

ITEM#: 5
DATE: August 14, 2018

RESCUE UNION SCHOOL DISTRICT

AGENDA ITEM: 2018-19 Budget Update – 45 Day Budget Revision

BACKGROUND:

Education Code Section 42127(h) calls for the public review, within 45 days, of any budget revisions that the local agency decides to make based upon the enactment of the State Budget.

STATUS:

The Fiscal Year 2018-19 Budget presents the budgetary goals of the Rescue Union School District. The District is projecting budget deficits in the adopted budget and the two subsequent years. Although, the Fiscal Year 2018-19 Budget shows the District is able to meet its financial obligations for the current and two subsequent years; however, the District's reserves will be used to meet the budget shortfall.

Additionally, since the creation of the budget, the State budget has been finalized. Two major items of adjustment are the one-time funds being reduced creating a decrease of \$620k, and an increase of the COLA to 3.7% which is an ongoing increase of \$195k.

A complete budget update will be presented to the Board in December during 1st interim.

FISCAL IMPACT:

On-going revenues will be increased by \$195k, and one-time revenues will decrease by \$620k for the 2018-19 budget due to the final state budget agreement.

BOARD GOAL:

Board Focus Goal II – FISCAL ACCOUNTABILITY:

Keep the district fiscally solvent through prudent budget processes in order to meet the needs of our students.

RECOMMENDATION:

The District Staff recommends the Board of Trustees review the changes to the Rescue USD budget for 2018-19 due to the adoption of the state budget.



Rescue Union School District 2018-19 Adopted Budget Governor's Budget Update August 14, 2018

Board of Trustees

Nancy Brownell, President Kim White, Vice-President Suzanna George, Clerk
Stephanie Kent, Member Tagg Neal, Member



Rescue USD Budget Information and Timelines

- Legally required to adopt a budget by July 1, 2018
 - ⊕ This presentation is a user-friendly summary of the budget proposed for adoption.
 - ⊕ Documents in official “SACS” format included.
- Provides an updated budget for the 2017-18 year – June Update
- Creates an adopted budget for 2018-19 based upon the Governor’s May State Budget Proposal, Legislative Analyst's Office, and current law
- Financial Cycle for 2018-19
 - ⊕ **If material changes due to state budget**
 - Revise budget 45 days later
 - ⊕ First Interim Budget - December 2018
 - ⊕ Second Interim Budget - March 2019
 - ⊕ June Budget Update – June 2019
 - ⊕ Final Actual Financials – September 2019
 - ⊕ Audit Report – December 2019



Updated Budget Items of Note

- The State budgeted included funding the Local Control Funding Formula (LCFF) at a COLA of 3.7%, but less one-time funds.
 - ⊕ At adoption, assumed COLA of 3%, increase to 3.7% creates additional ongoing funds of \$195k
 - ⊕ One-time funds of \$344/ADA was lowered to \$168/ADA a one-time decrease of \$620k
 - ⊕ State budget changes create larger deficit in 18-19 but help with ongoing deficit due to COLA increase.
- Current enrollment projection is up from adopted budget and projecting only a loss of 56 students from end of 17-18
 - ⊕ At budget adoption, projection was loss of 185 students
 - ⊕ District is still in decline so additional ADA may not impact budget until 19-20
 - ⊕ Additional certificated staffing of 2 FTE was added due to revised student projections.



