



California Fair Political Practices Commission

December 28, 1989

Mr. John Mulligan
Associate Superintendent
Business Service
Fresno Unified School District
Education Center
Tulare and M Street
Fresno, CA 93721

RE: Your Request for Informal
Assistance
Our File No. I-89-569

Dear Mr. Mulligan:

You have requested advice concerning the campaign disclosure provisions of the Political Reform Act (the "Act").^{1/} Because you are inquiring about the disclosure obligations of another person who has not authorized you to do so, your request for information is considered to be informal assistance.^{2/}

The Fresno Unified School District conducted an informational meeting for candidates involved in the November 7, 1989 school board election. Persons attending the meeting received a packet of printed materials containing general information about the school district and providing a summary of significant educational issues facing the district. Several members of the Superintendent's cabinet made short presentations describing current issues in their area of authority.

You have asked if the candidates attending this meeting are required to disclose on their campaign statements the costs relative to putting on this meeting as a non-monetary (in-kind) contribution?

1/ Government Code Sections 81000-91015. All statutory references are to the Government Code unless otherwise indicated. Commission regulations appear at 2 California Code of Regulations Section 18000, *et seq.* All references to regulations are to Title 2, Division 6 of the California Code of Regulations.

2/ Informal assistance does not provide the requestor with the immunity provided by an opinion or formal written advice. (Section 83114; Regulation 18329(c)(3).)

Mr. John Mulligan
Page 2

Because we do not have sufficient facts to provide a specific answer to your question, I hope the following general guidelines will be of assistance to you.

The Act defines contributions and expenditures to include all payments unless it is clear from the surrounding circumstances that they are not made for political purposes. (Sections 82015 and 82025.)

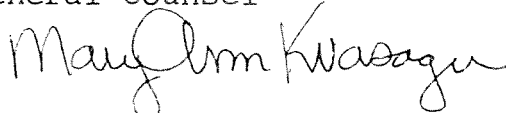
Commission Regulations 18215 and 18225 define the term "political purpose" to mean "...made for the purpose of influencing or attempting to influence the action of the voters for or against the nomination or election of a candidate or candidates or the qualification or passage of any measure."

If the expenditures incurred by the school district were for the purpose of conducting an informational session to acquaint candidates running for the school board with the educational needs of the district, and all of the candidates were invited to attend the meeting, the expenditures would not be considered expenditures for political purposes.

If you have additional questions concerning this matter please contact me at 916/322-5662.

Sincerely,

Kathryn E. Donovan
General Counsel



By: Mary Ann Kvasager
Political Reform Consultant

BOARD OF EDUCATION

Mary A. Curry, President
Juan Arambula, Clerk
Ruth M. Gadebusch
Darlene M. Laval
Gerald R. McMenamin

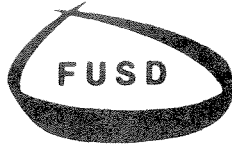
SUPERINTENDENT OF SCHOOLS

Dr. E.T. Lon Luty

DEPUTY SUPERINTENDENT

Joe H. Lee, Ed.D.

FRESNO UNIFIED SCHOOL DISTRICT



EDUCATION CENTER
TULARE AND M STREETS
FRESNO, CALIFORNIA 93721
TELEPHONE (209) 441-3000

DIVISION OF BUSINESS

John F. Mulligan
Associate Superintendent

William A. Hansen
Assistant Superintendent
Business Division

September 22, 1989

SEP 29 2 36 PM '89
FPPC

California Fair Political
Practices Commission
428 J Street, No. 800
Sacramento, CA 95814

Gentlemen:

On September 14, 1989, we conducted an informational meeting for candidates in the school board election in November. Those attending received printed materials (See Enclosure A). Several members of the Superintendent's Cabinet made short presentations describing current issues in their area of authority. Finally, there was a short question and answer period.

Mr. John Santoya, a school board candidate attended. His request for information regarding the meeting is included as Enclosure B.

I am requesting your ruling as to Mr. Santoya's contention that candidates must report all or some of the cost of this meeting as "in-kind" campaign contribution. Also, pending your response, how should candidates handle this item on interim filings such the one mentioned in Mr. Santoya's letter? Your timely reply will be appreciated.

Very truly yours,

John Mulligan
Associate Superintendent
Business Services

JM/gpm
Enclosures

GETTING ACQUAINTED WITH YOUR SCHOOL BOARD AND DISTRICT



FRESNO UNIFIED SCHOOL DISTRICT

FRESNO UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

Mary A. Curry, President

Juan Arambula, Clerk

Ruth M. Gadebusch, Member

Darlene M. Laval, Member

Gerald R. McMenamin, Member

SUPERINTENDENT'S CABINET

E. T. Lon Luty, Superintendent

Lawrence R. Streich, Assistant to the Superintendent

Joe H. Lee, Deputy Superintendent
Instruction Division

John F. Mulligan, Associate Superintendent
Business Division

Elizabeth S. Hansen, Assistant Superintendent
Curriculum and Instructional Services

William A. Hansen, Assistant Superintendent
Business Division

Charles M. McAlexander, Assistant Superintendent
Office of Priority Housing

David McCauley, Assistant Superintendent
Secondary Education

Jerry L. Phillips, Assistant Superintendent
Elementary Education

Jack A. Stewart, Assistant Superintendent
Personnel Division

Michael N. Coy, Administrator
Special Education

Richard M. Firpo, Administrator
State and Federal Programs

Gordon E. Lindberg, Administrator
Labor Relations

Pat Hogan-Newsome, Administrator
Classified Personnel

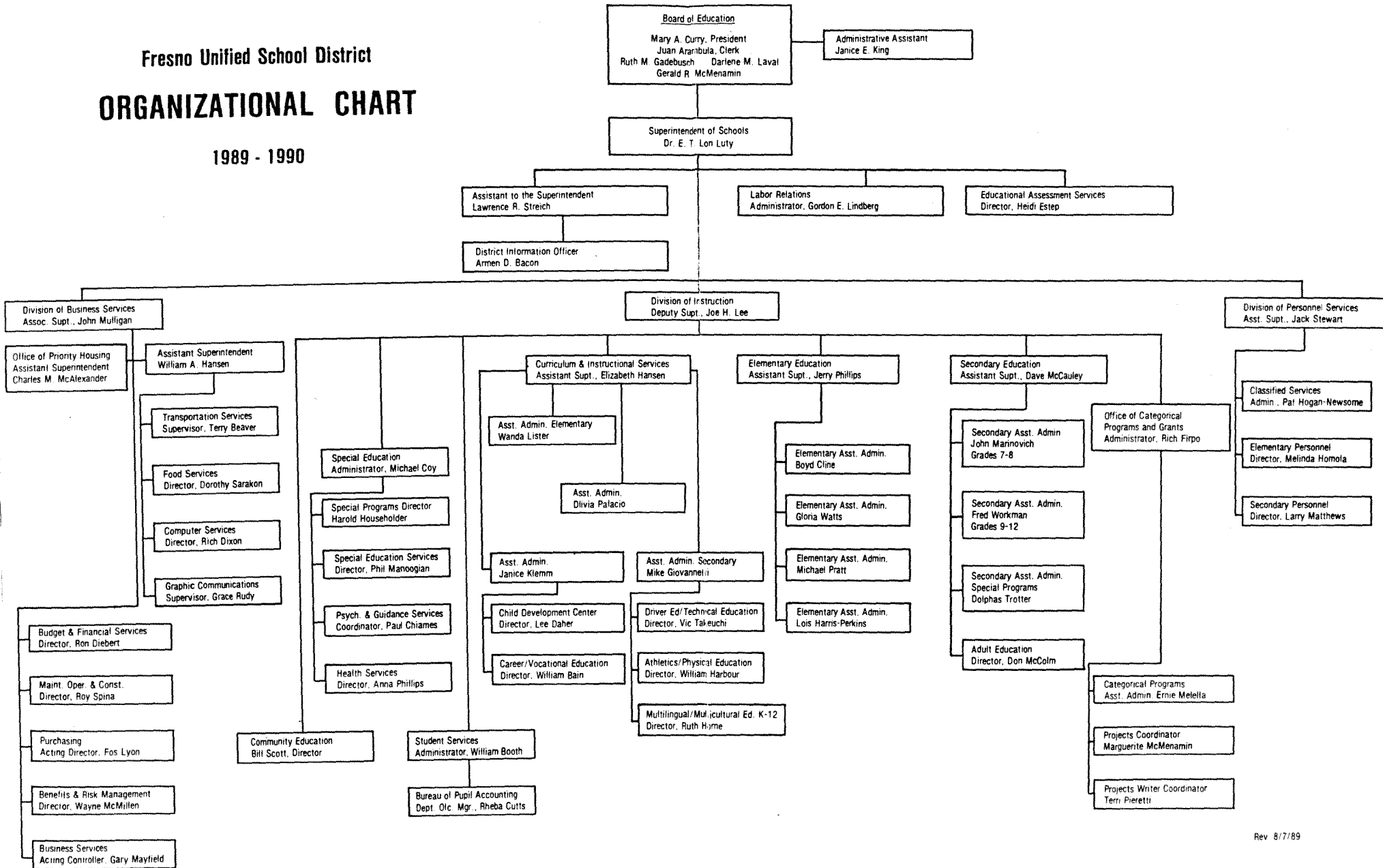
Heidi Estep, Director
Educational Assessment Services

Armen D. Bacon
District Information Officer

Fresno Unified School District

ORGANIZATIONAL CHART

1989 - 1990



**FRESNO UNIFIED SCHOOL DISTRICT
ELEMENTARY EDUCATION**

**ELEMENTARY EDUCATION
SUMMARY OF SIGNIFICANT ISSUES**

- I. The Elementary Division has a current enrollment of approximately 40,241 students housed in 57 elementary schools. For administrative purposes, these schools have been divided into four areas identified as west, central, east and year-round. Mr. Boyd Cline is responsible for the East Area schools; Mr. Michael Pratt manages the West Area schools, Mrs. Gloria Watts administers the Central Area schools and Mrs. Lois Harris-Perkins oversees the year-round schools.

