda Item:	III B: Action Item
Date:	December 8, 2022
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Derya Hajmeirza, Director of Human Resources
RE:	Approval of Updated 2022-23 MPS Employee Handbook

1. Action Proposed:

Staff recommends that the Board approve the updated 2022-23 Employee Handbook as presented with an effective date of January 1, 2023.

2. Background:

The MPS HR Department worked with legal counsel, Young Minney and Corr (“YM&C”) to revise the handbook to be compliant with labor codes and regulations which is becoming effective January 1, 2023.

3. Analysis:

Below are some of the highlights of the changes in the employee handbook. For further review, please refer to Appendix 3.

- The school may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee’s payroll check, among other options. The school also reserves the right to exercise any and all other legal means to recover any additional amounts owed.
- Correction and further clarification language on the school paid holidays table.
- The definition of FMLA eligibility of a family member has expanded: an employee may be eligible for FMLA if the person is related to the employee by blood or whose association with the employee is equivalent of a family relationship.
- All employees who worked for at least 30 days, such as seasonal and temporary employees, are entitled to up to 5 days of unpaid bereavement leave for the death of an immediate family member.
- More added language on the security cameras policy.

4. Budget Implications: There are no budget implications.

5. Exhibits:

Appendix 1: Updated 2022-23 MPS Employee Handbook (with redline).....Pg. 2
 Appendix 2: Updated 2022-23 MPS Employee Handbook (clean).....Pg. 70
 Appendix 3: Employee Handbook Changes Table.....Pg. 139
 Appendix 4: Security Camera Policy (with redline).....Pg. 140

Magnolia Public Schools

Employee Handbook

2022-2023

Magnolia Public Schools
250 East 1st Street
STE. 1500
Los Angeles, CA 90012
213-628-3666

www.magnoliapublicschools.org

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 also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

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 CEO or the CEO designee, 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 CEO has the authority to make any such agreement and then only in writing.

Employee's Signature: _____ Date: _____

Please review this Handbook carefully and acknowledge your receipt and understanding of it in Human Capital Management System.

TABLE OF CONTENTS

INTRODUCTION 1

CONDITIONS OF EMPLOYMENT 2

 Equal Employment Opportunity Policy 2

 At-Will Employment 3

 Criminal Background Checks 4

 Tuberculosis Testing 4

 Immigration Compliance 4

 Professional Boundaries: Staff/Student Interaction Policy 5

 Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation 8

 Whistleblower Policy 10

 Drug- and Alcohol-Free Workplace 11

 Confidential Information 11

 Conflict of Interest 11

 Relationships between Employees 12

 No Smoking 12

 Workplace Violence 13

 Health, Safety and Security Policies 13

 Security Protocols 13

 Occupational Safety 13

 Accident/Incident Reporting 14

 Reporting Fires and Emergencies 14

 School Property Inspections 14

 Soliciting/Conducting Personal Business While on Duty 14

 Use of School Communication Equipment and Technology 15

 Use of Personal Property 19

 Security Cameras on Campus 20

 Social Media 20

 Intellectual Property Rights 21

 Media Contacts 21

HOURS OF WORK, OVERTIME AND ATTENDANCE 22

 Employee Classifications 22

 Work Hours and Schedules 23

 Overtime 23

 Make Up Time 24

 Wage Attachments and Garnishments 24

 Meal and Rest Periods 24

 Lactation Accommodation 24

 Pay Days 25

 Payroll Withholdings 25

 Salary Compensation for Partial Pay Period 26

 Pay Rate Schedule 26

 Attendance Policy 26

 Timecards and Records 27

 Mandatory Training and Meetings 28

 Expense Reimbursements 28

STANDARDS OF CONDUCT 29

Personal Appearance/Standards of Dress29

Prohibited Conduct29

Off-Duty Conduct31

EMPLOYEE BENEFITS 31

Holidays and Vacations31

 School Holidays..... 31

 School Breaks.....32

 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 and MERF employees will have two (2) days less off. Full-time, hourly classified staff are only eligible for pay according to the School Holiday Schedule above.33

 Floating Holidays 33

 Vacation 33

Sick Leave34

 ✧ Temporary/seasonal employees may be eligible for health benefits and sick leave depending on the length of the assignment and the hours worked, as specified in the Health Benefits section and Paid Sick Leave section of this Handbook.37

INSURANCE BENEFITS37

 Health Insurance..... 37

 Disability Insurance 38

 Family Leave Insurance38

 Life Insurance 38

 Workers’ Compensation Insurance 38

 COBRA Benefits 38

LEAVES OF ABSENCE40

 Family Care and Medical Leave.....40

 Pregnancy Disability Leave44

 Unpaid Leave of Absence48

 Funeral/Bereavement Leave48

 Military and Military Spousal Leave of Absence48

 Drug and Alcohol Rehabilitation Leave49

 Time Off for Adult Literacy Programs.....50

 School Appearance and Activities Leave.....50

 Time Off to Serve as Election Official50

 Time Off for Jury and Witness Duty50

 Victims of Abuse Leave.....50

 Time Off for Volunteer Firefighters.....51

 Time Off for Voting.....52

 Returning from Leave of Absence53

RETIREMENT	54
Certificated Staff Members	54
Classified Staff Members	54
MPS Home Office Staff Members	54
Oversight of Benefits	54
Employee Reviews and Evaluations	55
Discipline and Involuntary Termination	55
Voluntary Termination	55
Pay at Time of Separation	56
References	56
INTERNAL COMPLAINT REVIEW & OPEN DOOR.....	57
Open Door Policy	57
AMENDMENT TO EMPLOYEE HANDBOOK.....	59
APPENDIX A - HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM	
APPENDIX B - INTERNAL COMPLAINT FORM	

Magnolia Public Schools

The Vision

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

The Mission

MPS 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

MPS 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>18238 Sherman Way, Reseda, CA 91335</i>	<i>(818) 705-5676</i>
<i>Magnolia Science Academy-6</i>	<i>745 S Wilton Pl, Los Angeles, CA 90005</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>6525 Estrella Ave., San Diego, CA 92120</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) 479-0115</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 employees have any questions about the policies outlined in this Handbook, or if they have any other personnel related questions, whether related to policies specifically addressed in this Handbook or not, please consult the **MPS Home Office ("MERF") Human Resources Department**.

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 workplace 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.

After reviewing this Handbook, please e-sign the employee acknowledgement form **in the Human Resource Management System Employee Self Service Portal**. This signed acknowledgement demonstrates to the School that the employee has read, understood and agrees to comply with the policies outlined in the Handbook.

CONDITIONS OF EMPLOYMENT

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 (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex);
- 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 and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- 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"), or laws related to domestic violence, sexual assault and stalking;
- 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 job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, 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, or if unknown, what job duties the disability impairs. MPS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the 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.

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 “at-will” 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.

Child Abuse and Neglect 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 or law enforcement.

MPS will provide annual training on the mandated reporting requirements, using the online training module provided by MPS, 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.

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 employment.

By acknowledging receipt of this Handbook, the employee acknowledges he/she is a child care custodian

and is certifying that he/she has knowledge of California Penal Code section 11166 and will comply with its provisions.

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 to the safety and the well-being of students taking 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 be arrested for, charged with, or convicted of any offense during his/her employment with the School, the employee must immediately report as much to the Principal.

Tuberculosis Testing

All employees of the School must submit written proof from a **health care provider** of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. 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. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School.

Commented [SC1]: Technically, medical professionals other than doctors can complete the risk assessment, such as nurses and physician’s assistants.
Deleted: physician

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.

The employee will not be required to submit a new TB exam if the employee can produce a current certificate showing they were found free of infectious tuberculosis within sixty (60) days of initial hire, or a California school previously employing the employee verifies it has a current certificate on file showing that the employee is free from infectious tuberculosis. The cost of the examination required of existing and new-hire employees shall be a reimbursable expense. Employees should follow the MPS Purchase Policies & Procedures Manual while making their reimbursement requests. Employees may ask their supervisor for a copy of the MPS Purchase Policies & Procedures Manual.

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. Failure to maintain current TB test results may result in placement on inactive status for failure to meet the minimum conditions of employment, or disciplinary action, up to and including release from at-will employment.

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. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant.

If the employee has any questions or needs more information on immigration compliance issues, they should contact the Principal.

Professional Boundaries: 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):

- ☐ Restraining 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 the employee is unsure if certain conduct is acceptable, is to ask, "Would I be engaged in this conduct if my family or colleagues, including someone from my HR Department, 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.

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;
- ☒ Insulting students, calling students names, using swear words, or making intimidating gestures or comments.

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.

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;
- ☒ Emails, 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 a conflict arises with a student;
- ☒ Informing the Superintendent 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.

Certification and Licensure of Instructional Staff

All teachers are required to hold a current California teaching credential, certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold. MPS complies with all requirements of the authorizers regarding the certification and licensure of instructional staff. Paraprofessional staff may also be required to provide documentation proving that they meet the requirements for paraprofessional staff. It is the responsibility and a condition of continued employment for all instructional staff, including teachers and paraprofessionals to provide any necessary licensure to a **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 possess 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.

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 (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex); 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 and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); 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, 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 dismissal, of the offending employee.

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; and/or (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 employees will receive two (2) hours of sexual harassment prevention training within six (6) weeks of hire. Additionally, all returning employees will receive sexual harassment prevention training within six (6) weeks of the new school year. 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 prevention training 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 "Internal 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 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.

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.

Drug- and Alcohol-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, stakeholder 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 employees and to other MPS stakeholders.

The bringing to the workplace, 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.

Confidential Information

All personnel information and information relating to students, including personal information, 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.

Employees at the worksite and teleworking must ensure confidential information is maintained in a secure location restricted from access by unauthorized third-parties.

Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations which 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.

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 avoid 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 actual or perceived 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.

No Smoking

All School buildings and facilities are non-smoking facilities.

GENERAL WORKPLACE POLICIES

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. Any act or threat of violence must be immediately reported to **the Principal (or MERF Human Resources)**.

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. Additionally, the School has adopted a reopening plan to address the safe reopening and operating of MPS schools following the school closure due to COVID-19. Employees must carefully review and comply with the reopening plan for which they will receive training and further instruction during Professional Development training and as needed.

Employees are required to know and comply with the School's general safety rules and to follow safe and healthy work practices at all times. Any potential health or safety hazards and all injuries or accidents must be immediately reported to a supervisor. 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.

Security Protocols

MPS has developed guidelines to help maintain a secure workplace. Employees are encouraged to be aware of their surroundings and be on the lookout at all times for any unusual circumstances, such as 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 desks and offices 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.

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 employee and 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, the employee should request assistance from a supervisor. Unsafe conditions must be reported immediately.

Employees shall be observant of any workplace conditions that may be a cause or contributor to the spread of illness caused by virus and disease, including unclean surfaces, personal illness or the possible illness of others, or work conditions that may seem unsanitary or in violation of any active public health or government order.

To maintain occupational safety, the School may adopt and enforce any government or agency approved measures for evaluating and enforcing employee health and wellness, including health screenings, assessments, or checks.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. MPS's 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.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident, injury, or possible cause of COVID-19 occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

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.

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. 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 or employee permission. School property includes all desks, electronic devices, 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 School property to any person, including those who refuse 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.

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 if it 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.

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. **Employees are required to promptly respond to work emails and communications. Exempt employees must respond within 1 day, and nonexempt employees must respond within 1 business day.**

Additionally, the School uses technology protection measures that protect against internet access (by both minors and adults) to visual depictions that are obscene, pornographic, and/or harmful to minors. These measures may include, but are not limited to, using a spam filter, 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 to the School.

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 **the I.T. Coordinator** with 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 content or images that are obscene, pornographic, and/or harmful to minors. The email system and internet access are 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 with little or no

educational value may not be displayed or transmitted. The e-mail system and internet access are 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.

Telework Policy

Purpose

MPS recognizes approved teleworking as a necessary work arrangement while Magnolia school campuses and the home office are closed during the ongoing coronavirus ("COVID-19") pandemic. This policy details conditions and requirements which apply to all temporary telework assignments during Magnolia school closures due to COVID-19.

Definition

Teleworking allows employees to work at home or in an approved remote location for all or part of their regular workweek. Teleworking is not an entitlement, nor is it a Magnolia-wide benefit. This temporary arrangement in no way alters or changes the terms and conditions of employment with Magnolia, and the promulgation of this Policy creates no employee rights in relation to teleworking. Furthermore, Magnolia has the right to refuse to make telework available to an employee and to terminate a telework assignment without cause at any time in its sole and unreviewable discretion.

General Requirements

Except for employees who are otherwise notified, all Magnolia employees are expected to continue performing their work duties via teleworking. Employees shall make arrangements with their supervisor and co-workers to address on-site job demands that arise, including returning to the work site to perform certain job duties as needed or as directed by their supervisor. Employees shall be responsible for following all Magnolia policies and procedures when teleworking, including all of the foregoing set forth in Magnolia's most recent Employee Handbook. Employees shall also be solely responsible for the performance of their telework duties; assistance from third parties is strictly prohibited.

Nonexempt employees will be required to (1) record all hours worked as assigned by Magnolia and (2) take and document applicable meal/rest periods. Nonexempt employees must also receive prior written approval from a supervisor prior to working additional hours or overtime. Failure to comply with timekeeping and work hours requirements may result in disciplinary action, up to and including termination from employment.

Eligibility Considerations

Consideration will be given to employees who work in positions adaptable for telework assignments, particularly those who have demonstrated work habits and performance well-suited to successful teleworking. In the sole discretion of Magnolia and its management, the following eligibility factors will be considered:

- The employee has a position where effective communication can be accommodated electronically;
- The employee's telework assignment will not be detrimental to the productivity or work quality of other employees or the effective operation of Magnolia;

- The employee must be able to perform work from home or an approved remote location without distractions or unnecessary risk to the security of Magnolia data, records, networks, or confidentiality generally;
- The employee's equipment and software must meet Magnolia's guidelines/standards, and the employee's needs for Information Technology ("IT") support must be minimal;
- Telework sites must be in California;
- The employee must be effective at working independently for extended periods of time;
- The employee has demonstrated or can demonstrate effective time-management skills by completing tasks efficiently and within any required deadlines;
- The employee must maintain connections with work groups or teams from their remote work location; and
- The employee has no recent or pending corrective or disciplinary actions.

Supervisor Responsibilities

Supervisors managing employees who have been permitted to telework must effectively:

- Implement the telework policy/guidelines;
- Conduct remote supervision;
- Understand the technology and tools necessary for successful remote supervision; and
- Establish communication protocols with telework employees, including making continued efforts to involve teleworking employees in office/department events, meetings, messages, etc., as applicable, to preserve teamwork.

Supervisors will assess each employee's progress on a telework assignment periodically to ensure the employee's compliance with telework requirements, and address any work-related issues, including completing evaluations and other performance management as appropriate.

Communication And Accessibility

Employees and supervisors must determine how communication between the teleworking employee, the worksite, and/or other employees also teleworking will be handled. Employees shall keep their supervisor and as needed, their co-workers or other Magnolia stakeholders (e.g., students and/or parents), informed of their availability so these individuals know how and when to reach the employee during the employee's telework assignment. Employees must be accessible by phone and email at all times to their supervisor, co-workers, Magnolia stakeholders, and Magnolia generally during assigned work hours. Employees must notify their supervisors if they leave their telework site during agreed upon hours, aside from applicable meal and rest periods. Employees must post their telework schedule on their calendar, including applicable meal and rest periods. Employees must also remain flexible in their scheduling, and shall be available to attend staff meetings and other meetings as required by their supervisor.

Safety

The telework space is considered an extension of Magnolia's worksite. Employees will have the same responsibility for safe practices, accident prevention, and accident/injury reporting as in the regular worksite. In case of injury, accident, theft, loss, or tort liability related to telework, the employee must immediately report the event to their supervisor and allow Magnolia or its authorized agent to investigate and/or inspect the telework site as needed.

Employees are responsible for establishing and maintaining a designated, adequate workspace at their telework location. When the telework location is the employee's home, the employee is responsible for ensuring the location is safe (free from hazards and other dangers to the employee or equipment), clean, professional, and free of distractions (e.g., children, pets, electronic devices, etc.).

Supplies, Equipment, And Furniture

Magnolia will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telework assignment on a case-by-case basis. Magnolia will not provide office furniture for the workspace at home and the employee's home work-site must be minimally equipped to serve as a remote workspace.

Laptop devices and internet hotspots will be supplied and maintained by the Magnolia, subject to availability. Any equipment provided by Magnolia to the employee shall remain the property of Magnolia. Equipment supplied by Magnolia is to be used for work purposes only. Employees must sign an inventory of all Magnolia property and agree to protect the items from damage or theft. Employees shall not be entitled to reimbursement for their use of Magnolia property. Employees shall be held liable to Magnolia whenever their wrongful or negligent act or omission causes loss, theft, disappearance, damage to, or destruction of Magnolia property. Upon cessation of a telework assignment, all Magnolia property must be returned to Magnolia.

All other necessary technology shall be supplied by the employee as approved by Magnolia. All technology supplied by the employee shall be maintained by the employee. Magnolia accepts no responsibility for damage or repairs to employee-owned equipment. Employees who supply personal technology for a Magnolia-related use shall be eligible for a reimbursement pursuant to the "Reimbursement" section below. Any employee who proposes to supply their own personal technology for Magnolia related work shall notify their supervisor of the same and provide an inventory of such personal technology.

Reimbursement

Magnolia shall reimburse employees for actual and necessary expenses incurred by the employee for purposes of carrying out Magnolia business when such expenses are expressly authorized and preapproved by Magnolia. Such reimbursement shall be calculated as follows:

Magnolia shall reimburse an employee's costs for internet based upon a reasonable percentage of work-related use, up to \$15 per month. Additionally, Magnolia will reimburse an employee's cell phone bill based upon a reasonable percentage of work-related use, up to \$10 per month. Phone expenses are limited to the *employee's share* of the plan, taxes, and access fees. For example, an employee on a "family plan" may receive reimbursement only for the cost of their phone line.

Employees who believe their expenses exceed the reimbursement amounts described above shall be required to submit copies of their expenses, such as the internet and/or cell phone bill at issue, for review. Such bills may be redacted as needed to remove any private/confidential information.

Information Security And Confidentiality

Employees must never provide any third parties access to Magnolia network or share network access passwords, and must comply with all policies and procedures related to information security and network access, including policies and procedures contained in the Magnolia Employee Handbook.

Consistent with Magnolia's expectations of information security for employees working at the office, teleworking employees must ensure that their telework location is secure and communications provided or sensitive work performed from the telework location remain confidential, away from the presence of family members or guests. Any Magnolia materials taken home, such as confidential personnel or pupil records, must be kept in a secure space within the telework location and shall not be made accessible to any third parties, including the employee's family members or guests. Steps which employees may take to increase security of Magnolia materials/information include use of locked file cabinets and desks, regular password maintenance, shielding computer monitors, and any other actions appropriate for the position and the telework location.

Performance Standards

Employees must maintain the same or an improved level of productivity and work quality while teleworking. If productivity and/or work quality begin to decline, the telework assignment will be reevaluated to determine if changes can be made or termination of the telework assignment is warranted. Telework allows a high amount of flexibility for an employee to complete their work in a timely and proper manner, and it is expected that employees will not abuse this opportunity by allowing their productivity or work quality to decline.

Professional Boundaries

Employees must maintain appropriate levels of professionalism when interacting remotely with students and/or student's family members, including as detailed in the "Professional Boundaries: Staff/Student Interaction" policy. Employees who fail to demonstrate acceptable professional boundaries during a telework assignment may be subject to disciplinary action, up to and including termination from employment.

Evaluation & Duration

Evaluation of employee performance during the teleworking assignment may include daily interaction by video, phone and/or email between the employee and the supervisor, and weekly face-to-face and/or video meetings whenever possible to discuss work progress and problems, as needed.

Magnolia may modify or terminate telework assignments at any time, with or without cause or advance notice. Although not required, Magnolia shall endeavor to provide seven (7) days' notice of the modification or termination of any telework assignment whenever possible. All telework assignments shall be subject to termination upon resumption of regular onsite duties at Magnolia following the COVID-19 pandemic.

Use of Personal Property

Employees are not encouraged to bring in personal property or materials for use in the School setting. If an employee has a personal property item he or she would like to bring in for School use, the employee must first gain approval by MPS. MPS will not be responsible or liable for the property item. The employee assumes all liability for any damage or injury caused by bringing in a personal property item. The employee may be subject to discipline for a violation of this policy. The School will not be liable for

lost, stolen or damaged person property items, and such items are brought in at the employee's own risk.

Security Cameras on Campus

MPS has authorized the use of security cameras in public areas of MSA-2, including in and around School buildings and on School property. The purpose of this program is to promote and maintain a safe, secure, and healthy environment for students and staff.

Private areas of campus, such as private employee offices, restrooms, and locker rooms will not be subject to security camera recording. Additionally, MPS will post signage indicating the areas of campus where security cameras are in use.

Security cameras will not be used to record audio or live footage, and footage will be kept private and destroyed after thirty (30) days, unless the preservation of the footage is otherwise needed. While MPS will not use the security camera footage to evaluate employee performance, it may be used by MPS or law enforcement in cases of suspected illegal or inappropriate conduct. In such cases, MPS cannot guarantee that security camera footage will be kept private.

Employees are prohibited from tampering with the MPS's security cameras, systems, and/or footage. "Tampering" includes any unauthorized use, access, or physical damage, or any attempt to interfere, block or prevent the security camera from recording footage. Any employee found to have tampered with MPS security monitoring system may be disciplined, up to and including termination, and they may also be liable for any damage to the system.

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:

- ☒ School equipment, including its computers and electronics systems, may not be used for these purposes;
- ☒ Employees may not use or post images of students or student information or work;
- ☒ 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 social media postings are disruptive to the School or violate this or other School policies.

Personnel Files and Record Keeping Protocols

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep **the Principal (or MERF Human Resources for MERF employees)** advised of changes that should be reflected in their personnel file by making the changes in the Human Capital Management System Employee Self Service Portal. Such changes include: change in name, address, telephone number, personal information if required for insurance purposes (e.g., marital/domestic partnership 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 an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. MPS will restrict disclosure of personnel files 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.

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 deemed a work made for hire 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 acknowledge the author or owner.

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.

HOURS OF WORK, OVERTIME AND ATTENDANCE**Employee Classifications**

An employee's salary and benefits depend on a wide range of factors, including base scale, qualifications, additional duties, and performance. Employees who have any questions about their salary, should speak to the Principal or the Human Resources Department for more details.

Classification Type	Definition	Eligible Benefits
Full-Time Salaried	Employed on a regularly scheduled 30+ hours per week basis for a non-specified period.	<ul style="list-style-type: none"> - STRS/PERS/401K Retirement Plan - Personal Necessity/Sick Leave/Floating Holiday - 100% Health Benefits Coverage (including family members) - Life insurance Plan - Vacation Hours (12-months employees only) - Tuition Reimbursement Program
Full-Time Hourly	Employed on a regularly scheduled 30+ hours per week basis for a non-specified period.	<ul style="list-style-type: none"> - STRS/PERS/401K Retirement Plan - Personal Necessity/Sick Leave Hours/Floating Holiday - 100% Health Benefits Coverage (including family members) - Life insurance Plan - Vacation Hours (12-months employees only) - Tuition Reimbursement
Part-Time Hourly	Employed on a regularly scheduled basis of 20.00 to 29.99 hours per week for a non-specified time.	<ul style="list-style-type: none"> - STRS/PERS - Sick Leave
Part-Time Hourly	Employed on a regularly scheduled basis of 19.99 or less hours per week for a non-specified time.	<ul style="list-style-type: none"> - Sick Leave - Not eligible for any other benefits
Temporary/Seasonal Full-Time	Employed on a regularly scheduled basis of 30+ hour per workweek for a finite period of time (though they are still at-will employees).	<ul style="list-style-type: none"> - Sick Leave - Some full-time temporary and seasonal employees may also be eligible for employer-sponsored health benefits, as required by law.
Temporary/Seasonal Part-Time	Employed on a regularly scheduled basis of 29 or less hours per week for a finite period of time (though they are still at-will employees).	<ul style="list-style-type: none"> - While this position may be eligible for Sick Leave, it is not eligible for any benefits.
Independent Contractor	Independent Contractors are non-employees.	Not eligible for any benefits.

Work Hours and Schedules

The School's normal operating hours are from ***7:30 a.m. to 4:00 p.m.**, Monday through Friday. The work schedule for hourly nonexempt employees may vary. Each employee will be assigned a work schedule by their supervisor. *Typical working hours for hourly nonexempt employees may be as follows:

REGULAR WORKING HOURS*	
School Level: Full-time office staff	7:30 a.m. – 4:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) minute breaks)
School Level: All other full-time employees	7:45 a.m. – 4:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) minute breaks)
CMO Level: All full-time MERF employees	8:30 a.m. – 5:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) -minute breaks)

* Working hours may vary from one School site to another.

Employee work schedules and pay may fluctuate depending on the workload:

- ☐ Employees may have to work hours beyond their normal schedules as work demands require.
- ☐ Hourly employees will only be paid for the hours actually worked unless accrued paid leave is used or during a paid holiday for eligible employees.
- ☐ Employees are expected to attend weekly staff meetings and other mandatory training and meetings.
- ☐ Full-time teachers may be required to supplement regular curricular activities through after school programs, including tutoring and clubs. Each full-time teacher 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 the normal school day, as indicated in the work year calendar. This required work is distinguishable from the employee's involvement in non-work volunteer activities, which are not required by the employee's employment.
- ☐ Employees are expected to perform other duties as requested by their **direct supervisor**.

Overtime

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis. Generally, teachers and administrators are exempt from earning overtime pay. Exempt employees may have to work hours beyond their normal schedules as work demands require, thus, no overtime compensation will be paid to exempt employees. Nonexempt employees may be eligible to earn overtime if required to work beyond the regularly scheduled workday or workweek. Only actual hours worked in a given workday or workweek can apply in calculating overtime for nonexempt employees. MPS will attempt to distribute overtime evenly and accommodate individual schedules, however, the operational needs of the School are

paramount. All overtime work must be previously authorized in writing by **the Principal (or MERF Human Resources for MERF employees.)** MPS provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law.

Make Up Time

An employee may make a written request to make up work time that is or would be lost as a result of a personal obligation. It is at the sole discretion of the School to approve or reject the request. The hours of that make up work may only be performed in the same workweek in which the work time was lost and may not result in the employee earning overtime. The makeup time must not exceed eleven (11) hours of work in one day or forty (40) hours of work in one week. The employee is responsible for recording time worked and taking all applicable rest and meal breaks during make up time. Make up time is not encouraged, and is based on the availability of work.

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. The School will comply with such legal procedures.

Employees are strongly encouraged to avoid such wage attachments and garnishments.

Meal and Rest Periods

Nonexempt 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, but by no later than the end of the fifth (5th) hour 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 in writing.

Nonexempt 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. Employees are prohibited from combining meal and rest period time. An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

Lactation Accommodation

MPS accommodates lactating employees by providing a reasonable amount of break time to 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. Such room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. 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.

Pay Days

Paydays are scheduled twice per month for **all employees**. The pay periods run from the 1st of the month to the 15th of the month (with paychecks available on the 20th of the month) and the 16th of the month to the end of the month (with paychecks available on the 5th of the following month). For 12 month employees, the School pays up to twenty-four (24) pay periods. For 11 month employees, the School pays up to twenty-two (22) pay periods. The total number of pay periods may vary depending on the starting and ending date of employment, and whether the employee performed work, used time from the accrued leave (paid sick leave, vacation leave, PTO), or is eligible for a paid holiday during the pay period. The last pay period of the school year ends on June 30th. Each paycheck will include earnings for all reported work performed through the end of the payroll period and is subject to regular withholdings. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay no later than the next day of work after the day(s) off.

Employees should promptly notify **the Principal (or MERF Human Resources for MERF employees)** with questions regarding the calculations of their paycheck. Any corrections will be noted and will appear on the following payroll check.

Payroll Withholdings

As required by law, the School shall make all required withholdings, including:

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.

Employees may also have deductions made to their paychecks when a wage overpayment occurs. The School may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee’s payroll check, among other options. An employee who is separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The School also reserves the right to exercise any and all other legal means to recover any additional amounts owed. The School shall provide employees with advance written notice of the deduction prior to the pay period where it will go into effect.

Every payroll deduction is explained on the check voucher. Employees are directed to contact Human Resources with questions.

Employees may change the number of withholding allowances claimed 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)** and by updating the Human Capital Management System Employee Self Service

Commented [SC2]: California now allows employers to collect overpayments from employee paychecks upon mutual agreement, including from their final check regardless of whether the employee consents.

Deleted: ¶

Portal. The Human Resources Department also maintains a supply of forms.

It is the employee's responsibility to report any changes in filing status to **the Principal (or MERF Human Resources for MERF employees)** by updating his/her Human Resource Management System Employee Self Service Portal.

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.

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.

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.

Pay Rate Schedule

Pay is primarily determined by the work classification, employee qualifications, years of service, and individual performance. The School uses the Board approved employee pay raise scales to determine the salaries for **full-time teaching staff and non-classroom based academic personnel and school leaders**. MERF employees and classified employees pay are determined by the MPS Board approved salary band. Please refer to the scales for details. For school level classified employees, the pay is primarily determined by the work classification and individual performance.

Attendance Policy

Employees are expected to adhere to regular attendance and to be punctual. School and MPS organized In-Service and Professional Development days are considered regular working days, employees are expected to be present on those days. If it is necessary to be absent or late, the employee must arrange it in advance with a **direct supervisor**. If it is not possible to arrange the absence or tardiness in advance, the employee must notify a **direct supervisor** no later than one-half (1/2) hour before the start of the workday. Teachers are also responsible to have a substitute folder for use when they are absent from school. If the employee is absent from work longer than one day, they must keep their **direct supervisor** sufficiently informed of the situation.

Excessive absenteeism and tardiness will not be tolerated and will lead to disciplinary action, as shown below in the Disciplinary Action Chart for Tardiness.

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. The actual amount of time used during the tardiness will be subtracted from employee’s vacation or sick leave hours (if related to a sick leave purpose) for each tardiness, in one (1) hour increment. Once all sick leave/vacation is used, employee’s tardy hours will be reflected as unpaid time off.

CHART OF CONSEQUENCES FOR TARDINESS AND ABSENCES		
	OCCURRENCES/DAYS	STEP AND ACTION
TARDINESS	1 -3 tardiness	Verbal Warning
	The 4th tardy	Written Warning.
	The 5th tardy	Staff member will also be placed on an Improvement Plan.
	6th and subsequent tardiness	Disciplinary: The employee may be subject to further discipline or dismissal.
ABSENCES	After all sick leave/vacation days are used	For exempt employees, a full day of pay will be deducted for each full days’ absence. For nonexempt employees, no deduction will be made, but the employee will not earn wages during their absence.
NO CALL/NO SHOW	3 consecutive days	Considered job abandonment, which can lead to termination.

Timecards and Records

By law, MPS is obligated to keep accurate records of the time worked by nonexempt 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 makes an error on the time card, the employee must contact the Principal to make the correction and such correction request must be approved by the Principal.

Non-exempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's time card. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the School.

Mandatory Training and Meetings

Employees may be required to attend online/onsite 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 staff will be paid for the total hours of mandatory trainings plus travel time and mileage reimbursement (if applicable) with respect to MPS Reimbursement Policy.

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 the employee is unsure about the characterization of an offered training, lecture or meeting, they should contact their **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.

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, CBEST, RICA, CTEL, CLAD, CPACE, etc.,) and other approved School business and profession related expenses. During the on-boarding process for a new-hire, fingerprint processing fees and TB test fees may be reimbursed up to 2 (two) fees upon the supervisor and/or the HR Department's request and approval. Credential fees, university entrance exam fees, and US Constitution exam fees 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 MERF's policy regarding expenditures, a copy of which may be obtained from the **Principal (or MERF Human Resources for MERF employees)**.

MERF Purchase Policies and Procedures Manual requires all employee expense or purchase plans to be pre-approved by his/her supervisor.

All new and continuing tuition reimbursement requests must be pre-approved annually by employee's supervisor as stated in the MPS Tuition Policy.

STANDARDS OF CONDUCT

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. 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) Supervisors will inform employees of any specific dress requirements for their position.

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 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 the School;
- ☐ Unprofessional conduct.
- ☐ Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities;
- ☐ Unacceptable job performance;
- ☐ Improper use or release of confidential information without authorization;
- ☐ Unexcused/unreported absence and/or lack of punctuality;
- ☐ Improper use of sick leave;
- ☐ Working unauthorized overtime or refusing to work assigned overtime;
- ☐ Misuse of School property or funds;
- ☐ Improper 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 maintain a required license, certification or permit current and in good standing;
- ☐ Horseplay or other unnecessary or inappropriate physical contact;
- ☐ Sleeping or malingering on the job;
- ☐ Refusal to communicate with students, parents, supervisors, or other employees;
- ☐ Conducting personal business during business hours and/or unauthorized use of School property for non-School reasons;
- ☐ Posting any notices on School premises without prior written approval of management unless posting is on a School bulletin board designated for employee postings and is otherwise non-offensive and appropriate for the workplace;
- ☐ 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, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees;
- ☐ Possession of alcohol or illegal drugs and controlled substances at work, or reporting to work while under the influence of the same;
- ☐ 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 School property;
- ☐ Conviction of a crime making the employee unfit for the position, or failure to report a criminal charge or conviction to the School;
- ☐ Possession of firearms, or any other dangerous weapon, while on campus or while working for

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; and
- ☐ Failure to respond to work-related communications within 1 day for exempt employees and 1 business day for nonexempt employees.
- ☐ Violations of federal, state or local laws affecting the organization or the employee's employment with the organization.

Off-Duty Conduct

While the School does not seek to interfere with the lawful 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 the School;
- ☐ Additional employment that creates a conflict of interest or is incompatible with the employee's position with the School;
- ☐ Additional employment that impairs or has a detrimental effect on the employee's work performance with the 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 the School.

Employees who wish to engage in additional employment must submit a written request to the School explaining the details of the additional employment. The School will advise the employee of whether a conflict appears to exist based on the information provided. The School assumes no responsibility for this determination or the employee's other employment. MPS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of the additional employment. Authorization to engage in additional employment can be revoked at any time if a conflict is suspected.

EMPLOYEE BENEFITS

Holidays and Vacations

School Holidays

The School recognizes the following holidays. All exempt and nonexempt **full-time** employees will receive the following paid holidays in 2021-2022:

School Holidays	Dates
Independence Day	July 4, 2022 (for 12month employees)
Labor Day	September 5, 2022
Veterans Day	November 11, 2022
Thanksgiving Day*	November 24, 2022
Day after Thanksgiving*	November 25, 2022
Christmas Holiday**	December 23, 2022
Winter Break Holiday**	December 26, 2022
Winter Break Holiday**	December 27, 2022
New Year's Holiday**	December 30, 2022
New Year's Holiday**	January 2, 2023 30, 2022
M. L. King Day	January 10, 2023
Presidents' Day	February 20, 2023 (Only Santa Ana and San Diego) and February 17, 2023 (All MPS)
Cesar Chavez Day	March 31, 2023 (excluding San Diego)
Spring Break Holiday***	MSA-SD: March 29, 2023 MSA1to8&SA:April 5, 2023
Spring Break Holiday***	MSA-SD: March 30, 2023 MSA1to8&SA:April 6, 2023
Memorial Day	May 26, 2023 (Only San Diego) and May 29, 2023 (All MPS)
Juneteenth Holiday	June 19, 2023

* Falls during Thanksgiving Break

** Falls during Winter Break

*** Falls during Spring Break

School Breaks

All **full-time** exempt employees will receive the following paid school breaks (which may include, and are not in addition to, the School Holiday Schedule above):

- ☐ Thanksgiving Break (including Thanksgiving Day and the Day after Thanksgiving)
- ☐ Winter Break (including the Christmas Day, Winter Break Holiday, and New Year's Day)
- ☐ Spring Break (including Spring Break Holiday)

Part-time, temporary, and seasonal employees, and independent contractors, are not compensated during School breaks.

Full-time **education specialists, school psychologists, college counselors, athletic directors, and school social workers** at the school sites will be treated as teaching staff for the purpose of holidays and vacation. If employees have any questions about their employment classification, they should consult with **MERF Human Resources**.

SCHOOL BREAKS	DATES
Full-time teaching staff:	
Thanksgiving Break	November 21-25, 2022
Winter Break	December 19, 2022 – January 06, 2023 (For San Diego: December 19, 2022 – January 2, 2023)
Spring Break	April 3, 2023-April 7, 2023 (For San Diego: March 27, 2023 –March 31, 2023)
School administrators, classified exempt 12 month employees, and MERF employees:	
Thanksgiving Break	November 23-25, 2022
Winter Break	December 21, 2022 – January 06, 2023 (For San Diego: December 21, 2022 – January 2, 2023)
Spring Break	April 5, 2023-April 7, 2023 (For San Diego: March 29, 2023 –March 31, 2023)

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 and MERF employees will have two (2) days less off. Full-time, hourly classified staff are only eligible for pay according to the School Holiday Schedule above.

Floating Holidays

All full-time MPS Employees are eligible to receive two (2) floating days each school year. Floating Holidays are not vacation days, and cannot be paid out, cashed out, and cannot be rolled over. Floating holidays are provided at the start of each school year.

Vacation

The School provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. Vacation is provided to prevent overworking. 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 12 month** employees accrue vacation from the date of hire at the following accrual rates:

*ELIGIBLE EMPLOYEES	VACATION ACCRUAL	MAX CAP
School Administrators	Hours will accrue per pay period up to 160 hours (8 hours per pay period) per year	240 hours
School Classified Employees	Hours will accrue per pay period up to 120 hours (6 hours per pay period) per year	200 hours
MERF Employees	Hours will accrue per pay period up to 160 hours (8 hours per pay period) per year	240 hours

As a benefit to employees, eligible employees will accrue the maximum vacation time prior to the end of the year to facilitate their use of vacation time before the end of the year. This accelerated accrual does not entitle eligible employees to vacation time above and beyond their yearly accrual, as indicated in the chart above. Vacation time may not be utilized before it is earned. Vacation is rolled over from year to year and is capped at 240 hours for administrators and MERF employees, and 200 hours for full-time classified employees. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap. Employees who have non-sick related partial or full day absences will have vacation time deducted from their vacation bank commensurate with their time off.

No vacation accrues during any unpaid leave of absence or while on disability salary continuation. Vacation accruals recommence when the employee returns to work.

On termination of employment, the eligible 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.

All vacations must be approved in advance by **the direct supervisor of the employee**, who will make reasonable efforts to accommodate employee requests. 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. The School may attempt to have some of its employees stagger vacations in an effort to avoid affecting services.

All 11 month employees, including non-classroom based academic employees and teaching staff, do not accrue vacation.

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.

Any accrued but unused vacation will not be paid out at the end of the school year. Nonetheless, all employees are entitled to have their unused vacation time paid out upon separation from the School.

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, siblings), or a designated person (i.e. one who is related to the employee by blood or whose 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 limited to one (1) designated person per twelve (12) month period. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Deleted: or

Deleted: r any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship)...

Commented [SC3]: As we discussed, employees can designate a non-family member to be a qualifying person for whom they can take sick leave or CFRA.

All full-time and part-time staff will be credited with forty-eight (48) hours of sick leave at the start of the school year. In addition to the credited forty-eight (48) hours, all 11 and 12-month full-time employees will accrue two (2) sick leave hours per pay period. The maximum accrued sick leave is eighty (80) hours per year. Paid sick leave can be used by all MPS employees who work for at least thirty (30) days within the span of a single calendar year from the commencement of employment.

Employees may roll over up to eighty (80) hours of paid sick leave from year to year.

MPS EMPLOYEE SICK HOURS			
	BEGINNING	ACCRUAL	MAXIMUM ACCRUAL
11-MONTHS FULL-TIME	48 hours	2 hours per pay period	80 hours
12-MONTHS FULL-TIME	48 hours	2 hours per pay period	80 hours
PART-TIME	48 hours	X	N/A
SEASONAL/TEMPORARY	0	1 hour for every 30 hours worked	80 hours

Employees cannot use paid sick leave until the thirtieth (30th) calendar day following the employee’s start date. Sick leave must be taken by eligible employees in increments of one (1) hour.

Sick leave is intended to be used only for the qualifying purposes stated above. MPS will not tolerate abuse or misuse of sick leave. If an employee is absent longer than three (3) days due to illness, medical evidence of the illness and/or medical certification of the employee’s fitness to return to work may be required.

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, the employee will not be paid for time not worked. Employee requests for unpaid medical leave must be approved in advance by the School.

The School may offer to buy back unused paid sick leave days at \$150 per day, at the School’s discretion, by the end of June. Employees must work for the School for at least ninety (90) days of their work year before they may be eligible for the School to buy back their paid sick leave. For employees who do not complete ninety (90) days by June 30 and are therefore ineligible for the buy back, their paid sick leave will roll over up to the maximum cap. The School will not buy back any paid sick leave from new or continuing employees who (1) fail to work for the School for ninety (90) consecutive days of the new work year, or (2) are separated from the School based on misconduct, unprofessionalism, or suspicion of the same. The School does not buy back sick leave from temporary or seasonal employees, such as summer school employees.

Personal Necessity Leave:

A full-time employee may elect to use up to five (5) days of accumulated sick leave each school year for 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;
- ☐ 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.

MERF Offered Benefits Chart

	Full-Time							Part-Time (20-29.99hr/week)	Part-Time (less than 20hr/week)	Temporary/Seasonal		
Status	School Admin Home Office	Classified				Teacher		Classified		Teacher/Classified		
Duration	12-Month	12-Month		11-Month		11-Month		Part-Time		Part-Time	Full-Time	
Salary Type	Salaried	Salaried	Hourly	Salaried	Hourly	Salaried	Hourly	Hourly		Hourly	Salaried	Hourly
Bereavement Hours	40	40	40	40	40	40	40	40	40	NO	NO	NO
Floating Hours	16	16	16	16	16	16	16	NO	NO	NO	NO	NO
Sick Hours	80	80	80	80	80	80	80	48	48	1 hr per 30 hours worked	1 hr per 30 hours worked	1 hr per 30 hours worked
Vacation Hours	160	120	120	NO	NO	NO	NO	NO	NO	NO	NO	NO
Health Benefits (Health, Dental, Vision)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO	NO
Retirement (STRS, PERS or 401K)	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO

Tuition Reimbursement (BTSA, Master's, Ph.D.)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO	NO
Paid Time Off (Fall, Spring, Winter Breaks)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO	NO

Temporary/seasonal employees may be eligible for health benefits and sick leave depending on the length of the assignment and the hours worked, as specified in the Health Benefits section and Paid Sick Leave section of this Handbook.

INSURANCE BENEFITS

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 one-hundred (100%) percent of the premium for employees who chose the HMO option and one-hundred (100%) percent of the premium to enroll legal dependents in the same program. The employee’s portion of monthly premiums will be deducted from the employee’s paycheck for employees who select the PPO selection or a greater amount of insurance coverage. The School may provide the employee a stipend payment at the rate of \$150 per month if he or she is enrolled in a separate health insurance benefit program and declines all employer-sponsored health insurance benefits (i.e. medical, vision, and dental) in writing by no later than within the month of August of each year. MPS will not provide a stipend to employees who will receive or have employer-sponsored health insurance coverage through an actively working spouse of MPS.

After the end of the open enrollment or once the employee selects a plan, employee may not cancel or convert from HMO to PPO or vice versa until the next open enrollment unless there is a qualifying event such as birth of a child, loss of coverage, marital status.

Part-time, and temporary/seasonal employees working less than 30 hours per week are not entitled to health 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.

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

Subject to health insurance carrier approval, employee 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. The employee is responsible for logging into MPS’s Human Capital Management System and properly enrolling in any selected plans within the first thirty (30) days of their start date.

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 out of work related to an injury, subject to SDI eligibility requirements. The employee must contact SDI for specific rules and regulations relating to SDI eligibility, and the **MERF Human Resources** may be available to assist.

Family Leave Insurance

Employees covered by the SDI may also be covered by the California Paid Family Leave Insurance program. Eligible employees are entitled to receive up to eight (8) weeks of wage replacement benefits from the State of California when they suffer a wage loss for taking time off to care for a seriously ill or injured qualifying family member or to bond with a new child within one (1) year of birth or placement of the child with the employee. Specific rules and regulations relating to Family Leave Insurance are available from SDI, and the **MERF Human Resources** may be able to assist.

Life Insurance

Employee life insurance is provided by MERF. All full-time employees will be covered upon hire, subject to program eligibility requirements. Employees should contact the Human Resources Department for coverage details.

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.

COBRA Benefits

Continuation of Benefits:

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- ☐ Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- ☐ Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making the employee 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 an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- ☐ The employee dies while covered by the plan;
- ☐ The employee and his/her spouse become divorced or legally separated;
- ☐ The employee becomes eligible for Medicare coverage, but the employee's spouse has not yet reached age sixty-five (65); or
- ☐ The employee's 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 employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. MPS will then notify the employee or his/her dependents of the employee's 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;
- ☐ The employee (or his/her 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 the employee (or his/her spouse or child, as applicable) may have;
- ☐ MPS stops providing group health benefits;
- ☐ The employee (or his/her spouse or child) become entitled to Medicare; or
- ☐ The employee extended coverage for up to twenty-nine (29)-months due to disability and there has been a final determination that the employee is no longer disabled.

LEAVES OF ABSENCE

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/CFRA leave in any twelve (12) month period for the purposes enumerated below.

Employee Eligibility Criteria:

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CFRA where the School must only have at least five (5) employees).

Events that may Entitle an Employee to FMLA/CFRA Leave:

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA 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 each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
- ☐ 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 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.

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. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes. "Designated person" refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship.
- ☐ 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 additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
- ☐ 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. For CFRA purposes, this may also include a domestic partner.

Deleted: or

Deleted:

Commented [SC4]: Same as above. It applies to CFRA but not FMLA.

Amount of FMLA/CFRA Leave Which May Be Taken:

- ☐ FMLA/CFRA 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/CFRA 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 may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the servicemember.
- ☐ The "twelve-month period" in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
- ☐ If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA 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 or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA 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 leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

Pay during FMLA/CFRA Leave:

- ☐ An employee on FMLA/CFRA leave because of his/her own serious health condition may use all

accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA 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/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
- ☐ If an employee has exhausted his/her sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
- ☐ The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA 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/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA 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/CFRA 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/CFRA 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/CFRA 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/CFRA leave, or other circumstances beyond the control of the employee.

Seniority:

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA 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/CFRA 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 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/CFRA Leave:

- ☐ An employee should request FMLA/CFRA 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/CFRA 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 qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA 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/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, 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/CFRA 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/CFRA 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/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA 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/CFRA leave period, an employee 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/CFRA leave.
- ☐ When a request for FMLA/CFRA leave is granted to an 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/CFRA 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.

Employment during Leave:

No employee, including employees on FMLA/CFRA 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.

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 per pregnancy, 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.

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.

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.

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.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month 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. No vacation time is accrued during any type of unpaid leave of absence.

Funeral/Bereavement Leave

All MPS employees excluding temporary/seasonal employees will be allowed up to **five (5)** paid 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. All other employees who have worked for at least thirty (30) days, such as seasonal and temporary employees, are entitled to up to five (5) days of unpaid bereavement leave for the death of an immediate family member. Employees should contact the Principal or the Human Resources department to request bereavement leave. All bereavement requests should be in writing to the Principal and Human Resources department.

If any employee requires more than **five (5)** days off for bereavement leave, the employee may request to use accrued sick days, request additional unpaid leave or may request the opportunity to use any accrued vacation time, which may be granted at the discretion of the School. Bereavement pay will not be used in computing overtime pay.