RUSD Enrollment History

(Revised Projection for 2018-19)

	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	Change over previous year
2018-19	3,623										(56)
2017-18	3,605	3,624	3,623	3,641	3,655	3,679	3,688	3,682	3,684	3,679	(115)
2016-17	3,723	3,709	3,723	3,731	3,734	3,774	3,792	3,792	3,786	3,794	54
2015-16	3,666	3,658	3,673	3,673	3,676	3,686	3,707	3,717	3,734	3,740	(35)
2014-15	3,690	3,697	3,699	3,702	3,712	3,735	3,753	3,771	3,772	3,775	(50)
2013-14	3,797	3,775	3,770	3,776	3,774	3,797	3,804	3,821	3,823	3,825	(104)
2012-13	3,889	3,902	3,895	3,900	3,893	3,885	3,912	3,919	3,920	3,929	(109)
2011-12	3,984	3,984	3,989	3,995	3,995	4,002	4,019	4,024	4,032	4,038	(57)
2010-11	4,124	4,088	4,070	4,071	4,074	4,083	4,092	4,099	4,097	4,095	(20)
2009-10	4,173	4,123	4,115	4,116	4,113	4,119	4,122	4,121	4,112	4,115	16
2008-09	4,176	4,105	4,104	4,106	4,115	4,110	4,095	4,091	4,097	4,099	14
2007-08	4,093	4,079	4,090	4,094	4,091	4,097	4,110	4,096	4,101	4,085	113
2006-07	3,916	3,905	3,918	3,927	3,934	3,933	3,952	3,967	3,964	3,972	187
2005-06	3,777	3,771	3,788	3,776	3,768	3,784	3,780	3,783	3,786	3,785	78
2004-05	3,670	3,658	3,653	3,661	3,661	3,698	3,703	3,712	3,717	3,707	

Narrative – The district primarily earns income through enrollment converted to Average Daily Attendance (ADA). Enrollment is simply the total number of students enrolled in district schools; ADA is the Average Daily Attendance of those enrolled students.

This table shows the historical enrollment with a color spectrum of green for higher numbers down to red for lower numbers.



RUSD Enrollment History

(Revised Projection for 2018-19)

- At budget, enrollment was projected using packets out for new registration for TK/K, the projection was within 1% of the revised number
- For grades 1-5 all enrollment was projected forward from 17-18 and incoming packets were added to the numbers. There was no addition for migration since incoming packets were included.
 - ⊕ Migration rates are significantly higher than packets out as of adopted budget (net change of + 61)
- 6th grade enrollment has been historically 95% of the prior year 5th grade, this includes migration of new students. This year 6th grade is 107% of prior year 5th grade class.
- 7th and 8th grade are historically flat or small increase, this year it is a 2.6% increase.

Grade	Updated	Budget	Diff	% Chg
TK/K	446	451	-5	-1.11%
1	350	338	12	3.55%
2	359	348	11	3.16%
3	357	343	14	4.08%
4	394	381	13	3.41%
5	397	386	11	2.85%
6	464	413	51	12.35%
7	451	438	13	2.97%
8	405	396	9	2.27%
	3,623	3,494	129	3.69%

- Some factors for increased enrollment from projection are additional transfers from neighboring districts, returning students for charter programs, and Rescue's amazing staff and programs!

ITEM #: 6
DATE: August 14, 2018

RESCUE UNION SCHOOL DISTRICT

AGENDA ITEM: CSBA Call for Nominations for 2018 Legislative Awards

BACKGROUND:

The California School Boards Association (CSBA) annually honors current members of the State Senate and Assembly who work actively to improve our public schools, support local school board governance and who exercise leadership in the legislative arena.

STATUS:

Local boards are encouraged to participate in this program by nominating a member of the California State Legislature, the California Congressional delegation or federal/state elective or appointed office for CSBA's 2018 Legislator Awards Program. Nominees must be from within district boundaries. Nominations must be received by August 31, 2018. The final selection of honorees will be made in September.

FISCAL IMPACT:

N/A

BOARD GOAL:

N/A

RECOMMENDATION:

Consider nominations for CSBA's 2018 Legislative Awards.

2018 Legislative Awards Program

Official Open Nomination Form

Albert S. Rodda Lifetime Achievement Award Dede Alpert Award for Exemplary Education Leadership

Nominations may be submitted at any time of the year.

Nominee

State or Federal Position Held

<input type="text"/>	<input type="text"/>
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Explain below why this person should be honored. Your comments should address award criteria provided on the following page and include the nominee's involvement in both state, federal and local public education (attachments may be used).