The District also maintains one school (Ginsburg) for orthopedically handicapped students. Other Special Education services held on elementary school sites include programs for the hearing and visually handicapped, learning handicapped, pull-out assistance for students with minor learning disabilities and infant and preschool programs.

The Elementary Division has developed and maintained several specialty or magnet schools each emphasizing a different focus or approach. These alternative programs include Manchester for Gifted and Talented Education; Bullard TALENT, emphasizing the humanities; Turner focusing on Environmental Science; Lawless Foreign Language Program, Powers, Pyle and Wishon are Renaissance schools and Carver housing K-8 students.

Not all elementary schools operate on the same yearly calendar. One of our major goals for the Elementary Division is to have all year-round programs converted to one single 90/30 system by the 1992-93 school year. Phase one of the conversion will be completed in 1990-91 and phase two will be completed in 1991-92. At this time we have 17 schools on multi-track year-round schedules, two schools offer a traditional and year-round track and three schools function on a modified/traditional calendar from September through July.

Because of continued growth and the passing of Bond Measure A, four new elementary schools will be constructed. Construction is due to begin in the school year 1990-91 with completion of all sites by 1993. Site one will be located at Rowell/Thomas, site two at Glenn/Webster, site three at Millbrook/Thomas and site four at Peach/Church. In addition, property at Millbrook/Belmont is in the process of being purchased for the relocation of Hidalgo School currently located on property zoned for a freeway by Cal-Trans.

- II. One of the major goals and a top priority in Elementary Education is the Language Arts Program. A primary goal will be to assist teachers in utilizing an integrated approach to reading as well as assisting teachers in understanding the new Language Arts framework requirements. Heavy focus will be placed on the higher thinking and processing skills with emphasis on improving test scores for all students, particularly at-risk students.

A second major goal in the Elementary Office is the implementation of the District Action Plan created at the Superintendent's Retreat in August. Areas to be concentrated on are:

1. All students can experience success
2. Early Intervention Programs
3. Student Performance
4. Administrator Accountability
5. Student Safety
6. Special Education
7. Additional Facilities

slb
9/13/89

FRESNO UNIFIED SCHOOL DISTRICT

SECONDARY EDUCATION DEPARTMENT
INTERDEPARTMENTAL MEMO

September 13, 1989

To: Joe Lee
From: Dave McCauley
Re: Board Candidates Informational Session

We are submitting the following information in response to your request of September 8, 1989.

Overview of Secondary Department

The Secondary Department is responsible for the implementation of district programs in the secondary schools of the district, i.e., middle schools, freshman school, all of the high schools and a number of special alternative programs which we will mention below.

1) Middle Schools

Generally the middle schools of the district are composed of Grades 7-8, although there are some exceptions. We have 10 regular middle schools, but also a 7-12 magnet school which includes, of course, middle school level students and we have three K-8 programs which also include middle school students.

2) Freshman School

The district continues to operate one freshman school (Sequoia), which is relatively small and currently has approximately 600 students.

3) High Schools

The high schools generally include Grades 9-12. We have six regular high schools, and one specialty school, Duncan Polytechnical. Two of these mainline high schools include magnet programs, i.e., Edison/Computech and Roosevelt School of the Arts.

4) Alternative Programs

This department also operates a number of alternative programs which attempt to accommodate students with special needs. They include the following:

- a. Opportunity School
- b. Continuation Programs
- c. Adult School
- d. Newcomers School
- e. Restart
- f. Summer Programs

5) Major Special Programs

In addition to all the above, there are some special programs that operate across grade levels and schools and they include the following:

- a. Vocational Education
- b. PACE (Parent and Child Education)
- c. PAL (Pregnant Adolescent Learning) Center
- d. Independent Study Programs

6) Major Department Objectives in Support of District Mission and Goals.

- a. Ensuring that all students achieve success (student achievement, self esteem, etc.)
- b. Proper accommodation of student growth, i.e., housing, other facilities and programs
- c. Improve parent and other community members' involvement in supporting education
- d. Improve student attendance and discipline
- e. Expand efforts to assist students, parents and community in resolving problems in the areas of drop-out rates, drugs, alcohol abuse, teenage pregnancy, sexually transmitted diseases
- f. The continued maintenance of safe campuses; closed campus, etc.

FRESNO UNIFIED SCHOOL DISTRICT
CURRICULUM AND INSTRUCTIONAL SERVICES

Janice Klemm
Assistant Administrator

Elizabeth S. Hansen
Assistant Superintendent

Mike Giovannetti
Assistant Administrator

Olivia Palacio
Assistant Administrator

Wanda Lister
Assistant Administrator

BOARD CANDIDATES' MEETING

2:00 p.m., September 14, 1989

FUSD Cabinet Room

Curriculum and Instructional Services staff serve in a support capacity to both site and central office personnel in: P-12 program development and inservice; selection and provision of support materials in all curriculum disciplines; textbook adoptions; assisting those involved with Limited English Proficient students by providing inservice, materials, translations, primary language assessors, and ESOL tutors; helping new teachers; operation of the secondary PACE Centers; coordination with ROP and the PIC in Career/Vocational Education; district and college credit classes for teachers; coordinating History Day, Mock Trial, Academic Decathlon, and Odyssey of the Mind competitions--along with numerous other local, state, and national contests.

In addition, this department is responsible for the operation of 48 Preschool classes, four Child Development Centers, the Ag Farm, the Instructional Media Center (A-V), district libraries, the Instructional Materials Processing Services Center (textbooks and district-produced materials), Gifted and Talented Education, the New Teacher Project, the Mentor Teacher Project, Comprehensive Teacher Education Institute (CTEI), the Title VII Project, and the Career Centers in secondary schools. Department staff are housed in a number of locations throughout the district. Other major areas of responsibility are Management Training and Inservice, Institute Day and the Administrative Conference.

Attached are copies of the department organizational chart, staff rosters, and the narrative for Program 401, which--in addition to describing the primary responsibilities of the department--lists other programs (budgets) in which staff and fiscal allocations are located.

PROGRAM 401 - CURRICULUM AND INSTRUCTIONAL SERVICES

The primary responsibilities of the Curriculum and Instructional Services Department are:

1. To aid in the development, implementation, and evaluation of all curriculum and school programs, preschool through senior high school.
2. To provide support for the implementation of the District's Curriculum goals, objectives and courses of study.
3. To coordinate the development and production of various handbooks, curriculum guides, courses of study, skill sequences, goals, objectives, activities, and other curriculum materials.
4. To initiate and aid in the development of projects within the Instruction Division relating to State and Federal funding.
5. To assist in the development of university extension inservice courses and with the District's staff development opportunities.
6. To assist in the development of plans and programs for Year-Round Education and Dropout Prevention.

Additional Curriculum and Instructional staff and budget allocations may be found in the following programs:

1. Elementary Music, Program 121
2. Reading Articulation, Program 122
3. District GATE, Program 125
4. Driver Training & Education, Program 143
5. Extra Curric. & Co-Curric. Activities, Program 144
6. Staff Development, Program 155, 506
7. Voc Ed. Classes - All Programs in the 200 Series
8. GATE, Program 301
9. GATE-Manchester, Program 303
10. Physical Education & Athletics, Program 402
11. Career/Voc Ed Administration, Program 403
12. Classroom Materials, Program 404
13. Instructional Media Center, Program 421
14. Elem. & Sec. Libraries, Programs 423, 424, 425
15. Instructional Materials System - IMS, Program 426
16. Multiling./Multicul. Master Plan, Program 501
17. S.C.E. Curric. & Instruct. Services, Program 503
18. Bilingual Education, Program 505
19. Chapter 1 Curric. & Instruct. Services, Program 513
20. Chapter 1 Preschool, Program 516
21. SIP (School Improvement Program), Program 522
22. Chap. 2 Modeling Integr. Program 534
23. Getty Visual Arts Institute, Program 541
24. State Preschool, Program 553
25. Biling. Ed. Basic Program K-6, Program 555
26. Teen Parent. & Inf. Develop., Program 559
27. Mentor Teacher's Program, Program 560
28. Drug Free Schools, Program 562
29. Education for Economic Security, Program 563
30. Trans. Biling. Ed. Gr. 9-12, Program 565
31. Adolescent Family Network, Program 569
32. New Teacher Project, Program 575
33. Emerg. Immig. Ed. Assistance, Program 576
34. Indo-China Refug. Child. Assist., Program 577
35. Dropout Prevention, SB65, Program 581
36. Suppression of Drug Abuse, Program 583
37. Recreational Athletics, Program 903