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

Commented [SC5]: California now allows employees working at least 30 days for the employer to receive no less than 5 days of unpaid bereavement. While MPS does not have to offer the paid days it gives to regular employees to seasonal and temporary employees, it must offer no less than up to 5 days of unpaid leave for bereavement.

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 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 the employees 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 the employee. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.

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.

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.

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 of the notice from the child's school requesting the presence of the employee.

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. Employees must notify **the Principal (or MERF Human Resources for MERF employees)** of their commitment to act as an election official as far in advance as possible.

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. The employee must notify **the Principal (or MERF Human Resources for MERF employees)** of their commitment to serve on a jury or as a witness as far in advance as possible.

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, stalking or other crimes. 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 or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. 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.
3. 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.
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

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**.

Time Off for Volunteer Firefighters

Employees who perform emergency duties as volunteer firefighters, reserve peace officers or emergency rescue personnel will be given reasonable time off from work 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.

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.

Industrial Injury Leave (Workers' Compensation)

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 the employee receives any worker's compensation benefits to which they may be entitled, employees 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 a health care provider regarding the need for workers' compensation disability leave as well as the employee's 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. MPS, 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.

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 sixty (60) workdays off in a twelve (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.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee first uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

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.

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 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 employees need further information regarding Leaves of Absence, they should consult **MERF Human Resources**.

RETIREMENT

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).

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 Home Office Staff Members

Full-time Home Office staff members may be eligible to participate in the Public Employees' Retirement System (PERS), the State Teachers' Retirement System (STRS) or 401(K) Retirement Plan.

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. MERF 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 MERF 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. MERF will submit all retirement data and will comply with all policies and procedures for payroll reporting. MERF assures that it will provide retirement information in a format required by the Counties.

EMPLOYMENT EVALUATION AND SEPARATION

Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by **his or her direct supervisor**. MERF may utilize secure online staff evaluation platform to evaluate staff performances. 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.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of their progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions or job retention. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, employees will be required to sign the evaluation report simply to acknowledge that it has been presented to them, that the employee discussed it with their **direct supervisor**, and that they are aware of its contents. Employees may also acknowledge receipt of performance evaluations through the online platform provided by MERF. 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.

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 and/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. 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.

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 may be scheduled by **your direct supervisor or the HR Department**. 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 comments and suggestions on improving the working environment at the School. The School appreciates receiving candid opinions of the employee's employment.

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 \$150 per day. The School will not buy back any paid sick leave from new or continuing employees who fail to work for the School for ninety (90) consecutive days of the new work year. Additionally, employees who are terminated based on misconduct or unprofessionalism, or who resign under suspicion of misconduct or unprofessionalism, are not eligible to have paid sick leave paid to them upon their separation from the School. The School does not buy back sick leave from temporary or seasonal employees, such as summer school employees.

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. Only employees who are not terminated for misconduct or other related conduct are eligible to be paid for sick leave under the policy.

References

All requests for references and employment verifications must be promptly directed to the employee's **direct supervisor and/or the HR Department**. When contacted for a reference or employment verification, the School will only provide information concerning dates of employment, the title of the last position held and length of service. The School may be required to disclose when an employee has been reported to the CTC for allegations of misconduct. Other employees may not provide any employment verifications or provide a professional reference on behalf of the School for another employee.

INTERNAL COMPLAINT REVIEW & OPEN DOOR

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 employee questions, suggestions or complaints relating to work, conditions of employment, the School or the treatment of employees. Other than in situations involving harassment (as outlined and described above), the employee must contact **the Principal (or MERF Human Resources for MERF employees)** with questions or concerns. If the situation is not satisfactorily resolved, the employee should contact **MERF Human Resources**, preferably in writing, who may further review the issue.

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 the employee's **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 School's Board of Directors**, 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.

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. The decision of the Board shall be final.

General Requirements:

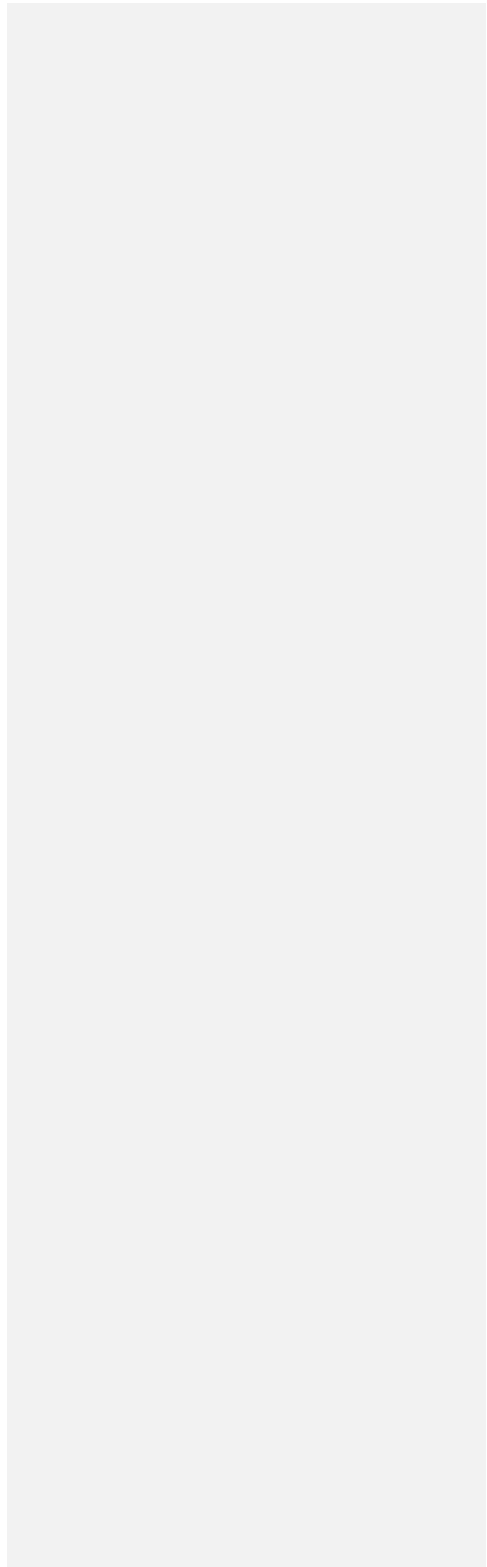
- ☐ **Confidentiality:** All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
- ☐ **Non-Retaliation:** All complainants 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 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.

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 modification replaces any pre-existing policies and Handbooks to the extent they are in conflict.

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.

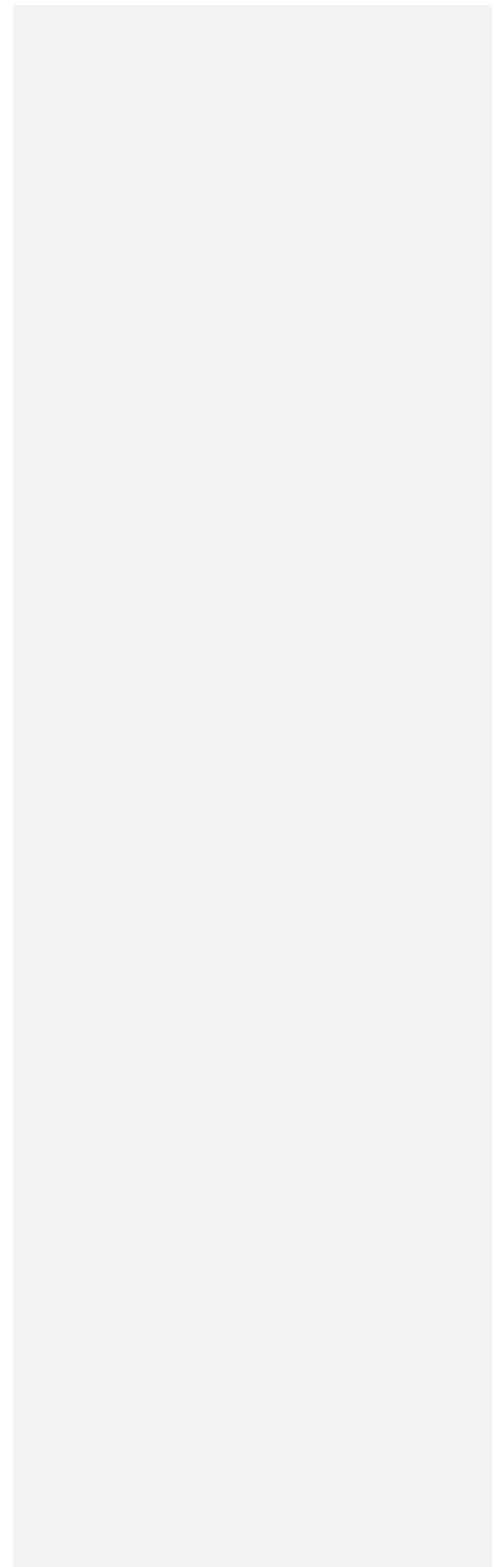
I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date: _____

Print Name

Received by: _____ Date: _____



APPENDIX B

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint _____

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

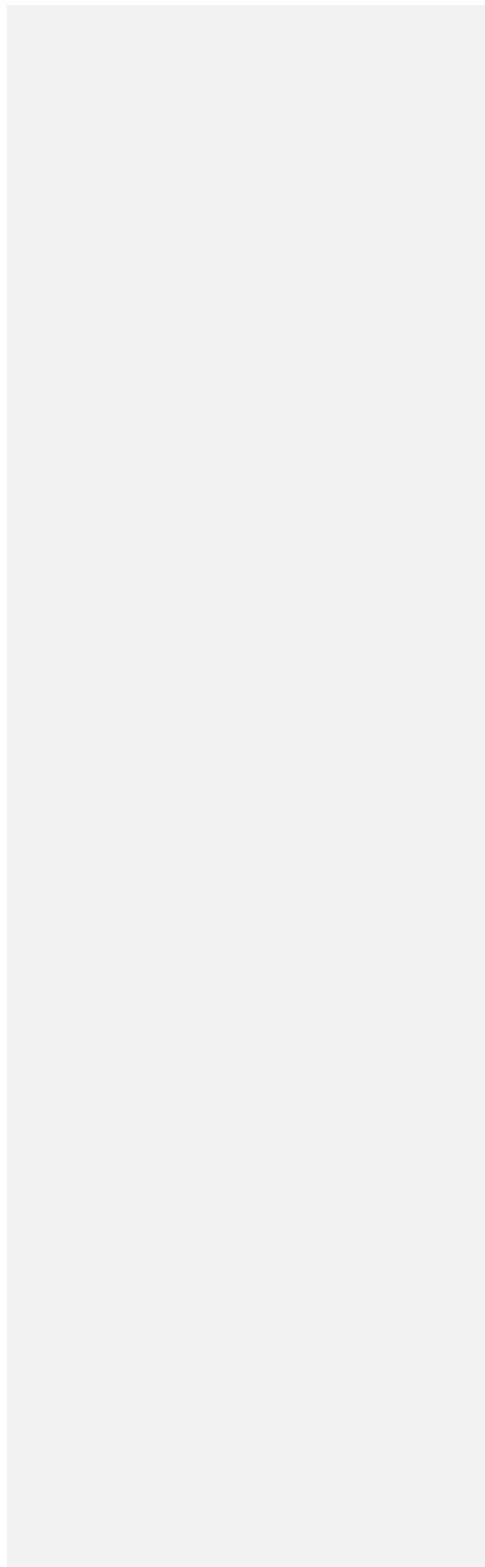
Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____



Magnolia Public Schools

Employee Handbook 2022-2023

Magnolia Public Schools
250 East 1st Street
STE. 1500
Los Angeles, CA 90012
213-628-3666

www.magnoliapublicschools.org

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 also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

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 CEO or the CEO designee, 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 CEO has the authority to make any such agreement and then only in writing.

Employee's Signature: _____ Date: _____

Please review this Handbook carefully and acknowledge your receipt and understanding of it in Human Capital Management System.

TABLE OF CONTENTS

INTRODUCTION 1

CONDITIONS OF EMPLOYMENT 2

 Equal Employment Opportunity Policy 2

 At-Will Employment 3

 Criminal Background Checks 4

 Tuberculosis Testing 4

 Immigration Compliance 4

 Professional Boundaries: Staff/Student Interaction Policy 5

 Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation 8

 Whistleblower Policy 10

 Drug- and Alcohol-Free Workplace 11

 Confidential Information 11

 Conflict of Interest 11

 Relationships between Employees 12

 No Smoking 12

 Workplace Violence 13

 Health, Safety and Security Policies 13

 Security Protocols 13

 Occupational Safety 13

 Accident/Incident Reporting 14

 Reporting Fires and Emergencies 14

 School Property Inspections 14

 Soliciting/Conducting Personal Business While on Duty 14

 Use of School Communication Equipment and Technology 15

 Use of Personal Property 19

 Security Cameras on Campus 20

 Social Media 20

 Intellectual Property Rights 22

 Media Contacts 22

HOURS OF WORK, OVERTIME AND ATTENDANCE 23

 Employee Classifications 23

 Work Hours and Schedules 24

 Overtime 24

 Make Up Time 25

 Wage Attachments and Garnishments 25

 Meal and Rest Periods 25

 Lactation Accommodation 25

 Pay Days 26

 Payroll Withholdings 26

 Salary Compensation for Partial Pay Period 27

 Pay Rate Schedule 27

 Attendance Policy 27

 Timecards and Records 28

 Mandatory Training and Meetings 29

 Expense Reimbursements 29

STANDARDS OF CONDUCT 30

Personal Appearance/Standards of Dress..... 30

Prohibited Conduct 30

Off-Duty Conduct 32

EMPLOYEE BENEFITS 32

Holidays and Vacations 32

 School Holidays 32

 School Breaks 33

 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 and MERF employees will have two (2) days less off. Full-time, hourly classified staff are only eligible for pay according to the School Holiday Schedule above. 34

 Floating Holidays 34

 Vacation..... 34

Sick Leave 35

 ✧ Temporary/seasonal employees may be eligible for health benefits and sick leave depending on the length of the assignment and the hours worked, as specified in the Health Benefits section and Paid Sick Leave section of this Handbook. 38

INSURANCE BENEFITS 38

 Health Insurance 38

 Disability Insurance 39

 Family Leave Insurance 39

 Life Insurance 39

 Workers’ Compensation Insurance 39

 COBRA Benefits 39

LEAVES OF ABSENCE 41

 Family Care and Medical Leave 41

 Pregnancy Disability Leave 45

 Unpaid Leave of Absence 49

 Funeral/Bereavement Leave 49

 Military and Military Spousal Leave of Absence 49

 Drug and Alcohol Rehabilitation Leave 50

 Time Off for Adult Literacy Programs..... 51

 School Appearance and Activities Leave 51

 Time Off to Serve as Election Official 51

 Time Off for Jury and Witness Duty 51

 Victims of Abuse Leave..... 51

 Time Off for Volunteer Firefighters 52

 Time Off for Voting..... 53

 Returning from Leave of Absence 54

RETIREMENT	55
Certificated Staff Members	55
Classified Staff Members	55
MPS Home Office Staff Members	55
Oversight of Benefits	55
Employee Reviews and Evaluations	56
Discipline and Involuntary Termination	56
Voluntary Termination	56
Pay at Time of Separation	57
References	57
INTERNAL COMPLAINT REVIEW & OPEN DOOR.....	58
Open Door Policy	58
AMENDMENT TO EMPLOYEE HANDBOOK.....	60
APPENDIX A - HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM	
APPENDIX B - INTERNAL COMPLAINT FORM	

Magnolia Public Schools

The Vision

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

The Mission

MPS 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

MPS 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>18238 Sherman Way, Reseda, CA 91335</i>	<i>(818) 705-5676</i>
<i>Magnolia Science Academy-6</i>	<i>745 S Wilton Pl, Los Angeles, CA 90005</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>6525 Estrella Ave., San Diego, CA 92120</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) 479-0115</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 employees have any questions about the policies outlined in this Handbook, or if they have any other personnel related questions, whether related to policies specifically addressed in this Handbook or not, please consult the **MPS Home Office ("MERF") Human Resources Department**.

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 workplace 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.

After reviewing this Handbook, please e-sign the employee acknowledgement form **in the Human Resource Management System Employee Self Service Portal**. This signed acknowledgement demonstrates to the School that the employee has read, understood and agrees to comply with the policies outlined in the Handbook.

CONDITIONS OF EMPLOYMENT

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 (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex);
- 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 and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- 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"), or laws related to domestic violence, sexual assault and stalking;
- 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 job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, 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, or if unknown, what job duties the disability impairs. MPS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the 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.

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 “at-will” 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.

Child Abuse and Neglect 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 or law enforcement.

MPS will provide annual training on the mandated reporting requirements, using the online training module provided by MPS, 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.

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 employment.

By acknowledging receipt of this Handbook, the employee acknowledges he/she is a child care custodian

and is certifying that he/she has knowledge of California Penal Code section 11166 and will comply with its provisions.

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 to the safety and the well-being of students taking 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 be arrested for, charged with, or convicted of any offense during his/her employment with the School, the employee must immediately report as much to the Principal.

Tuberculosis Testing

All employees of the School must submit written proof from a **health care provider** of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. 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. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School.

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.

The employee will not be required to submit a new TB exam if the employee can produce a current certificate showing they were found free of infectious tuberculosis within sixty (60) days of initial hire, or a California school previously employing the employee verifies it has a current certificate on file showing that the employee is free from infectious tuberculosis. The cost of the examination required of existing and new-hire employees shall be a reimbursable expense. Employees should follow the MPS Purchase Policies & Procedures Manual while making their reimbursement requests. Employees may ask their supervisor for a copy of the MPS Purchase Policies & Procedures Manual.

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. Failure to maintain current TB test results may result in placement on inactive status for failure to meet the minimum conditions of employment, or disciplinary action, up to and including release from at-will employment.

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. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant.

If the employee has any questions or needs more information on immigration compliance issues, they should contact the Principal.

Professional Boundaries: 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):

- ☐ Restraining 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 the employee is unsure if certain conduct is acceptable, is to ask, "Would I be engaged in this conduct if my family or colleagues, including someone from my HR Department, 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.

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;
- ☐ Insulting students, calling students names, using swear words, or making intimidating gestures or comments.

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.

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;
- ☐ Emails, 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 a conflict arises with a student;
- ☐ Informing the Superintendent 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.

Certification and Licensure of Instructional Staff

All teachers are required to hold a current California teaching credential, certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold. MPS complies with all requirements of the authorizers regarding the certification and licensure of instructional staff. Paraprofessional staff may also be required to provide documentation proving that they meet the requirements for paraprofessional staff. It is the responsibility and a condition of continued employment for all instructional staff, including teachers and paraprofessionals to provide any necessary licensure to a **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 possess 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.

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 (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex); 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 and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); 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, 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 dismissal, of the offending employee.

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; and/or (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 employees will receive two (2) hours of sexual harassment prevention training within six (6) weeks of hire. Additionally, all returning employees will receive sexual harassment prevention training within six (6) weeks of the new school year. 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 prevention training 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 "Internal 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 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.

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.

Drug- and Alcohol-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, stakeholder 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 employees and to other MPS stakeholders.

The bringing to the workplace, 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.

Confidential Information

All personnel information and information relating to students, including personal information, 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.

Employees at the worksite and teleworking must ensure confidential information is maintained in a secure location restricted from access by unauthorized third-parties.

Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations which 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.

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 avoid 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 actual or perceived 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.

No Smoking

All School buildings and facilities are non-smoking facilities.

GENERAL WORKPLACE POLICIES

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. Any act or threat of violence must be immediately reported to **the Principal (or MERF Human Resources)**.

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. Additionally, the School has adopted a reopening plan to address the safe reopening and operating of MPS schools following the school closure due to COVID-19. Employees must carefully review and comply with the reopening plan for which they will receive training and further instruction during Professional Development training and as needed.

Employees are required to know and comply with the School's general safety rules and to follow safe and healthy work practices at all times. Any potential health or safety hazards and all injuries or accidents must be immediately reported to a supervisor. 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.

Security Protocols

MPS has developed guidelines to help maintain a secure workplace. Employees are encouraged to be aware of their surroundings and be on the lookout at all times for any unusual circumstances, such as 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 desks and offices 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.

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 employee and 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, the employee should request assistance from a supervisor. Unsafe conditions must be reported immediately.

Employees shall be observant of any workplace conditions that may be a cause or contributor to the spread of illness caused by virus and disease, including unclean surfaces, personal illness or the possible illness of others, or work conditions that may seem unsanitary or in violation of any active public health or government order.

To maintain occupational safety, the School may adopt and enforce any government or agency approved measures for evaluating and enforcing employee health and wellness, including health screenings, assessments, or checks.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. MPS's 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.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident, injury, or possible cause of COVID-19 occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

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.

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. 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 or employee permission. School property includes all desks, electronic devices, 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 School property to any person, including those who refuse 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.

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 if it 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.

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. **Employees are required to promptly respond to work emails and communications. Exempt employees must respond within 1 day, and nonexempt employees must respond within 1 business day.**

Additionally, the School uses technology protection measures that protect against internet access (by both minors and adults) to visual depictions that are obscene, pornographic, and/or harmful to minors. These measures may include, but are not limited to, using a spam filter, 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 to the School.

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 **the I.T. Coordinator** with 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 content or images that are obscene, pornographic, and/or harmful to minors. The email system and internet access are 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 with little or no

educational value may not be displayed or transmitted. The e-mail system and internet access are 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.

Telework Policy

Purpose

MPS recognizes approved teleworking as a necessary work arrangement while Magnolia school campuses and the home office are closed during the ongoing coronavirus ("COVID-19") pandemic. This policy details conditions and requirements which apply to all temporary telework assignments during Magnolia school closures due to COVID-19.

Definition

Teleworking allows employees to work at home or in an approved remote location for all or part of their regular workweek. Teleworking is not an entitlement, nor is it a Magnolia-wide benefit. This temporary arrangement in no way alters or changes the terms and conditions of employment with Magnolia, and the promulgation of this Policy creates no employee rights in relation to teleworking. Furthermore, Magnolia has the right to refuse to make telework available to an employee and to terminate a telework assignment without cause at any time in its sole and unreviewable discretion.

General Requirements

Except for employees who are otherwise notified, all Magnolia employees are expected to continue performing their work duties via teleworking. Employees shall make arrangements with their supervisor and co-workers to address on-site job demands that arise, including returning to the work site to perform certain job duties as needed or as directed by their supervisor. Employees shall be responsible for following all Magnolia policies and procedures when teleworking, including all of the foregoing set forth in Magnolia's most recent Employee Handbook. Employees shall also be solely responsible for the performance of their telework duties; assistance from third parties is strictly prohibited.

Nonexempt employees will be required to (1) record all hours worked as assigned by Magnolia and (2) take and document applicable meal/rest periods. Nonexempt employees must also receive prior written approval from a supervisor prior to working additional hours or overtime. Failure to comply with timekeeping and work hours requirements may result in disciplinary action, up to and including termination from employment.

Eligibility Considerations

Consideration will be given to employees who work in positions adaptable for telework assignments, particularly those who have demonstrated work habits and performance well-suited to successful teleworking. In the sole discretion of Magnolia and its management, the following eligibility factors will be considered:

- The employee has a position where effective communication can be accommodated electronically;
- The employee's telework assignment will not be detrimental to the productivity or work quality of other employees or the effective operation of Magnolia;

- The employee must be able to perform work from home or an approved remote location without distractions or unnecessary risk to the security of Magnolia data, records, networks, or confidentiality generally;
- The employee's equipment and software must meet Magnolia's guidelines/standards, and the employee's needs for Information Technology ("IT") support must be minimal;
- Telework sites must be in California;
- The employee must be effective at working independently for extended periods of time;
- The employee has demonstrated or can demonstrate effective time-management skills by completing tasks efficiently and within any required deadlines;
- The employee must maintain connections with work groups or teams from their remote work location; and
- The employee has no recent or pending corrective or disciplinary actions.

Supervisor Responsibilities

Supervisors managing employees who have been permitted to telework must effectively:

- Implement the telework policy/guidelines;
- Conduct remote supervision;
- Understand the technology and tools necessary for successful remote supervision; and
- Establish communication protocols with telework employees, including making continued efforts to involve teleworking employees in office/department events, meetings, messages, etc., as applicable, to preserve teamwork.

Supervisors will assess each employee's progress on a telework assignment periodically to ensure the employee's compliance with telework requirements, and address any work-related issues, including completing evaluations and other performance management as appropriate.

Communication And Accessibility

Employees and supervisors must determine how communication between the teleworking employee, the worksite, and/or other employees also teleworking will be handled. Employees shall keep their supervisor and as needed, their co-workers or other Magnolia stakeholders (e.g., students and/or parents), informed of their availability so these individuals know how and when to reach the employee during the employee's telework assignment. Employees must be accessible by phone and email at all times to their supervisor, co-workers, Magnolia stakeholders, and Magnolia generally during assigned work hours. Employees must notify their supervisors if they leave their telework site during agreed upon hours, aside from applicable meal and rest periods. Employees must post their telework schedule on their calendar, including applicable meal and rest periods. Employees must also remain flexible in their scheduling, and shall be available to attend staff meetings and other meetings as required by their supervisor.

Safety

The telework space is considered an extension of Magnolia's worksite. Employees will have the same responsibility for safe practices, accident prevention, and accident/injury reporting as in the regular worksite. In case of injury, accident, theft, loss, or tort liability related to telework, the employee must immediately report the event to their supervisor and allow Magnolia or its authorized agent to investigate and/or inspect the telework site as needed.

Employees are responsible for establishing and maintaining a designated, adequate workspace at their telework location. When the telework location is the employee's home, the employee is responsible for ensuring the location is safe (free from hazards and other dangers to the employee or equipment), clean, professional, and free of distractions (e.g., children, pets, electronic devices, etc.).

Supplies, Equipment, And Furniture

Magnolia will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telework assignment on a case-by-case basis. Magnolia will not provide office furniture for the workspace at home and the employee's home work-site must be minimally equipped to serve as a remote workspace.

Laptop devices and internet hotspots will be supplied and maintained by the Magnolia, subject to availability. Any equipment provided by Magnolia to the employee shall remain the property of Magnolia. Equipment supplied by Magnolia is to be used for work purposes only. Employees must sign an inventory of all Magnolia property and agree to protect the items from damage or theft. Employees shall not be entitled to reimbursement for their use of Magnolia property. Employees shall be held liable to Magnolia whenever their wrongful or negligent act or omission causes loss, theft, disappearance, damage to, or destruction of Magnolia property. Upon cessation of a telework assignment, all Magnolia property must be returned to Magnolia.

All other necessary technology shall be supplied by the employee as approved by Magnolia. All technology supplied by the employee shall be maintained by the employee. Magnolia accepts no responsibility for damage or repairs to employee-owned equipment. Employees who supply personal technology for a Magnolia-related use shall be eligible for a reimbursement pursuant to the "Reimbursement" section below. Any employee who proposes to supply their own personal technology for Magnolia related work shall notify their supervisor of the same and provide an inventory of such personal technology.

Reimbursement

Magnolia shall reimburse employees for actual and necessary expenses incurred by the employee for purposes of carrying out Magnolia business when such expenses are expressly authorized and preapproved by Magnolia. Such reimbursement shall be calculated as follows:

Magnolia shall reimburse an employee's costs for internet based upon a reasonable percentage of work-related use, up to \$15 per month. Additionally, Magnolia will reimburse an employee's cell phone bill based upon a reasonable percentage of work-related use, up to \$10 per month. Phone expenses are limited to the *employee's share* of the plan, taxes, and access fees. For example, an employee on a "family plan" may receive reimbursement only for the cost of their phone line.

Employees who believe their expenses exceed the reimbursement amounts described above shall be required to submit copies of their expenses, such as the internet and/or cell phone bill at issue, for review. Such bills may be redacted as needed to remove any private/confidential information.

Information Security And Confidentiality

Employees must never provide any third parties access to Magnolia network or share network access passwords, and must comply with all policies and procedures related to information security and network access, including policies and procedures contained in the Magnolia Employee Handbook.

Consistent with Magnolia’s expectations of information security for employees working at the office, teleworking employees must ensure that their telework location is secure and communications provided or sensitive work performed from the telework location remain confidential, away from the presence of family members or guests. Any Magnolia materials taken home, such as confidential personnel or pupil records, must be kept in a secure space within the telework location and shall not be made accessible to any third parties, including the employee’s family members or guests. Steps which employees may take to increase security of Magnolia materials/information include use of locked file cabinets and desks, regular password maintenance, shielding computer monitors, and any other actions appropriate for the position and the telework location.

Performance Standards

Employees must maintain the same or an improved level of productivity and work quality while teleworking. If productivity and/or work quality begin to decline, the telework assignment will be reevaluated to determine if changes can be made or termination of the telework assignment is warranted. Telework allows a high amount of flexibility for an employee to complete their work in a timely and proper manner, and it is expected that employees will not abuse this opportunity by allowing their productivity or work quality to decline.

Professional Boundaries

Employees must maintain appropriate levels of professionalism when interacting remotely with students and/or student’s family members, including as detailed in the “Professional Boundaries: Staff/Student Interaction” policy. Employees who fail to demonstrate acceptable professional boundaries during a telework assignment may be subject to disciplinary action, up to and including termination from employment.

Evaluation & Duration

Evaluation of employee performance during the teleworking assignment may include daily interaction by video, phone and/or email between the employee and the supervisor, and weekly face-to-face and/or video meetings whenever possible to discuss work progress and problems, as needed.

Magnolia may modify or terminate telework assignments at any time, with or without cause or advance notice. Although not required, Magnolia shall endeavor to provide seven (7) days’ notice of the modification or termination of any telework assignment whenever possible. All telework assignments shall be subject to termination upon resumption of regular onsite duties at Magnolia following the COVID-19 pandemic.

Use of Personal Property

Employees are not encouraged to bring in personal property or materials for use in the School setting. If an employee has a personal property item he or she would like to bring in for School use, the employee must first gain approval by MPS. MPS will not be responsible or liable for the property item. The employee assumes all liability for any damage or injury caused by bringing in a personal property item. The employee may be subject to discipline for a violation of this policy. The School will not be liable for

lost, stolen or damaged person property items, and such items are brought in at the employee's own risk.

Security Cameras on Campus

MPS has authorized the use of security cameras in public areas **where there is no reasonable expectation of privacy**, including in and around School buildings and on School property. The purpose of this program is to promote and maintain a safe, secure, and healthy environment for students and staff, **and to protect the community's investment in School owned or leased property and facilities.**

Public areas may include school buses, building entrances, hallways, parking lots, front offices where students, employees, and parents come and go, break rooms, gymnasiums during public activities, cafeterias, and supply rooms. Private areas of campus, such as private employee offices **(unless consent by the office owner is given)**, restrooms, and locker rooms will not be subject to security camera recording. Additionally, MPS will post signage indicating the areas of campus where security cameras are in use.

The precise location of security cameras shall be determined by MPS or by the School-site principal with the approval of the CEO. Input from employees may be sought to determine the most beneficial locations for security cameras. A diagram showing the wiring of the local server for the security cameras at the school sites shall be shared with the Board prior to the installation of the security monitoring system.

Security cameras will not be used to record audio or live footage, and footage will be kept private and destroyed after thirty (30) days, unless the preservation of the footage is otherwise needed. **Authorized personnel may view the security camera footage by accessing the pre-recorded footage saved to a digital file.** While MPS will not use the security camera footage to evaluate employee performance, it may be used by MPS or law enforcement in cases of suspected illegal or inappropriate conduct. In such cases, MPS cannot guarantee that security camera footage will be kept private.

Under no circumstances will employees make unauthorized copies or duplicates of security camera footage.

Employees are prohibited from tampering with the MPS's security cameras, systems, and/or footage. "Tampering" includes any unauthorized use, access, or physical damage, or any attempt to interfere, block or prevent the security camera from recording footage. Any employee found to have tampered with MPS security monitoring system may be disciplined, up to and including termination, and they may also be liable for any damage to the system.

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:

- ☐ School equipment, including its computers and electronics systems, may not be used for these purposes;
- ☐ Employees may not use or post images of students or student information or work;
- ☐ 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 social media postings are disruptive to the School or violate this or other School policies.

Personnel Files and Record Keeping Protocols

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep **the Principal (or MERF Human Resources for MERF employees)** advised of changes that should be reflected in their personnel file by making the changes in the Human Capital Management System Employee Self Service Portal. Such changes include: change in name, address, telephone number, personal information if required for insurance purposes (e.g., marital/domestic partnership 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 an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. MPS will restrict disclosure of personnel files 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.

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 deemed a work made for hire 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 acknowledge the author or owner.

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.

HOURS OF WORK, OVERTIME AND ATTENDANCE

Employee Classifications

An employee's salary and benefits depend on a wide range of factors, including base scale, qualifications, additional duties, and performance. Employees who have any questions about their salary, should speak to the Principal or the Human Resources Department for more details.

Classification Type	Definition	Eligible Benefits
Full-Time Salaried	Employed on a regularly scheduled 30+ hours per week basis for a non-specified period.	<ul style="list-style-type: none"> - STRS/PERS/401K Retirement Plan - Personal Necessity/Sick Leave/Floating Holiday - 100% Health Benefits Coverage (including family members) - Life insurance Plan - Vacation Hours (12-months employees only) - Tuition Reimbursement Program
Full-Time Hourly	Employed on a regularly scheduled 30+ hours per week basis for a non-specified period.	<ul style="list-style-type: none"> - STRS/PERS/401K Retirement Plan - Personal Necessity/Sick Leave Hours/Floating Holiday - 100% Health Benefits Coverage (including family members) - Life insurance Plan - Vacation Hours (12-months employees only) - Tuition Reimbursement
Part-Time Hourly	Employed on a regularly scheduled basis of 20.00 to 29.99 hours per week for a non-specified time.	<ul style="list-style-type: none"> - STRS/PERS - Sick Leave
Part-Time Hourly	Employed on a regularly scheduled basis of 19.99 or less hours per week for a non-specified time.	<ul style="list-style-type: none"> - Sick Leave - Not eligible for any other benefits
Temporary/Seasonal Full-Time	Employed on a regularly scheduled basis of 30+ hour per workweek for a finite period of time (though they are still at-will employees).	<ul style="list-style-type: none"> - Sick Leave - Some full-time temporary and seasonal employees may also be eligible for employer-sponsored health benefits, as required by law.
Temporary/Seasonal Part-Time	Employed on a regularly scheduled basis of 29 or less hours per week for a finite period of time (though they are still at-will employees).	<ul style="list-style-type: none"> - While this position may be eligible for Sick Leave, it is not eligible for any benefits.
Independent Contractor	Independent Contractors are non-employees.	Not eligible for any benefits.

Work Hours and Schedules

The School's normal operating hours are from ***7:30 a.m. to 4:00 p.m.**, Monday through Friday. The work schedule for hourly nonexempt employees may vary. Each employee will be assigned a work schedule by their supervisor. *Typical working hours for hourly nonexempt employees may be as follows:

REGULAR WORKING HOURS*	
School Level: Full-time office staff	7:30 a.m. – 4:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) minute breaks)
School Level: All other full-time employees	7:45 a.m. – 4:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) minute breaks)
CMO Level: All full-time MERF employees	8:30 a.m. – 5:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) -minute breaks)

* Working hours may vary from one School site to another.

Employee work schedules and pay may fluctuate depending on the workload:

- ☐ Employees may have to work hours beyond their normal schedules as work demands require.
- ☐ Hourly employees will only be paid for the hours actually worked unless accrued paid leave is used or during a paid holiday for eligible employees.
- ☐ Employees are expected to attend weekly staff meetings and other mandatory training and meetings.
- ☐ Full-time teachers may be required to supplement regular curricular activities through after school programs, including tutoring and clubs. Each full-time teacher 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 the normal school day, as indicated in the work year calendar. This required work is distinguishable from the employee's involvement in non-work volunteer activities, which are not required by the employee's employment.
- ☐ Employees are expected to perform other duties as requested by their **direct supervisor**.

Overtime

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis. Generally, teachers and administrators are exempt from earning overtime pay. Exempt employees may have to work hours beyond their normal schedules as work demands require, thus, no overtime compensation will be paid to exempt employees. Nonexempt employees may be eligible to earn overtime if required to work beyond the regularly scheduled workday or workweek. Only actual hours worked in a given workday or workweek can apply in calculating overtime for nonexempt employees. MPS will attempt to distribute overtime evenly and accommodate individual schedules, however, the operational needs of the School are

paramount. All overtime work must be previously authorized in writing by **the Principal (or MERF Human Resources for MERF employees.)** MPS provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law.

Make Up Time

An employee may make a written request to make up work time that is or would be lost as a result of a personal obligation. It is at the sole discretion of the School to approve or reject the request. The hours of that make up work may only be performed in the same workweek in which the work time was lost and may not result in the employee earning overtime. The makeup time must not exceed eleven (11) hours of work in one day or forty (40) hours of work in one week. The employee is responsible for recording time worked and taking all applicable rest and meal breaks during make up time. Make up time is not encouraged, and is based on the availability of work.

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. The School will comply with such legal procedures.

Employees are strongly encouraged to avoid such wage attachments and garnishments.

Meal and Rest Periods

Nonexempt 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, but by no later than the end of the fifth (5th) hour 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 in writing.

Nonexempt 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. Employees are prohibited from combining meal and rest period time. An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

Lactation Accommodation

MPS accommodates lactating employees by providing a reasonable amount of break time to 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. Such room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. 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.

Pay Days

Paydays are scheduled twice per month for **all employees**. The pay periods run from the 1st of the month to the 15th of the month (with paychecks available on the 20th of the month) and the 16th of the month to the end of the month (with paychecks available on the 5th of the following month). For 12 month employees, the School pays up to twenty-four (24) pay periods. For 11 month employees, the School pays up to twenty-two (22) pay periods. The total number of pay periods may vary depending on the starting and ending date of employment, and whether the employee performed work, used time from the accrued leave (paid sick leave, vacation leave, PTO), or is eligible for a paid holiday during the pay period. The last pay period of the school year ends on June 30th. Each paycheck will include earnings for all reported work performed through the end of the payroll period and is subject to regular withholdings. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay no later than the next day of work after the day(s) off.

Employees should promptly notify **the Principal (or MERF Human Resources for MERF employees)** with questions regarding the calculations of their paycheck. Any corrections will be noted and will appear on the following payroll check.

Payroll Withholdings

As required by law, the School shall make all required withholdings, including:

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.

Employees may also have deductions made to their paychecks when a wage overpayment occurs. The School may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee's payroll check, among other options. An employee who is separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The School also reserves the right to exercise any and all other legal means to recover any additional amounts owed. The School shall provide employees with advance written notice of the deduction prior to the pay period where it will go into effect.

Every payroll deduction is explained on the check voucher. Employees are directed to contact Human Resources with questions.

Employees may change the number of withholding allowances claimed 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) and by updating the Human Capital Management System Employee Self Service Portal. The Human Resources Department also maintains a supply of forms.

It is the employee's responsibility to report any changes in filing status to **the Principal (or MERF Human Resources for MERF employees) by updating his/her Human Resource Management System Employee Self Service Portal.**

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.

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.

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.

Pay Rate Schedule

Pay is primarily determined by the work classification, employee qualifications, years of service, and individual performance. The School uses the Board approved employee pay raise scales to determine the salaries for **full-time teaching staff and non-classroom based academic personnel and school leaders**. MERF employees and classified employees pay are determined by the MPS Board approved salary band. Please refer to the scales for details. For school level classified employees, the pay is primarily determined by the work classification and individual performance.

Attendance Policy

Employees are expected to adhere to regular attendance and to be punctual. School and MPS organized In-Service and Professional Development days are considered regular working days, employees are expected to be present on those days. If it is necessary to be absent or late, the employee must arrange it in advance with a **direct supervisor**. If it is not possible to arrange the absence or tardiness in advance, the employee must notify a **direct supervisor** no later than one-half (1/2) hour before the start of the workday. Teachers are also responsible to have a substitute folder for use when they are absent from school. If the employee is absent from work longer than one day, they must keep their **direct supervisor** sufficiently informed of the situation.

Excessive absenteeism and tardiness will not be tolerated and will lead to disciplinary action, as shown below in the Disciplinary Action Chart for Tardiness.

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. The actual amount of time used during the tardiness will be subtracted from employee's vacation or sick leave hours (if related to a sick leave purpose) for each tardiness, in one (1) hour increment. Once all sick leave/vacation is used, employee's tardy hours will be reflected as unpaid time off.

CHART OF CONSEQUENCES FOR TARDINESS AND ABSENCES		
	OCCURRENCES/DAYS	STEP AND ACTION
TARDINESS	1 -3 tardiness	Verbal Warning
	The 4th tardy	Written Warning.
	The 5th tardy	Staff member will also be placed on an Improvement Plan.
	6th and subsequent tardiness	Disciplinary: The employee may be subject to further discipline or dismissal.
ABSENCES	After all sick leave/vacation days are used	For exempt employees, a full day of pay will be deducted for each full days' absence. For nonexempt employees, no deduction will be made, but the employee will not earn wages during their absence.
NO CALL/NO SHOW	3 consecutive days	Considered job abandonment, which can lead to termination.

Timecards and Records

By law, MPS is obligated to keep accurate records of the time worked by nonexempt 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 makes an error on the time card, the employee must contact the Principal to make the correction and such correction request must be approved by the Principal.

Non-exempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's time card. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the School.

Mandatory Training and Meetings

Employees may be required to attend online/onsite 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 staff will be paid for the total hours of mandatory trainings plus travel time and mileage reimbursement (if applicable) with respect to MPS Reimbursement Policy.

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 the employee is unsure about the characterization of an offered training, lecture or meeting, they should contact their **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.

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, CBEST, RICA, CTEL, CLAD, CPACE, etc.,) and other approved School business and profession related expenses. During the on-boarding process for a new-hire, fingerprint processing fees and TB test fees may be reimbursed up to 2 (two) fees upon the supervisor and/or the HR Department's request and approval. Credential fees, university entrance exam fees, and US Constitution exam fees 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 MERF's policy regarding expenditures, a copy of which may be obtained from the **Principal (or MERF Human Resources for MERF employees)**.

MERF Purchase Policies and Procedures Manual requires all employee expense or purchase plans to be pre-approved by his/her supervisor.

All new and continuing tuition reimbursement requests must be pre-approved annually by employee's supervisor as stated in the MPS Tuition Policy.

STANDARDS OF CONDUCT

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. 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) Supervisors will inform employees of any specific dress requirements for their position.

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 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 the School;
- ☐ Unprofessional conduct.
- ☐ Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities;
- ☐ Unacceptable job performance;
- ☐ Improper use or release of confidential information without authorization;
- ☐ Unexcused/unreported absence and/or lack of punctuality;
- ☐ Improper use of sick leave;
- ☐ Working unauthorized overtime or refusing to work assigned overtime;
- ☐ Misuse of School property or funds;
- ☐ Improper 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 maintain a required license, certification or permit current and in good standing;
- ☐ Horseplay or other unnecessary or inappropriate physical contact;
- ☐ Sleeping or malingering on the job;
- ☐ Refusal to communicate with students, parents, supervisors, or other employees;
- ☐ Conducting personal business during business hours and/or unauthorized use of School property for non-School reasons;
- ☐ Posting any notices on School premises without prior written approval of management unless posting is on a School bulletin board designated for employee postings and is otherwise non-offensive and appropriate for the workplace;
- ☐ 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, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees;
- ☐ Possession of alcohol or illegal drugs and controlled substances at work, or reporting to work while under the influence of the same;
- ☐ 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 School property;
- ☐ Conviction of a crime making the employee unfit for the position, or failure to report a criminal charge or conviction to the School;
- ☐ Possession of firearms, or any other dangerous weapon, while on campus or while working for

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; and
- ☐ Failure to respond to work-related communications within 1 day for exempt employees and 1 business day for nonexempt employees.
- ☐ Violations of federal, state or local laws affecting the organization or the employee's employment with the organization.

Off-Duty Conduct

While the School does not seek to interfere with the lawful 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 the School;
- ☐ Additional employment that creates a conflict of interest or is incompatible with the employee's position with the School;
- ☐ Additional employment that impairs or has a detrimental effect on the employee's work performance with the 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 the School.

Employees who wish to engage in additional employment must submit a written request to the School explaining the details of the additional employment. The School will advise the employee of whether a conflict appears to exist based on the information provided. The School assumes no responsibility for this determination or the employee's other employment. MPS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of the additional employment. Authorization to engage in additional employment can be revoked at any time if a conflict is suspected.

EMPLOYEE BENEFITS

Holidays and Vacations

School Holidays

The School recognizes the following holidays. All exempt and nonexempt **full-time** employees will receive the following paid holidays in 2021-2022:

School Holidays	Dates
Independence Day	July 4, 2022 (for 12month employees)
Labor Day	September 5, 2022
Veterans Day	November 11, 2022
Thanksgiving Day*	November 24, 2022
Day after Thanksgiving*	November 25, 2022
Christmas Holiday**	December 23, 2022
Winter Break Holiday**	December 26, 2022
Winter Break Holiday**	December 27, 2022
New Year's Holiday**	December 30, 2022
New Year's Holiday**	January 2, 2023
M. L. King Day	January 16, 2023
Presidents' Day	February 20, 2023 (All MPS) and February 17, 2023 (Only Santa Ana and San Diego)
Cesar Chavez Day	March 31, 2023 (All MPS except San Diego)
Spring Break Holiday***	MSA-SD: March 29, 2023 MSA1to8&SA:April 5, 2023
Spring Break Holiday***	MSA-SD: March 30, 2023 MSA1to8&SA:April 6, 2023
Memorial Day	May 26, 2023 (Only San Diego) and May 29, 2023 (All MPS)
Juneteenth Holiday	June 19, 2023

* Falls during Thanksgiving Break

** Falls during Winter Break

*** Falls during Spring Break

School Breaks

All **full-time** exempt employees will receive the following paid school breaks (which may include, and are not in addition to, the School Holiday Schedule above):

- ☐ Thanksgiving Break (including Thanksgiving Day and the Day after Thanksgiving)
- ☐ Winter Break (including the Christmas Day, Winter Break Holiday, and New Year's Day)
- ☐ Spring Break (including Spring Break Holiday)

Part-time, temporary, and seasonal employees, and independent contractors, are not compensated during School breaks.

Full-time **education specialists, school psychologists, college counselors, athletic directors, and school social workers** at the school sites will be treated as teaching staff for the purpose of holidays and vacation. If employees have any questions about their employment classification, they should consult with **MERF Human Resources**.

SCHOOL BREAKS	DATES
Full-time teaching staff:	
Thanksgiving Break	November 21-25, 2022
Winter Break	December 19, 2022 – January 06, 2023 (For San Diego: December 19, 2022 – January 2, 2023)
Spring Break	April 3, 2023-April 7, 2023 (For San Diego: March 27, 2023 –March 31, 2023)
School administrators, classified exempt 12 month employees, and MERF employees:	
Thanksgiving Break	November 23-25, 2022
Winter Break	December 21, 2022 – January 06, 2023 (For San Diego: December 21, 2022 – January 2, 2023)
Spring Break	April 5, 2023-April 7, 2023 (For San Diego: March 29, 2023 –March 31, 2023)

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 and MERF employees will have two (2) days less off. Full-time, hourly classified staff are only eligible for pay according to the School Holiday Schedule above.

Floating Holidays

All full-time MPS Employees are eligible to receive two (2) floating days each school year. Floating Holidays are not vacation days, and cannot be paid out, cashed out, and cannot be rolled over. Floating holidays are provided at the start of each school year.

