Community Relations and Governance

1.1   Leadership and Organizational Capacity

The LEA has the leadership, culture and organizational capacity to implement and maintain systemic reform, continuous improvement and high expectations for community relations and governance. The organization demonstrates a commitment to attract, develop, and retain competent individuals to carry out responsibilities for community relations and governance in alignment with objectives. The LEA establishes a framework of relationships, policies, systems, processes and practices that are participatory and ensure accountability, fairness and transparency.

1.2   Leadership and Organizational Capacity

The organizational structure clearly identifies key areas of authority and responsibility for community relations and governance. Reporting lines in each area are clearly identified and logical.

1.3   Leadership and Organizational Capacity

LEA leaders set the tone and establish the environment, exhibiting integrity and ethical values in carrying out their community relations and governance responsibilities and directing the work of those they supervise.

2.1   Planning

The LEA has an internal annual community relations and governance calendar that lists responsible parties and all ongoing community relations and governance activities. The calendar is shared with all applicable departments and is used to ensure responsible parties meet critical deadlines, including those required by statute and board policy/administrative regulations.

2.2   Planning

The LEA has developed, and the board has adopted, a communications plan that addresses both internal and external communications. A process and structure exists to regularly update the communications plan based on best practices, assessment of communication strategies, and changing technology. The LEA communicates with all its stakeholders in a timely manner and facilitates two-way communications.

Note: Communications are also addressed in Finance Standard 1.6.

3.1   Parent/Community Relations

At the beginning of each school year the LEA provides all parents/guardians with an annual notice of parents' rights and responsibilities including the uniform complaint procedure. The annual notice and the complaint procedure are readily available. The LEA has internal procedures for accepting, investigating and responding to formal complaints, including Williams complaints, through a uniform complaint procedure. Both the notice of parents' rights and responsibilities, and the uniform complaint procedure are available in English and all other languages spoken by 15% or more of the students. (E.C. 48980, 48985, 11500; CCR Title 5, 4621, 4622)

3.2   Parent/Community Relations

The LEA encourages parents and community members to be involved in school activities and their children's education. Volunteers receive relevant training and contribute in meaningful ways to the schools. (E.C. 48985, 11500; CCR Title 5, 4621, 4622)

Community Relations and Governance

3.3   Parent/Community Relations

The LEA publishes a school accountability report card by the date and in the format prescribed by regulation. (E.C. 35256)

3.4   Parent/Community Relations

The LEA has established broad-based committees and councils to advise the LEA on critical issues and operations. The membership of these committees meets legal requirements, if any, and is representative of the student population. The members of each committee and council thoroughly understand their charge and mission, and have received the training needed to effectively fulfill their responsibilities. (E.C. 52855)

Note: This standard applies to LEA-wide committees. See Pupil Achievement Standard 2.4 for school site parent advisory groups.

4.1   Board Policies, Roles and Conduct

The LEA has secured stakeholder input during policy development and review, has adopted all policies mandated by state and federal law, and follows its own adopted policies. Policies and administrative regulations are up to date, written, regularly reviewed, communicated to staff, and readily available to staff and stakeholders for reference. Policies reflect local priorities.

4.2   Board Policies, Roles and Conduct

Board members participate in initial and ongoing professional learning opportunities to understand and effectively fulfill their roles.

4.3   Board Policies, Roles and Conduct

The board is actively involved in building community relations, including maintaining functional and civil working relationships with one another and the LEA's administrative team. The board demonstrates respect for and support of staff, students and stakeholders.

4.4   Board Policies, Roles and Conduct

The board is engaged in developing policy and setting the direction of the LEA in the interests of all its students, including but not limited to the development and adoption of the LCAP. The board makes decisions after considering the recommendation of the administration and reviewing relevant and reliable data. The board supports the administration in their responsibility to implement adopted policies.

4.5   Board Policies, Roles and Conduct

The board maintains the confidentiality of privileged data. (E.C. 35107, 52060)

4.6   Board Policies, Roles and Conduct

The LEA adopts and updates as necessary a conflict of interest code to ensure LEA board members, executive leadership and other designated employees and consultants perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of persons who support them. The LEA collects conflict of interest statements annually from those covered by the Conflict of Interest Code, keeps these statements on file and complies with all legal requirements pertaining to the Fair Political Practices Act. (G.C. 1090, 87100-87505, specifically, 87200 and 87300)

Community Relations and Governance

5.1   Board Meetings

The LEA adopts and publishes a schedule of regular board meetings with times, dates and places specified. Regular meetings are held frequently enough to conduct all LEA business in a timely fashion, build the capacity of board members and facilitate a regular focus on continuous improvement. Meetings are held at times and in locations that facilitate community involvement. (E.C. 35140)

5.2   Board Meetings

Board meetings are held in compliance with the Ralph M. Brown Open Meetings Act, including the timely publishing of agendas and the conduct of open and closed sessions. Board meetings are conducted according to a set of board-adopted bylaws, proceed in a businesslike manner, allow opportunity for full discussion and consideration, and provide members of the public an opportunity to address the board before or during the board's consideration of each item of business. Adopted bylaws provide a process for the public to place items on the board agenda for consideration. The board honors and respects stakeholder input at meetings.

