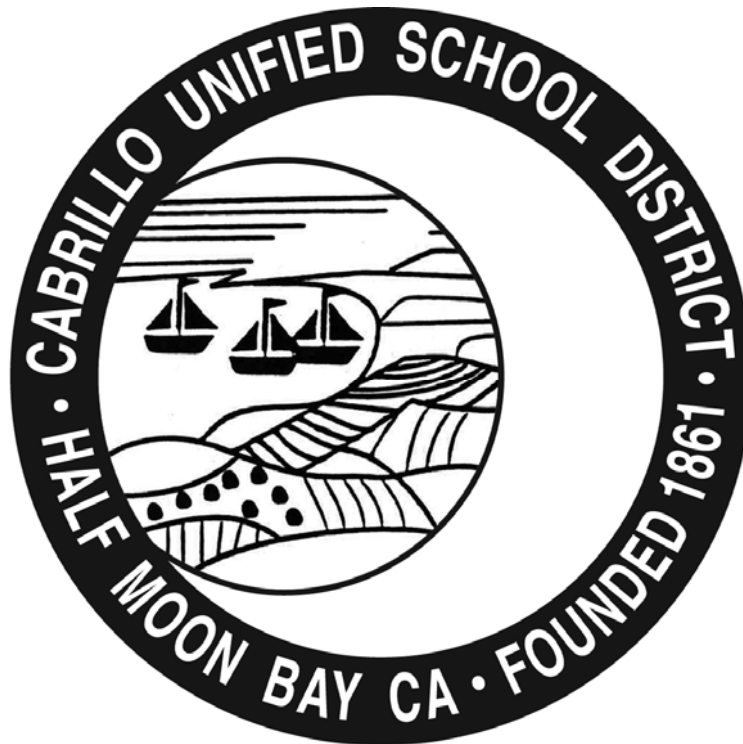


# CABRILLO UNIFIED SCHOOL DISTRICT



## **Governing Board Agenda**

---

**January 13, 2011**

Regular Governing Board Meeting

District Office

498 Kelly Avenue, Half Moon Bay

7:00 PM (Closed Session, 6:00 PM)



## **CABRILLO UNIFIED SCHOOL DISTRICT**

498 Kelly Avenue, Half Moon Bay, CA 94019

### **A G E N D A – Thursday, January 13, 2011 Governing Board Meeting – District Office**

**1. CALL TO ORDER- 6:00 P.M.**

**2. ROLL CALL/QUORUM ESTABLISHED**

- \_\_\_ Mr. John Moseley, President
- \_\_\_ Mr. Charles Gardner, Vice President
- \_\_\_ Mr. Kirk Riemer, Clerk to the Board
- \_\_\_ Ms. Freya McCamant, Member
- \_\_\_ Mr. Rob Pappalardo, Member

**3. COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE CLOSED SESSION AGENDA**

**4. RECESS TO CLOSED SESSION**

- a. Pupil Personnel/Student Matters (Education Code 35146). The Board may hear expulsion cases and consider the requests from students for re-admittance following expulsion. Also, the Board may review student disciplinary reports, exemption requests, and other student related matters that are regarded to be confidential according to Education Code. The Education Code requires closed session in these cases to prevent disclosure of confidential student record information.
- b. Public Employee Discipline/Dismissal/Release (Government Code 54954.5, 54957)
- c. Conference regarding labor negotiations with district designated representative: Dannis Woliver Kelley/Robert Gaskill/John Corry (Government Code 54957.6)
  - 1. Cabrillo Unified Teachers' Association
  - 2. California School Employees Association – Chapter 485
- d. Conference with Legal Counsel – Existing Litigation (Government Code 54956.9). Conference regarding existing litigation pursuant to Government Code 54956.9, Subdivision (a): San Mateo Union High School District, et al, versus County of San Mateo, et al, Superior Court of the State of California Case Number CGC-11-506958.

**5. RECONVENE OPEN SESSION – 7:00 P.M.**

Report action from Closed Session, if applicable.

**6. PLEDGE OF ALLEGIANCE**

**7. ADOPTION OF AGENDA AS PRESENTED/AMENDED**

**8. STUDENT/STAFF/COMMUNITY RECOGNITION**

Lori Malihot, Coordinator of the Dolphin Club, and El Granada students will be recognized for participating in this afterschool tutorial program and for submitting the winning entry in this year's Ritz-Carlton Gingerbread House contest.

**9. COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA**

**Public Participation at Board Meetings**

The Board of Education encourages your participation in its deliberations. If you wish to address the Board on an agenda item, please fill out a speaker card located on the agenda table at the back of the room and present it to the Administrative Assistant seated to the immediate left of the Superintendent prior to the item being called. Any additional materials you choose to present will be copied and presented to all Board members following the meeting. The Board President will randomly call on persons submitting cards. The general order of discussion on any particular agenda item during the course of a meeting is: 1) Staff presentation on item, 2) Public comment, and 3) Board deliberation and action, if so warranted. If you wish to address the Board on a matter that is not on the agenda, you may speak during the "Comments from the Public" portion of the meeting that is held near the beginning of the meeting following the same general procedures noted above. Board members are legally prohibited from discussing non-agenda items and, therefore, cannot respond to items presented at this time. Board agendas are often long and time is limited. For that reason, the Board reserves the right to limit the time allocated to each speaker (three minutes) as well as the cumulative time allocated to multiple speakers who are addressing the same issue (twenty minutes). The presiding officer may rule out of order persons who unduly interrupt or otherwise interfere with the orderly conduct of business, or who use defamatory, abusive, or profane language. Irrelevant or redundant presentations may also be ruled out of order.

Finally, a citizen may place an item on the Board Agenda by submitting a written request and supporting information to the Superintendent's Office. The Superintendent, in consultation with the Board President, will determine at which upcoming regular Board meeting the item will be scheduled. The person who requested the item will be allowed three minutes at the meeting to present the information to the Board. Following this presentation the Board may address the issue, put the issue on a future agenda for more discussion and action, refer the issue to the administration for follow-up, or take no action.

## **10. REPORTS/INFORMATION/PRESENTATION**

- a. Student Representative
- b. Association Representatives

## **11. COMMUNICATIONS**

- a. Board Members
- b. Superintendent

## **12. CONSENT ITEMS**

### **THE CONSENT AGENDA**

Consent items are those items judged by staff to be routine in nature, consistent with policy, and reflective of established practice. As a time-saving measure, such items are typically grouped together on what is called the "Consent Agenda" for Board consideration of action. The Consent Agenda requires a motion and a second and must be approved by a roll call vote of the Governing Board. Any Board member may direct that one or more of these items be removed from the Consent Agenda for the purpose of discussion and consideration of action.

- a. Approve Certificated Personnel Report
- b. Approve Classified Personnel Report
- c. Approve Minutes of the December 09, 2010, Regular Governing Board Meeting
- d. Approve Donations to the District
- e. Accept Enrollment Report: Fourth Month 2010-2011 School Year
- f. Approve Annual Overnight Field Trip for 8<sup>th</sup> Grade Social Studies Class to Washington, DC, February 20-24, 2011
- g. Approve Overnight Field Trip to Sacramento, California, for Hatch 5<sup>th</sup> Graders, March 28-29, 2011
- h. Approve Overnight Trip for Half Moon Bay High School Music Bands to Anaheim, California, May 13 – 16, 2011
- i. Approve Quarterly Report on Williams Uniform Complaints

(Education Code 35186)

- j. Approve Current Rate Charged for Public Record Duplication and Distribution
- k. Approve Three Teacher Leaders to Attend Teachers College Columbia University (New York) Literacy Institute

### **13. ACTION ITEMS**

- a. Accept Audit Report for Year Ending June, 2010
- b. Hold Public Hearing and Approve Waiver for the Extension of Timeline for Completion of School Accountability Report Card (SARC)
- c. Approve Proposed New Board Policy 5118 Students: Open Enrollment Act Transfers
- d. Approve Proposed New Board Policy 7110.1 Facilities: Energy and Water Use
- e. Adopt Two Proposed New Courses of Study at Half Moon Bay High School: Agricultural Leadership and Advanced Algebra II

### **14. FUTURE BOARD AGENDA ITEMS**

- a. State Budget Overview – February 10
- b. Policies Maintenance Update/Review – February 10
- c. Potential Layoffs – February 10
- d. Ad-Hoc Solar Energy Committee Report – February 10
- e. Consolidated Application Part II – February 10
- f. Second Interim Budget Report – March 10
- g. Current Status of Anti-Bullying Efforts in District - TBD

### **15. FUTURE EVENTS/DATES/REQUESTS**

- a. January 17, Martin Luther King, Jr. Day
- b. January 19, No Bully Workshop, Half Moon Bay High School

- c. January 25, Hatch Community Readers Day
- d. February 5, Boardsmanship Retreat
- e. February 5, Cabrillo Education Foundation Starlight Soirée

**16. CLOSED SESSION (IF NECESSARY)**

**17. ADJOURNMENT OF THE MEETING**

**SPECIAL FOOTNOTES**

Board Bylaw 9323 stipulates that the meeting of the Board shall end at 10:00 p.m. The Board, at its discretion, may extend the meeting for a defined time to finish the business at hand.

In compliance with the Americans with Disabilities Act, those individuals requiring assistance and/or accommodations in order to participate in this board meeting are asked to contact the Superintendent's Office at (650) 712-7112.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION**
- CONSENT**
- DISCUSSION**
- INFORMATION**

**BOARD AGENDA NUMBER:** 12.a.

**BOARD AGENDA ITEM:** Approve Certificated Personnel Report

**DEPARTMENT:** Personnel

**CONTACT PERSON:** John Corry, Director of Personnel

---

## **BACKGROUND INFORMATION:**

The following personnel items are submitted for your ratification/approval.

### **1. OFFERS OF TEMPORARY EMPLOYMENT FOR 2010-11**

<i>Employee</i>	<i>Assignment</i>	<i>FTE</i>	<i>Site</i>	<i>Date</i>
Gregory, Lilla	2 <sup>nd</sup> Grade	0.60	Hatch	12/08/10

### **2. ADDITIONAL ASSIGNMENTS 2010-11**

John Carey, Varsity Girls Basketball Coach, Half Moon Bay High School.

### **3. RESIGNATION**

Chanda Jensen, Substitute Teacher, effective December 23, 2010.

## **FINANCIAL IMPACT:**

Financial impact is included in the budget.

---

## **RECOMMENDATION:**

Approve the Certificated Personnel Report.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION**
- CONSENT**
- DISCUSSION**
- INFORMATION**

**BOARD AGENDA NUMBER:** 12.b.

**BOARD AGENDA ITEM:** Approve Classified Personnel Report

**DEPARTMENT:** Personnel

**CONTACT PERSON:** John Corry, Director of Personnel

**BACKGROUND INFORMATION:**

The following personnel items are submitted for your ratification/approval.

**1. OFFERS OF EMPLOYMENT**

<i><b>Employee</b></i>	<i><b>Position</b></i>	<i><b>Site</b></i>	<i><b>Date</b></i>	<i><b>Replace/New</b></i>
Erickson, Marilyn	Noon Duty-Substitute	FV	12/09/10	New
Hunter, Larissa	Workability Student	HMBHS	12/16/10	New
Hernandez-Ramirez, Elsa	Workability Student	HMBHS	12/16/10	New

**2. APPROVE OFFER OF EMPLOYMENT OF COCURRICULAR POSITIONS FOR HALF MOON BAY HIGH SCHOOL FOR THE 2010-11 SEASON**

A search has been conducted of the district's certificated staff and has failed to fulfill the need for a cocurricular position. The following applicant is certified as outlined in Title 5, California Code of Regulations Section 5593 and in Board Policy 4127.

<i><b>Applicant</b></i>	<i><b>Cocurricular Position</b></i>	<i><b>Stipend</b></i>
Apperson, Arron	Varsity Girls Soccer	\$3,394
Buck, Helena	Frosh/Soph Girls Soccer	\$2,970
Claitor, James	Frosh/Soph Wrestling	\$2,970
Forslund, Rich	Varsity Boys Basketball	\$3,394
Gammon, Gabe	Varsity Wrestling	\$3,394

Mederios, Victor	Varsity Boys Soccer	\$3,394
Modena, James	Frosh/Soph Girls Basketball	\$2,970
Pipp, Terry	Frosh/Soph Boys Soccer	\$2,970
Putnam, John	Frosh/Soph Boys Basketball	\$2,970

**3. RETIREMENT**

Diane Stupi, Director of Fiscal Services, effective December 31, 2010. Ms. Stupi was hired March 28, 1989.

**FINANCIAL IMPACT:**

Financial impact is included in the budget.

**RECOMMENDATION:**

Approve the Classified Personnel Report.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.c.

**BOARD AGENDA ITEM:** Approve Minutes of the December 9, 2010 Regular Governing Board Meeting

**DEPARTMENT:** Superintendent/Governing Board

**CONTACT PERSON:** Rob Gaskill, Superintendent

---

## **BACKGROUND INFORMATION:**

The following Minutes are submitted for Board approval.

## **REPORT/PROPOSAL:**

The Unadopted Minutes are included for Board review.

## **FINANCIAL IMPACT:**

No financial impact to the district.

---

## **RECOMMENDATION:**

Approve Minutes of the December 9, 2010 regular Governing Board meeting.



## **CABRILLO UNIFIED SCHOOL DISTRICT**

498 Kelly Avenue, Half Moon Bay, CA 94019

### **MINUTES (Unadopted) – December 09, 2010 Regular Governing Board Meeting**

District Office Conference Room

Board Members Present: Freya McCamant  
John Moseley  
Rob Pappalardo  
Dr. Kirk Riemer

Board Members Absent: Charlie Gardner

Administrators at the Table: Robert Gaskill, Superintendent  
John Corry, Director, Personnel & Pupil Services  
Diane Stupi, Chief Business Official  
Wael Saleh, incoming Chief Business Official

Student Representative: Ethan Hofmayer

#### **CALL TO ORDER/QUORUM ESTABLISHED**

Trustee Moseley called the meeting to order at 6:00 p.m.

#### **RECESS TO CLOSED SESSION**

The Governing Board recessed to closed session at 6:01 p.m.

#### **RECONVENE OPEN SESSION**

Trustee Moseley called the open session to order at 7:01 p.m. He reported that the board met in closed session from 6:01 p.m. until 6:41 p.m. The Governing Board voted 4 to 0 to exempt one student from compulsory attendance.

#### **PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was led by Trustee Moseley.

Superintendent Gaskill presented each newly-elected Governing Board member with a Certificate of Election from the County Chief Elections Officer. He also thanked Diane Stupi, Chief Business Official for her years of service and wished her well in retirement. Anne Campbell, County Superintendent of Schools was introduced to conduct the Oath of

Office Ceremony for newly-elected Governing Board members Freya McCamant, Rob Pappalardo, and Kirk Riemer.

President Moseley declared a recess from 7:15 p.m. to 7:30 p.m. for a brief celebration with refreshments in recognition of these members and Ms. Stupi.

### **ADOPTION OF AGENDA**

Trustee Moseley proposed an amendment to the agenda to move Item 9 (Items Related to the Board Organization) up to Item 7.

Dr. Riemer made the motion to approve the agenda as presented. Member McCamant made the second.

Passed: 4-0 (M-108)

### **ITEMS RELATED TO BOARD REORGANIZATION**

The Governing Board officers for December 2010 were nominated and elected as follows:

- **President – John Moseley**

Dr. Riemer made the motion to appoint Trustee Moseley as President. Member Pappalardo made the second.

Passed: 4-0 (M-109)

- **Vice President –Charlie Gardner**

Dr. Riemer made the motion to appoint Charles Gardner as Vice President. Member McCamant made the second.

Passed: 4-0 (M-110)

- **Clerk of the Board – Dr. Kirk Riemer**

Trustee McCamant made the motion to appoint Dr. Riemer as Clerk of the Board. Member Pappalardo made the second.

Passed: 4-0 (M-111)

- **Secretary to the Board – Robert Gaskill**

Trustee McCamant made the motion to appoint Superintendent Gaskill as Secretary to the Board. Trustee Riemer made the second.

Passed: 4-0 (M-112)

## **Authorize Signatories for the Board**

Dr. Riemer moved to authorize both President and/or Clerk as Signatories for the Board. Trustee Pappalardo made the second.

Passed: 4-0 (M-113)

Board members volunteered to accept the following assignments to various groups and sites:

- Board spokesperson – President John Moseley
- Representative to the Cabrillo Education Foundation – Rob Pappalardo, Dr. Riemer alternate
- Representative to the San Mateo County Committee on School District Organization – Charles Gardner
- Representative to the San Mateo County School Boards Association – Freya McCamant, John Moseley (alternate)
- Representative(s) to City Council of Half Moon Bay – Charles Gardner, Rob Pappalardo (alternate)
- Representative(s) to the Mid Coast Council – Freya McCamant
- Representative(s) to the County Board of Education – Dr. Riemer
- Representative(s) to the Coastside Community School Partnership Dr. Riemer, Freya McCamant (alternate)
- Representative(s) to the County Transportation Department – John Moseley
- Representative(s) to the Facilities Study/Cunha New Construction & Modernization – Charles Gardner
- Representative(s) to the Ad-Hoc Solar Energy Committee – John Moseley, Freya McCamant
- Representative(s) to school sites:
  - A. Alvin S. Hatch Elementary – John Moseley
  - B. El Granada Elementary – Rob Pappalardo
  - C. Farallone View Elementary – Rob Pappalardo
  - D. Half Moon Bay High School – John Moseley, Charles Gardner
  - E. Kings Mountain Elementary – Freya McCamant
  - F. Manuel F. Cunha Intermediate – Charlie Gardner, Freya McCamant
  - G. Pilarcitos High School – Dr. Riemer

Member Pappalardo made the motion to approve the above appointments. Dr. Riemer made the second.

Passed: 4-0 (M-114)

**9. c. Complete Annual Review of Board Bylaw 9250 as it Pertains to Compensation Individuals May Elect to Receive for Service as Members to the Governing Board for 2011**

Dr. Riemer made the motion to maintain language in the current Board Bylaw waving the rights to compensation for Board service. Member McCamant made the second.

Passed: 4-0 (M-115)

**COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**

President Moseley opened the meeting for public comment at 7:41 p.m. No comments were offered and he declared the session closed at 7:42 p.m.

**REPORTS/INFORMATION/PRESENTATION**

**a. Student Representative**

Student Representative Ethan Hofmayer commented that the end of the first quarter is Friday, December 17, 2010. Participating seniors are returning from assisting in the Outdoor Education program just in time for finals next week. The spring musical cast list has been announced for this year's High School musical *Beauty and The Beast* that will be presented this coming March.

**b. Association Representatives**

CUTA Member Mike Putnam noted he was representing the Association in Tom Cox's absence. He welcomed and congratulated new and returning board members and shared that he looked forward to working as a team in the coming year.

CSEA Chapter President Gary Aldrich noted his term is ending this month and introduced incoming President, Stig Lynne. He thanked the new board members for taking on these jobs and shared that he was looking forward to seeing members at the school sites.

**c. Receive Report on Plans to Reinstate Three Courses of Study at Half Moon Bay High School in the 2011-2012 School Year**

Mary Streshly, Principal at Half Moon Bay High School informed the board of the plans to reinstate three courses of study: *AP Language and Composition*, *Web Design*, and *Journalism*. She noted her interest in expanding the elected options by "floating the courses" according to enrollment. This allows the course deck to be based on student choice. Assistant Principal Allison Silvestri and English Department Chair Andy Boysen provided brief presentation on the courses being offered. President Moseley asked how the courses are being funded. Mary noted the funding for Web Design comes

by a three-year state grant from Carl D. Perkins and the other courses are part of the School's normal staffing allocation.

**d. Receive Report on Plans to Reconfigure the Ninth and Tenth Grade Core Physical Education Program at Half Moon Bay High School Beginning with the 2011-2012 School Year**

Assistant Principal Silvestri provided board members with an overview of site plans to reconfigure the ninth and tenth grade core physical education program.