Vacation

The School provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. Vacation is provided to prevent overworking. 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 12 month** employees accrue vacation from the date of hire at the following accrual rates:

*ELIGIBLE EMPLOYEES	VACATION ACCRUAL	MAX CAP
School Administrators	Hours will accrue per pay period up to 160 hours (8 hours per pay period) per year	240 hours
School Classified Employees	Hours will accrue per pay period up to 120 hours (6 hours per pay period) per year	200 hours
MERF Employees	Hours will accrue per pay period up to 160 hours (8 hours per pay period) per year	240 hours

As a benefit to employees, eligible employees will accrue the maximum vacation time prior to the end of the year to facilitate their use of vacation time before the end of the year. This accelerated accrual does not entitle eligible employees to vacation time above and beyond their yearly accrual, as indicated in the chart above. Vacation time may not be utilized before it is earned. Vacation is rolled over from year to year and is capped at 240 hours for administrators and MERF employees, and 200 hours for full-time classified employees. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap. Employees who have non-sick related partial or full day absences will have vacation time deducted from their vacation bank commensurate with their time off.

No vacation accrues during any unpaid leave of absence or while on disability salary continuation. Vacation accruals recommence when the employee returns to work.

On termination of employment, the eligible 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.

All vacations must be approved in advance by **the direct supervisor of the employee**, who will make reasonable efforts to accommodate employee requests. 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. The School may attempt to have some of its employees stagger vacations in an effort to avoid affecting services.

All 11 month employees, including non-classroom based academic employees and teaching staff, do not accrue vacation.

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.

Any accrued but unused vacation will not be paid out at the end of the school year. Nonetheless, all employees are entitled to have their unused vacation time paid out upon separation from the School.

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, siblings), or a designated person (i.e. one who is related to the employee by blood or whose 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 limited to one (1) designated person per twelve (12) month period. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

All full-time and part-time staff will be credited with forty-eight (48) hours of sick leave at the start of the school year. In addition to the credited forty-eight (48) hours, all 11 and 12-month full-time employees will accrue two (2) sick leave hours per pay period. The maximum accrued sick leave is eighty (80) hours per year. Paid sick leave can be used by all MPS employees who work for at least thirty (30) days within the span of a single calendar year from the commencement of employment.

Employees may roll over up to eighty (80) hours of paid sick leave from year to year.

MPS EMPLOYEE SICK HOURS			
	BEGINNING	ACCRUAL	MAXIMUM ACCRUAL
11-MONTHS FULL-TIME	48 hours	2 hours per pay period	80 hours
12-MONTHS FULL-TIME	48 hours	2 hours per pay period	80 hours
PART-TIME	48 hours	X	N/A
SEASONAL/TEMPORARY	0	1 hour for every 30 hours worked	80 hours

Employees cannot use paid sick leave until the thirtieth (30th) calendar day following the employee’s start date. Sick leave must be taken by eligible employees in increments of one (1) hour.

Sick leave is intended to be used only for the qualifying purposes stated above. MPS will not tolerate abuse or misuse of sick leave. If an employee is absent longer than three (3) days due to illness, medical evidence of the illness and/or medical certification of the employee’s fitness to return to work may be required.

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, the employee will not be paid for time not worked. Employee requests for unpaid medical leave must be approved in advance by the School.

The School may offer to buy back unused paid sick leave days at \$150 per day, at the School’s discretion, by the end of June. Employees must work for the School for at least ninety (90) days of their work year before they may be eligible for the School to buy back their paid sick leave. For employees who do not complete ninety (90) days by June 30 and are therefore ineligible for the buy back, their paid sick leave will roll over up to the maximum cap. The School will not buy back any paid sick leave from new or continuing employees who (1) fail to work for the School for ninety (90) consecutive days of the new work year, or (2) are separated from the School based on misconduct, unprofessionalism, or suspicion of the same. The School does not buy back sick leave from temporary or seasonal employees, such as summer school employees.

Personal Necessity Leave:

A full-time employee may elect to use up to five (5) days of accumulated sick leave each school year for 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;
- ☐ 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.

MERF Offered Benefits Chart

	Full-Time						Part-Time (20- 29.99hr/week)	Part-Time (less than 20hr/week)	Temporary/Seasonal			
Status	School Admin Home Office	Classified				Teacher		Classified		Teacher/Classified		
Duration	12- Month	12-Month		11-Month		11-Month		Part-Time		Part- Time	Full-Time	
Salary Type	Salaried	Salaried	Hourly	Salaried	Hourly	Salaried	Hourly	Hourly		Hourly	Salaried	Hourly
Bereavement Hours	40	40	40	40	40	40	40	40	40	40 (Unpaid)	40 (Unpaid)	40 (Unpaid)
Floating Hours	16	16	16	16	16	16	16	NO	NO	NO	NO	NO
Sick Hours	80	80	80	80	80	80	80	48	48	1 hr per 30 hours worked	1 hr per 30 hours worked	1 hr per 30 hours worked
Vacation Hours	160	120	120	NO	NO	NO	NO	NO	NO	NO	NO	NO
Health Benefits (Health, Dental, Vision)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	✧	✧
Retirement (STRS, PERS or 401K)	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO

Tuition Reimbursement (BTSA, Master's, Ph.D.)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO	NO
Paid Time Off (Fall, Spring, Winter Breaks)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO	NO

✦ Temporary/seasonal employees may be eligible for health benefits and sick leave depending on the length of the assignment and the hours worked, as specified in the Health Benefits section and Paid Sick Leave section of this Handbook.

INSURANCE BENEFITS

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 one-hundred (**100%**) percent of the premium for employees who chose the HMO option and one-hundred (**100%**) percent of the premium to enroll legal dependents in the same program. The employee’s portion of monthly premiums will be deducted from the employee’s paycheck for employees who select the PPO selection or a greater amount of insurance coverage. The School may provide the employee a stipend payment at the rate of \$150 per month if he or she is enrolled in a separate health insurance benefit program and declines all employer-sponsored health insurance benefits (i.e. medical, vision, and dental) in writing by no later than within the month of August of each year. MPS will not provide a stipend to employees who will receive or have employer-sponsored health insurance coverage through an actively working spouse of MPS.

After the end of the open enrollment or once the employee selects a plan, employee may not cancel or convert from HMO to PPO or vice versa until the next open enrollment unless there is a qualifying event such as birth of a child, loss of coverage, marital status.

Part-time, and temporary/seasonal employees working less than 30 hours per week are not entitled to health 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.

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

Subject to health insurance carrier approval, employee 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. The employee is responsible for logging into MPS’s Human Capital Management System and properly enrolling in any selected plans within the first thirty (30) days of their start date.

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 out of work related to an injury, subject to SDI eligibility requirements. The employee must contact SDI for specific rules and regulations relating to SDI eligibility, and the **MERF Human Resources** may be available to assist.

Family Leave Insurance

Employees covered by the SDI may also be covered by the California Paid Family Leave Insurance program. Eligible employees are entitled to receive up to eight (8) weeks of wage replacement benefits from the State of California when they suffer a wage loss for taking time off to care for a seriously ill or injured qualifying family member or to bond with a new child within one (1) year of birth or placement of the child with the employee. Specific rules and regulations relating to Family Leave Insurance are available from SDI, and the **MERF Human Resources** may be able to assist.

Life Insurance

Employee life insurance is provided by MERF. All full-time employees will be covered upon hire, subject to program eligibility requirements. Employees should contact the Human Resources Department for coverage details.

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.

COBRA Benefits

Continuation of Benefits:

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- ☐ Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- ☐ Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making the employee 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 an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- ☐ The employee dies while covered by the plan;
- ☐ The employee and his/her spouse become divorced or legally separated;
- ☐ The employee becomes eligible for Medicare coverage, but the employee's spouse has not yet reached age sixty-five (65); or
- ☐ The employee's 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 employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. MPS will then notify the employee or his/her dependents of the employee's 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;
- ☐ The employee (or his/her 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 the employee (or his/her spouse or child, as applicable) may have;
- ☐ MPS stops providing group health benefits;
- ☐ The employee (or his/her spouse or child) become entitled to Medicare; or
- ☐ The employee extended coverage for up to twenty-nine (29)-months due to disability and there has been a final determination that the employee is no longer disabled.

LEAVES OF ABSENCE

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/CFRA leave in any twelve (12) month period for the purposes enumerated below.

Employee Eligibility Criteria:

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CFRA where the School must only have at least five (5) employees).

Events that may Entitle an Employee to FMLA/CFRA Leave:

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA 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 each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
- ☐ 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 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.

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. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes. "Designated person" refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship.
- ☐ 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 additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
- ☐ 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. For CFRA purposes, this may also include a domestic partner.

Amount of FMLA/CFRA Leave Which May Be Taken:

- ☐ FMLA/CFRA 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/CFRA 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 may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the servicemember.
- ☐ The "twelve-month period" in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
- ☐ If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA 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 or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA 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 leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

Pay during FMLA/CFRA Leave:

- ☐ An employee on FMLA/CFRA leave because of his/her own serious health condition may use all

accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA 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/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
- ☐ If an employee has exhausted his/her sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
- ☐ The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA 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/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA 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/CFRA 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/CFRA 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/CFRA 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/CFRA leave, or other circumstances beyond the control of the employee.

Seniority:

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA 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/CFRA 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 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/CFRA Leave:

- ☐ An employee should request FMLA/CFRA 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/CFRA 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 qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA 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/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, 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/CFRA 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/CFRA 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/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA 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/CFRA leave period, an employee 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/CFRA leave.
- ☐ When a request for FMLA/CFRA leave is granted to an 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/CFRA 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.

Employment during Leave:

No employee, including employees on FMLA/CFRA 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.

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 per pregnancy, 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.

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.

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.

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.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month 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. No vacation time is accrued during any type of unpaid leave of absence.

Funeral/Bereavement Leave

All MPS employees excluding temporary/seasonal employees will be allowed up to **five (5)** paid 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. **All other employees who have worked for at least thirty (30) days, such as seasonal and temporary employees, are entitled to up to five (5) days of unpaid bereavement leave for the death of an immediate family member.** Employees should contact the Principal or the Human Resources department to request bereavement leave. All bereavement requests should be in writing to the Principal and Human Resources department.

If any employee requires more than **five (5)** days off for bereavement leave, the employee may request to use accrued sick days, request additional unpaid leave or may request the opportunity to use any accrued vacation time, which may be granted at the discretion of the School. Bereavement pay will not be used in computing overtime pay.

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 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 the employees 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 the employee. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.

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.

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.

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 of the notice from the child's school requesting the presence of the employee.

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. Employees must notify **the Principal (or MERF Human Resources for MERF employees)** of their commitment to act as an election official as far in advance as possible.

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. The employee must notify **the Principal (or MERF Human Resources for MERF employees)** of their commitment to serve on a jury or as a witness as far in advance as possible.

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, stalking or other crimes. 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 or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. 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.
3. 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.
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

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**.

Time Off for Volunteer Firefighters

Employees who perform emergency duties as volunteer firefighters, reserve peace officers or emergency rescue personnel will be given reasonable time off from work 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.

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.

Industrial Injury Leave (Workers' Compensation)

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 the employee receives any worker's compensation benefits to which they may be entitled, employees 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 a health care provider regarding the need for workers' compensation disability leave as well as the employee's 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. MPS, 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.

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 sixty (60) workdays off in a twelve (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.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee first uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

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.

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 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 employees need further information regarding Leaves of Absence, they should consult **MERF Human Resources**.

RETIREMENT

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).

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 Home Office Staff Members

Full-time Home Office staff members may be eligible to participate in the Public Employees' Retirement System (PERS), the State Teachers' Retirement System (STRS) or 401(K) Retirement Plan.

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. MERF 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 MERF 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. MERF will submit all retirement data and will comply with all policies and procedures for payroll reporting. MERF assures that it will provide retirement information in a format required by the Counties.

EMPLOYMENT EVALUATION AND SEPARATION

Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by **his or her direct supervisor**. MERF may utilize secure online staff evaluation platform to evaluate staff performances. 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.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of their progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions or job retention. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, employees will be required to sign the evaluation report simply to acknowledge that it has been presented to them, that the employee discussed it with their **direct supervisor**, and that they are aware of its contents. Employees may also acknowledge receipt of performance evaluations through the online platform provided by MERF. 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.

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 and/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. 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.

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 may be scheduled by **your direct supervisor or the HR Department**. 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 comments and suggestions on improving the working environment at the School. The School appreciates receiving candid opinions of the employee's employment.

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 \$150 per day. The School will not buy back any paid sick leave from new or continuing employees who fail to work for the School for ninety (90) consecutive days of the new work year. Additionally, employees who are terminated based on misconduct or unprofessionalism, or who resign under suspicion of misconduct or unprofessionalism, are not eligible to have paid sick leave paid to them upon their separation from the School. The School does not buy back sick leave from temporary or seasonal employees, such as summer school employees.

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. Only employees who are not terminated for misconduct or other related conduct are eligible to be paid for sick leave under the policy.

References

All requests for references and employment verifications must be promptly directed to the employee's **direct supervisor and/or the HR Department**. When contacted for a reference or employment verification, the School will only provide information concerning dates of employment, the title of the last position held and length of service. The School may be required to disclose when an employee has been reported to the CTC for allegations of misconduct. Other employees may not provide any employment verifications or provide a professional reference on behalf of the School for another employee.

INTERNAL COMPLAINT REVIEW & OPEN DOOR

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 employee questions, suggestions or complaints relating to work, conditions of employment, the School or the treatment of employees. Other than in situations involving harassment (as outlined and described above), the employee must contact **the Principal (or MERF Human Resources for MERF employees)** with questions or concerns. If the situation is not satisfactorily resolved, the employee should contact **MERF Human Resources**, preferably in writing, who may further review the issue.

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 the employee's **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 School's Board of Directors**, 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.

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. The decision of the Board 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 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.

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 modification replaces any pre-existing policies and Handbooks to the extent they are in conflict.

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

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint _____

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: _____

APPENDIX 3 : CHANGES MADE TO THE 2022-23 HANDBOOK & REVISIONS & CONTRIBUTIONS (X= WAS NOT AVAILABLE)

ITEM	PAGE #	TYPE of REVISION	22-23 MPS EMPLOYEE HANDBOOK	22-23 UPDATED MPS EMPLOYEE HANDBOOK
1	4	Delete	a physician health care provider	a health care provider
2	25	Add	X	Employees may also have deductions made to their paychecks when a wage overpayment occurs. The School may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee's payroll check, among other options. An employee who is separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The School also reserves the right to exercise any and all other legal means to recover any additional amounts owed. The School shall provide employees with advance written notice of the deduction prior to the pay period where it will go into effect.
3	32	Change	January 10, 2023	January 16, 2023
4	35	Change	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.	Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, siblings), or a designated person (i.e. one who is related to the employee by blood or whose 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 limited to one (1) designated person per twelve (12) month period. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.
5	41	Change	<input type="checkbox"/> To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, or sibling for CFRA purposes.	<input type="checkbox"/> To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes. "Designated person" refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship.
6	38	Change	Bereavement for Temporary/Seasonal = 0	Bereavement for Temporary/Seasonal = 40 (Unpaid)
7	48	Add	X	All other employees who have worked for at least thirty (30) days, such as seasonal and temporary employees, are entitled to up to five (5) days of unpaid bereavement leave for the death of an immediate family member.
8	20	Change	MPS has authorized the use of security cameras in public areas of MSA-2, including in and around School buildings and on School property. The purpose of this program is to promote and maintain a safe, secure, and healthy environment for students and staff. Private areas of campus, such as private employee offices, restrooms, and locker rooms will not be subject to security camera recording. Additionally, MPS will post signage indicating the areas of campus where security cameras are in use. Security cameras will not be used to record audio or live footage, and footage will be kept private and destroyed after thirty (30) days, unless the preservation of the footage is otherwise needed. While MPS will not use the security camera footage to evaluate employee performance, it may be used by MPS or law enforcement in cases of suspected illegal or inappropriate conduct. In such cases, MPS cannot guarantee that security camera footage will be kept private. Employees are prohibited from tampering with the MPS's security cameras, systems, and/or footage. "Tampering" includes any unauthorized use, access, or physical damage, or any attempt to interfere, block or prevent the security camera from recording footage. Any employee found to have tampered with MPS security monitoring system may be disciplined, up to and including termination, and they may also be liable for any damage to the system.	MPS has authorized the use of security cameras in public areas where there is no reasonable expectation of privacy, including in and around School buildings and on School property. The purpose of this program is to promote and maintain a safe, secure, and healthy environment for students and staff, and to protect the community's investment in School owned or leased property and facilities. Public areas may include school buses, building entrances, hallways, parking lots, front offices where students, employees, and parents come and go, break rooms, gymnasiums during public activities, cafeterias, and supply rooms. Private areas of campus, such as private employee offices (unless consent by the office owner is given), restrooms, and locker rooms will not be subject to security camera recording. Additionally, MPS will post signage indicating the areas of campus where security cameras are in use. The precise location of security cameras shall be determined by MPS or by the School-site principal with the approval of the CEO. Input from employees may be sought to determine the most beneficial locations for security cameras. A diagram showing the wiring of the local server for the security cameras at the school sites shall be shared with the Board prior to the installation of the security monitoring system. Security cameras will not be used to record audio or live footage, and footage will be kept private and destroyed after thirty (30) days, unless the preservation of the footage is otherwise needed. Authorized personnel may view the security camera footage by accessing the pre-recorded footage saved to a digital file. While MPS will not use the security camera footage to evaluate employee performance, it may be used by MPS or law enforcement in cases of suspected illegal or inappropriate conduct. In such cases, MPS cannot guarantee that security camera footage will be kept private. Under no circumstances will employees make unauthorized copies or duplicates of security camera footage.

Security Cameras on Campus

MPS has authorized the use of security cameras in public areas where there is no reasonable expectation of privacy, including in and around School buildings and on School property. The purpose of this program is to promote and maintain a safe, secure, and healthy environment for students and staff, and to protect the community's investment in School owned or leased property and facilities.

Deleted: of MSA-2

Public areas may include school buses, building entrances, hallways, parking lots, front offices where students, employees, and parents come and go, break rooms, gymnasiums during public activities, cafeterias, and supply rooms. Private areas of campus, such as private employee offices (unless consent by the office owner is given), restrooms, classrooms, and locker rooms will not be subject to security camera recording. Additionally, MPS will post signage indicating the areas of campus where security cameras are in use.

The precise location of security cameras shall be determined by MPS or by the School-site principal with the approval of the CEO. Input from employees may be sought to determine the most beneficial locations for security cameras. A diagram showing the wiring of the local server for the security cameras at the school site shall be shared with the Board prior to the installation of the security monitoring system.

Deleted: ¶

Security cameras will not be used to record audio or live footage, and footage will be kept private and destroyed after thirty (30) days, unless the preservation of the footage is otherwise needed. Authorized personnel may view the security camera footage by accessing the pre-recorded footage saved to a digital file. While MPS will not use the security camera footage to evaluate employee performance, it may be used by MPS or law enforcement in cases of suspected illegal or inappropriate conduct. In such cases, MPS cannot guarantee that security camera footage will be kept private.

Under no circumstances will employees make unauthorized copies or duplicates of security camera footage.

Employees are prohibited from tampering with the MPS's security cameras, systems, and/or footage. "Tampering" includes any unauthorized use, access, or physical damage, or any attempt to interfere, block or prevent the security camera from recording footage. Any employee found to have tampered with the MPS security monitoring system may be disciplined, up to and including termination, and they may also be liable for any damage to the system.

Coversheet

Approval of Magnolia Science Academy-4, 6,7 and 8 Fiscal Benchmarks

Section:	III. Action Items
Item: Benchmarks	C. Approval of Magnolia Science Academy-4, 6,7 and 8 Fiscal
Purpose:	Vote
Submitted by:	
Related Material:	MPS Fiscal Benchmarks - MSA 4,6, 7 & 8 - Board.pdf



Agenda Item:	III C: Action Item
Date:	December 8, 2022
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Steve Budhreja Ed.D, Chief Financial Officer
RE:	Approval of MSA-4,6,7 & 8 Fiscal Benchmarks

Previously presented at the MPS Finance Committee Meeting

Proposed Motion:

Staff recommends that the Board approve the actions taken by Magnolia Public Schools (MPS) staff to address Fiscal Benchmarks noted by the Los Angeles Unified School District (LAUSD) during their last renewal for Magnolia Science Academy-4, 6, 7 and 8.

Background:

As part of the 5-year charter renewal process, LAUSD recommended that MPS address certain Fiscal Benchmarks on internal controls protocols and other considerations based on the School Services of California (SSC) report submitted during the 2017-18 fiscal year.

Impact:

After careful analysis of the SSC Report, MPS staff implemented nearly all of the recommendations that we noted. However, MPS does maintain three separate software programs for payroll reporting, general ledger and budget planning. We have been in discussions with potential vendors to consolidate into a software program but have not yet been able to find one that works based our needs. We will continue to work on potential solutions to consolidate into a single system and will apprise the board of our efforts in the future.

Budget Implications:

N/A

Exhibits:

As per 2017-2018 Annual Oversight Visit Report (Fiscal Operations)	MERF's governing board approved plan of action (meeting date: July 12, 2018)	MERF's governing board approved plan of action (meeting date: December 13, 2018)
Areas noted for further growth and/or improvement:		



1) Bank Reconciliation Reports	All bank reconciliations are reviewed and approved via email by Designees/Financial Analysts on a monthly basis. In order to adopt a recommendation by School Services of California ("SSCAL"), as of January 2017 MERF Financial Analysts approve, sign and date all bank reconciliation statements before scanning and emailing the same to MERF's back office provider. The new back office provider Delta Managed Services ("DMS") has been notified of the MERF policy about the bank reconciliation timeline (20th of the following month).	Bank Reconciliations starting July 1, 2018 are prepared by DMS, the new back office service providers. CFO or designee reviews and signs all bank reconciliations before returning to DMS and filing for records.
2) Credit Cards	As of April 2018, all credit cards issued to former employees have been closed. All school site credit cards are held at the home office and are in the name of the CEO. Every month, MERF Financial Analysts review all credit card statements and charges. Balances of all active credit cards are paid in full unless there are disputed transactions.	The credit card processes approved by board of directors in the July 2018 meeting is still being followed consistently every month. All credit cards are paid in full every month. Statements are reviewed and coded correctly by senior financial analysts.
3) Automated Clearing House (ACH)/Recurring Automatic Payments	MERF's Magnolia Public Schools Financial Policies and Procedures Manual, provided to LAUSD on March 1, 2018, covers all payment types regardless of the manner of issuance. However, for the avoidance of doubt and to institute CSD's recommendations, MERF will revise its policy to make it clear that the policy applies to ACH transactions and recurring payment processes. Such revision will be presented to the MERF Board of Directors for adoption at its September 13, 2018 board meeting.	All ACH transactions are in compliance with the board approved MERF Fiscal Policies.
Other Observations:		
1) MERF needs to improve the timeliness of its responses to the CSD	MERF responds as soon as possible to all CSD information requests. Staff adhered to the deadlines the great majority of the time and kept CSD staff informed whenever information could not be provided according to the stated deadline. Prospectively, MERF Staff will inform CSD when requested information cannot be provided by the stated deadline and the reason for such delay. In such instances, MERF staff will provide CSD with the best approximation of when the information will be provided. In all instances, MERF will use its best reasonable efforts to provide the information as quickly as possible.	Staff has been very conscientious in ensuring that responses to emails and requests from CSD staff are provided within 48 hours, if possible.
2) The CSC recommends that MERF update its fiscal policies and procedures to require original detailed receipts for all purchases made via check disbursements or credit cards.	MERF's fiscal policies already require that detailed receipts are required for all purchases made via check disbursements or credit cards. Finance Department staff has commenced and will continue to make regular visits to all school sites to train and review fiscal processes with school staff. On an ongoing basis, MERF Finance Department staff will attend and offer trainings to principals during their monthly meetings at MERF's home office.	Finance team ensures that all reimbursement requests and purchases are supported by detailed receipts and all documentations required based on our fiscal policies.
3) The CSD recommends that MERF present and discuss the CSD's Annual Performance-Based Oversight Reports with its governing board.	MERF staff presented CSD's Oversight report to its Board of Directors during the May 2018 meeting. It was again discussed in more detail at the July 2018 Board of Directors meeting. The approved board minutes for the July 2018 Board of Directors meeting were submitted to LAUSD on August 14, 2018. Lastly, it was reviewed and discussed by the MPS Board on July 18, 2019. MPS Board of Directors reviewed and discussed the 2019-20 CSD Annual Performance Based Oversight Reports and any related items on July 9, 2020 and July 23, 2020, respectively.	MERF staff presented CSD's Oversight report to its Board of Directors during the May 2018 meeting. It was again discussed in more detail at the July 2018 Board of Directors meeting. The approved board minutes for the July 2018 Board of Directors meeting were submitted to LAUSD on August 14, 2018.
As per the SSC's Management Letter (dated July 27, 2018)	MERF's Response	MERF's governing board approved plan of action (meeting date: December 13, 2018)
Current Recommendations		



<p>1) Consider consolidating to one financial system.</p>	<p>MERF previously agreed to Implement a more integrated system structure and a PO system that interfaces with the accounting system in order to create improved overall processes and internal controls. In order to meet this commitment, as of July 1, 2018 MERF transitioned to new back office service provider Delta Managed Solutions, Inc. ("DMS"). DMS uses a financial software package called Escape/SchoolAbility ("SchoolAbility") that incorporates purchasing and accounting processes into one database. SchoolAbility covers purchasing, payables, budget, financial reporting that is SACS compliant and compatible. Significantly, SchoolAbility allows for the generation of real-time reports for budget status, purchase requests, encumbrances, payments processed and other pertinent accounting records. MERF's previous software (CoolSIS and NetSuite) and back office provider did not have the capability to generate real-time reports. MERF will amend its fiscal policy and procedures manual at its October 2018 Board of Directors meeting to reflect the change in financial software. MERF continues to use Paycom software for human resource and payroll functions. Payroll registers are uploaded to SchoolAbility on a semimonthly basis. MERF has reduced the number of software systems it uses from three to two. MERF believes that this change is consistent with the recommendation to streamline services and increase accessibility to information.</p>	<p>The selection of DMS was approved by MERF's Board of Directors. This recommendation has been implemented insofar as establishing a more integrated system and lessening the number of software packages used.</p> <p>As of July 1, 2018, MERF uses two instead of three software packages. MERF will continue to work towards consolidating into one financial software package.</p> <p>Schoolability is currently the financial software being utilized for requisition, purchasing, reimbursements, accounts payable, accounts receivable, general ledger and financial reporting.</p> <p>Paycom is the software being used to maintain personnel records, payroll information and generates pay checks.</p>
<p>2) Consider developing a more streamlined and standardized process for accounts payable.</p>	<p>As mentioned, MERF has hired a new service provider, DMS. DMS uses SchoolAbility which Incorporates all financial processes (including but not limited to purchasing, A/P, bank reconciliation, and state and federal reporting) into one database. MERF's Finance Department has centralized its accounts payable processing to have all invoices go to MERF's head office in order to provide more visibility of MERF's different vendors, their terms and conditions and to more closely monitor aging of payables. In addition, all approval processes are integrated into the SchoolAbility software (including home office executive team and school site principals' routing and approval, as required per MERF fiscal policy handbook) thereby creating an appropriate audit trail. The approval process is enhanced because Finance Department staff review all purchase requisitions, payment requests and employee reimbursements.</p>	<p>The selection of DMS and the use of SchoolAbility was approved by MERF's Board of Directors. The new financial system is more streamlined and standardized in processing purchase requests, payables, reimbursements and budgets.</p>
<p>3) Consider reviewing cash receipts for timely deposits.</p>	<p>MERF Finance Department staff will continue to support school staff in making timely cash and check deposits. Finance Department staff will continue to make regular visits to all school sites to train and review fiscal processes with school staff. For example, from July 30, 2018 to August 2, 2018, Finance Department staff attended and participated in beginning of school year professional development training for office managers and principals. On an ongoing basis, MERF Finance Department staff will attend and offer trainings to principals during their monthly meetings at home office. MERF Finance Department staff will continue to monitor the timeliness of cash and check deposits. Where noncompliance is found, MERF Finance Department staff will work with the noncompliant school or staff to address and remedy any issues that contribute to noncompliance.</p>	<p>Continues trainings and communication with site staff is ongoing. CFO meets with all principals every month during the principals' meeting to address current issues and provide additional training. In addition, Senior Financial Analyst conducts site visits at least once a month to all school sites.</p>
<p>4) Consider reviewing cash deposits for appropriate coding.</p>	<p>Effective July 1, 2018 all transactions will be in compliance with SACS coding. Unlike its previous software, SchoolAbility is SACS compliant. MERF Finance Department staff will review all coding and GL postings before submission of interim reports and unaudited actual thereby insuring that all transactions are recoded to the correct account.</p>	<p>Schoolability is a SACS compliant financial software. All transactions are coded based on CDE's SACS. Each entry is reviewed and approved by MPS Senior Financial Analyst and CFO before posting.</p>

Coversheet

Approval of First Interim Reports for the 2022-23 Fiscal Year

Section: III. Action Items
Item: D. Approval of First Interim Reports for the 2022-23 Fiscal Year
Purpose: Vote
Submitted by:
Related Material: 2022-23 First Interim Reports - Board.pdf



Agenda Item:	III D: Action Item
Date:	December 8, 2022
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the " Board ")
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Steve Budhreja Ed.D, Chief Financial Officer
RE:	Approval of First Interim Reports for the 2022-23 fiscal year

Previously presented at the MPS Finance Committee Meeting

Action Proposed:

Staff recommends that the Board approve the fiscal year 2022-23 first interim budget reports as the most recent revised budget for the 2022-23 fiscal year. .

Background:

Local Education Agencies (LEAs) are required to file two interim reports during the fiscal year as an update of their financial condition under Education Code (EC) Sections 35035(g), 42130 and 42131. The First Interim Report represents actuals data from July 1, through October 31, for the 2022-23 fiscal year.

Budget Implications:

Budget adjustments include updated revenues and expenditures for the current fiscal year based on the most current information available. Based on the updated information provided in the 2022-23 First Interim Reports, all MPS Schools should be able to meet their financial obligations for the 2022-23 fiscal year.

Exhibits:

- 2022-23 First Interim presentation along with financial data on individual MPS school.
- First Interim Budget PowerPoint Presentation Pg. 2
 - First Interim Budget Reports Pg. 8
 - First Interim Budget Cash Flow Reports Pg. 84



2022-23 First Interim Budget

**Board Meeting
December 2022**



2022-23 First Interim Budget Executive Summary

- With the approved FY 2022-23 State Budget being released after approval of the school's July Budget, there are some changes to state revenues that are reflected on the First Interim Budget.
- The State Budget removed the proposed Discretionary Block Grant and replaced it with two grants: The Arts, Music, and Instructional Materials Discretionary Grant and the Learning Recovery Emergency Block Grant. Both grants are more restricted in use than the Governor's proposed budget. In addition, the approved State budget include Hold Harmless relief for FY 21-22 and a higher COLA rate for FY 22-23 LCFF funding.

Based on the latest budget updates, here are the results compared with July projections:

- **Average Daily Attendance of 3,412 which is an overall decrease of 240 ADA from July projections**
- **Revenues of \$79.04 million, increase of \$1.65 million**
- **Expenditures of \$74.86 million, increase of \$1.15 million**
- **Net operating surplus of \$4.19 million, up \$0.505 million**

2022-23 First Interim Budget Executive Summary Table

2022-23 First Interim Budget						Annual Budget		
CONSOLIDATED	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July	1st Interim	Current
						Budget	Budget	Budget vs. First Interim
Projected Average Daily Attendance:						3,652	3,412	240
SUMMARY								
Revenue								
LCFF Entitlement	875,334	2,479,009	5,085,131	-	11,129,797	47,680,951	46,368,153	(1,312,798)
Federal Revenue	12,638	23,548	120,197	-	346,257	5,693,943	5,446,701	(247,241)
Other State Revenues	211,868	303,827	717,257	-	2,000,576	17,145,000	19,178,760	2,033,759
Other Local Revenues	58,270	30,243	1,625,084	36,829	2,035,209	6,871,128	8,055,894	1,183,766
Total Revenue	1,158,110	2,836,627	7,547,670	36,829	15,511,838	77,391,022	79,049,508	1,657,486
Expenditures								
Certificated Salaries	516,875	1,029,087	1,867,501	1,892,670	5,306,132	23,703,215	22,887,342	(815,873)
Classified Salaries	377,651	703,717	881,096	881,064	2,843,528	11,019,755	10,769,941	(249,814)
Benefits	631,090	435,985	1,397,398	-	3,073,428	11,938,906	11,721,750	(217,156)
Books and Supplies	14,877	1,394,247	(127,845)	208,102	1,489,382	2,798,739	3,171,745	373,006
Services and Operating Exp.	817,037	875,437	1,092,616	2,626,106	5,411,196	21,759,720	23,531,889	1,772,169
Depreciation & Cap Outlay	51,804	51,804	211,907	48,686	364,201	1,930,666	2,220,154	289,488
Other Outflows	32,292	32,292	107,956	37,794	210,334	556,517	556,517	-
Total Expenditures	2,441,625	4,522,569	5,430,629	5,694,422	18,698,201	73,707,519	74,859,338	1,151,819
Net Revenues					(3,186,362)	3,683,503	4,190,170	505,667
Fund Balance								
Beginning Balance (Unaud.)							43,646,010	
Net Revenues							4,190,170	
Ending Fund Balance							47,836,180	
Components of Fund Bal.								
Available For Econ. Uncert.							38,517,233	
Restricted Balances (Est.)							1,589,922	
Net Fixed Assets							7,729,025	
Ending Fund Balance							47,836,180	

2022-23 First Interim Budget

Budget By Site

2022-23 First Interim Budget - BY SITE

	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SD	MERF	TOTAL
Enrollment (CALPADS)	696	511	381	102	238	91	263	385	502	423		3,592
Attendance (P-2 ADA)	661	485	362	97	226	86	250	366	477	402		3,412
Revenue												
LCFF Entitlement	9,557,995	6,714,645	5,082,307	1,540,328	3,289,356	1,116,998	3,343,269	4,788,062	6,744,512	4,190,681	-	46,368,153
Federal Revenue	1,366,803	965,842	206,725	158,171	505,512	203,387	519,912	664,320	672,130	183,899	-	5,446,701
Other State Revenues	3,121,633	1,632,832	2,740,387	795,180	1,809,549	1,302,449	1,528,573	1,931,821	3,037,490	1,278,845	-	19,178,760
Other Local Revenues	315,718	42,118	26,069	108,393	29,714	96,738	270,878	381,156	96,174	55,001	6,633,935	8,055,894
Total Revenue	14,362,149	9,355,437	8,055,488	2,602,072	5,634,132	2,719,572	5,662,632	7,765,358	10,550,305	5,708,427	6,633,935	79,049,508
Expenses												
Certificated Salaries	4,105,689	2,776,346	2,720,029	1,054,889	1,663,936	842,429	1,583,076	2,419,395	3,653,886	2,067,667	-	22,887,342
Classified Salaries	1,383,157	956,217	841,799	205,839	488,716	225,908	686,868	906,586	851,067	348,931	3,874,852	10,769,941
Benefits	1,873,362	1,310,044	1,307,100	468,258	788,184	367,197	749,634	1,136,249	1,619,078	839,267	1,263,376	11,721,750
Books and Supplies	668,766	549,442	310,227	78,045	216,467	109,646	224,832	454,478	328,337	159,756	71,750	3,171,745
Services and Operations	4,804,235	2,962,779	2,297,556	729,715	1,237,130	933,999	2,108,356	2,281,338	2,652,132	2,143,532	1,381,117	23,531,889
Depreciation / Cap Outlay	592,048	135,790	119,002	37,940	83,857	32,993	119,824	195,400	817,151	85,290	859	2,220,154
Other Outflows	15,000	-	-	-	-	-	-	-	538,517	3,000	-	556,517
Total Expenses	13,442,257	8,690,618	7,595,713	2,574,687	4,478,290	2,512,172	5,472,590	7,393,445	10,460,169	5,647,442	6,591,954	74,859,338
Net Revenue	919,892	664,819	459,775	27,385	1,155,841	207,401	190,042	371,913	90,137	60,984	41,981	4,190,170
Fund Balance												
Beginning Balance	8,997,268	3,510,734	2,191,292	1,267,473	3,511,630	2,417,956	2,503,949	6,211,609	9,343,756	1,299,480	2,390,863	43,646,010
Net Revenue	919,892	664,819	459,775	27,385	1,155,841	207,401	190,042	371,913	90,137	60,984	41,981	4,190,170
Projected Ending Balance	9,917,160	4,175,554	2,651,066	1,294,858	4,667,471	2,625,356	2,693,992	6,583,522	9,433,893	1,360,464	2,432,844	47,836,180
Ending Bal. as % of Exp.:	73.8%	48.0%	34.9%	50.3%	104.2%	104.5%	49.2%	89.0%	90.2%	24.1%	36.9%	63.9%

Other Considerations

- The 2022-23 First Interim Budget includes hold harmless and other one-time revenues that will be phased out in future years.
- The State is projecting a \$25 billion deficit for the 2023-24 fiscal year based on Legislative Analyst Office.
- MPS will have to carefully plan for these changes during the upcoming year.



QUESTIONS & COMMENTS



2022-23 First Interim Budget								Annual Budget		
CONSOLIDATED	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Projected Average Daily Attendance:								3,652	3,412	240
SUMMARY										
Revenue										
LCFF Entitlement	875,334	2,479,009	5,085,131	-	11,129,797	7,306,946	3,822,851	47,680,951	46,368,153	(1,312,798)
Federal Revenue	12,638	23,548	120,197	-	346,257	237,348	108,909	5,693,943	5,446,701	(247,241)
Other State Revenues	211,868	303,827	717,257	-	2,000,576	1,283,319	717,257	17,145,000	19,178,760	2,033,759
Other Local Revenues	58,270	30,243	1,625,084	36,829	2,035,209	3,782,805	(1,747,596)	6,871,128	8,055,894	1,183,766
Total Revenue	1,158,110	2,836,627	7,547,670	36,829	15,511,838	12,610,417	2,901,421	77,391,022	79,049,508	1,657,486
Expenditures										
Certificated Salaries	516,875	1,029,087	1,867,501	1,892,670	5,306,132	4,319,214	986,918	23,703,215	22,887,342	(815,873)
Classified Salaries	377,651	703,717	881,096	881,064	2,843,528	2,394,176	449,352	11,019,755	10,769,941	(249,814)
Benefits	631,090	435,985	1,397,398	-	3,073,428	2,593,773	479,656	11,938,906	11,721,750	(217,156)
Books and Supplies	14,877	1,394,247	(127,845)	208,102	1,489,382	721,889	767,492	2,798,739	3,171,745	373,006
Services and Operating Exp.	817,037	875,437	1,092,616	2,626,106	5,411,196	5,511,743	(100,547)	21,759,720	23,531,889	1,772,169
Depreciation & Cap Outlay	51,804	51,804	211,907	48,686	364,201	1,074,532	(710,331)	1,930,666	2,220,154	289,488
Other Outflows	32,292	32,292	107,956	37,794	210,334	143,629	66,705	556,517	556,517	-
Total Expenditures	2,441,625	4,522,569	5,430,629	5,694,422	18,698,201	16,758,956	1,939,244	73,707,519	74,859,338	1,151,819
Net Revenues					(3,186,362)	(4,148,539)	962,177	3,683,503	4,190,170	505,667
Fund Balance										
Beginning Balance (Unaud.)									43,646,010	
Net Revenues									4,190,170	
Ending Fund Balance									47,836,180	
Components of Fund Bal.										
Available For Econ. Uncert.									31,083,350	41.5% of Expenditures
Restricted Balances (Est.)									1,454,711	1.9% of Expenditures
Net Fixed Assets									15,298,119	20.4% of Expenditures
Ending Fund Balance									47,836,180	63.9% of Expenditures



2022-23 First Interim Budget								Annual Budget				
CONSOLIDATED								Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget	
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance					
REVENUE DETAIL												
LCFF Entitlement												
8011	State Aid	387,151	1,358,444	2,445,200	-	5,858,960	5,258,268	580,549	29,303,591	27,675,097	(1,628,494)	21%
8012	EPA Entitlement	-	-	1,791,891	-	1,835,635	43,744	1,791,891	6,787,518	7,555,170	767,652	24%
8019	Prior Year Adjustments	(10)	-	-	-	114	114	-	-	-	-	-
8096	InLieuPropTaxes	488,193	1,120,565	848,040	-	3,435,088	2,004,819	1,430,269	11,589,842	11,137,886	(451,956)	31%
SUBTOTAL - LCFF Entitlement		875,334	2,479,009	5,085,131	-	11,129,797	7,306,946	3,802,709	47,680,951	46,368,153	(1,312,798)	76%
Federal Revenue												
8181	SpEd - Revenue	12,638	23,027	14,215	-	65,225	51,010	14,215	504,090	569,244	65,154	11%
8220	SchLunchFederal	-	-	-	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	521	105,982	-	281,032	186,338	94,694	5,189,853	4,877,457	(312,395)	6%
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		12,638	23,548	120,197	-	346,257	237,348	108,909	5,693,943	5,446,701	(247,241)	6%
Other State Revenue												
8311	SpEd Revenue	154,071	195,599	240,768	-	838,144	597,376	240,768	2,874,712	2,109,782	(764,930)	40%
8520	SchoolNutrState	-	-	-	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	-	-	107,054	99,049	(8,005)	0%
8560	StateLotteryRev	-	-	115,183	-	113,372	(1,811)	115,183	832,620	808,741	(23,879)	14%
8590	AllOthStateRev	57,797	108,228	361,306	-	1,049,060	687,754	361,306	13,315,495	16,161,188	2,845,693	6%
8595	State Rev PY Adj	-	-	-	-	-	-	-	15,120	-	(15,120)	-
SUBTOTAL - Other State Revenue		211,868	303,827	717,257	-	2,000,576	1,283,319	717,257	17,145,000	19,178,760	2,033,759	10%
Local Revenue												
8600	Other Local Rev	-	-	-	-	-	162,449	(162,449)	216,903	324,899	107,996	0%
8634	StudentLunchFee	-	-	898	-	898	129	769	2,000	2,000	-	45%
8650	Leases & Rentals	-	-	-	-	-	-	-	-	-	-	-
8660	Interest	678	1,020	6,689	-	8,609	9,749	(1,139)	23,093	18,500	(4,593)	47%
8662	Summer School	-	-	-	-	-	-	-	35,580	-	(35,580)	-
8690	Prior Year Adj (Local1)	-	-	-	-	107,500	-	107,500	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	282,371	-	282,371	600,787	(318,417)	1,129,482	1,201,574	-	24%
8702	CMO Fee - MSA-2	-	-	250,996	-	250,996	600,787	(349,791)	1,003,984	1,201,574	72,092	21%
8703	CMO Fee - MSA-3	-	-	180,403	-	180,403	431,816	(251,412)	721,614	863,631	197,590	21%
8704	CMO Fee - MSA-4	-	-	10,981	-	10,981	86,363	(75,382)	43,924	172,726	142,017	6%
8705	CMO Fee - MSA-5	-	-	47,062	-	47,062	112,648	(65,586)	188,247	225,295	128,802	21%
8706	CMO Fee - MSA-6	-	-	10,981	-	10,981	123,913	(112,932)	43,924	247,825	37,048	4%
8707	CMO Fee - MSA-7	-	-	156,873	-	156,873	112,648	44,225	627,490	225,295	203,901	70%
8708	CMO Fee - MSA-8	-	-	180,403	-	180,403	431,816	(251,412)	721,614	863,631	(402,195)	21%
8709	CMO Fee - MSA-SA	-	-	250,996	-	250,996	375,492	(124,496)	1,003,984	750,984	142,017	33%
8712	CMO Fee - MSA-SD	-	-	116,235	-	116,235	225,295	(109,060)	464,940	450,590	(253,000)	26%
8699	Other Revenue	41,422	188	153,001	-	365,082	456,609	(91,526)	467,079	1,288,927	(14,350)	28%
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-	-	821,848	-
8999	Misc Revenue (Suspense)	200	28,535	(27,841)	-	7,483	(259)	7,742	1,000	2,000	-	374%
SUBTOTAL - Local Revenue		42,300	29,743	1,620,047	-	1,976,873	3,730,238	(1,753,366)	6,694,858	7,839,451	1,143,593	25%

2022-23 First Interim Budget								Annual Budget				
CONSOLIDATED								Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget	
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance					
Fundraising & Grants												
8802	Donations - Private	2,703	500	2,107	2,001	7,311	17,194	(9,883)	28,848	64,428	35,580	46%
8803	Fundraising	13,266	-	2,930	34,828	51,025	35,372	15,653	147,422	152,015	4,593	303%
SUBTOTAL - Fundraising & Grants		15,970	500	5,038	36,829	58,336	52,566	5,770	176,270	216,443	40,173	27%
TOTAL REVENUE		1,158,110	2,836,627	7,547,670	36,829	15,511,838	12,610,417	2,881,279	77,391,022	79,049,508	1,657,486	20%
EXPENSES DETAIL												
Certificated Salaries												
1100	TeacherSalaries	290,878	657,165	1,419,119	1,444,983	3,812,144	2,972,368	839,776	17,828,825	17,050,444	(778,381)	224%
1200	Cert Aid	7,000	57,860	130,406	130,445	325,711	349,590	(23,879)	1,614,186	1,624,342	10,156	192%
1300	Cert Adminis	218,997	314,063	317,976	317,242	1,168,278	997,256	171,021	4,260,204	4,212,556	(47,648)	273%
SUBTOTAL - Certificated Salaries		516,875	1,029,087	1,867,501	1,892,670	5,306,132	4,319,214	986,918	23,703,215	22,887,342	(815,873)	23%
Classified Salaries												
2100	Instructional Aides	57,849	87,395	196,076	180,500	521,821	510,690	11,131	2,322,266	2,244,934	(77,332)	308%
2200	Classified Support	86,030	149,664	204,829	203,373	643,896	582,324	61,572	2,394,282	2,514,586	120,304	333%
2300	Classified Admin	-	1,650	-	438	2,088	-	2,088	-	-	-	0%
2400	Clerical & Tech	231,668	459,790	480,192	496,752	1,668,401	1,301,162	367,239	6,303,207	6,010,421	(292,786)	310%
2900	OtherClassStaff	2,103	5,219	-	-	7,322	-	7,322	-	-	-	-
SUBTOTAL - Classified Salaries		377,651	703,717	881,096	881,064	2,843,528	2,394,176	449,352	11,019,755	10,769,941	(249,814)	26%
Employee Benefits												
3101	STRS-Certified	-	-	-	-	-	-	-	-	-	-	-
3102	STRS-Classified	79,938	161,806	358,161	-	896,653	700,066	196,586	4,095,254	3,642,099	(453,155)	25%
3201	PERS-Cert	18,907	35,238	36,594	-	127,185	189,110	(61,925)	415,363	890,079	474,716	14%
3202	PERS-Classified	9,416	24,915	43,509	-	118,892	155,982	(37,090)	321,833	699,006	377,174	17%
3301	OASDI/Med-Cert	35,042	94,442	131,213	-	396,517	157,858	238,660	1,252,342	685,955	(566,387)	58%
3302	OASDI/Med-Class	8,761	16,937	32,127	-	88,938	103,769	(14,831)	647,307	464,065	(183,242)	19%
3401	HlthWelfareCert	22,701	42,284	54,692	-	174,968	92,861	82,107	415,020	416,178	1,158	42%
3402	HlthWelfareCert	307,943	21,146	670,581	-	1,018,702	741,456	277,246	2,856,360	3,008,033	151,673	34%
3501	UI-Certificated	-	-	-	-	-	281,442	(281,442)	1,426,873	1,405,151	(21,722)	0%
3502	UI-Classified	45,865	-	30,256	-	30,313	19,629	10,684	45,258	42,988	(2,270)	71%
3601	WorkersCmp-Cert	-	-	402	-	402	3,146	(2,744)	15,879	15,388	(491)	3%
3602	WorkersCmp-Class	99,192	33,064	33,064	-	198,384	77,869	120,515	153,725	206,599	52,874	96%
3701	Other Retirement-Cert	-	-	-	-	-	34,906	(34,906)	214,467	168,562	(45,905)	0%
3901	OthBenes-Cert	-	-	-	-	-	-	-	-	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	3,326	6,152	6,800	-	22,474	35,679	(13,205)	79,226	77,648	(1,578)	29%