Board members are prepared for meetings; they familiarize themselves with the agenda and supporting materials prior to the meeting. (E.C. 35145.5, G.C. 54950, 54954.1, 54954.2)

Personnel Management

1.1 Leadership and Organizational Capacity

The LEA has the leadership, culture and organizational capacity to implement and maintain systemic reform, continuous improvement and high expectations in personnel management. The organization demonstrates a commitment to attract, develop, and retain competent human resources individuals, in alignment with its objectives.

1.2 Leadership and Organizational Capacity

The organizational structure clearly identifies key areas of authority and responsibility for personnel management. Reporting lines in each area are clearly identified and logical.

1.3 Leadership and Organizational Capacity

LEA leaders set the tone and establish the environment, exhibiting integrity and ethical values in carrying out their personnel responsibilities and directing the work of those they supervise.

1.4 Leadership and Organizational Capacity

The personnel department head is a member of the LEA's cabinet and participates in decision making early in the process.

2.1 Planning

The LEA has an internal annual personnel department calendar that lists responsible parties and all ongoing personnel activities. The calendar is shared with all applicable departments and used to ensure responsible parties are meeting critical deadlines including those required by statute, board policy/administrative regulation, collective bargaining agreements and for CALPADS and CBEDS reporting.

2.2 Planning

The LEA has clearly defined and clarified roles for board and staff relative to recruitment, hiring, evaluation and discipline of employees.

2.3 Planning

The personnel department communicates regularly with internal staff and all departments on their responsibilities for personnel processes and internal controls. Communications are in writing when they affect many staff or user groups, are issues of importance, or include a change in procedures. The personnel department is responsive to other departments' needs.

3.1 Employee Recruitment/Selection

The LEA provides equal employment opportunities in compliance with applicable laws and personnel practices to ensure nondiscrimination in hiring practices. (E.C. 44100-44105; G.C. 11135)

3.2 Employee Recruitment/Selection

The LEA has implemented employment procedures that comply with legislation and its collective bargaining agreements, including for management, short-term and substitute employees. (E.C. 44914-44921, 45103, 44258.9, 44265.2, 33126, 35030, 35031, 44929.20; G.C. 3511.1, 53260-53264, 54946)

Personnel Management

3.3   Employee Recruitment/Selection

The LEA has established and implemented pre-employment requirements. (E.C. 44237, 45125, 45125.1, 45125.01, 44332.6, 44346.1, 44830.1, 45122.1, 44839, 49406)

3.4   Employee Recruitment/Selection

The LEA has a recruitment plan based on an assessment of the LEA's needs for specific skills, knowledge, and abilities, and has defined selection procedures. The LEA has established an adequate recruitment budget based on its circumstances. Job applications meet legal requirements and LEA needs.

4.1   Induction and Professional Learning

The LEA has established a process by which all employee notices and in-service trainings are provided and documented as required by law. The LEA also provides annual professional development to managers/site administrators. (E.C. 231.5, 44691, 56240; Penal Code 11166.5; 8 CCR 3204, 5193; G.C. 8355, 12940, 12950.1; 34 CFR 104.8)

4.2   Induction and Professional Learning

The LEA has developed and implemented an employment checklist to be used for all new employees that includes LEA forms and those required by law. Initial orientation and materials are provided for all new staff in all classifications: substitutes, certificated, classified and management.

4.3   Induction and Professional Learning

Personnel staff members attend trainings on best practices, regulations and requirements for personnel functions, including the department's policies and procedures. Personnel staff members also receive training on the use of technology that will help them perform their job responsibilities.

5.1   Operational Procedures

The LEA properly administers regulations or agreements covering various types of leaves. (E.C. 45190-45210, 44962-44988; LC 245-249, 2810.5) Tracking of employee absences and use of time off in all categories is timely and is reported to payroll for any necessary salary adjustments.

5.2   Operational Procedures

The LEA maintains a seniority list of certificated employees that contains each employee's first date of paid service and credentials held (E.C. 44844-44846). Certificated staff verify the accuracy of this information in writing.