**CONSENT AGENDA**

Trustee Riemer made the motion to approve the Consent Agenda. Member McCamant made the second to approve the following items under the Consent Agenda:

1. Approve Certificated Personnel Report
2. Approve Classified Personnel Report
3. Approve Minutes of the December 09, 2010, Regular Governing Board Meeting
4. Approve Gifts to the District
5. Accept Enrollment report: Third Month 2010-2011 School Year
6. Approve Overnight Field Trip for Half Moon Bay High School's Future Farmers of America to Fresno, California, April 16-19, 2011
7. Approve Overnight field Trip for Half Moon Bay High School's Future Farmers of America to San Luis Obispo, California, January 21-22, 2011
8. Approve Overnight Field Trip for Cunha Outdoor Education to Jones Gulch, La Honda, California, December 6-10, 2010
9. Approve Overnight Field Trip for Half Moon Bay High School Ski club to Kirkwood, California, February 11-13, 2011

Passed: 4-0 (M-116)

Roll Call: Rob Pappalardo - Yes  
Kirk Riemer - Yes  
John Moseley - Yes  
Freya McCamant - Yes

## **ACTION ITEMS**

### **a. Certify First Interim Financial Report and Approve Budget Revision Resolution No. 23-10 for Fiscal Year 2010-2011**

Chief Business Official Diane Stupi provided a broad overview for the new board members on the budget process for a school district. She then narrated a PowerPoint presentation on the First Interim Financial Report for fiscal year 2010-2011. Brief discussion followed.

Member Pappalardo made a motion to approve and certify the First Interim Financial Report and approve Budget Revision Resolution No. 23-10 for Fiscal Year 2010-2011 as presented. Dr. Riemer made the second.

Passed: 4-0 (M-117)

Roll Call: Rob Pappalardo – Yes  
Kirk Riemer – Yes  
Freya McCamant – Yes  
John Moseley – Yes

## **DISCUSSION**

Superintendent Gaskill proposed discussing Discussion Item 12.c. at this point in time since a number of staff members were present. Board members voiced concurrence with this friendly amendment to the Agenda.

### **12. c. Discuss Two Proposed New Courses of Study at Half Moon Bay High School: Agricultural Leadership and Advanced Algebra II.**

Vice Principal Silvestri, Agriculture teacher Christine Fitzpatrick, and Mathematics Department Chair Jenny Walton discussed plans to offer these two courses for the first time at Half Moon Bay High School in the 2011-2012 academic school year. Some discussion followed. President Moseley noted this will be brought back to the Board in January for consideration of action.

### **12. a. Discuss on a First Reading Basis Proposed New Board Policy 7110.1 Facilities: Energy and Water Use**

Superintendent Gaskill provided a brief background on the formation of the Ad Hoc Solar Energy Committee and the need for a board policy to provide a framework for future decisions involving alternative energy. Some discussion followed. Member McCamant commented that she believed Oakland Unified School District has a similar policy and has adopted a “California Green Codes” that we might wish to consider. President Moseley noted community member TJ Gauthier has volunteered to create a draft of a Request for Proposal (RFP). Dr. Riemer suggested the staff make certain that Trustee Gardner has had an opportunity to review the proposed policy and provide input prior to the next reading.

### **12. b. Discuss on a First Reading Basis Proposed New Board Policy 5118: Open Enrollment Act Transfers**

John Corry, Director of Pupil Services provided an overview of this proposed new Board policy that is necessitated by new legislation known as the “Romero Bill,” authorizing a parent of a pupil enrolled in a “low achieving school” to apply to transfer the pupil to another school district outside the school district of residence. Discussion followed. Superintendent Gaskill noted this will be brought back for consideration of action in January.

## COMMUNICATIONS

### a. Board Members

Member McCamant noted her pleasure and honor as a new board member. She is thrilled to be a part of this community and will do what she can for the children. She hopes to address “bullying” within the school environments. She would like to find out what is in place at each site and send a cohesive message and begin to teach tolerance. She hopes this will be a board goal for this year. Dr. Riemer welcomed the new board members. He also thanked those who have donated to the Cabrillo Education Foundation and thanked Ms. Stupi for her service to the District. Member Pappalardo commented that the District offers a wonderful education with passionate teachers and administrators. He looks forward to the challenges ahead and noted he is glad to be a part of this Board. President Moseley thanked Anne Campbell for conducting the Oath of Office ceremony and thanked Ms. Stupi and her team for all of their hard work. He shared that he is honored to be selected as Board President and looks forward to incorporating new technologies and visiting teachers and sites in the coming year.

### b. Superintendent

The Superintendent again welcomed incoming CBO Wael Saleh to the District and thanked Ms. Stupi for serving the District so well. He commented briefly about the *Orientation for New Trustees: What Every Board Member Needs to Know* CSBA workshop he attended recently with new members McCamant and Pappalardo. He also thanked the Coastside Community for providing the District with an early holiday gift by approving Measure E.

## ADJOURNMENT OF THE MEETING

Dr. Riemer made a motion to adjourn the meeting. Member Pappalardo made the second.

Passed: 4-0 (M-118)

The meeting was adjourned at 9:55 p.m.

Minutes prepared by Janice Olson, Administrative Assistant to the Superintendent  
Minutes presented by Mr. Gaskill, Secretary to the Board

---

Certified by the Clerk of the Board

---

Date

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.d.

**BOARD AGENDA ITEM:** Approve Donations to the District

**DEPARTMENT:** Business Department

**CONTACT PERSON:** Wael Saleh, Chief Business Official

---

## REPORT/PROPOSAL:

Pursuant to Governing Board Policy 3290, the Governing Board is to accept donations on behalf of the district or any school district in the district.

**Half Moon Bay High School** **\$ 338.00**

---

**Friends of Cougars in Concert and Band Club**

David M. Katz, Young Einsteins Society  
Herman R. and Dorothy M. Katz  
The Katz Family of Philanthropies

**Seth Koller Memorial Scholarship**

Mrs. Stella K. Johnson

**Staff Development**

Genentech Corporation

**Kings Mountain Elementary** **\$ 1,000.00**

---

Wells Fargo Bank – Whiskey Hill Branch

---

## RECOMMENDATION:

The Administration recommends that the Governing Board accept with appreciation the above listed donations to our district.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.e.

**BOARD AGENDA ITEM:** Accept Enrollment Report:  
Fourth Month 2010-2011 School Year

**DEPARTMENT:** Business Department

**CONTACT PERSON:** Wael Saleh, Chief Business Official

---

## REPORT/PROPOSAL:

The Enrollment Report for the Fourth Month of the 2010-2011 School Year is being presented to the Governing Board for information.

CABRILLO UNIFIED SCHOOL DISTRICT  
 2010-2011 SCHOOL YEAR  
 ENROLLMENT REPORT

School Month No. 4

Date: 12/17/2010

Grade	El Granada	Farallone View	Hatch	Kings Mountain	Cunha	Half Moon Bay High	Pilarcitos	Home & Independent Study	TOTALS
K	81	64	111	17				0	273
1	86	67	102	14				0	269
2	81	62	104	22				0	269
3	84	70	86	13				0	253
4	64	69	78	13				0	224
5	80	65	107	7				0	259
6					247			0	247
7					265			0	265
8					249			1	250
9						243	0	3	246
10						216	2	3	221
11						222	7	10	239
12						237	24	19	280
<b>Total Regular Enrollment</b>	476	397	588	86	761	918	33	36	3295
<b>SDC Student Enrollment</b>	18				7	16			41
<b>TOTAL ENROLLMENT</b>	494	397	588	86	768	934	33	36	3336

<b>Total Enrollment as of 11/27/2009</b>	502	428	562	83	771	952	39	36	3373
<b>Difference between 12/17/2010 Total Enrollment and 11/27/2009 Total Enrollment</b>	-8	-31	26	3	-3	-18	-6	0	-37

<b>Total Enrollment as of CBEDS 2010</b>	489	400	584	86	769	944	41	29	3342
<b>Difference between CBEDS 2010 and Total Enrollment as of 12/17/2010</b>	5	-3	4	0	-1	-10	-8	7	-6

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.f.

**BOARD AGENDA ITEM:** Approve Annual Overnight Field Trip for 8<sup>th</sup> Grade Social Studies Class to Washington, DC, February 20-24, 2011

**DEPARTMENT:** Pupil Services

**CONTACT PERSON:** John Corry, Director, Personnel and Pupil Services

---

## **BACKGROUND INFORMATION:**

Board Policy 6153 allows the Governing Board to permit students to participate in overnight field trips.

## **REPORT/PROPOSAL:**

Tom Cox, Cunha Intermediate School Social Studies teacher, is requesting that the Governing Board approve an overnight field trip for 8<sup>th</sup> grade social studies classes to Washington, DC during Presidents' Week scheduled for February 20-24, 2011. Invitations to participate in the Washington trip were extended to all Social Studies classes. Students will participate in an active schedule that includes sightseeing and social events geared especially to their age group. This year 76 students will be participating. There will be five certificated staff members chaperoning.

For the past 20 years, WorldStrides Tours has supervised the 8th grade social studies trip to Washington DC. WorldStrides Tours also provides liability coverage. Accident, illness, and accident-related dental insurance coverage's are provided for all participants. Limits per single occurrence are: \$7,000 for accident, \$1,500 for illness, and \$750 for accident-related dental.

## **FINANCIAL IMPACT:**

There is no financial impact on the district for this trip. The trip is funded by the parents. Scholarships are available for students in need of financial assistance. Six students will be receiving full or partial scholarships.

**RECOMMENDATION:**

Approve the field trip request from Tom Cox to take the 8th Grade Social Studies Class to Washington, DC, February 20-24, 2011.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.g.

**BOARD AGENDA ITEM:** Approve Overnight Field Trip to Sacramento, California, for Hatch 5th Graders, March 28-29, 2011

**DEPARTMENT:** Pupil Services

**CONTACT PERSON:** John Corry, Director, Personnel and Pupil Services

---

## **BACKGROUND INFORMATION:**

Board Policy 6153 allows the Governing Board to permit students to participate in overnight field trips.

## **REPORT/PROPOSAL:**

Jan McFarland-Brown, 5<sup>th</sup> grade teacher at Hatch Elementary School, is requesting permission to take her class on an overnight field trip to Sacramento, California, March 28-29, 2011.

This trip is part of the social studies program, and the students will tour historical sites such as the State Capitol, Sutter Fort, Railroad Museum, Old Sacramento, the California Indian Museum and the California Museum.

There will be 31 students, one certificated staff member and eight other adults attending. The group will travel to Sacramento by private transportation, and will be lodging at the Hostelling International Sacramento, 925 H Street, Sacramento CA 95814, 916-443-1691 and 877-464-6783.

## **FINANCIAL IMPACT:**

There is no financial impact to the district. The cost of the field trip is \$50, and the parents are paying for this trip.

---

## **RECOMMENDATION:**

Approve the field trip request from Jan McFarland-Brown to take her 5th grade class to Sacramento, California, March 28-29, 2011 to fulfill California History and Social Studies standards.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.h.

**BOARD AGENDA ITEM:** Approve Overnight Field Trip for Half Moon Bay High School Band to Anaheim, California, May 13 - 16, 2011

**DEPARTMENT:** Pupil Services

**CONTACT PERSON:** John Corry, Director, Personnel and Pupil Services

---

## **BACKGROUND INFORMATION:**

Board Policy 6153 allows the Governing Board to permit students to participate in overnight field trips.

## **REPORT/PROPOSAL:**

John Evans, Half Moon Bay High School Jazz, Wind Ensemble and Chorale director, is requesting that the Governing Board approve a field trip to Anaheim, California, May 13 - 16, 2011 to participate in a music festival. This festival provides performance experience for the students.

There will be approximately 65 students, one certificated staff member and ten other adults attending. The students, chaperones, teacher will travel from Half Moon Bay to Anaheim on buses chartered by El Camino Charter, 650-588-0256. The travel party will be staying at the Portofino Inn, 1831 S. Harbor Blvd., Anaheim, California, 92802, 714-782-7600.

## **FINANCIAL IMPACT:**

There is no financial impact to the district. The trip is funded by the students.

---

## **RECOMMENDATION:**

Approve the field trip request from John Evans to take the Half Moon Bay High School Music students to Anaheim, California, May 13 - 16, 2011 to participate in a music festival.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.i.

**BOARD AGENDA ITEM:** Accept Quarterly Report on Williams Uniform Complaints  
(Education Code 35186)

**DEPARTMENT:** Superintendent

**CONTACT PERSON:** Robert Gaskill, Superintendent

## **BACKGROUND INFORMATION:**

In May 2000, the American Civil Liberties Union (ACLU) and other public interest groups filed a lawsuit against the State of California alleging the state had failed to provide poor and underprivileged students with equal educational opportunities by providing these students with inadequate facilities, insufficient educational materials, and with teachers who were not fully credentialed. This requirement only refers to the types of complaints listed above.

On August 13, 2004, Governor Schwarzenegger and the State of California settled the lawsuit. As part of the lawsuit, the State of California agreed to enact legislation and provide funding to address the issues in the lawsuit. On September 29, 2004, Governor Schwarzenegger signed five bills to implement the settlement as urgency measures. Assembly Bill 2727 and Education Code 35186 require school districts to submit quarterly reports on Williams Uniform Complaints to their Governing Boards.

## **REPORT/PROPOSAL:**

The Cabrillo Unified School District received one Williams Uniform Complaints during the quarter covering October 1, 2010 through December 31, 2011.

## **FINANCIAL IMPACT:**

There is no financial impact to the district.

## **RECOMMENDATION:**

Accept Quarterly Report on Williams Uniform Complaint as presented.

# SAN MATEO COUNTY OFFICE OF EDUCATION

## Valenzuela/CAHSEE Lawsuit Settlement

### Quarterly Report on Williams Uniform Complaints

[Education Code § 35186(d)]

District: Cabrillo Unified School District  
 Person completing this form: Robert Gaskill Title: Superintendent

Quarterly Report Submission Date:

(check one)

- October 2010 (Covers 7/1/10 – 9/30/10)
- January 2011 (Covers 10/1/10 – 12/31/10)**
- April 2011 (Covers 1/1/11 – 3/31/11)
- July 2011 (Covers 4/1/11 – 6/30/11)

Date for information to be reported publicly at governing board meeting: October 14, 2010

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
<b>Textbooks and Instructional Materials</b>	1	1	0
<b>Teacher Vacancy or Misassignment</b>	0	0	0
<b>Facilities Conditions</b>	0	0	0
<b>CAHSEE Intensive Instruction and Services</b>	0	0	0
<b>TOTALS</b>	1	1	0

Robert Gaskill  
 Print Name of District Superintendent

\_\_\_\_\_  
 Signature of District Superintendent

\_\_\_\_\_  
 Date

Return via Pony, fax, or email to Mefula Fairley  
 San Mateo County Office of Education  
 mfairley@smcoe.k12.ca.us  
 650.802.5363 (fax)

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.j.

**BOARD AGENDA ITEM:** Approve Current Rate Charged for Public Record  
Duplication and Distribution

**DEPARTMENT:** Business Department

**CONTACT PERSON:** Wael Saleh, Chief Business Official

---

## **BACKGROUND INFORMATION:**

It has come to our attention that the District does not have record of an official approval by the Governing Board to establish a set fee for duplication and distribution of public records. The current rate the District charges is \$0.25 per page.

## **REPORT/PROPOSAL:**

The Business Department surveyed a few neighboring districts in San Mateo County and determined that the current \$0.25 per copy charge is a reasonable fee to reflect the following direct costs associated with this service: paper, the machine click charge, personnel costs to research, copy and prepare the documents for the requestor, and other direct costs, as needed.

## **FIANCIAL IMPACT:**

There is no financial impact to the district.

---

## **RECOMMENDATION:**

Approve the current rate charged for public record duplication and distribution as \$0.25 per page.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.k.

**BOARD AGENDA ITEM:** Approve Three Teacher Leaders to Attend Teachers College Columbia University (New York) Literacy Institute

**DEPARTMENT:** Curriculum and Instruction

**CONTACT PERSON:** Elizabeth Schuck, Assistant Superintendent  
John Corry, Director of Personnel

## **BACKGROUND INFORMATION:**

In an effort to continue to support student literacy, district adopted curriculum, and on-going staff development, three staff members from Hatch Elementary School have received Hatch Elementary School Site Council (SSC) approval to attend the Teachers College Columbia University (New York) Literacy Institute. The Hatch Literacy Coach will attend the Coaching and Whole School Reform Institute (February 15<sup>th</sup> - February 18<sup>th</sup>) and two Hatch teachers, representing both upper and lower grades as well as the English and Immersion programs, will attend, during the CUSD Spring Break, the Content Area Literacy and the Common Core Standards: Using Performance Assessments and Studies of Student Work to Reach Ambitious New Standards (February 21<sup>st</sup> – February 24<sup>th</sup>). Past practice in our district has required Governing Board approval for overnight or out-of-state conference attendance for staff.

This intimate and intensive institute will enable Hatch staff to learn the project's newest and most powerful methods of staff development. The institute will equip Hatch staff members with the tools, techniques, mentors, and intellectual community to provide state-of-the-art, data based literacy leadership. Teachers will study how to lead staff development work that rallies educators across the entire schools to join together in a professional learning community. Staff will also learn to ensure that staff development is differentiated based on solid evidence of what learners can do and can almost but not yet do. Upon their return to Hatch Elementary School, our trained staff will be ready to enhance our site and district staff development program as teacher leaders.

## **REPORT/PROPOSAL:**

It is vital that our sites and district maintain on-going staff development via one of the best resources in the country: Teachers College Reading and Writing Project. Training for new staff in literacy coaching positions is not only strongly advised but also critical to the new and improved strategies that will be shared by lead teachers upon their return to both Hatch Elementary School and the District.

**FINANCIAL IMPACT:**

There is no impact to the General Fund. The Hatch Elementary School Site Council (SSC) has approved registration monies via federal funding for three staff members to attend this institute. The total cost is \$1,900 for registration. All other expenditures (airfare, lodging, food, etc...) will be absorbed by Hatch staff members attending the institute.

---

**RECOMMENDATION:**

Approve Three Teacher Leaders to Attend Teachers College Columbia University (New York) Literacy Institute.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 13.a.

**BOARD AGENDA ITEM:** Accept Audit Report for Year Ending June, 2010

**DEPARTMENT:** Business Department

**CONTACT PERSON:** Wael Saleh, Chief Business Official

---

## **BACKGROUND INFORMATION:**

Education Code Section 41020 requires that each district provide an audit of the accounts and funds of the district in each fiscal year. For fiscal year ending June 30, 2010, the firm of Chavan & Associates, LLP conducted an audit of the district's funds, accounts, and operations.

## **REPORT/PROPOSAL:**

The audit was in accordance with Government Auditing Standards and there were no material findings. For many years, and through several different audit firms, Cabrillo has maintained a very "clean" audit record. This is reflective of the District's policy of accountability and transparency in its financial activities.

## **FINANCIAL IMPACT:**

There is no financial impact to the district.

---

## **RECOMMENDATION:**

Accept the auditor's report for fiscal year 2009-2010 as presented.

**CABRILLO UNIFIED SCHOOL DISTRICT**  
COUNTY OF SAN MATEO  
HALF MOON BAY, CALIFORNIA

AUDIT REPORT

JUNE 30, 2010



CHAVAN & ASSOCIATES LLP  
900 E. HAMILTON AVE., SUITE 100  
CAMPBELL, CA 95008

**Cabrillo Unified School District**  
San Mateo County

Table of Contents

---

<b>TITLE</b>	<b>PAGE</b>
<b>FINANCIAL SECTION:</b>	
Independent Auditor's Report .....	1 - 2
Management's Discussion and Analysis .....	3 - 14
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Assets .....	15
Statement of Activities .....	16
Fund Financial Statements:	
Governmental Funds Balance Sheet.....	17
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets .....	18
Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances .....	19
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities .....	20
Statement of Fiduciary Assets and Liabilities .....	21 - 22
Notes to the Basic Financial Statements.....	23 - 41
<b>REQUIRED SUPPLEMENTARY INFORMATION:</b>	
Schedule of Revenue, Expenditures and Changes in Fund Balances - Budget and Actual (GAAP) - General Fund.....	42
<b>SUPPLEMENTARY INFORMATION:</b>	
Combining Statements - Nonmajor Funds:	
Nonmajor Governmental Funds - Combining Balance Sheet.....	43
Nonmajor Governmental Funds - Combining Schedule of Revenues, Expenditures and Changes in Fund Balances.....	44
<b>STATE AND FEDERAL AWARD COMPLIANCE SECTION:</b>	
Organization .....	45
Schedule of Average Daily Attendance.....	46
Schedule of Instructional Time Offered .....	47
Schedule of Financial Trends and Analysis.....	48
Schedule of Expenditures Federal Awards .....	49
Reconciliation of the Annual Financial Budget Report (SACS) to the Audited Financial Statements .....	50

**Cabrillo Unified School District**  
San Mateo County

Table of Contents

---

Schedule of Excess Sick Leave .....	51
Notes to State and Federal Award Compliance Sections.....	52 - 53
<b>OTHER INDEPENDENT AUDITOR’S REPORTS:</b>	
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....	54 -55
Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with OMB Circular A-133.....	56 - 57
Independent Auditors' Report on State Compliance.....	58 - 59
<b>FINDINGS AND RECOMMENDATIONS:</b>	
Schedule of Findings and Questioned Costs.....	60 - 61
Status of Prior Year Findings and Recommendations .....	62 - 63

FINANCIAL  
SECTION



## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Board of Trustees  
Cabrillo Unified School District  
Half Moon Bay, California

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Cabrillo Unified School District (the "District"), as of and for the year ended June 30, 2010, which collectively comprise the District's basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the Cabrillo Unified School District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Cabrillo Unified School District at June 30, 2010, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated October 15, 2010 on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.



