

### Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Plaza Elementary School District

Person completing this form: Patrick Conklin

Title: Superintendent/Principal

Quarterly Report Submission Date:  
(check one)

- ☐ October 2017  
☒ January 2018  
☐ April 2018  
☐ July 2018

Date for information to be reported publicly at governing board meeting: March 18, 2015

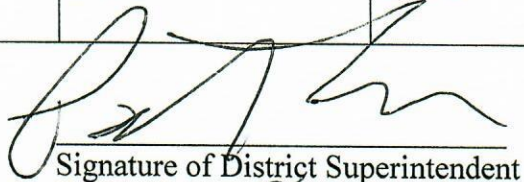
Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	NA	NA
Teacher Vacancy or Misassignment	0	NA	NA
Facilities Conditions	0	NA	NA
TOTALS	0	NA	NA

Patrick M. Conklin

Print Name of District Superintendent

  
Signature of District Superintendent

3/15/18  
Date

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
February 15<sup>th</sup>, 2018  
3:00PM  
Minutes

- I. **Call to Order** – The meeting was called to order at 3:07 PM.
- II. **Pledge of Allegiance**
- III. **Members Present** – PJ Davis, Connie King, Patrick Conklin, Mrs. Smith, Ms. Limberg and Mrs. Sanchez
- IV. **Correspondence**
  - a. **February Pirates Post Newsletter** – Mr. Conklin informed the board that the yearbooks are on sale and that the Father/Daughter Dance was rescheduled for March 16<sup>th</sup>.
  - b. **January 21<sup>st</sup>, 2018 "Sunshine Letter" from Plaza Teachers Association** - Informational
- V. **Superintendent Report/Information**
  - A. **Plaza Community Club** – Mr. Conklin informed the board that PCC had purchased a deep freezer to store the meat for the carnival and it is located in the shop.
  - B. **Local Control and Accountability Plan** – Mr. Conklin notified the board that the School Site Council and staff had discussed the goals and measurable outcomes.
  - C. **School Site Council (SSC)** – Mr. Conklin informed the board that SSC approved revising the Safe School Plan and that the Health and Wellness Policy was also approved. He also explained the district's plan to install cameras and fencing around the campus to SSC members and they agreed it would be a good way to help keep the campus safe.
  - D. **Staffing**
    1. **School Office** – Mr. Conklin informed the board that Mrs. Esparza had returned to work alongside Mrs. Carrillo since Mrs. Sanchez is still out on leave.
    2. **Learning Specialist** – Mr. Conklin provided the board with the cost to the district to approve an additional day for the Learning Specialist. He told the board that he would have an MOU once the duties of ELD and ELPAC were added by GCOE.
  - E. **Enrollment** – Currently there are 209 students enrolled.
  - F. **English Language Development** – Mr. Conklin informed the board that we are purchasing additional curriculum and technology to support our ELD students as well as providing aide time to work with them.
  - G. **New Construction/Modernization**
    1. **Financial Hardship App** – Mr. Conklin notified the board that our financial hardship grant has been submitted by SchoolWorks.
    2. **Developer Fee Justification Study** – Mr. Conklin informed the board that SchoolWorks is in the process of revising our developer fee justification study which is a requirement for the new construction and modernization funding.
    3. **Master Planning Committee** – Mr. Conklin reported that he now has representatives from various groups for the planning committee. He has Mr. Lovell, Mrs. Limberg, Mr. Fissori, Mrs. Lohse, Mr. Canalia (PCC), Mrs. Noraas (PCC) and Mr. Byerly (SSC). He asked the board if they were all interested in being on the committee and whether they wanted separate meetings or to have



Plaza School District  
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BOARD OF TRUSTEES  
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the discussions during regular board meetings. The board members indicated they were interest in participating and that separate meetings would be better.

**H. Facilities**

1. **Proposition 39 Plan** – Mr. Conklin informed the board that he has contacted several solar companies in order to determine whether it is in our best interest to pursue solar panels using Prop 39. He informed them that the Prop 39 grant will not cover the entire project and the district would have to finance or pay the rest in full. He informed the board that in order to take advantage of the Prop 39 grant we will need to be in a contract by June 30<sup>th</sup>, 2018.
2. **Roof** – Mr. Conklin provided the board with the request for proposal that was in the Valley Mirror February 7<sup>th</sup>. The request is to receive bids from prospective contractors in order to determine the cost for the roof. He informed the board that if we wanted to pursue solar panels, it was highly recommended we replace the roof beforehand.