5.3   Operational Procedures

The LEA reports changes in the employment status of a certificated employee to the Commission on Teacher Credentialing (CTC) and other LEAs as required. (E.C. 44030.5, 44242.5, 44939.5, 44940)

5.4   Operational Procedures

Personnel files are complete, secure and available for inspection. (E.C. 44031; L.C. 1198.5)

Personnel Management

5.5 **Operational Procedures**

Current job descriptions are established for each type of work performed by certificated and classified employees (E.C. 35020, 45109). These job descriptions are in compliance with the Americans with Disabilities Act (ADA) requirements and accurately identify all essential and marginal functions and duties of each position.

5.6 **Operational Procedures**

The LEA has procedures in place that ensure personnel and payroll staff meet regularly to solve problems and issues that arise during the processing of new employees, classification changes, employee promotions, managing paid and unpaid leaves and other functions.

5.7 **Operational Procedures**

The LEA has established and uses certificated and classified staffing formulas to guide the number of full-time equivalent positions allocated to sites, programs and departments.

5.8 **Operational Procedures**

The LEA's electronic employee information systems are capable of collecting, analyzing, maintaining, and reporting the data required for local use and state and federal reporting, including but not limited to: budgeting; payroll; credentials; seniority; evaluations; and personnel by funding source, program, Statewide Educator ID, location, and demographic data as required for CALPADS/CBEDS.

6.1 **Compliance Practices**

The LEA's nondiscrimination policy, administrative regulations and the availability of complaint procedures are regularly publicized within the LEA and in the community, including posting in all schools and offices, staff lounges and student government meeting rooms. The LEA has established a process that allows employees to have their concerns heard in an expeditious and unbiased manner. (G.C. 11135, 53296-53299; E.C. 35186, 44112-44114; 5 CCR 4680-4687)

6.2 **Compliance Practices**

The LEA is in compliance with federal and state regulations related to personnel.

6.3 **Compliance Practices**

The LEA has properly identified exempt and nonexempt employees and has developed and implemented rules and regulations for overtime that are in compliance with the Fair Labor Standards Act and California statutes. (E.C. 45127, 45128, 45130; 29 CFR, Chapter 8, 201-219)

7.1 **Evaluation**

The LEA has established and implemented processes and procedures for the regular written evaluation and assessment of the superintendent, classified, certificated and management employees. (E.C. 44663, 45113; G.C. 3543.2)

Personnel Management

7.2   **Evaluation**

Management has the ability to evaluate job requirements and duties and match those to the employee's work performance. All employees are evaluated on performance by a management-level employee knowledgeable about their work performance at least annually or as prescribed by the applicable collective bargaining agreement. The evaluation criteria are clearly communicated and, to the extent possible, measurable. The evaluation includes follow-up on prior performance issues and establishes goals to improve future performance. Employees are evaluated in a manner that effectively uses the probationary period.

8.1   **Employee Services**

The LEA provides employees with periodic printed communications on employee benefits. Timely notification of annual open enrollment periods is sent to all employees, and information about dependents is verified periodically.

8.2   **Employee Services**

The LEA's risk management unit is actively involved in providing injured workers with an opportunity to participate in a modified duty or return-to-work program. Updates are provided to the cabinet.

9.1   **Employer/Employee Relations**

The LEA has adopted and published an employee salary schedule for every position and has a system in place to implement it without delays. (E.C. 45023, 45101, 45160)

9.2   **Employer/Employee Relations**

The LEA has developed parameters and guidelines for collective bargaining that ensure that the collective bargaining agreements do not impede the effectiveness and efficiency of LEA operations and service delivery. Management analyzes the collective bargaining agreements to identify any characteristics that impede effective delivery of LEA services. The LEA identifies those issues for consideration by the board.

9.3   **Employer/Employee Relations**

The LEA has a process that provides management and the board with information on the impact of all bargaining proposals.

9.4   **Employer/Employee Relations**

Bargaining proposals are sunshined in accordance with the law to allow public input. (G.C. 3547)

9.5   **Employer/Employee Relations**

The LEA provides all managers and supervisors (certificated and classified) with training in contract management.

Pupil Achievement

1.1   Leadership and Organizational Capacity

The LEA has the leadership, culture and organizational capacity to implement and maintain systemic reform and high expectations to improve student achievement and learning as defined in the LEA's Local Control Accountability Plan (LCAP) and other aligned LEA and school site plans. The organization demonstrates a commitment to attract, develop, and retain competent educational services employees, in alignment with pupil achievement objectives.

1.2   Leadership and Organizational Capacity

The organizational structure clearly identifies key areas of authority and responsibility for educational services. Reporting lines in each area are clearly identified and logical.