The Management's Discussion and Analysis and budgetary schedules as listed in the table of contents is not a required part of the basic financial statements, but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Cabrillo Unified School District's basic financial statements. The combining and individual fund financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements of Cabrillo Unified School District. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements of Cabrillo Unified School District. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*C & A LLP*

October 15, 2010  
Campbell, California

*Management's Discussion and Analysis*

# **CABRILLO UNIFIED SCHOOL DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2010**

The discussion and analysis of Cabrillo Unified School District's financial performance provides an overall review of the School District's financial activities for the fiscal year ended June 30, 2010. The intent of this discussion and analysis is to look at the School District's financial performance as a whole. Readers should also review the basic financial statements and notes to enhance their understanding of the School District's financial performance.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

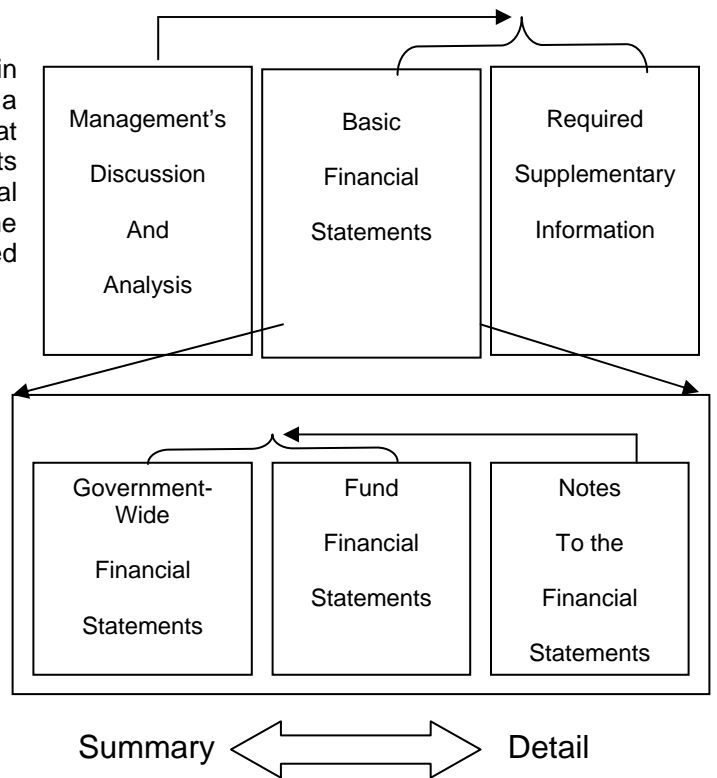
This annual report consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand Cabrillo Unified School District's various funds as a "financial whole", or as an entire operating entity.

The statement of net assets and statement of activities provide information about the activities of the whole School District, presenting both an aggregate view of the School District's finances and longer-term view of those finances. Fund financial statements provide the next level of detail. For governmental funds, these statements tell how services were financed in the short-term as well as what remains for future spending. The fund financial statements also look at the School District's most significant funds with all other non-major funds presented in total in a single column. For Cabrillo Unified School District, the General Fund is the most significant of these.

### **STATEMENT OF NET ASSETS AND STATEMENT OF ACTIVITIES**

While this report contains the funds used by the School District to provide programs and activities, the view of the School District as a whole looks at all financial transactions and asks the question, "How did we do financially during fiscal year 2010?" The statement of net assets and the statement of activities answer this question. These statements include all assets and liabilities using the accrual basis of accounting similar to the accounting system used by most private sector companies. This basis of accounting takes into consideration all of the current year's revenues and expenses regardless of when cash was received or paid.

The financial statements also include notes that explain greater detailed data. The statements are followed by a section of required supplementary information that further explains and supports the financial statements with a comparison of the district's budget for the fiscal year. The diagram presented here shows how the various parts of this annual financial report are arranged and related to one another.



The chart summarizes the major features of the district's financial statements, including the portion of the district's activities each covers and the types of information each contains. The remainder of this overview section of management's discussion and analysis highlights the structure and contents of each of the statements.

**MAJOR FEATURES OF THE GOVERNMENT-WIDE FUND FINANCIAL STATEMENTS**

	Government-Wide Statements	Fund Statements		
		Governmental Funds	Proprietary	Fiduciary
Scope	Entire district, except fiduciary activities	The activities of the district that are not proprietary or fiduciary, such as special education and building maintenance		
Required financial statements	Statement of Net Assets Statement of Activities	Balance Sheet Statement of Revenues, Expenditures and Changes in Fund Balances	N/A	N/A
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus		

		<b>Fund Statements</b>		
	<b>Government-Wide Statements</b>	<b>Governmental Funds</b>	Proprietary	Fiduciary
Type of asset/liability information	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included		
Type of inflow/outflow information	All revenues and expenses during the year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year, expenditures when goods or services have been received and payment is due during the year or soon thereafter	N/A	N/A

The statement reports the School District’s net assets and changes in those assets. This change in net assets is important because it identifies whether the financial position of the School District has improved or diminished for the School District as a whole. The cause of this change may be the result of many factors, some financial, some not. Non-financial factors include the School District’s property tax base, current property tax laws in California restricting revenue growth, facility conditions, required educational programs, and other factors.

**Governmental Activities** – Most of the School District’s programs and services are reported here including instruction, support services, operation and maintenance of plant, pupil transportation, and extracurricular activities.

## **REPORTING THE SCHOOL DISTRICT’S MOST SIGNIFICANT FUNDS**

### **Fund Financial Statements**

Fund financial reports provide detailed information about the School District’s major funds. The School District uses many funds to account for a multitude of financial transactions. However, these fund financial statements focus on the School District’s most significant funds. The School District’s Major Governmental Funds are the General Fund and the Building Fund.

## Governmental Funds

Most of the School District's activities are reported in governmental funds, which focus on how monies flow into and out of those funds and the balances left at fiscal year end for spending in future periods. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the School District's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or less financial resources that can be spent in the near future to finance educational programs. The relationship, or differences, between governmental activities reported in the statement or net assets and the statement of activities and the governmental funds is reconciled in the financial statements.

### FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

The computation of the district's nets assets at June 30, 2010, is presented by category in the following table.

<b>Table 1 - Summary of Statement of Net Assets</b>				
	2010	2009	Change	Percentage Change
<b>Assets</b>				
Current and Other Assets	\$ 18,477,243	\$ 28,921,624	\$ (10,444,381)	-36.1%
Capital Assets	47,177,979	45,200,832	1,977,147	4.4%
<b>Total Assets</b>	<b>\$ 65,655,222</b>	<b>\$ 74,122,456</b>	<b>\$ (8,467,234)</b>	<b>-11.4%</b>
<b>Liabilities</b>				
Current Liabilities and Other	\$ 4,616,194	\$ 9,812,751	\$ (5,196,557)	-53.0%
Long-Term Liabilities	16,355,298	19,050,158	(2,694,860)	-14.1%
<b>Total Liabilities</b>	<b>\$ 20,971,492</b>	<b>\$ 28,862,909</b>	<b>\$ (7,891,417)</b>	<b>-27.3%</b>
<b>Net Assets</b>				
Invested in Capital Assets, Net of Debt	\$ 37,427,772	\$ 26,525,069	\$ 10,902,703	41.1%
Restricted	7,255,958	18,734,478	(11,478,520)	-61.3%
Unrestricted	-	-	-	0.0%
<b>Total Net Assets</b>	<b>\$ 44,683,730</b>	<b>\$ 45,259,547</b>	<b>\$ (575,817)</b>	<b>-1.3%</b>

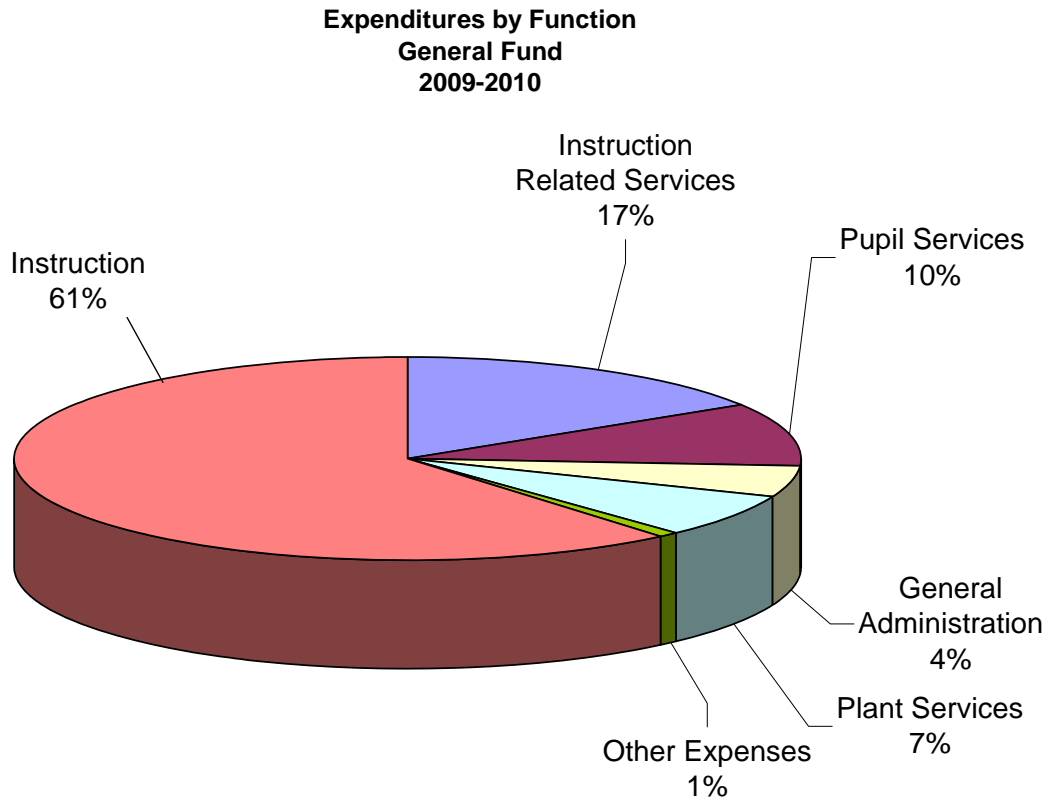
The invested in capital assets net of related debt increased because of a reclassification of unspent bond proceeds of \$6.2 million from restricted net assets. The other portion of the increase comes from additions in the amount of \$2.9 million net depreciation of \$0.9 million. The Current & Other Assets and Current Liability and Other both decreased because the District did not have an outstanding Tax and Revenue Anticipation Note (TRAN) as of June 30, 2010.

Table 2 shows the changes in net assets for fiscal year 2010.

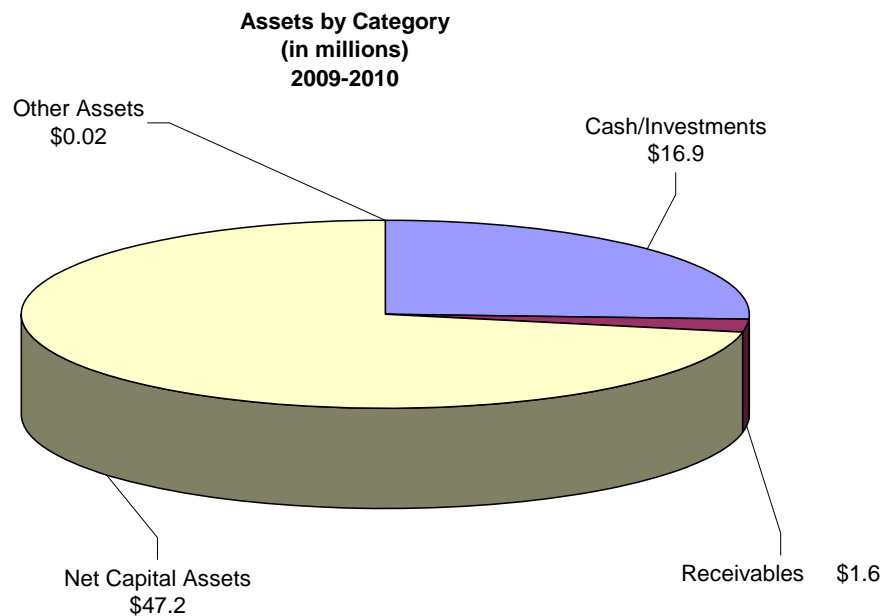
<b>Table 2 - Summary of Changes in Net Assets</b>				
	2010	2009	Change	Percentage Change
<b>Revenues</b>				
Program Revenues:				
Charges for Services	\$ 408,427	\$ 556,547	\$ (148,120)	-27%
Operating Grants and Contributions	5,080,767	5,753,983	(673,216)	-12%
General Revenues:				
Property taxes	23,147,523	23,336,347	(188,824)	-1%
Grants and Entitlements - Unrestricted	1,774,996	2,159,379	(384,383)	-18%
Other	458,428	(638,169)	1,096,597	172%
<b>Total Revenues</b>	<b>30,870,141</b>	<b>31,168,087</b>	<b>(297,946)</b>	<b>-1%</b>
<b>Program Expenses</b>				
Instruction	17,675,542	17,082,776	592,766	3%
Instruction-related services	4,421,210	4,226,180	195,030	5%
Pupil services	3,182,540	3,341,449	(158,909)	-5%
General administration	1,833,470	1,759,364	74,106	4%
Plant services	2,356,749	2,347,193	9,556	0%
Community services	349,456	320,660	28,796	9%
Other educational programs	416,220	371,769	44,451	12%
Payments to other agencies	519,191	542,644	(23,453)	-4%
Interest on long-term debt	691,580	219,208	472,372	215%
<b>Total Expenses</b>	<b>31,445,958</b>	<b>30,211,243</b>	<b>1,234,715</b>	<b>4%</b>
Increase in Net Assets	(575,817)	956,844	(1,532,661)	-160%
Beginning Net Assets	45,259,547	44,302,703	956,844	2%
Ending Net Assets	\$ 44,683,730	\$ 45,259,547	\$ (575,817)	-1%

The 172% increase in Other General Revenues is the result of the prior year loss of investment (Lehman Bros). The increase in Interest on long-term debt is from increased debt service requirements on general obligation bonds.

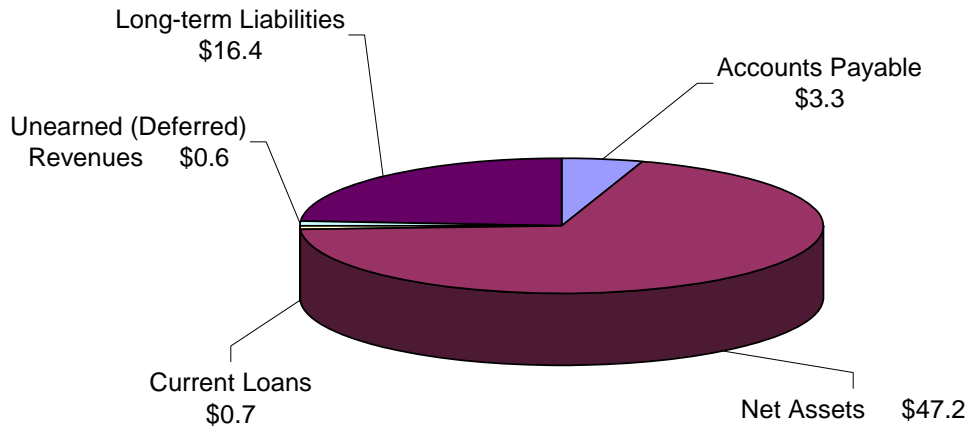
Direct Instruction Costs comprise 61% of district expenses, and services to students (Instruction-related services, Pupil services, and Other educational programs) comprise an additional 17% of district expenses. The graph below displays by percentage the district's expenditure function totals.



Presented below are graphs depicting assets by category, along with a graph displaying liabilities and net assets by category.

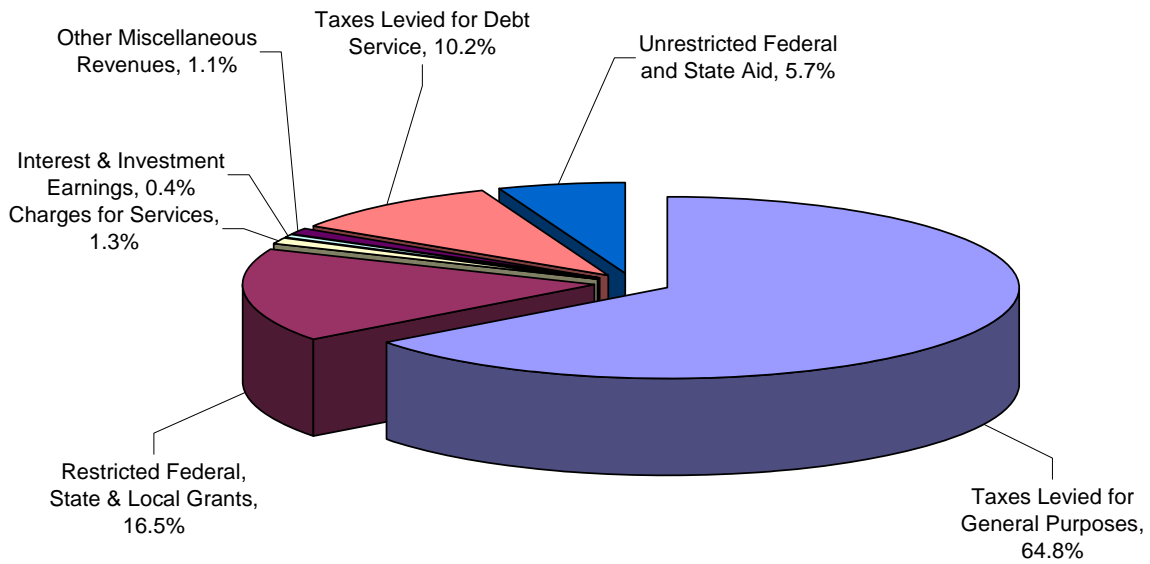


**Liabilities & Net Assets by Category  
(in millions)  
2009-2010**



The following graph displays the district's revenue sources by percentage.

**Revenue Sources  
2009-2010**

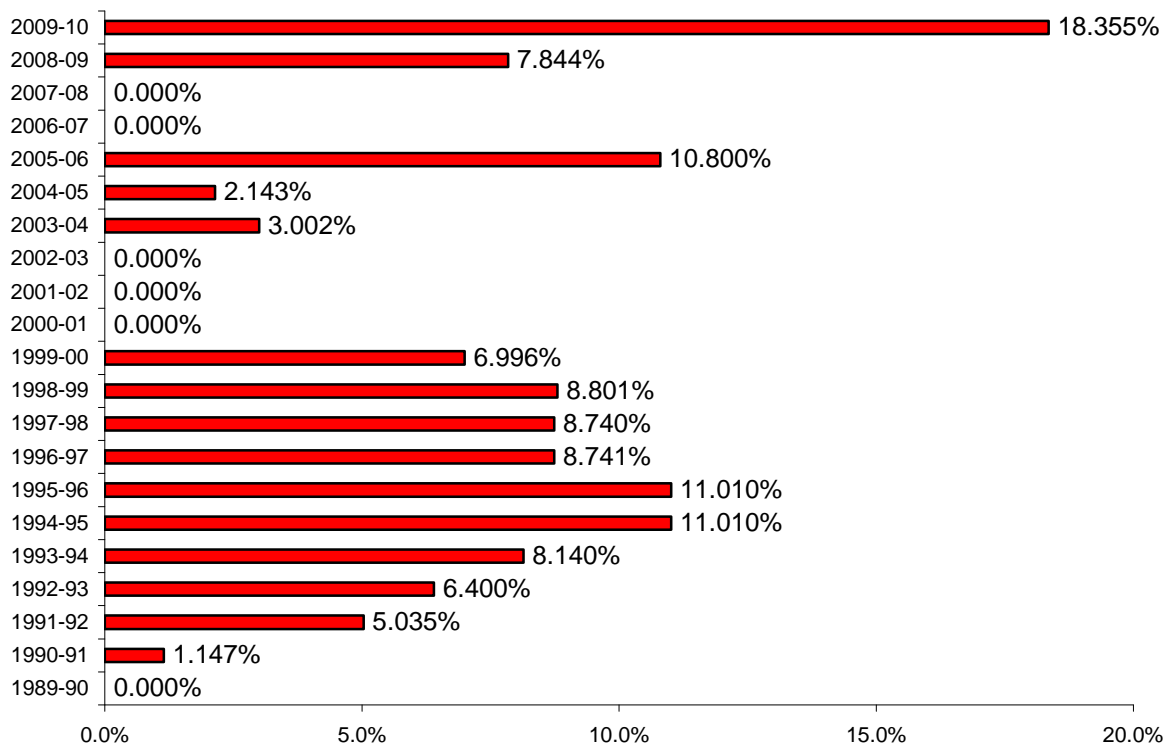


During the 2009-2010 school year, Cabrillo Unified remained a “basic aid” district. In normal financial circumstances, a district would have to “grow” into basic aid status. This would happen because property tax values would grow to exceed the district’s statutory revenue limit calculation. However, for Cabrillo (and many other districts in California these last two years) the State’s severe deficit to revenue limit income caused us to “fall” into basic aid status and remain there. This means the State’s deficit of over 18% to the statutory revenue limit income for 2009-10 gives Cabrillo 81 cents on every revenue limit dollar actually owed, which caused the total revenue limit income to remain below what our district’s property tax revenues were.