FRESNO UNIFIED SCHOOL DISTRICT
CURRICULUM AND INSTRUCTIONAL SERVICES

Janice Klemm
 Assistant Administrator

Elizabeth S. Hansen
 Assistant Superintendent

Mike Giovannetti
 Assistant Administrator

Olivia Palacio
 Assistant Administrator

Wanda Lister
 Assistant Administrator

Mike Giovannetti, Assistant Administrator, Secondary Curriculum

DIRECTORS, COORDINATORS, AND SPECIALISTS

NAOMI ARABIAN* #3643	MARVIN AWBREY* #3644	BILL BAIN** #3300
Language Arts, 7-8 Schools: Scandinavian Yosemite	Social Science, 7-12 Law Related Education Schools: Bullard Bullard Cont.	Career/Vocational Education, K-12 Regional Occupational Center Programs, 9-12
SUE BONNIN* #6873	LENORE DAW* #3665	LINDA DRITSAS* #3642
Fine Arts, 7-12 Schools: Hoover Hoover Cont. Konkel	District Libraries, K-12 Schools: Lawless Sequoia	Mathematics, 7-12 Schools: Ft. Miller Tehipite SETCAC
BILL HARBOUR** #3637	RICHARD HAYNIE* #8103	DOLORES HEINLEN* #3578
Physical Education & Athletics, 7-12 School: Wawona	Foreign Language, 7-12 ESL/Bilingual Ed., 7-12 Schools: Roosevelt Kings Canyon Newcomers	Staff Development, 7-12 Schools: McLane McLane Cont. SETCAC
RUTH HORNE** #3683	GARLAND JOHNSON* #3641	COORDINATOR* #3662
Multilingual/Multicultural Education, K-12	Science, 7-12 Health Education, 9-12 Schools: Edison Edison/Computech	Consumer Home Econ., 7-12 Parent & Child Ed., 7-12 Family Life Ed., 7-12 Health Education, 7-8 Schools: Tioga Figarden
ELLEN MANHIRE* #3606	CYNTHIA RATHWICK* #3338	JIM SATTERBERG* #3285
Language Arts, 9-12 Schools: DeWolf Fresno High Fresno Cont.	Gifted & Talented Education, K-12 School: Carver	Instructional Media Services School: Cooper
CHUCK SCHROEDER* #3685	RICHARD SWAN* #3646	VIC TAKEUCHI** #3627
Instrumental Music, K-12 Schools: Bullard TALENT Ahwahnee	Business Ed., 7-12 Cadets, 7-12 Computer Ed., 7-12 Schools: Tenaya Cooper	Driver Training/Education Technical Education, 7-12 School: Duncan
KAREN TOZLIAN* #3672	SCIENCE SPECIALIST #3624	P.E. SPECIALIST #3636
Instructional Materials Services School: ReStart	Brad Huff, 7-12 .50	Dick Katen
STAFF DEVELOPMENT SPECIALISTS #3575	ESL/BILINGUAL #3575 EDUCATION SPECIALIST	MULTILINGUAL/ MULTICULTURAL SPECIALIST #3576
Alice Condit Sue Heth	Finian McGinn, K-12	Josie Burriss, 7-12

CURRICULUM AND INSTRUCTIONAL SERVICES

Janice Klemm
Assistant Administrator

Elizabeth S Hansen
Assistant Superintendent

Mike Giovannetti
Assistant Administrator

Olivia Palacio
Assistant Administrator

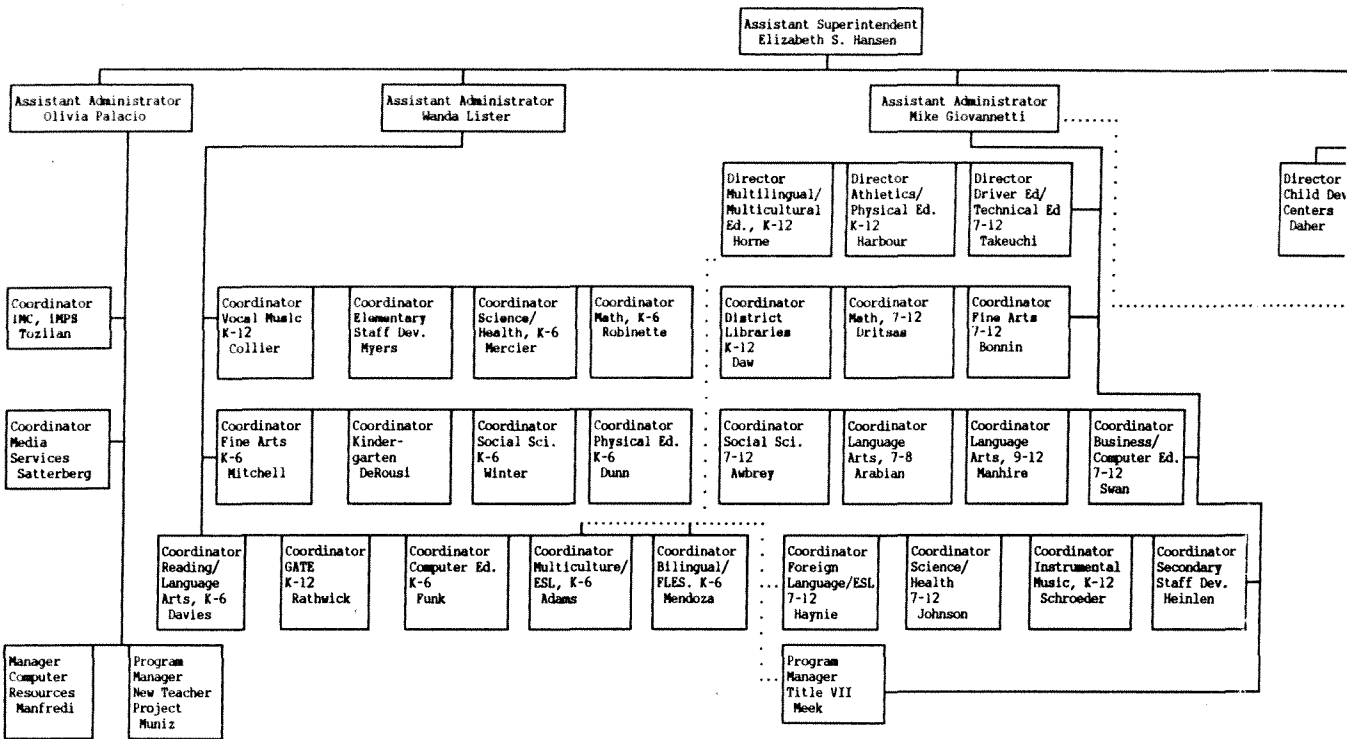
Wanda Lister
Assistant Administrator

WANDA LISTER, ASSISTANT ADMINISTRATOR, ELEMENTARY CURRICULUM

ELEMENTARY CURRICULUM COORDINATORS, DIRECTORS, AND SPECIALISTS

BEVERLY ADAMS* #3659	DEDE COLLIER* #6977	PAM DAVIES* #3603
Multicultural Education/ESL K-6 Second Grade Meeting	Vocal & Classroom Music, K-12 First Grade Meetings ETCAC	Reading/Language Arts K-6 Fifth Grade Meetings
LENORE DAW* #3665	TANIS DERUOSI* #3617	WILLINE DUNN* #3635
District Libraries, K-12	Kindergarten/Early Primary Education	Physical Education K-6 Fifth Grade Meetings
DENNIS FUNK* #3660	BILL HARBOUR** #3637	RUTH HORNE** #3683
Computer Education K-6 Sixth Grade Meetings	Physical Education and Athletics K-12	Multilingual/Multicultural Education K-12 Second Grade Meetings
NYDIA MENDOZA* #3686	SHERYL MERCIER* #3684	BETSY MITCHELL* #3609
Bilingual Education, Foreign Language in Elementary Schools (FLES) K-6 Third Grade Meetings	Science/Health/Environmental Education K-6 Third Grade Meetings	Fine Arts K-6 Fourth Grade Meetings
BARBARA MYERS* #3579	CYNTHIA RATHWICK* #3338	GAIL ROBINETTE* #3615
Staff Development K-6 First Grade Meetings	Gifted & Talented Education K-12	Mathematics K-6 Fourth Grade Meetings
JIM SATTERBERG* #3285	CHUCK SCHROEDER* #3685	KAREN TOZLIAN* #3672
Media Services	Instrumental Music K-12	Instructional Media Services Instructional Materials Processing & Storage
WAYNE WINTER* #3645		
Social Science K-6 Sixth Grade Meetings ETCAC		
CURRICULUM SPECIALISTS		STAFF DEVELOPMENT SPECIALISTS #3579
Chris Beck 3617	Howard Larimer 3609	Laurel Ashlock
Linda Braunstein 6977	Janice Marshall 3615	Regina Dragon
Sandy Wright 3683	Donna McCauley 3579	Larry Metzler
Cheryl Caldera 3610	Virginia Riding 3635	Juanita Montano
Nancy Engstrom 3660	Pete Summers 3686	Phyllis Nielsen
Louise Feinberg 3645	Katie Ude 443-8102	Darlene Smith
Sue Fuentes 443-8102	Veronica Weber 3684	Rita Tarango
Al Graumann 3659		