1.3   Leadership and Organizational Capacity

LEA leaders set the tone and establish the environment, exhibit integrity and ethical values in carrying out their educational services responsibilities and directing the work of those they supervise.

1.4   Leadership and Organizational Capacity

The educational services department head is a member of the LEA's cabinet and participates in decision making early in the process.

1.5   Leadership and Organizational Capacity

Principals are instructional leaders for their schools, promoting the learning and success of all students through a variety of strategies, including making formal and informal classroom visits and providing constructive feedback and assistance to teachers.

2.1   Planning

The LEA has an internal educational services department calendar that lists responsible parties and all ongoing educational services activities. The calendar is shared with all applicable departments and used to ensure responsible parties are meeting critical deadlines including those required by statute, board policy, administrative regulation, collective bargaining agreement and for California Longitudinal Pupil Achievement Data System/California Basic Education Data System (CALPADS/CBEDS) reporting.

2.2   Planning

The LEA has increased or improved services for students in proportion to the percentage of unduplicated students (i.e., low-income students, English learners, and foster youth) whose enrollment generated the additional funds (concentration and supplemental). The LEA follows the State Board of Education (SBE)-adopted regulations regarding how such expenditure of funds will be managed to demonstrate compliance in the LCAP. The LEA monitors the impact of the increased or improved services relative to progress toward meeting the LCAP goals, and uses this data to inform revisions to the LCAP and other LEA/school plans. The increased or improved services resulting from implementation of the LEA's LCAP have a positive impact on student outcomes.

2.3   Planning

The LEA's adopted budget includes expenditures consistent with the specific actions and strategies included in the LEA's board-adopted LCAP, based on the projections of the costs included in the plan.

Pupil Achievement

2.4   Planning

Each school has the various parent advisory groups (e.g., school site council, English Learner Advisory Committee (ELAC)) that are composed of the requisite members and actively engaged in school planning (E.C. 52050-52075). These parent advisory groups are informed of and invited to participate in the development and evaluation of the LCAP and other LEA and school site improvement plans, and in overseeing the implementation of these plans. (E.C. 52852.5, 52853, 52855, 6401)

3.1   Curriculum

The LEA adopts and provides an academic program based on State Board of Education (SBE) or board-adopted instructional textbooks and materials for all students, including English learners and students with disabilities. The LEA provides ongoing professional learning on the adopted materials to teachers, school site and LEA administrators, and all other instructional staff responsible for implementation. The LEA develops the support needed to fully implement the adopted materials. (E.C. 60119, 60040-60044, 60048, 60200)

3.2   Curriculum

The LEA provides research-based multi-tiered interventions and support for students who fail to demonstrate proficiency in one or more core content areas, and uses standards-based textbooks and materials for intervention.

3.3   Curriculum

Curriculum and instruction for special education students is rigorous and meets their learning needs. (E.C. 56205, 56345)

4.1   Instructional Strategies

The LEA provides all students with equal access to educational opportunities. The LEA's policies, practices, and staff demonstrate a commitment to provide equitable access and to serve the needs of all students, parents, and family members. (E.C. 51007, Title VI)

4.2   Instructional Strategies

The LEA provides students with the courses needed to meet the high school graduation requirements, including an alternative means for students to complete the prescribed course of study required for high school graduation (E.C. 51225.3). The LEA provides access and support for all students to complete UC- and CSU-required courses (A-G requirement). The LEA provides students in grades 7-12 a course of study to attain entry-level employment skills upon graduation from high school through a rigorous academic curriculum that integrates career skills. (E.C. 51228 (b))

4.3   Instructional Strategies

The LEA has written policies and procedures for students with special needs; these are properly implemented pursuant to federal and state laws, and meet the least restrictive environment requirement. (E.C. 56000, 56040.1, 56205; 20 USC 1400 et seq.; CFR 300.114)

4.4   Instructional Strategies

Programs for English learners (EL) comply with state and federal regulations, meet the quality criteria set forth by the California Department of Education (CDE), and help English learners develop proficiency in English.

Pupil Achievement

4.5   **Instructional Strategies**

The LEA engages qualified specialists to improve student learning and provide services consistent with students' needs, the LEA's LCAP, and other school site and LEA improvement plans.

5.1   **Assessment and Accountability**

The LEA and school site administrators monitor the use of adopted materials and programs to ensure they are fully implemented.

5.2   **Assessment and Accountability**

The LEA provides and supports LEA and school site administrators, teachers, and other personnel responsible for programs (e.g., special education, homeless, migrant, English learners) in the use of information systems and technology to manage student data. The LEA also provides professional learning opportunities for LEA and school site staff to help them analyze and use this data to improve student learning outcomes and achievement.