2022-23 First Interim Budget								Annual Budget			
CONSOLIDATED	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
	SUBTOTAL - Employee Benefits	631,090	435,985	1,397,398	-	3,073,428	2,593,773	479,656	11,938,906	11,721,750	(217,156)

2022-23 First Interim Budget								Annual Budget				
CONSOLIDATED								Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget	
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance					
Books & Supplies												
4100	Text&CoreCurric	-	16,916	205,240	135,511	357,667	93,166	264,501	359,598	467,598	108,000	76%
4200	BooksOthRefMats	3,406	948	34,245	10,595	49,194	4,190	45,004	12,000	20,000	8,000	246%
4300	Ins Mats & Sups 2	-	124	-	-	124	31,330	(31,206)	174,606	148,595	(26,011)	0%
4310	Ins Mats & Sups	4,108	4,864	16,206	6,182	31,361	56,460	(25,099)	186,009	290,335	104,326	11%
4315	OthrSupplies	-	-	-	2,975	2,975	7,256	(4,281)	38,000	32,000	(6,000)	9%
4320	Office Supplies	2,874	18,426	19,655	26,734	67,689	43,937	23,752	173,200	177,500	4,300	38%
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	2,403	13,283	5,774	21,461	7,841	13,620	36,800	36,300	(500)	59%
4335	PE Supplies	-	463	7,085	1,615	9,162	13,986	(4,824)	54,250	64,250	10,000	14%
4340	Educat Software	3,795	256,169	87,979	(46,340)	301,603	153,729	147,874	508,586	540,614	32,029	56%
4345	NonInstStdntSup	0	15,755	121,667	(22,140)	115,282	68,534	46,748	285,896	353,650	67,754	33%
4346	TeacherSupplies	-	3,408	7,196	4,489	15,093	6,384	8,709	30,500	30,500	-	49%
4350	Cust. Supplies	82	18,643	28,687	11,915	59,328	30,787	28,540	118,000	140,000	22,000	42%
4351	Yearbook	-	-	-	-	-	692	(692)	3,000	3,000	-	0%
4390	Uniforms	-	1,095	121,043	1,923	124,062	26,688	97,373	131,976	139,705	7,729	89%
4400	NonCapEquip-Gen	-	37,601	39,583	1,716	78,900	63,925	14,975	310,891	278,770	(32,121)	28%
4410	ClssrmFrmEqp<5k	612	1,831	1,114	-	3,556	972	2,584	8,000	8,500	500	42%
4430	OfficeFurnEqp<5k	-	-	1,970	2,701	4,671	4,087	584	21,500	21,500	-	22%
4440	Computers <\$5k	-	27,001	30,313	3,426	60,740	29,573	31,167	41,000	88,500	47,500	69%
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	2,308	(2,308)	10,000	10,000	-	0%
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	10,738	(10,738)	78,985	73,985	(5,000)	0%
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	-	-	-
4710	Food	-	-	-	3,748	3,748	24,962	(21,213)	111,000	111,000	-	3%
4720	Food:Other Food	0	27,330	41,923	22,163	91,417	32,427	58,990	103,000	128,500	25,500	71%
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	961,270	(905,033)	35,113	91,350	7,917	83,432	1,943	6,943	5,000	1316%
	SUBTOTAL - Books and Supplies	14,877	1,394,247	(127,845)	208,102	1,489,382	721,889	767,492	2,798,739	3,171,745	373,006	47%

2022-23 First Interim Budget								Annual Budget				
CONSOLIDATED		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Services & Other Operating Expenses												
5101	CMO Fees	-	-	-	1,487,300	1,487,300	1,358,905	128,395	5,949,201	6,440,354	491,153	23%
5200	Travel	-	946	-	-	946	462	484	2,000	2,000	-	47%
5205	Conference Fees	-	-	-	-	-	10,731	(10,731)	36,000	34,000	(2,000)	0%
5210	MilesParkTolls	60	1,171	920	2,952	5,103	12,503	(7,400)	35,500	34,000	(1,500)	15%
5215	TravConferences	-	-	-	-	-	-	-	5,000	-	(5,000)	-
5220	TraLodging	2,032	2,175	-	597	4,805	7,154	(2,349)	23,000	23,000	-	21%
5300	DuesMemberships	46,450	5,525	15,505	4,666	72,145	35,674	36,471	117,500	124,500	7,000	58%
5450	Other Insurance	166,346	53,232	53,232	53,232	326,042	161,388	164,654	642,621	644,421	1,800	51%
5500	OpsHousekeeping	6,203	55,828	57,796	60,835	180,663	129,553	51,109	543,700	555,600	11,900	33%
5510	Gas & Electric	7,588	27,810	35,056	45,434	115,887	70,962	44,925	252,500	307,500	55,000	38%
5610	Rent & Leases	346,416	287,846	295,137	279,377	1,208,776	959,677	249,099	3,922,107	3,928,319	6,212	31%
5620	EquipmentLeases	15,556	9,445	20,664	16,936	62,600	51,250	11,350	220,400	220,400	-	28%
5630	Reps&MaintBldng	3,988	29,875	42,997	62,668	139,527	234,336	(94,809)	671,733	1,028,233	356,500	14%
5800	ProfessServices	118,621	107,680	81,259	(60,763)	246,797	578,122	(331,325)	2,443,458	2,455,975	12,516	10%
5810	Legal	-	10,146	36,874	28,499	75,519	79,397	(3,879)	275,000	315,500	40,500	24%
5813	SchPrgAftSchool	-	10,650	8,427	818	19,895	140,284	(120,389)	438,304	697,766	259,463	3%
5814	SchPrgAcadComps	-	820	475	950	2,245	5,077	(2,832)	22,000	22,000	-	10%
5819	SchlProgs-Other	5,312	25,270	126,955	123,243	280,780	214,600	66,180	821,156	942,906	121,750	30%
5820	Audit & CPA	-	-	12,000	-	12,000	25,747	(13,747)	102,000	105,000	3,000	11%
5825	DMSBusinessSvcs	-	-	-	235,799	235,799	273,231	(37,432)	530,000	592,000	62,000	40%
5835	Field Trips	5,668	12,886	23,531	5,344	47,429	67,255	(19,826)	213,500	283,000	69,500	17%
5836	FieldTrip Trans	-	58,182	5,069	10,581	73,832	90,327	(16,495)	319,000	401,000	82,000	18%
5840	MarkngStdtRecrt	4,382	27,943	16,235	25,425	73,985	82,196	(8,211)	316,000	331,000	15,000	22%
5850	Oversight Fees	6,081	11,089	7,393	6,857	31,420	101,494	(70,074)	476,810	472,276	(4,533)	7%
5857	Payroll Fees	21,760	15,352	17,056	17,107	71,275	49,640	21,635	198,000	198,000	-	36%
5860	Service Fees	125	352	860	129	1,466	9,910	(8,444)	46,500	45,000	(1,500)	3%
5861	Prior Year Services	-	-	-	-	-	-	-	-	-	-	-
5863	Prof Developmnt	1,884	27,934	27,924	11,704	69,447	58,552	10,895	172,809	224,708	51,899	31%
5864	Prof Dev-Other	-	18,200	8,473	6,053	32,726	58,260	(25,534)	268,818	254,130	(14,688)	13%
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	493	48,951	50,191	99,634	276,358	(176,723)	1,207,987	1,261,801	53,814	8%
5870	Livescan	219	1,507	2,380	1,279	5,386	1,714	3,671	5,600	6,100	500	88%
5872	SPED Fees (incl Encroachment)	12,642	23,024	15,348	14,216	65,230	34,717	30,513	150,439	150,439	-	43%
5875	Staff Recruiting	-	-	-	450	450	1,615	(1,165)	4,500	3,500	(1,000)	13%
5884	Substitutes	373	5,573	23,496	14,244	43,686	131,795	(88,109)	585,000	635,000	50,000	7%
5890	OthSvcsNon-Inst	-	729	-	250	979	115	864	500	500	-	196%
5900	Communications	10	19,587	1,363	160	21,120	8,367	12,753	21,250	28,950	7,700	73%
5910	Communications 2	-	-	-	-	-	-	-	-	-	-	-

2022-23 First Interim Budget									Annual Budget			
CONSOLIDATED		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
5920	TelecomInternet	9,036	9,904	14,169	9,496	42,604	92,249	(49,645)	406,000	406,000	-	10%
5930	PostageDelivery	-	2,016	6,192	310	8,517	16,276	(7,759)	60,000	63,000	3,000	14%
5940	Technology	36,286	12,249	86,881	109,767	245,183	81,852	163,331	253,827	294,010	40,183	83%
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		817,037	875,437	1,092,616	2,626,106	5,411,196	5,511,743	(100,547)	21,759,720	23,531,889	1,772,169	23%

2022-23 First Interim Budget								Annual Budget				
CONSOLIDATED								Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget	
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance					
Capital Outlay & Depreciation												
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-	-	-	
6400	EquipFixed	-	-	-	-	-	-	-	-	-	-	
6900	Depreciation	51,804	51,804	211,907	48,686	364,201	1,074,532	(710,331)	1,930,666	2,220,154	289,488	16%
SUBTOTAL - Capital Outlay & Depreciation		51,804	51,804	211,907	48,686	364,201	1,074,532	(710,331)	1,930,666	2,220,154	289,488	16%
Other Outflows												
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-	-	-	-
7310	Indirect Costs	-	-	-	-	-	-	-	-	-	-	-
7438	InterestExpense	32,292	32,292	107,956	37,794	210,334	143,629	66,705	556,517	556,517	-	38%
SUBTOTAL - Other Outflows		32,292	32,292	107,956	37,794	210,334	143,629	66,705	556,517	556,517	-	38%
TOTAL EXPENSES		2,441,625	4,522,569	5,430,629	5,694,422	18,698,201	16,758,956	1,939,244	73,707,519	74,859,338	1,151,819	25%



2022-23 First Interim Budget								Annual Budget		
MSA 1	Jul	Aug	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved	1st Interim	Current
	Actuals	Actuals						July Budget	Budget	Budget vs. First Interim
Projected Average Daily Attendance:								701	661	40
SUMMARY										
Revenue										
LCFF Entitlement	127,425	529,778	444,949	1,163,973	2,266,125	1,416,282	(849,843)	9,738,260	9,557,995	(180,265)
Federal Revenue	-	-	61,604	52,447	114,050	-	(114,050)	1,052,896	1,366,803	313,907
Other State Revenues	36,492	42,528	146,612	112,064	337,696	225,632	(112,064)	3,832,105	3,121,633	(710,472)
Other Local Revenues	8,546	4,352	162,708	145,761	321,367	155,683	(165,685)	207,718	315,718	108,000
Total Revenue	172,463	576,658	815,873	1,474,245	3,039,239	1,797,596	(1,241,643)	14,830,979	14,362,149	(468,830)
Expenditures										
Certificated Salaries	82,822	182,118	328,295	330,776	924,012	758,207	165,805	4,659,314	4,105,689	(553,625)
Classified Salaries	35,727	62,994	100,709	101,641	301,071	345,789	(44,718)	1,346,242	1,383,157	36,916
Benefits	92,134	67,103	100,713	213,982	473,932	401,250	72,682	2,008,728	1,873,362	(135,366)
Books and Supplies	-	1,002,729	(753,666)	8,004	257,068	154,331	102,737	604,147	668,766	64,619
Services and Operating Exp.	185,260	216,710	221,726	559,342	1,183,039	1,108,670	74,369	4,744,575	4,804,235	59,660
Depreciation & Cap Outlay	19,687	19,687	21,077	21,077	81,529	296,024	(214,495)	518,081	592,048	73,967
Other Outflows	-	-	-	2,704	2,704	7,500	(4,796)	15,000	15,000	-
Total Expenditures	415,631	1,551,341	18,855	1,237,526	3,223,353	3,071,770	151,583	13,896,087	13,442,257	(453,830)
Net Revenues					(184,115)	(1,274,174)	(1,393,226)	934,892	919,892	(15,000)
Fund Balance										
Beginning Balance (Unaud.)									8,997,268	
Net Revenues									919,892	
Ending Fund Balance									9,917,160	
Components of Fund Bal.										
Available For Econ. Uncert.									5,070,755	
Restricted Balances (Est.)									443,407	
Net Fixed Assets									4,402,997	
Ending Fund Balance									9,917,160	

2022-23 First Interim Budget								Annual Budget				
MSA 1								Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget	
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance					
REVENUE DETAIL												
LCFF Entitlement												
8011	State Aid	-	274,919	274,919	494,854	1,044,692	1,034,621	(10,071)	5,727,399	5,445,373	(282,026)	19%
8012	EPA Entitlement	-	-	-	499,213	499,213	-	499,213	1,823,016	1,992,950	169,934	25%
8019	Prior Year Adjustments	(4)	-	124	-	120	120	-	-	-	-	-
8096	InLieuPropTaxes	127,429	254,859	169,906	169,906	722,100	381,541	340,559	2,187,845	2,119,672	(68,173)	34%
SUBTOTAL - LCFF Entitlement		127,425	529,778	444,949	1,163,973	2,266,125	1,416,282	829,701	9,738,260	9,557,995	(180,265)	24%
Federal Revenue												
8181	SpEd - Revenue	-	-	-	-	-	-	-	84,972	84,511	(461)	0%
8220	SchLunchFederal	-	-	-	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	-	61,604	52,447	114,050	-	114,050	967,924	1,282,291	314,367	9%
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		-	-	61,604	52,447	114,050	-	114,050	1,052,896	1,366,803	313,907	8%
Other State Revenue												
8311	SpEd Revenue	26,828	26,828	48,291	47,743	149,690	101,947	47,743	557,416	532,218	(25,198)	28%
8520	SchoolNutrState	-	-	-	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	-	-	25,018	23,041	(1,977)	0%
8560	StateLotteryRev	-	-	-	5,306	5,306	-	5,306	159,782	156,704	(3,078)	3%
8590	AllOthStateRev	9,664	15,700	98,321	59,015	182,700	123,685	59,015	3,089,889	2,409,670	(680,218)	8%
8595	State Rev PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		36,492	42,528	146,612	112,064	337,696	225,632	112,064	3,832,105	3,121,633	(710,472)	11%
Local Revenue												
8600	Other Local Rev	-	-	-	-	-	149,948	(149,948)	191,896	299,896	108,000	0%
8634	StudentLunchFee	-	-	-	-	-	-	-	-	-	-	-
8650	Leases &Rentals	-	-	-	-	-	-	-	-	-	-	-
8660	Interest	-	-	-	550	550	-	550	-	-	-	-
8682	Summer School	-	-	-	-	-	-	-	7,116	-	(7,116)	-
8677	SpEd Revenue	-	-	-	107,500	107,500	-	107,500	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-	-	-	-
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-	-	-	-
8699	Other Revenue	8,546	-	161,562	31,027	201,135	-	201,135	-	-	-	-
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	4,352	1,146	(3,464)	2,035	-	2,035	-	-	-	-
SUBTOTAL - Local Revenue		8,546	4,352	162,708	135,614	311,220	149,948	161,272	199,012	299,896	100,884	104%

2022-23 First Interim Budget								Annual Budget				
MSA 1		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Fundraising & Grants												
8802	Donations - Private	-	-	-	130	130	3,558	(3,428)	-	7,116	7,116	2%
8803	Fundraising	-	-	-	10,017	10,017	2,177	7,841	8,706	8,706	-	115%
SUBTOTAL - Fundraising & Grants		-	-	-	10,147	10,147	5,735	4,413	8,706	15,822	7,116	64%
TOTAL REVENUE		172,463	576,658	815,873	1,474,245	3,039,239	1,797,596	1,221,500	14,830,979	14,362,149	(468,830)	21%
EXPENSES DETAIL												
Certificated Salaries												
1100	TeacherSalaries	44,900	118,371	252,347	252,383	668,002	536,431	131,571	3,725,706	3,218,583	(507,122)	21%
1200	Cert Aid	-	10,877	22,604	22,849	56,330	41,938	14,393	167,728	167,750	22	34%
1300	Cert Adminis	37,922	52,870	53,344	55,544	199,680	179,839	19,841	765,880	719,355	(46,525)	28%
SUBTOTAL - Certificated Salaries		82,822	182,118	328,295	330,776	924,012	758,207	165,805	4,659,314	4,105,689	(553,625)	23%
Classified Salaries												
2100	Instructional Aides	3,674	11,229	34,368	35,285	84,556	115,343	(30,787)	474,426	461,373	(13,054)	18%
2200	Classified Support	16,157	30,650	32,103	28,692	107,602	123,354	(15,752)	479,247	493,415	14,168	22%
2300	Classified Admin	-	-	-	-	-	-	-	-	-	-	-
2400	Clerical & Tech	15,896	21,114	34,238	37,665	108,913	107,092	1,821	392,568	428,369	35,801	25%
2900	OtherClassStaff	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		35,727	62,994	100,709	101,641	301,071	345,789	(44,718)	1,346,242	1,383,157	36,916	22%
Employee Benefits												
3101	STRS-Certified	7,335	17,201	34,910	35,663	95,109	123,127	(28,018)	849,969	668,165	(181,805)	14%
3102	STRS-Classified	-	-	-	-	-	19,036	(19,036)	-	82,491	82,491	0%
3201	PERS-Cert	8,470	17,936	27,860	28,071	82,337	35,046	47,290	106,328	151,867	45,539	54%
3202	PERS-Classified	7,097	16,020	24,154	23,759	71,029	22,898	48,131	177,247	99,225	(78,022)	72%
3301	OASDI/Med-Cert	1,199	3,002	5,501	5,541	15,244	19,622	(4,379)	111,443	85,031	(26,412)	18%
3302	OASDI/Med-Class	2,721	4,794	7,647	7,717	22,878	11,516	11,363	40,823	49,901	9,078	46%
3401	HlthWelfareCert	41,555	2,830	3,060	102,883	150,329	116,040	34,289	548,205	502,841	(45,364)	30%
3402	HlthWelfareClass	-	-	-	-	-	40,290	(40,290)	114,163	174,588	60,425	0%
3501	UI-Certificated	7,797	-	(7,739)	5,028	5,085	1,810	3,275	9,877	7,845	(2,032)	65%
3502	UI-Classified	-	-	-	-	-	460	(460)	1,259	1,994	736	0%
3601	WorkersCmp-Cert	15,961	5,320	5,320	5,320	31,921	5,612	26,309	19,271	24,318	5,047	131%
3602	WorkersCmp-Class	-	-	-	-	-	5,791	(5,791)	30,143	25,096	(5,047)	0%
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	-	-	-	-	-	-	-	-	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		92,134	67,103	100,713	213,982	473,932	401,250	72,682	2,008,728	1,873,362	(135,366)	25%

2022-23 First Interim Budget								Annual Budget				
MSA 1								Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget	
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance					
Books & Supplies												
4100	Text&CoreCurric	-	-	66,188	-	66,188	18,462	47,727	80,000	80,000	-	83%
4200	BooksOthRefMats	-	948	1,583	-	2,532	808	1,724	1,000	3,500	2,500	72%
4300	Ins Mats & Sups 2	-	-	-	-	-	4,635	(4,635)	13,926	20,085	6,159	0%
4310	Ins Mats & Sups	-	-	10,391	512	10,903	13,562	(2,659)	64,929	58,770	(6,159)	19%
4315	OthrSupplies	-	-	-	2,975	2,975	5,769	(2,794)	25,000	25,000	-	12%
4320	Office Supplies	-	521	807	2,023	3,350	5,769	(2,419)	25,000	25,000	-	13%
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	-	-	-	462	(462)	2,000	2,000	-	0%
4335	PE Supplies	-	-	-	-	-	6,923	(6,923)	30,000	30,000	-	0%
4340	Educat Software	-	33,250	23,991	-	57,241	19,141	38,101	86,255	82,943	(3,312)	69%
4345	NonInstStdntSup	-	420	21,702	2,385	24,507	13,200	11,307	52,146	57,198	5,052	43%
4346	TeacherSupplies	-	-	93	-	93	1,154	(1,061)	5,000	5,000	-	2%
4350	Cust. Supplies	-	8,877	16,471	2,982	28,330	11,538	16,792	33,000	50,000	17,000	57%
4351	Yearbook	-	-	-	-	-	-	-	-	-	-	-
4390	Uniforms	-	-	22,772	-	22,772	5,769	17,003	25,000	25,000	-	91%
4400	NonCapEquip-Gen	-	-	-	-	-	36,524	(36,524)	114,891	158,270	43,379	0%
4410	ClssrmFrnEqp<5k	-	-	-	-	-	-	-	-	-	-	-
4430	OffceFurnEqp<5k	-	-	315	657	972	-	972	-	-	-	-
4440	Computers <\$5k	-	-	20,085	-	20,085	2,308	17,777	10,000	10,000	-	201%
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	2,308	(2,308)	10,000	10,000	-	0%
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	2,308	(2,308)	10,000	10,000	-	0%
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	1,154	(1,154)	5,000	5,000	-	0%
4720	Food:Other Food	-	5,661	8,893	2,020	16,574	2,538	14,035	11,000	11,000	-	151%
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	953,052	(946,958)	(5,549)	545	-	545	-	-	-	-
SUBTOTAL - Books and Supplies		-	1,002,729	(753,666)	8,004	257,068	154,331	102,737	604,147	668,766	64,619	38%

2022-23 First Interim Budget								Annual Budget				
MSA 1	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved	1st Interim	Current	Actuals as % of	
								July Budget	Budget	Budget vs. First Interim	Budget	
Services & Other Operating Expenses												
5101	CMO Fees	-	-	-	282,371	282,371	277,286	5,084	1,129,482	1,201,574	72,092	24%
5200	Travel - General	-	-	-	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	1,154	(1,154)	5,000	5,000	-	0%
5210	MilesParkTolls	-	95	83	-	178	692	(515)	3,000	3,000	-	6%
5215	TravConferences	-	-	-	-	-	-	-	-	-	-	-
5220	TraLodging	-	-	-	-	-	-	-	-	-	-	-
5300	DuesMemberships	9,350	26	1,691	1,224	12,291	4,846	7,445	21,000	21,000	-	59%
5450	Other Insurance	37,455	12,485	12,485	12,485	74,910	32,400	42,510	140,401	140,401	-	53%
5500	OpsHousekeeping	4,051	23,602	24,591	23,105	75,349	51,000	24,349	221,000	221,000	-	34%
5510	Gas & Electric	-	7,001	6,845	11,535	25,380	15,000	10,380	65,000	65,000	-	39%
5610	Rent & Leases	110,148	109,528	115,707	109,528	444,911	306,134	138,777	1,325,955	1,326,581	626	34%
5620	EquipmentLeases	6,129	3,338	5,186	5,293	19,946	20,769	(823)	90,000	90,000	-	22%
5630	Reps&MaintBldng	-	15,913	12,965	50,403	79,280	82,208	(2,927)	394,733	356,233	(38,500)	22%
5800	ProfessServices	3,180	16,930	2,855	1,855	24,819	92,046	(67,228)	510,877	398,868	(112,010)	6%
5810	Legal	-	1,311	-	-	1,311	8,077	(6,766)	35,000	35,000	-	4%
5813	SchPrgAftSchool	-	-	-	-	-	31,395	(31,395)	-	136,045	136,045	0%
5814	SchPrgAcadComps	-	525	475	-	1,000	1,731	(731)	7,500	7,500	-	13%
5819	SchlProgs-Other	-	4,550	12,917	12,615	30,082	5,769	24,313	25,000	25,000	-	120%
5820	Audit & CPA	-	-	1,091	-	1,091	2,077	(986)	9,000	9,000	-	12%
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-	-	-	-
5835	Field Trips	-	850	3,485	2,662	6,997	4,615	2,382	20,000	20,000	-	35%
5836	FieldTrip Trans	-	-	-	1,075	1,075	23,077	(22,002)	100,000	100,000	-	1%
5840	MarkngStdtRecrt	-	2,010	1,297	850	4,157	17,308	(13,151)	75,000	75,000	-	6%
5850	Oversight Fees	-	-	-	-	-	22,057	(22,057)	97,383	95,580	(1,803)	0%
5857	Payroll Fees	3,009	1,890	2,500	2,485	9,884	6,923	2,961	30,000	30,000	-	33%
5860	Service Fees	-	-	-	-	-	3,692	(3,692)	16,000	16,000	-	0%
5861	Prior Year Services	-	-	-	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	3,960	5,328	1,263	10,551	11,140	(588)	43,772	48,272	4,500	22%
5864	Prof Dev-Other	-	6,103	-	-	6,103	4,168	1,935	17,953	18,062	109	34%
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	-	12,619	12,619	42,602	(29,983)	193,161	184,609	(8,552)	7%
5870	Livescan	150	152	299	129	730	115	615	500	500	-	146%
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-	-	-	-
5875	Staff Recruiting	-	-	-	-	-	-	-	-	-	-	-
5884	Substitutes	-	-	-	-	-	18,462	(18,462)	80,000	80,000	-	0%
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-	-	-	-
5900	Communications	-	3,675	1,295	25	4,995	1,154	3,841	5,000	5,000	-	100%
5910	Communications 2	-	-	-	-	-	-	-	-	-	-	-
5920	TelecomInternet	-	700	110	484	1,293	11,538	(10,245)	50,000	50,000	-	3%
5930	PostageDelivery	-	1,110	997	-	2,106	1,154	952	5,000	5,000	-	42%
5940	Technology	11,788	958	9,527	27,338	49,610	8,079	41,531	27,858	35,010	7,152	142%
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		185,260	216,710	221,726	559,342	1,183,039	1,108,670	74,369	4,744,575	4,804,235	59,660	25%

2022-23 First Interim Budget								Annual Budget			
MSA 1								Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance				
Capital Outlay & Depreciation											
6100	-	-	-	-	-	-	-	-	-	-	-
6400	-	-	-	-	-	-	-	-	-	-	-
6900	19,687	19,687	21,077	21,077	81,529	296,024	(214,495)	518,081	592,048	73,967	14%
SUBTOTAL - Capital Outlay & Depreciation	19,687	19,687	21,077	21,077	81,529	296,024	(214,495)	518,081	592,048	73,967	14%
Other Outflows											
7299	-	-	-	-	-	-	-	-	-	-	-
7310	-	-	-	-	-	-	-	-	-	-	-
7438	-	-	-	2,704	2,704	7,500	(4,796)	15,000	15,000	-	18%
SUBTOTAL - Other Outflows	-	-	-	2,704	2,704	7,500	(4,796)	15,000	15,000	-	18%
TOTAL EXPENSES	415,631	1,551,341	18,855	1,237,526	3,223,353	3,071,770	151,583	13,896,087	13,442,257	(453,830)	24%



2022-23 First Interim Budget								Annual Budget		
MSA 2	Year to Date							Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance			
Projected Average Daily Attendance:								492	485	7
SUMMARY										
Revenue										
LCFF Entitlement	87,854	359,601	301,032	784,677	1,533,164	988,796	544,368	6,619,027	6,714,645	95,618
Federal Revenue	-	-	66,500	-	66,500	-	66,500	621,415	965,842	344,428
Other State Revenues	23,986	29,573	96,400	70,401	220,360	149,959	70,401	1,987,158	1,632,832	(354,326)
Other Local Revenues	4,416	578	4,404	35,574	44,972	12,966	32,006	42,117	42,118	1
Total Revenue	116,256	389,752	468,336	890,652	1,864,996	1,151,721	713,276	9,269,717	9,355,437	85,720
Expenditures										
Certificated Salaries	84,348	120,350	221,945	226,654	653,298	547,073	106,225	2,880,914	2,776,346	(104,568)
Classified Salaries	37,262	69,708	83,592	82,668	273,229	196,631	76,598	997,534	956,217	(41,317)
Benefits	77,909	54,228	74,978	156,576	363,691	316,506	47,186	1,297,825	1,310,044	12,219
Books and Supplies	1,745	56,999	121,769	28,956	209,469	107,814	101,655	466,158	549,442	83,284
Services and Operating Exp.	52,975	57,007	66,742	331,619	508,344	683,718	(175,374)	2,577,551	2,962,779	385,229
Depreciation & Cap Outlay	14,973	14,973	11,504	10,465	51,916	67,895	(15,979)	121,166	135,790	14,624
Other Outflows	-	-	-	-	-	-	-	-	-	-
Total Expenditures	269,213	373,265	580,530	836,939	2,059,947	1,919,637	140,310	8,341,147	8,690,618	349,471
Net Revenues					(194,950)	(767,916)	572,966	928,569	664,819	(263,750)
Fund Balance										
Beginning Balance (Unaud.)									3,510,734	
Net Revenues									664,819	
Ending Fund Balance									4,175,554	
Components of Fund Bal.										
Available For Econ. Uncert.									3,463,692	
Restricted Balances (Est.)									64,319	
Net Fixed Assets									647,542	
Ending Fund Balance									4,175,554	

2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 2												
REVENUE DETAIL												
LCFF Entitlement												
8011	State Aid	-	183,892	183,892	331,006	698,790	709,073	(10,283)	3,863,040	3,731,963	(131,077)	19%
8012	EPA Entitlement	-	-	-	336,532	336,532	-	336,532	1,232,219	1,428,661	196,442	24%
8019	Prior Year Adjustments	(1)	-	-	-	(1)	(1)	-	-	-	-	-
8096	InLieuPropTaxes	87,855	175,709	117,140	117,139	497,843	279,724	218,119	1,523,768	1,554,021	30,253	32%
SUBTOTAL - LCFF Entitlement		87,854	359,601	301,032	784,677	1,533,164	988,796	544,368	6,619,027	6,714,645	95,618	23%
Federal Revenue												
8181	SpEd - Revenue	-	-	-	-	-	-	-	59,713	61,959	2,246	0%
8220	SchLunchFederal	-	-	-	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	-	66,500	-	66,500	-	66,500	561,702	903,883	342,182	7%
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		-	-	66,500	-	66,500	-	66,500	621,415	965,842	344,428	7%
Other State Revenue												
8311	SpEd Revenue	18,464	18,464	33,235	32,918	103,081	70,163	32,918	391,719	390,191	(1,528)	26%
8520	SchoolNtrState	-	-	-	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	-	-	16,333	15,353	(980)	0%
8560	StateLotteryRev	-	-	(1,811)	-	(1,811)	(1,811)	-	112,285	115,052	2,767	-2%
8590	AllOthStateRev	5,522	11,109	64,976	37,483	119,090	81,607	37,483	1,466,821	1,112,236	(354,585)	11%
8595	State Rev PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		23,986	29,573	96,400	70,401	220,360	149,959	70,401	1,987,158	1,632,832	(354,326)	13%
Local Revenue												
8600	Other Local Rev	-	-	-	-	-	1	(1)	1	1	-	0%
8634	StudentLunchFee	-	-	-	414	414	-	414	-	-	-	-
8650	Leases & Rentals	-	-	-	-	-	-	-	-	-	-	-
8660	Interest	-	-	-	-	-	-	-	-	-	-	-
8682	Summer School	-	-	-	-	-	-	-	-	-	-	-
8677	SpEd Revenue	-	-	-	-	-	-	-	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-	-	-	-
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-	-	-	-
8699	Other Revenue	4,416	-	-	35,779	40,195	2,501	37,695	5,000	5,001	1	804%
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	578	4,404	(4,982)	(0)	-	(0)	-	-	-	-
SUBTOTAL - Local Revenue		4,416	578	4,404	31,211	40,609	2,501	38,108	5,001	5,002	1	812%

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA 2		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Fundraising & Grants												
8802	Donations - Private	-	-	-	-	-	2,965	(2,965)	7,116	7,116	-	0%
8803	Fundraising	-	-	-	4,363	4,363	7,500	(3,137)	30,000	30,000	-	15%
SUBTOTAL - Fundraising & Grants		-	-	-	4,363	4,363	10,465	(6,102)	37,116	37,116	-	12%
TOTAL REVENUE		116,256	389,752	468,336	890,652	1,864,996	1,151,721	713,276	9,269,717	9,355,437	85,720	20%
EXPENSES DETAIL												
Certificated Salaries												
1100	TeacherSalaries	57,667	77,472	165,831	167,290	468,260	397,907	70,353	2,198,478	2,041,439	(157,039)	23%
1200	Cert Aid	-	4,732	16,334	19,394	40,460	44,950	(4,490)	218,592	269,702	51,110	15%
1300	Cert Adminis	26,681	38,147	39,780	39,970	144,578	104,216	40,363	463,844	465,205	1,361	31%
SUBTOTAL - Certificated Salaries		84,348	120,350	221,945	226,654	653,298	547,073	106,225	2,880,914	2,776,346	(104,568)	24%
Classified Salaries												
2100	Instructional Aides	6,974	8,135	16,774	16,684	48,567	38,658	9,909	186,904	190,104	3,200	26%
2200	Classified Support	19,007	31,296	37,771	36,695	124,770	113,392	11,377	561,310	566,310	5,000	22%
2300	Classified Admin	-	1,650	-	438	2,088	-	2,088	-	-	-	-
2400	Clerical & Tech	11,281	28,626	29,046	28,852	97,805	44,581	53,224	249,319	199,802	(49,517)	49%
2900	OtherClassStaff	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		37,262	69,708	83,592	82,668	273,229	196,631	76,598	997,534	956,217	(41,317)	29%
Employee Benefits												
3101	STRS-Certified	15,079	21,602	39,478	39,931	116,089	96,480	19,609	488,345	406,781	(81,564)	29%
3102	STRS-Classified	-	315	-	-	315	11,437	(11,122)	-	46,951	46,951	1%
3201	PERS-Cert	-	1,840	3,501	4,144	9,485	22,822	(13,338)	30,050	93,692	63,642	10%
3202	PERS-Classified	7,034	16,838	20,626	19,668	64,166	26,382	37,784	157,619	108,305	(49,314)	59%
3301	OASDI/Med-Cert	1,406	2,191	4,145	4,335	12,077	14,404	(2,327)	71,153	59,133	(12,020)	20%
3302	OASDI/Med-Class	2,851	5,230	6,391	6,320	20,792	8,823	11,969	22,510	36,222	13,713	57%
3401	HlthWelfareCert	35,749	2,775	2,884	74,902	116,310	93,564	22,746	376,139	384,107	7,968	30%
3402	HlthWelfareCert	-	-	-	-	-	32,881	(32,881)	111,890	134,983	23,093	0%
3501	UI-Certificated	5,483	-	(5,483)	3,840	3,840	1,217	2,623	5,284	4,998	(286)	77%
3502	UI-Classified	-	-	-	-	-	328	(328)	1,309	1,345	37	0%
3601	WorkersCmp-Cert	10,308	3,436	3,436	3,436	20,616	4,345	16,271	12,504	17,837	5,334	116%
3602	WorkersCmp-Class	-	-	-	-	-	3,822	(3,822)	21,022	15,689	(5,334)	0%
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	-	-	-	-	-	-	-	-	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		77,909	54,228	74,978	156,576	363,691	316,506	47,186	1,297,825	1,310,044	12,219	28%

2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 2												
Books & Supplies												
4100	Text&CoreCurric	-	-	45,032	-	45,032	8,960	36,072	89,598	89,598	-	50%
4200	BooksOthRefMats	-	-	-	-	-	100	(100)	1,000	1,000	-	0%
4300	Ins Mats & Sups 2	-	-	-	-	-	-	-	20,085	-	(20,085)	-
4310	Ins Mats & Sups	-	803	2,572	-	3,375	6,305	(2,930)	35,739	55,824	20,085	6%
4315	OthrSupplies	-	-	-	-	-	-	-	-	-	-	-
4320	Office Supplies	1,663	2,592	3,153	9,086	16,494	8,680	7,814	48,500	48,500	-	34%
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	2,403	7,685	2,458	12,546	3,662	8,884	15,000	15,000	-	84%
4335	PE Supplies	-	239	642	-	881	515	366	3,000	3,000	-	29%
4340	Educat Software	-	30,524	16,930	3,125	50,579	38,102	12,477	74,623	106,303	31,680	48%
4345	NonInstStdntSup	-	3,798	6,405	2,481	12,683	11,078	1,605	70,000	76,604	6,604	17%
4346	TeacherSupplies	-	74	871	-	945	67	879	-	-	-	-
4350	Cust. Supplies	82	1,091	991	1,853	4,017	2,456	1,561	14,000	14,000	-	29%
4351	Yearbook	-	-	-	-	-	-	-	-	-	-	-
4390	Uniforms	-	102	20,870	-	20,971	2,292	18,680	22,000	22,000	-	95%
4400	NonCapEquip-Gen	-	-	354	-	354	1,850	(1,496)	28,500	18,500	(10,000)	2%
4410	ClssrmFrmEqp<5k	-	-	130	-	130	700	(570)	7,000	7,000	-	2%
4430	OffceFurnEqp<5k	-	-	510	1,704	2,214	500	1,714	5,000	5,000	-	44%
4440	Computers <\$5k	-	14,066	2,210	-	16,276	16,160	116	-	35,000	35,000	47%
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	899	(899)	8,985	8,985	-	0%
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	500	(500)	5,000	5,000	-	0%
4720	Food:Other Food	-	1,307	12,914	2,443	16,664	4,877	11,787	17,000	37,000	20,000	45%
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	-	500	5,807	6,307	113	6,194	1,128	1,128	-	559%
SUBTOTAL - Books and Supplies		1,745	56,999	121,769	28,956	209,469	107,814	101,655	466,158	549,442	83,284	38%

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA 2		Jul	Aug	Sep	Oct	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
		Actuals	Actuals	Actuals	Actuals							
Services & Other Operating Expenses												
5101	CMO Fees	-	-	-	250,996	250,996	277,286	(26,290)	1,003,984	1,201,574	197,590	21%
5200	Travel - General	-	946	-	-	946	-	946	-	-	-	-
5205	Conference Fees	-	-	-	-	-	692	(692)	3,000	3,000	-	0%
5210	MilesParkTolls	-	53	-	-	53	462	(409)	2,000	2,000	-	3%
5215	TravConferences	-	-	-	-	-	-	-	-	-	-	-
5220	TraLodging	-	-	-	-	-	1,154	(1,154)	5,000	5,000	-	0%
5300	DuesMemberships	5,825	22	1,209	2,066	9,121	2,308	6,814	10,000	10,000	-	91%
5450	Other Insurance	17,289	5,763	5,763	5,763	34,578	15,000	19,578	65,000	65,000	-	53%
5500	OpsHousekeeping	197	7,315	6,279	16,215	30,006	37,615	(7,610)	158,000	163,000	5,000	18%
5510	Gas & Electric	-	-	-	-	-	-	-	-	-	-	-
5610	Rent & Leases	18,750	18,750	18,750	18,750	75,000	51,923	23,077	225,000	225,000	-	33%
5620	EquipmentLeases	1,156	1,156	3,053	2,620	7,985	5,769	2,216	25,000	25,000	-	32%
5630	Reps&MaintBldng	-	-	-	-	-	9,231	(9,231)	40,000	40,000	-	0%
5800	ProfessServices	2,820	6,005	1,855	2,335	13,014	64,516	(51,502)	268,045	279,569	11,524	5%
5810	Legal	-	-	4,000	-	4,000	10,385	(6,385)	45,000	45,000	-	9%
5813	SchPrgAftSchool	-	-	-	-	-	46,938	(46,938)	-	203,396	203,396	0%
5814	SchPrgAcadComps	-	295	-	703	998	923	75	4,000	4,000	-	25%
5819	SchIProgs-Other	1,800	1,175	-	371	3,346	18,462	(15,116)	80,000	80,000	-	4%
5820	Audit & CPA	-	-	1,091	-	1,091	2,885	(1,794)	12,500	12,500	-	9%
5825	DMSBusiness Svcs	-	-	-	-	-	-	-	-	-	-	-
5835	Field Trips	-	-	1,120	911	2,031	11,538	(9,507)	50,000	50,000	-	4%
5836	FieldTrip Trans	-	-	1,575	6,510	8,085	9,231	(1,146)	40,000	40,000	-	20%
5840	MarkngStdtRecrt	-	850	850	850	2,550	6,923	(4,373)	30,000	30,000	-	9%
5850	Oversight Fees	-	-	-	-	-	15,495	(15,495)	66,190	67,146	956	0%
5857	Payroll Fees	2,422	1,477	1,731	1,724	7,354	4,615	2,739	20,000	20,000	-	37%
5860	Service Fees	-	-	-	-	-	923	(923)	4,000	4,000	-	0%
5861	Prior Year Services	-	-	-	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	7,900	-	1,594	9,494	6,808	2,686	25,000	29,500	4,500	32%
5864	Prof Dev-Other	-	-	-	-	-	5,885	(5,885)	29,500	25,500	(4,000)	0%
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	7,975	4,529	12,504	22,110	(9,606)	136,768	95,809	(40,959)	13%
5870	Livescan	-	-	171	151	322	173	148	750	750	-	43%
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-	-	-	-
5875	Staff Recruiting	-	-	-	-	-	-	-	-	-	-	-
5884	Substitutes	-	825	2,525	6,611	9,961	34,615	(24,654)	150,000	150,000	-	7%
5890	OthSvcsNon-Inst	-	729	-	250	979	-	979	-	-	-	-
5900	Communications	-	2,577	22	12	2,611	-	2,611	-	-	-	-
5910	Communications 2	-	-	-	-	-	-	-	-	-	-	-
5920	TelecomInternet	-	213	217	217	646	12,692	(12,046)	55,000	55,000	-	1%
5930	PostageDelivery	-	-	655	-	655	1,154	(499)	5,000	5,000	-	13%
5940	Technology	2,716	958	7,903	8,443	20,020	6,008	14,012	18,813	26,035	7,222	77%
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		52,975	57,007	66,742	331,619	508,344	683,718	(175,374)	2,577,551	2,962,779	385,229	17%

2022-23 First Interim Budget					Year to Date			Annual Budget							
MSA 2					Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Capital Outlay & Depreciation															
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6400	EquipFixed	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6900	Depreciation	14,973	14,973	11,504	10,465	51,916	67,895	(15,979)	121,166	135,790	14,624	38%			
SUBTOTAL - Capital Outlay & Depreciation					14,973	14,973	11,504	10,465	51,916	67,895	(15,979)	121,166	135,790	14,624	38%
Other Outflows															
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7310	Indirect Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7438	InterestExpense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other Outflows					-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES					269,213	373,265	580,530	836,939	2,059,947	1,919,637	140,310	8,341,147	8,690,618	349,471	24%



2022-23 First Interim Budget						Year to Date			Annual Budget		
MSA 3	Jul	Aug	Sep	Oct	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
	Actuals	Actuals	Actuals	Actuals							
Projected Average Daily Attendance:								396	362	34	
SUMMARY											
Revenue											
LCFF Entitlement	67,410	266,359	221,419	583,100	1,138,288	749,143	389,145	5,278,504	5,082,307	(196,197)	
Federal Revenue	-	-	-	40	40	-	40	519,006	206,725	(312,281)	
Other State Revenues	20,497	19,969	83,349	81,337	205,152	123,815	81,337	1,631,782	2,740,387	1,108,604	
Other Local Revenues	3,772	-	679	7,605	12,056	15,165	(3,109)	26,069	26,069	-	
Total Revenue	91,679	286,328	305,447	672,082	1,355,536	888,122	467,414	7,455,362	8,055,488	600,126	
Expenditures											
Certificated Salaries	53,604	108,277	208,965	209,123	579,969	506,942	73,027	2,734,440	2,720,029	(14,411)	
Classified Salaries	23,619	49,045	72,772	72,623	218,059	163,918	54,140	892,755	841,799	(50,956)	
Benefits	64,599	31,621	45,481	194,660	336,361	282,449	53,912	1,317,979	1,307,100	(10,879)	
Books and Supplies	-	36,397	91,729	45,471	173,597	62,250	111,348	266,599	310,227	43,628	
Services and Operating Exp.	58,511	42,819	83,696	267,691	452,716	292,793	159,924	2,074,155	2,297,556	223,401	
Depreciation & Cap Outlay	9,917	9,917	9,917	9,917	39,667	59,501	(19,834)	66,858	119,002	52,143	
Other Outflows	-	-	-	-	-	-	-	-	-	-	
Total Expenditures	210,249	278,076	512,559	799,485	1,800,369	1,367,853	432,516	7,352,786	7,595,713	242,927	
Net Revenues					(444,833)	(479,730)	34,897	102,576	459,775	357,199	
Fund Balance											
Beginning Balance (Unaud.)									2,191,292		
Net Revenues									459,775		
Ending Fund Balance									2,651,066		
Components of Fund Bal.											
Available For Econ. Uncert.									2,353,798		
Restricted Balances (Est.)									84,334		
Net Fixed Assets									212,934		
Ending Fund Balance									2,651,066		



2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA 3		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
REVENUE DETAIL												
LCFF Entitlement												
8011	State Aid	-	131,538	131,538	236,769	499,845	536,751	(36,906)	3,074,955	2,825,004	(249,951)	18%
8012	EPA Entitlement	-	-	-	256,450	256,450	-	256,450	976,812	1,077,342	100,530	24%
8019	Prior Year Adjustments	(1)	-	-	-	(1)	(1)	-	-	-	-	-
8096	InLieuPropTaxes	67,411	134,821	89,881	89,881	381,994	212,393	169,601	1,226,737	1,179,961	(46,776)	32%
SUBTOTAL - LCFF Entitlement		67,410	266,359	221,419	583,100	1,138,288	749,143	389,145	5,278,504	5,082,307	(196,197)	22%
Federal Revenue												
8181	SpEd - Revenue	-	-	-	-	-	-	-	48,073	47,045	(1,028)	0%
8220	SchLunchFederal	-	-	-	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	-	-	40	40	-	40	470,933	159,680	(311,253)	0%
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		-	-	-	40	40	-	40	519,006	206,725	(312,281)	0%
Other State Revenue												
8311	SpEd Revenue	14,233	14,233	25,619	25,248	79,333	54,085	25,248	315,360	296,271	(19,089)	27%
8520	SchoolNutrState	-	-	-	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	-	-	15,074	13,522	(1,552)	0%
8560	StateLotteryRev	-	-	-	26,585	26,585	-	26,585	90,397	85,783	(4,614)	31%
8590	AllOthStateRev	6,264	5,736	57,730	29,504	99,234	69,730	29,504	1,210,951	2,344,811	1,133,860	4%
8595	State Rev PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		20,497	19,969	83,349	81,337	205,152	123,815	81,337	1,631,782	2,740,387	1,108,604	7%
Local Revenue												
8600	Other Local Rev	-	-	-	-	-	-	-	1	-	(1)	-
8634	StudentLunchFee	-	-	-	-	-	-	-	-	-	-	-
8650	Leases & Rentals	-	-	-	-	-	-	-	-	-	-	-
8660	Interest	-	-	-	-	-	-	-	-	-	-	-
8682	Summer School	-	-	-	-	-	-	-	7,116	-	(7,116)	-
8677	SpEd Revenue	-	-	-	-	-	-	-	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-	-	-	-
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-	-	-	-
8699	Other Revenue	3,772	-	-	6,737	10,509	11,343	(834)	5,000	5,001	1	210%
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	-	259	(259)	-	(259)	259	-	-	-	-
SUBTOTAL - Local Revenue		3,772	-	259	6,478	10,509	11,084	(575)	12,117	5,001	(7,116)	210%