CURRICULUM AND INSTRUCTIONAL SERVICES DEPARTMENT
ORGANIZATION CHART 1989-90



8/24/89 mkg

FRESNO UNIFIED SCHOOL DISTRICT

ADOPTED BUDGET

GENERAL FUND

1989-90

September 14, 1989

FRESNO UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

Mary A. Curry, President

Juan Arambula, Clerk

Ruth M. Gadebusch

Darlene M. Laval

Gerald R. McMenamin

ADMINISTRATION

Dr. E. T. Lon Luty, Superintendent

Joe H. Lee, Ed. D., Deputy Superintendent, Division of Instruction

John Mulligan, Associate Superintendent, Division of Business Services

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FRESNO UNIFIED SCHOOL DISTRICT
GENERAL FUND
ADOPTED BUDGET 1989-90

REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE

DESCRIPTION	SOURCE/ OBJECT CODES	1989-90 TENTATIVE BUDGET	1989-90 ADOPTED BUDGET	INCREASE (DECREASE) FROM 1989-90 BUDGET
A. REVENUES				
REVENUE LIMIT SOURCES	8010-8099	\$ 193,519,198	\$ 198,599,122	\$ 5,079,924
FEDERAL REVENUES	8100-8299	2,239,575	14,615,056	12,375,481
OTHER STATE REVENUES	8300-8599	36,618,577	50,352,840	13,734,263
OTHER LOCAL REVENUES	8600-8799	<u>5,203,518</u>	<u>5,603,759</u>	<u>400,241</u>
TOTAL REVENUES		\$ 237,282,768	\$ 268,970,777	\$ 31,688,009
B. EXPENDITURES				
CERTIFICATED SALARIES	1000-1999	\$ 130,371,230	\$ 138,327,122	\$ 7,955,892
CLASSIFIED SALARIES	2000-2999	35,057,775	43,712,567	8,654,842
EMPLOYEE BENEFITS	3000-3999	36,761,629	39,516,134	2,754,505
BOOKS AND SUPPLIES	4000-4999	8,992,865	10,831,425	1,838,560
SERVICES AND OTHER OPERATING EXPENSE	5000-5899	15,586,048	17,059,095	1,473,047
CAPITAL OUTLAY	6000-6599	7,397,207	8,035,726	638,519
OTHER OUTGO	7100-7299	<u>37,000</u>	<u>37,000</u>	
TOTAL EXPENDITURES		\$ 234,203,704	\$ 257,519,069	\$ 23,315,365
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES (A - B)		\$ 3,079,064	\$ 11,451,708	\$ 8,372,644
D. OTHER FINANCING SOURCES/USES				
INTERFUND TRANSFERS				
TRANSFERS IN	8910-8929			
TRANSFERS OUT	7610-7629	\$ 136,500	\$ 136,500	
OTHER SOURCES/USES				
SOURCES	8930-8979	<u>5,642,672</u>	<u>5,252,965</u>	<u>\$ 389,707</u>
USES	7630-7699	<u>5,784,172</u>	<u>5,389,465</u>	<u>\$ 394,707</u>
TOTAL OTHER FINANCING SOURCES/USES		\$ 5,784,172	\$ 5,389,465	\$ 394,707
E. NET INCREASE (DECREASE) IN FUND BALANCE (C - D)		\$ 2,705,108	\$ 6,062,243	\$ 3,357,135
F. FUND BALANCE, RESERVES				
BEGINNING BALANCE JULY 1		\$ 6,781,275	\$ 6,448,647	\$ 332,628
ENDING BALANCE JUNE 30 (E + BEGINNING BALANCE)		\$ 9,486,383	\$ 12,510,890	\$ 3,024,507

FRESNO UNIFIED SCHOOL DISTRICT
GENERAL FUND
ADOPTED BUDGET 1989-90

REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE

DESCRIPTION	SOURCE/ OBJECT CODES	1988-89	1989-90	INCREASE
		REVISED BUDGET	ADOPTED BUDGET	(DECREASE) FROM 1988-89 BUDGET
A. REVENUES				
REVENUE LIMIT SOURCES	8010-8099	\$ 176,154,661	\$ 198,599,122	\$ 22,444,461
FEDERAL REVENUES	8100-8299	15,526,543	14,615,056	(911,487)
OTHER STATE REVENUES	8300-8599	50,394,309	50,352,840	(41,469)
OTHER LOCAL REVENUES	8600-8799	<u>4,629,284</u>	<u>5,403,259</u>	<u>773,975</u>
TOTAL REVENUES		\$ 246,704,797	\$ 268,970,277	\$ 22,265,480
B. EXPENDITURES				
CERTIFICATED SALARIES	1000-1999	\$ 132,851,866	\$ 138,327,122	\$ 5,475,256
CLASSIFIED SALARIES	2000-2999	40,549,818	43,712,567	3,162,749
EMPLOYEE BENEFITS	3000-3999	35,680,816	39,516,134	3,835,318
BOOKS AND SUPPLIES	4000-4999	9,427,765	10,831,425	1,403,660
SERVICES AND OTHER OPERATING EXPENSE	5000-5899	14,187,552	17,059,095	2,871,543
CAPITAL OUTLAY	6000-6599	10,253,000	8,035,726	(2,217,274)
OTHER OUTGO	7100-7299	<u>12,000</u>	<u>12,000</u>	
TOTAL EXPENDITURES		\$ 242,987,817	\$ 257,519,069	\$ 14,531,252
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES (A - B)		\$ 3,716,980	\$ 11,451,208	\$ 7,734,228
D. OTHER FINANCING SOURCES/USES				
INTERFUND TRANSFERS				
TRANSFERS IN	8910-8929			
TRANSFERS OUT	7610-7629	\$ 130,000	\$ 136,500	\$ 6,500
OTHER SOURCES/USES				
SOURCES	8930-8979			
USES	7630-7699	<u>3,122,674</u>	<u>5,252,265</u>	<u>2,060,291</u>
TOTAL OTHER FINANCING SOURCES/USES		\$ 3,322,674	\$ 5,389,465	\$ 2,066,791
E. NET INCREASE (DECREASE) IN FUND BALANCE (C - D)		\$ 394,306	\$ 6,062,243	\$ 5,667,937
F. FUND BALANCE - RESERVES				
BEGINNING BALANCE JULY 1		\$ 6,360,799	\$ 6,448,647	\$ 87,848
ENDING BALANCE JUNE 30 (E + BEGINNING BALANCE)		\$ 6,755,105	\$ 12,510,890	\$ 5,755,785