5.3   **Assessment and Accountability**

The LEA uses assessment data, outcomes from prior courses, and teacher recommendations to correctly place students. The LEA has developed and implemented common assessments, and uses the results of the assessments to inform instruction, interventions and accelerations for individual students based on their unique needs. The LEA uses assessment data, graduation and dropout rates, and attendance and discipline data to establish and communicate instructional priorities and strategies for improved school climate, student learning and achievement.

6.1   **Professional Learning**

The LEA budgets for, provides and monitors adherence to an ongoing continuum of professional learning to ensure instructional staff and administrators are updated on and accountable for implementing research-based strategies for improved student achievement to meet the needs identified in the LCAP, IEPs, and other LEA and site plans. The LEA supports and provides learning opportunities for principals and teachers in schools that are underperforming and/or under mandated improvement programs. Improvement plans are evaluated, monitored and re-evaluated.

6.2   **Professional Learning**

The LEA provides opportunities and ongoing support for teachers to collaborate on analyzing data and improving curriculum, instruction, and use of assessment data.

7.1   **Data Management/Student Information Systems**

The LEA assigns data management roles to school site and LEA administrators, other personnel responsible for programs, data entry clerks and others involved in data management, and holds these individuals accountable for ensuring that accurate and reliable data are collected, maintained and reported.

Note: Finance Standards 7.1 and 7.2 also reference student records, student data, and/or CALPADS.

Pupil Achievement

7.2 **Data Management/Student Information Systems**

The LEA has developed a technology plan to guide the provision of adequate technology to support online learning and online student performance assessments. The LEA budget supports technology consistent with the technology plan.

Note: Standard 7.5 in the Finance Standards addresses technology standards and calls for the standards to be updated as the technology plan evolves.

Financial Management

1.1   Leadership and Organizational Capacity

The LEA has the leadership, culture and organizational capacity to implement and maintain systemic reform, continuous improvement and high expectations in financial management. The organization demonstrates a commitment to attract, develop, and retain competent business services individuals in alignment with its objectives.

1.2   Leadership and Organizational Capacity

The organizational structure clearly identifies key areas of authority and responsibility for business services. Reporting lines in each area are clearly identified and logical.

1.3   Leadership and Organizational Capacity

LEA leaders set the tone and establish the environment, exhibiting integrity and ethical values in carrying out their financial responsibilities and directing the work of those they supervise.

1.4   Leadership and Organizational Capacity

The LEA has an internal business services department calendar that lists responsible parties and all the ongoing business and finance activities. The calendar is shared with all applicable departments and used to ensure responsible parties are meeting critical deadlines including those required by statute, board policy/administrative regulation, or collective bargaining agreements.

1.5   Leadership and Organizational Capacity

The business services department head is a member of the LEA's cabinet and participates in decision making early in the process.

1.6   Leadership and Organizational Capacity

Verbal and written communications are easily understood and regularly occur among the board, senior administrators, business services department, staff and the community.

Note: Communications are also addressed in Community Relations and Governance Standard 2.2.

2.1   Internal Control

To discourage and detect fraud, the LEA has established and implemented formal policies and procedures that provide both a mechanism for individuals to report illegal acts and a formal investigative process. (Statement on Audit Standards (SAS) 109, SAS 78, SAS 99: Treadway Commission)

2.2   Internal Control

Procedure manuals are developed, communicated and implemented. When deviations from established policies and procedures are identified, they are remedied and communicated in a timely and consistent manner.

2.3   Internal Control

The business and operational departments communicate regularly, verbally and in writing, with internal staff and departments about their responsibilities for accounting procedures and internal controls.

Financial Management

3.1 Budget Policy and Procedures

The appointed administrator/board guides the budget process by developing policy and regulations that focus on expenditure standards and formulas to support objectives, meet goals and maintain financial solvency for the current and two subsequent fiscal years. The appointed administrator/board uses the budget to communicate and document its plan and progress to allocate financial resources toward local goals and objectives. The board is engaged in understanding the fiscal status of the LEA and prioritizing LEA fiscal issues.

3.2 Budget Policy and Procedures

The budget development process is based on collaboration across the LEA, and includes input from staff, administrators, board and community, and, if applicable, a budget advisory committee. The budget development process incorporates the financial details contained in all other LEA plans to create a comprehensive budget.

3.3 Budget Policy and Procedures

The LEA's business office has and follows a technical process to develop the budget. The process uses defined formulas for projecting revenues and expenditures.

3.4 Budget Policy and Procedures

The LEA uses an effective position control system as a check and balance between personnel decisions and budgeted appropriations; the LEA uses the system to track personnel allocations and project salary and benefit expenditures.