Cabrillo will be experiencing an even greater decline in general fund revenues in the 2010-2011 and subsequent years due to the State’s continuing to impose an 18.355% deficit to statutory revenue limit income.

Over the years the State has used this method to balance its budget at the State level, imposing cuts to school districts throughout California. Only six times in the last twenty one years has the State fully funded the revenue limit. The following chart shows the history of revenue limit deficits in California:

#### HISTORY OF DEFICIT FACTORS



On a positive note, the Community responded to this fiscal crisis by passing Measure E, a parcel tax of \$150/year for five years by roughly 72% yes votes. It is estimated to bring in revenues of about \$1.7 million per year, helping to offset the loss of \$2.5 million from the State. This affirmation of our District enabled Cabrillo to retain its counselors at the middle school and high school, K-3 Class Size Reduction, site office staff, our high school librarian, a groundskeeper, a custodian, and other site staff. The District

wishes to again thank the Cabrillo community for its support of Measure E, allowing us to continue the great work being done in the classrooms.

## **FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS**

Despite the overall reductions to our funding, Cabrillo is fiscally solvent and is working to stay fiscally solvent. The positive financial results of the district as a whole are also reflected in its governmental funds. At June 30, 2010, the district's governmental funds reported a combined fund balance of \$14.5 million. This is a decrease of \$4.6 million from 2009 and is the result of both reductions in funding received from the State as well as continuing construction work at Cunha Intermediate.

Of the district's governmental funds, five had revenues that exceeded expenditures in 2010. The funds showing deficits had adequate reserves to cover these shortfalls.

## **GENERAL FUND BUDGETARY HIGHLIGHTS**

The district's 2009-2010 General Fund operating budget was adopted by the Governing Board in June of 2009. As adopted, projected expenditures totaled \$27.9 million. Budgeted revenues totaled \$27.7 million, with expenditures projected to exceed revenues by approximately \$126,000.

There were several formal revisions made to the budget during the year. These revisions fell into three main categories:

- ❖ Increases to both estimated income and appropriations due to the receipt of new grant awards or donations.
- ❖ Decreases to estimated income due to mid-year reductions by the state of revenues.
- ❖ The budgeting of carryover balances from prior years. It is district policy to not budget expenditure totals carried over from a prior year until after the unaudited actual balances for that year have been calculated.
- ❖ Increases in appropriations to prevent budget overruns.

During the year, \$387 thousand in revenue limit income was budgeted due to increases in secured property tax revenues. In addition \$74 thousand more in federal revenues was budgeted due mainly to accounting for deferred revenues. State revenue budgets decreased by approximate \$488 thousand. Local grants increased during the year by approximately \$879 thousand. Budgeted expenditures increased by \$3.3 million mainly from categorical program carryover amounts from the 2008-09 school year. As revised, the final General Fund Budget totaled \$31.2 million, with expenditures projected to exceed revenues by \$4.1 million.

While the final budget projected a deficit of \$2 million, the actual results for the year reflected a decrease to the fund balance of \$1.3 million, with a resulting ending fund balance of over \$1.6 million. Comparing the actual results to the final budget discloses the following regarding this turnaround:

- ❖ Actual Revenue Limit income, composed local property taxes, was more than budget due to increases in secured property taxes.
- ❖ Federal revenue was less than budgeted due mainly to the State taking back more than \$400 thousand stimulus dollars. Unexpended federal revenue at year-end was deferred and re-budgeted in the following year to allow for the balancing of program revenue with the related expenditures.
- ❖ State revenue was \$488 thousand less than budgeted.
- ❖ Other local revenue was \$253 thousand less than budgeted as unexpended revenue received from donations was deferred to the following year.
- ❖ The salaries and benefits of personnel were \$80 thousand lower than budgeted.
- ❖ The books and supplies expenditure category was less than the amount budgeted. The district has historically used this category to account for any funds reserved but not fully budgeted to other expenditure categories. Reserved, but unexpended, balances have been carried forward to the following year.
- ❖ The services and other operating expenditures category was lower than budget. This was due primarily to budgeting for anticipated special education services that did not materialize.

The district's stronger financial condition at June 30, 2010 will be tested during 2010 and in future operating years as a result of the lack of improvement in economic conditions at the national and state levels. The district's plan for moving forward in these unsure times is discussed more fully in the "Economic Factors and Next Year's Budgets and Rates" section found later in this document.

## CAPITAL ASSET AND DEBT ADMINISTRATION

### Capital Assets at Year-End (Net of Depreciation) 2009-2010

	Government-Wide Activities	
	2010	2009
Land	\$ 1,456,448	\$ 1,456,448
Improvement of Sites	\$ 795,539	\$ 665,581
Buildings	\$ 41,972,368	\$ 42,778,974
Machinery and Equipment	\$ 253,304	\$ 299,829
Construction in Progress	\$ 2,700,320	\$ -
Totals	\$ 47,177,979	\$ 45,200,832

Capital assets in the table above are reflected at June 30, 2010, net of depreciation. Capital assets increased by \$2 million from 2009. The district uses \$15,000 as its capitalization threshold. Depreciation on each capitalized asset has been calculated using the straight-line method over applicable useful lives. The amount shown for Construction in Progress for 2010 shows the completion of the new library and classroom buildings at Cunha Intermediate School. Other construction projects at the middle school will begin in 2010.

### OUTSTANDING DEBT AT YEAR END

	Government-Wide Activities	
	2010	2009
General Obligation Bonds	\$ 15,951,263	\$ 18,675,763
Compensated Absences	404,035	374,395
Totals	\$ 16,355,298	\$ 19,050,158

Outstanding Debt decreased by \$2.7 million from 2009 due mainly to payment of General Obligation Bonds made during the year.

The notes to the financial statements are an integral part of the financial presentation and contain more detailed information as to interest, principal, retirement amounts, and future debt retirement dates.

### CURRENT ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The district's fiscal 2010 budget was initially prepared using a -0.39% Cost of Living Adjustment (COLA). However, the State adopted budget zeroed this negative COLA to both revenue limit deficits and state categorical program entitlements. A conservative

projection in student enrollment had also been made. The increases in health insurance costs continue add an additional burden to a tight budget.

Factors impacting the 2010-2011 district budgets include the following:

- ❖ Enrollment declined slightly from the previous year. Expenditure budgets have been increased for health and welfare premium increases.
- ❖ Federal program revenues, other than one-time stimulus dollars, continue to decline as education budgets are reduced on a national level.
- ❖ Special Education costs continue to be volatile. While mandated services continue to expand, funding from Federal and State resources continue to decline.
- ❖ The State's budget forecasts continue to show structural problems with the State budget. The District is relying on its Measure E revenues and its Special Reserve Fund to cushion this blow in the short term. In the long term the District will be looking at making permanent expenditure reductions to its budget in order to resolve the structural budget problem created by reductions in revenues from the State.
- ❖ Work continues on the modernization of Cunha Intermediate School. Classrooms and locker rooms in Bldg. A & D are being modernized, as well as the administrative offices of the school. District expects this work to be completed in Fall of 2010. Work will then begin on the parking lot and fields.

Despite these uncertain times, Cabrillo Unified continues to move forward with established programs and goals. Our dedication to our students and staff remains top priority.

### **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our parents, citizens, taxpayers, investors, and creditors with a general overview of the district's finances and to show the district's accountability for the money it receives. If you have any questions regarding this report or need additional financial information, contact Mr. Wael Saleh, Chief Business Official, Cabrillo Unified School District, 498 Kelly Avenue, Half Moon Bay, CA 94019.

***Basic Financial Statements***

**Cabrillo Unified School District**

Statement of Net Assets

June 30, 2010

	<u>Governmental Activities</u>
<b>Assets</b>	
Current assets:	
Cash in county treasury	\$ 16,840,852
Cash in revolving fund	25,000
Cash with fiscal agent	21,058
Accounts receivable	555,596
Due from grantor government	1,017,079
Stores inventories	17,658
Total current assets	<u>18,477,243</u>
Capital assets - noncurrent:	
Land - nondepreciable	1,456,448
Sites and improvements	924,363
Building and improvements	52,574,276
Equipment	915,182
Construction in progress - nondepreciable	2,700,320
Less: accumulated depreciation	<u>(11,392,610)</u>
Capital assets - net	<u>47,177,979</u>
Total Assets	<u><u>\$ 65,655,222</u></u>
<b>Liabilities</b>	
Accounts payable	\$ 2,450,526
Due to grantor government	877,313
Unearned revenue	604,355
Accrued interest	684,000
Total current liabilities:	<u>4,616,194</u>
Long-term liabilities:	
Due within one year:	
General obligation bonds payable	1,388,346
Due after one year:	
General obligation bonds payable	14,562,917
Compensated absences payable	404,035
Total due after one year	<u>14,966,952</u>
Total long-term liabilities	<u>16,355,298</u>
Total Liabilities	<u><u>\$ 20,971,492</u></u>
<b>Net Assets</b>	
Invested in capital assets, net of related debt	\$ 37,427,772
Restricted for:	
Capital projects	699,663
Debt service	3,068,630
Educational programs	3,451,690
Other purposes (expendable)	35,975
Total Restricted net assets	<u>7,255,958</u>
Unrestricted	-
Total Net Assets	<u><u>\$ 44,683,730</u></u>

The notes to the financial statements are an integral part of this statement.

**Cabrillo Unified School District**  
Statement of Activities  
For the Fiscal Year Ended June 30, 2010

	Expenses	Program Revenues		Net (Expense)
		Charges for Services	Operating Grants and Contributions	Revenue and Changes in Net Assets
Governmental activities				
Instruction	\$ 17,675,542	\$ 127,826	\$ 1,451,425	\$ (16,096,291)
Instruction-related services:				
Supervision of instruction	1,762,832	3,868	1,177,014	(581,950)
Instruction library, media and technology	624,154	3,178	113,196	(507,780)
School site administration	2,034,224	1,659	39,346	(1,993,219)
Pupil services:				
Home-to-school transportation	506,248	-	321,215	(185,033)
Food services	944,106	235,071	832,540	123,505
All other pupil services	1,732,186	6,066	415,377	(1,310,743)
General administration:				
Data processing	148,656	-	1,078	(147,578)
All other general administration	1,684,814	11,517	162,595	(1,510,702)
Plant services	2,356,749	3,808	83,579	(2,269,362)
Community services	349,456	11,164	263,213	(75,079)
Other educational programs	416,220	4,270	207,817	(204,133)
Payments to other agencies	519,191	-	12,372	(506,819)
Interest on long-term debt	691,580	-	-	(691,580)
Total governmental activities	<u>\$ 31,445,958</u>	<u>\$ 408,427</u>	<u>\$ 5,080,767</u>	<u>(25,956,764)</u>
General revenues:				
Taxes and subventions:				
Taxes levied for general purposes				20,011,301
Taxes levied for debt service				3,136,222
Federal and state aid non restricted to specific purposes				1,774,996
Interest and investment earnings				110,422
Miscellaneous				372,648
Special Item - loss on disposal of capital assets				(24,642)
Total general revenues				<u>25,380,947</u>
Change in net assets				(575,817)
Net assets beginning				<u>45,259,547</u>
Net assets ending				<u>\$ 44,683,730</u>

The notes to the financial statements are an integral part of this statement.

**Cabrillo Unified School District**

Governmental Funds

Balance Sheet

June 30, 2010

	General Fund	Special Reserve Fund for Other Than Capital Outlay	Building Fund	Bond Interest and Redemption Funds	Other Nonmajor Governmental Funds	Total Governmental Funds
<b>Assets</b>						
Cash in county treasury	\$ 1,871,997	\$ 2,950,639	\$ 7,413,143	\$ 3,743,691	\$ 861,382	\$ 16,840,852
Cash in revolving fund	25,000	-	-	-	-	25,000
Cash with fiscal agent	16,680	-	4,378	-	-	21,058
Accounts receivable	489,625	7,927	21,385	8,939	27,720	555,596
Due from grantor government	789,808	-	-	-	227,271	1,017,079
Due from other funds	1,165,982	-	16	-	46,986	1,212,984
Prepaid items and inventory	9,350	-	-	-	8,308	17,658
<b>Total Assets</b>	<b>\$ 4,368,442</b>	<b>\$ 2,958,566</b>	<b>\$ 7,438,922</b>	<b>\$ 3,752,630</b>	<b>\$ 1,171,667</b>	<b>\$ 19,690,227</b>
<b>Liabilities and Fund Balances</b>						
<b>Liabilities:</b>						
Accounts payable	\$ 1,198,321	\$ -	\$ 1,235,225	\$ -	\$ 16,980	\$ 2,450,526
Due to grantor government	869,951	-	-	-	7,362	877,313
Due to other funds	46,986	1,073,600	2,641	-	89,757	1,212,984
Deferred revenue	604,355	-	-	-	-	604,355
<b>Total Liabilities</b>	<b>2,719,613</b>	<b>1,073,600</b>	<b>1,237,866</b>	<b>-</b>	<b>114,099</b>	<b>5,145,178</b>
<b>Fund balances:</b>						
<b>Reserved for:</b>						
Revolving fund	25,000	-	-	-	-	25,000
Stores inventory	9,350	-	-	-	8,308	17,658
Legally restricted balances	677,964	-	-	-	-	677,964
Debt service	-	-	-	3,752,630	-	3,752,630
<b>Unreserved:</b>						
<b>Designated for:</b>						
Other program carryovers	81,815	1,884,966	-	-	349,597	2,316,378
Economic uncertainty	854,700	-	-	-	-	854,700
Capital outlay	-	-	6,201,056	-	699,663	6,900,719
<b>Total Fund Balances</b>	<b>1,648,829</b>	<b>1,884,966</b>	<b>6,201,056</b>	<b>3,752,630</b>	<b>1,057,568</b>	<b>14,545,049</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 4,368,442</b>	<b>\$ 2,958,566</b>	<b>\$ 7,438,922</b>	<b>\$ 3,752,630</b>	<b>\$ 1,171,667</b>	<b>\$ 19,690,227</b>

The notes to the financial statements are an integral part of this statement.

**Cabrillo Unified School District**  
 Reconciliation of the Governmental Funds  
 Balance Sheet to the Statement of Net Assets  
 June 30, 2010

---

Total fund balances - governmental funds \$ 14,545,049

Amounts reported in the Statement of Net Assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.

Capital assets at cost	\$ 58,570,589	
Accumulated depreciation	<u>(11,392,610)</u>	47,177,979

Interest payable on long-term debt does not require the use of current financial resources and, therefore, are not reported in the governmental funds.	(684,000)
--	-----------

Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds. Long-term liabilities at year-end consists of:

General obligation bonds	15,951,263	
Compensated absences (vacation)	<u>404,035</u>	<u>(16,355,298)</u>

Total net assets - governmental activities	<u><u>\$ 44,683,730</u></u>
--	-----------------------------

The notes to the financial statements are an integral part of this statement.

**Cabrillo Unified School District**  
 Governmental Funds  
 Statement of Revenues, Expenditures and Changes in Fund Balances  
 For the Fiscal Year Ended June 30, 2010

	General Fund	Special Reserve Fund for Other Than Capital Outlay	Building Fund	Bond Interest and Redemption Funds	Other Nonmajor Governmental Funds	Total Governmental Funds
<b>Revenues:</b>						
Revenue limit sources	\$ 19,978,028	\$ -	\$ -	\$ -	\$ -	\$ 19,978,028
Federal revenue	2,092,975	-	-	-	792,426	2,885,401
Other state	2,523,203	-	-	21,068	292,021	2,836,292
Other local	1,506,734	28,278	107,601	3,134,779	417,669	5,195,061
<b>Total revenues</b>	<b>26,100,940</b>	<b>28,278</b>	<b>107,601</b>	<b>3,155,847</b>	<b>1,502,116</b>	<b>30,894,782</b>
<b>Expenditures:</b>						
<b>Current</b>						
Instruction	16,891,159	-	-	-	34,658	16,925,817
<b>Instruction-related services:</b>						
Supervision of instruction	1,754,968	-	-	-	7,864	1,762,832
Instruction library, media and technology	611,147	-	-	-	-	611,147
School site administration	2,021,571	-	-	-	8,058	2,029,629
<b>Pupil services:</b>						
Home-to-school transportation	472,899	-	-	-	-	472,899
Food services	-	-	-	-	944,106	944,106
All other pupil services	1,732,186	-	-	-	-	1,732,186
<b>General administration:</b>						
Data processing	148,656	-	-	-	-	148,656
All other general administration	1,632,091	-	-	-	44,444	1,676,535
Plant services	1,990,267	-	-	-	304,032	2,294,299
Facilities acquisition and construction	24,065	-	2,700,655	-	118,833	2,843,553
Community services	275,541	-	-	-	73,915	349,456
Other educational programs	416,220	-	-	-	-	416,220
Payments to other agencies	519,191	-	-	-	-	519,191
<b>Debt service:</b>						
Principal	-	-	-	2,720,000	-	2,720,000
Interest and fees	-	-	-	72,080	-	72,080
<b>Total expenditures</b>	<b>28,489,961</b>	<b>-</b>	<b>2,700,655</b>	<b>2,792,080</b>	<b>1,535,910</b>	<b>35,518,606</b>
Excess (deficiency) of revenues over (under) expenditures	(2,389,021)	28,278	(2,593,054)	363,767	(33,794)	(4,623,824)
<b>Other financing sources (uses):</b>						
Transfers in	1,073,600	-	9,710	-	-	1,083,310
Transfers out	-	(1,073,600)	-	-	(9,710)	(1,083,310)
<b>Total other financing sources (uses)</b>	<b>1,073,600</b>	<b>(1,073,600)</b>	<b>9,710</b>	<b>-</b>	<b>(9,710)</b>	<b>-</b>
<b>Net changes in fund balances</b>	<b>(1,315,421)</b>	<b>(1,045,322)</b>	<b>(2,583,344)</b>	<b>363,767</b>	<b>(43,504)</b>	<b>(4,623,824)</b>
Fund balances beginning	2,964,250	2,930,288	8,784,400	3,388,863	1,101,072	19,168,873
<b>Fund balances ending</b>	<b>\$ 1,648,829</b>	<b>\$ 1,884,966</b>	<b>\$ 6,201,056</b>	<b>\$ 3,752,630</b>	<b>\$ 1,057,568</b>	<b>\$ 14,545,049</b>

The notes to the financial statements are an integral part of this statement.