FRESNO UNIFIED SCHOOL DISTRICT
GENERAL FUND
ADOPTED BUDGET 1989-90

OPERATING BUDGET, RESERVES AND FUND BALANCE

CLASSIFICATIONS	-----1988-89-----		-----1989-90-----		INCREASE OR (DECREASE) FROM 1988-89	
	EMPLOYEES	REVISED BUDGET	EMPLOYEES	ADOPTED BUDGET	-----BUDGET-----	
1000 CERTIFICATED SALARIES						
1100 TEACHERS' SALARIES	3,023.44	\$ 109,691,356	3,115.59	\$ 114,948,501	\$ 5,257,145	4.79 %
1200 SCHOOL ADMINISTRATORS' SALARIES	193.20	9,986,536	192.52	10,192,172	205,636	2.06 %
1300 SUPERVISORS' SALARIES	47.06	2,599,953	47.91	2,666,674	66,721	2.57 %
1400 LIBRARIANS' SALARIES	22.00	859,295	22.00	906,530	47,235	5.50 %
1500 GUIDANCE, WELFARE AND ATTENDANCE SALARIES	95.84	4,551,848	95.24	4,579,383	27,535	.60 %
1600 PHYSICAL AND MENTAL HEALTH SALARIES	35.67	1,301,619	35.24	1,323,192	21,573	1.66 %
1700 SUPERINTENDENTS' SALARIES	4.00	344,960	4.00	339,425	(5,535)	(1.60) %
1800 ADMINISTRATORS' SALARIES	7.00	431,155	7.00	458,660	27,505	6.38 %
1900 OTHER CERTIFICATED SALARIES	61.32	1,082,144	50.65	2,212,585	(1,130,441)	(104.2) %
SUB-TOTAL	3,489.53	\$ 132,851,866	3,570.15	\$ 138,327,122	\$ 5,475,256	4.12 %
2000 CLASSIFIED SALARIES						
2100 INSTRUCTIONAL AIDES SALARIES	867.70	\$ 10,911,388	857.93	\$ 11,474,696	\$ 563,308	5.16 %
2200 ADMINISTRATORS' SALARIES	23.00	1,123,070	25.00	1,371,435	248,365	22.11 %
2300 CLERICAL AND OTHER OFFICE SALARIES	599.75	11,723,903	614.44	12,321,257	597,354	5.10 %
2400 MAINTENANCE AND OPERATIONS SALARIES	564.85	12,387,200	579.60	14,013,500	1,626,300	13.13 %
2500 FOOD SERVICES SALARIES	2.64	31,700	2.64	35,909	4,209	13.28 %
2600 TRANSPORTATION SALARIES	83.50	2,095,284	86.00	2,220,080	124,796	5.96 %
2900 OTHER CLASSIFIED SALARIES	92.85	2,277,273	85.08	2,275,690	(1,583)	(0.07) %
SUB-TOTAL	2,236.29	\$ 40,549,818	2,250.69	\$ 43,712,567	\$ 3,162,749	7.80 %
3000 EMPLOYEE BENEFITS						
3100 STATE TEACHERS' RETIREMENT SYSTEM		\$ 10,921,101		\$ 11,368,314	\$ 447,213	4.09 %
3200 PUBLIC EMPLOYEES' RETIREMENT SYSTEM		2,819,915		2,864,216	44,301	1.57 %
3300 SOCIAL SECURITY / MEDICARE		2,689,375		2,885,628	196,253	7.30 %
3400 HEALTH AND WELFARE BENEFITS		17,877,818		21,003,232	3,125,414	17.48 %
3500 STATE UNEMPLOYMENT INSURANCE		173,605		92,657	(80,948)	(46.63) %
3600 WORKERS' COMPENSATION INSURANCE		1,062,522		1,114,279	51,757	4.87 %
3900 OTHER BENEFITS-DISABILITY INSURANCE		136,480		187,808	51,328	37.61 %
SUB-TOTAL		\$ 35,680,816		\$ 39,516,134	\$ 3,835,318	10.75 %
4000 BOOKS AND SUPPLIES						
4100 TEXTBOOKS		\$ 980,556		\$ 2,407,694	\$ 1,427,138	145.54 %
4200 BOOKS OTHER THAN TEXTBOOKS		843,621		822,842	(20,779)	(2.46) %
4300 INSTRUCTIONAL MATERIALS AND SUPPLIES		4,788,080		4,629,889	(158,191)	(3.30) %
4500 OTHER SUPPLIES		2,446,532		2,585,641	139,109	5.69 %
4600 PUPIL TRANSPORTATION SUPPLIES		285,698		316,494	30,796	10.78 %
4700 FOOD SERVICES SUPPLIES		83,278		68,865	(14,413)	(17.31) %
SUB-TOTAL		\$ 9,427,765		\$ 10,831,425	\$ 1,403,660	14.89 %



PARENTS RIGHTS UNION

4155 E. RACO • FRESNO, CA 93702

TELEPHONE (209) 251-1346

JOHN SANTOYA
CONSULTANT

9/15/89

Mr. John Mulligan:

In regards to the information session for candidates on 9/14/89, I'm requesting the following. A. Amount of staff time, & board time, & secretarys time to set up this meeting & the amount of dollars for each. B. What is the rental value of the Cabinet Rooms for 1 hr 15 mins?

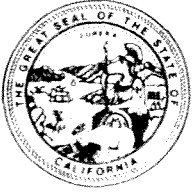
C. What is the hourly pay for all the administrative staff that was present? also how much prep time did each have to use & typing costs? I would appreciate all the above as soon as possible as I have to file my campaign statement by Sept 27, 1989.

I have been informed this is deemed as an "in kind" contribution that the law requires I must list. Also when did the full Board of Trustees approve of this session & expenditures?

Sincerely,
John Santoya

c: Supt Lutz
Darlene Howard
Mary Curry
Larry Steiwal
Jan King
File (Public Info)

my file.



California Fair Political Practices Commission

October 2, 1989

John Mulligan
Associate Superintendent
Fresno Unified School District
Tulare And M Streets
Fresno, CA 93721

Re: Letter No. 89-569

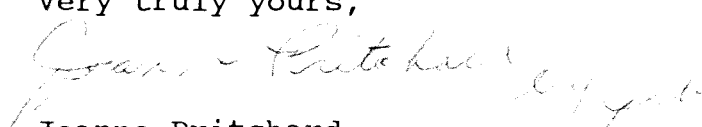
Dear Mr. Mulligan:

Your letter requesting advice under the Political Reform Act was received on September 29, 1989 by the Fair Political Practices Commission. If you have any questions about your advice request, you may contact me directly at (916) 322-5662.

We try to answer all advice requests promptly. Therefore, unless your request poses particularly complex legal questions, or more information is needed, you should expect a response within 21 working days if your request seeks formal written advice. If more information is needed, the person assigned to prepare a response to your request will contact you shortly to advise you as to the information needed. If your request is for informal assistance, we will answer it as quickly as we can. (See Commission Regulation 18329 (2 Cal. Code of Regs. Sec. 18329).)

You also should be aware that your letter and our response are public records which may be disclosed to the public upon receipt of a proper request for disclosure.

Very truly yours,


Jeanne Pritchard
Chief Technical Assistance
and Analysis Division

JP:plh

FRESNO UNIFIED SCHOOL DISTRICT
Office of the Board of Education

BOARD CANDIDATES' INFORMATION SESSION
Thursday, September 14, 1989
2:00 - 3:00 p.m.

AGENDA

2:00 p.m.

Welcome

-- Mary Curry
Board President

Introductory Remarks

-- Dr. E. T. Lon Luty
Superintendent

2:05 p.m.

Instruction Division

-- Dr. Joe Lee
Deputy Superintendent

- . Elementary Education
- . Secondary Education
- . Curriculum & Instructional Services
- . Categorical Programs & Grants
- . Special Education
- . Student Services
- . Adult Education

2:15 p.m.

Business Division

-- John Mulligan
Associate Superintendent

2:25 p.m.

Personnel Division

-- Jack Stewart
Assistant Superintendent

2:35 p.m.

Question/Answer Period

/jk
9/7/89

...

CANDIDATES FOR 1989 BOARD MEMBER ELECTION

FRESNO UNIFIED SCHOOL DISTRICT

Mary A. Curry
312 W. Valencia
Fresno, CA 93706
441-0315

John E. Mitchell
439 N. Chestnut
P. O. Box 1191
Fresno, CA 93715
252-8488

Ruth M. Gadebusch
1624 W. Stuart
Fresno, CA 93711
439-0907

Gordon D. Pickett
5249 E. Butler
Fresno, CA 93727
445-5629

David M. Graham
1332 W. Mesa
Fresno, CA 93711
439-6060

John Santoya
4155 E. Raco
Fresno, CA 93702
251-1346

Virginia Leon
5258 N. Valentine #202
Fresno, CA 93711
275-7459

Phil Sindlinger
4516 N. Lauren
P. O. Box 5441
Fresno, CA 93755
291-4884

Jerry McMenamin
2086 W. Magill
Fresno, CA 93711
294-2441

Jeffrey F. Velasquez
945 N. San Pablo
Fresno, CA 93728
268-7573

FRESNO UNIFIED SCHOOL DISTRICT

OFFICE OF CATEGORICAL PROGRAMS AND GRANTS

Richard M. Firpo
Administrator

Ernest J. Melella
Assistant Administrator

Chapter I
Chapter II
State Compensatory Education
LEP Funding
School Improvement Program
Migrant Education
Indian Education
Grants and Proposals

Marguerite McMenamin
Projects Coordinator

Terri Pieretti
Projects Writer Coordinator

September 11, 1989

TO: JOE H. LEE, DEPUTY SUPERINTENDENT
INSTRUCTION DIVISION

FROM: RICHARD M. FIRPO, ADMINISTRATOR *RMF.*
STATE AND FEDERAL PROGRAMS

RE: BOARD CANDIDATES' INFORMATIONAL
SESSION SEPTEMBER 14, 1989

In response to your memorandum of September 8, the following is a brief outline of the responsibilities of the Office of State and Federal Programs.

The Office of State and Federal Programs is responsible for the administration of certain State and Federal categorical programs and the allocation of over \$20 million. The primary programs are: Chapter 1 (Federal); Chapter 2 (Federal); Economic Impact Aid, which includes State Compensatory Education and LEP funding (State); and School Improvement (State). Included in the programs is virtually every school in the district, as well as support staff from Curriculum and the Office of Evaluation and Planning.

In general, the staff of State and Federal Programs allocates funding, monitors programs and budgets, provides inservice, and monitors compliance and implementation checks for personnel and their respective programs. The staff is also responsible for providing and maintaining an active Compensatory Education District Advisory Committee and the Bilingual District Advisory Committee.

The Administrator of the Office of State and Federal Programs also manages the Indian Education Program, which has a six-member staff, and coordinates and oversees the Indian Parent Advisory Committee meetings. The Administrator also is the district liaison with the County Migrant Program for Fresno Unified, meets on a monthly basis with County superintendents on the Migrant Executive Committee, and assists in planning and arranging for the monthly Migrant Parent Advisory Committee meetings. The office includes on its staff a grantwriter who, under the direction of the Administrator, seeks, writes, and assists in grant proposals as well as serves as coordinator of the District Clearing House for all grants.