3.5 Budget Policy and Procedures

The budget monitoring process reflects LEA policy and includes systems that support routine review designed to provide early warning of discrepancies. The LEA reviews the budget at least monthly, makes revisions as needed, and communicates budget updates per local policies, county requirements and state statutes (e.g., first interim, second interim).

3.6 Budget Policy and Procedures

The LEA is in compliance with all statutory budget timeline and format requirements. (E.C. 42103, 42127, 42130, 42131(e) and 52062(b)(1)

4.1 Financial Management

The LEA records all financial activity for all programs in a timely and accurate fashion. Accounting work is properly supervised and reviewed to ensure that transactions are recorded in a timely and accurate manner, and to allow the preparation of periodic financial statements.

4.2 Financial Management

The LEA has adequate and effective procedures to manage and control procurement and comply with Public Contract Code. Procedures include systems for inventory and, if applicable, warehouse that ensure the safeguarding of LEA assets. (Public Contract Code 20111 and 20114)

Financial Management

4.3 **Financial Management**

The LEA uses an asset inventory system for all equipment items with a current market value of more than $500. The LEA also complies with Governmental Accounting Standards Board (GASB) Statement No. 34 regarding capital assets. Capital equipment, including technology and furniture, is tagged as LEA-owned property and inventoried. Inventory results are reconciled with the property records at least every two years. (E.C. 35168)

4.4 **Financial Management**

The LEA has an adequate system to account for federal and state categorical program revenues and related expenditures. The LEA fully and accurately records the maximum costs for direct and indirect support to restricted programs and locally defined grants.

4.5 **Financial Management**

The LEA takes measures to contain the cost of special education services, including transportation if applicable, while providing a free and appropriate public education to special education students. The LEA meets the criteria for the maintenance of effort requirement. The program is designed to minimize contributions from the LEA's unrestricted general fund while supporting the LEA's goals and objectives.

4.6 **Financial Management**

The LEA takes measures to control the cost of transportation services while supporting the LEA's goals and objectives. The LEA meets the criteria for the maintenance of effort requirement.

4.7 **Financial Management**

The LEA operates its food service programs in compliance with all applicable laws and regulations. The program is designed to minimize contributions from the LEA's unrestricted general fund while supporting the LEA's goals and objectives.

4.8 **Financial Management**

The LEA has established a method to identify, track and report expenditures associated with the Local Control and Accountability Plan (LCAP) goals/actions and minimum proportionality percentage requirement.

4.9 **Financial Management**

The LEA implements procedures to ensure timely and accurate payroll processing. Unless the county office does not draw warrants on behalf of the LEA, the LEA's payroll procedures comply with the requirements established by the county office of education. (E.C. 42646)

4.10 **Financial Management**

The LEA implements procedures to ensure timely and accurate accounts payable processing. Unless the county office does not draw warrants on behalf of the LEA, the LEA's accounts payable procedures comply with the requirements established by the county office of education. (E.C. 17605)

Financial Management

4.11   Financial Management

The LEA has a comprehensive risk-management program that monitors the various aspects of risk management including workers' compensation, property and liability insurance. As required by law, the LEA has actuarial reports prepared routinely for workers' compensation, property and liability programs. (E.C. 42141)

4.12   Financial Management

The LEA uses California School Accounting Manual (CSAM)- and Generally Accepted Accounting Principles (GAAP)-compliant standard procedures for closing its financial records at fiscal year end to ensure accurate recording of transactions. The LEA's year-end closing procedures comply with the procedures and requirements established by the county office of education. On or before September 15, the LEA's board approves the unaudited actuals on a form prescribed by the SPI and files the statement with the county superintendent of schools (E.C. 42100).

4.13   Financial Management

The LEA arranges for an annual audit and complies with the deadlines and requirements established by E.C. 41020 and 14505.

4.14   Financial Management

The LEA estimates and records pensions and other postemployment benefits, if applicable, in accordance with Governmental Accounting Standards Board (GASB) requirements.

4.15   Financial Management

Long-term debt obligations are properly recorded and reported and have a clearly-identified funding stream for repayment. The LEA does not use the proceeds from certificates of participation (COPs) or other non-voter-approved debt secured by real property for its general operations, regardless of its budget certification. (G.C. 8855, E.C. 42133.5)

4.16   Financial Management

The LEA complies with laws regarding public disclosure of its fiscal obligations related to health and welfare benefits for retirees, self-insured workers' compensation, collective bargaining agreements and new non-voter approved debt. (G.C. 3540.2, 3547.5; E.C. 42142, 17150.1)

5.1   Bell Schedule and Attendance Accounting

At least semi-annually, the LEA verifies that each school bell schedule meets instructional time requirements for minimum day and annual minutes.