- I. **Water System** – Mr. Conklin recommended to possibly purchase a system to chlorinate our water. He reported to the board that the CA Water Board sent a citation that included a certification that the public was notified and recommended a Level I Assessment.

**VI. Comments: Agenda Items Only—None**

**VII. Action**

**A. Old Business**

**B. New Business**

1. **Consent Agenda: Routine matters that can be approved with one motion.**
  - a. **Approve Minutes of the January 25<sup>th</sup>, 2018 Regular Board Meeting**
  - b. **Approve Warrant Registers— 1/10/18 to 2/8/18**
  - c. **Approve Budget Transfers— None**

Connie King motioned to approve the Consent Agenda, PJ Davis seconded and the motion carried 2-0.

2. **Approve Revisions to 2017-18 Safe School Plan** – Connie King motioned to approve the revisions to the 2017-18 Safe School Plan, PJ Davis seconded and the motion carried 2-0.
3. **Approve 8<sup>th</sup> Grade Field Trip Request to Mt. Lassen Visitor Center, Mineral, CA March 28<sup>th</sup>, 2018** – PJ Davis motioned to approve the 8<sup>th</sup> grade trip, Connie King seconded and the motion carried 2-0.

**VIII. Comments: Non Agenda Items—None**

**IX. Closed Session-** The meeting went into closed session at 4:15 PM.

- a. **Contract Negotiations-- Pursuant to California Education Code** – No action was taken.

**X. Adjournment** – The meeting adjourned at 5:02 PM.



005 PLAZA SCHOOL DISTRICT  
Warrant Register

Pay Voucher Transactions  
Date: 02/09/2018 - 03/09/2018  
PV#: 000000 - 999999

J68274 PV0100 L.00.00 03/09/18 PAGE 2

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Punc	Obj	Sit	BdR	Tax ID	Inv Date	Entered	UT	UT-Obj	UT-Rate	Batch	Description
													amount	UT				UT-Amount
000367	000600/00	CORNELL DISTRIBUTING										2/16/2018	2/16/2018		2/21/2018	60		
		1. 13-5310-0-0000-3700-4700-000-000000											90.00	N				N
		CAFE FOOD																
000377	000600/00	CORNELL DISTRIBUTING										2/26/2018	2/26/2018		2/28/2018	61		
		1. 01-9124-0-0000-3700-4700-000-000000											158.50	N				N
		SPARKS FOOD																
000385	000600/00	CORNELL DISTRIBUTING										3/02/2018	3/02/2018		3/07/2018	62		
		1. 13-5310-0-0000-3700-4700-000-000000											137.00	N				N
		# 7150522 DAIRY- CAFE																
000390	000600/00	CORNELL DISTRIBUTING										3/06/2018	3/06/2018			63		
		1. 13-5310-0-0000-3700-4700-000-000000											103.75	N				N
		CAFE FOOD																
000394	000600/00	CORNELL DISTRIBUTING										3/08/2018	3/08/2018			63		
		1. 13-5310-0-0000-3700-4700-000-000000											135.15	N				N
		CAFE DAIRY																
000399	000023/00	CORNING LUMBER CO INC										3/08/2018	3/08/2018			63		
		1. 01-0000-0-0000-8100-4300-000-000000											57.98	N				N
		SITE SUPPLIES																
000354	000004/00	CORNING SAFE & LOCK									556279333	2/12/2018	2/12/2018		2/14/2018	59		
		1. 01-0000-0-0000-8100-4300-000-000000											172.40	N				N
		SITE KEY COPIES																
000387	000004/00	CORNING SAFE & LOCK									556279333	3/02/2018	3/02/2018		3/07/2018	62		
		1. 01-0000-0-0000-8100-5630-000-000000											75.00	N				N
		LOCK SERVICE- WOOD REMOVAL																
000401	000471/00	CULLIGAN OF CHICO									454429459	3/08/2018	3/08/2018			63		





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Pay Voucher Transactions  
Date: 02/09/2018 - 03/09/2018  
PV#: 000000 - 999999