Page 2

Attached are detailed descriptions of the specific duties of the personnel in this office.

RMF/p
Attach.

Duties and Responsibilities

RICHARD M. FIRPO

Administrator

State and Federal Programs

1988-1989

RICHARD M. FIRPO

RESPONSIBILITIES

A. Consolidated Application Programs

Includes Chapter I, Chapter II, Economic Impact Aid (State Comp Ed/LEP) and School Improvement Program

Total approximately \$17.5 million
77 schools plus 12 Nonpublic

1. Administer, supervise and oversee:
 - a. Preparation of Consolidated Application
 - b. Monitoring of compliance and implementation
 - c. Approval of budget expenditures
 - d. Approval of program implementation
 - e. Parent involvement program implementation
2. Respond to U.S. Department of Education and State Department of Education on all communication including program compliance and audit reviews
3. Keep current on continuing changes and revisions of state and federal program requirements and regulations
 - a. Conduct regular staff meetings to update and receive input on programs and funding information
 - b. Keep staff current on District direction and program implementation as reported in Cabinet, Department Heads, and School Board meetings.
4. Monthly Principal Meetings
 - a. Schedule, prepare agenda, and conduct monthly Comp Ed Principal/Program Manager meetings
 - b. Schedule and conduct monthly Home School Liaison and Outreach Consultant meetings
5. Attend monthly District Advisory Committee meetings and present State/Federal update.

B. Indian Education Program

Over 1,100 identified students in all schools. Approximately \$150,000 budget

1. Directly administer and direct Indian Education Program
2. Meet weekly with staff of six liaisons to give direction and review activities
3. Prepare and submit program application
4. Plan agenda and conduct monthly Indian Parent Committee meeting
5. Meet on regular basis with staff from University of California Outreach Program in order to articulate and coordinate activities on a regular basis
6. Meet and coordinate activities with Fresno City College EOP&S representatives periodically
7. Communicate regularly with Southwest Educational and Resource Center of Tempe, Arizona to keep abreast of program information and changes

C. Migrant Program

FUSD has service agreement with Fresno County Schools. Over 5,000 identified students in FUSD

1. Coordinate FUSD program with County office
2. Attend monthly Migrant Executive Board meeting conducted by Fresno County
3. Assist in staffing and program implementation for FUSD schools
4. Attend monthly Migrant District Advisory Committee parent meeting and participate in planning and presenting agenda

D. Grant Clearinghouse

1. Supervise and oversee
 - a. Grant Clearinghouse (timelines, due dates, record keeping, etc.)
 - b. Technical assistance to school sites and other District personnel
 - c. Office staff as resource to others in seeking grants

- E. Meet with Business, Personnel and Instruction Division line administrators to coordinate services

- F. Attend Cabinet on weekly basis
- G. Attend Department Head meetings on a regular basis
- H. Attend School Board meetings twice monthly
- I. Serve last year as chairman of State ACSA Committee on Federal Legislation and Finance. Meet five times per year in Sacramento
- J. Attend "Big 20" meetings monthly to receive information updates on all state and federal program information
- K. Attend staff meetings of elementary and secondary Assistant Superintendents as necessary for articulation purposes
- L. Meet with Area Assistant Administrators in cooperative effort to coordinate programs (i.e. School Base Coordinated Programs; computer labs, software programs, etc.)
- M. Participate in ACSA Rep Assembly meetings (3 times) due to chairmanship of State Committee
- N. Participate in CAASFEP Board meetings and workshops
- O. Participate on AASA Legislative Corps three meetings per year
- P. Accept invitations to speak at conferences if time permits

Duties and Responsibilities

ERNEST J. MELELLA

Assistant Administrator
State and Federal Programs

1988-1989

ERNEST J. MELELLA

RESPONSIBILITIES

- A. Prepare District Consolidated Application (SDE-100)
- B. All elementary Comp Ed, Preschool, and Comp Ed SIP schools (32 schools plus Preschool)
 - 1. Monthly budget review and follow-up
 - 2. Revisions and amendments (budget and program).
 - 3. Monitor compliance and implementation check
 - 4. Schedule, coordinate and supervise program reviews (coordinate with Curriculum and Evaluation Departments)
 - 5. Supervise and train school site review participants
 - 6. Provide information and assistance to Personnel, Business, and Purchasing Departments as necessary
 - 7. Monitor and approve supply orders, capital outlay, textbook and "J" orders, buyout requisitions, personnel requisitions, etc.
 - 8. Inservice site staff upon request
 - 9. Visit school site minimum of once per week.
- C. Monitor centralized services budgets
- D. Prepare OSFP centralized budget (consult with staff)
- E. Represent OSFP and advise Bilingual District Advisory Committee
 - 1. Monitor Bilingual compliance for District
- F. Submit all program staffing sheets to Personnel and update as necessary
- G. Nonpublic schools with ECIA Chapter 2 (12 schools)
 - 1. Communicate with Nonpublic schools regarding meetings
 - 2. Prepare budgets for Nonpublic schools
 - 3. Monitor and supervise implementation of Nonpublic schools budgets

- H. Attend "Big 20" and other appropriate workshops/meetings as necessary.
- I. Attend Instruction Division Department Head meetings as requested
- J. Attend all Compensatory Education Principals meetings
- K. Attend weekly staff meetings to receive informational update and give input
- L. Review on continuing basis all newsletters and publications in OSFP
- M. Monitor and disseminate on regular basis information from SchoolNet and Action-Line
- *N. Participate in professional organizations as appropriate, especially ACSA, NAFEPA, and CAASFEP

*Obviously this is not mandatory, but membership and participation are encouraged by Administrator of State and Federal Programs.

Duties and Responsibilities

MARGUERITE McMENAMIN

Projects Coordinator

State and Federal Programs

1988-1989

MARGUERITE McMENAMIN

RESPONSIBILITIES

- A. Secondary Schools' Compensatory Education Program development (11 schools)
 - 1. Monthly budget review and follow-up.
 - a. Work closely with Accounting office
 - 2. Budget/program revisions and amendments
 - 3. Monitor compliance and implementation checks
 - 4. Schedule, coordinate, and supervise program reviews (coordinate with Curriculum and Evaluation Departments)
 - 5. Supervise and train school site review participants
 - 6. Inservice program managers
 - 7. Provide information and assistance to Personnel, Business and Purchasing Departments as necessary
 - 8. Monitor and approve supply orders, capital outlay, textbook and "J" orders, buyout requisitions, personnel requisitions, etc.
 - 9. Inservice school staffs upon request
 - 10. Visit school site minimum of one per week
- B. Mainline SIP Schools Program development (25 schools)
 - 1. Same as 1, 2, 3, 4, and 5 above
 - 2. Inservice principals on individual basis as necessary
 - 3. Call general principal/program manager meetings as necessary (upon approval of Administrator)
- C. Represent OSFP as liaison at Curriculum/Staff Development meetings
- D. District Advisory meetings - planning and preparation
 - 1. Set yearly calendar for planning meetings and DAC meetings
 - 2. Schedule and meet with Executive Board at planning meetings prior to each DAC meeting

- 3. Supervise all DAC meetings
- E. Parent Involvement coordinator
 - 1. Plan, schedule and coordinate Parent Involvement activities
- F. Grants and external funding
 - 1. Research and seek appropriate source for funding grants (state and federal)
 - 2. Provide technical assistance to District personnel in application preparation
 - 3. Monitor District grant programs which are in effect
 - 4. Attend appropriate workshops on grantsmanship and proposal writing
 - 5. Coordinate office activities as District Grant Clearinghouse
- G. Xerox monitoring
 - 1. Liaison with Business Office on site Xerox changes and inventory
 - 2. Inform school sites of current/accurate Xerox charges
- H. Information exchange with secondary principals
 - 1. Meet formally or informally with site principals to discuss program manager role and progress
- I. Meet with Assistant Superintendent, Secondary, or his/her representatives, periodically to review progress, concerns and/or problems in schools including staffing
- J. Attend "Big 20" and other appropriate meetings/workshops periodically
- K. Attend all Compensatory Education principals meetings
- L. Attend Instruction Division Department Head meetings upon request of Administrator
- M. Attend weekly staff meetings to receive informational update and give input
- N. Review on continuing basis all newsletters and publications in OSFP
- *O. Participate in professional organizations as appropriate, especially ACSA, NAFEPA, and CAASFEP

*Obviously this is not mandatory, but membership and participation are encouraged by Administrator of State and Federal Programs

EMPLOYMENT OPPORTUNITIES

FRESNO UNIFIED SCHOOL DISTRICT

PERSONNEL DEPARTMENT TULARE and M STREETS, FRESNO, CALIFORNIA 441-3486

PLEASE POST
05/22/89

Certificated/Classified Position Opening

PLEASE POST
05/22/89

THE POSITION

PROJECT WRITER COORDINATOR

APPLICATIONS

Application forms are available in the Personnel Office. Please attach a current resume and a personal letter which addresses specific competencies for this position. Please be aware that incomplete application packets and application packets received after June 5, 1989, cannot be accepted.