5.2   Bell Schedule and Attendance Accounting

Students are enrolled and entered into the student information system (SIS) and other supporting systems in an efficient, accurate and timely manner. School sites maintain an accurate record of daily enrollment and attendance. LEA personnel responsible for California Longitudinal Pupil Achievement Data System (CALPADS) reporting maintain statewide student identifiers and partner with personnel responsible for state and federal reporting to routinely reconcile data between child nutrition systems, CALPADS and student attendance and enrollment systems.

Financial Management

5.3   Bell Schedule and Attendance Accounting

The LEA adopts and implements policies and regulations for its enrollment and attendance program.

5.4   Bell Schedule and Attendance Accounting

The LEA uses a range of intervention programs to improve and recover student attendance. The LEA has and uses procedures to routinely follow up on all absenteeism.

5.5   Bell Schedule and Attendance Accounting

School site personnel receive periodic and timely training on the LEA's attendance and enrollment procedures, systems used to record enrollment and attendance, and related changes in laws and regulations.

6.1   Projections

The LEA provides a multiyear financial projection (MYFP) at the time of budget adoption and all interim periods for at least the general fund, consistent with the policy of the county office of education. (E.C. 42131) The assumptions for revenues and expenditures are reasonable and supported by documentation.

6.2   Projections

Multiyear financial projections are prepared and used in decision-making, especially when a significant multiyear expenditure commitment is contemplated, including salary or employee benefit increases negotiated through collective bargaining.

6.3   Projections

The LEA forecasts its cash receipts and disbursements and verifies those projections monthly to adequately manage its cash. The LEA reconciles its cash to bank statements and reports from the county treasurer monthly. Any borrowing for cash flow needs is repaid in accordance with contractual or statutory requirements.

7.1   Technology and Information Systems

The LEA has adopted policies and procedures that specify requirements for contracts and purchase orders for electronic technology services — including cloud-based services for digital storage, management and retrieval of student records, as well as educational software — that authorize a third-party provider to access, store and/or use student records. (E.C. 49073.1)

7.2   Technology and Information Systems

Automated financial systems provide accurate, timely, and relevant information that conforms to all accounting standards, including state and federal reporting requirements. Automated systems are integrated to improve accuracy and timeliness when cost effective to do so. The LEA ensures the various systems are maintained, compatible, and supported. Employees receive training and supervision in using and operating the systems.

7.3   Technology and Information Systems

Internal controls are instituted and reviewed periodically to safeguard system integrity and security.

7.4   Technology and Information Systems

The LEA has a disaster recovery plan that includes both the backing up and recovery of data and systems for critical educational and administrative information systems.

Financial Management

7.5 Technology and Information Systems

Technology standards are established for both hardware and software, and all technology purchases conform to these standards.

7.6 Technology and Information Systems

The LEA optimizes funding of various types of technology throughout the organization by effective use of federal E-Rate discounts, the California Teleconnect Fund, and other discount programs and funding sources to reduce costs for various technology.

8.1 Associated Student Body (ASB)

The LEA has established and implemented board policies, administrative regulations and operational procedures regarding associated student body organizations. These policies and regulations are developed and written clearly to ensure compliance when student body organizations deposit, invest, spend, and raise funds. (E.C. 48930-48938)

8.2 Associated Student Body

The LEA business office performs oversight procedures throughout the year to verify that associated student body activities comply with established procedures. The LEA provides annual training and ongoing guidance to school and LEA personnel on the policies and procedures governing associated student body accounts.

9.1 Charter Schools

The LEA has established processes, procedures and timelines for authorizing and renewing charter school petitions, including the memorandum of understanding. The LEA has adopted board policies that identify and establish financial and data management and reporting standards that the charter school will follow.

9.2 Charter Schools

The LEA continually monitors the financial and data management and performance of each authorized charter school to ensure the charter is following the petition and any established memorandum of understanding.

9.3 Charter Schools

The LEA meets the audit and reporting requirements of Proposition 39 related to charter schools. (E.C. 47614; CCR Title 5, 11969.1-11969.10)

Facilities Management

1.1   **Leadership and Organizational Capacity**

The LEA has the leadership, culture and organizational capacity to implement and maintain systemic reform, continuous improvement and high expectations in facilities management. The organization demonstrates a commitment to attract, develop and retain competent facilities management individuals in alignment with its objectives.

1.2   **Leadership and Organizational Capacity**

The organizational structure clearly identifies key areas of authority and responsibility for facilities management. Reporting lines in each area are clearly identified and logical.