J68274 PV0100 L.00.00 03/09/18 PAGE 4

PV NO	Vendor/Addr	Name	LN	Fd	Res	Y	Goal	Func	Obj	Sit	Bdr	DD	Tax ID	Inv Date	Entered	UT	Obj	Paid	Batch	Description
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
000352	000378/00	GLENN COUNTY												2/09/2018	2/09/2018	2/14/2018	58			
		1. 01-0000-0-0000-3600-5890-000-000000													112.50	N				N
		DEC 2017 45-DAY SAFETY INSPEC																		
000371	000378/00	GLENN COUNTY												2/26/2018	2/26/2018	2/28/2018	61			
		1. 01-0000-0-0000-3600-5890-000-000000													112.50	N				N
		FEB 2018 45-DAY SAFETY INSPECT																		
000353	000163/00	JENNIFER LIMBERG												2/09/2018	2/09/2018	2/14/2018	58			
		1. 01-0000-0-1110-1000-4300-000-000000													7.96	N				N
		CLASS SUPPLIES																		
000376	000204/00	JOHN LOVELL												2/26/2018	2/26/2018	2/28/2018	61			
		1. 01-9124-0-1110-1000-5200-000-000000													144.18	N				N
		BASKETBALL MILEAGE REIMBURSE																		
000361	000162/00	JUDY FOWLER												2/16/2018	2/16/2018	2/21/2018	60			
		1. 01-0000-0-1110-1000-4300-000-000000													36.00	N				N
		CLASS SUPPLIES SPAN/ENGL BOOKS																		
000403	000624/00	Karen Fleming												3/08/2018	3/08/2018		63			
		1. 01-0000-0-1110-1000-4300-000-000000													37.95	N				N
		REIM- BOX TOPS-PRIZES																		
000397	000044/00	MILLER GLASS												3/08/2018	3/08/2018		63			
		1. 01-0000-0-0000-8100-5630-000-000000													214.28	N				N
		SPARKROOM WINDOW REPAIR																		
000362	000606/00	NORCAL RESTAURANT SUPPLY												2/16/2018	2/16/2018	2/21/2018	60			
		1. 13-5310-0-0000-3700-4300-000-000000													11.79	N				N
		SMALLWARES CROCK POT LID																		
000363	000049/00	OFFICE DEPOT												2/16/2018	2/16/2018	2/21/2018	60			







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Date: 02/09/2018 - 03/09/2018  
PV#: 000000 - 999999

J68274 PV0100 L.00.00 03/09/18 PAGE 7

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	Tax ID	Inv Date	Entered	UT	UT-Obj	Paid	Batch	Description
													amount	UT		UT-Rate		UT-Amount
000365	000419/00	SAV MOR FOODS										2/16/2018	2/16/2018	2/16/2018	2/21/2018	60		
		1. 13-5310-0-0000-3700-4700-000-000000											9.31	N				N
		CAFE FOOD																
		2. 13-5310-0-0000-3700-4700-000-000000											5.43	N				N
		CAFE FOOD																
		Total amount										14.74 *				0.00 *		
000368	000195/00	STATE OF CALIFORNIA										2/16/2018	2/16/2018	2/16/2018	2/21/2018	60		
		1. 13-5310-0-0000-3700-4700-000-000000											124.80	N				N
		CAFE FOOD																
000366	000490/00	TCG ADMINISTRATORS/CALSTRS										2/16/2018	2/16/2018	2/16/2018	2/21/2018	60		
		1. 01-0000-0-0000-2700-5890-000-000000											4.00	N				N
		FEB ADMINISTRATION FEES																
000392	000063/00	TERMINEX INTERNATIONAL									363478837	3/06/2018	3/06/2018	3/06/2018		63		
		1. 01-0000-0-0000-8100-5530-000-000000											35.00	N				Y
		TERMINEX SERVICE 02/19/18																
000350	000080/00	TRI-COUNTY SCHOOLS INS GROUP										2/09/2018	2/09/2018	2/09/2018	2/14/2018	58		
		1. 01-0000-0-0000-0000-9571-000-000000											16,764.75	N				N
		FEB 2018 DISTRICT PAID INS																
		2. 01-0000-0-0000-0000-9572-000-000000											2,709.61	N				N
		FEB 2018 EMPLOYEE PAID INS																
		3. 01-0000-0-0000-0000-9573-000-000000											1,699.28	N				N
		FEB 2018 RETIREE PAID INS																
		4. 01-0000-0-0000-2700-3702-000-000000											1,392.72	N				N
		FEB 2018 RETIREE DIST PAID INS																
		Total amount										22,566.36 *				0.00 *		
000402	000080/00	TRI-COUNTY SCHOOLS INS GROUP										3/08/2018	3/08/2018	3/08/2018		63		
		1. 01-0000-0-0000-0000-9571-000-000000											16,764.75	N				N
		APRIL 2018 DISTRICT PAID INS																
		2. 01-0000-0-0000-0000-9572-000-000000											2,709.61	N				N
		APRIL 2018 EMPLOYEE PAID INS																
		3. 01-0000-0-0000-0000-9573-000-000000											1,699.28	N				N
		APRIL 2018 RETIREE PAID INS																
		4. 01-0000-0-0000-2700-3702-000-000000											1,392.72	N				N
		APR 2018 RETIREE DIST PAID I																
		Total amount										22,566.36 *				0.00 *		