APPLICANT
NOTE

The acceptance of your application will depend on whether you have clearly demonstrated that you meet the minimum requirements. Based upon a review of your application and supportive information, only the most qualified will advance to the interview portion. The interview will cover experience, personal suitability, education, and general ability to perform the duties of the position.

INTERVIEW DATE

Applications will be screened and finalists will be notified to appear for an oral interview.

SALARY

\$44,688 - \$55,860 with appropriate adjustments as per management salary schedule.
Deductions from basic schedule for individuals with less than 75 units beyond BA
Duty year - 228 days

MINIMUM
QUALIFICATION

- A. Experience
 - 1. Five years in an Educational Institution
 - 2. Evidence of successful writing skills
- B. Personal
 - 1. Ability to meet District standards of physical and mental health, professional attitude and leadership ability
 - 2. Possess a valid California drivers license and provide personal automobile for which mileage reimbursement is provided

KNOWLEDGE AND ABILITIES

- A. Knowledge of correct English usage, and effective writing skills
- B. Ability to effectively meet and communicate with the varying personalities and organizations that comprise the public
- C. Become sufficiently conversant and informed about all activities of the District in order to develop understanding of program needs as related to procuring external funding
- D. Ability to establish and maintain effective relationships with staff and community
- E. Basic word processing skills and understanding
- F. Possess analytical and synthesis skills
- G. Skillful in questioning and inquiring techniques
- H. Knowledge of state and federal education programs and compliance implications
- I. Knowledge of state and federal education legislation and regulations
- J. Knowledge of sound budget practice

DUTIES AND RESPONSIBILITIES

- A. Maintain current status with state and federal education legislation and regulations and research for possible funding sources
- B. Review Federal Register on regular basis for information pertaining to federal education programs and information relating to grant proposals
- C. Locates sources for grants and applies for funds related to prioritized District projects
- D. Performs continuous funding watch and disseminates funding proposal information to District staff
- E. Provide grant information and interpretation of Request for Proposals (REP's) to department and sites willing
- F. Researching and writing needs assessment section for large grants; assisting, revising, and editing site and department-developed proposals for readability, clarity of focus, and appeal to grantor
- G. Oversee grant clearinhouse by maintaining complete file system of all grants applied for and results of application status
- H. Review and keep current on Chapter I and Chapter II regulations
- I. Be informed and current and EIA and SIP program changes and compliance implications
- J. Actively seek additional sources of funding, such as private foundations, corporations, and public agencies which have grant funds available to school districts
- K. Apprise appropriate department and school site staffs of possible funding sources and solicit their review

Duties and
Responsibilities
(continued)

- L. Develop applications with the assistance of writers with expertise in the areas of the grant programs and with approval of immediate superiors
- M. Maintain comprehensive records including notification of grant deadline, status of proposal development, budget requested, funding level, final disposition of program management, and other pertinent data
- N. Develop timelines for proposed development, processing, and submission of application including dates for Department Head, Cabinet, and School Board agendas
- O. Attends workshops and other meetings as appropriate to obtain current information on grantwriting and/or specific grants
- P. Remains current with newsletters and other grantwriting publication as subscribed to by Office of State and Federal Programs
- Q. Provide inservice for district personnel in generic grant writing and for specific grant projects
- R. Performs such other related administrative duties and managerial services requested by the Administrator, State and Federal Programs

ACCOUNTABILITY

- A. Person to whom responsible
Administrator, State and Federal Programs
- B. Evaluator
Administrator, State and Federal Programs

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

OUTLINE OF SPECIAL EDUCATION PROGRAMS

PHILOSOPHY

The primary goal of the Special Education Department is to provide the most appropriate and effective programs and services possible to individuals with exceptional needs within the financial means of the programs. Additionally, the Department seeks to achieve free appropriate education and equal educational opportunities for all individuals (birth - 21) requiring special education services. These goals are achieved by providing direct and support services to individuals with exceptional needs with a strong emphasis on continually improving the quality of programs and services for individuals with exceptional needs.

LEGAL ASPECTS

P. L. 93-112 (1973) - Rehabilitation Act Section 504 affirmed the Rights of Handicapped Individuals to participate in any program or activity receiving federal financial assistance.

P. L. 94-142 (1975) - Rights Bill for Handicapped affirmed free appropriate public education for all handicapped. Included Child Find, least restrictive placement, due process safeguards, and individualized planning.

S. B. 1870 (1980) - State Master Plan for Special Education Implementation - Federal laws specified and expanded upon in the State Education Code.

P. L. 99-457 (1987) - Federal Preschool Mandate - Includes expansion of services for all preschool children and accepted by the State of California through A. B. 2666 (Hannigan).

PROGRAM STATISTICS

<u>Program</u>	<u># of Teachers</u>	<u># of Students (April, 1989)</u>
Special Day Classes Students being served a majority of the school day in a self-contained Special Education classroom.	191.1	2,058
Resource Specialist Program Students pulled-out of regular classroom for one to three periods per day.	115.2	2,757
Designated Instruction & Services Students receiving specialized instruction on a pull-out basis in such areas as: Counseling, Speech, Adaptive P.E., Itinerant Hearing or Visually Impaired, Nursing, Audiology, Home/Hospital Instruction, and Vocational Education.	<u>72.83</u>	<u>1,675</u>
TOTAL:	379.13	6,490

School Psychologists.	<u>FTE</u> 20
*School Nurses.	4.5
Program Specialists.	9
<u>Special Schools</u>	<u>Classes</u>
Ginsburg - Orthopedically Handicapped.14
Konkel/Fulton - Severely Emotionally Disturbed.5
Figarden - Developmentally Delayed.7

FINANCIAL ASPECTS

<u>Classification</u>	<u>1989-90 Proposed Budget</u>	<u>Amount</u>
1000 (Certificated Salaries).		\$14,657,881
2000 (Classified Salaries).		3,684,635
3000 (Employee Benefits).		4,128,851
4000 (Books & Supplies).		283,413
5000 (Other Operating).		372,952
6000 (Capital Outlay).		158,484
		<u>\$23,286,216</u>

SIGNIFICANT ISSUES

1. 10% Cap on Growth
2. Limited Options
3. Funding
4. Suspension/Expulsion

*Total of 40 Nurses in District; 4.5 of which are financed by Special Education.

MNC:ms
ATTACHMENT
SEP12-6

ADMINISTRATOR
Michael N. Coy, Ed.D.

Operational Manager/D. Madden

Director, Programs
Harold Householder

Ginsburg School
A. Harrison

Director, Services
Phil Manogian

Director, Health Services
Anna Phillips

Figarden
J. Pecora

Fulton/Konkel
S. Aiello

Preschool
A. Benninghoven

Program Specialists

- D. Beauregard
- J. Fisher
- B. Futrell
- A. Grayson
- D. Johnson
- B. Kain
- C. Rittore
- B. Schroeder
- F. Weaver

Service Center
C. Torgerson

DIS
D. Beauregard
J. Pecora
C. Rittore

Guidance Services
Paul Chiames

School Psychologists

- | | |
|-------------|-------------------|
| V. Acosta | K. Haworth |
| P. Bartsch | N. Lopez |
| D. Brown | P. Lynds-Cherry |
| S. Carr | B. Noether |
| K. Caywood | B. Pankratz |
| J. Corbo | A. Paterson |
| B. Daniels | S. Riley |
| V. Freed | E. Robinson |
| J. Giancola | M. Rosalez-Zubiri |
| B. Gross | G. Simpson |
| D. Halpern | B. Volkoff |
| B. Harris | |

STUDENT SERVICES

The Student Services office is located at 2526 E. Hedges, next to the district computer office. The following district functions and services are administered through this office.

Administrator: Dr. William Booth

ATTENDANCE: Four attendance supervisors, plus one liaison are assigned by geographic areas to serve schools on an on call and emergency basis. The attendance supervisors make home calls working in coordination with the school's attendance office. Contact person: Bob Hill.

INTRADISTRICT TRANSFERS: District policy allows transfers from one school within the district to another for specific purposes. Basic decisions are made by the schools in question; appeals are handled through Student Services.

Contact person: Ruben Rodriguez

INTERDISTRICT TRANSFERS: Transfer of students from schools outside of Fresno Unified into the district and from the FUSD to schools in other districts are handled by the Student Services office. District policy and state laws govern the process.

Contact person: Ruben Rodriguez

TRANSFER APPEALS BOARD: Appeal of any decision on intradistrict or interdistrict transfers may be made by applicants to the Transfer Appeals Board.

Contact person: Ruben Rodriguez

AFFIDAVIT OF RESIDENCE: Requests of citizens to have children live with a person, other than immediate family, during the school year. A notarized statement is needed from parents declaring that it is with their knowledge and permission that the student is living other than with his immediate family. State law and district counsel rulings govern the process.

Contact person: Ruben Rodriguez

SCHOOL ATTENDANCE REVIEW BOARD (SARB): Severe attendance problems are considered by SARB which is composed of representatives from the FUSD and from community agencies. SARB attempts to resolve attendance problems when possible and may resort to the judicial system when parents do not cooperate.