1.3   **Leadership and Organizational Capacity**

LEA leaders set the tone and establish the environment, exhibiting integrity and ethical values in carrying out their facilities management responsibilities and directing the work of those they supervise.

2.1   **Planning**

The LEA has an internal annual facilities department calendar that lists responsible parties and all ongoing facilities activities. The calendar is shared with all applicable departments and used to ensure responsible parties are meeting critical deadlines, including those required by statute and board policy/administrative regulation.

2.2   **Planning**

The LEA has standards for real property acquisition and disposal. (E.C. 17230-17234, 17251-17251.5, CCR Title V, 14001)

2.3   **Planning**

The LEA has established and uses a selection process to choose licensed architectural/engineering services. (G.C. 4525-4526)

2.4   **Planning**

The LEA obtains approval of plans and specifications from the Division of the State Architect (DSA), and from the Office of Public School Construction (OPSC) when required, before awarding a contract to the lowest responsible bidder. (E.C. 17263, 17267)

2.5   **Planning**

The LEA collects statutory fees on construction within its boundaries. (E.C. 17620, G.C. 65995, 66000, 66001, 66006)

2.6   **Planning**

The LEA seeks available state and local funds for facilities and routinely reviews and monitors its eligibility to maximize funding opportunities. (E.C. 15278-15282)

2.7   **Planning**

The LEA has a long-range school facilities master plan that has been updated in the last five years, or more recently if enrollment is changing rapidly.

Facilities Management

3.1   Construction, Improvement and Modernization

The LEA maintains a plan for maintaining and modernizing its facilities. (E.C. 17366)

3.2   Construction, Improvement and Modernization

Public works contracts and change orders are processed and receive approval from authorized personnel before they are implemented. (PCC 20118.4)

3.3   Construction, Improvement and Modernization

The LEA complies with the Department of Industrial Relations (DIR) awarding body responsibilities. (LC 1770-1784)

4.1   School Safety

The LEA has ensured the development of comprehensive safety plans for its schools. The plans include adequate measures to address safety concerns identified through systematic planning aimed at the prevention of, and education about, incidents involving crime and violence on the school campus. (E.C. 32280-32289)

4.2   School Safety

The LEA ensures that all employees who have access and/or authorization to use hazardous materials are regularly informed of restrictions on the storage and disposal of chemical compounds, hazardous substances, and flammable or toxic materials. (E.C. 49341, 49411; FAC 12981; HSC 25163, 25500; LC 6360-6363; CCR Title 8, 5191 and 5194)

4.3   School Safety

Each elementary and intermediate school conducts a fire drill at least once each month. Each secondary school conducts a fire drill at least twice each school year. (CCR Title 5, 550)

4. 4   School Safety

The LEA complies with Injury and Illness Prevention Program requirements. (CCR Title 8, 3203)

4.5   School Safety

The LEA ensures that all required asbestos inspections are complete and that Asbestos Hazard Emergency Response Act (AHERA)-accredited individuals perform the work. (E.C. 49410-49410.7; 40 CFR Part 763)

4.6   School Safety

The LEA routinely conducts site inspections and maintains buildings and grounds to ensure student and staff safety.

4.7   School Safety

The LEA has a documented process for issuing and retrieving master and sub-master keys. All administrators follow a standard organizationwide process for issuing keys to and retrieving keys from employees.

Facilities Management

5.1   Maintenance and Operations

The LEA is in compliance with requirements of the Williams case settlement as it relates to facilities that pose a threat to the health and safety of students and staff. (E.C. 17576, 17592.70-17592.73, 35186; CCR Title 5, 631, 4683)

5.2   Maintenance and Operations

The LEA has established the required account for ongoing and major maintenance. (E.C. 17014, 17070.75)

5.3   Maintenance and Operations

The LEA keeps adequate maintenance records and reports, including a complete inventory of maintenance and operations supplies, materials and tools, to safeguard items from loss.

5.4   Maintenance and Operations

All employees who are required to perform custodial maintenance or grounds work on LEA sites are provided with adequate supplies, equipment and training to perform these tasks in a timely and professional manner.

5.5   Maintenance and Operations

The LEA has an effective written preventive maintenance plan and a documented process for prioritizing and assigning routine repair work orders. The LEA has a work order system that tracks all maintenance requests, the employee assigned, dates of completion, labor hours and the cost of materials.

6.1   Use of School Facilities

The LEA follows state regulations by establishing terms and conditions for community organizations' use of school facilities, including the requirement to establish direct cost and fair market rental rates and to specify which groups have which priorities and fee schedules, in accordance with the Civic Center Act. (E.C. 38130-31839)