**Cabrillo Unified School District**  
 Reconciliation of the Governmental Funds Statement of  
 Revenues and Expenditures and Changes in Fund Balances  
 to the Statement of Activities  
 For the Fiscal Year Ended June 30, 2010

---

Total net change in fund balances - governmental funds	\$	(4,623,824)
<p>Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.</p>		
Capital outlay capitalized	\$	2,883,892
Depreciation expense	<u>(882,103)</u>	2,001,789
<p>Governmental funds do not report loss on disposal of capital assets. However, in the government-wide statement of activities and changes in net assets, the cost to dispose of capital assets, net any proceeds, is accounted for as a special item.</p>		
		(24,642)
<p>The governmental funds report debt proceeds as an other financing source, while repayment of debt principal is reported as an expenditure. Also, governmental funds report the effect of issuance costs and premiums when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. Interest is recognized as an expenditure in the governmental funds when it is due. The net effect of these differences in the treatment of long-term debt and related items is as follows:</p>		
Repayment of bond principal		2,724,500
<p>In the statement of activities, compensated absences are measured by the amount earned during the year. In governmental funds, however, expenditures for those items are measured by the amount of financial resources used (essentially the amounts paid). This year vacation earned exceeded the amounts used by:</p>		
		(29,640)
<p>Interest on long-term debt in the statement of activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due and thus requires the use of current financial resources. In the statement of activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.</p>		
		<u>(624,000)</u>
Changes in net assets of governmental activities	<u>\$</u>	<u>(575,817)</u>

The notes to the financial statements are an integral part of this statement.

**Cabrillo Unified School District**  
 Fiduciary Funds  
 Statement of Fiduciary Assets and Liabilities  
 June 30, 2010

---

	<u>School Scholarship Fund</u>	<u>Associated Student Body Agency Fund</u>	<u>Total</u>
<b>Assets:</b>			
Cash on hand and in banks	\$ 133,858	\$ 192,843	\$ 326,701
Total Assets	<u>\$ 133,858</u>	<u>\$ 192,843</u>	<u>\$ 326,701</u>
<b>Liabilities:</b>			
Due to student groups	\$ -	\$ 192,843	\$ 192,843
Total Liabilities	<u>-</u>	<u>192,843</u>	<u>192,843</u>
<b>Net Assets:</b>			
Restricted	<u>133,858</u>	<u>-</u>	<u>133,858</u>
Total Net Assets	<u>\$ 133,858</u>	<u>\$ -</u>	<u>\$ 133,858</u>

The notes to the financial statements are an integral part of this statement.

**Cabrillo Unified School District**  
 Fiduciary Funds  
 Statement of Changes in Fiduciary Net Assets  
 For the Fiscal Year Ended June 30, 2010

---

	School Scholarship Fund
Additions	
Other Local	\$ 182,016
Deductions	
Scholarships	141,624
Changes in net assets	40,392
Net assets beginning	93,466
Net assets ending	\$ 133,858

The notes to the financial statements are in integral part of this statement.

*Notes to the Basic Financial Statements*

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

**1. SIGNIFICANT ACCOUNTING POLICIES**

A. Accounting Principles

Cabrillo Unified School District (the "District") accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The account policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the U. S. Governmental Accounting Standards Board ("GASB") and the American Institute of Certified Public Accountants ("AICPA").

B. Reporting Entity

The District is the level of government primarily accountable for activities related to public education. The governing authority consists of five elected officials who, together, constitute the Board of Trustees. The District's combined financial statements include the accounts of all its operations. The District evaluated whether any other entity should be included in these financial statements using the criteria established by GASB.

The District does not have any component units and is not a component unit of any reporting entity for the fiscal year ended June 30, 2010.

C. Basis of Presentation

***Government-wide Financial Statements:***

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the District. Eliminations have been made to minimize the effect of interfund of activities.

The government-wide statements are prepared using the economic resources measurement focus. This is the same approach used in the preparation of the proprietary fund and fiduciary fund financial statements but differs from the manner in which governmental fund financial statements are prepared. Governmental fund financial statements, therefore, includes a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for the governmental funds.

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. The District does not allocate indirect expenses to functions in the statement of activities. Program revenues include charges paid by the recipients of goods or services offered by a program, as well as grants and contributions that are restricted to meeting the

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues of the District, with certain exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

***Fund Financial Statements:***

Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major governmental fund is presented in a separate column, and all non-major funds are aggregated into one column. Fiduciary funds are reported by fund type.

The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Fiduciary funds are reported using the economic resources measurement focus.

**D. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Fiduciary funds use the accrual basis of accounting.

**Revenues - Exchange and Non-exchange Transactions:**

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, "available" means collectible within the current period or within 90 days after year-end.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

requirements, which specify the year when the resources are to be used or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

**Unearned/Deferred revenue:**

Unearned/Deferred revenue arises when assets are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are recorded as deferred revenue. On governmental fund financial statements, receivables associated with non-exchange transactions that will not be collected within the availability period have also been recorded as deferred revenue.

**Expenses/Expenditures:**

Using the accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, than unrestricted resources as they are needed.

E. Fund Accounting

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity or retained earnings, revenues, and expenditures or expenses, as appropriate. The District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The District's accounts are organized into major, non-major, and fiduciary funds as follows:

**Major Governmental Funds:**

The *General Fund* is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

The *Special Reserve Fund for Other Than Capital Projects* was established to account for resources reserved for general operating purposes.

The *Building Fund* is used to account for proceeds from the sale of real property and account for the acquisition of major governmental capital facilities and buildings from the sale of bond proceeds.

The *Bond Interest and Redemption Fund* is used to account for the interest and redemption of principal of general obligation bonds.

**Non-major Governmental Funds:**

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The District maintains four nonmajor special revenue funds:

- The *Adult Education Fund* is used to account for resources committed to adult education programs maintained by the District.
- The *Child Development Fund* is used to account for resources committed child development programs maintained by the District.
- The *Cafeteria Fund* is used to account for revenues received and expenditures made to operate the District's food service programs.
- The *Deferred Maintenance Fund* is used for the purpose of major repair or replacement of District property.

Capital Projects Funds are used to account for the acquisition and construction of all major governmental general fixed assets. The District maintains two nonmajor capital projects fund:

- The *County School Facilities Fund* is used to account for apportionments from the State Schools Facilities Fund authorized by the State Allocation Board for new school facility construction, modernization projects and facility hardship grants.
- The *Capital Facilities Fund* is used to account for resources received from developer impact fees assessed under provisions of the California Environmental Quality Act ("CEQA").

**Fiduciary Funds:**

- *Private-Purpose Trust Funds* are used to account for assets held by the District as trustee. The District maintains one trust fund, the Scholarship fund, which is used to provide financial assistance to students of the District.

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

- *Agency Funds* are used to account for assets of others for which the District acts as an agent. The District maintains an agency fund for the student body accounts. The student body funds are used to account for the raising and expending of money to promote the general welfare, morale, and educational experience of the student body.

F. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. By state law, the District's governing board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements.

These budgets are revised by the District's governing board during the year to give consideration to unanticipated income and expenditures. The original and final revised budgets for the General Fund are presented as Required Supplementary Information.

Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

G. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated on June 30.

H. Accounting Estimates

The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

I. Assets, Liabilities, and Equity

a) Cash and Investments

Cash balances held in banks and in revolving funds are insured to \$250,000 by the Federal Deposit Insurance Corporation except for non-interest bearing accounts which are completely insured. In accordance with *Education Code* Section 41001, the district maintains substantially all of its cash in the County Treasury. The county pools these funds with those of other districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

All District-directed investments are governed by Government Code Section 53601 and Treasury investment guidelines. The guidelines limit specific investments to government securities, domestic chartered financial securities, domestic corporate issues, and California municipal securities. The District's securities portfolio is held by the County Treasurer. Interest earned on investments is recorded as revenue of the fund from which the investment was made.

b) Stores Inventories and Prepaid Expenditures

*Stores inventories*

Stores inventories are recorded using the purchases method, in that inventory acquisitions are initially recorded as expenditures. Reported inventories are equally offset by a fund balance reserve, which indicates that these amounts are not "available for appropriation and expenditure" even though they are a component of net current assets. The District's central warehouse inventory is valued at cost and consists of expendable supplies held for consumption.

*Prepaid expenditures*

The District has the option of reporting expenditures in governmental funds for prepaid items either when purchased or during the benefiting period. The District has chosen to report the expenditure during the benefiting period, thus recording a prepaid expenditure in the Statement of Net Assets.

c) Capital Assets

Capital assets are those purchased or acquired with an original cost of \$15,000 or more and are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend the asset's lives are not capitalized, but are expensed as incurred. Depreciation on all capital assets is computed using a straight-line basis over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Improvement of sites	20
Buildings	50
Portable buildings	20
Building improvements	20
Furniture and fixtures	20
Playground equipment	20
Food services equipment	15
Transportation equipment	15
Telephone system	10
Vehicles	8
Computer and office equipment	5

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

d) Deferred Revenue

Cash received for federal and state special projects and programs is recognized as revenue to the extent that qualified expenditures have been incurred and timing requirements have been met. Unearned revenue is recorded to the extent that cash received on specific projects and programs exceeds qualified expenditures. Deferred revenue in the funds is recorded for grant and entitlement receivables that are not available within ninety days of year end and for cash receipts from grants and entitlements for which the District has not met the eligibility requirements for recognizing revenue.

e) Compensated Absences

All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken, since such benefits do not vest, nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

f) Long-Term Liabilities

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the Statement of Net Assets. Bond premiums and discounts as well as issuance costs are deferred and amortized over the life of the bonds using the effective-interest method. Bonds payable are reported net of applicable bond premium or discount. Bond issuance costs are reported as prepaid expenditures and amortized over the term of the related debt.

In the fund financial statements, governmental funds recognize bond premiums and discounts as well as bond issuance costs, during the current period. The face amount of the debt issued, premiums, or discounts are reported as other financing sources/uses.

g) Fund Balance Reserves and Designations

Reservations of the ending fund balance indicate the portions of fund balance not appropriable for expenditure or amounts legally segregated for a specific future use. The reserves for revolving fund, stores inventory, and prepaid expenditures reflect the portions of fund balance represented by each respective account. These amounts are not available for appropriation and expenditure at the balance sheet date.

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

*Legally Restricted Balances* reflect reserved amounts to be expended for federal and state funded educational programs.

*Debt Service* reserves reflect the cash balances in the debt service funds that are restricted for debt service payments.

*Designations for economic uncertainty* reflect the 3% of minimum reserves in pursuant of state regulations.

*Designated fund balances* indicate tentative plans for financial resource utilization in a future period.

h) Net Assets

Net asset represent the difference between assets and liabilities. Net assets invested in capital assets net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the district or through external restrictions imposed by creditors, grantors, laws or regulations of other governments. The district applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

*Capital Projects* restrictions will be used for the acquisition and construction of capital facilities.

*Debt Service* restrictions reflect the cash balances in the debt service funds that are restricted for debt service payments by debt covenants.

*Educational Program* restrictions reflect the amounts to be expended for federal and state funded educational programs.

*Other Purposes (Expendable)* reflect the fluctuations of the fair market values for the cash investment in the county pool.

i) Revenue Limit/Property Tax

The District's revenue limit is received from a combination of local property taxes, state apportionments, and other local sources.

The county is responsible for assessing, collecting, and apportioning property taxes. Taxes are levied for each fiscal year on taxable real and personal property in the county. The levy is based on the assessed values as of the preceding January 1, which is also the lien date. Property taxes on the secured roll are due on November 1 and

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

February 1, and taxes become delinquent after December 10 and April 10, respectively. Property taxes on the unsecured roll are due on the lien date (March 1), and become delinquent if unpaid by August 31.

Secured property taxes are recorded as revenue when apportioned, in the fiscal year of the levy. The county apportions secured property tax revenue in accordance with the alternate method of distribution prescribed by Section 4705 of the California *Revenue and Taxation Code*. This alternate method provides for crediting each applicable fund with its total secured taxes upon completion of the secured tax roll - approximately October 1 of each year.

The County Auditor reports the amount of the District's allocated property tax revenue to the California Department of Education. Property taxes are recorded as local revenue limit sources by the District.

The California Department of Education reduces the District's entitlement by the District's local property tax revenue. The balance is paid from the state General Fund, and is known as the State Apportionment.

The District's base revenue limit is the amount of general purpose tax revenue, per average daily attendance (ADA), that the District is entitled to by law. This amount is multiplied by the second period ADA to derive the District's total entitlement.

j) Risk Management

The District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The District has joined together with other school districts in the County to form the San Mateo County Schools Insurance Group ("SMCSIG") public entity risk pool. The District pays an annual premium for its property and casualty, workers' compensation, and liability insurance coverage. The Joint Powers Agreements provide that SMCSIG will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of self-insured levels.

There were no significant reductions in insurance coverage from coverage in the prior year and no insurance settlement exceeding insurance coverage.

k) Interfund Transactions

Interfund transactions are reported as either loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables, as appropriate, and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

transactions are treated as transfers. Transfers among governmental funds are eliminated as part of the reconciliation to the government-wide financial statements.

I. Upcoming Accounting and Reporting Changes

The Government Accounting Standards Board has issued Statement **No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions***. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Governments also are required to classify and report amounts in the appropriate fund balance classifications by applying their accounting policies that determine whether restricted, committed, assigned, and unassigned amounts are considered to have been spent. Disclosure of the policies in the notes to the financial statements is required. The definitions of the general fund, special revenue fund type, capital projects fund type, debt service fund type, and permanent fund type are clarified by the provisions in this Statement. The requirements of this Statement are effective for financial statements for periods beginning **after** June 15, 2010. The implementation of this standard **will** have a significant impact on the Authority's financial statements and the classification of funds and fund balances.

The Government Accounting Standards Board has issued Statement **No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans***. This Statement amends Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, to permit an agent employer that has an individual-employer OPEB plan with fewer than 100 total plan members to use the alternative measurement method, at its option, regardless of the number of total plan members in the agent multiple-employer OPEB plan in which it participates. Consistent with this change to the employer-reporting requirements, this Statement also amends a Statement No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, requirement that a defined benefit OPEB plan obtain an actuarial valuation. The amendment permits the requirement to be satisfied for an agent multiple-employer OPEB plan by reporting an aggregation of results of actuarial valuations of the individual-employer OPEB plans or measurements resulting from use of the alternative measurement method for individual-employer OPEB plans that are eligible. The provisions related to the frequency and timing of measurements are effective for actuarial valuations first used to report funded status information in OPEB plan financial statements for periods beginning after June 15, 2011. The implementation of this standard **will not** have a significant impact on the Authority's financial statements.

The *Government Accounting Standards Board* has issued Statement **No. 58 *Accounting and Financial Reporting for Chapter 9 Bankruptcies***. The objective of this Statement is to provide accounting and financial reporting guidance for governments that have petitioned for protection from creditors by filing for bankruptcy under Chapter 9 of the United States Bankruptcy Code. It requires governments to re-measure liabilities that are adjusted in bankruptcy when the bankruptcy court confirms (that is, approves) a new

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

payment plan. The provisions of this Statement are effective for financial statements for periods beginning after June 15, 2009. The implementation of this standard will **not** have a significant impact on the Authority's financial statements.

The Government Accounting Standards Board has issued **Statement No. 59, *Financial Instruments Omnibus***. The objective of this Statement is to update and improve existing standards regarding financial reporting and disclosure requirements of certain financial instruments and external investment pools for which significant issues have been identified in practice. This statement amends numerous previously issued standards and is clarified to indicate that a 2a7-like pool, as described in Statement 31, is an external investment pool that operates in conformity with the Securities and Exchange Commission's (SEC) Rule 2a7 as promulgated under the Investment Company Act of 1940, as amended. Statement No. 40, *Deposit and Investment Risk Disclosures*, is amended to indicate that interest rate risk information should be disclosed only for debt investment pools—such as bond mutual funds and external bond investment pools—that do not meet the requirements to be reported as a 2a7-like pool. The provisions of this Statement are effective for financial statements for periods beginning after June 15, 2010. The implementation of this standard will **not** have a significant impact on the Authority's financial statements.

**2. CASH AND INVESTMENTS**

A summary of cash and investments as of June 30, 2010 is as follows:

Deposit or Investment	Carrying Amount	Fair Value	Investment Rating
<i>Government-Wide Statements:</i>			
Cash in county treasury investment pool	\$ 16,840,852	\$ 16,900,974	AA
Cash in revolving fund	25,000	25,000	n/a
Cash with fiscal agent	21,058	21,058	n/a
<b>Total Government-Wide Cash and Investments</b>	<b>16,886,910</b>	<b>16,947,032</b>	
<i>Fiduciary Funds:</i>			
Cash in banks	326,701	326,701	n/a
<b>Total Cash and Investments</b>	<b>\$ 17,213,611</b>	<b>\$ 17,273,733</b>	

*Cash in Banks and in Revolving Funds*

Cash balances in banks and revolving funds are insured up to \$250,000 by the Federal Deposit Insurance Corporation ("FDIC"). These accounts are held within various financial institutions. As of June 30, 2010, the bank balance of the District's accounts with banks was \$269,979, which was fully insured by FDIC. The carrying amount of all deposits is noted below in the summary of cash and investments.

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

*Cash in County Treasury*

The District is considered to be an involuntary participant in an external investment pool as the District is required to maintain substantially all of its cash with the County Treasurer in accordance with Education Code Section 41001. The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the District's pro rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

*Policies and Practices*

The District is authorized under California Government Code Section 53635 to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

*Interest Rate Risk*

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to the changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Treasury. The District maintains cash with the San Mateo County Investment Pool. The pool has a fair value of approximately \$1.185 billion and an amortized book value of \$1.189 billion. The average maturity of the pool was 1 year with an average duration of .9 years and holds no derivative products.

*Credit Risk*

Credit risk is the risk of loss due to the failure of the security issuer. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The investment with the San Mateo County Investment Pool is governed by the County's general investment policy. The investment with the San Mateo County Investment Pool is rated at least Aa1 by Moody's Investor Service.

*Custodial Credit Risk – Deposits*

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government code requires that a financial institution secure deposits

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits.

*Concentration of Credit Risk*

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government code. District investments that are greater than 5 percent of total investments are in either an external investment pool or mutual funds and are therefore exempt.

**3. ACCOUNTS RECEIVABLE**

Accounts receivable consisted of the following as of June 30, 2010:

Receivables	General Fund	Special Reserve Fund for Other Than Capital Outlay	Building Fund	Bond Interest & Redemption Fund	Nonmajor Funds	Total
Federal Government:						
Local Assistance, IDEA	\$ 179,000	\$ -	\$ -	\$ -	\$ -	\$ 179,000
NCLB Title I Migrant Ed.	34,990	-	-	-	-	34,990
DOR Workability	27,346	-	-	-	-	27,346
Child Nutrition	-	-	-	-	192,865	192,865
Other Federal Resources	87,391	-	-	-	-	87,391
State Government:						
Lottery	101,497	-	-	-	-	101,497
After School Education and Safety	112,500	-	-	-	-	112,500
Special Education	201,342	-	-	-	-	201,342
Other State Resources	-	-	-	-	15,511	15,511
Local Government:						
Interest	14,271	7,927	21,385	8,939	2,270	54,792
Other Local Resources	476,350	-	-	-	44,345	520,695
Other Resources	44,746	-	-	-	-	44,746
<b>Total Receivables</b>	<b>1,279,433</b>	<b>7,927</b>	<b>21,385</b>	<b>8,939</b>	<b>254,991</b>	<b>1,572,675</b>
<b>Less: Due From Other Governments</b>	<b>789,808</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>227,271</b>	<b>1,017,079</b>
<b>Accounts Receivable</b>	<b>\$ 489,625</b>	<b>\$ 7,927</b>	<b>\$ 21,385</b>	<b>\$ 8,939</b>	<b>\$ 27,720</b>	<b>\$ 555,596</b>

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

**4. CAPITAL ASSETS AND DEPRECIATION**

Capital asset activities for the year ended June 30, 2010 were as follows:

Capital Assets	Balance July 01, 2009	Additions	Adjustments & Deletions	Balance June 30, 2010
Land - not depreciable	\$ 1,456,448	\$ -	\$ -	\$ 1,456,448
Sites and improvements	756,772	167,591	-	924,363
Buildings and improvements	52,582,937	15,981	24,642	52,574,276
Furniture and equipment	915,182	-	-	915,182
Work-in-progress	-	2,700,320	-	2,700,320
<b>Total capital assets</b>	<b>55,711,339</b>	<b>2,883,892</b>	<b>24,642</b>	<b>58,570,589</b>
Less accumulated depreciation for:				
Sites and improvements	91,191	37,633	-	128,824
Buildings and improvements	9,803,963	797,945	-	10,601,908
Furniture and equipment	615,353	46,525	-	661,878
<b>Total accumulated depreciation</b>	<b>10,510,507</b>	<b>882,103</b>	<b>-</b>	<b>11,392,610</b>
<b>Total capital assets - net depreciation</b>	<b>\$ 45,200,832</b>	<b>\$ 2,001,789</b>	<b>\$ 24,642</b>	<b>\$ 47,177,979</b>

Depreciation expense was charged to governmental activities as follows:

Depreciation expense was charged to governmental activities as follows:	
Instruction	\$ 819,235
Instruction library, media and technology	13,007
School site administration	4,595
Home-to-school transportation	33,349
All other general administration	8,279
Plant services	3,638
<b>Total depreciation expense</b>	<b>\$ 882,103</b>

**5. INTERFUND TRANSACTIONS**

Interfund transactions are reported as either loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables (Due From/To), as appropriate, and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers among governmental funds are netted as part of the reconciliation to the government-wide financial statements.