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA 3		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Fundraising & Grants												
8802	Donations - Private	-	-	-	-	-	593	(593)	-	7,116	7,116	0%
8803	Fundraising	-	-	420	1,127	1,547	3,488	(1,941)	13,952	13,952	-	11%
SUBTOTAL - Fundraising & Grants		-	-	420	1,127	1,547	4,081	(2,534)	13,952	21,068	7,116	7%
TOTAL REVENUE		91,679	286,328	305,447	672,082	1,355,536	888,122	467,414	7,455,362	8,055,488	600,126	17%
EXPENSES DETAIL												
Certificated Salaries												
1100	TeacherSalaries	22,760	65,221	158,161	166,553	412,695	349,570	63,125	2,007,100	1,960,859	(46,241)	21%
1200	Cert Aid	3,500	7,748	15,496	15,496	42,240	34,198	8,042	177,188	184,188	7,000	23%
1300	Cert Adminis	27,344	35,308	35,308	27,074	125,034	123,174	1,859	550,152	574,983	24,831	22%
SUBTOTAL - Certificated Salaries		53,604	108,277	208,965	209,123	579,969	506,942	73,027	2,734,440	2,720,029	(14,411)	21%
Classified Salaries												
2100	Instructional Aides	7,769	18,589	28,526	28,061	82,945	62,575	20,369	360,586	328,841	(31,745)	25%
2200	Classified Support	7,556	14,673	20,563	19,761	62,553	44,077	18,476	230,256	219,128	(11,128)	29%
2300	Classified Admin	-	-	-	-	-	-	-	-	-	-	-
2400	Clerical & Tech	8,294	15,783	23,682	24,801	72,561	57,266	15,295	301,913	293,830	(8,083)	25%
2900	OtherClassStaff	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		23,619	49,045	72,772	72,623	218,059	163,918	54,140	892,755	841,799	(50,956)	26%
Employee Benefits												
3101	STRS-Certified	3,998	7,448	17,600	76,487	105,533	75,550	29,984	485,502	429,307	(56,195)	25%
3102	STRS-Classified	-	-	-	-	-	13,289	(13,289)	-	79,733	79,733	0%
3201	PERS-Cert	946	1,892	1,892	1,892	6,622	13,905	(7,283)	-	77,754	77,754	9%
3202	PERS-Classified	4,216	11,337	17,365	17,189	50,107	16,788	33,319	214,175	75,431	(138,743)	66%
3301	OASDI/Med-Cert	997	2,009	3,480	3,482	9,968	10,337	(369)	57,541	56,037	(1,504)	18%
3302	OASDI/Med-Class	1,792	3,723	5,531	5,520	16,566	6,592	9,974	43,898	28,798	(15,100)	58%
3401	HlthWelfareCert	37,093	2,000	2,315	82,998	124,406	100,663	23,743	340,164	381,417	41,253	33%
3402	HlthWelfareCert	-	-	-	-	-	20,458	(20,458)	120,590	122,746	2,157	0%
3501	UI-Certificated	5,916	-	(5,916)	3,879	3,879	6,767	(2,888)	5,133	5,108	(25)	76%
3502	UI-Classified	-	-	-	-	-	238	(238)	1,639	1,430	(210)	0%
3601	WorkersCmp-Cert	9,640	3,213	3,213	3,213	19,279	14,603	4,676	-	29,779	29,779	65%
3602	WorkersCmp-Class	-	-	-	-	-	3,260	(3,260)	49,338	19,559	(29,779)	0%
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	-	-	-	-	-	-	-	-	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		64,599	31,621	45,481	194,660	336,361	282,449	53,912	1,317,979	1,307,100	(10,879)	26%

2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 3												
Books & Supplies												
4100	Text&CoreCurric	-	14,632	56,560	33,875	105,067	23,799	81,268	85,000	110,000	25,000	96%
4200	BooksOthRefMats	-	-	-	-	-	83	(83)	1,000	1,000	-	0%
4300	Ins Mats & Sups 2	-	-	-	-	-	1,674	(1,674)	20,085	20,085	-	0%
4310	Ins Mats & Sups	-	-	2,400	353	2,753	1,075	1,678	12,897	12,897	-	21%
4315	OthrSupplies	-	-	-	-	-	333	(333)	4,000	4,000	-	0%
4320	Office Supplies	-	9	46	78	133	592	(459)	7,000	7,000	-	2%
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	-	-	-	208	(208)	2,500	2,500	-	0%
4335	PE Supplies	-	-	-	-	-	167	(167)	2,000	2,000	-	0%
4340	Educat Software	-	20,804	4,750	5,040	30,594	25,167	5,428	48,946	52,349	3,403	58%
4345	NonInstStdntSup	-	-	8,530	4,481	13,011	3,241	9,770	35,000	38,896	3,896	33%
4346	TeacherSupplies	-	216	425	450	1,091	633	458	5,000	5,000	-	22%
4350	Cust. Supplies	-	-	-	-	-	83	(83)	1,000	1,000	-	0%
4351	Yearbook	-	-	-	-	-	-	-	-	-	-	-
4390	Uniforms	-	413	14,309	-	14,722	1,747	12,975	10,171	16,000	5,829	92%
4400	NonCapEquip-Gen	-	-	-	-	-	167	(167)	2,000	2,000	-	0%
4410	ClssrmFrnEqp<5k	-	-	319	-	319	42	277	-	500	500	64%
4430	OffceFurnEqp<5k	-	-	-	-	-	42	(42)	500	500	-	0%
4440	Computers <\$5k	-	-	-	-	-	42	(42)	500	500	-	0%
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	1,667	(1,667)	20,000	20,000	-	0%
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	-	-	-	-	-	-
4720	Food:Other Food	-	322	-	5,585	5,907	1,072	4,835	9,000	9,000	-	66%
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	-	4,390	(4,390)	-	417	(417)	-	5,000	5,000	0%
SUBTOTAL - Books and Supplies		-	36,397	91,729	45,471	173,597	62,250	111,348	266,599	310,227	43,628	56%

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA 3		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Services & Other Operating Expenses												
5101	CMO Fees	-	-	-	180,403	180,403	71,969	108,434	721,613	863,632	142,019	21%
5200	Travel - General	-	-	-	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	-	-	-	-	-	-
	MilesParkTolls	-	-	87	-	87	42	45	500	500	-	17%
5215	TravConferences	-	-	-	-	-	-	-	-	-	-	-
5220	TraLodging	-	-	-	-	-	-	-	-	-	-	-
5300	DuesMemberships	5,100	16	2,705	1,230	9,052	6,366	2,685	10,000	15,000	5,000	60%
5450	Other Insurance	13,936	4,645	4,645	4,645	27,871	23,079	4,792	53,973	53,973	-	52%
5500	OpsHousekeeping	197	-	-	255	452	530	(78)	4,000	4,000	-	11%
5510	Gas & Electric	-	-	-	-	-	-	-	-	-	-	-
5610	Rent & Leases	27,083	18,027	22,555	22,555	90,221	70,571	19,650	325,000	305,526	(19,474)	30%
5620	EquipmentLeases	329	1,162	6,187	1,032	8,710	3,158	5,552	20,000	20,000	-	44%
5630	Reps&MaintBldng	-	-	-	-	-	1,667	(1,667)	5,000	20,000	15,000	0%
5800	ProfessServices	2,400	5,455	2,755	17,855	28,464	34,569	(6,106)	304,754	320,579	15,825	9%
5810	Legal	-	-	1,080	1,249	2,329	4,167	(1,838)	50,000	50,000	-	5%
5813	SchPrgAftSchool	-	-	-	-	-	11,722	(11,722)	140,667	140,667	-	0%
5814	SchPrgAcadComps	-	-	-	-	-	-	-	-	-	-	-
5819	SchIProgs-Other	500	192	14,402	14,132	29,226	2,775	26,451	25,000	25,000	-	117%
5820	Audit & CPA	-	-	1,091	-	1,091	708	383	8,500	8,500	-	13%
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-	-	-	-
5835	Field Trips	2,593	2,303	2,504	440	7,840	6,562	1,277	20,000	20,000	-	39%
5836	FieldTrip Trans	-	-	2,145	845	2,990	1,250	1,740	15,000	15,000	-	20%
5840	MarkngStdtRecrt	-	1,465	1,450	8,880	11,795	3,965	7,830	30,000	30,000	-	39%
5850	Oversight Fees	-	-	-	-	-	4,235	(4,235)	52,785	50,823	(1,962)	0%
5857	Payroll Fees	2,187	1,248	1,662	1,688	6,785	5,101	1,683	20,000	20,000	-	34%
5860	Service Fees	-	-	-	-	-	333	(333)	4,000	4,000	-	0%
5861	Prior Year Services	-	-	-	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	2,520	4,500	-	7,020	3,812	3,208	15,500	15,500	-	45%
5864	Prof Dev-Other	-	625	-	-	625	2,500	(1,875)	22,502	22,502	-	3%
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	4,960	6,155	11,115	8,381	2,734	93,548	100,567	7,019	11%
5870	Livescan	-	380	285	113	778	422	356	500	500	-	156%
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-	-	-	-
5875	Staff Recruiting	-	-	-	-	-	-	-	-	-	-	-
5884	Substitutes	-	-	1,354	-	1,354	8,333	(6,979)	50,000	100,000	50,000	1%
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-	-	-	-
5900	Communications	-	2,089	-	47	2,136	2,505	(369)	500	5,000	4,500	43%
5910	Communications 2	-	-	-	-	-	-	-	-	-	-	-
5920	TelecomInternet	1,470	1,734	831	344	4,379	7,788	(3,408)	55,000	55,000	-	8%
5930	PostageDelivery	-	-	495	-	495	583	(88)	7,000	7,000	-	7%
5940	Technology	2,716	958	8,003	5,824	17,500	5,698	11,802	18,813	24,287	5,474	72%
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		58,511	42,819	83,696	267,691	452,716	292,793	159,924	2,074,155	2,297,556	223,401	20%

2022-23 First Interim Budget					Year to Date			Annual Budget							
MSA 3					Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Capital Outlay & Depreciation															
6100	Site Improvement (Pre-Capitalization)				-	-	-	-	-	-	-	-	-	-	-
6400	EquipFixed				-	-	-	-	-	-	-	-	-	-	-
6900	Depreciation				9,917	9,917	9,917	9,917	39,667	59,501	(19,834)	66,858	119,002	52,143	33%
SUBTOTAL - Capital Outlay & Depreciation					9,917	9,917	9,917	9,917	39,667	59,501	(19,834)	66,858	119,002	52,143	33%
Other Outflows															
7299	Other Outgo (not incl. SPED Encroachment)				-	-	-	-	-	-	-	-	-	-	-
7310	Indirect Costs				-	-	-	-	-	-	-	-	-	-	-
7438	InterestExpense				-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other Outflows					-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES					210,249	278,076	512,559	799,485	1,800,369	1,367,853	432,516	7,352,786	7,595,713	242,927	24%



2022-23 First Interim Budget						Year to Date			Annual Budget		
MSA 4	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
Projected Average Daily Attendance:								110	97	13	
SUMMARY											
Revenue											
LCFF Entitlement	18,126	81,026	68,943	176,563	344,658	232,949	111,709	1,669,325	1,540,328	(128,997)	
Federal Revenue	1,400	2,800	1,866	1,879	7,945	6,066	1,879	138,060	158,171	20,111	
Other State Revenues	8,387	11,200	49,466	22,241	91,294	69,053	22,241	659,870	795,180	135,310	
Other Local Revenues	1,187	59	-	2,358	3,604	27,287	(23,683)	11,617	108,393	96,776	
Total Revenue	29,100	95,085	120,275	203,041	447,501	335,354	112,147	2,478,872	2,602,072	123,200	
Expenditures											
Certificated Salaries	24,375	51,352	92,671	91,492	259,890	204,271	55,618	1,051,012	1,054,889	3,877	
Classified Salaries	7,333	14,719	18,768	17,629	58,449	51,460	6,989	266,999	205,839	(61,160)	
Benefits	28,471	17,888	24,364	56,032	126,755	102,322	24,433	470,901	468,258	(2,643)	
Books and Supplies	632	8,051	8,950	12,567	30,201	18,010	12,190	76,061	78,045	1,984	
Services and Operating Exp.	31,907	48,043	33,868	37,691	151,509	168,396	(16,887)	515,739	729,715	213,976	
Depreciation & Cap Outlay	-	-	10,968	-	10,968	21,936	(10,968)	31,023	37,940	6,917	
Other Outflows	-	-	-	-	-	-	-	-	-	-	
Total Expenditures	92,718	140,053	189,591	215,410	637,771	566,395	71,376	2,411,735	2,574,687	162,952	
Net Revenues					(190,271)	(231,041)	40,770	67,136	27,385	(39,752)	
Fund Balance											
Beginning Balance (Unaud.)									1,267,473		
Net Revenues									27,385		
Ending Fund Balance									1,294,858		
Components of Fund Bal.											
Available For Econ. Uncert.									1,182,674		
Restricted Balances (Est.)									38,461		
Net Fixed Assets									73,723		
Ending Fund Balance									1,294,858		

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA 4		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
REVENUE DETAIL												
LCFF Entitlement												
8011	State Aid	-	44,776	44,776	80,596	170,148	176,565	(6,417)	1,032,150	929,289	(102,861)	18%
8012	EPA Entitlement	-	-	-	71,800	71,800	-	71,800	296,518	297,802	1,284	24%
8019	Prior Year Adjustments	1	-	-	-	1	1	-	-	-	-	-
8096	InLieuPropTaxes	18,125	36,250	24,167	24,167	102,709	56,383	46,326	340,657	313,237	(27,420)	33%
SUBTOTAL - LCFF Entitlement		18,126	81,026	68,943	176,563	344,658	232,949	111,709	1,669,325	1,540,328	(128,997)	22%
Federal Revenue												
8181	SpEd - Revenue	1,400	2,800	1,866	1,866	7,932	6,066	1,866	20,907	25,196	4,289	31%
8220	SchLunchFederal	-	-	-	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	-	-	13	13	-	13	117,153	132,975	15,822	0%
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		1,400	2,800	1,866	1,879	7,945	6,066	1,879	138,060	158,171	20,111	5%
Other State Revenue												
8311	SpEd Revenue	5,600	11,200	7,466	7,466	31,732	24,266	7,466	84,127	-	(84,127)	-
8520	SchoolNutrState	-	-	-	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	-	-	5,090	4,940	(150)	0%
8560	StateLotteryRev	-	-	-	6,803	6,803	-	6,803	25,171	22,965	(2,206)	30%
8590	AllOthStateRev	2,787	-	42,000	7,972	52,759	44,787	7,972	545,482	767,275	221,793	7%
8595	State Rev PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		8,387	11,200	49,466	22,241	91,294	69,053	22,241	659,870	795,180	135,310	11%
Local Revenue												
8600	Other Local Rev	-	-	-	-	-	-	-	1	1	-	0%
8634	StudentLunchFee	-	-	-	59	59	59	-	-	-	-	-
8650	Leases & Rentals	-	-	-	-	-	-	-	-	-	-	-
8660	Interest	-	-	-	-	-	-	-	-	-	-	-
8682	Summer School	-	-	-	-	-	-	-	-	-	-	-
8677	SpEd Revenue	-	-	-	-	-	-	-	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-	-	-	-
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-	-	-	-
8699	Other Revenue	1,187	-	-	2,358	3,545	26,978	(23,433)	500	97,276	96,776	4%
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	59	-	(59)	-	-	-	1,000	1,000	-	0%
SUBTOTAL - Local Revenue		1,187	59	-	2,358	3,604	27,037	(23,433)	1,501	98,277	96,776	4%

2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 4												
Fundraising & Grants												
8802	Donations - Private	-	-	-	-	-	-	7,116	7,116	-	0%	
8803	Fundraising	-	-	-	-	-	250	(250)	3,000	3,000	-	0%
SUBTOTAL - Fundraising & Grants		-	-	-	-	-	250	(250)	10,116	10,116	-	0%
TOTAL REVENUE		29,100	95,085	120,275	203,041	447,501	335,354	112,147	2,478,872	2,602,072	123,200	17%
EXPENSES DETAIL												
Certificated Salaries												
1100	TeacherSalaries	15,550	28,785	58,395	56,641	159,371	118,902	40,469	684,102	713,411	29,309	22%
1200	Cert Aid	-	8,243	16,611	16,511	41,365	30,746	10,619	131,406	122,983	(8,423)	34%
1300	Cert Adminis	8,825	14,324	17,665	18,340	59,154	54,624	4,530	235,504	218,495	(17,009)	27%
SUBTOTAL - Certificated Salaries		24,375	51,352	92,671	91,492	259,890	204,271	55,618	1,051,012	1,054,889	3,877	25%
Classified Salaries												
2100	Instructional Aides	2,169	2,054	4,256	3,883	12,361	11,060	1,302	44,239	44,239	-	28%
2200	Classified Support	2,385	7,106	8,379	7,612	25,482	5,974	19,508	80,056	23,896	(56,160)	107%
2300	Classified Admin	-	-	-	-	-	-	-	-	-	-	-
2400	Clerical & Tech	2,779	5,559	6,134	6,134	20,605	34,426	(13,821)	142,704	137,704	(5,000)	15%
2900	OtherClassStaff	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		7,333	14,719	18,768	17,629	58,449	51,460	6,989	266,999	205,839	(61,160)	28%
Employee Benefits												
3101	STRS-Certified	4,656	9,111	16,316	16,110	46,194	31,225	14,969	105,108	160,172	55,064	29%
3102	STRS-Classified	-	-	-	-	-	3,799	(3,799)	27,066	16,461	(10,605)	0%
3201	PERS-Cert	-	903	1,806	1,806	4,516	10,407	(5,891)	60,170	45,098	(15,073)	10%
3202	PERS-Classified	1,351	3,710	4,590	4,243	13,894	6,024	7,870	60,782	26,104	(34,679)	53%
3301	OASDI/Med-Cert	350	962	1,783	1,760	4,856	5,944	(1,088)	27,603	25,758	(1,844)	19%
3302	OASDI/Med-Class	559	1,124	1,432	1,345	4,460	2,105	2,355	8,675	9,121	446	49%
3401	HlthWelfareCert	14,882	909	438	28,137	44,367	31,646	12,721	86,581	137,131	50,550	32%
3402	HlthWelfareCert	-	-	-	-	-	6,894	(6,894)	76,332	29,874	(46,457)	0%
3501	UI-Certificated	3,170	-	(3,170)	1,462	1,462	469	993	1,538	2,033	495	72%
3502	UI-Classified	-	-	-	-	-	87	(87)	917	378	(539)	0%
3601	WorkersCmp-Cert	3,503	1,168	1,168	1,168	7,007	2,389	4,618	1,282	10,352	9,070	68%
3602	WorkersCmp-Class	-	-	-	-	-	1,333	(1,333)	14,847	5,777	(9,070)	0%
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	-	-	-	-	-	-	-	-	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		28,471	17,888	24,364	56,032	126,755	102,322	24,433	470,901	468,258	(2,643)	27%

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA 4		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Books & Supplies												
4100	Text&CoreCurric	-	-	1,012	8,389	9,400	2,769	6,631	2,000	12,000	10,000	78%
4200	BooksOthRefMats	-	-	-	-	-	-	-	-	-	-	-
4300	Ins Mats & Sups 2	-	-	-	-	-	2,327	(2,327)	20,085	10,085	(10,000)	0%
4310	Ins Mats & Sups	-	936	-	-	936	1,154	(217)	5,001	5,000	(1)	19%
4315	OthrSupplies	-	-	-	-	-	-	-	-	-	-	-
4320	Office Supplies	632	219	1,477	1,275	3,604	1,846	1,757	8,000	8,000	-	45%
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	-	-	-	-	-	2,000	-	(2,000)	-
4335	PE Supplies	-	-	-	-	-	462	(462)	2,000	2,000	-	0%
4340	Educat Software	-	6,108	2,263	3,000	11,370	3,765	7,605	15,375	16,315	940	70%
4345	NonInstStdntSup	-	21	140	-	161	2,341	(2,180)	9,000	10,145	1,145	2%
4346	TeacherSupplies	-	-	-	-	-	346	(346)	1,500	1,500	-	0%
4350	Cust. Supplies	-	-	-	-	-	-	-	-	-	-	-
4351	Yearbook	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
4390	Uniforms	-	-	3,187	-	3,187	1,154	2,034	3,100	5,000	1,900	64%
4400	NonCapEquip-Gen	-	-	238	-	238	923	(685)	4,000	4,000	-	6%
4410	ClssrmFrnEqp<5k	-	-	-	-	-	-	-	-	-	-	-
4430	OfficeFurnEqp<5k	-	-	-	-	-	-	-	-	-	-	-
4440	Computers <\$5k	-	-	-	-	-	-	-	-	-	-	-
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	-	-	-	-	-	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
4720	Food:Other Food	-	-	-	902	902	462	441	2,000	2,000	-	45%
4990	Prior Year Adj (Mat'l's)	-	-	-	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	766	634	(999)	401	-	401	-	-	-	-
SUBTOTAL - Books and Supplies		632	8,051	8,950	12,567	30,201	18,010	12,190	76,061	78,045	1,984	39%

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA 4		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Services & Other Operating Expenses												
5101	CMO Fees	-	-	-	10,981	10,981	46,124	(35,143)	43,924	199,871	155,947	5%
5200	Travel - General	-	-	-	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	-	-	-	-	-	-
5210	MilesParkTolls	-	-	-	211	211	115	96	500	500	-	42%
5215	TravConferences	-	-	-	-	-	-	-	-	-	-	-
5220	TraLodging	-	-	-	-	-	115	(115)	500	500	-	0%
5300	DuesMemberships	1,438	-	2,140	500	4,078	1,615	2,462	5,500	7,000	1,500	58%
5450	Other Insurance	3,915	1,305	1,305	1,305	7,830	4,051	3,779	15,755	17,555	1,800	45%
5500	OpsHousekeeping	197	1,403	634	1,450	3,685	346	3,339	1,500	1,500	-	246%
5510	Gas & Electric	-	-	-	-	-	-	-	-	-	-	-
5610	Rent & Leases	13,333	10,794	10,794	10,794	45,715	20,431	25,285	129,529	88,532	(40,997)	52%
5620	EquipmentLeases	740	430	370	370	1,911	1,431	480	6,200	6,200	-	31%
5630	Reps&MaintBldng	-	-	2,929	-	2,929	808	2,122	3,500	3,500	-	84%
5800	ProfessServices	1,591	5,455	1,855	1,855	10,755	31,144	(20,389)	128,907	134,957	6,050	8%
5810	Legal	-	-	81	-	81	2,308	(2,227)	10,000	10,000	-	1%
5813	SchPrgAftSchool	-	-	-	-	-	-	-	-	-	-	-
5814	SchPrgAcadComps	-	-	-	-	-	-	-	-	-	-	-
5819	SchIProgs-Other	808	-	-	-	808	808	0	3,500	3,500	-	23%
5820	Audit & CPA	-	-	1,091	-	1,091	2,077	(986)	9,000	9,000	-	12%
5825	DMSBusiness Svcs	-	-	-	-	-	-	-	-	-	-	-
5835	Field Trips	2,071	-	2,045	-	4,116	2,308	1,808	10,000	10,000	-	41%
5836	FieldTrip Trans	-	20,364	-	-	20,364	17,538	2,825	-	76,000	76,000	27%
5840	MarkngStdRecrt	-	850	1,368	850	3,068	2,308	760	10,000	10,000	-	31%
5850	Oversight Fees	789	1,579	1,053	1,053	4,474	3,852	622	16,693	16,693	-	27%
5857	Payroll Fees	1,273	788	905	905	3,871	2,077	1,794	9,000	9,000	-	43%
5860	Service Fees	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
5861	Prior Year Services	-	-	-	-	-	-	-	-	-	-	-
5863	Prof Developmnt	1,884	371	960	-	3,215	1,731	1,485	-	7,500	7,500	43%
5864	Prof Dev-Other	-	-	-	-	-	4,876	(4,876)	25,131	21,131	(4,000)	0%
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	493	1,559	1,722	3,773	5,814	(2,041)	20,907	25,196	4,289	15%
5870	Livescan	-	-	124	-	124	69	55	300	300	-	41%
5872	SPED Fees (incl Encroachment)	1,400	2,800	1,866	1,866	7,932	3,344	4,588	14,489	14,489	-	55%
5875	Staff Recruiting	-	-	-	-	-	-	-	-	-	-	-
5884	Substitutes	-	-	550	-	550	2,308	(1,758)	10,000	10,000	-	6%
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-	-	-	-
5900	Communications	-	575	-	-	575	692	(117)	-	3,000	3,000	19%
5910	Communications 2	-	-	-	-	-	-	-	-	-	-	-
5920	TelecomInternet	282	289	312	312	1,195	5,769	(4,574)	25,000	25,000	-	5%
5930	PostageDelivery	-	-	-	-	-	1,615	(1,615)	4,000	7,000	3,000	0%
5940	Technology	2,186	548	1,928	3,516	8,178	2,490	5,688	10,904	10,791	(113)	76%
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		31,907	48,043	33,868	37,691	151,509	168,396	(16,887)	515,739	729,715	213,976	21%

2022-23 First Interim Budget					Year to Date			Annual Budget							
MSA 4					Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Capital Outlay & Depreciation															
6100	Site Improvement (Pre-Capitalization)				-	-	-	-	-	-	-	-	-	-	-
6400	EquipFixed				-	-	-	-	-	-	-	-	-	-	-
6900	Depreciation				-	-	10,968	-	10,968	21,936	(10,968)	31,023	37,940	6,917	29%
SUBTOTAL - Capital Outlay & Depreciation					-	-	10,968	-	10,968	21,936	(10,968)	31,023	37,940	6,917	29%
Other Outflows															
7299	Other Outgo (not incl. SPED Encroachment)				-	-	-	-	-	-	-	-	-	-	-
7310	Indirect Costs				-	-	-	-	-	-	-	-	-	-	-
7438	InterestExpense				-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other Outflows					-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES					92,718	140,053	189,591	215,410	637,771	566,395	71,376	2,411,735	2,574,687	162,952	25%



2022-23 First Interim Budget						Year to Date			Annual Budget		
MSA 5	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
Projected Average Daily Attendance:								240	226	14	
SUMMARY											
Revenue											
LCFF Entitlement	41,830	174,825	146,937	378,663	742,255	493,385	248,870	3,370,837	3,289,356	(81,481)	
Federal Revenue	-	-	3,440	32,490	35,930	-	35,930	412,946	505,512	92,566	
Other State Revenues	11,917	13,256	64,563	49,403	139,139	89,736	49,403	1,312,397	1,809,549	497,152	
Other Local Revenues	2,263	-	720	13,011	15,994	12,958	3,036	29,714	29,714	-	
Total Revenue	56,010	188,081	215,660	473,567	933,318	596,079	337,239	5,125,894	5,634,132	508,237	
Expenditures											
Certificated Salaries	32,740	76,084	140,034	153,498	402,356	310,063	92,293	1,636,038	1,663,936	27,898	
Classified Salaries	21,638	26,672	44,777	42,544	135,632	103,091	32,540	532,083	488,716	(43,367)	
Benefits	41,485	26,807	43,518	103,004	214,815	170,120	44,695	776,874	788,184	11,310	
Books and Supplies	(0)	21,948	27,152	14,041	63,140	49,954	13,187	183,665	216,467	32,802	
Services and Operating Exp.	31,222	37,094	45,436	80,267	194,019	285,492	(91,472)	1,036,437	1,237,130	200,694	
Depreciation & Cap Outlay	7,227	7,227	7,227	7,227	28,907	41,928	(13,021)	56,886	83,857	26,971	
Other Outflows	-	-	-	-	-	-	-	-	-	-	
Total Expenditures	134,312	195,833	308,143	400,581	1,038,869	960,647	78,221	4,221,983	4,478,290	256,308	
Net Revenues					(105,551)	(364,569)	259,018	903,912	1,155,841	251,929	
Fund Balance											
Beginning Balance (Unaud.)									3,511,630		
Net Revenues									1,155,841		
Ending Fund Balance									4,667,471		
Components of Fund Bal.											
Available For Econ. Uncert.									4,421,174		
Restricted Balances (Est.)									64,260		
Net Fixed Assets									182,037		
Ending Fund Balance									4,667,471		

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA 5		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
REVENUE DETAIL												
LCFF Entitlement												
8011	State Aid	-	91,163	91,163	164,094	346,420	370,492	(24,072)	2,039,831	1,949,957	(89,874)	18%
8012	EPA Entitlement	-	-	-	158,795	158,795	-	158,795	588,429	656,654	68,225	24%
8019	Prior Year Adjustments	(1)	-	-	-	(1)	(1)	-	-	-	-	-
8096	InLieuPropTaxes	41,831	83,662	55,774	55,774	237,041	122,894	114,147	742,577	682,745	(59,832)	35%
SUBTOTAL - LCFF Entitlement		41,830	174,825	146,937	378,663	742,255	493,385	248,870	3,370,837	3,289,356	(81,481)	23%
Federal Revenue												
8181	SpEd - Revenue	-	-	-	-	-	-	-	29,100	57,975	28,875	0%
8220	SchLunchFederal	-	-	-	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	-	3,440	32,490	35,930	-	35,930	383,846	447,537	63,691	8%
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		-	-	3,440	32,490	35,930	-	35,930	412,946	505,512	92,566	7%
Other State Revenue												
8311	SpEd Revenue	8,875	8,875	15,976	15,671	49,397	33,726	15,671	190,896	180,969	(9,927)	27%
8520	SchoolNutrState	-	-	-	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	-	-	8,475	7,992	(483)	0%
8560	StateLotteryRev	-	-	-	14,998	14,998	-	14,998	54,720	53,586	(1,134)	28%
8590	AllOthStateRev	3,042	4,381	48,587	18,734	74,744	56,010	18,734	1,058,306	1,567,002	508,696	5%
8595	State Rev PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		11,917	13,256	64,563	49,403	139,139	89,736	49,403	1,312,397	1,809,549	497,152	8%
Local Revenue												
8600	Other Local Rev	-	-	-	-	-	-	-	1	-	(1)	-
8634	StudentLunchFee	-	-	-	-	-	-	-	-	-	-	-
8650	Leases & Rentals	-	-	-	-	-	-	-	-	-	-	-
8660	Interest	-	-	-	2,704	2,704	6,000	(3,296)	12,000	12,000	-	23%
8682	Summer School	-	-	-	-	-	-	-	7,116	-	(7,116)	-
8677	SpEd Revenue	-	-	-	-	-	-	-	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-	-	-	-
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-	-	-	-
8699	Other Revenue	2,263	-	-	2,695	4,958	1,501	3,458	3,000	3,001	1	165%
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	-	720	3,166	3,886	-	3,886	-	-	-	-
SUBTOTAL - Local Revenue		2,263	-	720	8,565	11,548	7,501	4,048	22,117	15,001	(7,116)	77%

2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 5												
Fundraising & Grants												
8802	Donations - Private	-	-	-	735	735	3,558	(2,823)	-	7,116	7,116	10%
8803	Fundraising	-	-	-	3,710	3,710	1,899	1,811	7,597	7,597	-	49%
SUBTOTAL - Fundraising & Grants		-	-	-	4,445	4,445	5,457	(1,012)	7,597	14,713	7,116	30%
TOTAL REVENUE		56,010	188,081	215,660	473,567	933,318	596,079	337,239	5,125,894	5,634,132	508,237	17%
EXPENSES DETAIL												
Certificated Salaries												
1100	TeacherSalaries	13,000	44,638	97,181	108,776	263,595	208,811	54,784	1,197,038	1,174,864	(22,174)	22%
1200	Cert Aid	-	4,524	15,889	16,728	37,141	26,154	10,987	101,640	156,922	55,282	24%
1300	Cert Adminis	19,740	26,922	26,964	27,994	101,620	75,098	26,522	337,360	332,150	(5,210)	31%
SUBTOTAL - Certificated Salaries		32,740	76,084	140,034	153,498	402,356	310,063	92,293	1,636,038	1,663,936	27,898	24%
Classified Salaries												
2100	Instructional Aides	9,281	10,953	24,940	21,080	66,254	52,629	13,625	267,402	260,086	(7,316)	25%
2200	Classified Support	6,766	6,777	9,990	11,761	35,294	25,070	10,224	44,928	109,828	64,900	32%
2300	Classified Admin	-	-	-	-	-	-	-	-	-	-	-
2400	Clerical & Tech	5,592	8,942	9,847	9,703	34,084	25,392	8,692	219,754	118,802	(100,951)	29%
2900	OtherClassStaff	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		21,638	26,672	44,777	42,544	135,632	103,091	32,540	532,083	488,716	(43,367)	28%
Employee Benefits												
3101	STRS-Certified	5,967	14,532	25,437	26,579	72,515	49,359	23,156	318,808	264,890	(53,919)	27%
3102	STRS-Classified	392	279	924	877	2,473	12,816	(10,343)	-	55,536	55,536	4%
3201	PERS-Cert	-	-	1,454	2,907	4,361	7,679	(3,317)	-	33,274	33,274	13%
3202	PERS-Classified	2,669	6,180	9,951	8,941	27,741	8,566	19,175	82,832	37,121	(45,712)	75%
3301	OASDI/Med-Cert	471	1,096	2,378	3,089	7,033	6,956	77	31,561	30,143	(1,418)	23%
3302	OASDI/Med-Class	1,523	1,939	3,115	2,959	9,536	3,556	5,980	17,619	15,409	(2,209)	62%
3401	HlthWelfareCert	21,587	860	1,453	53,636	77,535	53,819	23,716	227,067	233,215	6,148	33%
3402	HlthWelfareCert	-	-	-	-	-	14,166	(14,166)	41,695	61,386	19,691	0%
3501	UI-Certificated	3,115	-	(3,115)	2,095	2,095	701	1,394	3,305	3,036	(269)	69%
3502	UI-Classified	-	-	-	-	-	202	(202)	686	874	188	0%
3601	WorkersCmp-Cert	5,762	1,921	1,921	1,921	11,525	8,536	2,989	41,574	36,991	(4,583)	31%
3602	WorkersCmp-Class	-	-	-	-	-	3,764	(3,764)	11,726	16,309	4,583	0%
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	-	-	-	-	-	-	-	-	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		41,485	26,807	43,518	103,004	214,815	170,120	44,695	776,874	788,184	11,310	27%

2022-23 First Interim Budget								Annual Budget				
Year to Date												
MSA 5		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Books & Supplies												
4100	Text&CoreCurric	-	1,742	-	6,046	7,787	5,308	2,480	23,000	23,000	-	34%
4200	BooksOthRefMats	-	-	2,864	1,949	4,814	1,269	3,544	2,000	5,500	3,500	88%
4300	Ins Mats & Sups 2	-	-	-	-	-	4,635	(4,635)	20,085	20,085	-	0%
4310	Ins Mats & Sups	-	320	-	-	320	2,423	(2,103)	13,101	10,501	(2,600)	3%
4315	OthrSupplies	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
4320	Office Supplies	-	2,929	3,179	-	6,107	3,462	2,646	15,000	15,000	-	41%
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	2,315	-	2,315	923	1,392	2,500	4,000	1,500	58%
4335	PE Supplies	-	-	279	-	279	2,769	(2,490)	2,000	12,000	10,000	2%
4340	Educat Software	-	15,979	5,113	-	21,092	10,038	11,054	41,979	43,498	1,519	48%
4345	NonInstStdntSup	-	-	520	530	1,051	6,435	(5,384)	16,000	27,883	11,883	4%
4346	TeacherSupplies	-	978	64	1,827	2,869	1,385	1,485	6,000	6,000	-	48%
4350	Cust. Supplies	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
4351	Yearbook	-	-	-	-	-	-	-	-	-	-	-
4390	Uniforms	-	-	7,525	-	7,525	2,538	4,986	11,000	11,000	-	68%
4400	NonCapEquip-Gen	-	-	-	-	-	923	(923)	4,000	4,000	-	0%
4410	ClssrmFrnEqp<5k	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
4430	OfficeFurnEqp<5k	-	-	1,145	-	1,145	923	222	4,000	4,000	-	29%
4440	Computers <\$5k	-	-	-	649	649	2,308	(1,659)	5,000	10,000	5,000	6%
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	1,615	(1,615)	7,000	7,000	-	0%
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	-	-	-	-	-	-
4720	Food:Other Food	(0)	-	4,148	923	5,071	2,308	2,763	8,000	10,000	2,000	51%
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	-	-	2,117	2,117	-	2,117	-	-	-	-
SUBTOTAL - Books and Supplies		(0)	21,948	27,152	14,041	63,140	49,954	13,187	183,665	216,467	32,802	29%

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA 5		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Services & Other Operating Expenses												
5101	CMO Fees	-	-	-	47,062	47,062	51,991	(4,930)	188,247	225,296	37,049	21%
5200	Travel - General	-	-	-	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	346	(346)	1,500	1,500	-	0%
5210	MilesParkTolls	-	-	-	114	114	231	(117)	1,000	1,000	-	11%
5215	TravConferences	-	-	-	-	-	-	-	-	-	-	-
5220	TraLodging	-	-	-	-	-	346	(346)	1,500	1,500	-	0%
5300	DuesMemberships	3,188	-	1,130	958	5,276	2,308	2,968	10,000	10,000	-	53%
5450	Other Insurance	8,382	2,794	2,794	2,794	16,764	9,464	7,300	41,010	41,010	-	41%
5500	OpsHousekeeping	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
5510	Gas & Electric	-	-	-	-	-	-	-	-	-	-	-
5610	Rent & Leases	15,991	15,991	15,991	15,991	63,965	46,497	17,468	191,894	201,487	9,593	32%
5620	EquipmentLeases	211	-	493	-	704	1,154	(450)	5,000	5,000	-	14%
5630	Reps&MaintBldng	-	-	-	-	-	30,000	(30,000)	1,000	130,000	129,000	0%
5800	ProfessServices	1,560	5,455	1,855	1,855	10,724	38,557	(27,834)	190,861	167,082	(23,779)	6%
5810	Legal	-	-	81	-	81	4,615	(4,534)	20,000	20,000	-	0%
5813	SchPrgAftSchool	-	-	-	-	-	-	-	5,250	-	(5,250)	-
5814	SchPrgAcadComps	-	-	-	-	-	-	-	-	-	-	-
5819	SchIProgs-Other	-	-	3,627	-	3,627	13,342	(9,715)	52,567	57,817	5,250	6%
5820	Audit & CPA	-	-	1,091	-	1,091	2,077	(986)	9,000	9,000	-	12%
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-	-	-	-
5835	Field Trips	-	1,370	6,075	-	7,445	4,385	3,060	19,000	19,000	-	39%
5836	FieldTrip Trans	-	-	-	-	-	1,385	(1,385)	-	6,000	6,000	0%
5840	MarkngStdtrRecrt	-	4,924	1,145	1,790	7,859	9,231	(1,372)	40,000	40,000	-	20%
5850	Oversight Fees	-	-	-	-	-	7,591	(7,591)	33,708	32,894	(815)	0%
5857	Payroll Fees	1,580	1,003	1,238	1,266	5,087	3,462	1,625	15,000	15,000	-	34%
5860	Service Fees	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
5861	Prior Year Services	-	-	-	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	-	325	1,643	1,968	3,770	(1,803)	11,837	16,337	4,500	12%
5864	Prof Dev-Other	-	2,828	-	1,053	3,881	3,462	420	15,000	15,000	-	26%
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	3,444	424	3,868	28,356	(24,488)	89,000	122,875	33,875	3%
5870	Livescan	-	75	235	100	410	173	237	750	750	-	55%
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-	-	-	-
5875	Staff Recruiting	-	-	-	-	-	-	-	-	-	-	-
5884	Substitutes	-	-	1,954	-	1,954	11,538	(9,584)	50,000	50,000	-	4%
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-	-	-	-
5900	Communications	-	1,267	17	17	1,301	692	609	1,000	3,000	2,000	43%
5910	Communications 2	-	-	-	-	-	-	-	-	-	-	-
5920	TelecomInternet	310	314	316	320	1,261	4,615	(3,354)	20,000	20,000	-	6%
5930	PostageDelivery	-	302	603	-	905	577	328	2,500	2,500	-	36%
5940	Technology	-	773	3,022	4,881	8,675	4,865	3,810	17,813	21,083	3,270	41%
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		31,222	37,094	45,436	80,267	194,019	285,492	(91,472)	1,036,437	1,237,130	200,694	16%

2022-23 First Interim Budget					Year to Date			Annual Budget							
MSA 5					Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Capital Outlay & Depreciation															
6100	Site Improvement (Pre-Capitalization)				-	-	-	-	-	-	-	-	-	-	-
6400	EquipFixed				-	-	-	-	-	-	-	-	-	-	-
6900	Depreciation				7,227	7,227	7,227	7,227	28,907	41,928	(13,021)	56,886	83,857	26,971	34%
SUBTOTAL - Capital Outlay & Depreciation					7,227	7,227	7,227	7,227	28,907	41,928	(13,021)	56,886	83,857	26,971	34%
Other Outflows															
7299	Other Outgo (not incl. SPED Encroachment)				-	-	-	-	-	-	-	-	-	-	-
7310	Indirect Costs				-	-	-	-	-	-	-	-	-	-	-
7438	InterestExpense				-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other Outflows					-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES					134,312	195,833	308,143	400,581	1,038,869	960,647	78,221	4,221,983	4,478,290	256,308	23%



2022-23 First Interim Budget						Year to Date			Annual Budget		
MSA 6	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
Projected Average Daily Attendance:								115	86	29	
SUMMARY											
Revenue											
LCFF Entitlement	29,250	56,853	47,102	107,501	240,706	164,843	75,863	1,463,242	1,116,998	(346,244)	
Federal Revenue	2,258	2,261	1,506	391	6,416	6,025	391	156,071	203,387	47,316	
Other State Revenues	9,038	11,538	13,178	22,681	56,435	33,754	22,681	541,004	1,302,449	761,445	
Other Local Revenues	1,086	144	-	2,965	4,195	19,459	(15,264)	13,116	96,738	83,622	
Total Revenue	41,632	70,796	61,786	133,538	307,752	224,081	83,671	2,173,434	2,719,572	546,139	
Expenditures											
Certificated Salaries	12,431	36,740	61,342	61,109	171,622	159,119	12,502	728,334	842,429	114,095	
Classified Salaries	10,028	15,216	21,561	21,427	68,233	56,477	11,756	310,473	225,908	(84,565)	
Benefits	16,655	13,914	19,692	40,741	91,002	79,312	11,690	355,258	367,197	11,938	
Books and Supplies	0	8,184	26,643	2,903	37,730	25,303	12,427	94,800	109,646	14,846	
Services and Operating Exp.	26,031	63,086	26,717	25,842	141,676	215,538	(73,862)	559,297	933,999	374,702	
Depreciation & Cap Outlay	-	-	9,055	-	9,055	18,110	(9,055)	34,126	32,993	(1,133)	
Other Outflows	-	-	-	-	-	-	-	-	-	-	
Total Expenditures	65,145	137,141	165,009	152,023	519,318	553,859	(34,542)	2,082,288	2,512,172	429,884	
Net Revenues					(211,566)	(329,778)	118,212	91,146	207,401	116,255	
Fund Balance											
Beginning Balance (Unaud.)									2,417,956		
Net Revenues									207,401		
Ending Fund Balance									2,625,356		
Components of Fund Bal.											
Available For Econ. Uncert.									2,550,488		
Restricted Balances (Est.)									29,854		
Net Fixed Assets									45,014		
Ending Fund Balance									2,625,356		



2022-23 First Interim Budget						Year to Date			Annual Budget							
MSA 6						Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
REVENUE DETAIL																
LCFF Entitlement																
8011	State Aid	-	27,601	27,601	49,681	104,883	116,126	(11,243)		854,015		854,015	611,192	(242,823)	17%	
8012	EPA Entitlement	-	-	-	52,945	52,945	-	52,945		252,790		252,790	235,145	(17,645)	23%	
8019	Prior Year Adjustments	(2)	-	-	-	(2)	(2)	-		-		-	-	-	-	
8096	InLieuPropTaxes	29,252	29,252	19,501	4,875	82,880	48,719	34,161		356,437		356,437	270,661	(85,776)	31%	
SUBTOTAL - LCFF Entitlement		29,250	56,853	47,102	107,501	240,706	164,843	75,863		1,463,242		1,463,242	1,116,998	(346,244)	22%	
Federal Revenue																
8181	SpEd - Revenue	2,258	2,261	1,506	377	6,402	6,025	377		16,870		16,870	21,771	4,901	29%	
8220	SchLunchFederal	-	-	-	-	-	-	-		-		-	-	-	-	
8290	All Other Federal Revenue	-	-	-	14	14	-	14		139,201		139,201	181,616	42,415	0%	
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-		-		-	-	-	-	
SUBTOTAL - Federal Revenue		2,258	2,261	1,506	391	6,416	6,025	391		156,071		156,071	203,387	47,316	3%	
Other State Revenue																
8311	SpEd Revenue	9,038	9,038	6,025	1,505	25,606	24,101	1,505		87,785		87,785	-	(87,785)	-	
8520	SchoolNutrState	-	-	-	-	-	-	-		-		-	-	-	-	
8550	MandCstfReimburs	-	-	-	-	-	-	-		2,113		2,113	1,585	(528)	0%	
8560	StateLotteryRev	-	-	-	9,912	9,912	-	9,912		26,266		26,266	20,489	(5,777)	48%	
8590	AllOthStateRev	-	2,500	7,153	11,264	20,917	9,653	11,264		424,841		424,841	1,280,375	855,534	2%	
8595	State Rev PY Adj	-	-	-	-	-	-	-		-		-	-	-	-	
SUBTOTAL - Other State Revenue		9,038	11,538	13,178	22,681	56,435	33,754	22,681		541,004		541,004	1,302,449	761,445	4%	
Local Revenue																
8600	Other Local Rev	-	-	-	-	-	-	-		-		-	-	-	-	
8634	StudentLunchFee	-	-	-	71	71	71	-		-		-	-	-	-	
8650	Leases & Rentals	-	-	-	-	-	-	-		-		-	-	-	-	
8660	Interest	-	-	-	-	-	-	-		-		-	-	-	-	
8682	Summer School	-	-	-	-	-	-	-		-		-	-	-	-	
8677	SpEd Revenue	-	-	-	-	-	-	-		-		-	-	-	-	
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-		-		-	-	-	-	
8698	OthRev-Suspense	-	-	-	-	-	-	-		-		-	-	-	-	
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-		-		-	-	-	-	
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-		-		-	-	-	-	
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-		-		-	-	-	-	
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-		-		-	-	-	-	
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-		-		-	-	-	-	
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-		-		-	-	-	-	
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-		-		-	-	-	-	
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-		-		-	-	-	-	
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-		-		-	-	-	-	
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-		-		-	-	-	-	
8699	Other Revenue	1,086	-	-	2,965	4,051	19,055	(15,004)		2,000		2,000	85,622	83,622	5%	
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-		-		-	-	-	-	
8999	Misc Revenue (Suspense)	-	144	-	(144)	-	-	-		-		-	-	-	-	
SUBTOTAL - Local Revenue		1,086	144	-	2,892	4,122	19,126	(15,004)		2,000		2,000	85,622	83,622	5%	