Pay Voucher Transactions  
Date: 02/09/2018 - 03/09/2018  
PV#: 000000 - 999999

005 PLAZA SCHOOL DISTRICT  
Warrant Register

PV NO	Vendor/Addr	Name	LN	Pd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	Tax ID	Inv Date	Entered	UT	UT-Obj	Paid	Batch	Description
														PV amount	UT	UT-Obj	UT-Rate	UT-Amount	
000379	000583/00	US BANK											2/27/2018	2/27/2018		3/07/2018	62		
		1. 01-0000-0-1110-1000-4300-000-00000											484.93	N					N
		10- LAMINATING FILM																	
		2. 01-0000-0-1110-1000-4300-000-00000											13.96	N					N
		5TH GRD- STRESS BALLS																	
		3. 01-0000-0-1110-1000-4300-000-00000											205.77	N					N
		MUSIC SUPPLIES/RECORDERS																	
		4. 01-0000-0-1110-1000-4300-000-00000											59.26	N					N
		5 GAL HOMER BUCKET																	
		5. 01-0000-0-1110-1000-4300-000-00000											55.45	N					N
		MUSIC SUPPLIES																	
		6. 01-0000-0-0000-8100-5560-000-00000											84.00	N					N
		DRINKING WATER FOR SCHOOL																	
		7. 01-0000-0-1110-1000-5890-000-00000											30.00	N					N
		SIMPLYCIRCLE																	
		8. 01-4203-0-1110-1000-4100-000-00000											13.48	N					N
		SPANISH SCIENCE BK																	
		9. 01-0000-0-0000-8100-5990-000-00000											6.70	N					N
		MAIL TO SCHOOLWORKS																	
		10. 01-0000-0-0000-8100-5990-000-00000											6.70	N					N
		MAIL TO SCHOOLWORKS																	
		11. 01-4035-0-1110-1000-5200-000-00000											249.00	N					N
		M.SEXTON REG.- SEMINAR																	
		12. 01-4203-0-1110-1000-4300-000-00000											40.82	N					N
		IPAD CASES																	
		13. 13-5310-0-0000-3700-4700-000-00000											63.84	N					N
		CAFE FOOD																	
		14. 13-5310-0-0000-3700-4300-000-00000											60.06	N					N
		CAFE SUPPLIES																	
		15. 13-5310-0-0000-3700-4700-000-00000											45.42	N					N
		CAFE FOOD																	
		16. 13-5310-0-0000-3700-4700-000-00000											104.93	N					N
		CAFE FOOD																	
		17. 01-0000-0-0000-8100-4300-000-00000											79.93	N					N
		MESH SCREEN																	
		Total amount											1,604.25 *				0.00 *		
000404	000537/00	VIRCO INC											3/09/2018	3/09/2018			64		
		1. 01-0000-0-1110-1000-4300-000-00000											1,907.19	N					N
		50-CHAIR 6-MED DESK 6-BLK DESK																	
		Grand total											62,867.81	*****			0.00	*****	



# PLAZA ELEMENTARY SCHOOL DISTRICT

2nd Interim Report 2017/18

Veronica Sanchez

## Background

- Represents District financial condition through January 31, 2018
- Reviewed by the Governing Board, County Superintendent, Superintendent of Public Instruction and State Controller
- Purpose is to ensure awareness regarding current and future financial obligations