Nominating Entity

Contact Name

<input type="text"/>	<input type="text"/>
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Telephone

Email

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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street

city

state

zipcode

Instructions: You may submit your nomination for the 2018 Legislative Awards by mail, fax, or online in the following ways:

mail to

CSBA 2018 Legislative Awards Program, 3251 Beacon Blvd., West Sacramento, CA 95691.

fax to

(916) 325-4030. Open Submissions

online at

www.csba.org. Open Submissions

notes

- ▶ Nomination forms are to be submitted by CSBA Member Boards, CSBA Regions, County Associations of School Trustees, and must be typed or printed.
- ▶ A resolution adopted by the board or board minutes showing the vote must be included (see criteria on reverse).
- ▶ A separate nomination form must be used for each candidate and only current year nominations are accepted.
- ▶ The CSBA Board of Directors makes the final decision on awards, including whether or not to make an award, depending on the Nominee's (or Legislature's) statements made or actions taken on the state budget or other key issues critical to CSBA. Because the outcome of each nomination is unknown until the Board of Directors announces a decision, it is recommended that each nomination(s) not be made public until official notification by CSBA.

Award Criteria



CSBA 2018 Legislative Awards Program, 3251 Beacon Blvd., West Sacramento, CA 95691, (800) 266-3382

Each Albert S. Rodda Lifetime Achievement Award nominee must:

1. Be a current or former member of the California State Legislature or the California Congressional delegation, or state or federal elective or appointed office
2. Demonstrate a career-long significant commitment and contribution to public education
3. Demonstrate leadership on behalf of public education
4. Recognize and support local governance for schools including the role of governing boards
5. Support key K–12 legislative policy and fiscal proposals
6. Support CSBA's Legislative Platform (www.csba.org/Advocacy/CSBAPositions/PolicyPlatform)
7. Be endorsed by a documented vote or resolution of a local school or county board in California

Each Dede Alpert Award for Exemplary Education Leadership nominee must:

1. Be a current or former member of the California State Legislature or the California Congressional delegation, or state or federal elective or appointed office
2. Demonstrate a career-long significant commitment and contribution to public education
3. Demonstrate leadership on behalf of public education
4. Recognize and support local governance for schools including the role of governing boards
5. Support key K–12 legislative policy and fiscal proposals
6. Support CSBA's Legislative Platform (www.csba.org/Advocacy/CSBAPositions/PolicyPlatform)
7. Be endorsed by a documented vote or resolution of a local school or county board in California, or a CSBA Region or County Association of School Trustees

Note

The CSBA Board of Directors makes the final decision on awards, including whether or not to make an award, depending on the Nominee's (or Legislature's) statements made or actions taken on the state budget or other key issues critical to CSBA. Because the outcome of each nomination is unknown until the Board of Directors announces a decision, it is recommended that each nomination(s) not be made public until official notification by CSBA.

Official Nomination Form



Outstanding Legislator Award

Outstanding Freshman Award

Special Recognition Award

Nominations must be postmarked or received by **August 31, 2018**

Nominee

State or Federal Position Held

<input type="text"/>	<input type="text"/>
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Explain below why this person should be honored. Your comments should address award criteria provided on the following page and include the nominee's involvement in state, federal and local public education (attachments may be used).

Nominating Entity

Contact Name

Telephone

Email

Address

street

city

state

zipcode

Instructions: You may submit your nomination for the 2018 Legislative Awards by mail, fax, or online in the following ways:

mail to

CSBA 2018 Legislative Awards Program, 3251 Beacon Blvd., West Sacramento, CA 95691,
All submissions must be postmarked by August 31, 2018.