2022-23 First Interim Budget								Year to Date				Annual Budget			
MSA 6		Jul	Aug	Sep	Oct	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget			
		Actuals	Actuals	Actuals	Actuals										
Fundraising & Grants															
8802	Donations - Private	-	-	-	-	-	-	-	7,116	7,116	-	0%			
8803	Fundraising	-	-	-	73	73	333	(260)	4,000	4,000	-	2%			
SUBTOTAL - Fundraising & Grants		-	-	-	73	73	333	(260)	11,116	11,116	-	1%			
TOTAL REVENUE		41,632	70,796	61,786	133,538	307,752	224,081	83,671	2,173,434	2,719,572	546,139	11%			
EXPENSES DETAIL															
Certificated Salaries															
1100	TeacherSalaries	6,363	27,404	52,006	51,443	137,216	102,976	34,239	505,762	617,857	112,095	22%			
1200	Cert Aid	-	-	-	-	-	2,882	(2,882)	11,528	11,528	-	0%			
1300	Cert Adminis	6,068	9,336	9,336	9,666	34,406	53,261	(18,855)	211,044	213,044	2,000	16%			
SUBTOTAL - Certificated Salaries		12,431	36,740	61,342	61,109	171,622	159,119	12,502	728,334	842,429	114,095	20%			
Classified Salaries															
2100	Instructional Aides	4,187	6,354	10,821	11,144	32,507	7,872	24,635	66,001	31,486	(34,515)	103%			
2200	Classified Support	1,860	2,301	4,175	3,669	12,005	28,540	(16,535)	89,210	114,159	24,949	11%			
2300	Classified Admin	-	-	-	-	-	-	-	-	-	-	-			
2400	Clerical & Tech	3,981	6,562	6,565	6,614	23,722	20,066	3,656	155,262	80,262	(75,000)	30%			
2900	OtherClassStaff	-	-	-	-	-	-	-	-	-	-	-			
SUBTOTAL - Classified Salaries		10,028	15,216	21,561	21,427	68,233	56,477	11,756	310,473	225,908	(84,565)	30%			
Employee Benefits															
3101	STRS-Certified	2,374	7,017	11,716	11,672	32,780	24,829	7,950	114,827	131,104	16,277	25%			
3102	STRS-Classified	-	-	-	-	-	3,689	(3,689)	14,930	15,987	1,057	0%			
3201	PERS-Cert	-	-	-	-	-	4,373	(4,373)	25,137	18,950	(6,187)	0%			
3202	PERS-Classified	1,273	3,841	5,270	5,365	15,748	7,284	8,465	30,786	31,563	776	50%			
3301	OASDI/Med-Cert	180	530	885	882	2,477	3,615	(1,138)	16,297	15,667	(630)	16%			
3302	OASDI/Med-Class	767	1,160	1,649	1,639	5,216	2,476	2,740	10,494	10,731	237	49%			
3401	HlthWelfareCert	8,008	446	543	19,273	28,270	21,848	6,422	86,354	94,674	8,320	30%			
3402	HlthWelfareCert	-	-	-	-	-	6,310	(6,310)	35,382	27,342	(8,040)	0%			
3501	UI-Certificated	1,292	-	(1,292)	990	990	351	639	1,401	1,522	122	65%			
3502	UI-Classified	-	-	-	-	-	96	(96)	410	416	6	0%			
3601	WorkersCmp-Cert	2,761	920	920	920	5,521	3,151	2,370	18,400	13,656	(4,744)	40%			
3602	WorkersCmp-Class	-	-	-	-	-	1,289	(1,289)	840	5,584	4,744	0%			
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-	-	-	-			
3901	OthBenes-Cert	-	-	-	-	-	-	-	-	-	-	-			
3902	OthBenes-Class	-	-	-	-	-	-	-	-	-	-	-			
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-	-	-	-			
SUBTOTAL - Employee Benefits		16,655	13,914	19,692	40,741	91,002	79,312	11,690	355,258	367,197	11,938	25%			

2022-23 First Interim Budget								Annual Budget				
Year to Date												
MSA 6		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Books & Supplies												
4100	Text&CoreCurric	-	-	15,707	-	15,707	4,615	11,092	10,000	20,000	10,000	79%
4200	BooksOthRefMats	-	-	-	-	-	-	-	-	-	-	-
4300	Ins Mats & Sups 2	-	-	-	-	-	4,635	(4,635)	20,085	20,085	-	0%
4310	Ins Mats & Sups	-	-	-	-	-	692	(692)	3,000	3,000	-	0%
4315	OthrSupplies	-	-	-	-	-	-	-	-	-	-	-
4320	Office Supplies	-	(0)	1,546	107	1,653	1,846	(193)	8,000	8,000	-	21%
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	-	-	-	300	(300)	1,300	1,300	-	0%
4335	PE Supplies	-	-	-	-	-	750	(750)	3,250	3,250	-	0%
4340	Educat Software	-	7,482	1,088	-	8,570	6,188	2,382	27,665	26,815	(850)	32%
4345	NonInstStdntSup	0	-	111	1,646	1,757	1,545	212	5,000	6,696	1,696	26%
4346	TeacherSupplies	-	450	3,132	-	3,582	1,154	2,428	5,000	5,000	-	72%
4350	Cust. Supplies	-	-	266	-	266	462	(196)	-	2,000	2,000	13%
4351	Yearbook	-	-	-	-	-	462	(462)	2,000	2,000	-	0%
4390	Uniforms	-	-	2,988	-	2,988	923	2,065	4,000	4,000	-	75%
4400	NonCapEquip-Gen	-	-	-	-	-	462	(462)	2,000	2,000	-	0%
4410	ClssrmFrmEqp<5k	-	-	-	-	-	-	-	-	-	-	-
4430	OfficeFurnEqp<5k	-	-	-	-	-	115	(115)	500	500	-	0%
4440	Computers <\$5k	-	-	-	685	685	-	685	-	-	-	-
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	-	-	-	-	-	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
4720	Food:Other Food	-	-	1,805	480	2,285	923	1,362	2,000	4,000	2,000	57%
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	252	-	(15)	237	-	237	-	-	-	-
SUBTOTAL - Books and Supplies		0	8,184	26,643	2,903	37,730	25,303	12,427	94,800	109,646	14,846	34%

2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 6												
Services & Other Operating Expenses												
5101	CMO Fees	-	-	-	10,981	10,981	66,178	(55,197)	43,924	286,773	242,849	4%
5200	Travel - General	-	-	-	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	115	(115)	500	500	-	0%
5210	MilesParkTolls	-	72	-	-	72	115	(44)	500	500	-	14%
5215	TravConferences	-	-	-	-	-	-	-	-	-	-	-
5220	TraLodging	-	-	-	-	-	115	(115)	500	500	-	0%
5300	DuesMemberships	1,063	-	1,145	30	2,237	577	1,660	2,500	2,500	-	89%
5450	Other Insurance	4,024	1,341	1,341	1,341	8,047	4,797	3,250	20,785	20,785	-	39%
5500	OpsHousekeeping	-	1,240	486	848	2,575	4,615	(2,041)	20,000	20,000	-	13%
5510	Gas & Electric	-	-	-	-	-	115	(115)	500	500	-	0%
5610	Rent & Leases	13,899	10,462	6,046	(903)	29,504	17,065	12,440	72,566	73,947	1,381	40%
5620	EquipmentLeases	495	273	762	264	1,793	1,662	132	7,200	7,200	-	25%
5630	Reps&MaintBldng	-	-	-	-	-	1,038	(1,038)	4,500	4,500	-	0%
5800	ProfessServices	879	5,455	1,855	1,855	10,042	45,201	(35,159)	130,658	195,872	65,214	5%
5810	Legal	-	-	-	61	61	1,154	(1,093)	5,000	5,000	-	1%
5813	SchPrgAftSchool	-	-	-	-	-	12,686	(12,686)	-	54,972	54,972	0%
5814	SchPrgAcadComps	-	-	-	-	-	-	-	-	-	-	-
5819	SchlProgs-Other	-	-	-	-	-	462	(462)	2,000	2,000	-	0%
5820	Audit & CPA	-	-	1,091	-	1,091	2,077	(986)	9,000	9,000	-	12%
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-	-	-	-
5835	Field Trips	1,004	-	525	-	1,529	692	837	1,500	3,000	1,500	51%
5836	FieldTrip Trans	-	37,818	-	-	37,818	24,000	13,818	104,000	104,000	-	36%
5840	MarkngStdtRecrt	-	850	1,631	3,139	5,621	3,000	2,621	13,000	13,000	-	43%
5850	Oversight Fees	1,072	1,071	714	179	3,036	3,377	(341)	14,632	14,632	-	21%
5857	Payroll Fees	1,062	697	814	773	3,346	2,077	1,269	9,000	9,000	-	37%
5860	Service Fees	-	-	-	-	-	346	(346)	1,500	1,500	-	0%
5861	Prior Year Services	-	-	-	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	-	-	42	42	7,523	(7,481)	10,000	32,599	22,599	0%
5864	Prof Dev-Other	-	-	595	-	595	1,085	(490)	10,000	4,703	(5,297)	13%
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	-	1,164	1,164	5,024	(3,860)	31,968	21,771	(10,197)	5%
5870	Livescan	-	94	238	-	332	69	263	300	300	-	111%
5872	SPED Fees (incl Encroachment)	2,260	2,260	1,506	376	6,402	3,450	2,952	14,950	14,950	-	43%
5875	Staff Recruiting	-	-	-	-	-	-	-	-	-	-	-
5884	Substitutes	-	-	-	-	-	1,154	(1,154)	5,000	5,000	-	0%
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-	-	-	-
5900	Communications	-	617	17	17	651	577	74	500	2,500	2,000	26%
5910	Communications 2	-	-	-	-	-	-	-	-	-	-	-
5920	TelecomInternet	-	289	4,745	143	5,177	1,385	3,792	6,000	6,000	-	86%
5930	PostageDelivery	-	-	-	-	-	692	(692)	3,000	3,000	-	0%
5940	Technology	274	548	3,206	5,532	9,560	3,114	6,446	13,813	13,494	(319)	71%
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		26,031	63,086	26,717	25,842	141,676	215,538	(73,862)	559,297	933,999	374,702	15%

2022-23 First Interim Budget								Annual Budget				
Year to Date												
MSA 6	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget	
Capital Outlay & Depreciation												
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-	-	-	
6400	EquipFixed	-	-	-	-	-	-	-	-	-	-	
6900	Depreciation	-	-	9,055	-	9,055	18,110	(9,055)	34,126	32,993	(1,133)	27%
SUBTOTAL - Capital Outlay & Depreciation		-	-	9,055	-	9,055	18,110	(9,055)	34,126	32,993	(1,133)	27%
Other Outflows												
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-	-	-	
7310	Indirect Costs	-	-	-	-	-	-	-	-	-	-	
7438	InterestExpense	-	-	-	-	-	-	-	-	-	-	
SUBTOTAL - Other Outflows		-	-	-	-	-	-	-	-	-	-	
TOTAL EXPENSES		65,145	137,141	165,009	152,023	519,318	553,859	(34,542)	2,082,288	2,512,172	429,884	21%



2022-23 First Interim Budget						Year to Date			Annual Budget		
MSA 7	Jul	Aug	Sep	Oct	Actual YTD	Approved	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
	Actuals	Actuals	Actuals	Actuals		Budget YTD					
Projected Average Daily Attendance:								288	250	38	
SUMMARY											
Revenue											
LCFF Entitlement	48,650	191,686	159,252	405,383	804,971	499,829	305,142	3,704,027	3,343,269	(360,758)	
Federal Revenue	3,757	7,516	6,237	5,031	22,541	16,282	6,259	425,155	519,912	94,758	
Other State Revenues	15,031	58,331	71,795	93,788	238,945	145,157	93,788	1,763,242	1,528,573	(234,669)	
Other Local Revenues	3,323	151	1,710	8,364	13,548	68,011	(54,463)	24,710	270,878	246,168	
Total Revenue	70,761	257,684	238,994	512,566	1,080,005	729,279	350,726	5,917,134	5,662,632	(254,501)	
Expenditures											
Certificated Salaries	28,639	76,105	134,715	135,409	374,868	290,306	84,562	1,573,552	1,583,076	9,524	
Classified Salaries	17,346	36,726	51,974	47,306	153,352	171,717	(18,365)	694,920	686,868	(8,052)	
Benefits	41,477	32,249	44,948	96,833	215,506	161,233	54,273	759,394	749,634	(9,761)	
Books and Supplies	4,460	45,017	23,745	25,315	98,536	51,884	46,651	168,740	224,832	56,092	
Services and Operating Exp.	85,342	98,865	196,032	306,554	686,793	486,544	200,249	2,394,869	2,108,356	(286,513)	
Depreciation & Cap Outlay	-	-	19,088	-	19,088	38,176	(19,088)	75,824	119,824	44,000	
Other Outflows	-	-	-	-	-	-	-	-	-	-	
Total Expenditures	177,264	288,962	470,501	611,416	1,548,143	1,199,859	348,284	5,667,299	5,472,590	(194,709)	
Net Revenues					(468,138)	(470,580)	2,442	249,834	190,042	(59,792)	
Fund Balance											
Beginning Balance (Unaud.)									2,503,949		
Net Revenues									190,042		
Ending Fund Balance									2,693,992		
Components of Fund Bal.											
Available For Econ. Uncert.									1,900,617		
Restricted Balances (Est.)									141,560		
Net Fixed Assets									651,815		
Ending Fund Balance									2,693,992		



2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 7												
REVENUE DETAIL												
LCFF Entitlement												
8011	State Aid	-	94,385	94,385	169,894	358,664	356,410	2,254	2,228,430	1,875,842	(352,588)	19%
8012	EPA Entitlement	-	-	-	170,622	170,622	-	170,622	584,505	670,649	86,144	25%
8019	Prior Year Adjustments	(1)	-	-	-	(1)	(1)	-	-	-	-	-
8096	InLieuPropTaxes	48,651	97,301	64,867	64,867	275,686	143,420	132,266	891,092	796,778	(94,314)	35%
SUBTOTAL - LCFF Entitlement		48,650	191,686	159,252	405,383	804,971	499,829	305,142	3,704,027	3,343,269	(360,758)	24%
Federal Revenue												
8181	SpEd - Revenue	3,757	7,516	5,009	5,008	21,290	16,282	5,008	54,343	64,090	9,748	33%
8220	SchLunchFederal	-	-	-	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	-	1,228	23	1,251	-	1,251	370,812	455,822	85,010	0%
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		3,757	7,516	6,237	5,031	22,541	16,282	6,259	425,155	519,912	94,758	4%
Other State Revenue												
8311	SpEd Revenue	15,031	30,062	20,041	20,040	85,174	65,134	20,040	219,462	-	(219,462)	-
8520	SchoolNutrState	-	-	-	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	-	-	5,282	4,582	(700)	0%
8560	StateLotteryRev	-	-	-	10,263	10,263	-	10,263	65,664	59,215	(6,449)	17%
8590	AllOthStateRev	-	28,269	51,754	63,485	143,508	80,023	63,485	1,457,714	1,464,776	7,062	10%
8595	State Rev PY Adj	-	-	-	-	-	-	-	15,120	-	(15,120)	-
SUBTOTAL - Other State Revenue		15,031	58,331	71,795	93,788	238,945	145,157	93,788	1,763,242	1,528,573	(234,669)	16%
Local Revenue												
8600	Other Local Rev	-	-	-	-	-	-	-	1	1	-	0%
8634	StudentLunchFee	-	-	-	-	-	-	-	2,000	2,000	-	0%
8650	Leases & Rentals	-	-	-	-	-	-	-	-	-	-	-
8660	Interest	-	-	-	-	-	-	-	4,593	-	(4,593)	-
8682	Summer School	-	-	-	-	-	-	-	7,116	-	(7,116)	-
8677	SpEd Revenue	-	-	-	-	-	-	-	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-	-	-	-
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-	-	-	-
8699	Other Revenue	3,123	151	1,710	8,284	13,268	67,246	(53,978)	11,000	256,168	245,168	5%
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	200	-	-	(200)	-	-	-	-	1,000	1,000	0%

2022-23 First Interim Budget		Year to Date						Annual Budget			
MSA 7	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
SUBTOTAL - Local Revenue	3,323	151	1,710	8,084	13,268	67,246	(53,978)	24,710	259,169	234,459	5%

2022-23 First Interim Budget					Year to Date			Annual Budget				
MSA 7		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Fundraising & Grants												
8802	Donations - Private	-	-	-	-	-	-	-	-	7,116	7,116	0%
8803	Fundraising	-	-	-	280	280	765	(485)	-	4,593	4,593	6%
SUBTOTAL - Fundraising & Grants		-	-	-	280	280	765	(485)	-	11,709	11,709	2%
TOTAL REVENUE												
		70,761	257,684	238,994	512,566	1,080,005	729,279	350,726	5,917,134	5,662,632	(254,501)	19%
EXPENSES DETAIL												
Certificated Salaries												
1100	TeacherSalaries	16,000	54,198	109,179	109,873	289,250	210,926	78,324	1,258,922	1,265,558	6,636	23%
1200	Cert Aid	-	3,629	7,258	7,258	18,145	21,643	(3,498)	86,570	86,570	-	21%
1300	Cert Adminis	12,639	18,278	18,278	18,278	67,473	57,737	9,736	228,060	230,948	2,888	29%
SUBTOTAL - Certificated Salaries		28,639	76,105	134,715	135,409	374,868	290,306	84,562	1,573,552	1,583,076	9,524	24%

2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 7												
Classified Salaries												
2100	Instructional Aides	7,411	10,776	24,784	21,523	64,493	76,571	(12,078)	318,710	306,284	(12,426)	21%
2200	Classified Support	5,549	10,869	12,100	10,470	38,988	37,482	1,506	149,928	149,928	-	26%
2300	Classified Admin	-	-	-	-	-	-	-	-	-	-	-
2400	Clerical & Tech	4,386	15,082	15,091	15,313	49,871	57,664	(7,793)	226,282	230,657	4,374	22%
2900	OtherClassStaff	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		17,346	36,726	51,974	47,306	153,352	171,717	(18,365)	694,920	686,868	(8,052)	22%
Employee Benefits												
3101	STRS-Certified	4,787	13,947	24,580	24,593	67,908	45,737	22,171	280,698	249,152	(31,545)	27%
3102	STRS-Classified	-	-	-	-	-	6,697	(6,697)	-	29,020	29,020	0%
3201	PERS-Cert	-	745	1,490	1,490	3,724	10,520	(6,796)	65,833	45,587	(20,246)	8%
3202	PERS-Classified	2,367	8,809	12,449	11,397	35,022	22,153	12,869	79,987	95,997	16,010	36%
3301	OASDI/Med-Cert	632	1,284	2,315	2,325	6,555	7,537	(982)	43,416	32,661	(10,755)	20%
3302	OASDI/Med-Class	1,327	2,810	3,976	3,615	11,728	7,188	4,540	21,864	31,150	9,286	38%
3401	HlthWelfareCert	23,058	2,645	1,404	49,034	76,141	43,508	32,633	199,982	188,534	(11,448)	40%
3402	HlthWelfareCert	-	-	-	-	-	12,102	(12,102)	42,465	52,444	9,978	0%
3501	UI-Certificated	3,277	-	(3,277)	2,368	2,368	685	1,683	3,283	2,968	(315)	80%
3502	UI-Classified	-	-	-	-	-	245	(245)	806	1,061	255	0%
3601	WorkersCmp-Cert	6,029	2,010	2,010	2,010	12,059	1,672	10,387	5,260	7,243	1,984	166%
3602	WorkersCmp-Class	-	-	-	-	-	3,189	(3,189)	15,801	13,818	(1,984)	0%
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	-	-	-	-	-	-	-	-	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		41,477	32,249	44,948	96,833	215,506	161,233	54,273	759,394	749,634	(9,761)	29%

2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 7												
Books & Supplies												
4100	Text&CoreCurric	-	-	-	6,543	6,543	3,923	2,620	10,000	17,000	7,000	38%
4200	BooksOthRefMats	-	-	657	418	1,076	462	614	-	2,000	2,000	54%
4300	Ins Mats & Sups 2	-	124	-	-	124	4,154	(4,030)	20,085	18,000	(2,085)	1%
4310	Ins Mats & Sups	3,848	1,267	(1,137)	4,298	8,276	6,740	1,536	9,205	29,205	20,000	28%
4315	OthrSupplies	-	-	-	-	-	-	-	-	-	-	-
4320	Office Supplies	-	1,455	1,436	3,577	6,468	3,692	2,776	10,000	16,000	6,000	40%
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
4335	PE Supplies	-	224	-	314	538	692	(154)	3,000	3,000	-	18%
4340	Educat Software	-	10,615	2,650	4,025	17,290	6,909	10,381	29,135	29,940	805	58%
4345	NonInstStdntSup	-	49	4,280	241	4,570	6,086	(1,516)	12,000	26,372	14,372	17%
4346	TeacherSupplies	-	-	499	-	499	-	499	-	-	-	-
4350	Cust. Supplies	-	1,812	4,121	4,200	10,134	3,462	6,672	12,000	15,000	3,000	68%
4351	Yearbook	-	-	-	-	-	-	-	-	-	-	-
4390	Uniforms	-	-	8,399	-	8,399	2,077	6,322	9,000	9,000	-	93%
4400	NonCapEquip-Gen	-	27,640	-	-	27,640	9,231	18,409	33,000	40,000	7,000	69%
4410	ClssrmFrmEq<5k	612	1,831	665	-	3,107	-	3,107	-	-	-	-
4430	OffceFurnEq<5k	-	-	-	340	340	1,154	(814)	5,000	5,000	-	7%
4440	Computers <\$5k	-	-	-	-	-	577	(577)	2,500	2,500	-	0%
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	-	-	5,000	-	(5,000)	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	-	-	-
4710	Food	-	-	-	419	419	1,154	(735)	5,000	5,000	-	8%
4720	Food:Other Food	-	-	2,175	939	3,114	1,154	1,960	2,000	5,000	3,000	62%
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	-	-	-	-	188	(188)	815	815	-	0%
SUBTOTAL - Books and Supplies		4,460	45,017	23,745	25,315	98,536	51,884	46,651	168,740	224,832	56,092	44%

2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 7												
Services & Other Operating Expenses												
5101	CMO Fees	-	-	-	156,873	156,873	60,162	96,711	627,490	260,702	(366,788)	60%
5200	Travel - General	-	-	-	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
5210	MilesParkTolls	-	185	92	59	336	231	105	1,000	1,000	-	34%
5215	TravConferences	-	-	-	-	-	-	-	-	-	-	-
5220	TraLodging	-	-	-	-	-	-	-	-	-	-	-
5300	DuesMemberships	3,488	-	830	-	4,318	2,308	2,010	10,000	10,000	-	43%
5450	Other Insurance	13,488	4,496	4,496	4,496	26,976	13,269	13,707	57,500	57,500	-	47%
5500	OpsHousekeeping	390	677	7,840	3,565	12,471	8,538	3,933	37,000	37,000	-	34%
5510	Gas & Electric	-	5,375	9,031	6,466	20,872	14,308	6,565	62,000	62,000	-	34%
5610	Rent & Leases	51,594	26,181	26,181	26,181	130,138	69,966	60,171	296,000	303,188	7,188	43%
5620	EquipmentLeases	708	354	892	354	2,307	2,077	230	9,000	9,000	-	26%
5630	Reps&MaintBldng	3,988	10,161	1,100	983	16,232	15,692	540	64,000	68,000	4,000	24%
5800	ProfessServices	1,980	8,479	12,597	5,095	28,151	51,557	(23,406)	268,974	223,413	(45,561)	13%
5810	Legal	-	-	-	-	-	2,308	(2,308)	10,000	10,000	-	0%
5813	SchPrgAftSchool	-	-	-	-	-	2,308	(2,308)	104,000	10,000	(94,000)	0%
5814	SchPrgAcadComps	-	-	-	175	175	-	175	-	-	-	-
5819	SchIProgs-Other	2,204	16,750	94,015	77,901	190,870	124,867	66,004	406,089	541,089	135,000	35%
5820	Audit & CPA	-	-	1,091	-	1,091	2,077	(986)	9,000	9,000	-	12%
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-	-	-	-
5835	Field Trips	-	-	-	(1,387)	(1,387)	5,308	(6,695)	3,000	23,000	20,000	-6%
5836	FieldTrip Trans	-	-	-	-	-	-	-	-	-	-	-
5840	MarkngStdtrRecrt	-	2,293	3,076	2,319	7,688	5,769	1,919	25,000	25,000	-	31%
5850	Oversight Fees	1,790	3,579	2,386	2,386	10,141	8,548	1,593	37,040	37,040	-	27%
5857	Payroll Fees	1,682	1,143	1,380	1,380	5,584	3,462	2,123	15,000	15,000	-	37%
5860	Service Fees	-	-	-	-	-	923	(923)	4,000	4,000	-	0%
5861	Prior Year Services	-	-	-	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	4,500	5,312	365	10,177	5,654	4,523	14,500	24,500	10,000	42%
5864	Prof Dev-Other	-	4,480	-	-	4,480	3,462	1,018	15,000	15,000	-	30%
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	6,992	8,238	15,231	48,252	(33,021)	169,463	209,090	39,628	7%
5870	Livescan	-	165	223	216	604	231	373	500	1,000	500	60%
5872	SPED Fees (incl Encroachment)	3,758	7,516	5,010	5,008	21,292	11,769	9,523	51,000	51,000	-	42%
5875	Staff Recruiting	-	-	-	-	-	-	-	-	-	-	-
5884	Substitutes	-	-	8,026	2,029	10,055	12,692	(2,637)	55,000	55,000	-	18%
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-	-	-	-
5900	Communications	-	1,550	-	30	1,580	231	1,349	1,000	1,000	-	158%
5910	Communications 2	-	-	-	-	-	-	-	-	-	-	-
5920	TelecomInternet	-	434	-	432	865	5,077	(4,212)	22,000	22,000	-	4%
5930	PostageDelivery	-	-	-	-	-	577	(577)	2,500	2,500	-	0%
5940	Technology	274	548	5,460	3,391	9,673	4,692	4,981	16,813	20,334	3,521	48%
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		85,342	98,865	196,032	306,554	686,793	486,544	200,249	2,394,869	2,108,356	(286,513)	33%

2022-23 First Interim Budget					Year to Date			Annual Budget			
MSA 7	Jul	Aug	Sep	Oct	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
	Actuals	Actuals	Actuals	Actuals							
Capital Outlay & Depreciation											
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-	-	-
6400	EquipFixed	-	-	-	-	-	-	-	-	-	-
6900	Depreciation	-	-	19,088	-	19,088	38,176	(19,088)	75,824	119,824	44,000 16%
SUBTOTAL - Capital Outlay & Depreciation		-	-	19,088	-	19,088	38,176	(19,088)	75,824	119,824	44,000 16%
Other Outflows											
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-	-	-
7310	Indirect Costs	-	-	-	-	-	-	-	-	-	-
7438	InterestExpense	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other Outflows		-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES		177,264	288,962	470,501	611,416	1,548,143	1,199,859	348,284	5,667,299	5,472,590	(194,709) 28%



2022-23 First Interim Budget								Year to Date			Annual Budget		
MSA 8	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved	1st Interim	Current			
								July Budget	Budget	Budget vs. First Interim			
Projected Average Daily Attendance:								384	366	18			
SUMMARY													
Revenue													
LCFF Entitlement	67,638	258,296	213,204	557,153	1,096,291	704,745	391,546	4,811,516	4,788,062	(23,454)			
Federal Revenue	5,223	10,450	6,964	7,011	29,648	22,637	7,011	651,352	664,320	12,969			
Other State Revenues	20,897	51,580	48,303	91,120	211,900	120,780	91,120	1,634,579	1,931,821	297,241			
Other Local Revenues	3,627	-	-	15,237	18,864	94,370	(75,506)	20,361	381,156	360,795			
Total Revenue	97,385	320,326	268,471	670,521	1,356,703	942,532	414,170	7,117,808	7,765,358	647,551			
Expenditures													
Certificated Salaries	47,105	112,672	197,406	199,962	557,145	452,223	104,922	2,612,978	2,419,395	(193,583)			
Classified Salaries	34,700	57,794	89,397	89,930	271,821	226,647	45,174	836,968	906,586	69,618			
Benefits	59,656	45,118	67,011	137,050	308,834	244,150	64,683	1,203,208	1,136,249	(66,958)			
Books and Supplies	7,985	62,767	109,725	25,921	206,398	104,880	101,519	395,245	454,478	59,233			
Services and Operating Exp.	39,290	54,293	68,764	225,975	388,322	526,463	(138,140)	1,866,585	2,281,338	414,753			
Depreciation & Cap Outlay	-	-	50,389	-	50,389	100,777	(50,389)	142,101	195,400	53,298			
Other Outflows	-	-	-	-	-	-	-	-	-	-			
Total Expenditures	188,735	332,644	582,692	678,838	1,782,909	1,655,139	127,769	7,057,084	7,393,445	336,361			
Net Revenues					(426,206)	(712,607)	286,401	60,723	371,913	311,190			
Fund Balance													
Beginning Balance (Unaud.)									6,211,609				
Net Revenues									371,913				
Ending Fund Balance									6,583,522				
Components of Fund Bal.													
Available For Econ. Uncert.									6,046,771				
Restricted Balances (Est.)									199,847				
Net Fixed Assets									336,904				
Ending Fund Balance									6,583,522				

2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 8												
REVENUE DETAIL												
LCFF Entitlement												
8011	State Aid	-	123,019	123,019	221,434	467,472	494,543	(27,071)	2,775,060	2,602,859	(172,201)	18%
8012	EPA Entitlement	-	-	-	245,534	245,534	-	245,534	848,333	1,017,407	169,074	24%
8019	Prior Year Adjustments	(1)	-	-	-	(1)	(1)	-	-	-	-	-
8096	InLieuPropTaxes	67,639	135,277	90,185	90,185	383,286	210,203	173,083	1,188,123	1,167,796	(20,327)	33%
SUBTOTAL - LCFF Entitlement		67,638	258,296	213,204	557,153	1,096,291	704,745	391,546	4,811,516	4,788,062	(23,454)	23%
Federal Revenue												
8181	SpEd - Revenue	5,223	10,450	6,964	6,964	29,601	22,637	6,964	78,019	93,934	15,916	32%
8220	SchLunchFederal	-	-	-	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	-	-	47	47	-	47	573,333	570,386	(2,947)	0%
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		5,223	10,450	6,964	7,011	29,648	22,637	7,011	651,352	664,320	12,969	4%
Other State Revenue												
8311	SpEd Revenue	20,897	41,794	27,863	27,864	118,418	90,554	27,864	292,616	-	(292,616)	-
8520	SchoolNutrState	-	-	-	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	-	-	7,043	6,708	(335)	0%
8560	StateLotteryRev	-	-	-	26,315	26,315	-	26,315	87,552	86,683	(869)	30%
8590	AllOthStateRev	-	9,786	20,440	36,941	67,167	30,226	36,941	1,247,369	1,838,430	591,061	4%
8595	State Rev PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		20,897	51,580	48,303	91,120	211,900	120,780	91,120	1,634,579	1,931,821	297,241	11%
Local Revenue												
8600	Other Local Rev	-	-	-	-	-	-	-	1	-	(1)	-
8634	StudentLunchFee	-	-	-	-	-	-	-	-	-	-	-
8650	Leases & Rentals	-	-	-	-	-	-	-	-	-	-	-
8660	Interest	-	-	-	2,249	2,249	2,249	-	3,500	3,500	-	64%
8682	Summer School	-	-	-	-	-	-	-	7,116	-	(7,116)	-
8677	SpEd Revenue	-	-	-	-	-	-	-	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-	-	-	-
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-	-	-	-
8699	Other Revenue	3,627	-	-	10,106	13,733	91,580	(77,847)	3,250	364,046	360,796	4%
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Local Revenue		3,627	-	-	12,355	15,982	93,829	(77,847)	13,867	367,546	353,679	4%

2022-23 First Interim Budget					Year to Date			Annual Budget				
MSA 8	Jul	Aug	Sep	Oct	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget	
	Actuals	Actuals	Actuals	Actuals								
Fundraising & Grants												
8802	-	-	-	-	-	-	-	-	-	7,116	7,116	0%
8803	-	-	-	2,882	2,882	541	2,341	6,494	6,494	-	-	44%
SUBTOTAL - Fundraising & Grants	-	-	-	2,882	2,882	541	2,341	6,494	13,610	7,116	21%	
TOTAL REVENUE	97,385	320,326	268,471	670,521	1,356,703	942,532	414,170	7,117,808	7,765,358	647,551	17%	
EXPENSES DETAIL												
Certificated Salaries												
1100	26,850	72,706	154,608	156,414	410,578	305,252	105,326	1,941,202	1,831,511	(109,691)	22%	
1200	-	3,834	7,668	7,668	19,170	38,291	(19,121)	221,584	153,164	(68,420)	13%	
1300	20,255	36,132	35,130	35,880	127,397	108,680	18,717	450,192	434,719	(15,473)	29%	
SUBTOTAL - Certificated Salaries	47,105	112,672	197,406	199,962	557,145	452,223	104,922	2,612,978	2,419,395	(193,583)	23%	
Classified Salaries												
2100	13,288	12,422	26,869	24,910	77,488	87,781	(10,293)	273,329	351,125	77,796	22%	
2200	11,916	23,165	41,178	43,335	119,594	84,043	35,551	333,525	336,173	2,649	36%	
2300	-	-	-	-	-	-	-	-	-	-	-	
2400	9,496	22,207	21,350	21,685	74,739	54,822	19,917	230,114	219,288	(10,826)	34%	
2900	-	-	-	-	-	-	-	-	-	-	-	
SUBTOTAL - Classified Salaries	34,700	57,794	89,397	89,930	271,821	226,647	45,174	836,968	906,586	69,618	30%	
Employee Benefits												
3101	8,116	21,492	37,189	37,386	104,183	75,030	29,153	475,894	403,394	(72,500)	26%	
3102	759	1,838	1,731	1,731	6,059	14,510	(8,451)	-	62,878	62,878	10%	
3201	-	-	-	-	-	21,224	(21,224)	-	91,972	91,972	0%	
3202	3,229	11,515	18,512	17,041	50,298	15,395	34,902	188,379	66,714	(121,666)	75%	
3301	963	1,631	2,860	2,897	8,351	10,759	(2,408)	59,147	46,620	(12,526)	18%	
3302	2,406	3,821	6,270	6,311	18,808	8,452	10,356	33,785	36,627	2,842	51%	
3401	29,880	1,764	2,526	65,226	99,397	63,643	35,754	295,209	275,785	(19,423)	36%	
3402	-	-	-	-	-	26,755	(26,755)	114,139	115,939	1,799	0%	
3501	5,133	-	(5,133)	3,401	3,401	1,070	2,331	4,831	4,637	(194)	73%	
3502	-	-	-	-	-	345	(345)	1,637	1,496	(141)	0%	
3601	9,169	3,056	3,056	3,056	18,337	3,904	14,433	15,685	16,918	1,234	108%	
3602	-	-	-	-	-	3,062	(3,062)	14,502	13,269	(1,234)	0%	
3701	-	-	-	-	-	-	-	-	-	-	-	
3901	-	-	-	-	-	-	-	-	-	-	-	
3902	-	-	-	-	-	-	-	-	-	-	-	
3990	-	-	-	-	-	-	-	-	-	-	-	
SUBTOTAL - Employee Benefits	59,656	45,118	67,011	137,050	308,834	244,150	64,683	1,203,208	1,136,249	(66,958)	27%	

2022-23 First Interim Budget		Year to Date							Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 8												
Books & Supplies												
4100	Text&CoreCurric	-	-	1,700	-	1,700	13,846	(12,146)	5,000	60,000	55,000	3%
4200	BooksOthRefMats	3,406	-	29,140	8,227	40,773	1,154	39,619	5,000	5,000	-	815%
4300	Ins Mats & Sups 2	-	-	-	-	-	4,635	(4,635)	20,085	20,085	-	0%
4310	Ins Mats & Sups	260	1,537	-	656	2,453	21,496	(19,043)	20,151	93,151	73,000	3%
4315	OthrSupplies	-	-	-	-	-	-	-	-	-	-	-
4320	Office Supplies	523	1,658	1,057	3,232	6,470	2,769	3,700	12,000	12,000	-	54%
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	797	43	840	1,154	(314)	5,000	5,000	-	17%
4335	PE Supplies	-	-	-	-	-	346	(346)	1,500	1,500	-	0%
4340	Educat Software	3,795	35,130	14,338	-	53,263	19,310	33,953	83,495	83,675	180	64%
4345	NonInstStdntSup	-	-	10,786	9,019	19,805	5,551	14,254	20,000	24,053	4,053	82%
4346	TeacherSupplies	-	279	599	363	1,241	-	1,241	-	-	-	-
4350	Cust. Supplies	-	5,575	2,066	2,019	9,661	1,154	8,507	5,000	5,000	-	193%
4351	Yearbook	-	-	-	-	-	-	-	-	-	-	-
4390	Uniforms	-	-	12,157	657	12,814	2,426	10,388	10,514	10,514	-	122%
4400	NonCapEquip-Gen	-	9,961	23,757	-	33,718	1,154	32,564	78,000	5,000	(73,000)	674%
4410	ClssrmFrnEqp<5k	-	-	-	-	-	-	-	-	-	-	-
4430	OfficeFurnEqp<5k	-	-	-	-	-	577	(577)	2,500	2,500	-	0%
4440	Computers <\$5k	-	8,627	8,019	-	16,646	3,462	13,184	15,000	15,000	-	111%
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	2,308	(2,308)	10,000	10,000	-	0%
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	21,692	(21,692)	94,000	94,000	-	0%
4720	Food:Other Food	-	-	5,309	1,706	7,015	1,846	5,169	8,000	8,000	-	88%
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Books and Supplies		7,985	62,767	109,725	25,921	206,398	104,880	101,519	395,245	454,478	59,233	45%

2022-23 First Interim Budget		Year to Date						Annual Budget			
MSA 8	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved	1st Interim	Current	Actuals as % of
								July Budget	Budget	Budget vs. First Interim	Budget
Services & Other Operating Expenses											
5101	-	-	-	180,403	180,403	230,621	(50,218)	721,613	999,358	277,745	18%
5200	-	-	-	-	-	-	-	-	-	-	-
5205	-	-	-	-	-	577	(577)	2,500	2,500	-	0%
5210	-	-	23	-	23	577	(554)	2,500	2,500	-	1%
5215	-	-	-	-	-	-	-	-	-	-	-
5220	57	-	-	-	57	1,154	(1,096)	5,000	5,000	-	1%
5300	4,888	-	1,130	-	6,018	2,538	3,479	11,000	11,000	-	55%
5450	13,500	4,500	4,500	4,500	27,000	13,173	13,827	57,082	57,082	-	47%
5500	77	-	70	69	215	1,154	(938)	5,000	5,000	-	4%
5510	-	-	-	-	-	-	-	-	-	-	-
5610	-	-	-	-	-	101,053	(101,053)	390,000	437,894	47,894	0%
5620	-	697	767	912	2,375	2,769	(394)	12,000	12,000	-	20%
5630	-	-	-	-	-	1,846	(1,846)	8,000	8,000	-	0%
5800	2,460	5,455	1,855	1,855	11,624	37,438	(25,814)	155,894	162,230	6,336	7%
5810	-	-	4,782	29	4,811	4,615	195	10,000	20,000	10,000	24%
5813	-	10,650	8,427	818	19,895	5,377	14,518	21,300	23,300	2,000	85%
5814	-	-	-	-	-	1,154	(1,154)	5,000	5,000	-	0%
5819	-	-	-	-	-	-	-	18,500	-	(18,500)	-
5820	-	-	1,091	-	1,091	2,077	(986)	9,000	9,000	-	12%
5825	-	-	-	-	-	-	-	-	-	-	-
5835	-	8,363	7,777	1,875	18,015	13,385	4,630	10,000	58,000	48,000	31%
5836	-	-	-	-	-	-	-	-	-	-	-
5840	-	850	850	850	2,550	5,769	(3,219)	10,000	25,000	15,000	10%
5850	2,430	4,860	3,240	3,239	13,769	11,103	2,666	48,115	48,115	-	29%
5857	2,186	1,338	1,738	1,738	7,000	4,615	2,385	20,000	20,000	-	35%
5860	-	-	-	-	-	-	-	-	-	-	-
5861	-	-	-	-	-	-	-	-	-	-	-
5863	-	648	3,047	4,540	8,235	3,346	4,889	14,500	14,500	-	57%
5864	-	4,164	-	-	4,164	7,331	(3,167)	31,768	31,768	-	13%
5865	-	-	-	-	-	-	-	-	-	-	-
5869	-	-	2,296	1,874	4,170	24,827	(20,657)	86,500	107,584	21,084	4%
5870	-	-	253	104	357	115	242	500	500	-	71%
5872	5,224	10,448	6,966	6,966	29,604	16,154	13,450	70,000	70,000	-	42%
5875	-	-	-	-	-	-	-	-	-	-	-
5884	373	-	7,527	3,576	11,475	13,846	(2,371)	60,000	60,000	-	19%
5890	-	-	-	-	-	-	-	-	-	-	-
5900	-	2,000	-	-	2,000	1,154	846	5,000	5,000	-	40%
5910	-	-	-	-	-	-	-	-	-	-	-
5920	5,643	-	3,249	2,777	11,669	11,538	131	50,000	50,000	-	23%
5930	-	321	2,042	-	2,363	1,615	748	7,000	7,000	-	34%
5940	2,452	-	7,135	9,852	19,439	5,540	13,899	18,813	24,007	5,194	81%
5990	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		39,290	54,293	68,764	225,975	388,322	(138,140)	1,866,585	2,281,338	414,753	17%

2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA 8												
Capital Outlay & Depreciation												
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-	-	-	-
6400	EquipFixed	-	-	-	-	-	-	-	-	-	-	-
6900	Depreciation	-	-	50,389	-	50,389	100,777	(50,389)	142,101	195,400	53,298	26%
SUBTOTAL - Capital Outlay & Depreciation		-	-	50,389	-	50,389	100,777	(50,389)	142,101	195,400	53,298	26%
Other Outflows												
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-	-	-	-
7310	Indirect Costs	-	-	-	-	-	-	-	-	-	-	-
7438	InterestExpense	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other Outflows		-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES		188,735	332,644	582,692	678,838	1,782,909	1,655,139	127,769	7,057,084	7,393,445	336,361	24%



2022-23 First Interim Budget						Year to Date			Annual Budget		
MSA SA	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
Projected Average Daily Attendance:								499	477	22	
SUMMARY											
Revenue											
LCFF Entitlement	330,840	330,840	619,651	595,513	1,876,844	1,286,934	589,910	6,799,489	6,744,512	(54,977)	
Federal Revenue	-	-	41,678	20,896	62,574	152,785	(90,211)	1,451,372	672,130	(779,242)	
Other State Revenues	49,796	48,065	149,209	129,529	376,599	247,070	129,529	2,399,123	3,037,490	638,367	
Other Local Revenues	6,618	22,322	4,632	13,143	46,716	37,169	9,548	64,173	96,174	32,001	
Total Revenue	387,254	401,227	815,170	759,081	2,362,733	1,723,958	638,775	10,714,157	10,550,305	(163,851)	
Expenditures											
Certificated Salaries	87,958	175,675	314,214	316,805	894,652	683,546	211,106	3,721,580	3,653,886	(67,694)	
Classified Salaries	28,282	37,867	62,824	67,823	196,796	212,767	(15,971)	975,998	851,067	(124,931)	
Benefits	89,749	54,239	84,185	178,571	406,744	347,624	59,120	1,621,252	1,619,078	(2,174)	
Books and Supplies	-	39,726	110,636	54,620	204,982	75,770	129,212	318,284	328,337	10,053	
Services and Operating Exp.	50,440	78,702	154,961	352,348	636,450	612,031	24,420	2,576,875	2,652,132	75,257	
Depreciation & Cap Outlay	-	-	54,752	-	54,752	408,576	(353,823)	808,951	817,151	8,200	
Other Outflows	32,292	32,292	107,956	33,697	206,237	134,629	71,608	538,517	538,517	-	
Total Expenditures	288,720	418,500	889,528	1,003,866	2,600,614	2,474,943	125,671	10,561,458	10,460,169	(101,289)	
Net Revenues					(237,881)	(750,985)	513,104	152,699	90,137	(62,562)	
Fund Balance											
Beginning Balance (Unaud.)									9,343,756		
Net Revenues									90,137		
Ending Fund Balance									9,433,893		
Components of Fund Bal.											
Available For Econ. Uncert.									644,952		
Restricted Balances (Est.)									291,475		
Net Fixed Assets									8,497,466		
Ending Fund Balance									9,433,893		

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA SA		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
REVENUE DETAIL												
LCFF Entitlement												
8011	State Aid	330,840	330,840	595,513	595,513	1,852,706	1,257,189	595,517	6,664,157	6,616,785	(47,372)	28%
8012	EPA Entitlement	-	-	24,138	-	24,138	24,138	-	99,840	96,576	(3,264)	25%
8019	Prior Year Adjustments	-	-	-	-	-	-	-	-	-	-	-
8096	InLieuPropTaxes	-	-	-	-	-	5,607	(5,607)	35,492	31,151	(4,341)	0%
SUBTOTAL - LCFF Entitlement		330,840	330,840	619,651	595,513	1,876,844	1,286,934	589,910	6,799,489	6,744,512	(54,977)	28%
Federal Revenue												
8181	SpEd - Revenue	-	-	-	-	-	-	-	60,528	60,989	461	0%
8220	SchLunchFederal	-	-	-	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	-	41,678	20,896	62,574	152,785	(90,211)	1,390,844	611,141	(779,703)	10%
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		-	-	41,678	20,896	62,574	152,785	(90,211)	1,451,372	672,130	(779,242)	9%
Other State Revenue												
8311	SpEd Revenue	19,278	19,278	34,701	34,386	107,643	73,257	34,386	397,064	384,083	(12,981)	28%
8520	SchoolNtrState	-	-	-	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	-	-	14,827	13,956	(871)	0%
8560	StateLotteryRev	-	-	-	-	-	-	-	113,818	113,025	(793)	0%
8590	AllOthStateRev	30,518	28,787	114,508	95,143	268,956	173,813	95,143	1,873,415	2,526,426	653,011	11%
8595	State Rev PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		49,796	48,065	149,209	129,529	376,599	247,070	129,529	2,399,123	3,037,490	638,367	12%
Local Revenue												
8600	Other Local Rev	-	-	-	-	-	-	-	-	-	-	-
8634	StudentLunchFee	-	-	-	354	354	-	354	-	-	-	-
8650	Leases & Rentals	-	-	-	-	-	-	-	-	-	-	-
8660	Interest	-	435	222	341	998	1,500	(502)	3,000	3,000	-	33%
8682	Summer School	-	-	-	-	-	-	-	-	-	-	-
8677	SpEd Revenue	-	-	-	-	-	-	-	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-	-	-	-
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-	-	-	-
8699	Other Revenue	6,618	-	-	25,266	31,884	21,001	10,883	10,000	42,001	32,001	76%
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	21,887	60	(21,901)	47	-	47	-	-	-	-
SUBTOTAL - Local Revenue		6,618	22,322	282	4,060	33,283	22,501	10,782	13,000	45,001	32,001	74%