# Comparison

## 1<sup>st</sup> Interim

Summary	Unrest./Restrict.
Beginning Fd. Bal.	904,765
LCFF	1,673,696
Federal	40,820
State	72,503
Local	141,272
Tf's In Fund 20	16,713
Total Revenues	1,945,004
Expenditures	(1,738,798)
Tf's Out Fund 40	(16,700)
Tf's Out Fund 20	(50,000)
	(Include in Expenditures)
+/- Rev./Exp.	139,506
Ending Fd. Balance	1,044,271

## 2<sup>nd</sup> Interim

Summary	Unrest./Restrict.
Beginning Fd. Bal.	904,765
LCFF	1,654,465
Federal	33,249
State	123,815
Local	144,072
Tf's In Fund 20	16,713
Total Revenues	1,972,314
Expenditures	(1,890,988)
Tf's Out Fund 40	(16,700)
Tf's Out Fund 20	(50,000)
	(Include in Expenditures)
+/- Rev./Exp.	14,626
Ending Fd. Balance	919,391



# Multiyear Projections

	2 <sup>nd</sup> Interim 2017/2018	Projections 2018/2019	Projections 2019/2020
Beginning Fd. Bal.	904,765	919,391	839,027
LCFF	1,654,465	1,772,786	1,789,748
Federal	33,249	43,849	43,849
State	123,815	101,189	40,700
Local	144,072	142,072	142,072
Tf's In Fund 20	16,713	31,212.64	60,213
Total Revenues	1,972,314	2,091,109	2,076,582
Expenditures	(1,890,988)	(2,104,773)	(1,772,499)
Tf's Out Fund 40	(16,700)	(16,700)	(16,700)
Tf's Out Fund 20	(50,000)	(50,000)	(50,000)
	(Include in Expenditures)	(Include in Expenditures)	(Include in Expenditures)
+/- Rev./Exp.	14,626	(80,364)	237,383
Ending Fd. Balance	919,391	839,027	1,076,410



## Other District Funds

<u>Fund</u>	<u>Name</u>	<u>Balance</u>
20	Post Employment Benefits	\$244,962
40	Capital Projects	\$1,662
73	Mr. K Scholarship	\$700





GLENN COUNTY  
OFFICE of EDUCATION

## Office of the Superintendent

311 S. Villa Avenue, Willows CA 95988 (530) 934-6575 • FAX (530) 934-6611

[www.glenncoe.org](http://www.glenncoe.org) • [tracevquarne@glenncoe.org](mailto:tracevquarne@glenncoe.org)

Tracey J. Quarne, Superintendent

February 27, 2018

To: District Superintendents,

It's time to begin the process of selecting educators from your district for the Glenn County's Educators' Hall of Fame. Please see the attached list of those individuals who have been selected in the past.

Each district is responsible for purchasing individual recipient plaques. Glenn County Office of Education will purchase the plaque that includes all 2018 recipients to be displayed in the Chrome School on the Fairgrounds.

**DEADLINE** **April 9** - notify Imelda Diaz at Glenn County Office of Education who your recipient is.

**CRITERIA** Criteria for selection will be left entirely up to each district's Board of Trustees. Recipients may represent any area of education i.e. teacher, trustee, administration, secretary, custodian, etc.

**SEND INFORMATION** **By April 16** – send to Imelda:  
- Short biographical sketch  
- Picture of recipient for display binder  
- Name and address of recipient

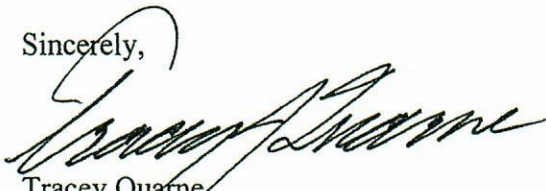
**NUMBER OF RECIPIENTS** Capay School – 1  
Hamilton Unified - 2  
Lake School - 1  
Plaza School - 1  
Orland Unified - 2  
Princeton Unified - 1  
Stony Creek Unified- 1  
Willows Unified - 2  
Glenn Co. Office of Education -2

**CEREMONY** **Saturday, May 19, 2018, 8:00 a.m.** at the Glenn County Fair's Flaherty Hall, located near the Depot Fair Office. In the interest of time we are asking that inductees limit their presentation to 5 minutes.