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

Interfund Receivables/Payables (Due From/Due To)

Interfund receivables and payables consisted of the following as of June 30, 2010:

Due To (Payable-in)	Due From (Receivable-in)			
	General Fund	Building Fund	Nonmajor Funds	Total Due To
General Fund	\$ -	\$ -	\$ 46,986	\$ 46,986
Special Reserve for Other Than Cap. Proj.	1,073,600	-	-	1,073,600
Building Fund	2,641	-	-	2,641
Nonmajor Funds	89,741	16	-	89,757
<b>Total Due From</b>	<b>\$ 1,165,982</b>	<b>\$ 16</b>	<b>\$ 46,986</b>	<b>\$ 1,212,984</b>

Interfund Transfers

Interfund transfers consist of operating transfers from funds receiving revenue to funds through which the resources are to be expended. Interfund transfers consisted of the following for the fiscal year ended June 30, 2010:

Fund Receiving Transfers	Fund Making Transfers	Amount
General Fund	Special Reserve Fund for Other Than Cap Proj	\$ 1,073,600 <sup>1</sup>
Building Fund	County Schools Facilities Fund	9,710 <sup>2</sup>
		<u>\$ 1,083,310</u>

<sup>1</sup> Transfer for interprogram charges and indirect support  
<sup>2</sup> Transfer of residual equity for modernization projects

**6. TAX AND REVENUE ANTICIPATION NOTES**

On July 6, 2008, the District issued \$2,450,000 of Tax and Revenue Anticipation Notes (TRANS) maturing on July 6, 2010, with an interest rate of 3%. Interest expense accrued from the TRANS was \$74,521 for the year ended June 30, 2010.

The TRANS are a general obligation of the District, and are payable from revenues and cash receipts to be generated by the District. There are no contractual obligations related to the issuance other than the TRANS agreement. The funds were used to supplement cash flow.

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

**7. LONG-TERM DEBT**

Schedule of Changes in Long-term Debt

A schedule of changes in long-term debt for the fiscal year ended June 30, 2010, is shown below:

Long Term Debt	Balance			Balance June 30, 2010	Due Within One Year
	July 01, 2009	Additions	Deductions		
General Obligation Bonds	\$ 18,675,763	\$ -	\$ 2,724,500	15,951,263	\$ 1,388,346
Compensated Absences	374,395	29,640	-	404,035	-
<b>Total Long-Term Debt</b>	<b>\$ 19,050,158</b>	<b>\$ 29,640</b>	<b>\$ 2,724,500</b>	<b>\$ 16,355,298</b>	<b>\$ 1,388,346</b>

Payments on the general obligation bonds are made from the Bond Interest and Redemption Fund using local revenues. Compensated absences are paid by the fund for which the employee worked.

General Obligation Bonds Payable

On August 1, 1996, the District issued \$34,996,263 in General Obligation Bonds (the "Bonds"). The County Treasurer levies annual ad valorem taxes for required debt service payments. Bond proceeds have been and will be used for improvements and construction at the District's school sites.

Bond	Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds		Bonds
					Outstanding July 1, 2007	Redeemed	Outstanding June 30, 2008
1996	8/1/96	8/1/21	3.75-6.0%	34,996,263	18,675,763	2,724,500	15,951,263

The annual debt service requirements of the Series A bonds as of June 30, 2010 are as follows:

Fiscal Year	Principal	Interest to	
		Maturity	Total
2011	\$ 1,388,346	\$ 1,734,204	\$ 3,122,550
2012	1,378,246	1,923,444	3,301,690
2013	1,364,866	2,124,002	3,488,868
2014	1,352,130	2,337,550	3,689,680
2015	1,337,770	2,556,655	3,894,425
2016-2020	6,563,365	16,508,521	23,071,886
2021-2022	2,566,539	6,293,535	8,860,074
<b>Total</b>	<b>\$ 15,951,263</b>	<b>\$ 33,477,910</b>	<b>\$ 49,429,173</b>

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

**8. JOINT POWERS AGREEMENTS**

The District participates in a joint powers agreement ("JPA") with the San Mateo County Schools Insurance Group ("SMCSIG"). A board consisting of a representative from each member district governs the JPA. The governing board controls the operation of the JPA independent of any influence by the District beyond the District's representation on the governing board. The JPA is independently accountable for its fiscal matters. Budgets are not subject to any approval other than that of the governing board. Member districts share surpluses and deficits proportionately to their participation. The relationship between the District and the JPA is such that the JPA not a component unit of the District for financial reporting purposes. The following is a summary of coverage provided by SMCSIG JPA and its most recent financial statement information:

<i>Risk Management JPA's</i>	SMCSIG June 30, 2010
Total Assets	\$ 13,549,892
Total Liabilities	6,972,599
Total Net Assets	6,577,293
Total Revenues	31,574,349
Total Expenditures	32,465,162

**9. COMMITMENTS AND CONTINGENCIES**

A. Litigation

Various claims involving the District are currently outstanding. However, management believes, based on consultation with legal counsel, that the ultimate resolution of these matters will not have a material adverse effect on the District's financial position or results of operations.

B. Federal and State Allowances, Award, and Grants

The District has received federal and state funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

**10. EMPLOYEE RETIREMENT SYSTEMS**

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System ("STRS"), and classified employees are members of the Public Employees' Retirement System ("PERS").

**A. State Teachers' Retirement System**

**a) Plan Description**

The District contributes to the STRS, a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability, and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and require supplementary information. Copies of the STRS annual financial report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

**b) Funding Policy**

Active plan members are required to contribute 8.0% of their salary and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2010 was 8.25% of annual payroll. The contribution requirements of the plan members are established by state statute. The District's contributions to STRS for the fiscal year ended June 30, 2010, 2009, and 2008 were \$1,185,595, \$1,087,149, and \$1,118,509, respectively, and equal 100% of the required contributions for each year.

**B. Public Employees' Retirement System**

**a) Plan Description**

The District contributes to PERS, a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by PERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employee's Retirement Law. PERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the PERS annual financial report may be obtained from the PERS Executive Office, 400 P Street, Sacramento, CA 95814.

**Cabrillo Unified School District**  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2010

---

b) Funding Policy

Active plan members are required to contribute 7.0% of their salary, and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the PERS Board of Administration. The required employer contribution rate for fiscal year 2010 was 9.709% of annual payroll. The contribution requirements of the plan members are established by state statute. The District's contribution to PERS for the fiscal year ended June 30, 2010, 2009, and 2008 were \$636,993, \$730,206, and \$399,927, respectively, and equal 100% of the required contributions for each year.

REQUIRED  
SUPPLEMENTARY  
INFORMATION

**Cabrillo Unified School District**  
Schedule of Revenues, Expenditures and Changes in Fund Balance  
Budget to Actual (GAAP)  
General Fund  
For the Fiscal Year Ended June 30, 2010

	Budgeted Amounts		Actual (GAAP Basis)	Variance with Final Budget Positive - (Negative)
	Original	Final		
Revenues:				
Revenue limit sources	\$ 19,357,177	\$ 19,744,299	\$ 19,978,028	\$ 233,729
Federal revenues	2,499,072	2,674,663	2,092,975	(581,688)
Other state	3,499,441	3,011,262	2,523,203	(488,059)
Other local	880,900	1,809,623	1,506,734	(302,889)
Total revenues	26,236,590	27,239,847	26,100,940	(1,138,907)
Expenditures:				
Certificated salaries	13,453,963	13,450,815	13,373,053	77,762
Classified salaries	4,111,945	4,351,356	4,312,781	38,575
Employee benefits	6,755,926	6,614,897	6,614,898	(1)
Books and supplies	823,810	2,460,704	818,400	1,642,304
Services and other operating expenditures	2,169,375	3,033,167	2,872,016	161,151
Capital outlay	-	25,700	24,065	1,635
Other outgo	646,362	563,129	474,748	88,381
Total expenditures	27,961,381	30,499,768	28,489,961	2,009,807
Excess (deficiency) of revenues over (under) expenditures	(1,724,791)	(3,259,921)	(2,389,021)	870,900
Other financing sources (uses):				
Transfers in	1,598,405	2,070,051	1,073,600	(996,451)
Transfers out	-	(143,545)	-	143,545
Total other financing sources (uses)	1,598,405	1,926,506	1,073,600	(852,906)
Change in fund balance	(126,386)	(1,333,415)	(1,315,421)	17,994
Fund balances beginning	2,964,250	2,964,250	2,964,250	-
Fund balances ending	\$ 2,837,864	\$ 1,630,835	\$ 1,648,829	\$ 17,994

SUPPLEMENTARY  
INFORMATION

*Nonmajor Governmental Funds  
Combining Schedules*

**Cabrillo Unified School District**  
 Nonmajor Governmental Funds  
 Combining Balance Sheet  
 June 30, 2010

	Special Revenue Funds				Capital Projects Fund		Total Nonmajor Governmental Funds
	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Capital Facilities Fund	County School Facilities Fund	
<b>Assets</b>							
Cash in county treasury	\$ 339	\$ 2,794	\$ 111,634	\$ 42,546	\$ 704,053	\$ 16	\$ 861,382
Accounts receivable	26	25,039	617	208	1,830	-	27,720
Due from grantor government	19,280	-	207,991	-	-	-	227,271
Due from other funds	45,150	-	1,836	-	-	-	46,986
Prepaid items and inventory	-	-	8,308	-	-	-	8,308
<b>Total Assets</b>	<b>\$ 64,795</b>	<b>\$ 27,833</b>	<b>\$ 330,386</b>	<b>\$ 42,754</b>	<b>\$ 705,883</b>	<b>\$ 16</b>	<b>\$ 1,171,667</b>
<b>Liabilities and Fund Balances</b>							
<b>Liabilities:</b>							
Accounts payable	\$ -	\$ -	\$ 14,746	\$ -	\$ 2,234	\$ -	\$ 16,980
Due to grantor governments	7,362	-	-	-	-	-	7,362
Due to other funds	5,631	15,520	57,825	6,779	3,986	16	89,757
Deferred revenue	-	-	-	-	-	-	-
<b>Total Liabilities</b>	<b>12,993</b>	<b>15,520</b>	<b>72,571</b>	<b>6,779</b>	<b>6,220</b>	<b>16</b>	<b>114,099</b>
<b>Fund Balances:</b>							
Reserved for stores inventory	-	-	8,308	-	-	-	8,308
Unreserved:							
Designated for:							
Capital outlay	-	-	-	-	699,663	-	699,663
Other program carryovers	51,802	12,313	249,507	35,975	-	-	349,597
<b>Total Fund Balances</b>	<b>51,802</b>	<b>12,313</b>	<b>257,815</b>	<b>35,975</b>	<b>699,663</b>	<b>-</b>	<b>1,057,568</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 64,795</b>	<b>\$ 27,833</b>	<b>\$ 330,386</b>	<b>\$ 42,754</b>	<b>\$ 705,883</b>	<b>\$ 16</b>	<b>\$ 1,171,667</b>

**Cabrillo Unified School District**  
**Nonmajor Governmental Funds**  
**Combining Schedule of Revenues, Expenditures and Changes in Fund Balances**  
**For the Fiscal Year Ended June 30, 2010**

	Special Revenue Funds				Capital Projects Fund		Total Nonmajor Governmental Funds
	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Capital Facilities Fund	County School Facilities Fund	
<b>Revenues:</b>							
Revenue limit sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal revenue	-	-	792,426	-	-	-	792,426
Other state	92,375	-	78,798	120,848	-	-	292,021
Other local	350	27,975	246,605	513	142,188	38	417,669
<b>Total revenues</b>	<b>92,725</b>	<b>27,975</b>	<b>1,117,829</b>	<b>121,361</b>	<b>142,188</b>	<b>38</b>	<b>1,502,116</b>
<b>Expenditures:</b>							
Current							
Instruction	34,658	-	-	-	-	-	34,658
Instruction-related services:							
Supervision of instruction	4,734	3,130	-	-	-	-	7,864
Instruction library, media and technology	-	-	-	-	-	-	-
School site administration	8,058	-	-	-	-	-	8,058
Pupil services:							
Food services	-	-	944,106	-	-	-	944,106
General administration:							
All other general administration	2,231	-	42,213	-	-	-	44,444
Plant services	3,338	-	1,927	216,580	82,187	-	304,032
Facilities acquisition and construction	-	-	-	-	118,833	-	118,833
Community services	-	73,915	-	-	-	-	73,915
Debt service:							
Principal	-	-	-	-	-	-	-
Interest and Fees	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>53,019</b>	<b>77,045</b>	<b>988,246</b>	<b>216,580</b>	<b>201,020</b>	<b>-</b>	<b>1,535,910</b>
Excess (deficiency) of revenues over (under) expenditures	39,706	(49,070)	129,583	(95,219)	(58,832)	38	(33,794)
<b>Other financing sources (uses):</b>							
Transfers in	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	(9,710)	(9,710)
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(9,710)</b>	<b>(9,710)</b>
<b>Change in fund balances</b>	<b>39,706</b>	<b>(49,070)</b>	<b>129,583</b>	<b>(95,219)</b>	<b>(58,832)</b>	<b>(9,672)</b>	<b>(43,504)</b>
Fund balances beginning	12,096	61,383	128,232	131,194	758,495	9,672	1,101,072
Fund balances ending	\$ 51,802	\$ 12,313	\$ 257,815	\$ 35,975	\$ 699,663	\$ -	\$ 1,057,568

STATE AND FEDERAL  
AWARD COMPLIANCE  
SECTION

**Cabrillo Unified School District**

Organization

June 30, 2010

---

Cabrillo Unified School District, located just south of San Francisco on the beautiful Pacific Coast, was established on July 1, 1965 and encompasses an area of approximately 135 square miles. The District currently operates four elementary schools, one intermediate school, one high school, a continuation school, and an adult education program.

The Board of Education for the fiscal year ended June 30, 2010, was comprised of the following members:

Governing Board

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>
Dwight Wilson	President	December 2010
Jolanda Schreurs	Vice President	December 2010
John Moseley	Clerk	December 2010
Charles Gardner	Member	December 2012
Kirk Riemer	Member	December 2012

Administration

Robert Gaskill, Ed.D.  
Superintendent

**Cabrillo Unified School District**  
 Schedule of Average Daily Attendance  
 For the Fiscal Year Ended June 30, 2010

---

	<u>Second Period Report</u>	<u>Annual Report</u>
Elementary:		
Kindergarten	266	266
Grades one through three	737	736
Grades four through six	744	743
Grades seven and eight	474	473
Special education	37	37
Elementary Totals	<u>2,258</u>	<u>2,255</u>
High School:		
Grades nine through twelve, regular classes	910	905
Continuation education	33	34
Home and hospital	1	1
Special education	19	19
High School Totals	<u>963</u>	<u>959</u>
ADA Totals	<u><u>3,221</u></u>	<u><u>3,214</u></u>

**Cabrillo Unified School District**  
 Schedule of Instructional Time Offered  
 For the Fiscal Year Ended June 30, 2010

Grade Level	1982-83 Actual Minutes <sup>(1)</sup>	1986-87 Minutes Requirements <sup>(1)</sup>	2009-10 Actual Minutes	Number of Days Traditional Calendar	Number of Days Multitrack Calendar	Status
Kindergarten	31,125	34,971	44,900	180	0	In compliance
Grade 1	47,551	48,960	52,555	180	0	In compliance
Grade 2	47,551	48,960	51,520	180	0	In compliance
Grade 3	47,551	48,960	51,520	180	0	In compliance
Grade 4	51,874	52,457	57,155	180	0	In compliance
Grade 5	51,874	52,457	57,155	180	0	In compliance
Grade 6	51,874	52,457	59,586	180	0	In compliance
Grade 7	54,468	52,457	59,586	180	0	In compliance
Grade 8	54,468	52,457	59,586	180	0	In compliance
Grade 9	62,745	62,949	64,840	180	0	In compliance
Grade 10	62,745	62,949	64,840	180	0	In compliance
Grade 11	62,745	62,949	64,840	180	0	In compliance
Grade 12	62,745	62,949	64,840	180	0	In compliance

Districts must maintain their instructional minutes at either the 1982-83 actual minutes or the 1986-87 requirement, whichever is greater, as required by Educational Code Section 46201.

The District has received incentive funding for increasing instructional time as provided by the Incentives for Longer Instructional Day. This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of Education Code Sections 46201 through 46206.

<sup>(1)</sup>Commencing in the 2009-10 school year and continuing through the 2012-13 school year, a school district, county office of ed. or charter school may reduce the equivalent of up to 5 days of instruction or the equivalent number of instructional minutes without incurring penalties set forth in Sections 41420, 46200, 46200.5, 46201, 46202, and 47612.5. A school district, county office of ed, or charter school shall receive revenue limit funding based on the adjustments prescribed pursuant to Section 42238.146 whether or not it reduces the number of school days or instructional minutes.

**Cabrillo Unified School District**  
Schedule of Financial Trends and Analysis  
For the Fiscal Year Ended June 30, 2010

	(Budget <sup>1</sup> )			
	2011	2010	2009	2008
<u>General Fund</u>				
Revenues and other financial sources	\$ 26,489,420	\$ 27,174,540	\$ 27,561,831	\$ 28,151,831
Expenditures	27,134,679	28,489,961	27,482,755	27,528,833
Other uses and transfers (out)	136,463	-	143,545	143,545
Total outgo	27,271,142	28,489,961	27,626,300	27,672,378
Change in fund balance	\$ (781,722)	\$ (1,315,421)	\$ (64,469)	\$ 479,453
Ending fund balance	\$ 867,107	\$ 1,648,829	\$ 2,964,250	\$ 3,028,719
Available reserves <sup>2</sup>	\$ 818,136	\$ 854,700	\$ 828,790	\$ 1,666,446
Designated for economic uncertainty	\$ 818,136	\$ 854,700	\$ 828,790	\$ 830,175
Undesignated fund balance	\$ -	\$ -	\$ -	\$ 836,271
Available reserves as a percentage of total outgo	3.0%	3.0%	3.0%	6.0%
Total long-term debt	\$ 14,966,952	\$ 16,355,298	\$ 21,115,763	\$ 21,115,763
Average daily attendance (ADA) at P-2	3,222	3,221	3,223	3,223

ADA has decreased by 2 over the past three years. The district anticipates a increase of 1 ADA.

The general fund balance has decreased by \$1,379,890 over the past three years. For a district this size, the state recommends available reserves of at least 3% of total general fund expenditures, transfers out, other uses (total outgo).

The district incurred an operating deficit in the two of the past three years. Total long-term debt has decreased by \$4,760,465 over the past three years.

<sup>1</sup> Budget numbers are based on the first adopted budget of the fiscal year 2010/11.

<sup>2</sup> Available reserves consist of all undesignated fund balances and all funds designated for economic uncertainty within the general fund and special reserve fund for other than capital outlay projects.