fax to

(916) 325-4030. Submissions must be received by **August 31, 2018.**

online at

www.csba.org. Submissions must be made by **August 31, 2018.**

notes

- Nominations postmarked after August 31, 2018 cannot be considered.
- Nomination forms are to be submitted by a local school board or county board of education only and must be typed or printed.
- A resolution adopted by the board or board minutes showing the vote must be included (see criteria on reverse).
- A separate nomination form must be used for each candidate and only current year nominations are accepted.
- **The CSBA Board of Directors makes the final decision on awards, including whether or not to make an award, depending on the Nominee's (or Legislature's) statements made or actions taken on the state budget or other key issues critical to CSBA. Because the outcome of each nomination is unknown until the Board of Directors announces a decision, it is recommended that each nomination(s) not be made public until official notification by CSBA.**

Award Criteria



CSBA 2018 Legislative Awards Program, 3251 Beacon Blvd., West Sacramento, CA 95691, (800) 266-3382

Each Outstanding Legislator award nominee must:

1. Be a member of the California State Legislature or the California Congressional delegation at the time of nomination
2. Demonstrate significant commitment and legislative contributions to public education
3. Demonstrate legislative leadership on behalf of public education
4. Recognize and support local governance for schools including the role of governing boards
5. Support key K-12 legislative proposals
6. Support CSBA's Legislative Platform (www.csba.org/Advocacy/CSBAPositions/PolicyPlatform)
7. Be active on local school issues and visit K-12 schools regularly
8. Represent nominating school district or county board of education
9. Be endorsed by a documented vote or resolution of a local school or county board in California

Each Outstanding Freshman Legislator award nominee must:

1. Be the first two years of his/her first term in the California State Legislature or the California Congressional delegation at the time of nomination
2. Demonstrate significant commitment and legislative contributions to public education
3. Demonstrate legislative leadership on behalf of public education
4. Recognize and support local governance for schools including the role of governing boards
5. Support key K-12 legislative proposals
6. Support CSBA's Legislative Platform (www.csba.org/Advocacy/CSBAPositions/PolicyPlatform)
7. Be active on local school issues and visit K-12 schools regularly
8. Represent nominating school district or county board of education
9. Be endorsed by a documented vote or resolution of a local school or county board in California

Each Special Recognition award nominee must:

1. Be a member of the California State Legislature or the California Congressional delegation at the time of nomination
2. Exhibit significant contribution to a legislative action on behalf of K-12 education and the public schools in his/her legislative or congressional district
3. Demonstrate commitment to and legislative contributions to public education
4. Recognize and support local governance for schools including the role of governing boards
5. Support CSBA's Legislative Platform (www.csba.org/Advocacy/CSBAPositions/PolicyPlatform)
6. Be active on local school issues and visit K-12 schools regularly
7. Represent nominating school district or county board of education
8. Be endorsed by a documented vote or resolution of a local school or county board in California

Note

The CSBA Board of Directors makes the final decision on awards, including whether or not to make an award, depending on the Nominee's (or Legislature's) statements made or actions taken on the state budget or other key issues critical to CSBA. Because the outcome of each nomination is unknown until the Board of Directors announces a decision, it is recommended that each nomination(s) not be made public until official notification by CSBA.

RESCUE UNION SCHOOL DISTRICT

AGENDA ITEM: **Resolution #18-14 Adopting a Conflict of Interest Code**

BACKGROUND:

Government Code 87306.5 (a) (b) requires that all local agencies review their Conflict of Interest Code each even-numbered year and submit a written statement to that effect to the code reviewing body, which is the Board of Supervisors. This resolution outlines the district's current designated positions and the disclosure categories.

STATUS:

The Resolution #18-14 Adopting a Conflict of Interest Code is presented for Board review, as required by law.

FISCAL IMPACT:

N/A

BOARD GOALS:

N/A

RECOMMENDATION:

District administration recommends approval of Resolution #18-14 with no changes to current conflict of interest code.

Rescue Union ESD

Board Bylaw

Conflict Of Interest

BB 9270

Board Bylaws

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

(cf. 9005 - Governance Standards)

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

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

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

Conflict of Interest under the Political Reform Act

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact

street address of a residence is not required.