It is the district's responsibility to contact the recipient(s) and notify them of the award. Let the recipient(s) know that they and their relatives are invited to attend. If a recipient is deceased, please notify their relatives of the selection and the specifics of the ceremony.

Please notify my office if you do not have a recipient this year. For additional information, please let Imelda at 934-6575 – ext. 3061.

Sincerely,



Tracey Quarne  
Superintendent of Schools

Enclosure



# FIELD TRIP REQUEST FORM

☒ **Major Field Trip (over 20 miles)**

☐ **Minor Field Trip (Local /20 miles or less)**

Teacher Sgontz

Destination (Place) /Activity 3 Creeks Ranch

City Elk Creek

Distance in miles, one way 40 mi

Purpose Science field-involves Bureau of  
Land Management, Forest Service, &  
Water conservation

Date of proposed trip March 16

Departure Time: 8:00 <sup>-I think</sup> Return Time: 2:40ish

Method of Transportation Parent Driver

## Minor Field Trip Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent

## Major Field Trip Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

Clerk, Board of Trustees

# MEMORANDUM OF UNDERSTANDING

Between  
Plaza Elementary School District  
And  
Glenn County Office of Education

## Purpose:

This Memorandum of Understanding (MOU) establishes a formal working relationship between Plaza Elementary School District (PESD) and Glenn County Office of Education (GCOE) acting as partners in the delivery Special Education and School Wide Literary Intervention Services. The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation of these services. Both parties will ensure that the programs are conducted in compliance with all laws, rules and regulations.

## Description of Services:

Students at Plaza Elementary School will receive Special Education and Literary Intervention services as needed. The primary delivery model K - 8 will be through school-wide intervention. Additional direct Special Education Services will be provided as needed. The services will be delivered through a Blended Services "Learning Center Approach" model using student data to drive instruction, intervention and cycles. The intervention team includes, General Education, Special Education, Title I and English Language Learner Teachers and staff.

## Glenn County Office of Education will agree to:

- Provide a 1.0 Education Specialist
- Provide 6 hours per day Instructional Assistant time
- Co-Coordination of the School Wide Intervention Program

## Plaza Elementary School District will agree to:

- Provide funding to GCOE for twenty percent (20%) of the cost of a 1.0 Education Specialist/Intervention Specialist for 2018-19. (Cost includes: Salary, Health & Welfare and Statutory Deductions)
- Provide Instructional Supplies, Required Textbooks and intervention materials

Both parties shall share in the development, implementation, monitoring and evaluation of the model while providing mentoring, guidance and professional development of those involved.

## Terms

The terms of this MOU shall be for one year, 2018-2019. A decision will be made whether to continue the services as-is, revise or discontinue the model and MOU, not later than January 1<sup>st</sup>, 2019. At that time, if the decision is to continue the model, a three-year MOU will be developed for 2019-20, 2020-21 and 2021-2022. The model and MOU will be reviewed annually. After the three-year period if the MOU is not reinstated, the District will revert to the existing level of Special Education Services as of 2017-18.

\_\_\_\_\_  
Patrick Conklin, Superintendent  
Plaza Elementary School District

\_\_\_\_\_  
Jacki Campos, SELPA Director/Assistant  
Superintendent of Student Services

Date \_\_\_\_\_

Date \_\_\_\_\_





CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

January 8, 2018

Dear County and District Superintendents and Charter School Administrators:

### **AVAILABILITY OF TITLE IV, PART A FUNDING**

The California Department of Education (CDE) is pleased to announce the availability of funds for the Student Support and Academic Enrichment (SSAE) program under Title IV, Part A of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA). These funds are intended to increase the capacity of local educational agencies (LEAs) and schools to meet the goals of the ESEA by (1) providing all students with the access to a well-rounded education, (2) improving school conditions for student learning, and (3) improving the use of technology in order to improve the academic achievement and digital literacy of all students.

The allocation to each LEA will proportionally be the same as the amount the LEA received under Title I, Part A, Subpart 2 for the preceding fiscal year (i.e.; if the LEA received 2 percent of the total funds available statewide for Title I, Part A Subpart 2 in fiscal year 2016–17, then the LEA will receive 2 percent of the total funds available statewide in fiscal year 2017–18 for Title IV, Part A). The minimum funding for any LEA will not be less than \$10,000. The total amount of funds for Title IV, Part A available for allocation to LEAs is \$44,097,156.