**Cabrillo Unified School District**  
 Schedule of Expenditures of Federal and State Awards  
 For the Fiscal Year Ended June 30, 2010

<u>PROGRAM NAME</u>	<u>Federal Catalog Number</u>	<u>Pass Through Number</u>	<u>Program Expenditures</u>
<b>U. S. DEPARTMENT OF AGRICULTURE</b>			
Passed Through California Department of Education			
National School Lunch Program <sup>(1)</sup>	10.557	13391	<u>\$ 976,224</u>
TOTAL U.S. DEPARTMENT OF AGRICULTURE			<u>976,224</u>
<b>U. S. DEPARTMENT OF EDUCATION</b>			
Passed Through California Department of Education			
Title I	84.010	13379	245,654
Migrant Education	84.011	14838	200,636
Migrant Education Summer Program	84.011	10005	27,679
Even Start Migrant Education	84.011	14768	25,752
Local Assistance; IDEA, Special Education	84.027	13379	1,140,148
Local Assistance; IDEA, Special Education Private Schools	84.027	10115	1,803
Special Ed. Preschool Local Entitlement	84.027	13682	27,114
Special Ed. Preschool Section 619	84.173	13430	93,828
Special Ed. Preschool Staff Development	84.173	13431	173
Dept. of Rehab, Workability	84.158	10006	32,051
IASA Title IV drug-free schools	84.186	14347	13,016
Education Technology State Grants	84.318	14334	3,651
Title III-LEP Student Program	84.365	10084	134,486
Title II, Part A, Improving Teacher Quality	84.367	14341	83,451
ARRA Title I, Part A, Basic Low Income	84.389	15005	55,266
ARRA Special Education, Basic Local Assistance	(1) 84.391	15003	253,565
ARRA Special Education, Basic Local Assistance Private Schools	84.391	10123	5,378
ARRA Special Education, Preschool Grants, Section 611	84.391	15002	10,687
ARRA Special Education, Preschool Grants	84.392	15000	8,751
ARRA State Fiscal Stabilization Fund	(1) 84.394	24997	<u>826,293</u>
TOTAL U. S. DEPARTMENT OF EDUCATION			<u>3,189,382</u>
<b>U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>			
Passed Through California Department of Education			
Medi-Cal Billing	93.778	10013	<u>105,373</u>
TOTAL U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			<u>105,373</u>
<b>TOTAL FEDERAL PROGRAMS</b>			<u><u>\$ 4,270,979</u></u>

<sup>(1)</sup> Audited as major program

**Cabrillo Unified School District**  
 Reconciliation of Annual Financial and Budget Report (SACS)  
 With Audited Financial Statements  
 For the Fiscal Year Ended June 30, 2010

---

	General Fund	Special Reserve Fund for Other Than Capital Outlay	Building Fund	Bond Interest and Redemption Fund	Other Nonmajor Governmental Funds
June 30, 2010 Annual Financial and Budget Report (SACS) Fund Balances	\$ 1,648,829	\$ 1,884,966	\$ 6,201,056	\$ 3,752,630	\$ 1,057,568
Adjustments & Reclassifications: None	-	-	-	-	-
June 30, 2010 Audited Financial Statements Fund Balances	<u>\$ 1,648,829</u>	<u>\$ 1,884,966</u>	<u>\$ 6,201,056</u>	<u>\$ 3,752,630</u>	<u>\$ 1,057,568</u>

**Cabrillo Unified School District**  
Excess Sick Leave  
For the Fiscal Year Ended June 30, 2010

---

Section 19833.5 (a)(3)(c) Disclosure

Cabrillo Unified School District provides more than 12 sick leave days in a school year to the following group of employee who is a CalSTRS member:

Assistant Superintendent      15 Days

**Cabrillo Unified School District**  
Notes to Supplementary Information  
For the Fiscal Year Ended June 30, 2010

---

**1. PURPOSE OF SCHEDULES**

A. Schedule of Average Daily Attendance

Average daily attendance is a measurement of the number of pupils attending classes in the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments in state funds are made to school Districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

B. Schedule of Instructional Time

The District has received incentive funding for increasing instructional time as provided by the Incentives for Longer Instructional Day. This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of Education Code Sections 46201 through 46206.

C. Schedule of Financial Trends and Analysis

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

D. Schedule of Expenditures of Federal Awards

OMB Circular A-133 requires a disclosure of the financial activities of all federally funded programs. This schedule was prepared to comply with OMB Circular A-133 requirements.

E. Reconciliation of Annual Financial and Budget Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balances of all funds reported on the SACS report to the audited financial statements.

F. Schedule of Excess Sick Leave

This schedule provides information on whether the District grants excess sick leave, as that term is defined in subdivision (c) of Education Code Section 22170.5, to employees who are members of the California State Teachers Retirement System.

**2. RESULTS OF RECONCILIATIONS OF EXPENDITURES PER SCHEDULE OF GRANT ACTIVITY WITH THE DISTRICT'S ACCOUNTING SYSTEM**

There were no material unreconciled differences between the District's records and the Schedule of Federal Grant Activity as shown on the Schedule of Expenditures of Federal Awards.

**3. BASIS OF PRESENTATION - SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**4. EARLY RETIREMENT INCENTIVE PROGRAM**

The District has not adopted an early retirement incentive program, pursuant to Education Code Sections 22714 and 44929, whereby the service credit to eligible employees is increased to two years.

OTHER INDEPENDENT  
AUDITOR'S REPORTS



**REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Trustees  
Cabrillo Unified School District  
Half Moon Bay, California

We have audited the basic financial statements of Cabrillo Unified School District as of and for the year ended June 30, 2010, and have issued our report thereon dated October 15, 2010. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

***Internal Control over Financial Reporting***

In planning and performing our audit, we considered Cabrillo Unified School District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Cabrillo Unified School District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Cabrillo Unified School District's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether Cabrillo Unified School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



**Chavan & Associates, LLP *Certified Public Accountants***

**Sheldon Chavan, CPA • Bret Harrell, CPA**

This report is intended for the information of the Board, management, federal awarding agencies, and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

*C & A LLP*

October 15, 2010  
Campbell, California

**900 E. Hamilton Ave, Suite 100, Campbell, CA 95008**

**Tel: 408-879-7242 • Sheldon E-Fax: 480-247-5523 • Bret E-Fax: 480-247-4954**

**sheldon@cnallp.com • bret@cnallp.com • cnacpallp.com**

Board Packet 97



**REPORT ON COMPLIANCE WITH REQUIREMENTS  
APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL  
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Trustees  
Cabrillo Unified School District  
Half Moon Bay, California

***Compliance***

We have audited the compliance of Cabrillo Unified School District with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2010. Cabrillo Unified School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Cabrillo Unified School District's management. Our responsibility is to express an opinion on Cabrillo Unified School District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Cabrillo Unified School District's compliance with those requirements and performing such other procedures, as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Cabrillo Unified School District's compliance with those requirements.

In our opinion, Cabrillo Unified School District complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2010.

***Internal Control over Compliance***

The management of the District is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the District's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance.



Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Board, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*C & A LLP*

October 15, 2010  
Campbell, California



**INDEPENDENT AUDITOR’S REPORT ON STATE COMPLIANCE**

Board of Trustees  
Cabrillo Unified School District  
Half Moon Bay, California

We have audited the accompanying financial statements of the governmental fund activities, each major fund, and the aggregate remaining fund information of the Cabrillo Unified School District, as of and for the year ended June 30, 2010, and have issued our report thereon dated October 15, 2010.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Standards and Procedures for Audits of California K-12 Local Educational Agencies 2008-09*, published by the Education Audit Appeals Panel (Audit Guide). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The District's management is responsible for the District's compliance with laws and regulations. In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with the state laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures in the Audit Guide</u>	<u>Procedures Performed</u>
Attendance Reporting	8	8
Kindergarten Continuance	3	3
Independent Study	23	None
Continuation Education	10	None
Instructional Time:		
School Districts	6	6
County Offices of Education	3	Not applicable
Instructional Materials - General Requirements	8	8
Ratios of Administrative Employees to Teachers	1	1
Classroom Teacher Salaries	1	1
Early Retirement Incentive	4	Not applicable
Gann Limit Calculation	1	1
School Accountability Report Card	3	3
Public Hearing Requirements - Receipt of Funds	1	1
Class Size Reduction:		
General Requirements	7	7
Option One	3	3
Option Two	4	Not applicable
Districts or Charter Schools with Only One School Serving K-3	4	Not applicable



<u>Description</u>	<u>Procedures in the Audit Guide</u>	<u>Procedures Performed</u>
After School Education and Safety Program		
General Requirements	4	4
After School	4	4
Before School	5	Not applicable
Charter Schools:		
Contemporaneous Records of Attendance	1	Not applicable
Mode of Instruction	1	Not applicable
Nonclassroom-Based Instruction/Independent Study	15	Not applicable
Determination of Funding for Nonclassroom-Based Instruction	3	Not applicable
Annual Instructional Minutes - Classroom Based	3	Not applicable

We did not perform the audit procedures for Continuation Education and Independent Study programs because the ADA was under the level that requires testing.

Based on our audit, we found that, for the items tested, the Cabrillo Unified School District complied with the state laws and regulations referred to above. Further, based on our examination, for items not tested, nothing came to our attention to indicate that the District had not complied with the state laws and regulations.

The District's response to the findings identified in our audit is described in the accompanying schedule of prior year findings and recommendations. We did not audit the District's response and, accordingly, we express no opinion on it

This report is intended solely for the information and use of District management, governing board, federal awarding agencies, State Controller's Office, Department of Finance, Department of Education, and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

*C & A LLP*

October 15, 2010  
Campbell, California

FINDINGS AND  
RECOMMENDATIONS

**Cabrillo Unified School District**  
**Schedule of Findings and Questioned Costs**  
**For the Fiscal Year Ended June 30, 2010**

---

**Section 1 - Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued	<b>Unqualified</b>
Internal control over financial reporting:	
Material weaknesses?	_____ Yes <u>  x  </u> No
Significant deficiencies identified not considered to be material weaknesses?	_____ Yes <u>  x  </u> No
Non-compliance material to financial statements noted?	_____ Yes <u>  x  </u> No

**Federal Awards**

Internal control over major programs:	
Material weaknesses?	_____ Yes <u>  x  </u> No
Significant deficiencies identified not considered to be material weaknesses?	_____ Yes <u>  x  </u> No
Type of auditor's report issued on compliance over major programs	<b>Unqualified</b>
Any audit findings disclosed that are required to be reported in accordance with Circular A-133 Section .510(a)	_____ Yes <u>  x  </u> No

Identification of Major Programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program</u>
84.391	ARRA Special Education, Basic Local Assistance
84.394	ARRA State Fiscal Stabilization Fund

Dollar threshold used to distinguish between type A and type B programs:	\$        300,000
Auditee qualified as low risk auditee?	_____ <u>  x  </u> Yes    _____ No

**State Awards**

Internal control over state programs:	
Material weaknesses?	_____ Yes <u>  x  </u> No
Significant deficiencies identified not considered to be material weaknesses?	_____ Yes <u>  x  </u> No
Type of auditor's report issued on compliance over state programs:	<b>Unqualified</b>

**Cabrillo Unified School District**  
Schedule of Findings and Questioned Costs  
For the Fiscal Year Ended June 30, 2010

---

**Section II - Financial Statement Findings**

None

**Section III - Federal Award Findings and Questioned Costs**

None

**Section IV - State Award Findings and Questioned Costs**

None

**Cabrillo Unified School District**  
Schedule of Prior Year Findings and Recommendations  
For the Fiscal Year Ended June 30, 2010

---

**Section II - Financial Statement Findings**

None

**Section III - Federal Award Findings and Questioned Costs**

None

**Section IV - State Award Findings and Questioned Costs**

*Finding 09-01 / Code Section 10000*

Significant Deficiency - Supplemental Instructional Hours

**CRITERIA:** The District is required to report supplemental instructional hours in the P-2 and P-Annual reports required by the State. The supplemental instructional hours are used to determine the amount of funding to be provided by the state for District programs developed to assist at risk students. It is the District's responsibility to establish internal controls that reduce the risk of reporting errors to an acceptable level.

**CONDITION:** For the fiscal years 2006-07 and 2007-08, the District over reported supplemental hours in the by 43,520 and 44,285, respectively. The actual impact of the hours reported is based on ceilings determined by the state. Using the limits established by the ceilings in 2006-07 and 2007-08, the District over reported their supplemental hours by 42,206 and 60,693, respectively.

**EFFECT OF CONDITION:** The District received more funding for the related programs than what they were originally entitled to.

**CAUSE OF CONDITION:** The excess hours were reported because the length of one period was captured as 150 minutes instead of 60 minutes in the District's attendance software, SASI. Since the District can claim up to 7,200 minutes per student for each year's summer school, the software was developed to use this figure as a control and cap the minutes for each student at 7,200. However, the application did not work as intended, leading to the reporting error as noted above.

**QUESTIONED COST:** The District has recorded an obligation of \$164,682 for fiscal year 2006-07 and \$256,255 for fiscal year 2007-08.

**RECOMMENDATION:** This deficiency was discovered by the District and management has implemented the procedures noted in their corrective action plan as of the issuance of our report. The District has also revised the P2 and P-Annual and resubmitted those reports to the state.

**CORRECTIVE ACTION PLAN:** As a corrective action plan, the District has revised procedures over review and approval of changes to the data elements in SASI by the Business Office before

**Cabrillo Unified School District**  
Schedule of Prior Year Findings and Recommendations  
For the Fiscal Year Ended June 30, 2010

---

any such changes may take place. Such review/approval must be documented in writing prior to implementing any change.

In addition, the hours reported in SASI will be extracted into an Excel database to ensure accuracy of total student attendance. This step is implemented to offset the failure of the 7200 maximum calculation in SASI.

Also, the District is currently researching other SIS programs and will be moving to another system beginning with the 2010-2011 school year.

STATUS: Implemented

\* \* \*

The audit staff wishes to express their thanks and appreciation for the help and cooperation of the District office staff during the course of our audit.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 13.b.

**BOARD AGENDA ITEM:** Hold Public Hearing and Approve Waiver for the Extension of Timeline for Completion of School Accountability Report Card (SARC)

**DEPARTMENT:** Curriculum

**CONTACT PERSON:** Elizabeth Schuck, Assistant Superintendent  
John Corry, Director of Personnel and Student Services

---

## **BACKGROUND INFORMATION:**

At the November 2010 meeting, the State Board of Education approved the 2010-2011 School Accountability Report Card (SARC) template and, at the same time, received a report from the California Department of Education that, due to budget and staffing reductions, the department would not be able to fill in the data that typically is provided to districts as they prepare their SARCs. Because of the lateness in approving the template and the necessity for school districts to assume responsibility for manually gathering and inputting some of the data required for the 2010-2011 SARC posting on February 1, the District is requesting a 60-day extension from the statutorily-required posting date of February 1.

## **REPORT/PROPOSAL:**

The waiver request for timeline extension requires a public hearing and CUSD Governing Board approval. This extension will provide needed additional time for our district and site staff to coordinate the additional work necessary to complete data compilation required for the SARC that the state formerly provided for all districts.

## **FINANCIAL IMPACT:**

There is no financial impact to the District.

---

## **RECOMMENDATION:**

The administration recommends the Governing Board approve the submission of the SARC timeline waiver request.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 13.c.

**BOARD AGENDA ITEM:** Approve Proposed New Board Policy 5118 Students: Open Enrollment Act Transfers

**DEPARTMENT:** Pupil Services

**CONTACT PERSON:** John Corry, Director of Pupil Services

## **BACKGROUND INFORMATION:**

At the December 9, 2010 Governing Board meeting, the First Reading of this new and mandated board policy was shared and discussed with the board and public. Our district continues to modify our transfer board policies and administrative regulations notably when our district transitioned from a Revenue Limit district to a Basic Aide district. We now are obligated to address the new Open Enrollment Act in our board policies and administrative regulations to maintain current and legal policy and practices.

The Open Enrollment Act of 2010 (Education Code 48350), otherwise known as the “Romero Bill,” authorizes a parent of a pupil enrolled in a “low achieving school” to apply to transfer the pupil to another school in the district or to a school district outside the school district of residence with a higher Academic Performance Index (API). The purpose of the program is to improve pupil achievement and to enhance parental choice in education by providing additional options to pupils to enroll in public schools throughout the state with regard to residence of their parents or guardians.

The State Superintendent of Public Instruction will create a list of 1,000 “low achieving schools” each year based on those that are ranked in decile one of the Academic Performance Index (API). The list will apply proportionally to elementary, middle, and high schools using the ratio that existed in the 2008-2009 school year. Not more than ten percent (10%) of the total number of schools in any district may be designated as “low achieving” and the law exempts charter, county community, juvenile court, and community day schools from being listed.

School districts must give notice to parents and guardians in “low achieving schools” that they have the option to request a transfer to another public school in the district or another school district with a higher API. A district receiving an application has (60) days to notify the parent or guardian in writing whether the application has been accepted or rejected. If the application is accepted, the pupil may enroll in the next school year. An initial application of a pupil to transfer to a specific school cannot be approved if it would require the displacement of a pupil who resides in the attendance area of that school or is currently enrolled in that school or if approval would have an adverse financial impact on the district.

**REPORT/PROPOSAL:**

In order to comply with new this new state law, districts are mandated to adopt new school board policies and administrative regulations to ensure the law is being implemented in a non capricious and arbitrary manner.

**FINANCIAL IMPACT:**

Staff does not anticipate significant pupil movement within and into the district based on historical pupil transfer requests and, thus, does not anticipate adverse financial hardships to the district.

---

**RECOMMENDATION:**

Approve proposed new Board Policy 5118 Students: Open Enrollment Act Transfers as presented.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 13.d.

**BOARD AGENDA ITEM:** Approve Proposed New Board Policy 7110.1 Facilities:  
Energy and Water Use

**DEPARTMENT:** Superintendent

**CONTACT PERSON:** Rob Gaskill, Superintendent

---

## **BACKGROUND INFORMATION:**

Following a report from members of the District Ad-Hoc School Solar Power Committee at the meeting held on October 14, 2010 the Governing Board 1) directed staff to prepare a draft policy on energy use and conservation for review and discussion on a first reading basis at the December meeting and 2) asked the Ad-Hoc Committee to prepare a more focused Request for Information document for discussion with consideration of action at the January Board meeting.

While the California School Boards' Association does not presently have model policy language that specifically addresses energy use and conservation, staff completed work on a proposed new *Board Policy 7110.1 Facilities: Energy and Water Use* by completing a review of related policy statements from other organizations, including the University of California.

The District Ad-Hoc School Solar Power Committee suggested minor modifications to this proposed new policy during the course of a meeting held on November 4, 2010.

The Board discussed this policy on a first-reading, discussion-only basis on December 9, 2010. Modifications suggested by Board members are denoted on the attached document via underscoring (for new language) and strike-throughs (for proposed deletions).

## **REPORT/PROPOSAL:**

This is an opportunity for the Governing Board to engage in a second reading and consider action on a proposed new policy that has the potential to provide a greater sense of over-all direction to the District and the Ad-Hoc Committee in on-going work to conserve energy and water use.

**FINANCIAL IMPACT:**

There is no impact to the General Fund.

---

**RECOMMENDATION:**

Approve proposed new Board *Policy 7110.1 Facilities: Energy and Water Use* as presented.

## FACILITIES: ENERGY AND WATER USE (Proposed New Policy)

## Energy and Water Use, Conservation, and Efficiency Program

The Governing Board recognizes that success in achieving optimal energy and water use, conservation, and efficiency requires active cooperation and participation at all levels. Every member of the greater school community is expected to contribute to the District's efforts to conserve as much energy and water as possible while sustaining an environment that is conducive to effective teaching and learning.

Unless otherwise designated by the District Superintendent, it shall be the primary responsibility of the Director of Maintenance and Operations to manage and administer the District's energy and water use, conservation, and efficiency program. The Director shall maintain accurate records of energy and water consumption and associated costs at all school and work sites and, with the assistance of others as may be necessary, develop short and long term goals designed to:

- 1) Reduce current levels of energy and water consumption;
- 2) Transform school facilities into renewable energy producers to the extent feasible through the use of clean, renewable energy sources including solar, hydro, wind, biomass, and geothermal;
- 3) Protect the natural environment;
- 4) Be cost-effective; and
- 5) Provide replicable models for the greater Coastside community.

The Director shall regularly provide the Governing Board with a report on the status of the program and on any new initiatives that are being considered. New goals should be realistic, attainable within a predetermined period of time, and reflective of a thoughtful cost-benefit analysis. It is ~~the intent~~ a requirement of the Governing Board that all costs associated with implementing new goals related to this policy, whether direct or indirect, be cost-neutral or better to District funds.

### Curricular Implications

The Governing Board recognizes that school communities have the potential to make significant contributions to the environment while teaching students to be good stewards of the earth and its finite resources. To the extent practical, students should be actively engaged in all phases of the District's efforts to reduce energy and water consumption and/or implement alternative energy strategies. Such activities should extend into District classrooms at appropriate grade levels and content areas where students will learn sound water and energy management strategies and monitor and report on data associated with the use of renewable energy sources.

### New Construction and Major Facility Renovation

It is the intent of the Governing Board that the District will apply principles of energy efficiency and sustainability in all future capital projects, including major facility renovation, while taking into account budgetary constraints and regulatory and programmatic requirements. Alternative energy sources such as passive solar heating and heat recovery should be considered as well as other proven strategies for decreasing building energy consumption in accordance with green building concepts. Primary consideration should be given to connecting and/or extending central systems for heating, cooling, and other electrical and lighting systems.