2022-23 First Interim Budget		Year to Date						Annual Budget				
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
MSA SA												
Fundraising & Grants												
8802	Donations - Private	-	-	1,840	700	2,540	3,750	(1,210)	7,500	7,500	-	34%
8803	Fundraising	-	-	2,510	8,383	10,894	10,918	(25)	43,673	43,673	-	25%
SUBTOTAL - Fundraising & Grants		-	-	4,350	9,083	13,434	14,668	(1,235)	51,173	51,173	-	26%
TOTAL REVENUE		387,254	401,227	815,170	759,081	2,362,733	1,723,958	638,775	10,714,157	10,550,305	(163,851)	22%
EXPENSES DETAIL												
Certificated Salaries												
1100	TeacherSalaries	50,588	118,076	246,431	251,902	666,997	459,850	207,147	2,802,780	2,759,101	(43,679)	24%
1200	Cert Aid	-	10,759	21,518	17,513	49,790	80,100	(30,310)	346,416	320,401	(26,015)	16%
1300	Cert Adminis	37,370	46,840	46,265	47,390	177,865	143,596	34,269	572,384	574,384	2,000	31%
SUBTOTAL - Certificated Salaries		87,958	175,675	314,214	316,805	894,652	683,546	211,106	3,721,580	3,653,886	(67,694)	24%
Classified Salaries												
2100	Instructional Aides	3,097	1,751	12,074	10,042	26,964	38,906	(11,942)	197,930	155,625	(42,305)	17%
2200	Classified Support	12,986	17,278	31,481	33,921	95,667	104,757	(9,090)	375,065	419,027	43,962	23%
2300	Classified Admin	-	-	-	-	-	-	-	-	-	-	-
2400	Clerical & Tech	10,095	13,619	19,269	23,859	66,843	69,104	(2,261)	403,003	276,415	(126,587)	24%
2900	OtherClassStaff	2,103	5,219	-	-	7,322	-	7,322	-	-	-	-
SUBTOTAL - Classified Salaries		28,282	37,867	62,824	67,823	196,796	212,767	(15,971)	975,998	851,067	(124,931)	23%
Employee Benefits												
3101	STRS-Certified	15,620	32,321	57,492	57,739	163,173	110,349	52,823	572,287	590,887	18,599	28%
3102	STRS-Classified	2,229	1,723	2,143	1,734	7,830	17,305	(9,476)	-	74,990	74,990	10%
3201	PERS-Cert	-	1,599	3,049	3,199	7,847	23,530	(15,683)	34,314	101,965	67,651	8%
3202	PERS-Classified	1,403	5,722	11,344	12,882	31,352	13,371	17,981	118,929	57,941	(60,988)	54%
3301	OASDI/Med-Cert	1,652	2,933	5,334	5,386	15,305	17,451	(2,146)	191,674	75,622	(116,052)	20%
3302	OASDI/Med-Class	1,440	2,332	3,982	4,380	12,134	6,485	5,649	43,398	28,100	(15,298)	43%
3401	HlthWelfareCert	48,537	3,447	3,058	83,750	138,792	122,679	16,113	458,371	531,607	73,236	26%
3402	HlthWelfareCert	-	-	-	-	-	26,205	(26,205)	157,534	113,556	(43,978)	0%
3501	UI-Certificated	6,380	-	(6,380)	5,339	5,339	1,613	3,725	7,065	6,991	(74)	76%
3502	UI-Classified	-	-	-	-	-	287	(287)	1,503	1,242	(261)	0%
3601	WorkersCmp-Cert	12,486	4,162	4,162	4,162	24,972	6,598	18,374	27,133	28,590	1,457	87%
3602	WorkersCmp-Class	-	-	-	-	-	1,751	(1,751)	9,044	7,587	(1,457)	0%
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	-	-	-	-	-	-	-	-	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		89,749	54,239	84,185	178,571	406,744	347,624	59,120	1,621,252	1,619,078	(2,174)	25%

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA SA		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Books & Supplies												
4100	Text&CoreCurric	-	-	-	80,009	80,009	9,231	70,778	40,000	40,000	-	200%
4200	BooksOthRefMats	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
4300	Ins Mats & Sups 2	-	-	-	-	-	4,635	(4,635)	20,085	20,085	-	0%
4310	Ins Mats & Sups	-	-	-	-	-	1,846	(1,846)	8,000	8,001	1	0%
4315	OthrSupplies	-	-	-	-	-	-	-	-	-	-	-
4320	Office Supplies	-	(0)	596	3,212	3,809	1,500	2,309	6,500	6,500	-	59%
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	2,413	510	2,923	692	2,231	3,000	3,000	-	97%
4335	PE Supplies	-	-	5,507	1,301	6,809	1,154	5,655	5,000	5,000	-	136%
4340	Educat Software	-	25,395	6,875	-	32,270	13,542	18,727	60,699	58,683	(2,016)	55%
4345	NonInstStdntSup	-	11,340	65,930	(44,655)	32,614	15,477	17,137	55,000	67,068	12,068	49%
4346	TeacherSupplies	-	1,021	685	1,117	2,823	923	1,900	4,000	4,000	-	71%
4350	Cust. Supplies	-	117	3,818	290	4,225	9,231	(5,006)	40,000	40,000	-	11%
4351	Yearbook	-	-	-	-	-	-	-	-	-	-	-
4390	Uniforms	-	-	13,866	1,266	15,132	4,615	10,517	20,000	20,000	-	76%
4400	NonCapEquip-Gen	-	-	6,627	-	6,627	8,077	(1,450)	35,000	35,000	-	19%
4410	ClssrmFrnEqp<5k	-	-	-	-	-	-	-	-	-	-	-
4430	OffceFurnEqp<5k	-	-	-	-	-	692	(692)	3,000	3,000	-	0%
4440	Computers <\$5k	-	1,568	-	-	1,568	923	645	4,000	4,000	-	39%
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	692	(692)	3,000	3,000	-	0%
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	-	-	-
4710	Food	-	-	-	3,329	3,329	-	3,329	-	-	-	-
4720	Food:Other Food	-	286	4,317	3,291	7,894	2,308	5,586	10,000	10,000	-	79%
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	-	-	4,949	4,949	-	4,949	-	-	-	-
SUBTOTAL - Books and Supplies		-	39,726	110,636	54,620	204,982	75,770	129,212	318,284	328,337	10,053	62%

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA SA		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Services & Other Operating Expenses												
5101	CMO Fees	-	-	-	250,996	250,996	173,304	77,692	1,003,984	750,984	(253,000)	33%
5200	Travel - General	-	-	-	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	462	(462)	2,000	2,000	-	0%
5210	MilesParkTolls	-	73	-	-	73	231	(158)	1,000	1,000	-	7%
5215	TravConferences	-	-	-	-	-	-	-	-	-	-	-
5220	TraLodging	-	-	-	-	-	231	(231)	1,000	1,000	-	0%
5300	DuesMemberships	6,775	-	1,130	2,813	10,718	3,000	7,718	13,000	13,000	-	82%
5450	Other Insurance	28,884	9,628	9,628	9,628	57,768	25,999	31,769	112,661	112,661	-	51%
5500	OpsHousekeeping	974	13,154	17,000	2,806	33,934	17,908	16,026	77,600	77,600	-	44%
5510	Gas & Electric	-	11,168	9,637	15,198	36,004	23,077	12,927	45,000	100,000	55,000	36%
5610	Rent & Leases	-	-	-	-	-	692	(692)	3,000	3,000	-	0%
5620	EquipmentLeases	3,232	749	1,211	1,408	6,601	5,308	1,293	23,000	23,000	-	29%
5630	Reps&MaintBldng	-	3,800	26,003	6,300	36,103	74,538	(38,436)	106,000	323,000	217,000	11%
5800	ProfessServices	3,720	5,455	4,334	4,005	17,513	62,970	(45,457)	255,705	272,872	17,167	6%
5810	Legal	-	8,835	8,250	18,491	35,576	11,538	24,037	20,000	50,000	30,000	71%
5813	SchPrgAftSchool	-	-	-	-	-	6,000	(6,000)	26,000	26,000	-	0%
5814	SchPrgAcadComps	-	-	-	72	72	692	(620)	3,000	3,000	-	2%
5819	SchIProgs-Other	-	2,603	1,774	964	5,341	47,885	(42,544)	207,500	207,500	-	3%
5820	Audit & CPA	-	-	1,091	-	1,091	2,077	(986)	9,000	9,000	-	12%
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-	-	-	-
5835	Field Trips	-	-	-	843	843	9,231	(8,388)	40,000	40,000	-	2%
5836	FieldTrip Trans	-	-	1,349	2,152	3,501	13,846	(10,345)	60,000	60,000	-	6%
5840	MarkngStdtRecrt	-	3,798	1,415	1,929	7,141	5,769	1,372	25,000	25,000	-	29%
5850	Oversight Fees	-	-	-	-	-	15,564	(15,564)	67,995	67,445	(550)	0%
5857	Payroll Fees	2,950	3,354	2,395	2,483	11,182	6,923	4,259	30,000	30,000	-	37%
5860	Service Fees	-	224	771	76	1,071	1,038	32	4,500	4,500	-	24%
5861	Prior Year Services	-	-	-	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	7,200	3,162	632	10,993	923	10,070	4,000	4,000	-	275%
5864	Prof Dev-Other	-	-	7,878	5,000	12,878	18,231	(5,353)	79,000	79,000	-	16%
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	21,725	13,466	35,191	36,420	(1,229)	155,368	157,822	2,454	22%
5870	Livescan	-	344	337	396	1,076	173	903	750	750	-	144%
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-	-	-	-
5875	Staff Recruiting	-	-	-	-	-	-	-	-	-	-	-
5884	Substitutes	-	-	1,560	2,028	3,588	20,769	(17,181)	90,000	90,000	-	4%
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-	-	-	-
5900	Communications	10	2,612	12	12	2,646	-	2,646	-	-	-	-
5910	Communications 2	-	-	-	-	-	-	-	-	-	-	-
5920	TelecomInternet	-	2,308	2,327	2,803	7,439	17,308	(9,869)	75,000	75,000	-	10%
5930	PostageDelivery	-	-	1,400	-	1,400	1,846	(446)	8,000	8,000	-	18%
5940	Technology	3,895	3,397	30,571	7,850	45,713	8,077	37,636	27,813	34,999	7,186	131%
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		50,440	78,702	154,961	352,348	636,450	612,031	24,420	2,576,875	2,652,132	75,257	24%

2022-23 First Interim Budget					Year to Date			Annual Budget							
MSA SA					Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Capital Outlay & Depreciation															
6100	Site Improvement (Pre-Capitalization)				-	-	-	-	-	-	-	-	-	-	-
6400	EquipFixed				-	-	-	-	-	-	-	-	-	-	-
6900	Depreciation				-	-	54,752	-	54,752	408,576	(353,823)	808,951	817,151	8,200	7%
SUBTOTAL - Capital Outlay & Depreciation					-	-	54,752	-	54,752	408,576	(353,823)	808,951	817,151	8,200	7%
Other Outflows															
7299	Other Outgo (not incl. SPED Encroachment)				-	-	-	-	-	-	-	-	-	-	-
7310	Indirect Costs				-	-	-	-	-	-	-	-	-	-	-
7438	InterestExpense				32,292	32,292	107,956	33,697	206,237	134,629	71,608	538,517	538,517	-	38%
SUBTOTAL - Other Outflows					32,292	32,292	107,956	33,697	206,237	134,629	71,608	538,517	538,517	-	38%
TOTAL EXPENSES					288,720	418,500	889,528	1,003,866	2,600,614	2,474,943	125,671	10,561,458	10,460,169	(101,289)	25%



2022-23 First Interim Budget		Year to Date						Annual Budget			
MSA SD	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved Budget	Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Projected Average Daily Attendance:								425		402	23
SUMMARY											
Revenue											
LCFF Entitlement	56,311	229,745	467,834	332,605	1,086,495	770,040	316,455	4,226,724		4,190,681	(36,043)
Federal Revenue	-	521	78	13	612	33,552	(32,940)	265,670		183,899	(81,771)
Other State Revenues	15,827	17,787	44,749	44,692	123,055	78,363	44,692	1,383,739		1,278,845	(104,893)
Other Local Revenues	11,564	585	200	5,274	17,623	20,001	(2,378)	55,001		55,001	-
Total Revenue	83,702	248,638	512,861	382,584	1,227,785	901,956	325,829	5,931,134		5,708,427	(222,707)
Expenditures											
Certificated Salaries	62,853	89,714	167,913	167,842	488,322	407,464	80,858	2,105,054		2,067,667	(37,387)
Classified Salaries	10,069	26,647	30,754	26,030	93,500	68,224	25,276	388,157		348,931	(39,226)
Benefits	27,638	29,405	42,529	90,127	189,699	167,516	22,184	863,391		839,267	(24,124)
Books and Supplies	(0)	25,266	68,759	6,925	100,950	38,579	62,371	158,091		159,756	1,665
Services and Operating Exp.	109,237	94,941	102,143	245,457	551,777	494,661	57,116	2,146,637		2,143,532	(3,105)
Depreciation & Cap Outlay	-	-	17,801	-	17,801	21,322	(3,522)	74,790		85,290	10,500
Other Outflows	-	-	-	886	886	1,500	(614)	3,000		3,000	-
Total Expenditures	209,797	265,974	429,898	537,266	1,442,935	1,199,267	243,668	5,739,119		5,647,442	(91,677)
Net Revenues					(215,150)	(297,311)	82,161	192,014		60,984	(131,030)
Fund Balance											
Beginning Balance (Unaud.)										1,299,480	
Net Revenues										60,984	
Ending Fund Balance										1,360,464	
Components of Fund Bal.											
Available For Econ. Uncert.										1,029,496	
Restricted Balances (Est.)										97,193	
Net Fixed Assets										233,775	
Ending Fund Balance										1,360,464	

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA SD		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
REVENUE DETAIL												
LCFF Entitlement												
8011	State Aid	56,311	56,311	101,359	101,359	315,340	206,498	108,842	1,044,554	1,086,833	42,279	29%
8012	EPA Entitlement	-	-	19,606	-	19,606	19,606	-	85,056	81,984	(3,072)	24%
8019	Prior Year Adjustments	-	-	-	-	-	-	-	-	-	-	-
8096	InLieuPropTaxes	-	173,434	346,869	231,246	751,549	543,936	207,613	3,097,114	3,021,864	(75,250)	25%
SUBTOTAL - LCFF Entitlement		56,311	229,745	467,834	332,605	1,086,495	770,040	316,455	4,226,724	4,190,681	(36,043)	26%
Federal Revenue												
8181	SpEd - Revenue	-	-	-	-	-	-	-	51,565	51,774	209	0%
8220	SchLunchFederal	-	-	-	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	521	78	13	612	33,552	(32,940)	214,105	132,126	(81,979)	0%
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		-	521	78	13	612	33,552	(32,940)	265,670	183,899	(81,771)	0%
Other State Revenue												
8311	SpEd Revenue	15,827	15,827	28,489	27,927	88,070	60,143	27,927	338,268	326,050	(12,218)	27%
8520	SchoolNtrState	-	-	-	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	-	-	7,800	7,370	(430)	0%
8560	StateLotteryRev	-	-	-	15,000	15,000	-	15,000	96,964	95,239	(1,725)	16%
8590	AllOthStateRev	-	1,960	16,260	1,765	19,985	18,220	1,765	940,706	850,186	(90,520)	2%
8595	State Rev PY Adj	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		15,827	17,787	44,749	44,692	123,055	78,363	44,692	1,383,739	1,278,845	(104,893)	10%
Local Revenue												
8600	Other Local Rev	-	-	-	-	-	12,500	(12,500)	25,001	25,000	(1)	0%
8634	StudentLunchFee	-	-	-	-	-	-	-	-	-	-	-
8650	Leases & Rentals	-	-	-	-	-	-	-	-	-	-	-
8660	Interest	678	585	-	845	2,108	-	2,108	-	-	-	-
8682	Summer School	-	-	-	-	-	-	-	-	-	-	-
8677	SpEd Revenue	-	-	-	-	-	-	-	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-	-	-	-
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-	-	-	-
8699	Other Revenue	4,046	-	-	-	4,046	1	4,046	-	1	1	-
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Local Revenue		4,724	585	-	845	6,154	12,501	(6,346)	25,001	25,001	-	25%

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA SD		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Fundraising & Grants												
8802	Donations - Private	-	-	200	436	636	-	636	-	-	-	-
8803	Fundraising	6,840	-	-	3,992	10,832	7,500	3,332	30,000	30,000	-	36%
SUBTOTAL - Fundraising & Grants		6,840	-	200	4,428	11,468	7,500	3,968	30,000	30,000	-	38%
TOTAL REVENUE		83,702	248,638	512,861	382,584	1,227,785	901,956	325,829	5,931,134	5,708,427	(222,707)	22%
EXPENSES DETAIL												
Certificated Salaries												
1100	TeacherSalaries	37,200	50,294	124,979	123,708	336,181	281,743	54,437	1,507,736	1,467,261	(40,475)	23%
1200	Cert Aid	3,500	3,514	7,028	7,028	21,070	28,689	(7,619)	151,534	151,134	(400)	14%
1300	Cert Adminis	22,153	35,906	35,906	37,106	131,071	97,032	34,039	445,784	449,272	3,488	29%
SUBTOTAL - Certificated Salaries		62,853	89,714	167,913	167,842	488,322	407,464	80,858	2,105,054	2,067,667	(37,387)	24%
Classified Salaries												
2100	Instructional Aides	-	5,133	12,665	7,888	25,686	19,295	6,391	132,738	115,770	(16,968)	22%
2200	Classified Support	1,848	5,548	7,090	7,456	21,942	15,635	6,307	50,757	82,721	31,964	27%
2300	Classified Admin	-	-	-	-	-	-	-	-	-	-	-
2400	Clerical & Tech	8,221	15,967	11,000	10,685	45,872	33,295	12,578	204,662	150,440	(54,222)	30%
2900	OtherClassStaff	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		10,069	26,647	30,754	26,030	93,500	68,224	25,276	388,157	348,931	(39,226)	27%
Employee Benefits												
3101	STRS-Certified	12,005	17,135	32,028	32,000	93,169	68,380	24,790	403,815	338,248	(65,567)	28%
3102	STRS-Classified	706	1,443	1,992	1,735	5,877	9,799	(3,922)	-	54,558	54,558	11%
3201	PERS-Cert	-	-	-	-	-	6,475	(6,475)	-	38,848	38,848	0%
3202	PERS-Classified	1,137	4,280	5,026	4,194	14,636	2,662	11,974	63,199	9,150	(54,049)	160%
3301	OASDI/Med-Cert	910	1,299	2,431	2,430	7,071	7,142	(71)	37,473	37,393	(80)	19%
3302	OASDI/Med-Class	541	1,570	1,706	1,428	5,245	1,691	3,554	12,240	6,901	(5,339)	76%
3401	HlthWelfareCert	1,409	1,468	1,439	43,136	47,453	47,863	(410)	238,288	278,721	40,432	17%
3402	HlthWelfareCert	-	-	-	-	-	7,621	(7,621)	78,415	45,724	(32,691)	0%
3501	UI-Certificated	4,303	-	(4,303)	2,995	2,995	4,944	(1,950)	3,540	3,848	308	78%
3502	UI-Classified	-	-	-	-	-	107	(107)	1,186	643	(543)	0%
3601	WorkersCmp-Cert	6,626	2,209	2,209	2,209	13,253	10,112	3,141	12,617	20,915	8,298	63%
3602	WorkersCmp-Class	-	-	-	-	-	720	(720)	12,617	4,319	(8,298)	0%
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	-	-	-	-	-	-	-	-	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		27,638	29,405	42,529	90,127	189,699	167,516	22,184	863,391	839,267	(24,124)	23%

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA SD		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Books & Supplies												
4100	Text&CoreCurric	-	542	19,042	-	19,584	1,792	17,792	15,000	15,000	-	131%
4200	BooksOthRefMats	-	-	-	-	-	83	(83)	1,000	1,000	-	0%
4300	Ins Mats & Sups 2	-	-	-	-	-	-	-	-	-	-	-
4310	Ins Mats & Sups	-	-	1,980	363	2,343	1,166	1,178	13,986	13,986	-	17%
4315	OthrSupplies	-	-	-	-	-	-	-	-	-	-	-
4320	Office Supplies	-	5,861	6,044	1,702	13,608	7,319	6,289	17,500	17,500	-	78%
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	72	2,763	2,836	208	2,627	2,500	2,500	-	113%
4335	PE Supplies	-	-	656	-	656	208	447	2,500	2,500	-	26%
4340	Educat Software	-	6,052	9,983	-	16,034	8,914	7,121	34,664	34,344	(320)	47%
4345	NonInstStdntSup	-	128	3,261	601	3,991	1,272	2,718	11,750	13,735	1,985	29%
4346	TeacherSupplies	-	389	829	732	1,950	723	1,228	4,000	4,000	-	49%
4350	Cust. Supplies	-	1,171	953	571	2,695	2,171	524	12,000	12,000	-	22%
4351	Yearbook	-	-	-	-	-	-	-	-	-	-	-
4390	Uniforms	-	580	14,970	-	15,550	1,762	13,787	14,191	14,191	-	110%
4400	NonCapEquip-Gen	-	-	8,607	-	8,607	-	8,607	-	-	-	-
4410	ClssrmFrnEqp<5k	-	-	-	-	-	-	-	-	-	-	-
4430	OfficeFurnEqp<5k	-	-	-	-	-	83	(83)	1,000	1,000	-	0%
4440	Computers <\$5k	-	-	-	-	-	333	(333)	4,000	4,000	-	0%
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	1,250	(1,250)	15,000	15,000	-	0%
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	-	-	-	-	-	-
4720	Food:Other Food	(0)	3,343	2,362	695	6,400	4,093	2,307	9,000	9,000	-	71%
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	7,200	-	(503)	6,697	7,200	(503)	-	-	-	-
SUBTOTAL - Books and Supplies		(0)	25,266	68,759	6,925	100,950	38,579	62,371	158,091	159,756	1,665	63%

2022-23 First Interim Budget		Year to Date						Annual Budget				
MSA SD		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Services & Other Operating Expenses												
5101	CMO Fees	-	-	-	116,235	116,235	103,982	12,253	464,940	450,590	(14,350)	26%
5200	Travel - General	-	-	-	-	-	462	(462)	2,000	2,000	-	0%
5205	Conference Fees	-	-	-	-	-	1,385	(1,385)	6,000	6,000	-	0%
5210	MilesParkTolls	-	-	-	471	471	346	125	1,500	1,500	-	31%
5215	TravConferences	-	-	-	-	-	-	-	-	-	-	-
5220	TraLodging	1,975	2,175	-	-	4,150	346	3,804	1,500	1,500	-	277%
5300	DuesMemberships	5,263	-	1,130	299	6,692	1,731	4,961	7,500	7,500	-	89%
5450	Other Insurance	18,661	6,220	6,220	6,220	37,321	16,053	21,268	69,564	69,564	-	54%
5500	OpsHousekeeping	120	2,991	896	13,881	17,889	4,154	13,735	18,000	18,000	-	99%
5510	Gas & Electric	7,588	4,235	9,542	12,235	33,600	18,462	15,138	80,000	80,000	-	42%
5610	Rent & Leases	60,606	60,606	60,606	60,606	242,425	169,191	73,234	733,163	733,163	-	33%
5620	EquipmentLeases	1,816	916	1,373	3,545	7,649	3,462	4,188	15,000	15,000	-	51%
5630	Reps&MaintBldng	-	-	-	4,983	4,983	17,308	(12,325)	45,000	75,000	30,000	7%
5800	ProfessServices	3,470	-	1,750	-	5,220	18,585	(13,365)	72,285	80,535	8,250	6%
5810	Legal	-	-	-	-	-	2,308	(2,308)	10,000	10,000	-	0%
5813	SchPrgAftSchool	-	-	-	-	-	23,859	(23,859)	141,087	103,387	(37,700)	0%
5814	SchPrgAcadComps	-	-	-	-	-	577	(577)	2,500	2,500	-	0%
5819	SchlProgs-Other	-	-	220	17,261	17,481	231	17,250	1,000	1,000	-	1748%
5820	Audit & CPA	-	-	1,091	-	1,091	2,077	(986)	9,000	9,000	-	12%
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-	-	-	-
5835	Field Trips	-	-	-	-	-	9,231	(9,231)	40,000	40,000	-	0%
5836	FieldTrip Trans	-	-	-	-	-	-	-	-	-	-	-
5840	MarkngStdtdRecrt	4,382	5,620	3,162	1,499	14,662	4,615	10,047	20,000	20,000	-	73%
5850	Oversight Fees	-	-	-	-	-	9,671	(9,671)	42,267	41,907	(360)	0%
5857	Payroll Fees	1,669	1,046	1,324	1,270	5,309	3,462	1,848	15,000	15,000	-	35%
5860	Service Fees	125	128	89	53	395	1,962	(1,566)	8,500	8,500	-	5%
5861	Prior Year Services	-	-	-	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	-	3,650	40	3,690	923	2,767	4,000	4,000	-	92%
5864	Prof Dev-Other	-	-	-	-	-	2,646	(2,646)	11,464	11,464	-	0%
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	-	-	-	54,572	(54,572)	231,304	236,478	5,174	0%
5870	Livescan	69	297	215	71	652	173	479	750	750	-	87%
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-	-	-	-
5875	Staff Recruiting	-	-	-	-	-	-	-	-	-	-	-
5884	Substitutes	-	4,748	-	-	4,748	8,077	(3,329)	35,000	35,000	-	14%
5890	OthSvcsNon-Inst	-	-	-	-	-	115	(115)	500	500	-	0%
5900	Communications	-	2,625	-	-	2,625	692	1,933	3,000	3,000	-	88%
5910	Communications 2	-	-	-	-	-	-	-	-	-	-	-
5920	TelecomInternet	504	2,786	1,227	828	5,345	7,615	(2,271)	33,000	33,000	-	16%
5930	PostageDelivery	-	-	-	-	-	923	(923)	4,000	4,000	-	0%
5940	Technology	2,990	548	9,648	5,961	19,145	5,468	13,677	17,813	23,694	5,881	81%
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		109,237	94,941	102,143	245,457	551,777	494,661	57,116	2,146,637	2,143,532	(3,105)	26%

2022-23 First Interim Budget					Year to Date			Annual Budget							
MSA SD					Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Capital Outlay & Depreciation															
6100	Site Improvement (Pre-Capitalization)				-	-	-	-	-	-	-	-	-	-	-
6400	EquipFixed				-	-	-	-	-	-	-	-	-	-	-
6900	Depreciation				-	-	17,801	-	17,801	21,322	(3,522)	74,790	85,290	10,500	21%
SUBTOTAL - Capital Outlay & Depreciation					-	-	17,801	-	17,801	21,322	(3,522)	74,790	85,290	10,500	21%
Other Outflows															
7299	Other Outgo (not incl. SPED Encroachment)				-	-	-	-	-	-	-	-	-	-	-
7310	Indirect Costs				-	-	-	-	-	-	-	-	-	-	-
7438	InterestExpense				-	-	-	886	886	1,500	(614)	3,000	3,000	-	30%
SUBTOTAL - Other Outflows					-	-	-	886	886	1,500	(614)	3,000	3,000	-	30%
TOTAL EXPENSES					209,797	265,974	429,898	537,266	1,442,935	1,199,267	243,668	5,739,119	5,647,442	(91,677)	26%



2022-23 First Interim Budget							Year to Date			Annual Budget		
MSA MERF	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim		
SUMMARY												
Revenue												
LCFF Entitlement	-	-	-	-	-	-	-	-	-	-		
Federal Revenue	-	-	-	-	-	-	-	-	-	-		
Other State Revenues	-	-	-	-	-	-	-	-	-	-		
Other Local Revenues	11,868	2,052	7,267	1,515,084	1,536,270	3,319,738	(1,783,467)	6,376,532	6,633,935	257,403		
Total Revenue	11,868	2,052	7,267	1,515,084	1,536,270	3,319,738	(1,783,467)	6,376,532	6,633,935	257,403		
Expenditures												
Certificated Salaries	-	-	-	-	-	-	-	-	-	-		
Classified Salaries	151,646	306,329	303,969	311,442	1,073,386	797,455	275,931	3,777,627	3,874,852	97,226		
Benefits	91,317	63,459	61,492	129,821	346,090	321,292	24,798	1,264,095	1,263,376	(719)		
Books and Supplies	55	87,163	36,714	(16,621)	107,311	33,115	74,196	66,950	71,750	4,800		
Services and Operating Exp.	146,823	83,876	92,531	193,320	516,549	637,439	(120,889)	1,267,001	1,381,117	114,116		
Depreciation & Cap Outlay	-	-	129	-	129	286	(157)	859	859	-		
Other Outflows	-	-	-	507	507	-	507	-	-	-		
Total Expenditures	389,841	540,827	494,835	618,470	2,043,973	1,789,587	254,386	6,376,532	6,591,954	215,422		
Net Revenues					(507,702)	1,530,151	(2,037,854)	0	41,981	41,981		
Fund Balance												
Beginning Balance (Unaud.)									2,390,863			
Net Revenues									41,981			
Ending Fund Balance									2,432,844			
Components of Fund Bal.												
Available For Econ. Uncert.									2,418,932			
Restricted Balances (Est.)									-			
Net Fixed Assets									13,912			
Ending Fund Balance									2,432,844			



2022-23 First Interim Budget								Year to Date			Annual Budget							
MSA MERF								Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
REVENUE DETAIL																		
LCFF Entitlement																		
8011	State Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8012	EPA Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8019	Prior Year Adjustments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096	InLieuPropTaxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - LCFF Entitlement		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Revenue																		
8181	SpEd - Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8220	SchLunchFederal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other State Revenue																		
8311	SpEd Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8520	SchoolNutrState	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8560	StateLotteryRev	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8590	AllOthStateRev	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8595	State Rev PY Adj	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Local Revenue																		
8600	Other Local Rev	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8634	StudentLunchFee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8650	Leases & Rentals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8660	Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8682	Summer School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8677	SpEd Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	282,371	282,371	600,787	(318,417)	1,129,482	1,201,574	72,092	24%						
8702	CMO Fee - MSA-2	-	-	-	250,996	250,996	600,787	(349,791)	1,003,984	1,201,574	197,590	21%						
8703	CMO Fee - MSA-3	-	-	-	180,403	180,403	431,816	(251,412)	721,614	863,631	142,017	21%						
8704	CMO Fee - MSA-4	-	-	-	10,981	10,981	86,363	(75,382)	43,924	172,726	128,802	6%						
8705	CMO Fee - MSA-5	-	-	-	47,062	47,062	112,648	(65,586)	188,247	225,295	37,048	21%						
8706	CMO Fee - MSA-6	-	-	-	10,981	10,981	123,913	(112,932)	43,924	247,825	203,901	4%						
8707	CMO Fee - MSA-7	-	-	-	156,873	156,873	112,648	44,225	627,490	225,295	(402,195)	70%						
8708	CMO Fee - MSA-8	-	-	-	180,403	180,403	431,816	(251,412)	721,614	863,631	142,017	21%						
8709	CMO Fee - MSA-SA	-	-	-	250,996	250,996	375,492	(124,496)	1,003,984	750,984	(253,000)	33%						
8712	CMO Fee - MSA-SD	-	-	-	116,235	116,235	225,295	(109,060)	464,940	450,590	(14,350)	26%						
8699	Other Revenue	2,738	36	7,200	27,784	37,758	215,405	(177,647)	427,329	430,810	3,481	9%						
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-	-	-	-						
8999	Misc Revenue (Suspense)	-	1,515	-	-	1,515	-	1,515	-	-	-	-						
SUBTOTAL - Local Revenue		2,738	1,552	7,200	1,515,084	1,526,574	3,316,968	(1,790,394)	6,376,532	6,633,935	257,403	23%						

2022-23 First Interim Budget								Year to Date				Annual Budget								
MSA MERF								Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget		
Fundraising & Grants																				
8802	Donations - Private							2,703	500	67	-	3,270	2,770	500	-	-	-	-	-	-
8803	Fundraising							6,426	-	-	-	6,426	-	6,426	-	-	-	-	-	
	SUBTOTAL - Fundraising & Grants							9,130	500	67	-	9,697	2,770	6,926	-	-	-	-	-	
TOTAL REVENUE								11,868	2,052	7,267	1,515,084	1,536,270	3,319,738	(1,783,467)	6,376,532	6,633,935	257,403	23%		
EXPENSES DETAIL																				
Certificated Salaries																				
1100	TeacherSalaries							-	-	-	-	-	-	-	-	-	-	-	-	
1200	Cert Aid							-	-	-	-	-	-	-	-	-	-	-	-	
1300	Cert Adminis							-	-	-	-	-	-	-	-	-	-	-	-	
	SUBTOTAL - Certificated Salaries							-	-	-	-	-	-	-	-	-	-	-	-	
Classified Salaries																				
2100	Instructional Aides							-	-	-	-	-	-	-	-	-	-	-	-	
2200	Classified Support							-	-	-	-	-	-	-	-	-	-	-	-	
2300	Classified Admin							-	-	-	-	-	-	-	-	-	-	-	-	
2400	Clerical & Tech							151,646	306,329	303,969	311,442	1,073,386	797,455	275,931	3,777,627	3,874,852	97,226	28%		
2900	OtherClassStaff							-	-	-	-	-	-	-	-	-	-	-	-	
	SUBTOTAL - Classified Salaries							151,646	306,329	303,969	311,442	1,073,386	797,455	275,931	3,777,627	3,874,852	97,226	28%		
Employee Benefits																				
3101	STRS-Certified							-	-	-	-	-	-	-	-	-	-	-	-	
3102	STRS-Classified							14,820	29,640	29,655	30,516	104,630	76,732	27,898	373,368	371,474	(1,894)	28%		
3201	PERS-Cert							-	-	-	-	-	-	-	-	-	-	-	-	
3202	PERS-Classified							3,267	6,190	6,533	6,533	22,523	16,334	6,189	78,405	78,405	0	29%		
3301	OASDI/Med-Cert							-	-	-	-	-	-	-	-	-	-	-	-	
3302	OASDI/Med-Class							6,774	13,780	13,593	13,457	47,604	33,977	13,627	159,715	163,218	3,503	29%		
3401	HlthWelfareCert							46,184	2,003	(90)	67,606	115,703	46,184	69,519	-	-	-	-	-	
3402	HlthWelfareCert							-	-	-	-	-	87,761	(87,761)	534,267	526,569	(7,699)	0%		
3501	UI-Certificated							-	-	-	(1,141)	(1,141)	-	(1,141)	-	-	-	-	-	
3502	UI-Classified							-	-	-	402	402	751	(349)	4,528	4,508	(20)	9%		
3601	WorkersCmp-Cert							16,947	5,649	5,649	5,649	33,894	16,947	16,947	-	-	-	-	-	
3602	WorkersCmp-Class							-	-	-	-	-	6,926	(6,926)	34,586	41,555	6,969	0%		
3701	Other Retirement-Cert							-	-	-	-	-	-	-	-	-	-	-	-	
3901	OthBenes-Cert							-	-	-	-	-	-	-	-	-	-	-	-	
3902	OthBenes-Class							3,326	6,197	6,152	6,800	22,474	35,679	(13,205)	79,226	77,648	(1,578)	29%		
3990	PY Benefit Adjustments							-	-	-	-	-	-	-	-	-	-	-	-	
	SUBTOTAL - Employee Benefits							91,317	63,459	61,492	129,821	346,090	321,292	24,798	1,264,095	1,263,376	(719)	27%		

2022-23 First Interim Budget								Year to Date				Annual Budget						
MSA MERF								Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Books & Supplies																		
4100	Text&CoreCurric	-	-	-	649	649	462	188	-	-	-	-	1,000	1,000	65%			
4200	BooksOthRefMats	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
4300	Ins Mats & Sups 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
4310	Ins Mats & Sups	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
4315	OthrSupplies	-	-	-	-	-	923	(923)	8,000	2,000	(6,000)	0%						
4320	Office Supplies	55	3,182	313	2,443	5,993	6,462	(468)	15,700	14,000	(1,700)	43%						
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-	-	-	-						
4326	Arts&MusicSupps	-	-	-	-	-	-	-	-	-	-	-						
4335	PE Supplies	-	-	-	-	-	-	-	-	-	-	-						
4340	Educat Software	-	64,830	-	(61,530)	3,300	2,654	646	5,750	5,750	-	57%						
4345	NonInstStdntSup	-	-	-	1,132	1,132	2,308	(1,176)	-	5,000	5,000	23%						
4346	TeacherSupplies	-	-	-	-	-	-	-	-	-	-	-						
4350	Cust. Supplies	-	-	-	-	-	-	-	-	-	-	-						
4351	Yearbook	-	-	-	-	-	-	-	-	-	-	-						
4390	Uniforms	-	-	-	-	-	1,385	(1,385)	3,000	3,000	-	0%						
4400	NonCapEquip-Gen	-	-	-	1,716	1,716	4,615	(2,899)	9,500	10,000	500	17%						
4410	ClssrmFrnEqp<5k	-	-	-	-	-	-	-	-	-	-	-						
4430	OffceFurnEqp<5k	-	-	-	-	-	-	-	-	-	-	-						
4440	Computers <\$5k	-	2,740	-	2,091	4,832	3,462	1,370	-	7,500	7,500	64%						
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-	-	-	-						
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	-	-	-						
4464	Equipment (Pre-Cap)	-	-	-	-	-	-	-	-	-	-	-						
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	-	-	-						
4710	Food	-	-	-	-	-	-	-	-	-	-	-						
4720	Food:Other Food	0	16,411	-	3,180	19,591	10,846	8,745	25,000	23,500	(1,500)	83%						
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-	-	-	-						
4999	Misc Expenditure (Suspense)	-	-	36,400	33,697	70,097	-	70,097	-	-	-	-						
SUBTOTAL - Books and Supplies								55	87,163	36,714	(16,621)	107,311	33,115	74,196	66,950	71,750	4,800	150%

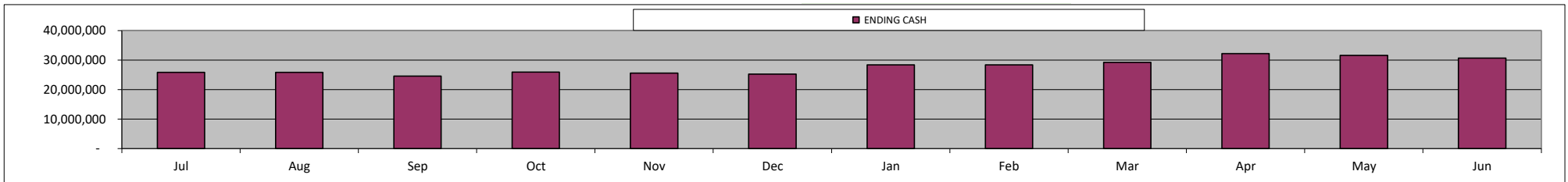
2022-23 First Interim Budget								Year to Date				Annual Budget						
MSA MERF								Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Services & Other Operating Expenses																		
5101	CMO Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5200	Travel - General	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5205	Conference Fees	-	-	-	-	-	-	5,769	(5,769)	14,500	12,500	(2,000)	0%					
5210	MilesParkTolls	60	694	636	2,096	3,486	9,462	(5,976)	22,000	20,500	(1,500)	17%						
5215	TravConferences	-	-	-	-	-	-	-	-	5,000	-	(5,000)	-					
5220	TraLodging	-	-	-	597	597	3,692	(3,095)	8,000	8,000	-	7%						
5300	DuesMemberships	75	5,460	1,265	(4,453)	2,347	8,077	(5,730)	17,000	17,500	500	13%						
5450	Other Insurance	6,812	55	55	55	6,977	4,103	2,874	8,890	8,890	-	78%						
5500	OpsHousekeeping	-	5,445	-	(1,359)	4,086	3,462	625	600	7,500	6,900	54%						
5510	Gas & Electric	-	31	-	-	31	-	31	-	-	-	-						
5610	Rent & Leases	35,012	17,506	18,506	15,874	86,897	106,154	(19,257)	230,000	230,000	-	38%						
5620	EquipmentLeases	740	370	370	1,139	2,619	3,692	(1,073)	8,000	8,000	-	33%						
5630	Reps&MaintBldng	-	-	-	-	-	-	-	-	-	-	-						
5800	ProfessServices	94,561	43,540	47,696	(99,324)	86,474	101,538	(15,065)	156,500	220,000	63,500	39%						
5810	Legal	-	-	18,600	8,670	27,270	27,923	(654)	60,000	60,500	500	45%						
5813	SchPrgAftSchool	-	-	-	-	-	-	-	-	-	-	-						
5814	SchPrgAcadComps	-	-	-	-	-	-	-	-	-	-	-						
5819	SchlProgs-Other	-	-	-	-	-	-	-	-	-	-	-						
5820	Audit & CPA	-	-	1,091	-	1,091	5,538	(4,448)	9,000	12,000	3,000	9%						
5825	DMSBusinessSvcs	-	-	-	235,799	235,799	273,231	(37,432)	530,000	592,000	62,000	40%						
5835	Field Trips	-	-	-	-	-	-	-	-	-	-	-						
5836	FieldTrip Trans	-	-	-	-	-	-	-	-	-	-	-						
5840	MarkngStdtrcrt	-	4,434	(10)	2,470	6,894	17,538	(10,644)	38,000	38,000	-	18%						
5850	Oversight Fees	-	-	-	-	-	-	-	-	-	-	-						
5857	Payroll Fees	1,740	1,369	1,369	1,396	5,873	6,923	(1,050)	15,000	15,000	-	39%						
5860	Service Fees	-	-	-	-	-	231	(231)	2,000	500	(1,500)	0%						
5861	Prior Year Services	-	-	-	-	-	-	-	-	-	-	-						
5863	Prof Developmnt	-	835	1,640	1,587	4,062	12,923	(8,861)	29,700	28,000	(1,700)	15%						
5864	Prof Dev-Other	-	-	-	-	-	4,615	(4,615)	11,500	10,000	(1,500)	0%						
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-	-	-	-						
5869	SpEd Ctrct Inst	-	-	-	-	-	-	-	-	-	-	-						
5870	Livescan	-	-	-	-	-	-	-	-	-	-	-						
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-	-	-	-						
5875	Staff Recruiting	-	-	-	450	450	1,615	(1,165)	4,500	3,500	(1,000)	13%						
5884	Substitutes	-	-	-	-	-	-	-	-	-	-	-						
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-	-	-	-						
5900	Communications	-	-	-	-	-	669	(669)	5,250	1,450	(3,800)	0%						
5910	Communications 2	-	-	-	-	-	-	-	-	-	-	-						
5920	TelecomInternet	826	837	834	837	3,334	6,923	(3,589)	15,000	15,000	-	22%						
5930	PostageDelivery	-	284	-	310	593	5,538	(4,945)	12,000	12,000	-	5%						
5940	Technology	6,996	3,015	479	27,179	37,670	27,820	9,850	64,561	60,277	(4,284)	62%						
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-	-	-	-						
SUBTOTAL - Services & Other Operating Exp.		146,823	83,876	92,531	193,320	516,549	637,439	(120,889)	1,267,001	1,381,117	114,116	37%						

2022-23 First Interim Budget					Year to Date			Annual Budget							
MSA MERF					Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Approved Budget YTD	Variance	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	Actuals as % of Budget
Capital Outlay & Depreciation															
6100	Site Improvement (Pre-Capitalization)				-	-	-	-	-	-	-	-	-	-	-
6400	EquipFixed				-	-	-	-	-	-	-	-	-	-	-
6900	Depreciation				-	-	129	-	129	286	(157)	859	859	-	15%
SUBTOTAL - Capital Outlay & Depreciation					-	-	129	-	129	286	(157)	859	859	-	15%
Other Outflows															
7299	Other Outgo (not incl. SPED Encroachment)				-	-	-	-	-	-	-	-	-	-	-
7310	Indirect Costs				-	-	-	-	-	-	-	-	-	-	-
7438	InterestExpense				-	-	-	507	507	-	507	-	-	-	-
SUBTOTAL - Other Outflows					-	-	-	507	507	-	507	-	-	-	-
TOTAL EXPENSES					389,841	540,827	494,835	618,470	2,043,973	1,789,587	254,386	6,376,532	6,591,954	215,422	31%



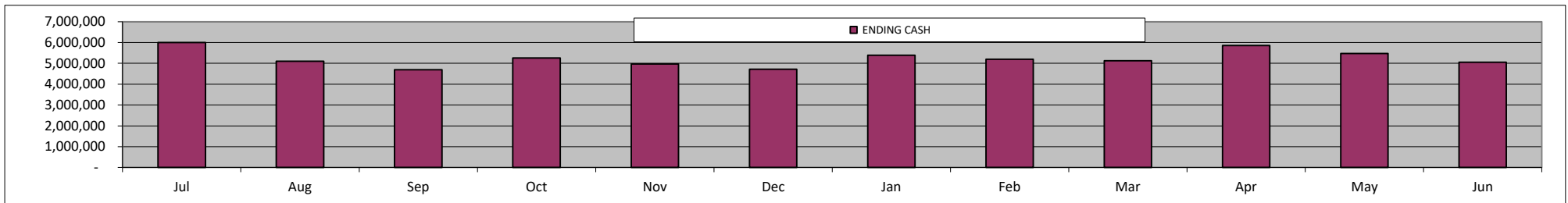
2022-23 Monthly Cash Flow (Actuals + Projections)

AII MPS	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	25,510,785	25,884,957	25,883,126	24,545,961	25,912,301	25,551,076	25,227,696	28,379,707	28,364,573	29,238,714	32,173,682	31,584,106		
Revenue														
LCFF Entitlement	875,334	2,479,009	2,690,323	5,085,131	3,381,790	3,425,534	5,173,681	3,381,790	4,078,214	4,806,061	3,014,170	3,014,170	4,840,419	46,245,625
Federal Revenue	12,638	23,548	189,873	120,197	17,231	203,048	824,808	17,231	203,048	824,808	17,231	17,231	2,641,935	5,112,827
Other State Revenues	211,868	303,827	767,624	717,257	545,199	644,248	2,508,266	2,239,538	2,239,538	2,508,266	1,564,502	1,108,580	3,820,046	19,178,760
Other Local Revenues	58,270	30,243	182,320	1,764,376	641,770	655,433	655,433	647,419	655,433	654,296	652,957	652,957	805,094	8,056,001
Total Revenue	1,158,110	2,836,627	3,830,140	7,686,961	4,585,989	4,928,263	9,162,188	6,285,977	7,176,233	8,793,432	5,248,861	4,794,860	12,105,572	78,593,212
Expenses														
Certificated Salaries	516,875	1,029,087	1,867,501	1,892,670	1,907,278	1,907,278	1,907,278	1,907,278	1,907,278	1,907,278	1,907,278	1,907,278	2,232,992	22,797,353
Classified Salaries	377,651	703,717	881,096	881,064	897,495	897,495	897,495	897,495	897,495	897,495	897,495	897,495	729,218	10,752,707
Benefits	631,090	436,030	608,911	1,397,398	942,911	942,911	942,911	942,911	942,911	942,911	942,911	942,911	1,075,776	11,692,491
Books and Supplies	14,877	1,394,247	(127,845)	208,102	248,279	248,279	248,279	248,279	237,593	191,225	180,342	103,188	16,437	3,211,281
Services and Operations	817,037	875,437	1,092,616	2,626,106	1,814,697	1,814,697	1,814,697	1,814,697	1,814,697	1,814,697	1,814,697	1,814,697	3,422,462	23,351,230
Depreciation / Cap Outlay	51,804	51,804	211,907	48,686	152,833	242,333	152,833	152,833	242,333	152,833	152,601	258,080	349,274	2,220,154
Other Outflows	32,292	32,292	107,956	37,794	46,376	46,376	46,376	46,376	46,376	46,376	46,376	8,376	13,172	556,517
Total Expenses	2,441,625	4,522,614	4,642,141	7,091,821	6,009,869	6,099,369	6,009,869	6,009,869	6,088,683	5,952,815	5,941,700	5,932,026	7,839,332	74,581,734
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	4,316,159	861,643	795,571	1,360,399	1,456,945	1,456,945	578,969	229,125	-	-	-	-	-	11,055,754
Other Assets/Accrual Adj	191,278	(92,572)	(246,547)	(1,111,224)	(467,443)	-	-	-	-	-	-	-	-	(1,726,508)
Fixed Assets - Depreciation Addback	32,117	32,018	74,699	(27,291)	59,866	192,995	103,496	103,496	192,995	103,496	103,264	208,743	-	1,179,893
Fixed Assets - Acquisitions	-	-	129	-	-	-	-	-	-	-	-	-	-	129
Due To (From)	129,008	1,551,226	97,600	(88,004)	(26,255)	-	-	-	-	-	-	-	-	1,663,575
Expenses - Prior Year Accruals	45,112	(2,716)	-	2,716	-	-	-	-	-	-	-	-	-	45,112
Accounts Payable - Current Year	(3,046,819)	(656,275)	(174,584)	(122,630)	39,541	(802,213)	(673,629)	(623,862)	(406,404)	-	-	-	-	(6,466,876)
Summerholdback for Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Current)	(9,167)	(9,167)	(9,167)	(9,167)	-	-	-	-	-	-	-	-	-	(36,668)
Loans Payable (Long Term)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	1,165,494	(1,525,682)	(1,062,865)	766,402	-	-	(9,144)	-	-	(9,144)	-	-	-	(674,939)
Total Other Transactions	1,657,687	1,684,156	(525,164)	771,200	1,062,655	847,727	(308)	(291,242)	(213,409)	94,352	103,264	208,743		5,039,472
Total Change in Cash	374,172	(1,831)	(1,337,164)	1,366,340	(361,225)	(323,380)	3,152,010	(15,134)	874,141	2,934,968	(589,576)	(928,423)		9,050,951
ENDING CASH	25,884,957	25,883,126	24,545,961	25,912,301	25,551,076	25,227,696	28,379,707	28,364,573	29,238,714	32,173,682	31,584,106	30,655,683	<<< = 150 days cash	