Contact person: Position open-

EXPULSION/SUSPENSION: Violation of the Education Code in disciplinary areas may result in suspension (short term) or expulsion (long term) from school. Suspension is administered by the site administrator. Expulsion is administered through the Student Services office. Expulsion must be approved by the Board of Education after consideration by an administrative panel appointed by the board.
Contact person: Ed Kerber

CHILD ABUSE, CHILD CUSTODY, GENERAL DISCIPLINARY PROCEDURE QUESTIONS: Student Services office acts as a clearing house for information and in-service in the above areas.
Contact person: Bill Booth

OPERATION STAY IN SCHOOL (OSIS): This program operates as a joint venture with the district and the Fresno Police. Students who are out of school during school hours are picked up by police and delivered to one of two OSIS centers. Parents are contacted or reasons for absence are verified and students are returned to school.
Contact Person: Ruben Rodriguez

STUDENT RECORDS: Nearly 1,000,000 sets of records for students who have attended FUSD from 1896 to 1989 are housed in the district's records repository located in the Student Services complex. The office, formerly known as BPA is presently converting to a computer indexing system in order to handle the growing volume of records.

INTER SCHOOL OR INTER DEPARTMENTAL COMMUNICATION

To: Board of Education

Date: 9/13/89

From: Don McColm, Director of Adult Education

Regarding: ADULT EDUCATION COURSE OFFERINGS 1989-1990

A list of courses to be offered by the Adult School during the 1989-90 school year is attached. State regulations require annual board approval.

APPROVED ADULT COURSE OFFERINGS
88/89

<u>PROGRAM 01</u>	<u>ELEMENTARY BASIC SKILLS</u>
01.011.110	GENERAL ARITHMETIC SKILLS
01.011.110	BASIC ARITHMETIC SKILLS
<u>PROGRAM 02</u>	<u>HIGH SCHOOL</u>
02.021.110	ARITHMETIC, BASIC
02.021.110	ARITHMETIC, BUSINESS
02.021.110	ARITHMETIC, REMEDIAL
02.021.130	ALGEBRA, INTRODUCTION
02.022.210	GRAMMAR, ENGLISH A
02.022.210	GRAMMAR, ENGLISH B
02.022.210	GRAMMAR, ENGLISH C
02.022.210	COMPOSITION
02.022.220	READING, REMEDIAL
02.022.220	READING, FORMULA PHONICS
02.022.220	LITERATURE
02.022.230	PUBLIC SPEAKING
02.022.230	SPEECH ARTS
02.023.310	GENERAL SCIENCE A
02.023.310	GENERAL SCIENCE B
02.023.320	EARTH SCIENCE A
02.023.320	EARTH SCIENCE B
02.023.320	PHYSICAL SCIENCE A
02.023.320	PHYSICAL SCIENCE B
02.023.330	HEALTH SCIENCE A
02.023.330	HEALTH SCIENCE B
02.023.330	LIFE SCIENCE A
02.023.330	LIFE SCIENCE B
02.024.410	U.S. HISTORY A
02.024.410	U.S. HISTORY B
02.024.430	AMERICAN GOVERNMENT
02.028.810	GED EXAM PREPARATION
02.029.000	SOCIOLOGY FOR LIVING A
02.029.000	SOCIOLOGY FOR LIVING B
<u>PROGRAM 03</u>	<u>ENGLISH AS A SECOND LANGUAGE</u>
03.031.000	ENGLISH/FOREIGN SPEAKING A
03.031.000	ENGLISH/FOREIGN SPEAKING B
03.032.000	ENGLISH/FOREIGN SPEAKING C
03.032.000	ENGLISH/FOREIGN SPEAKING D
03.034.000	ENGLISH/FOREIGN SPEAKING
03.036.000	IMPROVE SPEECH/LANGUAGE ACCENTS
<u>PROGRAM 04</u>	<u>CITIZENSHIP</u>
04.041.000	CITIZENSHIP
<u>PROGRAM 05</u>	<u>SUBSTANTIALLY HANDICAPPED</u>
05.052.230	MANUAL COMMUNICATION/SIGN LANGUAGE
05.055.510	HEALTH/HYGIENE/GROOMING
05.055.520	COMMUNITY RESOURCES
05.056.610	SHIPPING/RECEIVING SKILLS

APPROVED ADULT COURSE OFFERINGS
88/89

05.056.610 SHIPPING/RECEIVING SKILLS ADV
05.056.610 VOCATIONAL CERAMICS
05.056.610 VOCATIONAL CERAMICS ADV
05.056.610 SUPERVISORY SKILLS
05.056.620 FOOD SERVICES
05.056.620 JOB PREPARATION
05.058.000 MUSIC APPRECIATION
05.058.000 VOCATIONAL ARTS/CRAFTS

PROGRAM 06 VOCATIONAL PROGRAMS

06.202.362 SHORTHAND/GREGG
06.202.362 SHORTHAND/BRUSH-UP
06.203.582 TYPING A
06.203.582 TYPING B
06.203.582 TYPING C
06.203.582 TYPING BRUSH-UP
06.203.582 CLERK-TYPIST TRAINING
06.209.562 GENERAL OFFICE CLERK TRAINING
06.210.382 BOOKKEEPING/ACCOUNTING A
06.210.382 BOOKKEEPING/ACCOUNTING B
06.249.367 TEACHER AIDE TRAINING/SPECIAL EDUCATION
06.330.371 BARBERING
06.332.271 COSMETOLOGY
06.382.664 CUSTODIAL SUPERVISION
06.382.664 CUSTODIAL TRAINING
06.408.161 VOCATIONAL LANDSCAPE MAINTENANCE
06.819.361 COMBINATION WELDER
06.913.463 SCHOOL BUS DRIVING

PROGRAM 07 PARENT EDUCATION

07.081.110 PARENT EDUCATION/PARENT COOP PRESCHOOL
07.082.230 MATH FOR PARENTS
07.082.230 PARENT-TEACHER-CHILD RELATIONS

PROGRAM 08 PROGRAMS FOR OLDER ADULTS

08.091.140 ARTS/CRAFTS
08.092.230 CURRENT EVENTS
08.093.320 PHYSICAL FITNESS
08.093.330 RETIREMENT PLANNING

APPROVED ADULT COURSE OFFERINGS
88/89

NEW OR CHANGED COURSE OFFERINGS

Course Number	Course Title
01.012.210	Composition & Grammar
01.012.220	Reading
01.012.240	Writing
01.014.410	U. S. History & Geography
01.014.430	American Government/Civics/Econ

FRESNO UNIFIED SCHOOL DISTRICT
DIVISION OF BUSINESS SERVICES
ORGANIZATIONAL STRUCTURE

- John Mulligan, Associate Superintendent
 - Bill Hansen, Assistant Superintendent
 - Transportation Services . . Terry Beaver, Supervisor
 - Food Services Dorothy Sarakon, Director
 - Computer Services Rich Dixon, Director
 - Graphic Communications . . . Grace Rudy, Supervisor
 - Office of Priority Housing Chuck McAlexander
Assistant Superintendent
 - Budget & Financial Services . . . Ron Diebert, Director
 - Maintenance, Operations & Construction Roy Spina
Director
 - Purchasing Fos Lyon, Acting Director
 - Benefits & Risk Management . . . Wayne McMillen, Director
 - Accounting & Payroll . . Gary Mayfield, Acting Controller

FRESNO UNIFIED SCHOOL DISTRICT

DIVISION OF PERSONNEL

Jack A. Stewart
Assistant Superintendent

Patricia Hogan-Newsome
Administrator, Classified Personnel

Melinda Homola, Director
Certificated Personnel, Elementary

Larry Matthews, Director
Certificated Personnel, Secondary

I. PERSONNEL DIVISION STRUCTURE

- A. Certificated Management
- B. Elementary Certificated
- C. Secondary Certificated
- D. Classified

II. CURRENT PROJECTS AND ACTIVITIES

A. Certificated/Classified Services

- 1. Job Advertisements
- 2. Job Descriptions
- 3. Selection Process
- 4. Credential Counseling/Monitoring
- 5. Evaluation Procedure
- 6. Substitute Placement
- 7. Wage and Salary Administration
- 8. Affirmative Action
- 9. Early Retirement Program

JAS/ch

PROGRAM 803 - PERSONNEL ADMINISTRATION

This budget represents the operational costs of the Personnel Services Division. An increase classification 4510 is required for publication costs of job ads (employment opportunities) and evaluation forms. A separate budget account has been added to identify costs of teacher recruitment for shortage and speciality areas.

The Personnel Administration program includes:

1. Employee Recruitment, Placement, Transfer, and Promotion
2. Coordination of Employee Discipline
3. Credential Counseling and Monitoring, including the new Professional Growth Program for Credential Renewal
4. Wage and Salary Administration
5. Staffing Authorization and Monitoring
6. Affirmative Action
7. Evaluation Coordination, Training, and Monitoring
8. Substitute Recruitment and Placement
9. Legal Consultation and Coordination
10. Participation in Negotiations
11. Cost of fingerprinting and physicals for casual employees, Language Development Specialist examinations and Employee Directory

Also included in Personnel Administration, but budgeted separately, are the following programs:

1. Early Retirement Programs
2. Jury Duty Program