New construction should be designed and built to minimize energy use. The most recent version of ~~The American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Standard~~ the California Green Building Standards Code shall serve as the minimum energy efficiency guideline. The design process should include an energy life cycle cost analyses. All new construction shall be designed in such a manner that no less than ten percent of the ongoing, total energy required for the general operation of that structure will come from clean, renewable sources.

---

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** January 13, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 13.e.

**BOARD AGENDA ITEM:** Adopt Two Proposed New Courses of Study at Half Moon Bay High School: Agricultural Leadership and Advanced Algebra II

**DEPARTMENT:** Curriculum and Instruction

**CONTACT PERSONS:** Elizabeth Schuck, Assistant Superintendent  
Mary Streshly, HMBHS Principal  
Allison Silvestri, HMBHS Assistant Principal  
Kristine Fitzpatrick, Agriculture Instructor  
Jennie Walton, Mathematics Department Chairperson

## BACKGROUND INFORMATION:

Staff members at Half Moon Bay High School are proposing that the Board formally adopt two new courses of study that would be offered for the first time to students in the 2011-2012 school year: *Agriculture Leadership* and *Advanced Algebra II*.

*Agriculture Leadership* will fulfill a course requirement for students who participate in the Future Farmers of America (FFA) program at the high school and *Advanced Algebra II* will provide a needed “bridge” for students who successfully completed *Advanced Geometry* and plan to continue a pathway towards enrollment in Advanced Placement Calculus. This course has been submitted for UC/CSU approval.

Board members completed an initial review of this proposal on December 9, 2010. No modifications were suggested at that time.

Completed course adoption forms are included in this Board packet.

## REPORT/PROPOSAL:

The Board is asked to consider formal action to adopt these two new courses so that they may be added to the HMBHS 2011-2012 Course Planning Guide.

**FINANCIAL IMPACT:**

There is no financial impact to the District.

---

**RECOMMENDATION:**

Adopt two proposed new courses of study at Half Moon Bay High School: *Agriculture Leadership* and *Advanced Algebra II*, as presented.

**Half Moon Bay High School  
2011 - 2012 Ag Leadership Course Proposal**

**Course Credit:**

Year long course

- 5 units/semester
- Elective Credit

**Grades:**

11 -12, 10 (with FFA experience either in competitions or as an officer)

**Prerequisites:**

Department approval

- Arrange appointment with agriculture teacher for approval
- Grade of 'C' or higher in any Ag Class

**Textbooks:**

No student text book

Reference Text: Leadership: Personal Development and Career Success, 2<sup>nd</sup> edition, by Cliff Ricketts

**Course Description:**

This course is designed to develop responsibility, initiative, creativity, leadership, and school pride in the Agriculture program. It provides class time for the planning and organization of meetings, social and recreational events, elections, service activities, fundraisers, and community and other events. Students will have the opportunity to study concepts of goal development, the keys to success, and character development both as an individual and team. Students will learn about group dynamics, Parliamentary Law and Procedures, critical thinking, public speaking, personal finance management, record keeping, career goals, and the importance of the FFA in Agriculture Education. Ag Leadership students are often required to participate in after school and lunchtime activities.

Committees will be created to plan and organize individual events and activities throughout the year. Students will serve on several committees as the year progresses. Grades will be based upon committee involvement and committee reports, which will state the duties performed by each individual on the committee. Written assignments and projects will also count towards grade.

**Rationale:**

Being that the FFA is a co-curricular club, not an extra-curricular club; they are required to participate in a minimum of 12 activities per year to remain a recognized organization and to maintain funding for the Ag Program. Creating an Ag leadership class would allow designated time for the students to come together and plan, organize, and execute the minimum activities. The students would also have time to take the AG/FFA program a step farther if they have more time to execute new ideas that they do not have time to do during the lunch and after school hours. In addition, by having a leadership class, there is more opportunity to hone leadership skills the students already have and to help develop new ones. Students will learn and practice concepts that there is not time to practice in academic classes, but that are vital to their success as responsible citizens and will assist them throughout their lives. With an agriculture basis, students will gain skills related to communication, self-awareness, team building, public speaking, interviewing and resume building, and public relations. An emphasis will be placed on career preparedness and personal development.

**School:** Half Moon Bay High School  
**District:** Cabrillo Unified School District  
**City:** Half Moon Bay  
**School / District Web Site:** <http://www.cabrillo.k12.ca.us/hmbhs/>

School Course List Contact

**Name:** Allison Silvestri  
**Title/Position:** Director of Curriculum  
**Phone:** (650) 712-7200 ext. 5030  
**Fax:** (650) 712-7232  
**E-mail:** [silvestria@cabrillo.k12.ca.us](mailto:silvestria@cabrillo.k12.ca.us)

**COURSE DESCRIPTION**

**Course Title:** Advanced Algebra II  
**Transcript Title(s):** Adv Alg II  
**Transcript number(s):** 0345  
**Subject Area:** c-Mathematics  
**Category:** Math

**Grade Level(s) for which this course is designed:** 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>

**Unit Value:** 1.0 (one year equivalent)

**Brief Course Description**

Advanced Algebra 2 continues the students' study of advanced algebraic concepts including functions, polynomials, rational expressions, systems of functions and inequalities, and matrices. Students will also be introduced to conic sections and various trigonometry topics including the unit circle. Students will be expected to describe and translate among graphic, algebraic, numeric, tabular, and verbal representations of relations and use those representations to solve problems. Emphasis is placed on practical applications and modeling. Appropriate technology, from manipulatives to graphing calculators and application software, will be used regularly for instruction and assessment.

**Pre-Requisites:** B in Advanced Geometry or A in Geometry

**Texts & Supplemental Instructional Materials**

TEXTBOOK 1

**Title:** California Algebra 2: Concepts, Skills and Problem Solving  
**Year:** 2008  
**Author(s):** Holliday, Luchin, Cuevas, Carter, Marks, Day, Casey, and Hayek  
**Publisher:** Glencoe McGraw-Hill

**Usage:**                    \_X\_Primary Text

### **Course Purpose**

This course is designed to further prepare students in their mathematics development. Topics will include number systems; coordinate geometry in plane, linear and quadratic functions, complex numbers, polar form of complex numbers, sequences and series, systems of equations, logarithms and exponents, and circular functions. An emphasis is placed on recognizing linear, quadratic, exponential and  $n$ th root functions in real-world and mathematical situations and representing/interpreting them using tables, graphs, equations/inequalities and verbal descriptions. Another key set of topics revolves around generating equivalent expressions involving polynomials and radicals and using algebraic properties to evaluate expressions. Topics to be studied include:

1. The review of the foundations for functions, linear functions, and linear systems.
2. Matrices.
3. Quadratic Functions.
4. Polynomial Functions.
5. Exponential and Logarithmic Functions.
6. Rational and Radical Functions.
7. Properties and Attributes of Functions.
8. Conic Sections.
9. Probability and Statistics.
10. Sequences and Series.
11. Trigonometric Functions.

Students who complete this course will be able to communicate their reasoning, use multiple representations, and think logically, linking algebra to the world around them.

### **Course Content**

Purpose: Coursework will include a thorough understanding and application of the following topics:

- Convert between and among radical and exponential forms of numerical expressions.
- Simplify and perform operations on numerical expressions containing radicals.
- Apply the laws of exponents to numerical expressions with rational and negative exponents to order and rewrite them in alternative forms.
- Represent complex numbers in the form  $a + bi$ , where  $a$  and  $b$  are real; simplify powers of pure imaginary numbers.
- Perform operations on the set of complex numbers.
- Convert between and among radical and exponential forms of algebraic expressions.

- Simplify and perform operations on radical algebraic expressions. Apply the laws of exponents to algebraic expressions, including those involving rational and negative exponents, to order and rewrite them in alternative forms.
- Perform operations on polynomial expressions.
- Perform operations on rational expressions, including complex fractions.
- Identify or write equivalent algebraic expressions in one or more variables to extract information.
- Solve equations and inequalities involving the absolute value of a linear expression.
- Express and solve systems of linear equations in three variables with and without the use of technology.
- Solve systems of linear inequalities in two variables and graph the solution set.
- Recognize and solve problems that can be represented by single variable linear equations or inequalities or systems of linear equations or inequalities involving two or more variables. Interpret the solution(s) in terms of the context of the problem.
- Solve single-variable quadratic, exponential, rational, radical, and factorable higher-order polynomial equations over the set of real numbers, including quadratic equations involving absolute value.
- Solve single variable quadratic equations and inequalities over the complex numbers; graph real solution sets on a number line.
- Use the discriminant,  $D = b^2 - 4ac$ , to determine the nature of the solutions of the equation  $ax^2 + bx + c = 0$ .
- Graph the solution set of a two-variable quadratic inequality in the coordinate plane.
- Rewrite nonlinear equations and inequalities to express them in multiple forms in order to facilitate finding a solution set or to extract information about the relationships or graphs indicated.
- Determine key characteristics of quadratic functions and their graphs.
- Represent quadratic functions using tables, graphs, verbal statements, and equations. Translate among these representations.
- Describe the effect that changes in the parameters of a quadratic function have on the shape and position of its graph.
- Recognize, express, and solve problems that can be modeled using quadratic functions. Interpret their solutions in terms of the context.
- Determine key characteristics of power functions in the form  $f(x) = ax^n$ ,  $a \neq 0$ , for positive integral values of  $n$  and their graphs.
- Determine key characteristics of polynomial functions and their graphs.
- Represent polynomial functions using tables, graphs, verbal statements, and equations. Translate among these representations.
- Determine key characteristics of simple rational functions and their graphs.
- Represent simple rational functions using tables, graphs, verbal statements, and equations. Translate among these representations.
- Recognize, express, and solve problems that can be modeled using

polynomial and simple rational functions. Interpret their solutions in terms of the context.

- Determine key characteristics of exponential functions and their graphs.
- Represent exponential functions using tables, graphs, verbal statements, and equations. Represent exponential expressions in multiple forms. Translate among these representations.
- Describe the effect that changes in a parameter of an exponential function have on the shape and position of its graph.
- Recognize, express, and solve problems that can be modeled using exponential functions, including those where logarithms provide an efficient method of solution. Interpret their solutions in terms of the context.
- Combine functions by addition, subtraction, multiplication, and division.
- Determine the composition of two functions, including any necessary restrictions on the domain.
- Describe the conditions under which an inverse relation is a function.
- Determine and graph the inverse relation of a function.
- Determine key characteristics of absolute value, step, and other piecewise-defined functions.
- Represent piecewise-defined functions using tables, graphs, verbal statements, and equations. Translate among these representations.
- Recognize, express, and solve problems that can be modeled using absolute value, step, and other piecewise-defined functions. Interpret their solutions in terms of the context.
- Summarize and compare data sets using statistical methods.
- Determine, use, and identify potential misuses of weighted averages.
- Use a computer or calculator to find a linear regression equation (least squares line) as a model for data that suggest a linear trend, and determine the correlation coefficient.
- Analyze the strength of the linear relationship indicated by the regression line.
- Interpret data and communicate conclusions effectively.
- Make judgments regarding accuracy, reasonableness, and bias in the use of data.
- Critique and justify various methods of sampling and data collection used in real world problems.
- Determine the number of ways events can occur using permutations, combinations, and other systematic counting methods.
- Relate the expansion of  $(x + y)^n$  (i.e., the binomial theorem) with the possible outcomes of a binomial experiment and/or the  $n$ th row of Pascal's triangle.
- Apply probability concepts to calculate the probability of events and to make informed decisions in practical situations.
- Analyze and interpret actual data to estimate probabilities and predict outcomes, including those involving relative frequency.
- Compare theoretical probabilities with the results of simple experiments

- (e.g., tossing number cubes, flipping coins, spinning spinners).
- Compute and graph cumulative frequencies.
  - Identify and distinguish between discrete and continuous probability distributions.
  - Identify the principal characteristics of the normal distribution and use them to estimate probabilities.
  - Identify and describe the key characteristics of and create frequency distributions of both discrete and continuous data.
  - Apply the properties of logarithms and use them to manipulate logarithmic expressions.
  - Solve logarithmic equations, paying attention to the possibility of extraneous roots.
  - Determine key characteristics of logarithmic functions.
  - Represent logarithmic functions using tables, graphs, verbal statements, and equations. Translate among these representations.
  - Describe the effect that changes in the parameters of a logarithmic function have on the shape and position of its graph.
  - Recognize, express, and solve problems that can be modeled using logarithmic functions. Interpret their solutions in terms of the context of the problem.
  - Recognize periodic phenomena and determine key characteristics of such phenomena.
  - Use the relationship of the sine and cosine functions to a central angle of the unit circle to determine the exact trigonometric ratio of angles on the unit circle. ( $0^\circ$  to  $360^\circ$ ,  $0$  to  $2\pi$ )
  - Explain and use both degree and radian measure for angles.
  - Represent trigonometric functions using tables, graphs, verbal statements, and equations. Translate among these representations.
  - Determine key characteristics of trigonometric functions and their graphs.
  - Describe the effect that changes in the parameters of an equation of a trigonometric function in the form,  $f(x) = A\sin B(x - C) + D$  (or the similar cosine function) have on the shape and position of its graph.
  - Recognize, express, and solve problems that can be modeled using trigonometric or other periodic functions.
  - Perform addition, subtraction, and scalar multiplication of matrices.
  - Perform matrix multiplication.
  - Find the determinant of a  $2 \times 2$  or  $3 \times 3$  matrix.
  - Determine the inverse of a  $2 \times 2$  or  $3 \times 3$  matrix or indicate that no inverse exists.
  - Represent 2-variable and 3-variable systems of linear equations using matrices and use them to solve the system.
  - Solve a matrix equation.
  - Use matrix tools to represent and transform geometric objects in the coordinate plane.
  - Represent vectors as matrices in two dimensions.

- Add, subtract, and compute the dot product of two-dimensional vectors; multiply a two-dimensional vector by a scalar.
- Identify a parabola, circle, ellipse, or hyperbola from its equation, description, or key characteristics.
- Represent conic sections whose axes are parallel to the  $x$ - and  $y$ -axes using graphs, verbal statements, and equations. Translate among these representations. Represent the equations of conic sections in multiple forms to extract information about the parabola, circle, ellipse, or hyperbola.
- Describe the effect that changes in the parameters of a particular conic section have on its shape and position.
- Recognize, express, and solve problems that can be modeled using conic sections. Interpret their solutions in terms of the context of the problem.
- Represent the general term of an arithmetic or geometric sequence and use it to generate the sequence or determine the value of any particular term.
- Represent partial sums of an arithmetic or geometric sequence and determine the value of a particular partial sum or sum of a finite sequence.
- Recognize when an infinite geometric sum can be determined and determine the sum when possible.
- Convert the recursive model for linear growth ( $a_1 = a$ ,  $a_{n+1} = a_n + d$ , where  $a$  is the first term and  $d$  is the constant difference) to a closed linear form ( $a_n = a + (n - 1)d$ ).
- Convert the recursive model of geometric growth ( $p_1 = a$ ,  $p_{n+1} = rp_n$  where  $a$  is the first term and  $r$  is the constant growth rate) to a closed exponential form ( $p_n = ar^{n-1}$ ).
- Recognize, express, and solve problems that can be modeled using a finite geometric series. Interpret their solutions in terms of the context of the problem.
- Use recursion to generate and describe, analyze, and interpret patterned relationships other than arithmetic or geometric sequences.
- Use iterative methods to solve problems.
- After completing this course, students will be able to successfully solve equations and inequalities, factor polynomials and solve quadratic equations.
- Students will further develop the ability to perform operations on logarithmic and exponential functions and complex numbers.
- Finally, students will understand how algebra and its concepts have important applications in the real world.

## Course Outline

### Chapter 1: Equations and Inequalities

- Expressions and formulas
- Properties of real numbers

- Solving equations
- Solving absolute value equations
- Solving inequalities
- Solving compound and absolute value inequalities

#### Chapter 2: Linear Relations and Functions

- Relations and functions
- Linear equations
- Slope
- The family of linear functions
- Writing linear equations
- Using scatter plots
- Graphing inequalities

#### Chapter 3: Systems of Equations and Inequalities

- Solving systems of equations by graphing
- Solving systems of equations algebraically
- Solving systems of inequalities by graphing
- Systems of linear inequalities
- Linear programming
- Solving systems of equations in three variables

#### Chapter 4: Matrices

- Introduction to matrices
- Operations with matrices
- Multiplying matrices
- Transformations with matrices
- Determinants
- Cramer's rule
- Identity and inverse matrices
- Using matrices to solve systems of equations

#### Chapter 5: Quadratic Functions and Inequalities

- Graphing quadratic functions
- Roots of equations and zeros of functions
- Solving quadratic equations by graphing
- Modeling using quadratic functions
- Solving quadratic equations by factoring
- Complex numbers
- Completing the square
- The quadratic formula and the discriminant
- Families of parabolas
- Analyzing graphs of quadratic functions
- Modeling motion
- Graphing and solving quadratic inequalities

## Chapter 6: Polynomial Functions

- Properties of exponents
- Dimensional analysis
- Operations with polynomials
- Dividing polynomials
- Polynomial functions
- Analyzing graphs of polynomial functions
- Modeling data using polynomial functions
- Solving polynomial equations
- The remainder and factor theorems
- Roots and zeros
- Rational zero theorem

## Chapter 7: Radical Equations and Inequalities

- Operations on functions
- Inverse functions and relations
- Square root functions and inequalities
- $n$ th roots
- Operations with radical expressions
- Rational exponents
- Solving radical equations and inequalities

## Chapter 8: Rational Expressions and Equations

- Multiplying and dividing rational expressions
- Adding and subtracting rational expressions
- Graphing rational functions
- Analyze graphs of rational functions
- Direct, joint, and inverse variation
- Classes of functions
- Solving rational equations and inequalities
- Solving rational equations and inequalities with graphs and tables

## Chapter 9: Exponential and Logarithmic Relations

- Exponential functions
- Solving exponential equations and inequalities
- Logarithms and logarithmic functions
- Modeling data using exponential functions
- Properties of logarithms
- Common logarithms
- Solving logarithmic equations and inequalities
- Base  $e$  and natural logarithms
- Double meanings
- Exponential growth and decay
- Cooling

## Chapter 10: Conic Sections

- Midpoint and distance formula
- Parabolas
- Circles
- Investigating ellipses
- Ellipses
- Hyperbolas
- Conic sections
- Solving quadratic systems

#### Chapter 11: Sequences and Series

- Arithmetic sequences
- Arithmetic series
- Geometric sequences
- Limits
- Geometric series
- Amortizing loans
- Recursion and special sequences
- Fractals
- The binomial theorem

#### Chapter 12: Probability and Statistics

- The counting principle
- Permutations and combinations
- Probability
- Multiplying probabilities
- Adding probabilities
- Statistical measures
- The Normal distribution
- Exponential and binomial distribution
- Simulations
- Binomial experiments
- Sampling and error

#### Chapter 13: Trigonometric Functions

- Special right triangles
- Right triangle trigonometry
- Angles and angle measure
- Investigating regular polygons using trigonometry
- Trigonometric functions of general angles
- Law of sines
- Law of cosines
- Circular functions
- Inverse trigonometric functions

#### Chapter 14: Trigonometric Graphs and Identities

- Graphing trigonometric functions

- Translations of trigonometric graphs
- Trigonometric identities
- Verifying trigonometric identities
- Sum and difference of angles formulas
- Double-angle and Half-angle formulas
- Solving trigonometric equations

### **Key Assignments**

- Mathematical investigations
- Simulations
- Graph functions on paper and with calculators
- Solve equations
- Translate among representations of functions (tables, graphs, equations, situations)
- Work with graphing calculators
- Explore transformations of equations
- Chapter and section problem sets
- Written quizzes and tests
- Projects for applying math in the real world

### **Instructional Methods and/or Strategies**

- Direct Instruction
- Mathematical investigations
- Group learning
- Hands-on activities
- Graphic organizers
- Enrichment activities
- Projects
- Cooperative learning
- Lecture with discussion
- Inquiry based learning
- Demonstrations

### **Assessment Methods and/or Tools**

- Written exams and quizzes
- Student presentations
- Student portfolios
- Unit Projects
- Warm-ups
- Homework review

## **Corresponding Non-Honors Course**

Algebra 2

## **Differences in Honors/Non-Honors Courses**

This course will cover more topics, i.e. trigonometric functions and be considerably more rigorous than the regular Algebra II course. Students who complete this course will be able to communicate their reasoning, use multiple representations, and think logically. Students will be able to solve problems, and think creatively while connecting mathematics to other disciplines and to life. Students will use mathematical tools, such as manipulative materials and technology, to develop conceptual understanding. Students will explain in their writing in homework, journals, and projects how Algebra II relates to the world around them.