An LEA may transfer all, or a portion of, funds it receives under Title IV, Part A to other programs to better address local needs. The programs to which the LEA may transfer these funds are: Title I, Parts A, C, or D; Title II, Part A; Title III, Part A; and, Title V, Part B. Before an LEA may transfer funds, it must engage in timely and meaningful consultation with appropriate private school officials.

The allocation and apportionment information for ESSA programs is available on the CDE Categorical Programs Web page at: <https://www.cde.ca.gov/fg/aa/ca/>. Title IV, Part A will be added to the Web page shortly. Federal statutes require the CDE to implement cash management practices that minimize the time elapsing between the receipt and disbursement of funds by recipients of federal grants awarded by the CDE. The Federal Cash Management Data Collection (CMDC) system was implemented to provide the CDE with necessary data to comply with this requirement. Title IV, Part A is subject to federal cash management requirements. Under the federal Tydings Amendment, Section 421(b) of the General Education Provisions Act, any funds that are not obligated at the end of the federal funding period, July 1, 2017,



through September 30, 2018, shall remain available for obligation for an additional period of 12 months, through September 30, 2019.

On January 1, 2018, to facilitate adding Title IV, Part A to the 2017–18 Application for Funding, the CDE will temporarily close the 2017–18 Application for Funding data entry form in the Consolidated Application and Reporting System (CARS). **Previously certified data will not be removed from the CARS database.** The 2017–18 Application for Funding form will be re-opened when the 2017 Winter Release data collections are released.

When the 2017–18 Application for Funding is re-opened, it will include an option to apply for Title IV, Part A SSAE funds. LEAs will have until February 28, 2018, to choose to apply for Title IV funds.

If your LEA will **not** be applying for Title IV, Part A funds, there is no need for your LEA to change the 2017–18 Application for Funding.

If your LEA applies for Title IV, Part A funds, your LEA will need to provide (in a new data entry field on the 2017–18 Application for Funding) the date the local governing board reviewed and approved the plans for Title IV, Part A funds. The date field cannot be left blank and will only allow an LEA to enter a future date so long as it is on or before March 31, 2018. The LEA should be able to produce board meeting minutes which support that the local governing board has reviewed and approved plans for Title IV, Part A funds. Specifically, the law requires that:

“Each school receiving consolidated application funds as defined in Section 3900(b), (c), (d), (h), and (i), shall develop a comprehensive program plan for students who will receive additional services from these funds.” (5 *California Code of Regulations* 3930)

“The plan required by this section shall be reviewed annually and updated, including proposed expenditure of funds allocated to the school through the consolidated application... The plans shall be reviewed and approved by the governing board of the local education agency at a regularly scheduled meeting whenever there are material changes that affect the academic programs for students covered by the programs identified in Section 64000.” [California *Education Code* 64001(g)].

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If you have any questions regarding this subject, please contact Tom Herman,  
Education Administrator, Coordinated School Health and Safety Office, by phone at  
916-319-0914 or by email at [THerman@cde.ca.gov](mailto:THerman@cde.ca.gov).

Sincerely,

A handwritten signature in black ink that reads "Tom Torlakson". The signature is written in a cursive, flowing style with a large initial "T".

Tom Torlakson

TT:mr

**RE: Title IV Part A Fund**

Tom Herman [THerman@cde.ca.gov]

**Sent:** Monday, January 22, 2018 9:53 AM**To:** Patrick Conklin

Hi Patrick,

At this time there is no template or particular format for the plan that requires local governing board approval. The plan may be informed by other plans you have created, or may be an enhancement of the LCAP in the areas that correspond to the three buckets outlined of well-rounded education, safe and healthy students, and access to technology. Please refer to the non-regulatory guidance for Title IV Part A for further information.

Also, don't hesitate to contact me for further information.