2022-23 Monthly Cash Flow (Actuals + Projections)

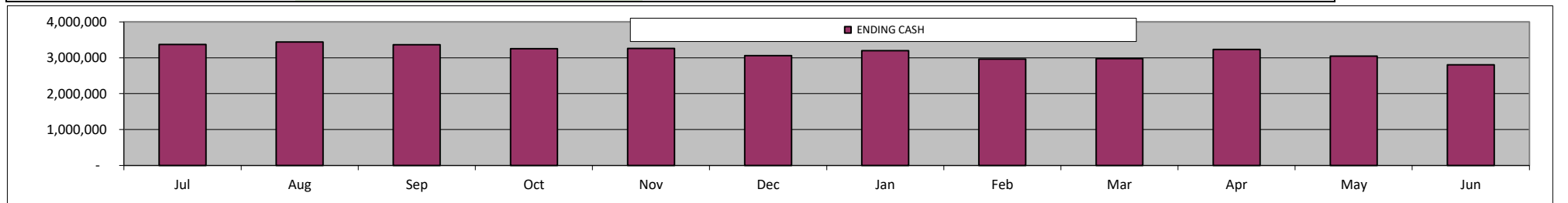
MSA-1	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	4,691,999	5,996,977	5,098,322	4,692,652	5,257,440	4,969,416	4,719,920	5,394,272	5,196,604	5,123,149	5,857,682	5,470,971	5,052,527	
Revenue														
LCFF Entitlement	127,425	529,778	444,949	1,163,973	659,657	659,657	1,158,870	659,657	783,870	1,088,908	589,695	589,695	1,101,860	9,557,995
Federal Revenue	-	-	61,604	52,447	-	-	320,573	-	-	320,573	-	-	611,607	1,366,803
Other State Revenues	36,492	42,528	146,612	112,064	106,758	129,799	401,255	349,020	349,020	401,255	99,796	68,064	878,970	3,121,633
Other Local Revenues	8,546	4,352	162,708	145,761	(5,649)	-	-	-	-	-	-	-	-	315,718
Total Revenue	172,463	576,658	815,873	1,474,245	760,766	789,456	1,880,698	1,008,678	1,132,890	1,810,736	689,491	657,759	2,592,436	14,362,149
Expenses														
Certificated Salaries	82,822	182,118	328,295	330,776	342,141	342,141	342,141	342,141	342,141	342,141	342,141	342,141	444,551	4,105,689
Classified Salaries	35,727	62,994	100,709	101,641	115,263	115,263	115,263	115,263	115,263	115,263	115,263	115,263	159,981	1,383,157
Benefits	92,134	67,103	100,713	213,982	147,211	147,211	147,211	147,211	147,211	147,211	147,211	147,211	221,741	1,873,362
Books and Supplies	-	1,002,729	(753,666)	8,004	51,444	51,444	51,444	51,444	51,444	51,444	51,444	51,444	150	668,766
Services and Operations	185,260	216,710	221,726	559,342	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	664,744	4,804,235
Depreciation / Cap Outlay	19,687	19,687	21,077	21,077	49,337	49,337	49,337	49,337	49,337	49,337	49,337	49,337	115,820	592,048
Other Outflows	-	-	-	2,704	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	2,296	15,000
Total Expenses	415,631	1,551,341	18,855	1,237,526	1,076,203	1,076,203	1,076,203	1,076,203	1,076,203	1,076,203	1,076,203	1,076,203	1,609,284	13,442,257
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	1,131,638	166,399	58,885	352,700	167,393	167,393	-	-	-	-	-	-	-	2,044,407
Other Assets/Accrual Adj	(42,652)	(259,456)	(180,005)	5,434	(253,995)	-	-	-	-	-	-	-	-	(730,675)
Fixed Assets - Depreciation Addback	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Assets - Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Due To (From)	(80,824)	327,710	(107,513)	(24,917)	-	-	-	-	-	-	-	-	-	114,455
Expenses - Prior Year Accruals	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	(620,510)	(97,344)	(22,924)	(10,902)	114,015	(130,143)	(130,143)	(130,143)	(130,143)	(130,143)	-	-	-	(1,158,238)
Summer Holdback for Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	1,160,494	(61,280)	(951,130)	5,755	-	-	-	-	-	-	-	-	-	153,839
Total Other Transactions	1,548,146	76,029	(1,202,689)	328,070	27,413	37,250	(130,143)	(130,143)	(130,143)	-	-	-	-	423,789
Total Change in Cash	1,304,978	(898,654)	(405,671)	564,788	(288,023)	(249,497)	674,353	(197,668)	(73,455)	734,533	(386,711)	(418,443)	-	1,343,681
ENDING CASH	5,996,977	5,098,322	4,692,652	5,257,440	4,969,416	4,719,920	5,394,272	5,196,604	5,123,149	5,857,682	5,470,971	5,052,527	<<< = 137 days cash	



2022-23 Monthly Cash Flow (Actuals + Projections)

MSA-2	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	3,159,968	3,368,754	3,440,547	3,364,163	3,252,669	3,257,471	3,056,786	3,196,000	2,960,331	2,978,489	3,229,171	3,044,195	2,804,978	
Revenue														
LCFF Entitlement	87,854	359,601	301,032	784,677	460,198	460,198	796,730	460,198	551,264	745,438	408,906	408,906	889,642	6,714,645
Federal Revenue	-	-	66,500	-	-	-	-	-	-	-	-	-	899,342	965,842
Other State Revenues	23,986	29,573	96,400	70,401	70,401	85,754	202,437	164,087	164,087	202,437	99,796	-	423,474	1,632,832
Other Local Revenues	4,416	578	4,404	35,574	-	-	-	-	-	-	-	-	(2,854)	42,118
Total Revenue	116,256	389,752	468,336	890,652	530,599	545,952	999,168	624,285	715,351	947,875	508,702	408,906	2,209,603	9,355,437
Expenses														
Certificated Salaries	84,348	120,350	221,945	226,654	231,362	231,362	231,362	231,362	231,362	231,362	231,362	231,362	272,151	2,776,346
Classified Salaries	37,262	69,708	83,592	82,668	79,685	79,685	79,685	79,685	79,685	79,685	79,685	79,685	45,510	956,217
Benefits	77,909	54,228	74,978	156,576	109,170	109,170	109,170	109,170	109,170	109,170	109,170	109,170	72,990	1,310,044
Books and Supplies	1,745	56,999	121,769	28,956	49,070	49,070	49,070	49,070	49,070	49,070	45,555	-	(0)	549,442
Services and Operations	52,975	57,007	66,742	331,619	227,906	227,906	227,906	227,906	227,906	227,906	227,906	227,906	631,187	2,962,779
Depreciation / Cap Outlay	14,973	14,973	11,504	10,465	11,316	11,316	11,316	11,316	11,316	11,316	11,316	4,664	(0)	135,790
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	269,213	373,265	580,530	836,939	708,509	708,509	708,509	708,509	708,509	708,509	704,994	652,787	1,021,836	8,690,618
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	700,459	40,157	60,495	247,462	113,317	113,317	-	-	-	-	-	-	-	1,275,206
Other Assets/Accrual Adj	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Assets - Depreciation Addback	14,973	14,973	11,504	(395,935)	(3,000)	11,316	11,316	11,316	11,316	11,316	11,316	4,664	-	(284,926)
Fixed Assets - Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Due To (From)	-	132,499	-	(35,779)	-	-	-	-	-	-	-	-	-	96,720
Expenses - Prior Year Accruals	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	(337,121)	(79,742)	(36,189)	12,790	72,395	(162,761)	(162,761)	(162,761)	-	-	-	-	-	(856,149)
Summer Holdback for Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	(16,568)	(52,582)	-	6,255	-	-	-	-	-	-	-	-	-	(62,895)
Total Other Transactions	361,743	55,305	35,810	(165,207)	182,712	(38,128)	(151,445)	(151,445)	11,316	11,316	11,316	4,664		167,956
Total Change in Cash	208,786	71,792	(76,384)	(111,494)	4,802	(200,685)	139,214	(235,669)	18,157	250,682	(184,976)	(239,217)		832,776

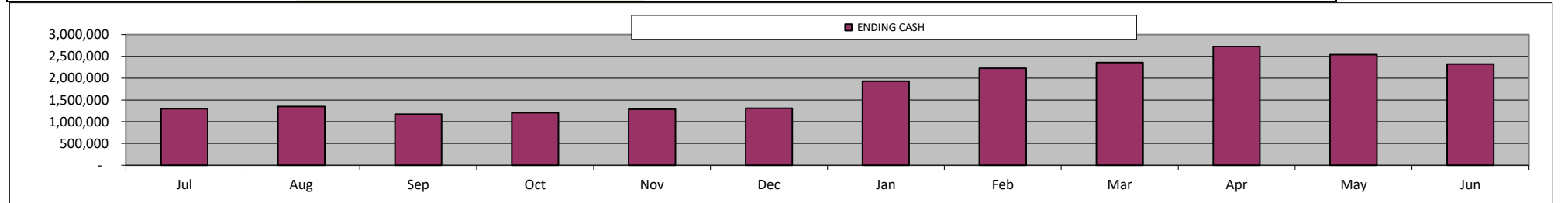
ENDING CASH 3,368,754 3,440,547 3,364,163 3,252,669 3,257,471 3,056,786 3,196,000 2,960,331 2,978,489 3,229,171 3,044,195 2,804,978 <<< = 118 days cash



2022-23 Monthly Cash Flow (Actuals + Projections)

MSA-3	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	1,037,387	1,298,136	1,349,364	1,172,391	1,208,281	1,287,620	1,311,769	1,930,224	2,223,714	2,357,226	2,726,094	2,539,546	2,321,267	
Revenue														
LCFF Entitlement	67,410	266,359	221,419	583,100	348,647	348,647	605,097	348,647	417,793	566,151	309,701	309,701	689,633	5,082,307
Federal Revenue	-	-	-	40	-	-	39,920	-	-	39,920	-	-	126,845	206,725
Other State Revenues	20,497	19,969	83,349	81,337	54,752	68,274	366,209	337,615	337,615	366,209	99,796	68,064	836,700	2,740,387
Other Local Revenues	3,772	-	679	7,605	1,163	1,163	1,163	1,163	1,163	1,163	1,163	1,163	4,712	26,069
Total Revenue	91,679	286,328	305,447	672,082	404,562	418,084	1,012,389	687,425	756,571	973,443	410,660	378,928	1,657,890	8,055,488
Expenses														
Certificated Salaries	53,604	108,277	208,965	209,123	226,669	226,669	226,669	226,669	226,669	226,669	226,669	226,669	326,708	2,720,029
Classified Salaries	23,619	49,045	72,772	72,623	70,150	70,150	70,150	70,150	70,150	70,150	70,150	70,150	62,541	841,799
Benefits	64,599	31,621	45,481	194,660	108,925	108,925	108,925	108,925	108,925	108,925	108,925	108,925	99,339	1,307,100
Books and Supplies	-	36,397	91,729	45,471	25,852	25,852	25,852	25,852	25,852	7,368	0	0	(0)	310,227
Services and Operations	58,511	42,819	83,696	267,691	191,463	191,463	191,463	191,463	191,463	191,463	191,463	191,463	313,136	2,297,556
Depreciation / Cap Outlay	9,917	9,917	9,917	9,917	9,917	9,917	9,917	9,917	9,917	9,917	9,917	9,917	(0)	119,002
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	210,249	278,076	512,559	799,485	632,976	632,976	632,976	632,976	632,976	614,492	607,124	607,124	801,723	7,595,713
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals														-
Accounts Receivable - Current Year	610,026	158,591	89,886	141,812	229,125	229,125	229,125	229,125						1,916,814
Other Assets/Accrual Adj			808											808
Fixed Assets - Depreciation Addback	9,917	9,917	9,917	9,917	9,917	9,917	9,917	9,917	9,917	9,917	9,917	9,917		119,002
Fixed Assets - Acquisitions														-
Due To (From)		142,554	200	(19,819)	-	-	-	-	-	-	-	-		122,935
Expenses - Prior Year Accruals														-
Accounts Payable - Current Year	(229,442)	(256,032)	(70,179)	27,630	68,711									(459,311)
Summer Holdback for Teachers														-
Loans Payable (Current)														-
Loans Payable (Long Term)														-
Other	(11,182)	(12,054)	(492)	3,753										(19,975)
Total Other Transactions	379,319	42,976	30,139	163,293	307,753	239,042	239,042	239,042	9,917	9,917	9,917	9,917		1,680,272
Total Change in Cash	260,749	51,228	(176,973)	35,890	79,339	24,149	618,455	293,490	133,511	368,868	(186,547)	(218,279)		2,140,047

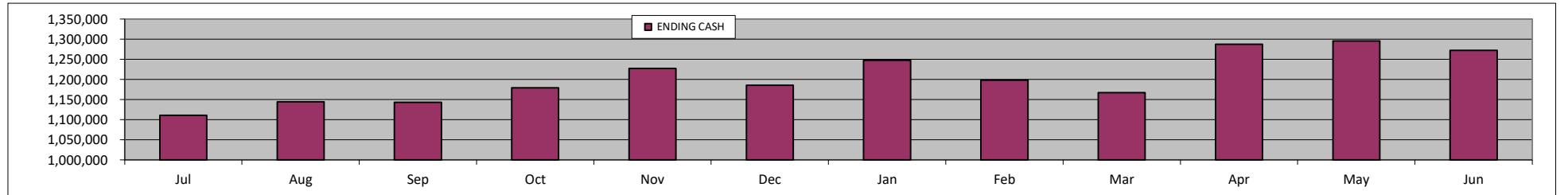
ENDING CASH	1,298,136	1,349,364	1,172,391	1,208,281	1,287,620	1,311,769	1,930,224	2,223,714	2,357,226	2,726,094	2,539,546	2,321,267	<<< = 112 days cash
--------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	---------------------



2022-23 Monthly Cash Flow (Actuals + Projections)

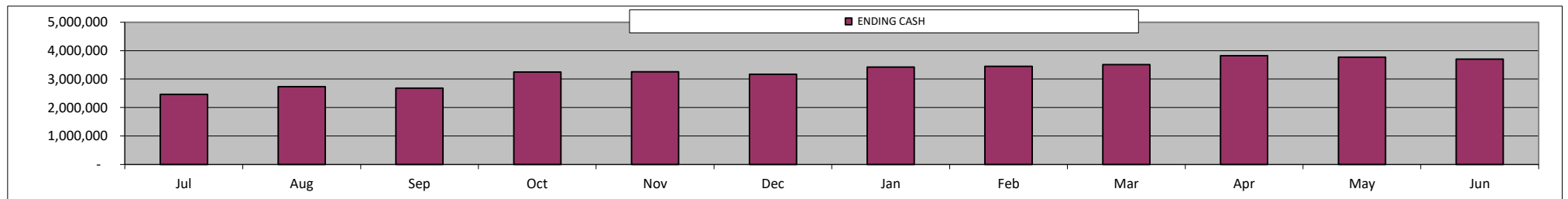
MSA-4	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	1,105,035	1,110,836	1,144,231	1,143,000	1,178,931	1,227,348	1,185,211	1,247,667	1,198,277	1,167,242	1,287,335	1,295,582	1,272,097	
Revenue														
LCFF Entitlement	18,126	81,026	68,943	176,563	108,695	108,695	180,495	108,695	127,051	170,156	98,356	98,356	126,385	1,471,542
Federal Revenue	1,400	2,800	1,866	1,879	1,918	1,918	35,162	1,918	1,918	35,162	1,918	1,918	35,162	124,940
Other State Revenues	8,387	11,200	49,466	22,241	7,972	12,912	106,599	99,796	99,796	106,599	99,796	68,064	102,352	795,180
Other Local Revenues	1,187	59	-	2,358	11,966	11,966	11,966	11,966	11,966	11,966	11,966	11,966	8,558	107,893
Total Revenue	29,100	95,085	122,141	203,041	130,552	135,492	334,222	222,376	240,731	323,883	212,037	180,305	272,458	2,501,422
Expenses														
Certificated Salaries	24,375	51,352	92,671	91,492	87,907	87,907	87,907	87,907	87,907	87,907	87,907	87,907	59,451	1,022,600
Classified Salaries	7,333	14,719	18,768	17,629	17,153	17,153	17,153	17,153	17,153	17,153	17,153	17,153	-	195,675
Benefits	28,471	17,888	24,364	56,032	36,594	36,594	36,594	36,594	36,594	36,594	36,594	36,594	36,594	456,098
Books and Supplies	632	8,051	8,950	12,567	6,003	6,003	6,003	6,003	6,003	6,003	6,003	6,003	6,003	84,232
Services and Operations	31,907	48,043	33,868	37,691	56,132	56,132	56,132	56,132	56,132	56,132	56,132	56,132	56,132	656,697
Depreciation / Cap Outlay	-	-	10,968	-	-	10,968	-	-	10,968	-	-	-	5,036	37,940
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	92,718	140,053	189,591	215,410	203,790	214,758	203,790	203,790	214,758	203,790	203,790	203,790	163,216	2,453,242
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals														-
Accounts Receivable - Current Year	176,804	55,544	74,886	49,922	94,137	94,137								545,430
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback	-	-	10,968	-	-	10,968	-	-	10,968	-	-	-	-	32,904
Fixed Assets - Acquisitions														-
Due To (From)		58,002	-	(2,358)										55,644
Expenses - Prior Year Accruals	644													644
Accounts Payable - Current Year	(103,278)	(35,183)	(19,636)	736	27,519	(67,976)	(67,976)	(67,976)	(67,976)					(401,746)
Summer Holdback for Teachers	-	-	-	-										-
Loans Payable (Current)														-
Loans Payable (Long Term)														-
Other	(4,751)			11,986										7,235
Total Other Transactions	69,419	78,363	66,218	48,300	121,656	37,129	(67,976)	(67,976)	(57,008)	-	-	-	-	240,110
Total Change in Cash	5,801	33,395	(1,231)	35,931	48,418	(42,137)	62,456	(49,391)	(31,035)	120,094	8,247	(23,485)		288,290

ENDING CASH 1,110,836 1,144,231 1,143,000 1,178,931 1,227,348 1,185,211 1,247,667 1,198,277 1,167,242 1,287,335 1,295,582 1,272,097 <<< = 189 days cash



2022-23 Monthly Cash Flow (Actuals + Projections)

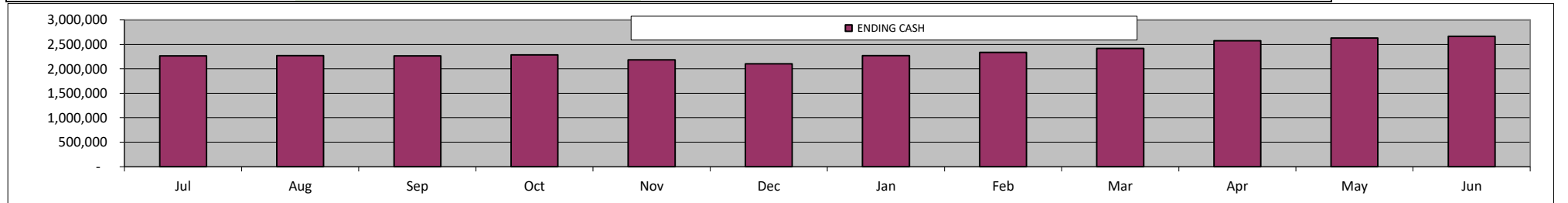
MSA-5	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	2,309,366	2,464,460	2,736,657	2,683,561	3,248,164	3,259,451	3,165,377	3,421,216	3,444,091	3,506,975	3,819,348	3,773,715	3,696,351	
Revenue														
LCFF Entitlement	41,830	174,825	146,937	378,663	230,116	230,116	388,911	230,116	270,125	366,376	207,581	207,581	416,181	3,289,356
Federal Revenue	-	-	3,440	32,490	-	-	111,884	-	-	111,884	-	-	245,813	505,512
Other State Revenues	11,917	13,256	64,563	49,403	34,405	42,397	241,360	223,498	223,498	241,360	99,796	68,064	496,032	1,809,549
Other Local Revenues	2,263	-	720	13,011	2,476	2,476	2,476	2,476	2,476	1,339	0	0	(0)	29,714
Total Revenue	56,010	188,081	215,660	473,567	266,997	274,989	744,631	456,090	496,099	720,960	307,377	275,645	1,158,026	5,634,132
Expenses														
Certificated Salaries	32,740	76,084	140,034	153,498	138,661	138,661	138,661	138,661	138,661	138,661	138,661	138,661	152,290	1,663,936
Classified Salaries	21,638	26,672	44,777	42,544	40,726	40,726	40,726	40,726	40,726	40,726	40,726	40,726	27,274	488,716
Benefits	41,485	26,807	43,518	103,004	61,806	61,806	61,806	61,806	61,806	61,806	61,806	61,806	78,918	788,184
Books and Supplies	(0)	21,948	27,152	14,041	16,651	16,651	16,651	16,651	16,651	16,651	16,651	16,651	20,116	216,467
Services and Operations	31,222	37,094	45,436	80,267	95,164	95,164	95,164	95,164	95,164	95,164	95,164	95,164	281,800	1,237,130
Depreciation / Cap Outlay	7,227	7,227	7,227	7,227	6,988	6,988	6,988	6,988	6,988	6,988	6,756	6,265	0	83,857
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	134,312	195,833	308,143	400,581	359,997	359,997	359,997	359,997	359,997	359,997	359,765	359,274	560,397	4,478,290
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals														-
Accounts Receivable - Current Year	365,921	6,059	74,143	74,620	64,152	64,152								649,047
Other Assets/Accrual Adj			2,857	17										2,874
Fixed Assets - Depreciation Addback	7,227	7,128	(17,134)	358,727	(7,571)	6,988	6,988	6,988	6,988	6,988	6,756	6,265		396,338
Fixed Assets - Acquisitions														-
Due To (From)		300,690	294	48,679										349,663
Expenses - Prior Year Accruals														-
Accounts Payable - Current Year	(131,862)	(27,096)	(68,747)	(6,702)	47,706	(80,205)	(80,205)	(80,205)	(80,205)	(80,205)				(507,523)
Summer Holdback for Teachers														-
Loans Payable (Current)					-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)					-	-	-	-	-	-	-	-	-	-
Other	(7,889)	(6,832)	47,973	16,277			(55,578)			(55,578)				(61,627)
Total Other Transactions	233,397	279,949	39,386	491,617	104,287	(9,065)	(128,795)	(73,217)	(73,217)	(48,590)	6,756	6,265		828,772
Total Change in Cash	155,094	272,197	(53,096)	564,603	11,286	(94,073)	255,839	22,875	62,884	312,372	(45,632)	(77,364)		1,984,613
ENDING CASH	2,464,460	2,736,657	2,683,561	3,248,164	3,259,451	3,165,377	3,421,216	3,444,091	3,506,975	3,819,348	3,773,715	3,696,351	<<< = 301 days cash	



2022-23 Monthly Cash Flow (Actuals + Projections)

MSA-6	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	2,434,523	2,263,599	2,270,909	2,262,799	2,284,566	2,184,630	2,101,033	2,268,789	2,333,807	2,414,685	2,575,949	2,632,033	2,664,433	
Revenue														
LCFF Entitlement	29,250	56,853	47,102	107,501	76,660	76,660	129,605	76,660	92,521	120,672	67,727	67,727	114,318	1,063,255
Federal Revenue	2,258	2,261	1,506	391	1,921	1,921	47,325	1,921	1,921	47,325	1,921	1,921	45,404	157,997
Other State Revenues	9,038	11,538	13,178	22,681	11,264	12,849	183,534	176,704	176,704	183,534	176,704	151,098	173,622	1,302,449
Other Local Revenues	1,086	144	-	2,965	7,829	7,829	7,829	7,829	7,829	7,829	7,829	7,829	29,322	96,150
Total Revenue	41,632	70,796	61,786	133,538	97,675	99,260	415,619	263,115	278,976	359,360	254,181	230,496	360,744	2,667,177
Expenses														
Certificated Salaries	12,431	36,740	61,342	61,109	70,202	70,202	70,202	70,202	70,202	70,202	70,202	70,202	51,488	784,729
Classified Salaries	10,028	15,216	21,561	21,427	18,826	18,826	18,826	18,826	18,826	18,826	18,826	18,826	-	218,838
Benefits	16,655	13,914	19,692	40,741	28,788	28,788	28,788	28,788	28,788	28,788	28,788	28,788	28,788	350,098
Books and Supplies	0	8,184	26,643	2,903	8,434	8,434	8,434	8,434	8,434	8,434	8,434	8,434	8,434	113,639
Services and Operations	26,031	63,086	26,717	25,842	71,846	71,846	71,846	71,846	71,846	71,846	71,846	71,846	71,846	788,291
Depreciation / Cap Outlay	-	-	9,055	-	-	9,055	-	-	9,055	-	-	5,828	-	32,993
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	65,145	137,141	165,009	152,023	198,097	207,152	198,097	198,097	207,152	198,097	198,097	203,925	160,557	2,288,588
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals														-
Accounts Receivable - Current Year	73,278	62,018	85,805	26,563	65,007	65,007								377,677
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback	-	-	9,055	-	(14,754)	9,055	-	-	9,055	-	-	5,828		18,239
Fixed Assets - Acquisitions														-
Due To (From)		22,920		(2,965)										19,955
Expenses - Prior Year Accruals	521													521
Accounts Payable - Current Year	(218,452)	1,017	253	5,673	(49,766)	(49,766)	(49,766)							(360,808)
Summer Holdback for Teachers	-	-	-	-										-
Loans Payable (Current)					-	-		-	-	-	-	-		-
Loans Payable (Long Term)					-	-		-	-	-	-	-		-
Other	(2,758)	(12,300)		10,981										(4,077)
Total Other Transactions	(147,411)	73,655	95,113	40,252	486	24,295	(49,766)	-	9,055	-	-	5,828	-	-
Total Change in Cash	(170,924)	7,310	(8,110)	21,767	(99,936)	(83,597)	167,756	65,018	80,879	161,263	56,084	32,400	-	71,048

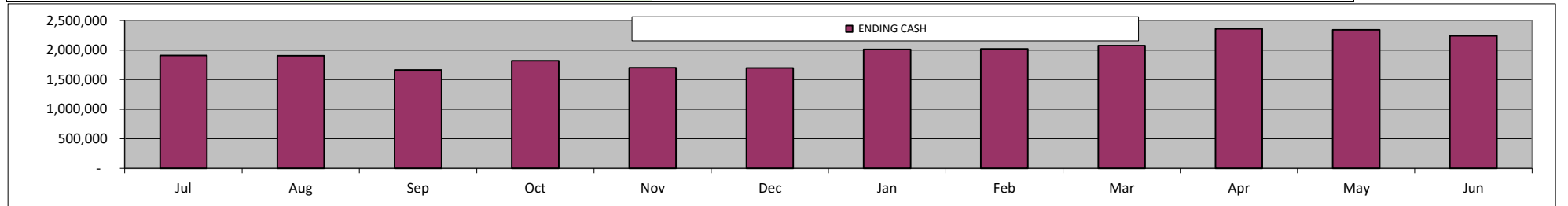
ENDING CASH 2,263,599 2,270,909 2,262,799 2,284,566 2,184,630 2,101,033 2,268,789 2,333,807 2,414,685 2,575,949 2,632,033 2,664,433 <<< = 425 days cash



2022-23 Monthly Cash Flow (Actuals + Projections)

MSA-7	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	1,776,073	1,910,942	1,906,461	1,664,069	1,820,884	1,702,761	1,698,525	2,011,243	2,019,645	2,074,739	2,361,158	2,343,262	2,240,191	
Revenue														
LCFF Entitlement	48,650	191,686	159,252	405,383	232,568	232,568	403,190	232,568	279,259	376,891	206,269	206,269	368,714	3,343,269
Federal Revenue	3,757	7,516	6,237	5,031	5,350	5,350	119,306	5,350	5,350	119,306	5,350	5,350	113,956	407,208
Other State Revenues	15,031	58,331	71,795	93,788	63,485	68,067	190,352	170,614	170,614	190,352	170,614	85,440	180,090	1,528,573
Other Local Revenues	3,323	151	1,710	8,364	27,348	27,348	27,348	27,348	27,348	27,348	27,348	27,348	37,699	270,033
Total Revenue	70,761	257,684	238,994	512,566	328,751	333,333	740,196	435,880	482,572	713,898	409,582	324,408	700,458	5,549,083
Expenses														
Certificated Salaries	28,639	76,105	134,715	135,409	131,923	131,923	131,923	131,923	131,923	131,923	131,923	131,923	152,824	1,583,076
Classified Salaries	17,346	36,726	51,974	47,306	57,239	57,239	57,239	57,239	57,239	57,239	57,239	57,239	75,604	686,868
Benefits	41,477	32,249	44,948	96,833	58,840	58,840	58,840	58,840	58,840	58,840	58,840	58,840	63,407	749,634
Books and Supplies	4,460	45,017	23,745	25,315	17,295	17,295	17,295	17,295	17,295	17,295	17,295	17,295	17,295	254,189
Services and Operations	85,342	98,865	196,032	306,554	162,181	162,181	162,181	162,181	162,181	162,181	162,181	162,181	162,181	2,146,424
Depreciation / Cap Outlay	-	-	19,088	-	-	19,088	-	-	19,088	-	-	62,561	-	119,824
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	177,264	288,962	470,501	611,416	427,478	446,566	427,478	427,478	446,566	427,478	427,478	490,039	471,310	5,540,015
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals														-
Accounts Receivable - Current Year	420,565	90,552	41,097	136,597	121,896	121,896								932,604
Other Assets/Accrual Adj	(14,500)		(51,126)	(31,582)	(109,305)									(206,514)
Fixed Assets - Depreciation Addback						19,088			19,088			62,561		100,736
Fixed Assets - Acquisitions														-
Due To (From)	5,460		30,014	(8,084)										27,390
Expenses - Prior Year Accruals	22,475													22,475
Accounts Payable - Current Year	(183,743)	(55,281)	(30,870)	922	(31,988)	(31,988)								(332,947)
Summer Holdback for Teachers														-
Loans Payable (Current)														-
Loans Payable (Long Term)														-
Other	(8,885)	(8,474)		157,812										140,453
Total Other Transactions	241,372	26,797	(10,885)	255,665	(19,397)	108,997	-	-	19,088	-	-	62,561	-	684,198
Total Change in Cash	134,869	(4,481)	(242,392)	156,816	(118,123)	(4,236)	312,718	8,402	55,093	286,419	(17,896)	(103,070)	-	693,266

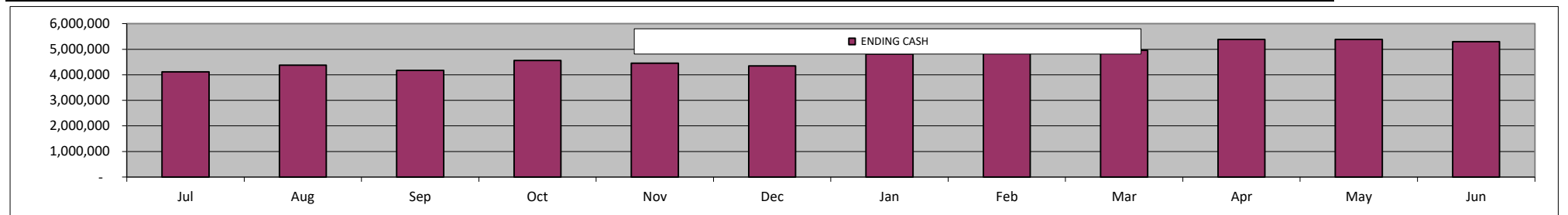
ENDING CASH	1,910,942	1,906,461	1,664,069	1,820,884	1,702,761	1,698,525	2,011,243	2,019,645	2,074,739	2,361,158	2,343,262	2,240,191	<<< = 148 days cash	
--------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	---------------------	--



2022-23 Monthly Cash Flow (Actuals + Projections)

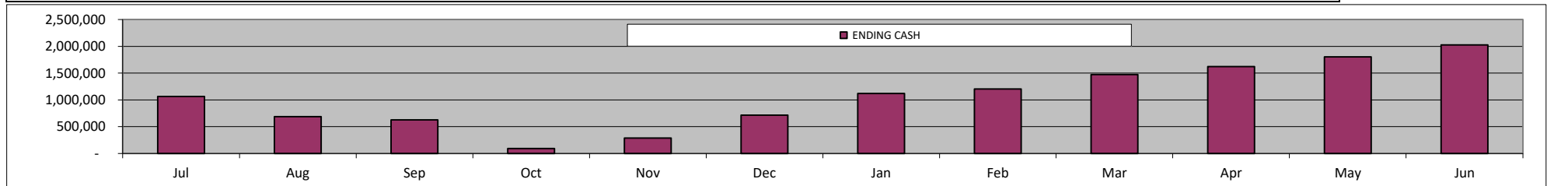
MSA-8	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	3,937,972	4,118,480	4,376,077	4,170,273	4,561,339	4,452,966	4,351,301	4,808,934	4,849,542	4,958,583	5,377,671	5,379,734	5,294,979	
Revenue														
LCFF Entitlement	67,638	258,296	213,204	557,153	327,681	327,681	573,215	327,681	396,114	534,670	289,136	289,136	626,456	4,788,062
Federal Revenue	5,223	10,450	6,964	7,011	8,042	8,042	150,638	8,042	8,042	150,638	8,042	8,042	142,597	521,771
Other State Revenues	20,897	51,580	48,303	91,120	36,941	43,649	271,377	242,483	242,483	271,377	242,483	124,065	245,062	1,931,821
Other Local Revenues	3,627	-	-	15,237	39,225	39,225	39,225	39,225	39,225	39,225	39,225	39,225	50,535	383,195
Total Revenue	97,385	320,326	268,471	670,521	411,888	418,596	1,034,455	617,430	685,863	995,911	578,886	460,468	1,064,649	7,624,849
Expenses														
Certificated Salaries	47,105	112,672	197,406	199,962	201,616	201,616	201,616	201,616	201,616	201,616	201,616	201,616	249,320	2,419,395
Classified Salaries	34,700	57,794	89,397	89,930	75,549	75,549	75,549	75,549	75,549	75,549	75,549	75,549	30,375	906,586
Benefits	59,656	45,118	67,011	137,050	89,210	89,210	89,210	89,210	89,210	89,210	89,210	89,210	113,737	1,136,249
Books and Supplies	7,985	62,767	109,725	25,921	34,960	34,960	34,960	34,960	34,960	34,960	3,361	3,361	0	454,478
Services and Operations	39,290	54,293	68,764	225,975	175,488	175,488	175,488	175,488	175,488	175,488	175,488	175,488	489,115	2,281,338
Depreciation / Cap Outlay	-	-	50,389	-	-	50,389	-	-	50,389	-	-	44,234	-	195,400
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	188,735	332,644	582,692	678,838	576,822	627,211	576,822	576,822	627,211	576,822	576,822	589,457	882,546	7,393,445
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals														-
Accounts Receivable - Current Year	589,789	223,255	135,688	117,872	153,159	153,159								1,372,922
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback	-	-	50,389	-	-	50,389	-	-	50,389	-	-	44,234	-	195,400
Fixed Assets - Acquisitions														-
Due To (From)		148,499		102,319										250,818
Expenses - Prior Year Accruals	274	(2,716)		2,716										274
Accounts Payable - Current Year	(305,449)	(84,225)	(83,053)	(7,110)	(96,597)	(96,597)								(673,031)
Summer Holdback for Teachers														-
Loans Payable (Current)					-	-			-	-	-	-	-	-
Loans Payable (Long Term)					-	-			-	-	-	-	-	-
Other	(12,756)	(14,898)	5,393	183,586										161,325
Total Other Transactions	271,858	269,915	108,417	399,383	56,561	106,950	-	-	50,389	-	-	44,234	-	1,307,706
Total Change in Cash	180,508	257,597	(205,804)	391,065	(108,373)	(101,665)	457,633	40,608	109,041	419,088	2,063	(84,756)	-	1,539,110

ENDING CASH	4,118,480	4,376,077	4,170,273	4,561,339	4,452,966	4,351,301	4,808,934	4,849,542	4,958,583	5,377,671	5,379,734	5,294,979	<<< = 261 days cash
--------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	---------------------



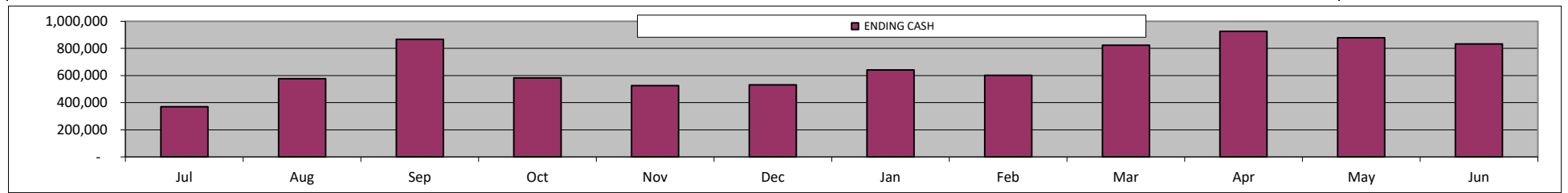
2022-23 Monthly Cash Flow (Actuals + Projections)

MSA-SA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	1,027,065	1,063,848	686,620	625,855	92,785	288,773	717,472	1,122,845	1,202,975	1,472,796	1,623,423	1,806,665	2,027,908	
Revenue														
LCFF Entitlement	330,840	330,840	619,651	595,513	598,003	622,141	598,003	598,003	623,966	596,975	596,975	596,975	36,629	6,744,512
Federal Revenue	-	-	41,678	20,896	-	152,785	-	-	152,785	-	-	-	303,985	672,130
Other State Revenues	49,796	48,065	149,209	129,529	129,529	143,485	367,373	329,698	367,373	329,698	329,698	329,698	334,339	3,037,490
Other Local Revenues	6,618	22,322	4,632	13,143	-	8,014	8,014	-	8,014	8,014	8,014	8,014	1,371	96,174
Total Revenue	387,254	401,227	815,170	759,081	727,532	926,425	973,390	927,701	1,114,464	972,362	934,687	934,687	676,324	10,550,305
Expenses														
Certificated Salaries	87,958	175,675	314,214	316,805	304,490	304,490	304,490	304,490	304,490	304,490	304,490	304,490	323,310	3,653,886
Classified Salaries	28,282	37,867	62,824	67,823	70,922	70,922	70,922	70,922	70,922	70,922	70,922	70,922	86,893	851,067
Benefits	89,749	54,239	84,185	178,571	127,145	127,145	127,145	127,145	127,145	127,145	127,145	127,145	195,171	1,619,078
Books and Supplies	-	39,726	110,636	54,620	25,257	25,257	25,257	25,257	22,330	(0)	(0)	(0)	(0)	328,337
Services and Operations	50,440	78,702	154,961	352,348	204,010	204,010	204,010	204,010	204,010	204,010	204,010	204,010	383,600	2,652,132
Depreciation / Cap Outlay	-	-	54,752	-	68,096	68,096	68,096	68,096	68,096	68,096	68,096	68,096	217,631	817,151
Other Outflows	32,292	32,292	107,956	33,697	44,876	44,876	44,876	44,876	44,876	44,876	44,876	6,876	11,269	538,517
Total Expenses	288,720	418,500	889,528	1,003,866	844,797	844,797	844,797	844,797	841,870	819,540	819,540	781,540	1,217,874	10,460,169
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable	14,294	36,762	132,147	520,187	349,844	349,844	349,844	-	-	-	-	-	-	1,752,921
Other Assets/Accrual Adj	411,540	(68,886)	(116,115)	(649,776)	(104,143)	-	-	-	-	-	-	-	-	(527,380)
Fixed Assets - Depreciation Addback	-	-	-	-	68,096	68,096	68,096	68,096	68,096	68,096	68,096	68,096	68,096	544,767
Fixed Assets - Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Due To (From)	-	-	52,887	(51,917)	-	-	-	-	-	-	-	-	-	970
Expenses - Prior Year Accruals	1,685	-	-	-	-	-	-	-	-	-	-	-	-	1,685
Accounts Payable - Current Year	(462,799)	(25,570)	74,261	(27,320)	(545)	(70,869)	(70,869)	(70,869)	(70,869)	(70,869)	(70,869)	(70,869)	(725,450)	
Summer Holdback for Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Current)	(9,167)	(9,167)	(9,167)	(9,167)	-	-	-	-	-	-	-	-	-	(36,668)
Loans Payable (Long Term)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	(17,304)	(293,095)	(120,418)	(70,290)	-	-	(70,290)	-	-	(70,290)	-	-	-	(641,689)
Total Other Transactions	(61,751)	(359,956)	13,594	(288,284)	313,251	347,071	276,780	(2,773)	(2,773)	(2,195)	68,096	68,096		369,156
Total Change in Cash	36,783	(377,228)	(60,764)	(533,069)	195,986	428,699	405,373	80,130	269,820	150,627	183,243	221,243		459,293
ENDING CASH	1,063,848	686,620	625,856	92,787	288,773	717,472	1,122,845	1,202,975	1,472,796	1,623,423	1,806,665	2,027,908	<<< = 71 days cash	



2022-23 Monthly Cash Flow (Actuals + Projections)

MSA-SD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	552,871	369,569	576,206	867,589	582,181	526,312	530,452	640,470	602,017	822,682	925,124	879,095	833,066	
Revenue														
LCFF Entitlement	56,311	229,745	467,834	332,605	339,564	359,170	339,564	339,564	536,251	239,824	239,824	239,824	470,601	4,190,681
Federal Revenue	-	521	78	13	-	33,031	-	-	33,031	-	-	-	117,225	183,899
Other State Revenues	15,827	17,787	44,749	44,692	29,692	37,062	177,769	146,023	146,023	177,769	146,023	146,023	149,406	1,278,845
Other Local Revenues	11,564	585	200	5,274	4,583	4,583	4,583	4,583	4,583	4,583	4,583	4,583	711	55,001
Total Revenue	83,702	248,638	512,861	382,584	373,840	433,847	521,917	490,170	719,889	422,176	390,430	390,430	737,942	5,708,427
Expenses														
Certificated Salaries	62,853	89,714	167,913	167,842	172,306	172,306	172,306	172,306	172,306	172,306	172,306	172,306	200,900	2,067,667
Classified Salaries	10,069	26,647	30,754	26,030	29,078	29,078	29,078	29,078	29,078	29,078	29,078	29,078	22,810	348,931
Benefits	27,638	29,405	42,529	90,127	69,939	69,939	69,939	69,939	69,939	69,939	69,939	69,939	90,056	839,267
Books and Supplies	(0)	25,266	68,759	6,925	13,313	13,313	13,313	13,313	5,554	-	-	-	0	159,756
Services and Operations	109,237	94,941	102,143	245,457	164,887	164,887	164,887	164,887	164,887	164,887	164,887	164,887	272,658	2,143,532
Depreciation / Cap Outlay	-	-	17,801	-	7,107	7,107	7,107	7,107	7,107	7,107	7,107	7,107	10,629	85,290
Other Outflows	-	-	-	886	250	250	250	250	250	250	250	250	114	3,000
Total Expenses	209,797	265,974	429,898	537,266	456,880	456,880	456,880	456,880	449,121	443,567	443,567	443,567	597,169	5,647,442
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals														-
Accounts Receivable - Current Year	233,385	22,306	42,540	215,198	98,916	98,916								711,260
Other Assets/Accrual Adj	(163,110)	235,770	97,035	(435,316)										(265,621)
Fixed Assets - Depreciation Addback					7,107	7,107	7,107	7,107	7,107	7,107	7,107	7,107		56,860
Fixed Assets - Acquisitions														-
Due To (From)			40,241	(44,295)										(4,054)
Expenses - Prior Year Accruals	1,158													1,158
Accounts Payable - Current Year	(221,193)	(34,103)	28,605	16,961	(78,851)	(78,851)	(78,851)	(78,851)	(57,211)					(582,345)
Loans Payable (Current)					-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)					-	-	-	-	-	-	-	-	-	-
Other	92,552			116,724			116,724			116,724				442,726
Total Other Transactions	(57,208)	223,973	208,421	(130,727)	27,172	27,172	44,981	(71,744)	(50,103)	123,832	7,107	7,107		359,984
Total Change in Cash	(183,302)	206,637	291,384	(285,409)	(55,868)	4,139	110,018	(38,453)	220,665	102,442	(46,029)	(46,029)		420,968
ENDING CASH	369,569	576,206	867,589	582,181	526,312	530,452	640,470	602,017	822,682	925,124	879,095	833,066		<<<= 54 days cash



2022-23 Monthly Cash Flow (Actuals + Projections)

MERF	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	3,478,526	3,084,850	1,937,543	1,541,287	2,054,753	2,024,020	2,019,542	2,015,065	2,010,587	2,039,166	2,067,745	2,096,324	2,124,904	
Revenue														
LCFF Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other State Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Local Revenues	11,868	2,052	7,267	1,515,084	552,828	552,828	552,828	552,828	552,828	552,828	552,828	552,828	675,041	6,633,935
Total Revenue	11,868	2,052	7,267	1,515,084	552,828	552,828	552,828	552,828	552,828	552,828	552,828	552,828	675,041	6,633,935
Expenses														
Certificated Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Classified Salaries	151,646	306,329	303,969	311,442	322,904	322,904	322,904	322,904	322,904	322,904	322,904	322,904	218,231	3,874,852
Benefits	91,317	63,459	61,492	129,821	105,281	105,281	105,281	105,281	105,281	105,281	105,281	105,281	75,035	1,263,376
Books and Supplies	55	87,163	36,714	(16,621)	-	-	-	-	-	-	-	-	(35,561)	71,750
Services and Operations	146,823	83,876	92,531	193,320	96,063	96,063	96,063	96,063	96,063	96,063	96,063	96,063	96,063	1,381,117
Depreciation / Cap Outlay	-	-	129	-	72	72	72	72	72	72	72	72	157	859
Other Outflows	-	-	-	507	-	-	-	-	-	-	-	-	(507)	-
Total Expenses	389,841	540,827	494,835	618,470	524,320	524,320	524,320	524,320	524,320	524,320	524,320	524,320	353,419	6,591,954
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals														-
Accounts Receivable - Current Year				(522,535)										(522,535)
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback					72	72	72	72	72	72	72	72	72	573
Fixed Assets - Acquisitions			129											129
Due To (From) Other Funds	204,372	418,352	81,477	(48,867)	(26,255)									629,079
Expenses - Prior Year Accruals	18,355													18,355
Accounts Payable - Current Year	(232,970)	37,284	53,895	(135,309)	(33,057)	(33,057)	(33,057)	(33,057)						(409,328)
Summer Holdback for Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Current)					-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)					-	-	-	-	-	-	-	-	-	-
Other	(5,459)	(1,064,167)	(44,191)	323,563										(790,254)
Total Other Transactions	(15,702)	(608,531)	91,311	(383,148)	(59,240)	(32,985)	(32,985)	(32,985)	72	72	72	72		(1,073,980)
Total Change in Cash	(393,676)	(1,147,307)	(396,257)	513,466	(30,732)	(4,478)	(4,478)	(4,478)	28,579	28,579	28,579	28,579		(1,031,999)

ENDING CASH	3,084,850	1,937,543	1,541,287	2,054,753	2,024,020	2,019,542	2,015,065	2,010,587	2,039,166	2,067,745	2,096,324	2,124,904	<<< = 118 days cash	
--------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	---------------------	--