2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion and deliberations of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to

Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 - Investing)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in

which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment)

Gifts

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

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

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall

nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

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

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

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

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices, especially:

35233 Prohibitions applicable to members of governing boards

41000-41003 Moneys received by school districts

41015 Investments

FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91014 Political Reform Act of 1974, especially:

82011 Code reviewing body

82019 Definition, designated employee

82028 Definition, gift

82030 Definition, income

82033 Definition, interest in real property

82034 Definition, investment

87100-87103.6 General prohibitions

87200-87210 Disclosure
87300-87313 Conflict of interest code
87500 Statements of economic interests
89501-89503 Honoraria and gifts
89506 Ethics; travel
91000-91014 Enforcement
PENAL CODE
85-88 Bribes
REVENUE AND TAXATION CODE
203 Taxable and exempt property - colleges
CODE OF REGULATIONS, TITLE 2
18110-18997 Regulations of the Fair Political Practices Commission, especially:
18700-18707 General prohibitions
18722-18740 Disclosure of interests
18750.1-18756 Conflict of interest codes

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)
Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261
Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469
Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655
Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

92 Ops.Cal.Atty.Gen. 26 (2009)
92 Ops.Cal.Atty.Gen. 19 (2009)
89 Ops.Cal.Atty.Gen. 217 (2006)
86 Ops.Cal.Atty.Gen. 138(2003)
85 Ops.Cal.Atty.Gen. 60 (2002)
82 Ops.Cal.Atty.Gen. 83 (1999)
81 Ops.Cal.Atty.Gen. 327 (1998)
80 Ops.Cal.Atty.Gen. 320 (1997)
69 Ops.Cal.Atty.Gen. 255 (1986)
68 Ops.Cal.Atty.Gen. 171 (1985)
65 Ops.Cal.Atty.Gen. 606 (1982)
63 Ops.Cal.Atty.Gen. 868 (1980)

Management Resources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

CSBA: <http://www.csba.org>

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

Institute of Local Government: <http://www.ca-ilg.org>

Bylaw RESCUE UNION SCHOOL DISTRICT

adopted: September 2004 Rescue, California

revised: August 2011

revised: June 28, 2016

reviewed: August 14, 2018

Rescue Union ESD

Exhibit

Conflict Of Interest

E 9270

Board Bylaws

RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Rescue Union School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Rescue Union School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Rescue Union School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 14th day of August, 2018 at a meeting, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Attest:

President of the Board

Clerk of the Board

Conflict of Interest Code of the
Rescue Union School District School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:
 - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
 - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

Designated Positions for Category 1

Governing Board Members
Superintendent
Assistant Superintendent
Chief Business and Operations Official
Purchasing Agent

2. Category 2: A person designated Category 2 shall disclose:
 - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
 - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's

department is his/her entire school.

3. Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

Designated Positions for Category 2

Directors

Human Resources

Student Support Services

Transportation

Food Services

Principals

Assistant Principals

Maintenance and Operations Coordinator

Disclosures for Consultants

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

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation

2. Adopt or enforce a law

3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement

4. Authorize the district to enter into, modify, or renew a contract that requires district approval

5. Grant district approval to a contract that requires district approval and in which the

district is a party, or to the specifications for such a contract

6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

Exhibit RESCUE UNION SCHOOL DISTRICT
version: June 24, 2014 Rescue, California
revised: June 28, 2016
reviewed: August 14, 2018

RESCUE UNION SCHOOL DISTRICT

AGENDA ITEM: Job Description: Account Technician

BACKGROUND:

Rescue USD currently has a job description for Accounts Payable Clerk and Accountant that both work in the business department. These positions call for specific duties in the business department that do not allow for overlap or cross training. Rescue is a small district and as such needs the ability to have positions that can do similar duties in the business department and therefore the creation of the Account Technician is needed.

STATUS:

The Board will consider approval of the job description for the Account Technician.