Kindly,

**Tom Herman**, Administrator  
Coordinated School Health and Safety Office  
California Department of Education  
1430 N Street, Suite 6408  
Sacramento, CA 95814  
Phone (916) 319-0914 Fax (916) 319-0218  
E-mail [therman@cde.ca.gov](mailto:therman@cde.ca.gov)

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**From:** Patrick Conklin [mailto:pconklin@glenncoe.org]**Sent:** Monday, January 22, 2018 9:02 AM**To:** Tom Herman <THerman@cde.ca.gov>**Subject:** FW: Title IV Part A Fund

Good morning Mr. Herman,

I recently received information regarding Title IV, Part A funds my LEA may be eligible for. In the letter from Superintendent Torkalson, it stated, "...your LEA will need to provide (in a new data entry field on the 2017-18 Application for Funding) the date the local governing board reviewed and approved the plans for Title IV, Part A funds."

Could you please tell me if there is a specific template, format, or expectations for the aforementioned plan that must be reviewed and approved by my board by March 31st, 2018?

Thank you for your time.

Patrick Conklin  
Superintendent/Principal, Plaza Elementary School District  
7322 County Road 24 Orland, CA 95963

Phone (530)-865-1250 Fax (530) 865-1252

[pconklin@glenncoe.org](mailto:pconklin@glenncoe.org)

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**From:** Patrick Conklin



**Sent:** Wednesday, January 10, 2018 9:39 AM

**To:** [THerman@cde.ca.gov](mailto:THerman@cde.ca.gov)

**Subject:** Title IV Part A Fund

Good morning Mr. Herman,

I recently received information regarding Title IV, Part A funds my LEA may be eligible for. In the letter from Superintendent Torkelson, it stated, "...your LEA will need to provide (in a new data entry field on the 2017-18 Application for Funding) the date the local governing board reviewed and approved the plans for Title IV, Part A funds."

Could you please tell me if there is a specific template, format, or expectations for the aforementioned plan that must be reviewed and approved by my board by March 31st, 2018?

Thank you for your time.

Patrick Conklin  
Superintendent/Principal, Plaza Elementary School District  
7322 County Road 24 Orland, CA 95963

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[pconklin@glenncoe.org](mailto:pconklin@glenncoe.org)

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PLAZA ELEMENTARY SCHOOL DISTRICT  
RESOLUTION NO. 17-03  
2017-18  
**AUTHORIZING USE OF BRIDGE FINANCING FOR STATE BUILDING  
FUNDS APPLICATION**

Whereas, the PLAZA ELEMENTARY SCHOOL DISTRICT has eligibility and a need for the expenditure of funds to cover costs for modernization and new construction projects, and has applied for state funding under the Leroy F. Greene School Facilities Act of 1998 (Chap. 12.5, Part 10, Div. 1, commencing with Section 17070.10, et seq., of the Education Code) for the following projects:

1. Plaza Elementary SFP project #57/62638-00-001
2. Plaza Elementary SFP project #50/62638-00-002

; And

Whereas, the Board of Trustees of the Plaza Elementary School District has applied to the Office of Public School Construction (OPSC) for financial hardship and State funds; and

Whereas, the California State Allocation Board shall approve an unfunded approval for the design funding of these projects under the financial hardship provisions of Section 1859.81; and

Whereas, the District has consulted with OPSC and determined that the urgency of the project is such that initiation of the project must occur prior to receipt of State funding.

Now, therefore be it hereby resolved by the Board of Trustees of the Plaza Elementary School District, as follows:

1. All of the recitals herein contained are true and correct and the Board so finds.
2. The Plaza Elementary School District Board authorizes the Superintendent, Patrick Conklin, to request Bridge Financing approval from the Office of Public School Construction. This will allow the District to move forward with their SAB approved project.
3. The District intends to bridge finance by utilizing Interfund borrowing and or issuing a COP in accordance with OPSC guidelines and Education Code requirements. It is understood that the District will provide detailed General Ledger documentation of the transaction(s).
4. Once State funding is released for the previously apportioned or unfunded SFP projects, the district must utilize the State SFP grant funding to retire the bridge financing debt and/or repay the interfund transfer within 60 calendar days of receiving the State funding.



5. The Board recognizes and accepts the fact that there is no guarantee of State funding for this project.
6. The district must submit documentation showing the debt has been retired. This document would include the following:
  - The Detail General Ledger which documents the transaction; and
  - School Board resolution or School Board minutes authorizing the debt retirement.

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2018  
by the Plaza Elementary School District Board of Trustees.

Ayes:  
Noes:  
Absent:

\_\_\_\_\_  
President of the Board of Trustees of  
the Plaza Elementary School District  
of Glenn County, California