FISCAL IMPACT:

The Account Technician position will be placed on the same step as the Accounts Payable Clerk.

BOARD GOAL:

Board Focus Goal IV – STAFF NEEDS:

Attract, retain and support diverse staff of knowledgeable, skilled dedicated employees committed to providing and supporting quality education.

RECOMMENDATION:

The District Staff recommends that the Board of Trustees approves the job description and revised classified salary schedule.



RESCUE UNION SCHOOL DISTRICT

JOB TITLE: Account Technician

CLASSIFICATION: Classified

BASIC FUNCTION: Under general supervision of the Chief Business Official or equivalent position, to perform moderately complex and responsible record keeping, and/or audit of departmental budgetary/fiscal/controlling functions; assist in the processing and monitoring of Rescue Union School Districts' funds and financial transactions.

REPRESENTATIVE DUTIES: REQUIRED FUNCTIONS

- Maintain an encumbrance system using budgetary/accounting codes for the purpose of providing an up-to-date account balance.
- Maintain, monitor, and clear ledger and suspense accounts for the purpose of maintaining accurate balances.
- Generate accounts receivable invoices and statements for the purpose of ensuring that related revenues are received.
- Receive and process financial documents for the purpose of screening for accuracy and procedural requirements.
- Contact other agencies, districts, schools, and employees to discuss financial records and transactions.
- Follow established procedures for the purpose of insuring receipt of goods or services and authorizing payment.
- Generate and/or audit accounts payable warrant orders including timely filing for the purpose of making vendor payments and compliance with accounting requirements.
- Maintain information on individuals paid as independent contractors for the purpose of accurate payments and audit trail for IRS compliance.
- Maintain central supply inventory records for the purpose of controlling and allocating cost and maintaining accurate records.
- Assist with year-end closing of books for the purpose of finalizing end of year cost records and/or establishing year-end accruals.
- Prepare deposits, including counting of cash and checks for the purpose of making bank deposits.
- Prepare end of month reports, forms, electronic spreadsheets, and documentation for the purpose of providing written support and conveying information.
- Prepare and posts fund transfers and/or inter-program charges and reconciles fund balances for the purpose of maintaining accurate account balances and/or cost distribution.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of the methods, practices, and terminology used in financial and statistical recordkeeping; office methods and procedures; general knowledge of computer applications.

ABILITY TO: Ability to perform responsible clerical work without continuous supervision; ability to make mathematical calculations with speed and accuracy; ability to prepare accurate financial reports and summaries; ability to operate office equipment and computer; ability to understand and carry out oral and written instructions; and ability to maintain cooperative relationships with those contacted in the course of work effort.

WORKING CONDITIONS:

ENVIRONMENT: Indoor Work environment.

PHYSICAL REQUIREMENTS: Light physical effort; occasional standing or walking; periodic handling of lightweight parcels or supplies.

LICENSES AND CERTIFICATES: TB Test Clearance, Criminal Justice Fingerprint Clearance. If required to operate a vehicle during the course of employment, must possess a valid California Driver's License and evidence of insurability.

Board Adopted:

Rescue Union School District

Classified Salary Schedule

2018-2019

Step:

Established Classification:	A	B	C	D	E	F
Yard Supervisor	13.89	14.58	15.31	16.08	16.88	17.72
Food Service Worker	14.42	15.14	15.90	16.70	17.54	18.42
Instructional Assistant (Prior to 2008/09)	14.67	15.40	16.17	16.98	17.83	18.72
Health Office Aide	14.67	15.40	16.17	16.98	17.83	18.72
Inst Asst Paraeducator*	15.28	16.04	16.84	17.68	18.56	19.49
IA Special Day Class Paraeducator	15.28	16.04	16.84	17.68	18.56	19.49
Learning Center/RSP Paraeducator	15.28	16.04	16.84	17.68	18.56	19.49
Itinerant Independence Facilitator/ Behavior Paraeducator*	15.62	16.40	17.22	18.08	18.98	19.93
IA Special Health Care Services	16.05	16.85	17.69	18.57	19.50	20.48
Office Clerk	16.05	16.85	17.69	18.57	19.50	20.48
Food Service Worker II - Cook	17.30	18.17	19.08	20.03	21.03	22.08
Custodian	17.57	18.45	19.37	20.34	21.36	22.43
Library/Media Coordinator	17.79	18.68	19.61	20.59	21.62	22.70
Student Services Secretary	17.79	18.68	19.61	20.59	21.62	22.70
Inst Asst Computer Lab	17.79	18.68	19.61	20.59	21.62	22.70
Sign Language Interpreter	17.79	18.68	19.61	20.59	21.62	22.70
Braille Translator	17.79	18.68	19.61	20.59	21.62	22.70
Community/School Liaison	17.79	18.68	19.61	20.59	21.62	22.70
Inst Asst Bilingual	17.79	18.68	19.61	20.59	21.62	22.70
Media Technology Services Clerk	17.79	18.68	19.61	20.59	21.62	22.70
Utility/Maintenance Technician	18.19	19.10	20.06	21.06	22.11	23.22
Warehouse Person	18.19	19.10	20.06	21.06	22.11	23.22
Bus Driver	18.40	19.32	20.29	21.30	22.37	23.49
Lead Custodian	19.14	20.10	21.11	22.17	23.28	24.44
School Secretary	19.14	20.10	21.11	22.17	23.28	24.44
Support Services Secretary	19.14	20.10	21.11	22.17	23.28	24.44
Support Services Secretary - MOT	19.14	20.10	21.11	22.17	23.28	24.44
Dispatcher/Relief Bus Driver	19.14	20.10	21.11	22.17	23.28	24.44
Assistant Mechanic	19.61	20.59	21.62	22.70	23.84	25.03
Bus Driver Trainer	20.24	21.25	22.31	23.43	24.60	25.83
Account Technician	20.65	21.68	22.76	23.90	25.10	26.36
Accounts Payable Clerk	20.65	21.68	22.76	23.90	25.10	26.36
Lead Maintenance Technician	22.19	23.30	24.47	25.69	26.97	28.32
Health Office Nurse (RN/LVN)	22.19	23.30	24.47	25.69	26.97	28.32
Nurse (RN/LVN) Instructional Asst	22.19	23.30	24.47	25.69	26.97	28.32
Mechanic**	23.46	24.63	25.86	27.15	28.51	29.94
Technology Support Specialist	25.52	26.80	28.14	29.55	31.03	32.58
Accountant	25.52	26.80	28.14	29.55	31.03	32.58
Lead Maint Tech - HVAC Emphasis	25.93	27.23	28.59	30.02	31.52	33.10
Database Support Specialist***	28.28	29.69	31.17	32.73	34.37	36.09

Steps: A - F yearly

Longevity increments will apply:

After the 10th year of service in the District - 5% added to Step F
 After the 15th year of service in the District - 5% added to Step 10
 After the 20th year of service in the District - 5% added to Step 15
 After the 25th year of service in the District - 5% added to Step 20

District Paid Medical Insurance Cap: \$487.00 effective 10/01/11;
 Rates based on FTE/hrs/week (Standardized Ins Calculation)

*New Job Descriptions - Board Approved June 10, 2008

Dispatcher/Relief Bus Driver position added effective 07/01/11

IA Specialized Needs changed to IA Special Day Class Para eff 05/08/12

Health Office Aide II changed to Health Office Nurse eff 06/25/13

**New Job Description - Board Approved June 25, 2013

Learning Center/Resource Specialist Program Para added eff 07/01/13

Nurse (RN/LVN) Instructional Assistant added eff 07/01/13

Health Office Nurse/Nurse IA salary increase eff 07/01/14

***New Job Description - Board Approved 11/15/16
Yard Supervisor added eff 01/04/18